

Constitution of Learning Machine Learning of the University of Kansas

Article I: Student Group Name

Section 1: This organization shall be officially be known as Learning Machine Learning, or LML for short.

Article II: Purpose and Objectives

Section 1: Learning Machine Learning aims to bring together scientists from across disciplines for the purpose of discussing, brainstorming and learning about machine learning in academic disciplines and industry. In order to achieve this purpose, Learning Machine Learning will 1) meet regularly throughout the academic and Summer terms, 2) provide machine learning (ML) resources (articles, tutorials, etc.) to members both individually and as a group, 3) host a variety of speakers from both academia and industry, 4) provide a forum for students, post-docs, professors or KU staff members to discuss ML in their personal research and brainstorm with other members, and 5) promote interdisciplinary collaboration among KU's departments.

Section 2: Learning Machine Learning shall be formally registered and recognized n with The University of Kansas's Student Involvement & Leadership Center. This Constitution and ensuing Bylaws shall be in accordance with all federal, state, and local laws, as well as relevant University of Kansas and Physics & Astronomy policy. Although LML is run out of and funded by the KU's Physics & Astronomy Department,, we aim to bring together scientists from a wide range of disciplines.

Article III: Membership

Section 1: Membership shall be free and available to all KU students, faculty, and staff.

Section 2: Membership qualifications are as follows.

1. Those interested must sign up through the Google form circulated to all interested departments (including, but not limited to, Physics & Astronomy, Chemistry, Ecology & Evolutionary Biology, Mathematics, Electrical Engineering & Computer Science, and the Information & Telecommunication Technology Center).
2. Those who sign up through the Google form will be subsequently/automatically added to our mailing list, and will be considered members for the current term.

3. If an interested party does not sign up by the deadline (as stipulated in the Google form), they may email the President or Vice President at any point in the current term to be added to the mailing list.
4. A new Google form will be circulated before the start of each term. Those interested in retaining their membership status must sign up before each term.
5. For the purpose of membership, “regularly attending” meetings shall be defined as attending at least 2/3 of the meetings for a term. Active members who wish to run for office must hold their active membership for at least one term before their nomination.
6. An active member for the term shall be defined as someone who is on the current term mailing list and regularly attends meetings. Active members have a voice and a vote in elections.
7. An inactive member shall be defined as someone who is on the mailing list for the current term but does not attend meetings regularly.
8. If a current inactive member does not sign up for the mailing list for the next term by the deadline, their member status will be revoked, but is able to be reinstated at any point by contacting the President or Vice President to be put on the mailing list.

Article IV: Executive Board

Section 1: The officers of this organization shall be: President, Vice President, Treasurer, Secretary and Webmaster. The duties of these officers are outlined as follows. All officers, once elected, must remain active members for the rest of the academic year, Summer term and Fall term up to and including the next round of elections. Officers cannot be on academic probation. The executive board shall be comprised of these officers and the faculty advisor.

1. President
 - a. Runs LML meetings, elections, and any relevant tutorials, talks, etc.
 - b. Registers or appoints someone to register LML with the Student Involvement & Leadership Center
 - c. Collaborates with the Executive Board to create and decide on programming for the upcoming term, with input from all members
 - d. Communicates with officers and department and oversees officer progress.
 - e. Oversees voting and appoints interim officers if necessary
 - f. Oversees the LML Constitution and revisions as they arise

- g. Maintains a transition document to pass along to the next President
- 2. Vice President
 - a. Collaborates with the Executive Board to create and decide on programming for the upcoming term, with input from all members
 - b. Runs LML meetings and any relevant tutorials, talks, etc. in the event that the President cannot perform this duty
 - c. Maintains a transition document to pass along to the next Vice President
- 3. Treasurer
 - a. Collaborates with the Executive Board to decide on programming for the upcoming term, with input from all members
 - b. Oversees the development of and sets the term budget with Executive Board
 - c. Presents proposed term budget to all active LML members at a regular meeting
 - d. Takes sales receipts to University of Kansas Comptroller's office, pays Kansas, and sales taxes
 - e. Is responsible for monitoring Learning Machine Learning finances and ensuring that LML remains fiscally solvent
 - f. Maintains financial records for Learning Machine Learning
 - g. In the event that the Treasurer is not a student under the KU Physics & Astronomy Department, they will work with the President and Vice President to secure funding from the Physics & Astronomy Department
 - h. Maintains a transition document to pass along to the next Treasurer
- 4. Secretary
 - a. Collaborates with the Executive Board to create and decide on programming for the upcoming term, with input from all members
 - b. Writes minutes down for the meetings and distributes them to members in a timely fashion
 - c. Collaborates with the Webmaster to upkeep the web page
 - d. Gathers posts for web page from members who run a tutorial, paper discussion, etc. in a meeting or writes it themselves
 - e. Secures meeting rooms for the term and sets the meeting time, based on member availability
 - f. Sends weekly email reminders for upcoming meetings
 - g. Maintains a transition document to pass along to the next Secretary
- 5. Webmaster

