Constitution of
Students for Urban Data Systems (SUDS)

ARTICLE I - ORGANIZATION NAME

Section I - Name

1.1.1 - The organization shall be called **Students for Urban Data Systems (SUDS).**

ARTICLE II - MISSION AND GOALS

Section 1 – Mission Statement

2.1.1 - **SUDS** is a student group that brings together the vast array of disciplines that contribute to the conversation of how cities are adapting new methods of "big data" collection and using data for improved decision-making, from providing police protection to repairing infrastructure. In addition, this group intends to explore how the engagement between citizen and government is changing, with new technologies enhancing this experience and access to data becoming open and widely available. The group actively seeks anyone interested, from engineering, computer science, public policy, urban planning, and beyond.

Section II – Philosophy, Goals, and Purpose

2.2.1 - MIT Media Lab defines urban analytics as the "data-driven analyses of economic activity, urban perception, human behavior, mobility patterns, and resource consumption to inform the city design process."

2.2.2 - This group will explore the field through the following methods:

Open and Collaborative Place to Learn
- First and foremost, SUDS will be an open student organization designed to provide a space for students interested in how cities are collecting data and increasingly using these data for decision-making, to meet across disciplines and to share ideas. As such, it will remain flexible to accommodate the interests of the students involved and everyone is encouraged to propose events if they are of interest.

Speakers and Field Trips
- The group leverages its multidisciplinary student composition to attract both local and nationally recognized experts in the field of

computational data analytics, engineering, and municipal government to discuss a broad range of subjects including "smart" infrastructure, new data collection methods, data privacy issues and how technology is impacting public policy, and how data create insights that are impacting people's lives, just to name a few. It'll also make use of Pittsburgh's growing tech industry to take field trips to see the application of how these subjects are put into practice.

Student Projects
- The group seeks to have a tangible and direct impact working with academic, industrial, and municipal groups here in Pittsburgh to advocate and educate on behalf of the city's Open Data policy. Additionally, as these datasets are made public, the group will partner with the local Code for America brigade to set up on-campus "hack nights" for students to come together and work on projects using this open data.

Career Assistance
- Data analytics is a fast-growing field. As the amount of data gathered grows, so too does the need to manage and analyze it. McKinsey says that the US alone faces a shortage of 140-190K people with deep analytical skills. SUDS, working in tandem with Career Services, will host career panels and other events specifically targeted at fields in data analytics.

2.2.3 - The intended impact of these activities is not to simply educate students to this burgeoning field or to limit the scope of its activities to a purely "ivory tower" approach to the issue and focus on the CMU campus community alone. In fact, this group is joining an active and organized community of stakeholders (both locally and nationally), including non-profits such as Code for America or Pittsburgh Dataworks, volunteer civic-hacking groups, industries, community organizers, and government institutions such as the City of Pittsburgh, who have paved the way for groups such as SUDS to function. As such, SUDS will actively partner with these institutions to help provide regional context to the issues that students will be working on.

2.2.4 - All activities and functions of the organization must be legal under University, local, state, and federal laws.

ARTICLE III – MEMBERSHIP

Section I – Student Membership

3.1.1 - All CMU students, faculty, staff, regardless of degree sought

(undergraduate, graduate, PhD) in any school or program may become a member.

3.1.2 - Membership will be defined as any student that attends (either in-person or virtually in the case of students not physically located in Pittsburgh) at least one event (membership meeting, speaker event, field trip, hack night) per semester. Attendance will be kept at all events for marketing and tracking purposes. There will be one single general membership with no distinctions.

3.1.3 - Recruitment of new members will take place at all organization fairs across CMU campus.

3.1.4 - Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state, or local laws or executive orders.

3.1.5 - Only student members who are active and in good standing (defined as those students who satisfy the requirements for membership as stated in section 3.1.2) are eligible to vote.

3.1.6 - Hazing will not be used as a condition of membership in this organization.

ARTICLE IV – OFFICERS

Section I – Steering Committee

4.1.1 - An initial Steering Committee made up of representatives from the following disciplines will assist in the early brainstorming and programming of the organization:
- Computer Science/Machine Learning
- Architecture
- Engineering
- Public Policy
- Information Systems

Section II – Officers

4.2.1 – The executive board is the group of all organization officers. An Officer is defined as being elected to any of the positions below:

4.2.2 - Director
- Responsible for interfacing with Student Government on the re-recognition process
- Responsible for amending the Constitution and bylaws as needed
- Responsible for the overall direction and mission of the group and meeting with representatives from other organizations.
- Oversees Committees.

4.2.3 - Treasurer
- Treasurer will be responsible for all financial decisions affecting the organization.
- See "Finance" section below for more information.

