

**CONSTITUTION AND BY-LAWS  
OF THE  
INFORMATION SYSTEMS CLUB**

**Article I.**

Section 1: Name:

The name of this organization shall be the Information Systems Club, hereafter referred to as "ISC".

**Article II.**

Section 1: Purpose (Objective)

The purpose of this organization shall be:

- A. To provide extra-curricular educational opportunities, awareness and experiences in the area of information systems.
- B. To provide information about the most current information systems ideas, standards, methods and tools to its members.
- C. To aid others with solving information systems questions or problems.
- D. To improve comprehension of the essential business role of Information systems and its relationship to the business world.
- E. To organize activities that would benefit ISC and its members.

**Article III.**

Section 1: Policy:

This organization is non-profit and does not discriminate on the basis of race, religion, sex, age, or political affiliation.

**Article IV.**

Section 1: Membership:

This organization is a student organization open to all students and faculty interested in any information systems field.

**Article V.**

Section 1: Faculty/Staff Advisor:

The advisor should be a faculty member or a staff member of College of Business Administration and should be a member of the CIS Department whenever possible.

The advisor shall be generally responsible for all ISC activities. Specifically, the advisor:

- i. Helps provide continuity from year to year as student leadership and personnel change.
- ii. Promotes positive student-faculty relationships.
- iii. Exercises financial supervision, if necessary, by:
- iv. Promoting prompt payment of bills and collection of dues.
- v. Overseeing the settlement of all accounts in the event of dissolution of the association

## **Article VI.**

### Section 1: Meetings:

- A. Meetings shall be conducted at the discretion of the ISC officers with majority consent of the officers present.
- B. Any officer may schedule a meeting for a specific purpose by first notifying the president and/or a faculty advisor.
- C. Officers of the ISC shall meet twice a month to discuss upcoming projects/events and related activities.
- D. ISC members shall meet with officers twice a month to discuss upcoming projects/events and related activities.
- E. ISC members shall bring all proposals to the president, so that the president can schedule a meeting to discuss the proposal.

## **Article VII.**

### Section 1: Dues:

ISC members must pay \$15.00 per semester. In the Fall semester, any student has the option of paying \$30.00 for the Fall and Spring semester. This option is not available in the Spring semester. The membership fees are due within the first two weeks of each semester.

## **Article VIII.**

### Section 1: Organization:

The officers of the ISC will be composed of a president, vice-president, secretary, and treasurer.

## Article IX.

### Section 1: Officers:

- A. The control and management of the affairs of the ISC shall be vested in the officers of the ISC.
- B. Open elections to elect all officers will be on a secret ballot vote.
- C. The votes will be tallied by one of the ISC officers or advisors.
- D. In order to run for office, the candidate must be able to fulfill the entire two semester term.

General duties of the officers are as follows:

#### *President:*

The president shall preside over all meetings of the ISC and shall appoint chairpersons of any special committees. He or she shall administer business of the ISC, exercise authority consistent with these by-laws, and shall be the official representative of the ISC. The president, with the approval of the officers shall call all of the regular and special meetings. The president is limited to a two (2) semester term beginning with the Fall semester.

#### *Vice-President*

The vice-president shall perform the duties of the president in the president's absence, disability, or at the president's request. If the office of president becomes vacant, he or she shall become president until the next election. The vice-president is limited to a two (2) semester beginning with the Fall semester.

#### *Secretary:*

The secretary shall keep all official minutes of business meetings and shall notify members of the regular and special meetings. The secretary is responsible for advertisement. In addition, the secretary must keep an active member list and keep attendance. The secretary is limited to a two (2) semester term beginning with the Fall semester.

#### *Treasurer:*

The treasurer shall keep all official records of and be responsible for all receipts and expenditures of the ISC. The treasurer must keep an active member list. He or she must also call the roll and keep attendance. The treasurer is limited to a two (2) semester term beginning with the Fall semester.

**Note:** Binders will be issued to all officers and advisors. These binders must be returned at the end of the officer/advisor term.

## **Article X.**

### Section 1: Information Systems ISC Bulletin Board:

Each ISC member is responsible for checking the board periodically for any announcements.

## **Article XI.**

### Section 1: Elections:

An annual election shall be held at the end of the each spring semester. Terms of office shall be for one year (until the next annual election). At that election, past officers may be up for re-election to any office, if desired. If needed, the term of a special election would exist until the next annual election.

## **Article XII.**

### Section 1: Code of Ethics:

The objectives of the group and general standards of conduct bind members of the organization. Every member shall:

- A. Observe rules governing privileged communications and confidential information.
- B. Promote high standards of loyalty, cooperation, and courtesy.
- C. Perform all duties of the organization with integrity.
- D. Pursue a high order of professional attainment.

## **Article XIII.**

### Section 1: Constitution:

This constitution may only be changed by the advisor's discretion and a 2/3 vote of present members in good standing.

### Section 2: Amendments:

ISC members may add any amendment to this constitution. This amendment must be passed, however, by a 2/3 vote of the present ISC members in good standing.