

CONSTITUTION OF THE AI & ML CLUB at ISU

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ARTICLE I Purposes and Goals

The purpose of the AI & ML Club is to create a social and competitive atmosphere for ISU students interested in Computer Science, Artificial Intelligence, and Machine Learning with integration of Mobile App Development alongside learning the Cybersecurity risks and threats and applying the knowledge and skills to solve a real-world problem and software related areas. The club will use its relationship with the ISU Department of Computer Science to provide information and financial resources to any and all students that are interested in donating their time to participate in any club projects and events. A few specific purposes are:

- Organize several social events to promote student-student interactions. In particular, one goal is to allow freshmen and sophomores to better integrate with the department.
- Invite companies, professionals, and professors in the region to give presentations to club members with the goal of facilitating student-industry networking which is crucial in acquiring good internships and jobs.
- Maintain a website to provide useful and timely information for its members.

ARTICLE II Membership

Membership in the AI & ML Club at ISU is open to all individuals registered as full time or half time students at Iowa State University and enrolled in Computer Science, Software Engineering or Computer Engineering majors. Iowa State University and the AI & ML Club at ISU do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran. Membership can be revoked by any subset of the club cabinet along with Advisor approval. To be eligible to join the club, students who submit a request to join, will need to take a coding test for the advisor and president to determine the students' eligibility, knowledge and skill set before approving his/her join request.

ARTICLE III Officers

Section 1: Composition

At any given time, the AI & ML Club at ISU must have the following permanent officers: President, Vice President, and Treasurer. Additional optional appointments can be made

by the either club president with support from the club advisor and should always be made in such a way that will help the club function, such as Social Media Coordinator, University Liaison, and Projects Coordinator.

The AI & ML Club at ISU abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The AI & ML Club at ISU agrees to annually complete President's and Treasurer's Training.

Section 2: Requirements

Members wishing to occupy a cabinet position must:

The elections for the position will not take place until the current cabinet member graduates. In the meantime, the following requirements must be met by the cabinet member:

- a) Maintain a minimum cumulative grade point average (GPA) as outlined below and meet this minimum GPA in the semester immediately preceding the appointment, the semester of the appointment, and throughout their term in office. For undergraduate, graduate, and professional students, the minimum GPA is 3.00. Additionally, at least six credit hours (half-time) must have been completed in the semester under review.
- b) Remain in good standing with the university and be enrolled at least half-time. This means taking six or more credit hours for undergraduate students, unless fewer credits are needed to graduate in the spring or fall semesters. For graduate students, at least four credit hours are required, unless fewer credits are necessary in the final stages of their degree, as per the Continuous Registration Requirement.
- c) The cabinet member will be ineligible to hold office if they fail to meet the requirements stated in (a) and (b).

Section 3: Mandatory Roles

President: The President will organize and schedule club activities in coordination with other cabinet members, manage relations between the Computer Science Department and the club at ISU, decide what resources the club needs to operate well, and make an appearance and handle club business in all club activities, within reason. Estimated time commitment of 5 hours per week. The president will be responsible for risk management on behalf of the organization. Risk management duties include the following:

- a) help minimize potential risks for club activities,
- b) recommend risk management policies or procedures,
- c) to submit documentation to ISU's Risk Management Office and
- d) to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

Vice President: The Vice President will provide additional input for the club activities schedule, appear and handle any club business in any club gathering where the president is unable to attend, and act as an additional conduit between the club and the ISU Computer Science faculty members. Estimated time commitment of 5 hours per week.

Treasurer: The Treasurer will manage the club budget, process reimbursement vouchers, and deposit club monies. Estimated time commitment of 3 hours per week.

Section 4: Optional Roles

University Liaison: The University Liaison will assist in organizing and scheduling club activities in coordination with other cabinet members. This includes keeping and disseminating an accurate schedule of upcoming club events and their details. They will also manage and document club relations with the university and professors who present to or assist the club. This includes documenting contact information and any relevant notes for each of the aforementioned entities. Estimated time commitment of 3 hours per week.