4.2.4 - Assistant Director of Digital Strategy
- Responsible for building stand-alone website or blog and serving as content manager for student project hosting.
- Responsible for cross-posting and maintaining social media presence (Twitter, Facebook, github, etc)
- Responsible for posting organizational events on CMU's organizational website TheBridge

4.2.5 - Assistant Director of Membership and Marketing
- Responsible for coordinating all general interest meetings
- Responsible for maintaining and updating the membership database and administering the annual student survey
- Responsible for designing marketing for events

4.2.6 - Assistant Director of Outreach
- Responsible for keeping a record of our past collaborations with other Pittsburgh organizations (e.g. neighborhood CDCs, Pittsburgh's Code for America brigade, etc.)
- Exploring opportunities for partnering with other organizations for broader outreach efforts nationally and internationally.
- Responsible for keeping an up-to-date list of contact people at these organizations
- Responsible for either attending meetings with partner organizations during active collaborations, or delegating a representative from SUDS to attend.

4.2.7 - Assistant Director of Data Projects
- Responsible for working with community groups and other organizations to help develop ideas for projects and develops and administers the data project planning process.
- Working with professors to incorporate student group projects into existing curriculums

- Facilitating teams to work on independent projects
- Coordinating and fielding teams for local and national hack-a-thons

ARTICLE V - SELECTION OF OFFICERS/ELECTIONS

Section I – Frequency of Elections

5.1.1 – Officer selection must take place once a year during the beginning of the spring semester and terms will last for one calendar year.

Section II - Election Announcements

5.2.1 - E-mails will be sent to the entire membership body by the current Director announcing the process and timing of officer elections. In addition, job titles for each position will be included in the e-mail.

5.2.2 - One general interest meeting will be held prior to elections being held and announcements about the process and timing of officer elections will be made at that meeting.

Section III - Officer Selection

5.3.1 - Officers will be selected once per academic year in the beginning of the spring semester (no later than the 2nd full week of classes) and will serve for the entire calendar year. All officers must be a full-time student studying on the Pittsburgh campus for the entire length of their tenure as officer.

5.3.2 - Officers of this organization shall be elected by a majority vote (50% + 1 vote) of the regular student membership of the organization.

5.3.3 - All members are eligible to state their intent to run for office by submitting a one-page summary of their intent to the Assistant Director of Membership no later than seven (7) days before elections are to be held.
5.3.4 An officer can only hold one position concurrently.

Section IV - Voting

5.4.1 - The letters of intent will be distributed electronically by the current Director at least three (3) days before elections are to be held.

5.4.2 - Voting will occur electronically and administered through TheBridge. Each member will vote for the one (1) person per position that he/she would like to see serve in that position. Voting will be open for a period of 48 hours and multiple reminders will be sent to students over the course of this period.

5.4.3 - In the event of a tie for any of the positions, a run-off election will be held where only the top vote-getters will be put forward to the general membership to vote on.

5.4.4 - At the end of the 48 hour period, the Director will send out an e-mail to the entire membership announcing the results. The Director will also send out an e-mail to the new officers informing them of the first officer meeting, to be held within seven (7) days of the election.

ARTICLE VI - OFFICER VACANCIES

Section I - Re-Election of Officers

6.1.1 - If an officer will be a full-time student studying at the Pittsburgh campus for the entire length of multiple terms, then an officer may be re-elected (so long as the officer seeks re-election and is the top vote-getter in the election).

Section II - Removal of Officers

6.2.1 - If it is found at any time that an officer has knowingly and willfully disobeyed any part of this Constitution and bylaws or violated any other existing standards, including CMU's academic integrity, the remaining officers will convene to discuss the member's continued involvement with the club. However, any of the aforementioned are grounds for removal as an officer of this organization.

6.2.2 - The officers of the organization will then convene a secret ballot, in-person vote, whereby 2/3 majority is required in order to remove the member from the office and from the group entirely.

Section III - Addressing Officer Vacancies

6.3.1 - If an office becomes vacant, a special election will be called whereby those interested in ascending to the open position will follow the same procedures as the annual voting process, with the Director sending out an e-mail announcing the opening, receiving letters of intent, sending out an electronic voting poll, and informing the general membership of the election results.

Section IV - Appeal Policy

6.4.1 - Any officer that feels that he/she was wrongfully removed from the organization may appeal the decision directly to the Office of Student Activities.

ARTICLE VII – MEETINGS

Section I – Types of Meetings

7.1.1 - General body meetings will occur at the beginning of each semester and on an as-needed basis throughout the semester. The Director shall notify members of the meeting with an agenda via e-mail no later than seven business days in advance of the meeting.

7.1.2 - Executive board meetings will occur on a bi-monthly (every two weeks basis) and will help ensure that officers are informed and aware of ongoing work within the organization. Committee chairs are expected to attend the first meeting of every month to report out on the work that has been accomplished.

