

## UNDERGRADUATE ARTIFICIAL INTELLIGENCE GROUP (UAIG) CONSTITUTION

### **I: Name**

Undergraduate Artificial Intelligence Group (UAIG)

### **II: Purpose**

The purpose of the group is to introduce its members to the various sub-fields in Artificial Intelligence. Presentations take place to educate group members on terms and concepts related to these sub-fields, with the purpose of increasing awareness about past, current, and potential research directions. Weekly group meetings are used to accomplish this purpose, as well as to serve as a breeding ground for ideas and to stimulate discussions.

### **III: Definitions**

For the purpose of this group, we define Artificial Intelligence to be the general "field of study that seeks to explain and [/or] emulate intelligent behaviour in terms of computational processes."<sup>1</sup>

### **IV: Membership**

Any person in the University of Toronto community (students, staff, faculty, and alumni) may join the group, may become executives, may nominate others to become executives, may vote in elections, and may propose and vote on constitutional amendments. The executive committee reserves the right to expel a member (see section VI of this document).

### **V: Executives**

The Executive Council consists of a President, Financial Director, Head of Internal Affairs, Head of External Affairs, Head of Organizational Development, and a Group Mentors. These positions are to be held by students, staff, faculty, or alumni that are members of the University of Toronto.

Details and Responsibilities:

#### 1) President

The President will:

- i) be accountable for all actions and operations of the group;
- ii) act as a signing officer of the group;
- iii) establish the short-term and long-term goals of the group;
- iv) ensure that proper communication is maintained between group executives;
- v) address any concerns brought forth by the group executives;
- vi) ensure the group is following its mandate and abiding by the constitution;
- vii) ensure that any constitutional amendments or changes to the group's mandate are communicated to all group members, and approved by at least 60% of the group's members.

#### 2) Head of Internal Affairs

The Head of Internal Affairs will:

- i) ensure all group members and executives are informed of all of the group's meetings and activities;
- ii) maintain communication with the group mentors;
- iii) ensure group executives fulfill their duties as stated in the constitution;
- iv) ensure all concerns posited by group members or executives are communicated to the president.

#### 3) Head of External Affairs:

The Head of External Affairs will:

- i) recruit new group members;
- ii) recruit new group mentors;
- iii) scout and publicize events of potential interest to group members;

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<sup>1</sup> Schalkoff, Robert J. *Artificial Intelligence: an Engineering Approach*. McGraw-Hill, New York: 1990.

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- iv) maintain communication with academic organizations in-line with the group's purpose and interests;
- v) ensure all concerns posited by external groups or individuals, related to the operations of the group, are communicated to the president.

#### 4) Financial Director

The Financial Director will:

- i) handle the group's money;
- ii) provide group members with financial updates, on a monthly basis;
- iii) record all group expenses;
- iv) report any financial issues to the president.
- v) record and maintain all financial transactions of the group.

#### 5) Head of Organizational Development

The Head of Organizational Development will:

- i) ensure meeting space is provided and sufficient for all group members attending;
- iii) ensure that a meeting schedule is maintained and followed;
- iv) send out reminders to group members and executives regarding meetings and events;
- v) maintain a log of the group's meetings and operations;

#### 6) Group Mentor

Group Mentor will:

- i) be available for consultation;
- ii) attend club meetings, when needed;
- iii) maintain communication with the club executives;

Terms of office: executives hold their position, beginning with their appointment, and until the next academic term, beginning in September.

### **VI: Impeachment**

The executives may call a meeting to decide on the expulsion of a member from the executive committee. The member in question may provide a defense via written and signed documentation, which will be read and discussed at the meeting, directly prior to having the executives vote. A two-thirds majority of executive members must then agree on the removal of the member from the executive committee before voting among the general membership can take place. The member in question may make a public appeal to the general membership prior to voting. To be removed from the executive committee, the decision must be ratified by a majority vote of the general membership. Election protocol will be followed (see section IX).

### **VII: Finances**

The group is fully aware of, and accepts the fact that, the University of Toronto Students' Union and Office of Student Life may request to audit the group's finances.

The group's President and Financial Director are the only two legal signing officers.

All group members are free to inquire about financial information, which will be provided to them by the Financial Director. Executives will be briefed on the group's finances on a monthly basis.

Financial needs are to be estimated by the Financial Director to ensure proper budgeting. Any club expenses require approval from the Financial Director and President.

If the group begins to handle finances and requires financial support, the group will apply for funding from the UTSU or will look for sponsorship.

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### **VIII: Meetings**

Meetings are a crucial component of this group, in line with the group's mandate. Meetings occur on a regular weekly basis, for an average duration of 1 hour. Frequency and duration of meetings may be adjusted, on a per need basis.

### **IX: Elections**

#### Running

To run for one of the 6 executive positions, one must:

- a UAIG member, as defined in section IV
- present a hard-copy of documentation stating personal intentions, as well as a plan of action for assisting the group in achieving its short-term and long-term goals;
- have the documentation approved by a majority vote of the current executives

It is preferable that those running for executive positions have been affiliated with the group for several months.

#### Election Process

The election process will be run by a chief election officer (any executive member who will not be running for any executive position) along with two scrutinizers (any members of the club who will not be running for any executive positions). The scrutinizers are to tally all the votes and declare a winner for each position. A successful candidate is one who has the majority of the votes (50+1%) of the general membership. In case of a tie for a position, the previous President will cast the deciding vote.

The election process will take place near the end of the term to form a committee for the next term.

A by-election will be called by the executives if any position should become vacant.

All and only official group members may vote. Picture identification will be required to vote. Elections are to take place on a specified day, time, and location, which all group members will be notified of at least 2 weeks in advance. The election process will last a maximum of two hours.

A ballot system will take place. Each ballot will contain the names of the members running for the respective positions. Votes can be cast for any of the 6 executive positions.

### **X: Amendments**

Amendments may be proposed by any members of the group, as defined in section IV. All members are welcome to vote on constitution changes, which will come into effect if and only if at least 2/3 of the general membership is in favour of the change, which is to take effect within a month of the decision. All members will be fully notified of any proposed