

Constitution of
University of Toronto Machine
Intelligence Student Team

Last Updated: 2024-7-11

1. Name and Purpose

1.1. Official Name

The official name of this recognized campus group is “University of Toronto Machine Intelligence Student Team”.

1.2. Official Acronym

The acronym of this group is “UTMIST”.

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. Our goal is to help students of different backgrounds, time commitments, and prior experiences gain experiences and competencies that will help them grow and develop in their professional and academic careers in AI/ML. In addition to leading design teams, we create original educational content, technical newsletters, and host annual ML conferences and hackathons, empowering our members to become the next generation of engineers, researchers, and leaders in this field.

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 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. A full list of group members will be recorded.

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 referendums. 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 Committee

- 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 composed of ten (12) 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 number 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.
- 4.8. The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

5. Executive Committee Composition and Duties

The executive committee shall be composed of twelve (12) elected officers. These include two Co-Presidents, a Vice President Engineering, Vice President Academics, Vice President Technical Writing, Vice President Infrastructure, Vice president External Relations, Vice President Marketing, Vice President Logistics, Vice President Internal Affairs, and two Chief of Staff.

In addition to executive positions, several officers have the right of appointing Directors, & Associates 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 the Chief of Staff.

5.2. 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;
- Oversee all ongoing projects and gather all necessary resources and tools.

Additional Duties include:

- Appoint and coordinate with **Directors(s)** (ML Systems, Industry Collaborations, & ML Projects) & **Team Leads(s)** to develop projects suitable for **Developer** members of varying skill levels. Both positions shall have sufficient prior knowledge in machine intelligence to foster such discussions, as well as competency in technical communication skills.

5.3. 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;
- Work with Academic Directors, and Vice-President Logistics to ensure smooth running of workshops and talks.

Additional Duties include:

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

5.4. The Vice-President Technical Writing shall:

- Appoint and coordinate with **Technical Writer(s)** to publish online blogs (covering UTMIST events, UTMIST projects, and MI topics);
- Coordinate with **Technical Writers(s)** to publish a newsletter (covering recent news in the MI space, relevant events on/off campus, interesting articles, and industry/research opportunities);
- Manage and organize the production of jupyter notebooks and other material for teaching implementation of ML/AI.

5.5. The Vice-President Infrastructure shall:

- Maintain club website, server, discord bot, and the computing cluster;
- Appoint **Infrastructure Directors(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;
- Organize and plan teams led by **Infrastructure Director(s)** to work on open source cloud projects for organizations and companies outside of UTMIST alongside their appointed team of **Leads** and **Developers**.

5.6. The Vice-President External 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;
- Seek for external projects and competition opportunities.

Additional Duties include:

- Appoint **Outreach Coordinators(s)** to assist with outreach efforts, such as securing sponsorships, coordinating with external partners, and managing communications with industry and academic contacts. Ideal candidates shall have strong communication and networking skills, demonstrate high commitment, and possess time-management skills.

5.7. 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);
- Work with Vice-President Academic and Vice-President External Relations to market the club image to external organizations.

Additional Duties include:

- Appoint **Marketing Directors** (Digital Media Operations & Graphic Design) to act as strategic partners, planning and organization of the rest of the Marketing team.
- Appoint **Graphics/Content 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 **Photographer(s)** to maintain photo and video records of events.

5.8. The Vice-President Logistics shall:

- Plan, organize, and execute all UTMIST events, from small workshops to large conferences.;
- Supervise 3-6 associates, providing guidance and mentorship to ensure effective collaboration and task delegation;
- Coordinate with vendors and suppliers for venue setup, materials ordering, catering, and IT setup;
- Develop detailed event schedules and checklists to ensure all components are meticulously planned and accounted for;
- Work closely with other departments to provide logistical support for their events and activities;
- Ensure the smooth running of events on the day, managing logistics, registration, check-in, and on-site support;
- Conduct post-event retrospection to gather feedback and identify areas for improvement;
- Ensure compliance with university regulations and policies for all event activities;
- Oversee the procurement of materials and services necessary for event execution.

Additional Duties include:

- Appoint **Event Director(s)** to assist with 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 possess strong time-management skills.

5.9. 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;
- Apply for funding through various resources within the University of Toronto.
- Manage room and equipment bookings;
- Maintain the current action item list and send out task reminders..

Additional Duties include:

- Appoint **Financial Director(s)** to assist with recording all financial transactions of the group, ensuring accuracy and compliance with organizational policies, as well as providing support in budgeting and financial impact tracking.

5.10. The Chief of Staff shall:

- Assist the Co-Presidents in managing strategic initiatives and organizational priorities, ensuring alignment with UTMIST's goals.
- Manage relationships with key stakeholders, specifically UTMIST Alumni
- Work on key management/operations renovation projects such as improving management infrastructure and creating new processes for more efficient internal operations.

Additional Duties include:

- Appoint **First Year Coordinator(s)** to organize opportunities within the club for **First Year Representatives** to get involved with the clubs different departments and engage in learning despite having low experience.

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 vote to revoke membership must be held at a meeting of the Executive Committee. 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.

Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership. If the vote passes, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive Committee 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.