7.1.3 – Project work sessions in the form of group-sponsored hack nights will occur at least monthly and individual project teams

ARTICLE VIII – COMMITTEES

Section I – Committee Chair Appointments

8.1.1 - The Committee Chairs will be appointed by the Director, unless otherwise noted.

Section II – Types of Committees

8.2.1 – The Events Committee will be responsible for brainstorming, planning, and executing all aspects of events that may include, but are not limited to:
- Lectures from top urban data professionals locally and nationally
- Field Trips to local companies, non-profits, or government agencies relevant to the field of urban data.
- Trainings on new tools, concepts, or research to improve the overall data education of members.
- Workshops

8.2.2 - The Hack Night Committee will be responsible for coordinating with OpenPGH, the local Code for America brigade, as well as other organizations, to host monthly hack nights on campus, where students

can come together to spend 10-15 minutes learning about a new product or tool and then spend the remainder of the time working in their established project groups on data projects.

8.2.3 – The Urban Data Blog Committee will be responsible for the design, planning, execution, and maintenance of content generated by students through their data projects and other means. In addition, they will:
- Develop an online location (such as a blog) for students to tell stories with data
- Edit student submissions for entries
- Work with the Director of Digital Strategy to publicize the forum within and outside of the CMU environment
- Develop award system for recognizing the best student data project submissions.

8.2.4 – The Urban Blog Committee Chair will be appointed by the Assistant Director of Digital Marketing. The Assistant Director of Digital Marketing may appoint themselves to this position.

Section III – Committee Chairs

8.3.1 – Committee Chairs will be in charge of their respective committee. They will be responsible for the selection of members, frequency of meetings (though each should meet at least once a month), and deliverables. They will report out to the Executive Board once a month.

ARTICLE IX – ADVISORS

Section I – Nomination and Selection

9.1.1 - An advisor may be nominated by any member of the organization. To nominate an advisor, one must provide the proposed advisor's name to the Executive Board. The Executive Board will then vote to approve the Advisor's nomination.

9.1.2 – If the advisor accepts the nomination, he/she will be considered an official Advisor of the organization.

Section II – Advisor's Responsibilities

9.2.1 – It is an advisor's responsibility to provide guidance to the Executive Board.

Section III – Term of Office

9.3.1 – An advisor may serve for an indefinite period of time until either they voluntarily leave the organization, or the organization votes to remove them.

Section IV – Removal of Advisors

9.4.1 - If it is found at any time that an Advisor has knowingly and willingly disobeyed any part of this Constitution and bylaws or any other CMU standard, the Officers will convene to discuss the continued involvement of the Advisor in the organization. At the end of this discussion, a secret ballot, in-person vote will take place and a 2/3 majority is required for removal.

Section V – New Advisors

9.5.1 - In the event that an advisor is removed or resigns, a new advisor shall be elected within one month.

ARTICLE X – FINANCES

Section I – Dues

10.1.1 - There will be no membership dues for the organization.

Section II – Treasurer Duties

10.2.1 - The Treasurer will prepare a budget template that will be sent out to all Officers at the beginning of the calendar year. The Officers will be responsible for putting together a budget for the programming that will take place during the year and submitting to the Treasurer.

10.2.2 - The Treasurer will authorize all transactions and any expenditure of organization funds should be approved by the Treasurer prior to purchase.

10.2.3 - The Treasurer will work directly with Student Government to develop the budget for the overall organization and ensure that all forms and applications are submitted in a timely manner.

10.2.4 - Organizational funds may be spent on items such as office supplies, events/activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University, local, state, and federal laws.

ARTICLE XI - RATIFICATION AND EMPOWERMENT

Section I – Ratification Process

11.1.1 - Upon initial creation, or any subsequent amendments, the Constitution will be sent out to all members along with a poll to vote for approval or disapproval with amendments. The Constitution must be ratified by a 2/3 majority (i.e. 2/3 of all active members must approve).

11.1.2 - The initial Constitution (or as amended) will take effect immediately upon ratification and will be posted to the organization's website.

ARTICLE XII - AMENDMENTS

Section I – Amendment Process

12.1.1 - An amendment can be proposed on a rolling basis to the Director. The Director will then collect these amendments and determine whether or not they are "emergency" amendments (i.e. physically preventing a particular event or progress from being made).

12.1.2 - If the amendment is deemed to be "emergency", the Director will bring the amendment to the Officers for discussion and must receive a 2/3 vote by the Officers to be presented to the general membership. The amendment must then receive a 2/3 vote by the general membership in order to be ratified.

12.1.3 - If the amendment is deemed to be worthwhile but not "emergency", the Director will gather these amendments throughout the semester and present the entire batch to the Officers at the end of the semester. Any amendments that receive a 2/3 vote by the Officers will again be voted upon by the general membership and needing 2/3 vote to be ratified.

ARTICLE XIII – HISTORY

Section I – Date of Creation

13.1.1 – 10/07/15