



**THE CONSTITUTION OF THE  
IOWA STATE UNIVERSITY  
MANAGEMENT INFORMATION SYSTEMS (MIS) CLUB**

Amended: April 18<sup>th</sup>, 2017

**ARTICLE I. *Name***

1. The name of the organization shall be the Iowa State University Management Information Systems (MIS) Club.

**ARTICLE II. *Mission Statement***

1. The mission statement of the MIS Club shall be: “We prepare MIS students and related majors for their professional careers through activities and events that expose them to the real world, improve their professionalism, and guide them towards a suitable career path in Information Systems. The MIS Club shall meet this goal through the following: industry presentations, networking events, social activities, and continuously developing our network of alumni, faculty, recruiters, and IT professionals.”
2. The MIS Club abides by and supports all established Iowa State University policies, state and federal laws, and local ordinances and regulations.
3. The MIS Club agrees to annually complete President’s Training, Treasurer’s Training, and Adviser Training (if required).

**ARTICLE III. *Vision Statement***

1. The vision statement of the MIS Club shall be: “To boost awareness and promote the growth of the MIS major at Iowa State University.”

**ARTICLE IV. *Membership***

1. The membership of this organization shall be open to any student, staff or faculty member that is in good standing and is associated with Iowa State University.
2. Iowa State University and the MIS Club does not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information, or status as a U.S. Veteran.
3. A member's acceptance into the club is contingent upon receipt of dues.
4. To attend and participate in general club meetings, events, trips, and activities one must be



an active member.

5. Members of the MIS Club are subject to the computer rules, regulations, and ethics as stated by Iowa State University and the College of Business.
6. Members shall follow guidelines set forth in this Constitution and in the Addendum of the organization. Failure to do so may result in temporary or permanent suspension from the club and all club activities.
7. Membership dues will not be refunded under any circumstance.

**ARTICLE V. *Description of Officers and General Duties***

1. No Executive Board member may hold more than one office at the same time, unless deemed necessary by the Executive Board for interim purposes.
2. A description of each officer's duties are listed in Article X. Those elected or chosen to hold officer positions shall agree and adhere to these job descriptions.
3. All officers on the Executive Board must meet the following requirements:
  - a. Be in good standing with the university and enrolled: at least half time (six or more credit hours) if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits) if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
  - b. Have a minimum cumulative grade point ratio (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
  - c. One becomes ineligible to hold an office if the student fails to maintain the requirements as prescribed in (a) and (b).

**Section 1. *Elected Officers***

1. The elected officers of the MIS club shall be president and vice president.
2. Elected officers should be hired from within the current executive board and have served a minimum of one semester on the board.
3. The election of officers shall take place by simple majority of the current executive board.



4. The election of officers shall take place with at least 2 general meetings remaining in the semester.
5. The officers stepping down should be available as mentors to the new executive board throughout the next semester.

## **Section 2. *Non-Elected Officers***

1. Candidates for all positions must be members of the MIS Club.
2. Candidates must be able to hold an office position for a minimum of one full semester, although not limited to one term.
3. Candidates who have turned in applications will be interviewed and selected by the current executive board.
4. If a position is vacant, the President shall determine a special application period in order to fill the position. Applicants will be decided upon by the current Executive Board.

## **Section 3. *Duties and Responsibilities in Common***

1. All Executive Board members are required to assist in setup and tear down at all club events.
2. Each Executive Board member shall be allowed three absences per semester, unless given permission by the President. This includes executive and general meetings and the MIS Club Career Night receptions. After the third absence, the President shall write a warning letter reminding the officer of their attendance record. After the fourth absence, the Executive Board shall discuss the officer's attendance at the next Executive Board meeting. If deemed necessary and with the approval of the club Adviser, the President shall bring forth a petition for impeachment as indicated in Article IX.
3. The excusal of absences will be at the sole discretion of the President.
4. All Executive Board members shall conduct themselves in a manner considered appropriate with that of a business environment. Executive members shall dress in business casual for general meetings with the designated MIS Club Executive Board polo shirt. It is preferred though not required that members of the Executive Board wear their polo shirts throughout the day that a general meeting is scheduled.
5. All Executive Board meeting dress will be casual, unless otherwise specified.
6. Professional courtesy will be expected from officers towards all members in the club, faculty, and business representatives.
7. All Executive Board members shall work with the Public Relations Coordinator to post all upcoming events and current news.



