



Club Constitution

AI@Penn · A student organization at the University of Pennsylvania

Effective September 17, 2026

Article I · Name and purpose

1.1 Name. The organization is AI@Penn (the “Club”), a student organization at the University of Pennsylvania.

1.2 Mission. AI@Penn brings Penn students together to learn, build, research, and explore entrepreneurship in artificial intelligence. It supports practical skills, responsible innovation, and connections across disciplines through projects, workshops, talks, and engagement with academic and industry partners.

1.3 Independence. The Club is led by Penn students. It may collaborate with the Raj and Neera Singh AI Program, the Wharton AI & Analytics Initiative, and other partners. Partners do not control membership, elections, or Club decisions. Collaboration does not itself imply University endorsement.

Article II · Membership

2.1 Eligibility. Membership is open to all enrolled Penn students who support the mission. No prior AI experience, major, application, or interview is required for general membership. Alumni and guests may participate as nonvoting associates where permitted. The Club shall follow Penn's equal opportunity and nondiscrimination policies in membership, leadership, and programming.

2.2 Voting and rights. A Penn student becomes a voting member 14 days after joining the membership register. Eligibility is fixed when a vote is announced. Each voting member has one ballot. Members may attend meetings, propose activities, nominate officers, raise concerns, and resign at any time. There are no membership dues; adding dues requires an amendment and a financial hardship waiver.

Article III · Leadership

3.1 Executive Board. The Club has eleven elected student officers: two Co-Presidents; two Co-VPs of Outreach; and one VP each for Development, Research, Entrepreneurship, Finance, Operations, General Body Meeting (GBM) Engagement, and Data. Each has one Board vote. No student may hold more than one elected seat at a time.

3.2 Duties. Co-Presidents jointly lead the Club and chair meetings, without individual vetoes. Development leads technical projects; Research leads research programming; Outreach manages partners and promotion; Entrepreneurship leads startup programming; Finance manages budgets and records; Operations manages meetings, minutes, membership records, and University registration; GBM Engagement leads member programming; and Data manages responsible information practices. The Board may appoint nonvoting project leads. Operations is the primary administrative representative and Finance the alternate.

3.3 Founders. Hansheng Zhu is recognized as Founder and Sean Lee as Co-Founder. These designations do not grant permanent office or additional voting rights.



Elections and operations

Article IV · Elections and meetings

4.1 Elections. Officers are elected each April for one-year terms beginning May 1. Candidates must be voting members and enrolled Penn students able to serve. Operations shall announce elections at least 14 days in advance and allow at least seven days for nominations, including self-nominations. Two noncandidate voting members appointed by the Board shall administer confidential ballots. Electronic voting shall remain open at least 72 hours.

4.2 Results. Voters may choose one candidate per single-seat office and up to two for each two-seat office. The highest vote-getter(s) win, subject to quorum. Uncontested candidates require more approvals than rejections. A tie for the final seat requires a runoff within seven days. Candidates may run for only one office category per election.

4.3 Vacancies. The Board may appoint an eligible interim officer after a vacancy and shall hold a special election within 30 days during the teaching term, or within 30 days of the next term's start. If both Co-President seats are vacant, the Board selects an interim chair. Departing officers transfer records and authorized access within 14 days.

4.4 Meetings and quorum. The Club holds at least two general meetings each fall and spring term; the Board normally meets monthly during those terms. General meetings require seven days' notice and Board meetings 48 hours' notice. Member votes require participation by at least 20% of eligible voting members, rounded up, with a minimum of eight. Board quorum is a majority of filled, nonconflicted seats, with at least three officers. Without quorum, a vote must be rescheduled.

4.5 Decisions and records. Unless otherwise stated, motions pass by a majority of nonabstaining votes cast; ties fail. Abstentions count toward quorum. Conflicted officers disclose their interest and do not vote on the matter. Operations records motions, quorum, recusals, and results and shares a nonconfidential summary with members. Electronic votes follow the same eligibility and quorum rules. There are no proxy votes.

Article V · Finances and partnerships

5.1 Stewardship. Club funds are used for its mission and handled through University-approved arrangements. Finance prepares a budget each term and keeps receipts and financial records. Expenses require an approved budget or Board authorization, plus documented approval by Finance and one Co-President. No person may approve their own reimbursement; two other nonconflicted officers must approve it. Finance reports to the Board each term.

5.2 Support and contracts. The Board approves sponsorships, donations, and partner commitments subject to University requirements. Student officers do not sign contracts on behalf of the University or Club; agreements go through the appropriate University review and authorized signature process. The Club does not promise unsecured funding or incur debt.

5.3 Programs and privacy. For joint activities, officers agree on responsibilities, budget, capacity, promotion, and follow-up. AI@Penn may coordinate a venue to the partner's capacity request, or the partner may book directly. Résumé sharing requires a student's specific opt-in consent. Recruiting benefits, prizes, credits, and mentorship are publicized only when confirmed by the provider. The Club limits collection and access to student data and follows applicable Penn policies on privacy, research, intellectual property, and branding.



Accountability and amendments

Article VI · Conduct and removal

6.1 Standards. Members and officers shall follow Penn policies and act without harassment, discrimination, hazing, or retaliation. Concerns may be raised with either Co-President, another nonconflicted officer, or the appropriate University office. Club action does not replace University processes.

6.2 Member restrictions. Suspension or removal from membership requires written grounds, seven days to respond, a hearing by nonconflicted Board members, and a two-thirds vote of nonabstaining officers at a quorate Board meeting. The decision and duration shall be written. A member may appeal within 14 days to a properly noticed general-body vote, which may reverse the decision by majority. Immediate safety concerns may justify a seven-day restriction on event or account access by two nonconflicted officers while the matter is referred for review.

6.3 Officer removal. A majority of nonconflicted Board members or 10% of voting members may propose removal. The officer receives written grounds and seven days to respond. Removal requires a confidential member ballot with quorum and two-thirds of nonabstaining votes cast. The officer does not administer or vote on their own removal. Losing office does not itself end membership.

Article VII · Amendments and continuity

7.1 Amendments. The Board or five voting members may propose an amendment. The exact text must be circulated seven days before a vote. Adoption requires member quorum and two-thirds of nonabstaining votes cast. Operations maintains the current constitution and amendment history. Board procedures may guide operations but cannot change constitutional rights or voting rules.

7.2 Dissolution. Dissolution requires 14 days' notice, member quorum, and a three-fourths vote of nonabstaining votes cast. Remaining resources shall be handled according to University rules and funding restrictions, never distributed among members.

7.3 Effective date and precedence. This constitution took effect on **September 17, 2026**. Existing eligible student officers may serve until the next regular election and handover. Applicable law and Penn policy take precedence over conflicting provisions. Operations retains the current text and submits it through the required University process.