Constitution of

University of Toronto Machine Intelligence Student Team

Last Updated: 2022-08-13

1. Name and Purpose

1.1. Official Name

The official name of this recognized campus group is "University of Toronto Machine Intelligence Student Team". The acronym of this group is "UTMIST".

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1.3. Purpose

UTMIST is a club dedicated to **clearing the mist** surrounding machine intelligence. Machine intelligence is a field that involves many significant applications such as self-driving cars, facial recognition, and search engines. We are passionate about exploring and applying the fields of machine intelligence to real-world scenarios. We hold training workshops, journal club, guest speaker series and other events centered around topics such as machine learning and data science. Our club provides opportunities for members to discuss and pursue research into the latest machine learning techniques and to apply them to emerging applications. Our club is an inclusive community for students coming from all backgrounds of knowledge and experience.

1.4. Mandate

Our mandate is three-fold:
- **Spread Knowledge and Ideas –** Spread knowledge and ideas to raise awareness for and knowledge of artificial intelligence and machine learning among our members.
- **Enhance Practical Skills –** Supervise and work with our members on project-based workshops to develop practical skills in applying machine learning techniques.
- **Provide Resources for Exploration –** We provide both the space and tools with which our members are able to readily experiment with machine intelligence technologies.

1.5. Objectives

- To provide opportunities for members to get exposed to recent developments of Machine Intelligence (MI) and raise greater awareness through project-based work sessions and educational workshops on MI, given by experienced peers or professionals.
- To spark innovations and accelerate ideas for those who are interested through hosting project competitions or hackathons centered around MI.
- To encourage future career paths in MI-related fields and forge bonds between University of Toronto students and industrial/academia experts through active outreach and inviting experts to host workshops and talks.
- To provide necessary resources and tools for members through actively seeking for sponsorships from external organizations with an interest in MI.

2. Membership

Membership to UTMIST is open to all the University of Toronto members (students, staff, faculty and alumni).

U of T registered student members are permitted to run, nominate, and vote in elections and constitutional amendments. Non-voting UTMIST membership is open to non-U of T members, this means that these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

No membership fees will be collected.

3. Rights of Members

All voting members have a right to attend all general meetings of members. All voting members have a right to cast votes at all general meetings of members. All voting members have a right to stand for election unless otherwise stated in this document. All voting members have a right to cast votes in all group elections and referenda. All voting members have a right to propose and vote on amendments to this constitution. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

4. Executive Commitee

4.1.   The term for all positions on the Executive Committee shall be from May 1st to April 30th.
4.2.   The Executive Committee shall be comprised of four (4) voting members.
4.3.   All voting members of the Executive Committee must be currently registered students of the University of Toronto.
4.4.   Non-voting members may hold only non-voting positions on the Executive Committee.
4.5.   The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten percent (10%) of the positions on the Executive Committee, whichever is greatest.
4.6.   Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
4.7.   No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

5. Executive Commitee Composition and Duties

The executive committee shall be composed of twelve (10) elected officers. These include two Co-Presidents, a Vice-President Internal Affairs, a Vice-President Infrastructure, a Vice-President University Relations, a Vice-President Academic, a Vice-President Engineering, a Vice-President Industry Relations, a Vice-President Marketing, and a Vice-President Technical Writing.

In addition to executive positions, several officers have the right of appointing directors as indicated in job descriptions. However, such directorship positions do not hold executive decision-making

authority.

5.1. The Co-Presidents shall:
- Oversee the operations, management and success of the group;
- Be the spokespeople for the group;
- Hold signing officer authority with the Vice-President Internal Affairs for financial purposes;
- Preside over board meetings as well as general meetings;
- Ensure that all the activities of the club meet regulations and policies of the University;
- Ensure transition of office to the future executives;
- Manage club affiliations and regularly review the club constitution with VP University Relations; and

5.2. The Vice-President Internal Affairs shall:
- Record all financial transactions of the group;
- Hold signing officer authority with the Presidents for financial purposes;
- Maintain a budget of income and expenses along with receipts;
- Prepare an annual budget for the group as well as budgets for specific events; and
- Apply for funding through various resources within University of Toronto.
- Manage room and equipment bookings;
- Maintain current action item list and send out task reminders; and

5.3. The Vice-President University Relations shall:
- Maintain the member contact list and mailing lists;
- Work with the Presidents to manage affiliation applications and the Constitution;
- Facilitate the club recognition by completing necessary registration, attending mandatory workshops, and submitting reports; and
- Facilitate collaborations with other student entities with VP Marketing, VP Industrial Relations, VP University Relations, and Co-presidents;

5.4. The Vice-President Academics shall:
- Brainstorm potential academic projects suitable for members of varying skill levels, including but not limited to research projects (paper reproducing or writing), and academic workshops;
- Consult with industrial/academia experts to validate and improve project ideas;
- Oversee all ongoing projects and gather all necessary resources and tools; and
- Work with Academic Mentors, Academic Coordinators, and Vice-President Logistics to ensure smooth running of workshops and talks.

Additional Duties include:
- Appoint and coordinate with **Project Director(s)**, **Academic Coordinator(s)**, and **Academic Mentor(s)** to develop projects/workshops/tutorials suitable for members of varying skill levels. Project directors shall have sufficient prior knowledge in machine intelligence to uphost such discussions, as well as competency in technical communication skills.