8. All Executive Board members are responsible for helping out with special events and advertising these events in their classes and on campus.
9. Throughout the semester, each officer shall maintain a knowledge base document for their position to pass on to future officers in that role. The document should be stored in the executive board digital files in the Knowledge Base folder. This document should contain all information pertaining to their position as well a detailed description of duties.
10. All Executive Board members that are transitioning roles or leaving the Executive Board will be required to attend an officer transition meeting in the middle of the semester.
  - a. This meeting will include knowledge sharing between the corresponding outgoing and incoming officers as well as a complete discussion of the aforementioned shared responsibilities (items 1 through 9).
  - b. This meeting will also serve as the official transition between roles so that the previous officers can be available to new officers if needed.

#### **Section 4. Adviser**

1. Advisers for the club shall be appointed by the active members of the Iowa State University Supply Chain and Management Information Systems SCIS Department, unless other considerations are needed.
2. Advisers should be able to hold an office position for a minimum of one full academic year, although they are not limited to one term.
3. The Executive Board will nominate candidates with approval by the SCIS Department.
4. In the event the Adviser leaves temporarily, an interim adviser may be appointed with simple majority or using the regular election process.
5. The Adviser shall act as a liaison to promote Iowa State University and the club.
6. The Adviser may be removed by a two-thirds majority vote or a two-thirds executive board vote during impeachment proceedings and is not allowed to attend the proceeding.

#### **Section 5. Committees**

1. Committees may be created as seen fit by the Executive Board.
2. The MIS Club may have any number of committees as designated by the Executive Board.
3. Each committee shall have at least one Executive Board member responsible for the execution of its duties.



**Section 6. Elections**

1. Elections for officer positions shall be held so that the new Executive Board may actively fulfill their duties at the second-to-last general meeting of the semester. Incoming officers shall shadow outgoing officers at the last general and executive meeting of the semester.
2. Election votes shall be tallied by designated members of Executive Board not up for election.
3. Each term of office shall begin after election. If an elected position remains unfilled, a special election shall be held in a timely fashion to fill the position.
4. Members will be able to apply to the Executive Board.
5. The Executive Board will schedule and hold interviews for the applicants.
6. The Executive Board will then select board members from the interviewees based on a simple majority.

**Section 7. Appointments**

1. The elected officers shall have the authority to appoint officers to the various committees.
2. The removal of officers shall adhere to the rules set forth for impeachment as outlined in Article IX.
3. The Executive Board shall have the authority to appoint a member to an interim position.

**ARTICLE VI. Meetings**

1. The general meetings of the club shall be held weekly, unless otherwise ordered by a simple majority of the Executive Board.
2. Executive Board meetings will be held weekly, unless otherwise ordered by a simple majority of the Executive Board.
3. The President presides over all general and executive meetings. In the absence of the President, the Vice-President shall preside.
4. Meetings may be called by a member of the Executive Board or upon the request of five members of the club in good standing.
5. The Director of any committee may call meetings for the members of that committee. In such meetings, the director presides over the meeting.
6. A general meeting of not less than ten members, of whom at least two shall be elected, shall



constitute a quorum to transact business.

7. All active members (with the exception of the President) have one vote with respect to any resolution put forward during a general meeting. In the event of a tie vote, the President's vote shall break the tie.

**ARTICLE VII. *Finances***

1. The Executive Board shall set the membership dues.
2. Dues shall be sufficient to defray the expenses of the organization set at a flat rate per semester with a discounted rate for both semesters. Academic year dues shall not exceed \$30.00 and semester dues shall not exceed \$20.00. Dues must be paid before a member is allowed to participate in club activities (meetings, trips, career nights, etc.).
3. The dues will be based on the annual budget.
4. All funds must be deposited within 48 hours or two business days after collection.
5. All deposits for club trips and activities will be refunded to the respective member unless he or she does not show up.
6. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). The MIS Club Adviser must approve and sign each expenditure before payment.

