

# Association for Computing Machinery - ACM AI

## AI Special Interest Group Constitution

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# Article I: General Provisions

## Section 1. Name of Student Organization

The organization shall be called the *Association for Computing Machinery at UC San Diego - AI*. On the campus of UC San Diego, this name may be shortened to *ACM AI* and *ACM AI at UC San Diego*. In this document, the UC San Diego Student Chapter of the Association for Computing Machinery shall be referred to as ACM. The international Association for Computing Machinery shall be referred to as the *ACM*.

## Section 2. Definitions

Below is terminology frequently used throughout the document.

1. ACM - The UC San Diego chapter of the Association of Computing Machinery: the world's largest computing organization
2. Activity - An event, project, or other undertaking created by the Chapter to engage members
3. Chapter - The UC San Diego chapter of the Association of Computing Machinery
4. Code - The ACM Code of Ethics and Professional Conduct, a code created by the ACM intended to ensure non discrimination and professionalism
5. AI - An acronym for the field of artificial intelligence, a field focused on studying how machines can exhibit human intelligence.

# Article II: Purpose and Goals

## Section 1 - Statement of the Purpose of ACM AI

Our organization intends to build and bring together a community of AI enthusiasts, increase interest in AI whilst making AI more accessible.

Our goals are to increase interest in AI and make it much more accessible and lower the barrier for entry. We plan to do this by hosting activities such as workshops, research panels, and AI based competitions to not only enhance the skills of our student body and members, but to develop a broader community that is focused not on just academia in machine learning, but the other much more hands on and fun aspects of it.

## Section 2 - Statement of the Goals of ACM AI

1. Foster a community of AI enthusiasts and increase interest whilst making AI more accessible.

2. Host activities to connect UC San Diego students together in this community and engage them in a broader AI community.

## Article III: Affiliation with Other Organizations

ACM AI is concurrently a sub-division of ACM General. ACM AI as such is also affiliated with all of ACM General's other subdivisions. Events hosted by ACM AI will predominantly be affiliated with ACM General, but events hosted by ACM General or any of its subdivisions may not be affiliated with ACM AI.

## Article IV: Membership

### Section 1 - Non-Discriminatory Clause

Members shall be accepted without discrimination on the basis of race, color, national origin, religion, sex, gender, gender identity, gender expression, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition, genetic information, ancestry, marital status, age, sexual orientation, major, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services).

### Section 2 - Membership Eligibility

Membership at ACM AI at UC San Diego shall be open to all undergraduate students currently attending UC San Diego.

### Section 3 - Membership Definition

1. Any student who participates in ACM AI's community through activities will be considered a member.

# Article V: Board

## Section 1 - President

The President shall be responsible for leading the direction of ACM AI as well as performing the same responsibilities as Event Leads. In addition, the President will help out any department as needed. Furthermore, the President is responsible for organizing organization meetings and leading the meetings. Additionally, the President is responsible for directly communicating with the Director of Operations, the Director of Marketing, and the Director of Development to ensure the smooth and successful running of ACM AI. Finally, the President is responsible for working with the Director of Operations in the development and approval of events hosted by Event leads.

## Section 2 - Director of Operations

The Director of Operations shall be responsible for heading the Events Team, which consist of Event Leads, conducting meetings to ensure that activities are conducted which align with ACM AI's goals, and handling any logistics that relate to ACM AI's activities. The Director of Operations shall also pursue any tasks that are deemed necessary in order to achieve the Chapter's goals, so long as said tasks also adhere to the Code. These tasks include, but are not limited to, assisting Event Leads in brainstorming ideas, gathering resources, and hosting Activities.

## Section 3 - Event leads

The Event Leads shall be responsible for overseeing the formation of events, projects, and other Activities. These include, but are not limited in scope to, workshops, professional development events, research panels, competitions, and etc. The Event Leads shall be required to report to the Director of Operations in order to gain approval for an Activity. Once approval is granted, the Event Leads shall be expected to be responsible for ensuring that the promotion, funding, and resources for that Activity are acquired. They shall see that the Activity is brought into fruition.

#### **Section 4 - Director of Marketing and Sponsorship**

The Director of Marketing shall be responsible for heading the External Team, which consists of Marketing Associates, conducting meetings to ensure successful marketing, developing partnerships with other entities and determining strategies and plans for expansion of ACM AI's brand and public image. The Director of Marketing shall pursue any tasks that are deemed necessary in order to achieve the Chapter's goals, so long as said tasks also adhere to the Code. These tasks include, but are not limited to, collaborating with ACM general, companies, and other student organizations, developing promotional material and assisting marketing associates as needed.

#### **Section 5 - Marketing and Sponsorship Associates**

The Marketing Associates shall be responsible for the promotion of activities via both digital and physical means. Marketing Associates shall manage the Chapter's social media accounts in order to regularly publicize the Chapter. Additionally, the Marketing Associates shall promote the Chapter by creating and displaying physical advertisements, such as flyers, throughout campus. They shall also work with ACM general and the Director of Marketing to carry out promotional campaigns and tasks deemed necessary such as outreach.

