



STANDARD FORM FOR AIS STUDENT CHAPTER BYLAWS

ARTICLE I: Name

Section 1. The name of this organization shall be the AIS Student Chapter of _____ (name of school) *(Any other name the organization is known by can be inserted here in addition to but not in lieu of the official name.)*

ARTICLE II: Organization

Section 1. Its form of organization, its ideals, and its purpose shall be under the auspices of the Association for Information Systems.

Section 2. It shall be sponsored by, the _____ (name of school)

Section 3. It shall be responsible for complying with all policies and regulations as set by _____ (name of school) for similar student organizations and by the Association for Information Systems.

ARTICLE III: Objectives

Section 1. The objectives of this organization shall be to:

a. Encourage the pursuit of information systems excellence within _____ (name of school).

[Additional objectives may be added by the chapter. The following are suggestions.]

b. Offer information systems career and technology information to its members.

c. Provide networking opportunities to those interested in information systems.

Section 2.

[Insert mission statement here or use the following.]

The mission of this chapter shall be to promote the study and utilization of information systems through programs of professional development, social networking, and community development.

ARTICLE IV: Membership

Section 1. Membership in this chapter shall be open to all students of _____ (name of school) who are interested in information systems.

Section 2. To maintain active membership in the chapter, a member must:

- a. Participate in chapter activities.
- b. Pay annual dues as determined by the Executive Board.
- c. Act in a positive manner and fulfill the obligations of membership.

Section 3. If a member is unable to fulfill his/her obligations of membership as determined by the Board of Officers, the member may have his/her membership in the chapter revoked in accordance with chapter policies.

(Note: Additional requirements for membership, not inconsistent with the Constitution and Bylaws of AIS, may be adopted by a majority vote of the membership of this chapter.)

ARTICLE V: Officers

Section 1. The officers of this chapter shall be a president, one or more vice-presidents, and either a secretary/treasurer or a secretary and a treasurer. These officers shall constitute the Board of Officers for this chapter. All officers shall be active members in good standing with this chapter. They shall serve for one (1) year or until their successors are elected and qualified.

Section 2. The duties of the officers shall include the following:

President

The President is responsible for developing and coordinating activities and services of the organization while establishing and fostering positive relationships with other relevant organizations.

Vice President

The Vice President implements and manages the organization's activities and services developed by the President. The Vice President must maintain routine contact with the President and stand in for the President when necessary. The Vice President shall assume the duties of the President in his/her absence or if he/she is incapable of performing duties.

Secretary

The Secretary maintains responsibility for coordinating office hours for officers and meetings. The secretary handles all the communications to be filed with the university and other student and professional organizations.

Treasurer

The Treasurer is responsible for maintaining accurate records of the organization's financial status, promoting fundraising activities, assisting other officers in determining budgets for events and preparing the budget for funding proposals.

Section 3. The Board of Officers of this chapter shall consist of the elected officers and the faculty advisor. The faculty advisor shall be a non-voting, ex-officio member of the Board of Officers.

Section 4. The Board of Officers shall approve the budget, determine and set chapter goals, take counsel with committees, set membership requirements, and perform such other duties as shall be referred to it by the chapter, in compliance with these Bylaws and the requirements of AIS.

Section 5. The Board of Officers shall set a regular schedule of meetings for the officers.

ARTICLE VI: Election of Officers

Section 1. Election of officers shall be held at a regularly scheduled meeting before February 15th of each year. All officers shall assume their official duties on April 1st following their election. They shall serve for one (1) year or until their successors are duly elected and installed.

Section 2. All officers and directors who are members in good standing shall be eligible for re-election.

ARTICLE VII: Meetings

Section 1. During the school year each chapter shall hold regular meetings on such day and at such place as shall be determined by the officers.

ARTICLE VIII: Committees

Section 1. The president shall appoint, with the approval of the Board of Officers the following standing committees:

- a) Membership Development
- b) Fundraising
- c) Social/community
- d) Public Relations
- e) Program/Professional Development

[Additional committees may be added as needed]

Section 2. The duties of the standing committees shall be as follows:

- a) The Membership Development Committee shall devise effective plans to obtain new members on a regular basis.
- b) The Fundraising Committee shall develop and propose programs to effectively raise funds for the support of chapter initiatives and activities.
- c) The Social Committee shall plan activities that will promote fellowship and strengthen friendships within the chapter and with other organizations located within the school.
- d) The Public Relations Committee shall be responsible for informing the campus and local community of the chapter's activities and goals through the use of all forms of media and through meetings with the administration of the college/university.
- e) The Program/Professional Development Committee shall be responsible for planning monthly programs that showcase the future of information systems and provide networking and job search opportunities for members.

[Add additional committee descriptions as needed]

ARTICLE IX: Annual Dues and Annual Reports

Section 1. The total amount of chapter dues shall be \$_____ per member annually.

Section 2. By April 1st of each year, the chapter shall submit (as requested) to AIS the Annual Report of Activities and Membership with the payment of the annual organizational fee as set by AIS. Failure to submit the report and pay the annual organizational fee may result in forfeiture of the student chapter charter and all rights and benefits thereto.

Article X: Parliamentary Procedure

Section 1. All parliamentary procedure shall be governed by Robert's Rules of Order unless otherwise specified.

ARTICLE XI: Amendments

Section 1. Amendments to these bylaws shall be adopted by two-thirds (2/3) vote of the members present at any regular meeting held one month or more after a regular meeting at which the proposed amendment(s) were read, or after giving written (electronic is acceptable) notice thereof to each member one week prior to the action on such amendment(s).

Section 2. These bylaws and all amendments or additions thereto shall not become effective until approved by the Association for Information Systems.

These Bylaws were adopted and approved on _____, 20_____.

(Chapter representative's signature)

(Chapter representative's name and title printed)

Chapter Representative's email address: _____

Faculty Advisor signature

(Faculty advisor's name printed)

Faculty Advisor's email address: _____

APPROVED:

Executive Director
Association for Information Systems

Please return two signed copies to:
Association for Information Systems
P.O. Box 2712
Atlanta, GA 30301

Once approved, one copy will be signed by the AIS Executive Director and returned to the chapter.

Send questions to: onestop@aisnet.org or call 404-413-7445