**ARTICLE VIII. *Amendments***

1. The Constitution and Addendum may be amended or revised at any Executive Board meeting by a 2/3rds majority vote of all Executive Board members.
2. Any member of the organization may propose an amendment. Proposals shall be filed with the President two weeks prior to the meeting at which the proposal will come up for consideration, so that the members of the Executive Board may fully debate the proposals prior to voting.

**ARTICLE IX. *Impeachment***

1. Any Executive Board member may be removed from office or relieved of duties if the aforementioned duties are not appropriately carried out.
2. A written petition presented to or by the Elected Officers to substantiate charges will initiate the process.
  - a. Charges against officers shall be brought before the Executive Board for a vote and shall



be approved by the Adviser.

3. A two-thirds vote will be necessary to remove an Executive Board member from the Board.
4. Persons to be impeached will be allowed to speak and/or be present during the final vote.

**ARTICLE X. *Duties of Officers***

**President:**

1. Chair all general and Executive Board meetings.
2. Oversee all club activities and the roles of other executive members to ensure follow through.
3. Represent MIS students and club members before department and college authorities as a liaison.
4. Keep attendance of the Executive Board and acts according to the current attendance policy (outlined in section three).
5. Retrieve mail from club mailboxes and distributes to appropriate Executive Board members.
6. Oversee risk management function with the following duties:
  - a. Recommend risk management policies to the club.
  - b. Submit documentation to ISU's Risk Management Office if needed with the exception of field trips which will be handled by the Vice-President.
  - c. Ensure that the club's Risk Management Policy is implemented at all events.
7. Send out weekly mass emails to club members.

**Vice-President:**

1. Chair meetings and represent the club in the absence of the President.
2. Organize field trips each semester including:
  - a. Travel and lodging arrangements.
  - b. Developing promotional campaigns for club trips in coordination with the Public Relations Coordinator.
  - c. Writing a letter of appreciation to all companies the club visits.



3. May assign duties as deemed necessary.

**Treasurer:**

1. Manage revenue and expenditures.
2. Expenditures over \$100 must be approved by the Executive Board.
  - a. Exception: The Social Coordinator may forgo this rule in the case of general meeting food arrangements.
3. Produce a budget before the semester begins; outlying revenues and expenditures for the upcoming semester.
4. The budget must be approved by the Executive Board at the first executive meeting of the semester. All changes to the budget must be approved by the Executive Board.
5. Deposits membership dues, fees from trips, social events, and other activities.
6. Updates the Executive Board on the financial standing at each Executive meeting.
7. Maintains complete and accurate accounting books to pass down to the next Treasurer, through digital and paper means.

**Speaker Coordinator:**

1. Coordinate speakers for each MIS Club general meeting.
2. Coordinate with Social Coordinator and Promotions Director for food and publicity.
3. Compose letters of appreciation to visiting companies after their presentation.

**Social Coordinator:**

1. Must have a car and be available no later than 4:00 pm on club meeting days to pick-up food and bring to meeting.
2. Plan and organize food for General/Executive Board Meetings.
3. Collaborate with Special Events Coordinator to organize social activities for MIS Club Members.

**Special Events Coordinator:**

1. Plan and organize MIS Club Career Night each semester.





2. Assist in planning social events for MIS Club members.

**Marketing Coordinator**

1. Organize philanthropic activities for MIS Club Members and Executive Board.
2. Coordinate all promotion efforts (signs, presentations, t-shirts, etc).

**Public Relations Coordinator/Secretary**

1. Posts weekly to our Social Media Accounts.
2. Take pictures and serve as historian for the MIS Club.

**Systems Administrator:**

1. Maintain technical design of MIS Club Web site.
2. Responsible for MIS Club Web site content.
3. Experience in web development is a plus.
4. Coordinate technical articles to be published online.
5. Maintain Executive Board email list and key access list.