

**Constitution of
Information Systems Association (ISA)
University of North Carolina at Wilmington Chapter**

**Article I
Registered Name**

The official name of this student organization is the Information Systems Association Club; also abbreviated as *ISA*.

**Article II
Affiliation**

This organization is not affiliated with any local, state, national, or international organizations.

**Article III
Purpose and Objectives**

The ISA Club is dedicated to the exposure and informative provision of the nature of the Information Systems industry. Our interest is to provide students with insight as to technological events and activities at the University of North Carolina at Wilmington that help advance individual knowledge.

**Article IV
Adherence**

This organization will adhere to all University rules, regulations, and policies, as well as to all local, state, and federal laws.

**Article V
Membership**

Section 1: Qualifications

- a. Must be a student at the University of North Carolina at Wilmington.
- b. Any individual in an academic program may join the Information Systems Association club.

Section 2: Requirements

- a. To obtain a status of “reserved member”, a student must pay the agreed dues set forth by the officers and advisors at the beginning of each year. In addition, the student must attend at least one meeting and one social event per semester. A “reserved member” has the ability, but is not required, to vote in any organizational decision pertaining to the club.
- b. To obtain a status of “active member”, a student must pay the agreed dues set forth by the officers and advisors at the beginning of each year. In addition, the student must attend at least half of the club’s meetings and/or social events. An “active member” has the ability, but is not required, to vote in any organizational decision pertaining to the club.

Section 3: Removal Process

- a. A reserved or active member’s status will automatically be removed from the meeting list after one year of inactivity.
 - i. Inactivity is defined as not:
 1. Paying Dues
 2. Attending at least one meeting per semester and/or
 3. Not attending at least one social event per semester.
- b. A member may be removed from the ISA club by 3/5 of the Officer’s Committee vote.

- c. A member may be removed from the organization by not following the University's code of conduct.

Section 4: Non-exclusionary Membership Clause

This organization practices an open membership policy for members of the university community without regard to race, color, age, religion, national origin, disability, or sexual orientation. Membership and participation in the ISA Club is open to all currently registered students without regard to gender, unless exempt under Title IX.

Article VI Officers

Section 1: Titles

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary
- e. Marketing Coordinator
- f. Event Coordinator

Section 2: Responsibilities

- a. President
 - i. Ensures that the organization maintains an active registration status with the university through the Campus Activities and Involvement Center.
 - ii. Appoints any positions not filled through election, volunteer, or appointment by other officers.
 - iii. Establishes chapter objectives for the year and coordinates specific goals and programs with committee members.
 - iv. Serves as a liaison between the chapter and faculty advisors. Must finalize and approve all events, meetings and socials.
 - v. Enforces the provisions of the chapter's constitution.
 - vi. Prepares a semester report on campus chapter activities and status at the end of each semester during his/her term.
 - vii. If serving during his/her last semester of senior year, it is required for them to step down, and only provide guidance for newly the elected President .
- b. Vice President
 - i. Assists the President in the management of campus affairs.
 - ii. Attend all Advisory Board meetings.
 - iii. Acts in presidential capacity when the President is absent.
 - iv. Succeeds to the presidency in the event the incumbent is unable to serve the full term.
 - v. Organizes and appoints Officer Committee meetings and members.
 - vi. Manages and updates official ISA website and social networking pages.
 - vii. Holds possession of ISA's flash drive that contains a record of officer files.
- c. Treasurer
 - i. Receives and disburses funds and manages the financial affairs of the chapter.
 - ii. Secures signature cards and necessary paper work for changing signatures of the ISA account prior to the start of each spring semester or change in officers.
 - iii. Ensures payments of all financial obligations incurred by chapter, along with the president's signature.
 - iv. Solely responsible for funding financial expenses.

- v. Keeps proper records of all receipts and expenditures, handles account deposits, and reconciles the ISA budget account monthly.
 - vi. Keeps records of all transactions in excel to make available for officer files.
 - vii. Collects all dues required to become a member, issues receipts, and updates the current roster.
 - viii. Prepares and presents a preliminary budget for the chapter based on the estimates provided by the chapter officers and committee chairpersons.
 - ix. Prepares a final report of the semester's activities and financial condition, which includes total costs accrued during the each semester, a copy of the preliminary budget, and the actual expenditures by category.
 - x. Responsible for managing and maintaining ISA's club budget with SGA, understanding rules and guidelines to remain in good standing.
- d. Secretary
- i. Maintains membership records and membership distribution list.
 - ii. Attends all Advisory Board meetings and prepares and maintains minutes.
 - iii. Records attendance of Officers, Faculty Advisors and members at each meeting.
 - iv. Keeps minutes of all general meetings and types the minutes for officer files.
 - v. Prepare the Meeting Agenda one week prior to the posted meeting date.
 - 1. Other requirements are subject to the discretion of the President, or Vice-President, and may not need to be included to the mandated "one week prior".
 - 2. All information needs to be accurate and explained to the individual conducting the meeting.
- e. Marketing Coordinator
- i. Responsible for advertisement, retention, and recruitment to and of members.
 - ii. Advertise for ISA special events in Cameron Hall and the CIS building using chalking, fliers, plasma screens, and any other necessary/desired means.
 - iii. Update and maintain display cases in the CIS building and Cameron Hall.
 - iv. Promote ISA during the beginning of each semester by advertisement and required informational speeches to MIS classes. Responsible for coordinating with all other officers to conduct presentations.
 - v. Assist the President before meetings to help assemble presentations.
 - vi. Responsible for preparing guest speaker introductions and biographies.
- f. Event Coordinator
- i. Responsible for booking events, locations for social events, and bringing refreshments to the meetings.
 - ii. Reserve classrooms ahead of time for scheduled meetings and any special events.
 - iii. Help gather supplies and set-up for Involvement Carnival events each semester.
 - iv. Assist the Marketing Coordinator with advertisements of events.
 - v. Coordinate and meet with Treasurer to discuss semester financial expenses for all events. Then propose and obtain approval from Advisory Board.

