

Constitution
of the
University of Alberta
Undergraduate Artificial Intelligence Society
Revision I

Amended and Ratified April 26, 2024

I. Name

- A) The group shall be known as the University of Alberta Undergraduate Artificial Intelligence Society, hereinafter referred to as “the UAIS” or “the society”. The society exists under the student groups section of the University of Alberta Students’ Union Constitution (at least 75% Undergraduate Students).
- B) The symbol of the Undergraduate Artificial Intelligence Society shall be a coloured neural representation of the brain graph.

II. Mandate

The society has a responsibility to provide the following to its membership:

- A) Supporting a diverse community of students interested in learning AI.
- B) Teaching the basic tools to program an artificial intelligence system including neural networks, and applying them to projects.
 - a) There should be at least two “workshops” per semester where a new skill is introduced.
 - b) These projects will be team collaborative efforts, with students learning how to work on a team with leadership roles and using version control systems.
 - c) A project is defined as any participation to the organization to a club sanctioned event, participate to a workshop, or contribute code on our GitHub repositories
- C) Representing the interest of members before external organizations such as the Students’ Union and AMII.

D) Maintaining the meeting place in the Student Innovation Centre.

III. Membership: As there are many diverse areas in AI, it's important to respect unique perspectives. No matter if you're a beginner or expert, there's a place for you.

A) Levels of Membership and Eligibility

i) Associative Membership

a) Staff, academic or non-academic, may obtain associate membership.

ii) Full Membership

a) Any undergraduate student or graduate student, full or part-time, may become a full member of the UAIS during the academic year in which they are registered at the University of Alberta.

b) The terms "full member" and "voting member" are considered equivalent and may be used interchangeably.

c) A full member is committed to work on at least one AI related project and attend at least two meetings per academic year.

B) Privileges

i) Associative Members

a) Each associate member is entitled to the use of the meeting place for extracurricular projects and use of its resources.

b) Each associate member is entitled to attend all general meetings and Society events, albeit without voting privileges or other preferential status.

ii) Full Members

a) Each full member is entitled to attend all general meetings and Society events.

b) Each full member may vote at a general meeting. These votes may have significant influence for the club, such as allocation of funds, or on executive positions.

C) Terms of Membership

i) Membership lasts from the beginning of an academic year to the end of the academic year as defined in the UofA calendar.

D) Suspension

- i) Any member may have their membership suspended under Article III, Section D during a general meeting by a majority vote. Valid grounds to suspend membership are a violation of the University of Alberta Code of Student Behaviour or the UAIS constitution.

E) **Reinstatement**

- i) Any member suspended may have their membership reinstated during a general meeting by a two-thirds vote.

IV. Meetings

A) **General Meeting**

A general meeting may be called by any full member and shall be considered valid if and only if all of the following conditions are satisfied:

- i) 40% of the non-executive voting membership must be in attendance.
- ii) Three members of the executive must be in attendance, one of whom must be either the president or the vice-president.
- iii) If the general secretary is not present, a designate will be appointed to take the minutes.
- iv) The general meeting must have been advertised at least five business days prior to its occurrence.

B) **Initial General Meeting**

The optional initial general meeting of the UAIS in each academic year shall be held no more than three weeks after the commencement of the fall session. This meeting shall be extensively advertised no less than one week prior to its occurrence.

C) **Annual General Meeting**

In March, a special general meeting shall be called for the purpose of electing the executive officers. More than 50% of the total voting membership must attend this meeting for the results to be considered binding. The newly elected executive will take office at the beginning of the next academic year. The current executive will make themselves available for operational training until that time.

D) **Executive Meetings**

In order for an executive meeting to be considered valid, the following conditions must be satisfied.

- i) Quorum must be established; at least three of the executive members, including either the president or vice-president, must attend.
- ii) If the general secretary is not present, a designate will be appointed to take the minutes.

E) Committee Meetings

Committee meetings shall be scheduled and conducted at the discretion of the committee chair.

F) Emergency Impeachment Meetings

Should any full member wish to impeach an executive member, the following criteria must be met.

- i) At least two-thirds of the voting membership must meet.
- ii) An emergency chair must be nominated and elected by a majority vote of those present.
- iii) The emergency chair must appoint a secretary to record the discussion and outcome of the impeachment vote as per Article V, Section C.

G) Minutes

- i) Full minutes for every UAIS meeting, both general and executive, must be taken and made available to the membership at large in both electronic and printed form no later than one week following the meeting.
- ii) These minutes must be approved by the next meeting of the body which produced them.

H) Chairmanship

Every general and executive meeting will be chaired by the president or, in their absence, by the vice-president. In the event of an emergency impeachment meeting, this section shall be superseded by Article IV, Section F, Subsection (ii). Should any conflict arise as to the procedure used during a meeting, Robert's Rules of Order shall be considered as the definitive source.

