

Constitution
of the
A.I & COGNITIVE SCIENCE ASSOCIATION

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1 Campus Group Name

The A.I & Cognitive Science Association (UTM), henceforth referred to as the AICS, is an academic Association representing undergraduate students in fields related to A.I and Cognitive Science at the University of Toronto (Mississauga). It is managed by the University of Toronto Mississauga Students' Union (UTMSU).

2 Purposes

The AICS aims to provide valuable opportunities for both current and prospective computer science and cognitive science students, as well as students who are interested in Artificial Intelligence and Cognitive Science, helping them excel academically, adapt to the university environment, and foster their future potential in a responsible, ethical, and accountable manner. We strive to improve students' quality of life and enhance interest in A.I. and Cognitive Science within the broader student body by offering high-quality academic and social events throughout the year.

3 Membership

- a) Membership is granted to full time undergraduate students at the University of Toronto (Mississauga) who take interest in artificial intelligence, cognitive science, and computer science. Members may vote in elections and referenda, as well as run for executive positions provided that they will to the best of their knowledge remain a member of the AICS for the duration of their supposed term in office.
- b) Membership is open to all UTM undergraduate students. Community members and alumni may be offered associate membership (this is something that can be offered to those who are not UTM undergraduate students. Associate membership consists in the ability to participate in all matters of the group EXCEPT FOR voting in elections and general meetings, and/or becoming an executive. Thus, associate members do not have voting rights and candidacy rights).
- c) Membership can be applied through the mean of an online application form that is posted on AICS' website and social medias.
- d) Voting members are registered AICS members.

4 Executive Positions

Four branches exist in AICS, President(s), Internal Affairs, External Affairs, and Treasury. The descriptions of the positions in each branch are listed in this section. Additionally, the following restrictions apply:

4.1 President

President (or co-presidents) belongs to the Director Class. Amount of persons that occupy this role, 2 (Co-Presidents). Minimum amount of persons that has to occupy this role, 1. It is the duties of the president (or co-presidents) to:

- a) Function as the legislative
- b) Protect the integrity of this constitution and ensure the AICS' overall well-being.
- c) Organize executive meetings, orchestrate the AICS' strategic vision and provide leadership in its implementation.
- d) Represent the AICS on formal occasions, including attending the UTMSU meetings.
- e) Carry out the procedures of impeachment (in the case that the president is the one whose impeachment is being requested, it shall be handled by the Director of Internal Affairs and Director of External Affairs).
- f) Carry out the procedures of AICS' constitutional amendments.
- g) Assist the other executive members in their duties, and perform any outstanding tasks which do not fall under the jurisdiction of the other executives.
- h) Function as the signing officer on the AICS's bank account.
- i) Write the agenda for executive meetings and share it with the other executive members in due time, as described in Section 5.

4.2 Internal Affairs

The purpose of the branch of internal affairs is to execute the day-to-day operational duties within the AICS, manage and schedule AICS' events, and manage the electoral processes of succeeding election. Three positions exist inside this branch and are described below:

- a) The Director of Internal Affairs belongs to the Director Class. Amount of persons that occupy this role, 1. The duties of the director of internal affairs are as follows:
 - Oversee the electoral processes of succeeding election.
 - Manage and assist other executive members within the branch of internal affair.
 - Communicate information and decisions made within the branch to other branches in the AICS.
 - Compose an agenda for team members biweekly.
- b) Event Manager(s) belongs to the Associate Class. Amount of persons that occupy this role, 1. The duties of the Event Manager(s) are as follows:
 - Manage the daily operational work within the AICS.

- Direct and execute the logistical efforts for the AICS' events.
 - Assist the electoral processes of the succeeding election.
- c) AI Project Lead(s) belongs to the Associate Class. Amount of persons that occupy this role, 3. The duties of the AI Project Lead(s) are as follows:
- Educate members on how to build ai agents and possibly other related skills and knowledge in the field of AI (fine-tuning ai, what are LLMs, what are neural networks, what is backpropagation, etc.)
 - Automate memberships enrollment and other processes within the AICS.
 - Manage the website of AICS

4.3 External Affairs

The purpose of the branch of external affairs is to manage the AICS's relations to outside entities. Examples of specific entities with which the AICS is expected to interact frequently are professors, other clubs, alumni, grad-students, non-members, but they are by no means comprehensive. Three positions exist inside this branch and are described below:

