High Performance Computing Club Constitution

Article 1: Purpose

Section 1: Name

The name of this organization shall be the High Performance Computing Club (hereafter referred to as the HPC Club).

Section 2: Mission Statement

The purpose of the HPC Club is to improve outreach and training for all students to improve their basic skills and capabilities to use HPC for independent research and teaching purposes.

Article 2: Membership

Section 1: Eligibility

All undergraduate and graduate students at the University of Washington Seattle campus are eligible for general membership in the HPC Club.

Section 2: Active Members

Active members are eligible to vote in HPC Club elections, run for office in HPC Club elections, and may use HPC Club computing resources, including the STF allocation on Hyak. A student member will be considered an active member if they meet the requirements of general membership, are currently registered with the University of Washington, and attend at least one club event each academic year, including, but not limited to, mentoring meetings, outreach events, research seminars, training sessions, and general meetings. In addition, new members who have not yet had an opportunity to attend a club event will be provisionally granted all the rights of active membership until the end of the academic year in which they joined the club. HPC Club members who fail to meet the requirements of active membership for a particular academic year must attend a club event in order to reinstate their active membership status. Exceptions will be made on a case-by-case basis and must be approved by a majority vote of the officers.

Section 3: Courseware Members

UW Students, faculty, staff, and postdocs are eligible for membership in the HPC Club if they are currently enrolled in a class that requires access to Hyak to complete assignments or work on course material. Hereafter, these members are referred to as courseware members. Courseware members will not have voting rights, but will have the opportunity to gain access to the HPC Club computing resources including the Hyak

STF nodes. This access will last only as long as the member is enrolled in a course that requires access to Hyak. At the conclusion of the course, the courseware member may retain access by joining as a general member and meeting the requirements of active membership.

Section 4: Meetings.
General meetings will be held at least once during the Autumn, Winter, and Spring quarters. Additional meetings may be held if necessary. The times and dates of the meetings will be determined at the beginning of each quarter.

Article 3: Officers and Committees

Section 1: Committee Roles
<u>President</u>
The president oversees the responsibilities of all other HPC Club officers and serves as the primary point of contact between the HPC Club members and the faculty advisors. The president is responsible for registering the HPC Club as a registered student organization at UW. The officer is also responsible for scheduling, organizing, and leading both officer meetings and general meetings. The president shall also serve as the primary point of contact between the HPC Club and the Student Technology Fee (STF) committee. As needed, the president shall solicit financial support from external organizations. Examples of external funding sources include, but are not limited to, the STF, the National Science Foundation (NSF), and the Extreme Science and Engineering Discovery Environment (XSEDE). At the end of their tenure, the president shall appoint a current or former HPC Club officer to serve on the Hyak Governance Board a period of one year. The president will also administer the election of new officers.

<u>Vice President/Account Manager</u>
The vice president (VP) will aid the president in all of their duties and will carry out the duties of the office of the president if the president is unable to fulfill them for any reason. The VP will manage the HPC Club email address (hpcc@uw.edu) and address emails from club members as they come in, either by responding directly or by forwarding them to the appropriate point of contact. The VP is responsible for adding members to the STF allocation when they have met all allocation requirements and for notifying new users of the HPC Club Hyak usage policies. The VP shall also manage the HPC Club email list (hpc-list@uw.edu) and maintain a record of HPC Club members and their membership status. The VP will notify members of any change in their membership status and remove inactive members from the STF allocation.

Research Coordinator

The research coordinator is responsible for facilitating and publicizing the research enabled by the HPC Club and the STF Hyak allocation. The research coordinator shall create or coordinate opportunities for student HPC users to share their research success at venues such as conferences, symposia, seminars, and poster sessions. They will encourage HPC club members to acknowledge the STF in their research and maintain a list of research publications enabled by club resources. The research coordinator will create a system to match undergraduate members interested in participating in HPC research with graduate members interested in mentoring and supervising undergraduate research. The research coordinator will assist the training coordinator in holding "HPC office hours" as needed. In addition to documenting research successes, the research coordinator will coordinate with UW-IT to document the utilization of the HPC Club's Hyak resources.