I) Motions

All motions presented to a general meeting shall be considered passed by a majority vote in favour of the motion except as specified by certain sections of this document.

V. Society Executive Graduate students may only run for the position of Vice President. All other roles must be held by undergraduate students. The total number of Vice President positions may be composed by no more than 50% graduate students.

A) Elected Officers (in order of precedence)

i) President

It is the responsibility of the President to

- a) Chair all meetings of the UAIS when present.
- b) Oversee the responsibilities of executive members in booking presentations, planning events, and working with communications to ensure the fulfillment of the Society mandate.
- c) Oversee, in cooperation with the treasurer, the financial affairs of the UAIS.
- d) Serve as liaison with external groups and individuals.
- e) Represent the interests of the UAIS before any external organization.
- f) Attend mandatory Student Group Services President training.

ii) Vice President

It is the responsibility of the Vice President to

- a) Assist the president in all of their responsibilities as delegated by the president.
- b) Assume all duties of the president in the event of their absence.
- c) *Member Learning:* Provide moral support and assistance to members as necessary.
- d) Plan and organize social presentations with the assistance of the Presentation Committee, if formed, established under Article VI, Section D, Subsection iii below.
- e) Assist the VP External with the social media accounts, if necessary.

iii) Treasurer

It is the responsibility of the Treasurer to

- a) Maintain detailed records of all financial transaction undertaken by the UAIS.

b) Report the financial status of the Society to the membership at all general meetings.

c) Oversee the collection of all generated revenues.

d) Administrate all disbursements of Society funds.

e) Plan, organize, and oversee the execution of fundraising activities with the assistance of the Fundraising Committee, if formed, established under Article VI, Section D, Subsection ii.

f) Attend mandatory Student Group Services Treasurer training.

g) Make monthly deposits of funds obtained by the Society.

iv) General Secretary

It is the responsibility of the General Secretary to

a) Take minutes at all meetings at which they are present and ensure that these minutes are available to the membership as Article IV, Section G.

b) Keep membership records in order.

c) Keep an active list of all ongoing projects the club is engaged in.

v) VP External

It is the responsibility of the VP External to

a) Provide moral support and assistance to members as necessary.

b) Act as liaison between the Society and external organizations, alongside the president.

c) Plan and organize social presentations with the assistance of the Presentation Committee, if formed, established under Article VI, Section D, Subsection iii below.

d) Oversee social media roles, in conjunction with the vice-president.

vi) VP Internal

It is the responsibility of the VP Internal to

a) Provide moral support and assistance to members as necessary.

b) Assist the executive in the preparation and delivery of Society communications. Optionally edit, publish, and distribute the society newsletter with the assistance of the Newsletter Committee, if formed, established under Article VI, Section D, Subsection i.

vii) VP Technology

It is the responsibility of the VP Technology to

- a) Handle password management.
- b) Manage the GitHub organization.
- c) Manage the Google Drive, both public and private.
- d) Manage the Google Suite account (uais@ualberta.ca).
- e) Handle deployments on any cloud providers such as Amazon Web Services.
- f) Maintain the website.
- g) Be in charge of any other technology orientated tasks defined by the President.

viii) VP Media

It is the responsibility of the VP Media to

- a) Run social media (i.e Instagram, LinkedIn, Google calendar etc).
- b) Advertise events (digital posters etc).
- c) Create Eventbrite events.
- d) Improve branding.
- e) Design, plan, and execute effective marketing campaigns.

B) Succession

In the event that any member of the elected executive resigns their position or is impeached as per section C below, a temporary replacement shall be appointed by the executive until a by-election can be held. This election shall be held at the next general meeting following the resignation or impeachment. More than 50% of the total membership must be in attendance in order for the results to be considered binding.

C) Impeachment

Any member of the executive may be impeached in either of the following two ways.

- i) Four of the eight executive members vote to impeach in either an executive or general meeting.

- ii) A full member calls an emergency impeachment meeting as per Article IV, Section F.

D) Term of Office

The term of office of each executive officer shall extend from the beginning of the academic year (May 1st) until the end of the academic year (April 30th) as per Article IV, Section C.

E) Past Executive Advisor

Immediately upon their election, the President shall appoint a non-returning member of the previous year's executive to serve in an advisory role. In the case of a full returning executive, no advisor will be appointed. It is understood that all outgoing executive will make their contact information available to incoming executive.