Article VII Elections

Section 1: Election Dates

- a. Fall (mandatory):
 - i. An election will be held in the last meeting of the Fall Semester.
 - ii. All officer positions will be open for elections.
 - iii. Reelection is permitted.
- b. Spring (optional):

- i. An election will be held in the first meeting of the Spring semester, if it is necessary to hold elections for extenuating circumstances.

Sections 2: Officer Eligibility

- a. Only active student members are eligible to serve as officers.
- b. Must be a full time student (12 or more credit hours).
- c. President and Vice President positions are only available to members who have had at least one semester of active membership.

Section 3: Process

- a. Nominations will be taken up at the start of the first semester meeting.
 - i. Self nominations and officer nominations proposed by others are accepted.
 - ii. Nominees are required to complete candidate entry form that will be available to members.
 - iii. If only one candidate accepts nomination, they take office by default.
 - iv. Nominees may reject a nomination or choose to drop out of the race at any time.
- b. Election Meeting
 - i. All Nominees will be required to present a brief campaign speech.
 - ii. Once all nominees have had the opportunity to speak, elections will take place.
 1. Officers will be elected by a majority vote.
 2. All voting shall be done by secret ballot, to be collected and tabulated by an officer and at least one Faculty Advisor.
 3. In the event of a tie between nominees, the faculty advisor(s) makes the final decision.

Section 4: Removal of Officers

Officers will be formally addressed by remaining Advisory Board if performance lacks or responsibilities are not being met. Officers who fail to perform their said duties in the expected manner for the club will be subject to a membership removal vote.

- a. Officers may be removed from office by a 2/3 vote of the total membership.
- b. All voting shall be done by secret ballot, to be collected and tabulated by an officer and at least one Faculty Advisor.
- c. In the event of a tie, the faculty advisor(s) make the final decision.

Section 5: Resigning

If the officer feels they are no longer able to fulfill their duties, they may resign. The Advisory Board may appoint a temporary merger of positions to last no longer than one semester. Elections will be held at future general meeting to select a new officer to take position.

Article VIII Faculty Advisor

Section 1: Selection Process

The advisor(s) of this organization will be selected upon the recommendation of club members from available faculty members of the Management Information Systems Department.

- a. The Advisor must be approved by simple majority vote of the board of officers.
- b. Adviser's will hold two year terms
 - i. At the end of each term, officers will hold a review of the faculty adviser's

performance during that period, including strengths, weaknesses, and discussion of further needs.

- c. Re-elections will occur every two years, current faculty must rerun to maintain position if desired

Section 2: Duties

The purpose of this non-voting position include but are not necessarily limited to informing members of University policies, maintaining communication with the board of officers, and attending additional meetings called by the board of officers if deemed necessary.

- a. Act as a liaison between the IS and OM faculty and staff members and ISA.
- b. Offer advice for directing the meetings and activities of the club.
- c. Assists in ensuring that the proper paperwork and other administrative duties are carried out.
- d. In the event of a tie during officer elections, advisor makes final decision

Article IX Committees

Section 1: Membership Committee's

- a. Committees will be formed through volunteer or nomination as needed by Event Coordinator. Creation or Termination of committees may occur as needed.

Article X Meetings and Socials

Section 1: Requirements

- a. Club meetings will be held twice a month, and a schedule will be made by the event coordinator prior to every semester
 - i. Each meeting following the first two meetings of each semester, must have a guest speaker attend
- b. One club social must be held every month throughout each semester

Section 2: Meeting Agenda

- a. Meeting agendas must be created and compiled a week prior to each meeting
- b. Guest Speaker information must be given a week prior to meetings, to allow enough allotted time for Marketing Coordinator to advertise and prepare introduction of speaker.

Article XI Ratification and Amendments

Section 1: Ratification

The constitution will be ratified by 2/3 of total membership vote.

Section 2: Amendments

The constitution may be amended by a 2/3 of total membership vote.

Article XII Nonprofit Clause

The Information Systems Association is organized exclusively for charitable, religious, educational, or scientific purposes, including, for such purposes, the making of distribution to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code of 1954.

No part of the net earnings of the organization shall inure to the benefit of its members, directors, officers,

or other persons except that the organization shall be authorized to and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes of the organization.

In the event of dissolution, the residual assets of the organizations will be turned over to one or more organizations with similar purposes or to one or more organizations described in section 501 (c) (3) of the Internal Revenue Code of 1954.

Last Revised/Amended: 09/29/2011