

A.n.I.Ma.L Club

The Artificial and Intelligent Machine Learning Club

Club Constitution Version 0.1¹

Effective 09/08/2023², Expires 09/08/2025³

An introduction by Max Tran and the founding members of A.n.I.Ma.L⁴:

What is an A.n.I.Ma.L?

Hello, and welcome to the A.n.I.Ma.L club! We are a group of students at Seattle University who are interested in learning, building, and exploring more ethical AI systems. We are focused on modern machine learning (ML) technologies, which are based on the idea that a computer can learn to do a task itself if it has enough examples.

We recognize that this collection of technologies comes with responsibility, and can *perpetrate* injustices if used improperly. Therefore, all club leaders and members will be expected to place an active focus on working towards *a just and humane world* through their work.

Whether you are a student, faculty member, or broader community member, we would like to welcome you to our community. Below you will find more information about who we are, and how to get involved with our club.

A warm welcome to our community members

A.n.I.Ma.L recognizes that it is located in the heart of Seattle University and the broader Seattle community. Our members come from a diverse set of backgrounds and interests. We recognize that positive benefits can be realized when AI technology is combined with everyday needs. Our club therefore strives to connect our member's understanding of AI technology to our broader community. To us, these connections build relationships of trust, give back to the communities that support A.n.I.Ma.L, and provide learning opportunities for our students. This is why A.n.I.Ma.L will always welcome projects, ideas, and consultations with local community members. While some endeavors may be beyond our resources or capabilities, we encourage you to reach out to us. We will try our best to meet your needs.

¹ The first digit indicates the major constitution version, which signifies significant structural and procedural changes from previous constitution versions. It should be incremented no more than once a year. The second digit indicates the minor constitution version, which should be utilized as frequently as necessary to address errors and minor logistical changes.

² All constitution versions must specify an effective date, which is the date the constitution version goes into effect.

³ All A.n.I.Ma.L constitutions expire after two years, or earlier if a newer constitution version is ratified before then.

⁴ Edits may have been provided by current and past club leaders.

Quick Reference Information

Club Homepage

- A link to the club website will be provided at this location.

Logistics

Club Meeting Room

- The standard club meeting room will be provided at this location, unless posted otherwise.

Club Meeting Times

- The standard club meeting times will be provided at this location, which will be approximately once every two weeks, unless posted otherwise.

Contact Us

- Club contact information will be provided at this location.

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Club Goals

- Empowering members of the broader Seattle University community to understand and make more informed decisions about their interactions with artificial intelligence (AI) and the underlying machine learning (ML) technology.
 - Dispelling common misconceptions surrounding artificial intelligence (AI) technology by demonstrating modern limitations and biases present in the underlying machine learning (ML) technology.
- Fostering an active community of Seattle University students and faculty engaged in projects and research involving artificial intelligence (AI) and machine learning (ML).
 - Supporting interested students in remaining up to date with current research in the fields of artificial intelligence (AI) and machine learning (ML).
 - Encouraging students and faculty to develop machine learning (ML) skills and experience through competitions, hackathons, and projects.
 - Connecting interested students and faculty with the needs of the local community for projects and solutions involving machine learning (ML) and artificial intelligence (AI).
- Developing machine learning (ML) leaders with experience thinking about, discussing, and implementing more ethical approaches to artificial intelligence (AI) and machine learning (ML).

Membership

The A.n.I.Ma.L Club possesses two levels of membership:

Primary Membership

- Full membership is only available to **currently enrolled Seattle University students and all current Seattle University faculty.**
- Members at this level are able to participate in all A.n.I.Ma.L projects and events.
- In order to cover basic A.n.I.Ma.L administration costs, students at this level of membership will be asked to contribute \$3 a school year to the general A.n.I.Ma.L fund. This annual project will be coordinated by the financial officer at the beginning of the year. No contributions will be expected of faculty members.

Special Membership

Special membership options are available to certain communities who interact with A.n.I.Ma.L. Memberships under this level are more limited, but still provide special benefits.