#### **Section 6 - Director of Development**

The Director of Development is responsible for overseeing the overall development of any software required for the successful running of ACM AI activities and the website. The Director of Development heads the Development Team, which consists of Developers, and is responsible for conducting meetings to ensure successful and smooth development. The Director of Development is also responsible for pursuing any tasks that are deemed necessary in order to achieve the Chapter's goals, so long as said tasks also adhere to the Code.

#### **Section 7 - Developers**

Developers are responsible for the development of any internal tooling for the successful running of ACM AI activities and the website. These activities include but are not limited in scope to, workshops, professional development events, research panels, competitions, etc. They shall work with the Director of Development to help develop the necessary software to help achieve the Chapter's goals, so long as said tasks also adhere to the Code.

#### **Section 8 - Qualifications for Holding Office and Methods of Selecting and Replacing Officers**

Candidates for positions in ACM AI must be registered undergraduate students at UCSD. Only registered UC San Diego students may hold office in the ACM AI

organization. Additionally, only registered UC San Diego students may vote in elections for the selection of this organization's officers. For the positions of President, Director of Operations, Director of Marketing, and coordinator positions, only existing board members who are registered UC San Diego students may vote.

When electing new officers, the following procedure is performed as dependent on position type

1. President, Director of Operations, Director of Marketing, Director of Development
  - a. Each individual may submit one application to this position.
  - b. When two individuals run for this position, the board will elect the president by majority vote.
  - c. When more than two individuals run, the Board will elect the individual that wins through a ranked-choice voting procedure.
2. Event Leads, Marketing and Sponsorship Associates, Developers
  - a. Each individual may submit one application to this position.
  - b. The board will select any individual that submitted an application and receives 2/3 votes from the entire board.
  - c. In the event that more individuals are selected than the number required, the President, Director of Operations, and Director of Marketing will make the final decision as to which of the selected individuals join the board and become event leads, marketing associates, and / or developers. The President, Director of Operations, and Director of marketing must make a majority vote to make the final decisions.

### **Section 9 - Terms of Positions and Election Cycle**

All board positions with the exception of President, Director of Operations, Director of Marketing, and Director of Development, will have indefinite terms. Those who are not Directors or the President may remain in their position for as long as they wish provided they are still an undergraduate student attending UCSD and have not been impeached. These general board positions may be fulfilled at any time with limits imposed by the Directors and President.

For Directors and the President, these positions are each a term of 1 year. These positions must be reelected each year. These positions must be reelected at the end of every academic year during week 8 of Spring quarter or whenever the person in that position is impeached.

### **Section 10 - Succession**

In the event in which the President is unable to perform their duties, the Board shall hold an emergency vote within the next seven days to determine the successor. The nominees shall be each of the Directors. Should all the Directors reject their nomination, then Board members may choose to nominate themselves or another

Board Member. In the case in which no Board Member is nominated, then any Member of the Chapter may be nominated. A majority (> 50%) vote must be made in order to select the President's successor.

### **Section 11 - Impeachment**

If a Board member is not fulfilling their responsibilities or violates the Code (from ACM General's constitution), then another active Board member must present a written case to the remainder of the Board. After the case is presented, a vote shall occur in two weeks time, where a vote shall be conducted. A 2/3s vote from the board must be made in order to impeach a Board member.

## **Article VI: Financial Management**

### **Section 1 - Nonprofit Statement**

ACM AI is a non-profit organization. Both the Chapter and ACM are non-profit organizations.

### **Section 2 - UC San Diego Funding**

The Chapter shall utilize funding through entities at UC San Diego including, but not limited to funding from Associated Students, the Student Life Tournament / Competition Fund, the Student Life Triton Community Fund, and the Jacobs School of Engineering.

### **Section 3 - Sponsors Funding**

The Chapter shall utilize funding received from entities outside of UC San Diego including corporate partners. Sponsorship agreements and packages can be created and updated throughout the year but must all be done in coordination with the Vice President External. Partnerships must not conflict with previous sponsorship agreements.

## **Article VII: Risk Management**

ACM AI is a registered student organization at the University of California, San Diego, but not part of the University itself.

The Association for Computing Machinery at UCSD understands that the University does not assume legal liability for the actions of the organization.

### **Section 1 - In Case of Interaction with Minors and the Elderly**

The Association for Computing Machinery at UCSD is aware that all registered student organizations that serve minors or the elderly have access to training on



child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). The Association for Computing Machinery will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

### **Section 2 - In Case of the Provision of Medical Assistance**

In the event that the Association for Computing Machinery at UCSD provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

### **Section 3 - In Case of International Travel**

The Association for Computing Machinery at UCSD recognizes that the University generally recommends against all international travel by Student Organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the Student Organization's Members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important.

International travelers are advised to research US State Department Travel Advisories and the CDC Travel Health site and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen destination because most USA Health Plans are not valid in foreign countries.

### **Section 4 - In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery**

The Association for Computing Machinery at UCSD recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, The Association for Computing Machinery at UCSD will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of

Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

## **Article VIII: Amendment**

### **Section 1 - Amendment**

Any changes to this constitution shall only be made with the approval of 2/3 votes from all board members. Votes may be cast in person or online, but must remain anonymous.