

CONSTITUTION GUIDELINES

Article I – Name: The name of this organization shall be The Artificial Intelligence Club at Iowa State University.

Article II – Purpose: The Artificial Intelligence Club aims to foster the development of meaningful, educational and innovative projects in the field of artificial intelligence. Additionally, the organization will provide opportunities for members to discuss and explore subfields of artificial intelligence together. Lastly, The Artificial Intelligence Club will host lectures of professionals and professors of artificial intelligence to give the members of the organization the opportunity to learn from and talk to specialists of the field.

Article III – Statement of Compliance: The Artificial Intelligence Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Artificial Intelligence Club agrees to annually complete President’s and Treasurer’s Training.

Article IV – Non-Discrimination Statement: Iowa State University and The Artificial Intelligence Club 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.

Article V – Membership: Membership shall be open to all registered students in good standing at Iowa State University.

Article VI – Officers: The Artificial Intelligence Club will have five officer positions: the president, the treasurer, the vice-president, the secretary, and the advisor.

Officers duties and term of service:

- *President:* The President should oversee the entirety of the organization’s operations to ensure that the organization’s main goals and purposes are being fulfilled. The President should manage the other officers so that they together make sure the organization does not struggle financially and is able to uphold its primary goals. The President serves a 1-year term.
- *Treasurer:* The Treasurer is the one responsible to elaborate and execute the financial plan for the organization. The Treasurer is responsible for opening and managing the organization’s bank account, to collect dues, reach to possible private sponsors, and to execute purchases for the organization (the right to make the decision of what to purchase does not belong to the Treasurer, it has to be a consensus of all the officers and adviser). The Treasurer serves a 1-year term.
- *Vice-President:* The Vice-President is responsible primarily with risk management t to [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).
- *Secretary:* The Secretary is responsible for the effective communication between the organization and its members (such as remembering members about meeting times and

elections) and to create and manage social media accounts if the organization members decide so.

- *Adviser:* The Adviser will provide general oversight to the group ensuring that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.

Method of election of officers:

- The elected candidate will be the one with the most votes out of all the candidates and the votes will be secret ballot. Only members of the club that were added to the organization's roster a month before the elections date are allowed to vote.

Date of election:

- The election of new officers will happen during the last meeting of the month of April.

Impeachment of officers:

- A member of the organization shall be impeached when they are not following its Constitution and/or using the organization's funds or resources for personal reasons. Any member of the organization can report an officer to another office member, who will be in charge to carry out the impeachment process. During the next organization meeting, the officer overseeing the process will explain why this person was reported and give them the opportunity to speak. The present members will vote via secret ballot and if at least two thirds of the voter are pro-impeachment, then the officer will step down and new elections will be held for that position. Two examples of offenses officers could commit to be impeached: the Treasurer using money for purchasing goods for personal use; the Secretary repeatedly failing to inform members of meetings time and place which causes multiple meetings to be cancelled for lack of quorum.

Replacement of officers:

- The replacement of vacant officer positions will happen just as normal elections for officers during the next meeting following the impeachment decision.

Minimum cumulative GPA for officers:

- The officers of this organization must meet the following requirements:
 - (a) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
 - (b) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters

during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

- (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

Article VII – Adviser duties:

- The Artificial Intelligence Club will have an adviser to provide mentorship, guidance and help the organization to follow the Iowa State University's and the Student Activities Center's policies and the club's goals.

Selection of Adviser:

- The adviser will be chosen by the office members through discussion of possible candidates and open vote.

Adviser Term of Service:

- The adviser will serve a 1-year term, and if both the adviser and the officers desire they can renew the adviser's term for another year without holding elections at the end of the Spring year.

Impeachment:

- If the adviser is not accomplishing their duties, a member of the club may report that to the President. During the next held meeting, the President will explain what he has been told and the Adviser will have the opportunity to speak. If two thirds of the secret ballot votes are for impeachment, the Adviser will be replaced by someone chosen by the officers.

Replacement of Advisers:

- If the club does not have an Adviser, a new one will be chosen by the office members through discussion and open vote during an office meeting.

Article VIII – Finances: All monies belonging to this organization 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 each expenditure before payment. Dues will not exceed the value of \$20.00 per year. In case the organization is dissolved, all the money belonging to it will be donated to a philanthropic organization of the choice of the current office members. The dues will be received within the first two months of the start of the Fall semester, and the organization will initially accept only cash (with the possibility of online transactions in the future). The Treasurer will oversee all financial

transactions, receiving dues, and managing the bank account (including making sure the balance is never negative).

Article IX – Amendments and Ratification:

This Constitution will only be adopted if at least half of the original members of the organization vote in favor of it. The election for the Constitution adoption will be via open vote. Any member of the club has the right to suggest amendments to this Constitution. The amendment will be voted by the members and if at least two thirds of members vote in favor of it, the Secretary will update the Constitution with the new amendment.