- a. Collaborates with the Executive Board to decide on programming for the upcoming term, with input from all members
 - b. Maintains LML web page
 - c. Collaborates with the Secretary to upload meeting posts on the web page in a timely fashion
 - d. Maintains a transition document to pass along to the next Webmaster
6. Faculty Advisor
- a. Be present at at least 50% of Learning Machine Learning meetings for each term
 - b. Advise on all Learning Machine Learning actions, including but not limited to, LML programming, the LML budget, and LML speakers
 - c. Meet with the officers of the executive board at least once a term and assist in officer transitions
 - d. Reach out to other faculty (at KU and off-campus) as appropriate to collaborate with Learning Machine Learning
 - e. Advocate for and promote Learning Machine Learning to the greater University of Kansas community and within the Department of Physics & Astronomy

Section 2: The candidates for office will be nominated in November, at the end of the Fall term of the academic year. They can be self-nominated or nominated by any member. The call for nominations will be sent out no later than one week before they are to be read at a regular meeting. The call for nominations must be sent out *after* the Google form for member sign-ups for the next term to allow nominees to demonstrate their eligibility as in Article IV, Sections 3 and 4.

Section 3: Nominees must be active members for the current and following term.

Section 4: Over Thanksgiving Break, the President will contact nominees to accept their nomination. Nominees who accept the nomination must send in their bios and a short action plan to the President before the next regular meeting. Failure to do so will result in ineligibility for office. The President then shall distribute the collective information of all nominees to all members no later than one week before the elections.

Section 5: Elections will take place during the last regular meeting of LML in the Fall semester.

Section 6: Only current active members may vote in elections. The President will distribute the candidate bios and action plans no later than one week before the election. During the election meeting, the President will conduct a secret ballot vote based on the slate of candidates. Officers will be elected by a simple majority vote of current active members

Section 7: All officer positions will serve a single-year term Officers can run for multiple terms, consecutively or not. There is no limit on how long an officer can serve in their position, if voted in according to Article IV, Section 7.

Section 8: Newly elected officers will be announced upon election, in the minutes for that meeting, and in a separate email to all LML members.

Section 9: Officer transitions will take place over winter break and through the first week of classes of the next Spring term.

Section 10. Any officer may be removed from their position for conduct deemed inappropriate, for failure to perform their duties, for being put on academic probation, or failure to maintain active member status for their term by a 2/3 majority vote of LML active members at a regular meeting with at least 5 LML members in attendance. The vacancy must be filled as soon as possible by a simple majority vote as outlined in Article IV, Section 7.

Section 11: A single member may run for and hold multiple executive board positions if there is an insufficient number of candidates to fill out the slate. All stipulations above apply in this situation. However, Learning Machine Learning must always have at least one (1) President, one (1) Vice President, and one (1) Treasurer in accordance to the KU Student Involvement and Leadership Center's policy for officially recognized organizations. Any of these three positions may not be simultaneously held by one member.

Article V: Dues and Fundraising

Section 1: All membership to Learning Machine Learning is free.

Section 2: The budget for each term must be set at least a month before the first regular meeting of the term. The budget must be voted on at a regular meeting at least two weeks before

the start of the term (not including breaks). The budget must be approved by a 2/3 majority vote of all active members present at the regular meeting

Section 3: Funds will be spent on speaker travel and accommodation, food for LML meetings, and other items approved by active LML members. It is understood that all funds are to be dispersed to the solely academic benefit of LML members. It is further understood that the disposition of those funds be based on demonstrable need for the funds by the recipient of the funds, in a manner consistent with state and federal law governing the disposition of funds of a not for profit student organization acting under the Student Involvement & Leadership Studies of the University of Kansas and LML policies (whole entity, committee, or otherwise).

Section 4: The executive committee will not be allowed to apply for LML funding unless they recuse themselves from any decisions involving said funds. Only active members may be allowed to apply individually for LML funds. If their reason for funding occurs in a new term, the applicant must remain an active member throughout the duration of that term.