Outreach Coordinator

The outreach coordinator is responsible for spreading knowledge about the existence and efforts of the HPC Club and bringing in new users. They will publicize the HPC Club to applicable departments across UW as well as in courses that have a focus on HPC. The outreach coordinator will organize HPC Club social events and coordinate with UW-IT to schedule club tours of Hyak.

Training Coordinator

The training coordinator is responsible for training HPC club members in scientific computing. This training coordinator will contribute to the Hyak wiki and curate an online list of HPC tutorials. As needed, the training coordinator will organize training sessions or recurring "HPC office hours," when members can stop in with questions about their research. The training coordinator will routinely monitor running, queued, and held jobs on HPC Club computing resources to assess problems and inefficiencies in workflows. As needed, the training coordinator will work with UW-IT and club members to balance maximal utilization of club computing resources with equitable distribution of those same resources.

Undergraduate Liaison

The undergraduate liaison will represent the needs and perspectives of undergraduate members to the officer board. The undergraduate liaison will assist the outreach coordinator in publicizing the HPC club to UW departments and classes, particularly with regard to recruiting undergraduate members to the HPC Club. The undergraduate liaison will work with the research coordinator to involve undergraduate club members in HPC research. The undergraduate liaison shall also maintain the HPC Club website and

will provide a basic set of usage/access instructions for student members and faculty interested in using the resource for their own teaching activities. The website will also offer up-to-date information on training and classes related to HPC, provided by the outreach and training coordinators, and on resource utilization, provided by the research coordinator.

Section 2: Terms of Office
While elections shall be held every year, each HPC Club officer shall serve for six academic quarters. After four academic quarters, officers shall relinquish their title and primary responsibilities described in Section 1 and will serve in an advisory role, mentoring elected junior officers. In this document, such officers are referred to simply as second-year officers.

Section 3: Officer Removal
Officers must attend at least 75% of scheduled HPC Club meetings and are expected to inform the President if they are unable to attend a meeting. Failure to attend meetings and/or not perform required duties can lead to removal of an officer with a majority vote of both first and second-year officers.

Article 4: Elections
Section 1: Election date
Elections will be held on or after the Spring quarter general meeting and before the start of the Summer quarter. The results will be announced to voting members by the outgoing President within three weeks' time of the elections.

Section 2: Voting Procedure
Officers will be elected by a majority vote system. There is no quorum requirement for officer elections. The ballots will be written to allow voters to select only one candidate per position. In the event that a candidate receives a plurality of votes but not a majority of votes, the members will vote again on a new ballot listing only the top two candidates from the first election. The candidate receiving a majority vote on this second ballot will be elected to the position.

In the event that one person runs for and wins multiple officer positions, they will occupy only one position of their choosing. The remaining positions will remain vacant until a re-vote and until that time, the duties of those positions will be fulfilled by the corresponding second-year officer.

Section 3: Vacancies

Vacancies will be filled by a majority vote in a special election. The special election shall be held as soon as practicable after the vacancy is created.

Article 5: Allocations and Distributions of CPU Cycles

Any UW-Seattle undergraduate or graduate student that pays the Student Technology Fee and meets the requirements of active membership will be given access to the STF nodes on Hyak upon request. These students will have access to training opportunities that will prepare them to use these computing resources effectively and responsibly. In order to increase the number of unique users, the STF nodes on Hyak will use a "fair-share" scheduler to ensure that no single member of the club is able monopolize HPC Club resources.

Article 6: Constitutional Amendments

Amendments to this constitution can be made following a two-thirds approval vote. There is no quorum requirement for constitutional amendments. However, the amendment text and ballot must be advertised to the entire club and the ballot must remain open for at least one week before the votes are counted. Ballots for constitutional amendments will allow options for approval, disapproval, and abstention. Abstentions do not count in tallying the vote negatively or positively.