- **Alumni Membership**
 - Graduating and departing student and faculty members may apply for Alumni membership at any time during or after their departure by contacting the active public relations officer.
 - Members at this level are able to participate in special alumni-focused events.
 - Alumni members are also able to pitch projects to the active A.n.I.Ma.L community, and will receive priority over non-affiliated members. Alumni members interested in this benefit may contact the active public relations officer.
- **Honorary Membership**
 - Honorary membership can be granted at the discretion of the leadership board to the following three types of parties:
 - Schools and Non-SU-affiliated Individuals who participate in A.n.I.Ma.L sponsored events and activities
 - Sponsors who make a meaningful contribution to the A.n.I.Ma.L community
 - Other individuals who make an impactful and positive impact on the A.n.I.Ma.L community
 - Honorary members can participate in special A.n.I.Ma.L events that are designated for developing projects, communication, or awareness of honorary members.
 - Honorary members are also able to pitch projects to the active A.n.I.Ma.L community, and will receive priority over non-affiliated members. Honorary members interested in this benefit may contact the active public relations officer.

Leadership

A.n.I.Ma.L offers opportunities for engaged, actively enrolled members to shape the future of the club. All A.n.I.Ma.L leaders are expected to remain as current as possible with developments in AI and ML.

President(s)

- The A.n.I.Ma.L president or presidents will be responsible for envisioning and working towards long-term programs and improvements for club members. The individual(s) in this position will hold the primary responsibility for planning club events and activities. They will work to develop A.n.I.Ma.L curriculum and lessons, and working with the event coordinator, will seek out opportunities, including competitions and hackathons for A.n.I.Ma.L members to pursue.
 - Club meeting frequency and attendance requirements will be left to the discretion of the president(s) and the A.n.I.Ma.L leadership board. A.n.I.Ma.L leaders are highly encouraged to consider continuing traditional A.n.I.Ma.L events, curriculum, and programs as established by previous boards of leadership.
- During election campaigns, candidates running for the position of president may select a co-president to assist in carrying out presidential responsibilities.
- The A.n.I.Ma.L president or presidents are expected to be active leaders on the frontlines of the club. The person or people in this position *should have experience with current AI and ML technologies* and be willing to dedicate time to drive the club forward.
- The A.n.I.Ma.L president or presidents will work with respective A.n.I.Ma.L leaders to coordinate a unified stance across all major club communications.
- A.n.I.Ma.L presidents may delegate or assume any additional responsibilities, within reason, to or from other A.n.I.Ma.L leaders as needs arise.
- When necessary, the A.n.I.Ma.L president or presidents, will take primary responsibility for nominating new, qualified faculty advisors to the A.n.I.Ma.L leadership board. The leadership board must then ratify the faculty advisor nominee with a majority vote before the position can take effect.
- The A.n.I.Ma.L president or presidents should remain current with the state of the club, club equipment, and major school policies and decisions that may impact the club.

Event Coordinator

- The A.n.I.Ma.L event coordinator will hold the primary responsibility for managing club logistics and helping to plan events that support everyday functioning of A.n.I.Ma.L. This includes, but is not limited to the following responsibilities:
 - Working with other club leaders to minimize conflicts with A.n.I.Ma.L events
 - Actively seeking out events and opportunities for members
 - Working with A.n.I.Ma.L president(s) and the leadership board to plan and run major club events.
 - Working with internal event-focused Seattle University groups, including, but not limited to University Events and Emerald Plate Catering

- Working with the president or presidents to continue development of the A.n.I.Ma.L curriculum
- Applicants to the event coordinator position are expected to have have experience with current AI and ML technologies.
- In the extended absence of the current A.n.I.Ma.L president or presidents, the event coordinator will help to guide the A.n.I.Ma.L leadership team in continuing normal club operations.

