CONSTITUTION OF CARLETON AI SOCIETY

Article I
Name of the Organization
The Organization shall be known as “Carleton AI Society”, and herein be referred to as “C.A.I.S.” No other name shall be used in the advertisement or representation of the club.

Article II
Purpose of the Organization
The organization shall work towards:

1. Missions
    a. Provide individuals with the necessary skills and knowledge to succeed in their professional, personal, or academic journey into machine learning and artificial intelligence.
2. Vision
    a. Foster a community of diverse, responsible and eager individuals passionate about machine learning and artificial intelligence while considering the ethical and social implications of their work.
    b. Consider of the ethical and social implications of artificial intelligence within the community
    c. Help students attain their professional and academic goals with respect to AI
3. Objectives and goals
    a. To engage Carleton University students interested in AI in social and academic activities
    b. Ensure that every student is offered an equitable pathway in their journey into AI.

Article III
Responsibilities
To advance the society’s objectives and nothing else, the executives have the right to:

1. Bring on registered members as volunteers, who are passionate about the society and committed to contribute their time and skills to support initiatives brought forth by the society.
2. Collaborate with like-minded groups to share information, advice, and knowledge, including but not limited to partnerships with other academic societies, volunteer organizations, and both statutory and non-statutory entities.
3. Raise funds and contributions where appropriate, ensuring that all efforts align with the guidelines established by CAIS and Carleton University

Article IV

Structure

1. The General Membership shall be the legislative body of the organization and shall be composed of all members.
2. The Executive shall be the administrative body of the organization and shall be composed of members elected by the General Membership.
3. The President should have explicit signing authority for club operations and related activities.

Article V
Membership

1. The Organization's General Membership shall be open to all undergraduate students at Carleton University. The club's membership cannot be exclusive towards any group of students at Carleton University.
2. The Organization may grant graduate students at Carleton University and others in the community membership in the Organization, however they must not have voting rights in elections and must have a membership classification in Article III - Structure.
3. Membership in the organization shall be valid from May to April each academic year.
4. Only undergraduate students enrolled at Carleton University may serve on the Executive. Graduate students may only serve a non-voting, advisory capacity.

Article VI
Executive

1. The President shall:
    a. Oversee the other executives in the performance of their duties.
    b. Provide updates to executive members and general members about the state of the club and recommend to their consideration such measures they shall judge necessary and expedient.
    c. Represent the Society in dealings with other organizations, including, but not limited to, other clubs, Carleton University, and the Carleton University Students' Association.
2. The Vice-President Finance/Treasurer shall:
    a. Manage the finances and assets of the club.
    b. Prepare a budget for the Society each year, or more frequently as events require, and keep records of the financial transactions of the Society.
    c. Arrange the funding of social events of the Society.
    d. Have signing authority for the Society.
3. The Vice-President Community shall:

    a. Lead initiatives to attract members at the beginning of the academic year.
    b. Assist in organizing social events with a focus on fostering member interactivity and inclusivity.
    c. Keep social media accounts up to date, with events and announcements, ensuring members are up to date.
    d. Assist with building partnerships with other clubs and/or external groups for events.
    e. Gather feedback from members regarding events and general club activity, at least once per year at the end of the academic year.
    f. Provide assistance onboarding by directing new members or providing new members with useful resources pertaining to the society.
4. The Vice-President Academics shall:
    a. Assist in organizing academic events like workshops, study sessions, or course review pertaining to the society.
    b. Locate, curate, and provide academic resources related to that will aid students with their academic goals with subjects relevant to AI.
    c. Collect information on programs and opportunities that allow for pursuing studies in AI beyond undergraduate studies
    d. Reach out to various academics to partner for an academic related event, such as a guest speaker event.
5. The Vice-President Events shall:
    a. Lead the planning of all society events, including, but not limited to, workshops, social events, and competitions.
    b. Oversee all event execution, to ensure a smooth experience for participants.
    c. Develop and maintain an event schedule to keep all executives and members informed in advance.
    d. Collaborate with the VP Community to promote events through means such as social media.
    e. Assist gathering member feedback on events and use it to make improvements for future planning.
    f. Plan and monitor event expenses within the society's budget, with financial oversight of the VP finance.
6. The Vice-President Projects/Technology shall:
    a. Lead the planning and execution of technical projects related to the society's missions.
    b. Research new technologies and project ideas that can be brought to the community.
    c. Assist with any technical challenges in the planning and execution of events.
    d. Recruit and, if necessary, train volunteers to assist with the development of technical projects under the guidance of the President.

e. Maintain an organized report of all projects, including timelines, tasks, and issues, for the visibility of volunteers and executives.
f. Keep the society's website up to date by regularly updating necessary information and addressing any potential bugs.