- a) The Director of External Affairs belongs to the Director Class. Amount of persons that occupy this role, 1. The duties of the Director of External Affairs are as follows:
- Be in contact with the appropriate departments to obtain up to date information on courses, events, and opportunities offered by the departments. Provide the feedback and suggestions of AICS members to the department.
 - Lobby for improving the undergraduate Computer Science programs.
 - Instruct team members which external entities they have to be in contact with, and compose an agenda accordingly for team members.
 - Manage and assist other executive members within the branch of External affair
 - Communicate information and decisions made within the branch to other branches in the AICS.
- b) Manager(s) of External Communication belongs to the Associate Class. Amount of persons that occupy this role, 1. The duties of the Manager(s) of External Communication are as follows:
- Be in contact with external entities according to the director of external affairs' agenda and instructions.
 - Take charge in promoting events that are hold by the AICS.
 - Oversee the process of enrolling new AICS members.
 - Coordinate the AICS's collaboration with other related groups at UTM and other campus.

- When appropriate, assist the Director of External Affairs.
- c) The Manager(s) of Social Media belongs to the Associate Class. Amount of persons that occupy this role, 1. The duties of the Manager(s) of Social Medias are as follows:
 - Update, moderate and maintain the artistical consistency of AICS' social media accounts. Expand the AICS' social media presence.
 - Communicate with the event manager(s) and take charge in promoting the AICS' events, particularly on social media platforms.
 - When appropriate, assist the Manager(s) of External Communication and the Director of External Affairs.

4.4 Treasurer

The Treasurer(s) belongs to the Director Class. Amount of persons that occupy this role, 1. The Treasurer(s) manages the financial budgeting of the AICS. Their duties are as follows:

- a) Apply for funding from the UTMSU.
- b) Function as the addition signing officer on the AICS's bank account.
- c) Communicate with all branches so that the budget can be allocated to different branches and purposes accordingly.
- d) Submit bi-annual audit to UTMSU.

5 Executive Meetings & Events

Executive Meetings:

- a) The beginning and end of year elections are the only required meetings.
- b) The executives should hold meetings as necessary at mutually available times. There is no minimum frequency of executive meetings required.
- c) An executive meeting will be held at least once a semester, additional meetings will be scheduled if need be.
- d) During an executive meeting, key decisions should be held to an executive vote. Executives' opinions should be recorded in the minutes, this is to ensure all executive members manifest their opinion on important matters.
- e) In the case of a tie in an executive vote, the President's vote breaks the tie. In the case there are more than one Presidents, they have to come to an unanimous decision, and their decision determines the outcome of the election.

- f) The decision can be subject to a re-vote if the President (or co-presidents) agrees that enough new information is presented that may alter executive members' opinions.
- g) An agenda is shared to all executive members at least 24 hours before the meeting. All executive members can request to add items to the agenda prior to the 24 hours before the meeting.
- h) Items requested by executive members within the 24 hours of the meeting may be included under 'Other' and addressed during the meeting if time allows.

Events

There are no events mandated by this constitution. The types and number of events held by the AICS may vary from year to year, and consequently so does the funding it applies for. However, in concocting events the executives should bear in mind the founding principles of the AICS:

- a) To foster a tightly-knit undergraduate community in the field of artificial intelligence, cognitive science, and computer science.
- b) To connect students with research opportunities and help them advance their future careers.
- c) To help students with the highly niche academic difficulties arising in their courses.
- d) To promote the recognition and representation which students deserve.

6 Elections

Campus Groups must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Students may create additional positions in September particularly for first-year students in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee or the Academic Societies Affairs Committee, these results will be subject to a petition by a member and re-election will be held under the supervision of the UTMSU Campus Groups Coordinator.

6.1 Election Procedures:

- a) All registered groups must hold an election in the Winter Semester, following the timeline set by the UTMSU.
- b) A Chief Returning Officer (CRO) must be appointed to supervise the elections. The CRO must be an unbiased third party to the election, and must be approved by the outgoing executives and the Campus Groups Coordinator. The CRO must not be running for a position on the incoming executive team.
- c) Elections must open to all interested candidates who are UTMSU registered members of the group.
- d) In the event that a tie results in the election, a re-election will be held immediately until a clear result is yielded by the re-election.

6.2 Election Timeline:

- e) Advertising Period: Advertising for elections is required and is to take place for a minimum of one week. Mass emails should be sent to all AICS members
- f) Nomination Period: All members who are interested in and eligible to running for an executive position are able to self-nominate during this time. This will be overseen and managed by the CRO.
- g) All Candidates Meeting: A meeting with all the candidates must be held to go over the elections rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.
- h) Campaign Period: During this time, candidates are able to campaign themselves to the Campus Group's membership.
- i) Voting Period: AICS members will be able to vote for their incoming executives during this time. The CRO will organize the voting platform.
- j) Tie between candidates: In the event of a tie between candidates for any executive position, a run-off election will be held. The CRO will organize the run-off, which will occur within one week of the initial election. The run-off election will be restricted to the candidates involved in the tie. In case of a subsequent tie, the outgoing executive team and the CRO will vote to break the tie.