Financial Officer

- The A.n.I.Ma.L financial officer will be responsible for managing and orchestrating all tasks involving the A.n.I.Ma.L club's budget and resources. This includes, but is not limited to, the following responsibilities:
 - The financial officer will remain current with developments in AI and ML hardware, and will be able to provide purchasing suggestions to the leadership board.
 - The financial officer will coordinate all A.n.I.Ma.L fundraising campaigns and member donations. The person in this position, in coordination with the president, will also handle communication with non-SU-affiliates who wish to provide resources to support the A.n.I.Ma.L club.
 - If applicable, the financial officer will handle the distribution and recording of compensation to A.n.I.Ma.L students who work on monetarily compensating projects. These records should be kept at least for an extended duration of time not less than 5 years.
- The A.n.I.Ma.L financial officer will also take primary responsibility for securely running, maintaining, and disposing of equipment owned by the club.

Public Relations Officers

Internal Public Relations Officer

- The A.n.I.Ma.L internal public relations officer will be responsible for developing and supporting connections with organizations and individuals inside of the Seattle University community. This includes, but is not limited to the following responsibilities:
 - Recruiting active Seattle University students to A.n.I.Ma.L
 - Utilizing Seattle University campus resources to publicize A.n.I.Ma.L activities and events
 - Taking primary responsibility for the creation and distribution of forms and polls as needed by A.n.I.Ma.L
 - Taking primary responsibility for management of the A.n.I.Ma.L club ConnectSU listing
 - Taking primary responsibility for effective management of the club's internal presence on social media platforms.

External Public Relations Officer

- The A.n.I.Ma.L external public relations officer will be responsible for developing and supporting connections with organizations and individuals outside of the Seattle University community. This includes, but is not limited to the following responsibilities:

- Coordinating the alumni membership program, including the registration of A.n.I.Ma.L alumni, the distribution of A.n.I.Ma.L alumni cards, and working to plan alumni-focused A.n.I.Ma.L events. The external public relations officer will also possess the primary responsibility of appropriately handling communication with alumni members.
- Appropriately handling communication with honorary members
- Connecting sponsoring and potentially sponsoring honorary members with the financial officer and the president(s)
- Conducting campaigns to raise awareness about A.n.I.Ma.L to the broader community
 - This may include raising awareness about A.n.I.Ma.L's focus on developing solutions for local problems
 - This may also include campaigns to raise awareness about A.n.I.Ma.L to prospective SU students
- Taking primary responsibility for effective management of the club's external presence on social media platforms.

Administrative Officer

- The A.n.I.Ma.L administrative officer will be responsible for completing administrative tasks that support the long-term functioning of A.n.I.Ma.L. This includes, but is not limited to the following responsibilities:
 - Establishing a system to document, preserve, and archive club activities and documents
 - This includes the preservation of digital presentations, recordings, notes from guest speakers, and planned activities
 - This may include the creation of a calendar that indicates the days and times of executed events and activities
 - Collecting and archiving organizational knowledge to assist in smooth transitions in leadership
 - Managing Membership
 - Securely maintaining a database of current and past members
 - Using tools, including digital tools to track event attendance
 - Establishing and maintaining an active club calendar and schedule of events and activities
 - Conducting elections for all leadership positions in a transparent manner that can be audited by other A.n.I.Ma.L leaders and A.n.I.Ma.L members
 - Renewing the A.n.I.Ma.L club standing at the end of each school year

A.n.I.Ma.L Leader in Training

- At any time in the school year, active A.n.I.Ma.L members who are especially engaged with the club can contact the A.n.I.Ma.L president to request status as an A.n.I.Ma.L leader in training. Individuals in this position may receive duties and assignments beyond those of regular members to assist in the development of A.n.I.Ma.L. If an A.n.I.Ma.L leader in training wishes to share ideas for improvement of the club, the A.n.I.Ma.L president is encouraged to coordinate with the other A.n.I.Ma.L leaders, and, if the idea is deemed beneficial, implement the change. If

a longer-term change is selected for implementation, the A.n.I.Ma.L leader in training may choose to assist A.n.I.Ma.L leaders in implementing the change.