5.5. The Vice-President Engineering shall:
- Brainstorm potential engineering projects suitable for members of varying skill levels, including but not limited to open-ended applied MI projects;
- Consult with industrial/academia experts to validate and improve project ideas; and
- Oversee all ongoing projects and gather all necessary resources and tools.

Additional Duties include:
- Appoint and coordinate with **Project Director(s)** to develop projects suitable for members of varying skill levels. Project Directors shall have sufficient prior knowledge in machine intelligence to uphost such discussions, as well as competency in technical communication skills.

5.6. The Vice-President Infrastructure shall:
- Maintain club website, server, discord bot, and the computing cluster;
- Appoint **Infrastructure Developer(s)** to design and maintain club websites and tools and services that help UTMIST function;
- Improve overall efficiency and build nice-to-have features in team logistics.

5.7. The Vice-President Industry Relations:
- Brainstorm potential engineering projects suitable for members of varying skill levels, including but not limited to open-ended applied MI projects;
- Work with Event Coordinators and Vice-President Marketing to ensure smooth running of workshops and talks;
- Seek for sponsorships from organizations outside of University of Toronto;
- Act as liaison between industry/academia partners and UTMIST;
- Work with Vice-President Internal Affairs to record all external financial activities;
- Work with the Co-Presidents to invite professionals to workshops and talks; and
- Seek for external project and competition opportunities.

Additional Duties include:
- Appoint **Event Director(s)** and **Event Associate(s)** to assist with event logistics planning, including but not limited to venue and catering bookings, equipment rental and setup, devising event schedules, managing attendee registration, collecting and reviewing feedback from events, and facilitating pre- and post-event marketing. Ideal candidates shall have prior experience in events planning, demonstrate high commitment and time-management skills.

5.8. The Vice-President Marketing shall:
- Develop marketing strategies and ensure all marketing content meets regulations;
- Manage social media accounts and respond to all inquiries from marketing channels;
- Generate marketing content for events promotion, recruitment and other initiatives;
- Advertise the club and its events through various marketing channels;
- Manage the design, printing, and distribution of posters; and

- Collaborate with external organizations in marketing.
- Handle or lead official correspondence of UTMIST (e.g. emails, messages);
- Manage the design and fabrication of team branded items (e.g. Logo, T-shirts); and
- Work with Vice-President Academic and Vice-President Industry Relations to market the club image to external organizations.

Additional Duties include:
- Appoint **Graphics Designer(s)** to design posters, banners, and other graphics components as needed. Ideal candidates shall be familiar with basic digital graphics design tools (e.g. Photoshop, Illustrator). Prior experience in graphics design is desirable but not mandatory.
- Appoint **Marketing Associate(s)** to produce marketing content for UTMIST events, manage social media platforms, and assist with event promotion for UTMIST collaborators. Ideal candidates shall have excellent fluency in English, strong communication and teamwork skills. Prior experience in marketing is preferred but not mandatory.Appoint **Photographer(s)** to maintain photo and video records of events.
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5.9. The Vice-President Technical Writing shall:
- Coordinate with **Technical Writer(s)** to publish online blogs (covering UTMIST events, UTMIST projects, and MI topics); and
- Coordinate with **Technical Writers(s)** to publish newsletter (covering recent news in the MI space, relevant events on/off campus, interesting articles, and industry/research opportunities).

6. Elections

The executive committee shall appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers to conduct and hold elections in May. The CRO and Scrutinizers cannot be a running member for the election, shall be unbiased in the results of the election, and shall be required to disclose any and all conflicts of interest in the election.

The CRO Returning Officer shall accept nominations only from current UTMIST members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions before the beginning of May. Candidates have to be members in good standing and be part of the group for at least three months prior to the nomination period. Current executive members may run in the election but are in no way guaranteed a position.

In preparation for a tie, the CRO shall select an executive from amongst the executive committee to cast their ballot. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the

results of the elections to the Executive Committee and general members.

Registered U of T members may not vote by proxy. Non-U of T members may not nominate or vote in elections.

The term of executive positions shall be from June 1st to May 31st.

Directorship recruitment efforts will occur throughout the year as deemed necessary by the executive committee with a 2/3 majority decision. The President and VP Internal Affairs will oversee the recruitment process. Appointments will be based on application strength and interview performance. The term of directorship shall begin immediately upon appointment and end on May 31st.

7. Finances

The Vice-President Internal Affairs shall keep records of all income and expenses. The Vice-President Internal Affairs shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over $100.00, except for food and beverage purchases for events, by majority vote at an executive meeting. Food and beverage expenses exceeding $250 per calendar month shall require a review and majority vote. The group may not engage in activities that are essentially commercial in nature. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group. The group will not pay salaries to any of its officers.

UTMIST will not engage in commercial activities or provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to its officers.

8. Meetings

A) Annual General Meetings (AGMs):

UTMIST shall hold two general meetings per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over UTMIST's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

b) Executive Meetings:

The executive committee shall meet on a bi-weekly basis where date and times are to be set by the Vice-President Communications. The quorum of executive meetings shall be 50%+1 of executives.

9. Termination of Executives or General Members:

Any member of UTMIST who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal. The member up for removal shall have the right to defend his/her actions.

A two-thirds majority vote of the current members present in favor of removal is required. If so, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to UTMIST.

10. Amendments

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, Engineering Society, etc.) within two (2) weeks of its approval by general members.