

AIRES Chartering Process

The AI Robotics Ethics Society



Applying for a Chapter

1. The National AI Robotics Ethics Society (AIRES) Organization invites all interested candidates to apply for a charter to establish an AIRES Chapter at your respective universities. Start by visiting our website, theaires.org, and confirm that your university has yet to charter an AIRES chapter before proceeding.
2. Familiarize yourself with the mission of the National AIRES organization, located under the “About” tab, as well as the National AIRES Constitution and Memorandum of Understanding (MOU). Please review the chapter responsibilities enumerated in Article VI on Chapter Eligibilities.
3. Locate the “Start a Chapter” page under the “Get Involved” tab and **fill out the preliminary charter request for your university.**
4. AIRES will process your request and send out the full **Chapter Initiation Application** within one week. Upon reception of the application, you will have three weeks to complete and submit it along with a resume or CV.
5. Please allow us one week to review your application, at which point a National AIRES representative will contact you to set up an interview with the AIRES Founding President.
6. After your interview, please wait for a final evaluation by the Founding President and the National AIRES Organization. Notice of approval, rejection, or a request for further correspondence will be received within one week. Note that we may receive multiple charter requests from a single university, in which case we will notify all parties and select the strongest applicant to head the new chapter.

Expected Time Frame: 6 weeks

Getting Started at Your University

1. If your charter request is approved by the Founding President and the National AIRE Organization, you will be notified via an email in which you will also receive a number of documents to complete and sign to register as an official AIRE collegiate chapter.
2. Once you have been officially chartered by the Founding President and the National AIRE Organization, you will be given the rights to use the trademarked AIRE name and logos. You will then need to charter your AIRE at [University] Chapter with your home university, using the naming convention AIRE at [University]. Example: AIRE at UCLA.
3. You will need to modify the National AIRE Constitution to follow the guidelines of your university. As mentioned in the MOU, you will need the approval of the the Founding President and the National AIRE Organization before you submit your modified AIRE Constitution to your university. Examples of approved AIRE Chapter Constitutions will be provided upon approval by the Founding President and the National AIRE Organization.
4. Your AIRE at [University] email will be made for you using the naming convention aires[university]@gmail.com. Inside, you will have viewing access to the AIRE Drive where you can take a look at all the documents the Head AIRE Chapter at UCLA has ever created to help you jumpstart your process.
5. Understand that as a Chapter of the National AIRE Organization, you are required to adhere to the standards and guidelines of the National AIRE Organization outlined in your Constitution and signed MOU. As the Organization evolves, you will be notified of all changes and given proper time to accommodate and comply with them.
6. As the President of the new AIRE Chapter at your university, you will have both the autonomy and responsibility to hand pick your first AIRE Board. You will also be responsible for securing one or more AIRE Advisors from your university to join the other Advisors in the National AIRE organization. Please note that AIRE Advisors for the organization are currently limited to academics of professorial standing only to preserve the integrity of the organization. Exceptions for AIRE Advisors can be granted on a case-by-case basis after review by the Founding President of the National AI Robotics Ethics Society.