Additional Leadership Considerations

Elections

In addition to other indicators, the following criteria should be considered by candidates wishing to run for office, and by A.n.I.Ma.L members electing candidates to positions of leadership:

- Investment
 - Investment in A.n.I.Ma.L and the fields of AI and Machine Learning (ML)
 - Investment in the approach to using AI and Machine Learning (ML) technology to work *for a just and humane world*
- Experience
 - Prior experience with the work the candidate will be expected to perform in their leadership position
- A Balance of Innovation and Tradition
 - Innovative ideas on directions a candidate could take the club if elected
 - Investment in retaining and developing the traditional A.n.I.Ma.L focus on community and constructive learning activities

Elections will be coordinated by the A.n.I.Ma.L administrative officer in the following format:

1. Candidates will prepare short speeches that demonstrate, in addition to other indicators, their qualification, capability, and investment in A.n.I.Ma.L as listed in the above sections.
 - a. Club elections should be announced at least one month in advance with thorough documentation on the process and requirements.
 - b. All candidates are expected to have thoroughly read, understood, and have agreed to abide by the rules outlined in the A.n.I.Ma.L Constitution.
2. A.n.I.Ma.L leaders will make time at a club meeting at least once month after the first election announcement is published to hold elections.
 - a. If at least half of the population of active A.n.I.Ma.L members are in attendance, all candidates will give their prepared speeches to the assembled A.n.I.Ma.L body. If less than half of the population of active A.n.I.Ma.L members are in attendance, the election must be rescheduled to another time.
 - b. All candidate speeches should be recorded appropriately and published online in a manner that should be accessible by active A.n.I.Ma.L members at least through the duration of the election. After an election has ended, candidates may request that their election speech be removed from publication.
 - c. A.n.I.Ma.L members should be highly encouraged to attend the election meeting. They should also be encouraged to take notes on candidate speeches.
3. After all candidates have given their speeches, the A.n.I.Ma.L administrative officer will send a digital election ballot and instructions on how to access the recorded speeches to all active A.n.I.Ma.L members.

- a. The digital election ballot will be available for exactly one week after candidate speeches are given. For each enumerated leadership position, active A.n.I.Ma.L members will be able to give one vote to a candidate of their choice running for that position. A.n.I.Ma.L members are highly encouraged to vote, but can choose not to vote for candidates in one or more positions.
4. After the 7-Day election period has elapsed, the administrative officer will disable voting by digital ballot, and will coordinate with the president to release the results of the election.
 - a. Elected candidates will begin working with the current A.n.I.Ma.L leadership board, but will not assume their formal positions until the end of the current school year.

Emergency Removal from Office

- If any A.n.I.Ma.L leader consistently fails to adequately complete their A.n.I.Ma.L duties and responsibilities, and this failure is not due to a reasonable extenuating circumstance such as a medical emergency, any other A.n.I.Ma.L leader or member may call for the officer's removal from office.
 - Failure to "adequately complete" A.n.I.Ma.L duties and responsibilities may include, but is not limited to:
 - The execution of actions that oppose A.n.I.Ma.L's focus on community and ethical creation and implementation of AI
 - An accumulated history of not thoroughly completing expected work while in office
 - Inappropriately taking resources from A.n.I.Ma.L in an unauthorized manner for personal use

Administrative Tasks and Scheduling

By the specified “effective” date attached to this constitution, the following tasks are known or selected by past club leaders for scheduled completion. Current A.n.I.Ma.L leaders are expected to appropriately handle and complete each of the following tasks throughout the school year.

Club Maintenance

- Constitutional Amendments
 - Updates to the A.n.I.Ma.L constitution may be proposed by any club member or leader. To be put into effect, it must be approved by a majority of active members as well as a majority of leadership board members. If a change fails to receive the support of a majority of leadership board members, it can instead be put into effect by a 2/3 supermajority of active club members.
 - Updated constitution versions must be published in the official A.n.I.Ma.L club GitHub repository to be in effect.
 - A.n.I.Ma.L leaders and members are expected at minimum to review and if necessary, amend the A.n.I.Ma.L constitution every two years. If a constitution expires without a ratified replacement, the club cannot hold other events or activities until it does so.
- Club Registration
 - At the end of each year, the A.n.I.Ma.L administrative officer must re-register the active standing of the club with the Seattle University Center for Student Involvement.