Article VI: Meetings

Section 1: The Learning Machine Learning meeting day and time will be chosen according to room availability in Malott, combined with the results of the Google form distributed before the start of the term. The goal of this Google form is to accommodate as many active members as possible. The first meeting shall be called and scheduled by the president no later than 14 days after the official University of Kansas first calendar day of classes. These meetings are defined as regularly scheduled meetings.

Section 2: The executive board will meet no later than a month before the start of the new term (not including breaks) to decide upon the programming for the upcoming term, with input from all members. This allows ample time to reach out to on- and off-campus faculty, post-docs, and students for seminars. The executive board members may decide on programming for the upcoming term without a set meeting day and time chosen, pending the results of the Google form.

Section 3: Meetings will follow a variety of styles, according to the programming set for that day. This includes, but its not limited to: Socratic-style discussions, lectures, seminars, or open-ended self-guided tutorials.

Article VII: Amendments

Section 1: The articles of this Constitution are subject to amendment by a 2/3 majority vote of currently active Learning Machine Learning members. See Bylaws Article II, Section 1 for how to call for a vote to amend the Constitution.

Section 2: The bylaws of Learning Machine Learning are subject to amendment by a 2/3 majority vote of currently active LML members. A vote to amend the bylaws may be called by any active member at a regularly scheduled meeting at least one week in advance. This meeting must have at least 5 active LML members (not counting executive board members and the member(s) who called the vote) in order to call the vote.

Section 3: Amendments may not be made to this Constitution retroactively. They may only be made prospectively after the situation leading to the requirement for Constitution Amendment has been dealt with under the governance of the Constitution as amended at the time the instance leading to the need for amendment is resolved, unless no resolution is possible without first amending the Constitution.

Learning Machine Learning Bylaws

Article I: Governances

Section 1: If Learning Machine Learning is dissolved, either by lack of participation or by request of the University of Kansas or the University of Kansas Department of Physics & Astronomy, all funds in the Learning Machine Learning bank account with the University of Kansas Comptroller's office will be used to settle all debts incurred by LML. After payment of debts, any remaining funds will be donated to a charitable 501c(3) organization. The charity to which funds will be donated will be selected by remaining LML members and/or the faculty advisor of LML. Should no LML members be available, nor a faculty advisor in place, then the current chair of the Department of Physics & Astronomy shall have proprietorship of all LML funds, with the understanding that those funds will be disposed of to a suitable 501c(3) organization.

Article II: Motions

Section 1: A vote to amend the Constitution may be called by an executive board member at a regularly scheduled meeting as part of the programming decided upon by the executive board in advance. An executive board member may not call a vote to amend during a regular meeting. The voting meeting must have at least 5 active LML members (not counting executive board members or any active members who called the vote) in order to call the vote. If not, the vote will be postponed until quorum is established.

Section 2: A vote to amend the Constitution may also be called by an active member as a motion at a regular meeting. After the motion has been made by an active member, the motion to vote must pass with a simple majority vote of all present active members. The agenda for the next meeting will be modified accordingly to accommodate the vote, if the motion passes. If the motion to vote is made at the last meeting of the term, the active member who made the motion must also remain an active member for the duration of the next term. The voting meeting must have at least 5 active LML members (not counting executive board members or any active

members who called the vote) in order to call the vote. If not, the vote will be postponed until quorum is established.

Article III: Constitution Ratification

Section 1: This Constitution shall serve as the first for establishing Learning Machine Learning as a not-for-profit student organization and governing body upon rules and bylaws within the LML Constitution.

Section 2: A motion shall be passed to ratify this Constitution by Learning Machine Learning active members. The motion must pass a 2/3 majority vote by active members at a regular meeting with all executive board members present (including faculty advisor). Should the motion not receive a 2/3 majority vote, discussion will be open to amend the LML Constitution under LML Constitution Article VII and procedure therein.

Section 3. Should a motion to ratify the Learning Machine Learning Constitution be passed by a 2/3 majority vote, LML shall be formed, registered, and recognized by the University of Kansas and the LML Constitution adopted after the signature of the President and faculty advisor.

Section 4: The Learning Machine Learning Constitution and Bylaws shall be ratified according to Article III, Sections 2 and 3 at the beginning of every Fall semester.

President: Margaret Legarita Date: 09/21/19
Faculty Advisor: [Signature] Date: 09/21/19