6.3 Election Policies:

Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Campus Groups Coordinator in a written format within 72 hours of the election.

The Clubs Committee and ASAC withhold the right to nullify any group's election results if evidence of gross misconduct has been found in the operation of the election.

Non-occurrence of elections will result in the immediate effect of cancellation of a group's status.

Non-submission of election results will result in later loss of group recognition status through the Club's Committee or ASAC. If undemocratic election procedures are suspected, the election results or even the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.

In case of a campus group member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under "**6.1 Elections Procedures**".

7 Impeachment

All incumbent executives are liable to impeachment at any time by notice from the UTMSU or the executive team in case of not adequately performing their duties, having conducted themselves in a manner which could be extremely damaging to the AICS'

reputation, having ceased to meet the membership requirements of the AICS during their term, Harassment, Sexual Harassment and Discrimination (refer to UTMSU's Procedural Policies). The UTMSU will conduct an investigation and notify the individual of sanctions. Such sanctions could be but aren't limited to:

- Permanent/Temporary ban from campus group activities
- Mandatory consent/Anti-oppression training
- Permanent/Temporary ban from UTMSU spaces
- Permanent/Temporary ban from campus group events

If you need to file a formal complaint with the UTMSU, please send a written notice to the Campus Groups Coordinator.

Removal from office can occur at any time from the campus group's Executive Committee vote.

Removal procedure:

- Removal after 1 written warning issued to the individual
- Removal after missed 2 consecutive meetings without proper warning and communication
- Removal after executive member fails to perform their duties as defined by the constitution

In case of a campus group member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under Article 6.4 By-Elections.

Please note that the UTMSU does not necessarily need to be involved in the issuing of verbal or written warnings. This can be done by the executive team.

After a removal has been finalized and has gone through each of the steps, it must be reported to the UTMSU.

General Member Removal:

Members of the AICS who fail to meet membership requirements, engage in misconduct, or fail to uphold the principles of the AICS may be subject to removal.

- Notice of Removal: A verbal or written warning will be issued to the member by the executive team, detailing the reasons for potential removal, including any violations of AICS policies. A written notice will follow if no improvement is made.

- **Voting Process:** After the warning has been issued, a vote by the Executive Committee will take place to confirm the removal of the member. A two-thirds majority is required for removal.
- **Appeal Process:** The member in question has the right to submit a formal appeal within one week of receiving the notice of removal. This appeal must be in writing and submitted to the Executive Committee. The committee will review the appeal and decide whether the member will be reinstated or removed.
- **Final Vote Process:** If the appeal process upholds the removal decision, a final vote by the Executive Committee will be held. If two-thirds of the executives vote in favor of removal, the decision will be finalized and must be reported to the UTMSU.

Executive Removal

Incumbent executives may be subject to removal if they fail to perform their duties, act in ways that damage the AICS' reputation, fail to meet membership requirements, or violate UTMSU's policies on harassment, sexual harassment, and discrimination.

- **Notice of Removal:** The executive team may issue a verbal or written warning to the executive member, specifying the grounds for potential removal. Reasons may include failure to perform duties, inappropriate conduct, or violations of the constitution.
- **Voting Process:** If the executive fails to address the concerns after receiving one written warning or misses two consecutive meetings without proper communication, a vote for removal will be held by the Executive Committee. A two-thirds majority vote is required for removal.
- **Appeal Process:** The executive member may appeal the decision within one week of receiving the notice of removal. The appeal must be in writing and submitted to the Executive Committee. The committee will review the appeal and determine whether the executive will remain in office or be removed.
- **Final Vote Process:** If the appeal process confirms the removal, a final vote will be held by the Executive Committee. A two-thirds majority is required for the removal to be confirmed. Once the removal decision is finalized, it must be reported to the UTMSU.
- **Appointment/By-Election:** If an executive member is removed, a by-election will be held as per the rules outlined in Article 6.4 By-Elections. If immediate replacement is necessary, an interim appointment may be made by the Executive Committee until the by-election can take place.

7 Amendment Procedures

The constitution of a campus group must be subject to an amendment procedure that prevents arbitrary alterations to it.

- a) All amendments must be approved by the group's membership via their General Meetings.
- b) All amendments must be approved by UTMSU before they are formalized.
- c) Only UTMSU members can propose and vote on amendments to the constitution.