Projects Coordinator: The Projects Coordinator is responsible to keep track of the assigned project status on a weekly basis, and update the president and the advisor on bi-weekly basis. This includes working with the treasurer and advisor to establish budgets and expected outcomes. They will also manage developing project design with established sources. Estimated time commitment depends on the number of projects that are being handled by the individual requiring approximately 3 to 5 hours per week.

Social Media Coordinator: The Social Media Coordinator is responsible for managing and retaining any and all club-related media. This includes but is not limited to: posters, flyers, websites, images, and logos. The Social Media Coordinator will also assist in the creation of new media as is necessary for events. In regard to publicly-accessible digital media such as images and websites, the Social Media Coordinator will ensure that information presented in these forms of media is up-to-date and accurate. Estimated time commitment of 3 hours per week.

Section 5: Election to Office

No elections will be held until the current member graduates. Once eligible, elections shall take place annually during the first meeting of each Fall semester. A majority vote from the general membership will be required to elect officers. If no candidate receives a majority of the votes, a run-off election will be conducted between the top two candidates with the most votes. Candidates for officer positions must meet the academic requirements outlined in Section 2. In the event of delayed elections, the advisor may appoint club officials after discussions with the student body.

Section 6: Term of Office

The term of office will be one full academic year. The committee officers shall appoint such committees that are needed to carry out organization goals.

Section 7: Removal of Officer from Office

Removal of officers and re-assignment of officer positions can be done for any reason by the club's faculty advisor with support from at least two of the three cabinet members holding the permanent positions. The faculty advisor may also temporarily reassign the duties discussed above. Officers and members may be removed from office or expelled from the club for impeachable offenses such as:

1. **Misuse of Club Funds:** Unauthorized use of club funds without the approval of both the president and the faculty advisor, particularly for the **Treasurer** position.
2. **Gross Misconduct or Abuse of Power:** Engaging in actions that undermine the club's mission, or misuse of authority for personal gain or to the detriment of the club.
3. **Failure to Fulfill Duties:** Inability or unwillingness to carry out the responsibilities and expectations of the office, as outlined in the club's constitution or bylaws.
4. **Non-Responsiveness and Project Commitment:** Once a member or officer commits to a project, they are responsible for completing the assigned tasks and attending all project meetings. Failure to attend meetings or respond to emails and messages on Discord will result in expulsion from the club. Rejoining the club will require approval from the club president and advisor. Officers not involved in projects are required to respond to emails and messages and provide timely updates on tasks assigned to them.

The officer being removed is permitted to speak before the membership about the charges made concerning his/her performance but is not allowed to participate in the deliberation of the committee regarding the charges.

Section 8: Replacement

If an officer or adviser is removed the replacement procedure is the same as the election procedure described in section 6.

Section 9: Removal and Replacement of Advisor

Removal of the organization's advisor and re-assignment of the position can be done for any reason with support from at least two of the three cabinet members holding the permanent positions. The advisor being removed is permitted to speak before the membership about the charges made concerning his/her performance, but is not allowed to participate in the deliberation of the committee regarding the charges. The cabinet members holding the permanent positions will speak with the ISU Department of Computer Science to find a suitable replacement.

ARTICLE IV The Advisor

Section 1 Duties

The AI & ML Club at ISU Advisor is responsible for maintaining communication and meeting with officer(s) regularly on a monthly basis, awareness and approval of financial expenditures, and ensuring that the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement Center. He/She is to help resolve conflicts and to guide the club so as to have productive outcomes each year. The adviser also serves as a type of liaison between students and the departmental faculty.

Section 2 Appointment

The term of the adviser will be one full year (from August to August). The adviser is typically chosen by the student body of the club to provide his/her services to the club.

ARTICLE V Finances

Section 1 Management

All monies belonging to this organization should be used strictly to forward the interests of the club itself and shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations

Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign expenditures before payment.

Section 2 Dues

No member of the AI & ML Club at ISU will be required to pay dues in any form.

ARTICLE VI Provisions for Amending this Constitution This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President, Vice President, and Treasurer and with a simple majority of the membership, not counting abstainers. Members will be given one week to consider amendments. Ratified amendments to this Constitution must be submitted to the Student Engagement within (10) days.