

Constitution of Data Science Club

Date: 6/22/2017

ARTICLE I : Name

Section 1. The name of this student organization shall be Data Science Club.

Section 2: The organization will be abbreviated and may be referred by DSC.

ARTICLE II : Statement of Purpose

The organization primarily aims at spreading knowledge on data science to help students in exploring the latest and emerging methodologies. The organization's objectives are as follows:

1. Introduce students to new technologies through training and workshops in the data science industry.
2. Act as a platform for research and study in data science.
3. Establish a bridge between students and professionals interested in contributing to the field of Data Science.

ARTICLE III : Membership

Section 1. Membership of this organization shall be open to the students, faculty and staff of The University of Texas at Dallas regardless of sex (unless specifically exempt by law), race, color, religion, age, national origin, disability or veteran status.

Section 2. The Executive Board is entitled to revoke the membership of any individual if found not in compliance with the policies and ethics of the organization or The University of Texas at Dallas

Section 3. Membership must be limited to University of Texas at Dallas students, faculty and staff

ARTICLE IV : Organization Officers and Duties

Section 1. The officers of the Data Science Club shall be President, Vice President, Secretary, Vice President of Public Relations, Vice President of Operations, Vice President of Corporate Relations , Vice President of Media and Communications, Webmaster and Treasurer.

Section 2. The duties of the officers shall include the following:

President

The President is responsible for developing and coordinating the activities and services of the organization while fostering positive relationships with other relevant organizations.

The duties of the President are not limited to:

1. Represent and promote the organization officially
2. Preside and delegate the meetings
3. Continuously monitor the organization's progress toward goal accomplishment along with the activities and responsibilities of all officers and appointees.

4. Ensure organizational compliance with all rules and regulations put forth by The University of Texas at Dallas and Department of Information Systems.
5. Coordinate the efforts of the faculty advisors, officers and members to ensure the sustainability of the organization
6. Liaise with the faculty advisors to discuss agenda points and organization issues.

Vice President

The Vice President implements and manages organization's activities and services developed by the President. The Vice President must maintain routine contact with the President and stand in for the President when necessary.

The duties of the Vice President are not limited to:

1. Assume the duties of the President in his absence
2. Assist the President with his/her duties
3. Regularly check the organization's mailbox (at least twice a week)
4. Handle responsibilities as directed by the President

Secretary: The secretary handles all the communications to be filed with the university and other student professional organizations.

The duties of the Secretary are not limited to:

1. Record and circulate the meeting agendas/minutes
2. Establish and maintain schedules
3. Maintain organization's roster, monthly reports, all other appropriate paperwork and ensure organization's members are updated.
4. Handle all organization's correspondence and communications

Treasurer

The Treasurer is responsible for maintaining accurate records of the organization's finance, promoting fundraising activities, assisting other officers in determining budgets for events and preparing the budget for funding proposals. The duties of the Treasurer are not limited to:

1. Handle all transactions concerning organization funding and membership fees
2. Ensure appropriate paperwork and deadlines are met concerning organization funding including payments, reimbursements, etc.
3. Organize and assist with organization fundraising efforts
4. Maintain accurate and appropriate records of all financial activity within the organization
5. Help the Secretary with appropriate paperwork including budget request, financial report, etc.
6. Check the monthly balance with the organization president

Vice President (VP) of Public Relations

The VP of Public relations is responsible for maintaining the necessary resources for organization's operations. The officer will be responsible for the creation of physical flyers used in the organization's market activities.

The duties of the VP of Public relations are not limited to:

1. Maintain organization's OrgSync Profile
2. Promote organization's events
3. Coordinate with VP of Social Media and Communication and the Webmaster to facilitate the digital marketing efforts.
4. Maintain the organization's billboard
5. Design organization's flyers

Vice President (VP) of Operations

The VP of Operations is responsible for planning and execution of the logistics and operational aspects of all the events conducted by the organization. The officer will be responsible to control every facets of the event from conception to clean up. The duties of the VP of Operation are not limited to:

1. Oversee smooth operation of events.
2. Coordinate with Treasurer in budget estimates for events regarding logistics and operations
3. Ensures room availability and tech equipments availability at the venue
4. Collaborates with other chapter officers in the deliverable of the events and varied operations

Vice President (VP) of Media and Communications

The VP of Media and Communications is responsible for handling the social media platform of the chapter. The duties of the VP of Media and communications are not limited to:

1. Handle the accounts of various social media platforms but not limited to Facebook, Twitter and LinkedIn
2. Create digital and marketing content upon discussion with the board members
3. Manage online platform interactions
4. Conduit for multi-platform event publicity drive

Webmaster

The Webmaster is responsible for maintaining the organization's website and web presence. Duties of the chapter Webmaster are not limited to:

1. Develop and maintain organization's website including all hostings and email needs
2. Coordinate with VP of Media and Communication and VP of Public Relations to update on the web hostings and content finalizing

Vice President (VP) of Corporate Relations

The Vice President (VP) Corporate Relations is responsible for maintaining relationships with corporate entities to provide speakers and experts for organization events, meetings, and activities in addition to advising the current

sitting chapter President as necessary. The duties of the chapter VP of Corporate Relations are not limited to:

1. Build relations with corporate speakers, professionals and leader in the field related to Data Science
2. Send out invitations for events and meetings by defining content and workflow of the event
3. Advise the current President on the various relations and prospects
4. Work towards the building and expansion of the Industrial advisory board (IAB) with the president and act as the liaison with the IAB to conduct various Information sessions and events
5. Reach out and build relations with the alumni from Jindal Connect and other portals for possible lead generation

Section 3. Recall of officers

Officers may be revoked if a $\frac{2}{3}$ rd majority of the officers mentioned in Article IV Section 1 votes in favour of the following accusation(s):

- (a) If they fail to comply with the policies of the organization and (or) of the University Code of Conduct
- (b) If they fail to carry out their assigned duties as stated in Article IV Section 2

Section 4: Officer election process:

- (a) All the officers mentioned under Article IV Section 1 will serve for a term duration of one academic year
- (b) At the end of each Spring semester, the roles of President, Vice President and Secretary will be dissolved through a notification for General Elections and the remaining officers will elect the President, Vice President and Secretary based on majority vote among all other officers in the organization
- (c) The President, Vice President and Secretary together will select the remaining members of the board through interview and the criteria for member selection will be decided by the board members
- (d) In the event of unprecedented vacancy for a position, if such a thing happens before the notification for regular elections is released, guidelines mentioned in (b) or (c) shall be followed based on the position

Article VI. Meetings

Section 1. Regular Meeting

- (a) The mandatory schedule for regular meetings of the board includes but not limited to one meeting per calendar week which shall take place at a time and location as discussed and decided by the board and may vary with each meeting
- (b) Subsection (a) is applicable during regular term and it may be void but not necessarily ignored during school break

Section 2. Special Meeting

Special meetings can be called by the President as and when deemed necessary.

Article VII. Organization Advisor

Section 1. Organization advisor, henceforth may also be known as Faculty Advisor or Advisor.

Section 2. Advisor(s) can be nominated by any of the board member and (or) by the existing advisor(s).

Section 3. The members of the board shall elect the advisor(s) from the list of nominations using majority vote.

Section 4. The duties of the advisor(s) include but not limited to the following:

- (a) providing guidance in running the organization
- (b) assisting the organization in building industry relations
- (c) resolving conflicts between board members using this constitution or her/his judgment in the unaddressed matters

Section 5. The number of Advisors in-charge associated with the organization should be a minimum of one

Article VIII. Organization Funds

Section 1. The organization recognizes the following as the means to acquire funds:

- (a) Membership dues
- (b) Fundraising
- (c) Donations
- (d) Grants from Student Organization Center (SOC)

Section 2. The student organization shall comply with all funding and reporting requirements set forth by the University of Texas at Dallas

Article IX. Method to Amend the Constitution

Section 1. Amendments to this constitution shall be adopted by three-fourth($\frac{3}{4}$) vote of the members present at any regular meeting held twenty-one days or more after a regular meeting at which the proposed amendment(s) were read, or after giving written (electronic is acceptable) notice thereof to each member of the Executive Board one week prior to the action on such amendment(s).

Article X. Dissolution clause

Section 1. In the event of permanent incapacitation, resignation or removal of an officer, the successor shall be elected in accordance with Article IV of this constitution within one month (30 days) of such incapacitation, resignation or removal.

Section 2. Until the new officer takes charge, the President can and shall

- (a) delegate the responsibilities to any of the existing officer or
- (b) distribute the responsibilities among one or more existing officers.

Article XI. Enabling Clause

- A. This constitution has been approved by the Board on Twenty First day of June in the Year 2017 and shall be in effect henceforth.

B. This constitution shall replace and render null any and all previous constitutions, procedures, practices and precedents of this organization.