Article VII
Meetings

Meetings of the General Membership

1. Meetings of the General Membership can be called:
    a. At the request of the President, for a meeting to be held not less than one week from the date of publication of the notice;
    b. At the request of the Executive, for a meeting to be held not less than one week from the date of publication of the notice; or
    c. At the request of any five members of the Organization.
2. A minimum of one meeting of the General Membership must occur per year in the spring for the purpose of elections.
3. Quorum of the General Membership
    - The presence of at least five members or the majority of members, whichever is less, shall be necessary to constitute a meeting of General Membership for the exercise of its powers

Meetings of the Executive Committee

1. Meetings of the Executive Committee shall
    a. Be held at least once every two weeks and are for the purpose of running the club.
    b. Votes by the Executive Committee on club business shall be declared by a simple majority.

Article VIII
Leadership Succession

Elections

The Organization has chosen to run elections for its Leadership Succession. The following are the steps necessary to be taken to run elections.

1. The Club executives will appoint a Succession Officer to run elections for the Club.
    a. A Succession Officer may be any one (1) of the following individuals:
        i. A neutral party to all elections being held within the club.
        ii. A member of the Clubs Oversight Commission.
        iii. A member of the CUSA Clubs Office.
        iv. A club member or an external student non-member.

b. All efforts should be made for a Succession Officer to be appointed on a consensus basis in the Executive Committee. When that is not possible, a recorded vote in a first past the post majority or plurality vote winner will be appointed Succession Officer.
c. The Organization will work with the Succession Officer to set the date of final voting membership purchase, campaign start, campaign end, voting start, and voting end.
d. Students-at-large will have the opportunity to join the club before the start of voting.
e. Every voter has the right to cast their ballot in private.
f. During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing.
g. Appeals, complaints, or conflict may be made to the Clubs Oversight Commission by way of emailing the Student Groups Administrator.
h. Timeline:
    i. Day 1 - Announcement of campaign, voting, and results announcement dates
    ii. Day 7 - Start of campaign
    iii. Day 10 - last day to buy voting memberships for the club
    iv. Day 14 - end of campaign
    v. Day 15 - start of voting
    vi. Day 16 - end of voting
    vii. Day 17 - Results announced

2. The Club will run a first past the post-style election to elect the executive positions of President, Vice-President Finance/Treasurer, Vice-President Community, Vice-President Academics, Vice-President Events, Vice-President Projects/Technology.
    a. Candidates on the ballot shall be organized alphabetically by last name, with a box to be filled, marked, or checked for a single option/candidate.
    b. A final “no-confidence” option will be offered at the bottom of the ballot.
    c. Any ballot with multiple boxes clearly marked will be discarded as “spoiled.”
    d. Upon counting of the vote, the candidate with the most votes will be considered elected to the position.

Article IX
Impeachment

Impeachment

1. To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC)

2. The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club
3. Should the CUSA Clubs Membership Removal Committee (MRC) advises that the club proceed with membership removal, the following steps will take place:

4. Impeachment for Removing an Executive Role:
    a. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members, and/or failure to fulfill executive duties.
    b. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting with the general membership. At this meeting, the complaint will be reviewed. The member bringing forward the complaint and the accused executive shall be given time to speak.
    c. A vote for impeachment with the general membership will be conducted. The accused executive shall not be permitted to vote. A simple majority will be needed to impeach the executive. Impeachment of an executive results in their removal from office and as a member of the club.

5. Membership Impeachment:
    a. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, and committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members.
    b. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting. At this meeting, the complaint will be reviewed. The individual bringing forward the complaint and the person accused shall be given time to speak.
    c. A vote for impeachment within the executive will be conducted. A simple majority of executives will be needed to impeach the member. Impeachment of a member results in their removal as a member of the club.

Article X
Amendments

1. Any member can propose an amendment to the constitution. This amendment will be presented at the annual general meeting and a vote will take place with the general membership to adopt the new amendment.

2. A simple majority will be required to adopt the new amendment.

Article XI
Dissolution

Upon dissolution of the Organization, all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to the Ottawa Food Bank.