Planned Events

- Alumni Sendoff
 - At the end of each year, A.n.I.Ma.L will plan an alumni sendoff event to honor the contributions and membership of departing A.n.I.Ma.L members. At this event, departing members will receive alumni membership cards.

University Policies

The A.n.I.Ma.L club and its members abide by Seattle University's active Non-Discrimination Policy. For convenience, a version of the policy that was in force on 1/14/2023 is provided below. For the most up-to-date version of the policy, please navigate to the policy page on the Seattle University website.

seattleu.edu/deanofstudents/policies/non-discrimination-policy

Seattle University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology or status as a Vietnam-era or special disabled veteran in the administration of any of its education policies, admission policies, scholarship and loan programs, athletics, and other school-administered policies and programs, or in its employment related policies and practices.

All University policies, practices and procedures are administered in a manner consistent with Seattle University's Catholic and Jesuit identity and character. Inquiries relating to these policies may be referred to the University's Title IX Coordinator.

Consistent with the requirements of Title IX of the Education Amendments of 1972 and its implementing regulations, Seattle University has designated individuals responsible for coordinating the University's Title IX compliance. Students or employees with concerns or complaints about discrimination on the basis of sex in employment or an education program or activity may contact the following Title IX Coordinator.

Jill Moffitt

Interim Assistant Vice President for Institutional Equity

Title IX Coordinator, and ADA/504 Coordinator

(206) 220-8515

jmoffitt@seattleu.edu

Individuals may also contact the Office for Civil Rights of the U.S. Department of Education.

Discipline

The A.n.I.Ma.L club intends to be space for students to learn, build, and explore more ethical AI systems. We acknowledge, however, that individuals can make mistakes, and take actions that are harmful to themselves and others. This section intends to address two types of problems that may arise: problems involving ethical AI creation and implementation, and problems that can arise when resources and money come into play.

This section is an ongoing project that is intended to be updated as new circumstances and issues arise. In this first major constitution version, it intends to provide a framework for developing future courses of action.

A.n.I.Ma.L intends to extend the ethos of Seattle University's Jesuit college community by providing a safer space in which mistakes can be made. When problematic situations arise, A.n.I.Ma.L intends to, to the best of its abilities, create a constructive environment in which our students can acknowledge and learn from their mistakes. In order to accomplish this, A.n.I.Ma.L leaders will plan procedures to address a wide range of problematic situations.

A.n.I.Ma.L possesses three levels of consequences which may be utilized as appropriate to emphasize and reinforce an understanding of the severity of a member's actions. Other consequences may be implemented at the discretion of the A.n.I.Ma.L leadership board. At each level, A.n.I.Ma.L will attempt to initiate conversations on the issues surrounding a member or members' actions.

Level 1:

The member or members receive a warning by the A.n.I.Ma.L leadership board.

Level 2:

The member or members are placed on probation from using A.n.I.Ma.L resources for a fixed duration of time left determined by the A.n.I.Ma.L leadership board. At the end of the probation period, full membership can be reinstated at the discretion of the leadership board if the member or members placed on probation each submit a one-paragraph reflection to the A.n.I.Ma.L board that demonstrates an understanding of the consequences of their actions, and documents the growth they have experienced in the interim period.

Level 3:

The member or members are suspended from participating in all A.n.I.Ma.L events and activities, and from using A.n.I.Ma.L resources for a fixed duration of time left to the discretion of the A.n.I.Ma.L leadership board. The student or students in question may be referred to the Dean of Students Student Conduct and Integrity Formation department. At the end of the probation period, each student in question must submit a one-paragraph reflection to the A.n.I.Ma.L board that demonstrates an understanding of the consequences of their actions, and documents the growth they have experienced in the interim period. Following the submission of each reflection, the A.n.I.Ma.L leadership board will determine if the student's membership should be reinstated.

