





## Article I Name of the Organization

The organization shall be known as the Carleton Artificial Intelligence Society (CAIS), and hereinafter shall be referred to as CAIS.

## Article II Purpose of the Organization

### Our Mission:

CAIS is a cross-disciplinary student organisation that aims to provide individuals with the necessary skills and knowledge to succeed in their professional, personal, or academic journey into data science, artificial intelligence, and machine learning.

### Our Vision:

CAIS envisions fostering a community of diverse, talented, and responsible individuals passionate about data science, artificial intelligence, and machine learning while considering the ethical and social implications of their work.

## Article III Structure

The General membership shall be the legislative body of the organization and shall be composed of all members. The Executive shall be the Administrative body of the organization and shall be composed of members elected by the General Membership.

## Article IV Membership

There shall be one level of membership within the organization: **General Membership**

General members are primarily students of Carleton University who will gain membership when they join our Discord. The membership will be valid until they express their desire to rescind their membership.

In the event that a member of the organization violates the organization's Constitution or CUSA's Constitution and disciplinary action is being considered, the Executive Team shall report it to the Clubs and Societies Commissioners.

## Article V Executive

President

- Responsible for the functioning the society

Workshop Lead

- Responsible for creating workshops

VP Finance

- Responsible for maintaining the club budget

VP Events

- Responsible for booking rooms

VP Marketing

- Responsible for creating graphics and marketing through social media or email

Website Master

- Responsible for updating and maintaining our website

VP Community Engagement

- Responsible for engaging the community and have them feel included

VP External

- Responsible for finding sponsorships or guest speakers

First Year Representatives

- Learn and participate in organization activities

## Article VI Meetings

**Internal meetings** are organized by the Presidents when and how they see fit.

**General meetings** are held at the beginning of each semester where the executive team outlines their plans for the upcoming semester to all community members.

## Article VII Elections

An executive position is valid for one year from the conclusion of election results. Elections will be held in August. An election notice will be posted on Discord and our social media platforms by the start of August. The voting process will last for one week.

Every student at Carleton is eligible to apply for an executive position. Each candidate will send a blurb of themselves and positions they are interested in applying. The election committee will post all

information on the voting page. As a result, it is possible to have multiple people in the same role which is necessary for positions such as Workshop Leads.

The Club will appoint an Election Officer to run elections for the Club and elect executive members. A Succession Officer may be any one (1) of the following individuals:

- A neutral party to all elections being held within the club
- A member of the Clubs Oversight Committee
- A member of the CUSA Clubs Office
- A club member or an external student non-member

The First Past The Post method will be used for elections.

- Candidates on the ballot shall be organized alphabetically by last name, with a box checked for a single candidate.
- A final “no-confidence” option will be offered at the bottom of the ballot
- Upon counting of the vote, the candidate with the most votes will be considered elected to the position

In case an executive seat is vacant, a by-election will be called to fill the vacancy within one month of a seat becoming vacant.

## Article VIII Impeachment

Reasons of impeachment can be but not limited to: harassment, bullying, and embezzlement. Any member of the organization can bring forward a request for impeachment. to any executive member. The club executive member will initiate a vote with the general membership. During this time, the accused will be suspended from all club accounts. A simple majority will decide if the member is impeached.

## Article IX Amendments

Amendments to the constitution can be brought forward by any general member to the President. The President will bring forward the amendment to the next general meeting. An opportunity for discussion will take place at this general meeting. A simple majority vote will take place to adopt the amendment.

## Article X Dissolution of the Organization

Upon dissolution of the Organization all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to CUSA.