VI. Committees

- A) A committee shall consist of an odd number of voting members, chaired by an executive officer. The executive officer shall abstain from voting except in the event it is required to break a tie.
- B) Committees are to be formed by the UAIS executive for a specific task and are responsible only to the executive.
- C) The executive may disband a committee at any time.
- D) Optional Standing Committees

The following optional standing committees shall meet on a regular basis, if formed, during the academic year. The makeup of these committees shall be determined by the executive at the Initial General Meeting. At their discretion, the executive may remove a member from a standing committee, provided that they are replaced at the earliest possible opportunity.

- i) Newsletter Committee
 - a) The VP internal shall chair the committee.
 - b) The committee shall be responsible for editing, publishing, and distributing the society newsletter.
- ii) Fundraising Committee
 - a) The Treasurer shall chair the committee.
 - b) The committee shall be responsible for the planning, coordination, and execution of fundraising activities.

iii) Presentation Committee

- a) The VP-external shall chair the committee.
- b) The committee shall be responsible for the planning and organization of presentations (there must be at least two per semester).

VII. Elections

- A) Any member is eligible for office if and only if they are a full member in good standing. No member may hold more than one elected position. All members of the executive must be current undergraduate students.
- B) Elections for all executive positions shall be held at the Annual General Meeting as defined in Article IV, Section C. Bi-elections are held as required in accordance with Article V, Section B.
- C) Nominations for each executive position will close one day prior to the voting for that position. Nominations by either motion or volunteer shall be accepted. Nominations must be accepted either in person or by signed letter.
 - i) Executive positions shall be voted for independently in order of precedence as per Article V, Section A.
 - ii) A deputy returning officer (“DRO”) who is not standing for any position shall be appointed by the meeting chair and the final decision on all voting will be the right of the DRO.
 - iii) A scrutineer for each candidate is allowed, provided the scrutineer is not the candidate themselves.
 - iv) Voting shall be by secret ballot. Voting by proxy is not permitted.
 - v) Absentee balloting is allowed under the circumstance that a member can not be present at the meeting. Absentee ballots must be submitted in a sealed envelope, signed across the seal, after the complete list of nominees has been released and prior to the beginning of voting.
 - vi) Results will be validated by a majority vote. In the case that no candidate achieves a majority, the candidate who received the least votes, determined by random lot administered by the DRO if there is a tie, shall be stricken from the ballot. The position shall be voted for again. This procedure shall continue until a majority is reached or, if a tie occurs with only two candidates remaining, the winner shall be determined by a random lot administered by the DRO.

VIII. Financial Administration

A) Disbursement of Funds

- i) Any disbursement of funds greater than five hundred dollars (\$500) must be approved by motion in general meeting.
- ii) Any disbursement of funds of five hundred dollars (\$500) or less shall be at the discretion of any executive member subject to the passing of a subsequent motion at an executive meeting.
- iii) Signing authority on any UAIS accounts shall be restricted to exactly the Treasurer and President.
- iv) Any member may be reimbursed money put towards the operation of the Society as approved by the executive.

B) Record Keeping and Budget

- i) A detailed ledger of financial affairs shall be maintained by the Treasurer and made available to the general membership as per article V, Section A, Subsection iii, Paragraphs a and b.
- ii) A budget for the school year shall be created and approved by the executive team.
- iii) The budget shall be updated by the Treasurer prior to executive meetings throughout the year.
- iv) The budget shall be posted online and made available to the general membership as per article V, Section A, Subsection iii, Paragraphs a and b.

C) Audits

- i) The executive shall audit the financial records of the UAIS for one financial year beginning the end of an academic year and ending the following year. This audit shall occur between the executive elections in March and May 1, under the supervision of the incoming executive.
- ii) Any member may audit the financial records by requesting a meeting with the treasurer.

IX. Amendments and Ratification

Amendments to this document made by a full member must be submitted in writing to the executive and will be immediately tabled for discussion and vote at the next general meeting. A two-thirds majority vote is necessary to approve a constitutional amendment. The constitution will be reviewed once every two years and ratified if needed. The general secretary will maintain documentation of review periods when the constitution is reviewed but not ratified.

X. Disbandment

- A) The Undergraduate Artificial Intelligence Society may be disbanded by a unanimous vote of the entire voting membership at a general meeting.
- B) In the event of disbandment, all funds shall revert to the Faculty of Science, University of Alberta.
- C) In this case, UAIS must contact the University (via Student Group Services) to indicate the group has disbanded.

These amendments ratified Amended and Ratified April 26, 2024 by:

President: Taranveer Purewal

Co-Vice President: Jacob Winch

Co-Vice President: Yong Lee

Treasurer: Affan Nazir

General Secretary: Arden Monaghan

VP External: Manav Joshi

VP Internal: Hamidat Bello

VP Technology: Aarush Bhat

VP Media: Bertina Jeyakumar