Special Procedures

The following section defines special procedures in the event of specific sets of pre-defined circumstances. This section is intended to provide guidance during times of crisis or early development.

- Starting or Restarting the A.n.I.Ma.L Club
 - The following special procedures are to be followed the first time the A.n.I.Ma.L club is created. These procedures are also to be followed if the club is re-started following one or more years of inactivity. The special procedures outlined in the following section are designed to give the founding or re-founding member or members broad constitutional authority in shaping and developing the club through its early stages. These procedures are not to be used at any time during regular club operation, and are only to be used for up to three consecutive years.
 - Expansion of Executive Authority
 - The founding or re-founding member or members of the A.n.I.Ma.L club gain the following special powers:
 - Temporary suspension and consolidation of A.n.I.Ma.L leadership positions into presidential responsibilities
 - The ability to appoint members to A.n.I.Ma.L leadership positions
 - The ability to make minor amendments to the A.n.I.Ma.L constitution without member ratification.
 - The founding member or members may not make constitutional changes to expand their power beyond the expansions already enumerated in the special procedures section.
 - The founding member or members must continue to publish constitutional changes to the official A.n.I.Ma.L GitHub repository to track changes
 - The first time the A.n.I.Ma.L club is started, the founding member or members may possess additional powers at their discretion.
 - Recommended Action Checklist
 - This section will be amended in future versions of the club constitution.
- Pausing Club Status
 - If it is not possible to locate students interested in maintaining or participating the club, it is imperative that the current club leaders document the club's resources and institutional knowledge. This will allow future A.n.I.Ma.L members and leaders to have an easier time restarting the club in the future. Here are some suggested practices:
 - Compile a report documenting all of the assets the A.n.I.Ma.L club currently possesses, including physical hardware, monetary funds, connections, alumni members, and published works. Distribute copies of this report to the Seattle University Center for Student Involvement, alumni members, and other appropriate Seattle University organizations.

- Determine locations for A.n.I.Ma.L assets and records to be stored. If other Seattle University organizations are able to make use of A.n.I.Ma.L hardware, ensure, through written consent, that the hardware will be taken care of, replaced if necessary, and returned to the A.n.I.Ma.L club when it is reinstated.
 - Create posters and other material advertising the potential existence of, and existing infrastructure behind an A.n.I.Ma.L club. Distribute these materials to trustworthy Seattle University students in lower grades to post in future years.
 - If necessary, return to Seattle University at a later time, and assist in reinstating the club.
- Monetary Compensation
 - Monetary compensation is not the primary goal of the A.n.I.Ma.L club. Rather, A.n.I.Ma.L strives to give our members the tools to allow them to pursue their interests in more ethical AI and machine learning (ML) based systems. Monetary compensation is not inherently bad, however, as it allows us to achieve our goal by providing services and resources to our members.
 - A.n.I.Ma.L recognizes that money can become similar to a misguided loss function, leading members to optimize for monetary profit over learning, exploration, and social good, three objectives that A.n.I.Ma.L sees as greater and more beneficial to the human person.
 - A.n.I.Ma.L does recognize that the work done by its members may receive monetary compensation from external sources. In addition to the experience members gain from their work, we support the compensation of our members for their work and will distribute the full sum of the compensation or physical goods among the involved individuals accordingly. We do ask, however, that compensated individuals donate a portion of their compensation back to the club if they are able to support similar opportunities for future members, and to cover the cost of A.n.I.Ma.L resources utilized over the course of their project.
 - If you, an A.n.I.Ma.L member, after benefiting from and departing A.n.I.Ma.L, gain experience, influence, or monetary goods, we do ask that you consider returning a portion of your time, wisdom, or monetary goods to A.n.I.Ma.L. We would appreciate everything you could do to improve the A.n.I.Ma.L experience.

Historical Club Information

Date of Club Creation: 01/15/2023