



**STANDARD FORM  
FOR  
AIS STUDENT CHAPTER BYLAWS**

**ARTICLE I: Name**

**Section 1.** The name of this organization shall be the AIS Student Chapter of North Carolina Agricultural and Technical State University. (AIS)

**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 North Carolina Agricultural and Technical State University.

**Section 3.** It shall be responsible for complying with all policies and regulations as set by North Carolina Agricultural and Technical State University 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 North Carolina Agricultural and Technical State University.
- B. Offer information systems career and technology information to its members.
- C. Provide networking opportunities to those interested in information systems.
- D. Provide opportunities to practice required skill sets for information systems
- E. Assist with building resumes and career readiness and offer resume building

**Section 2.**

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 North Carolina Agricultural and Technical State University 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 Board of Officers.
- 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.

## **ARTICLE V: Officers**

**Section 1.** The officers of this chapter shall be a president, vice-president, 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 April 15th of each year. All officers shall assume their official duties 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 a day and place determined by the officers and shared to the chapter body.

#### **ARTICLE VIII: Committees**

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

- A. Career Preparation
- B. Technical Training
- C. Networking & Membership Recruitment

Each committee will have a committee chair, to be appointed by the president and approved by the Board of Officers. The committee chair will be responsible for leading the committee and reporting updates back to the general body.

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

- A. The Career Preparation committee shall assist members in building their résumés, finding internship and job opportunities and preparing for interviews.
- B. The Technical Training committee shall plan activities and events that would help members improve their technical skills and prepare for certification exams.
- C. The Networking & Membership Recruitment committee shall work to build relationships with other organizations and find ways to increase the awareness of the organization on campus.

#### **ARTICLE IX: Annual Dues and Annual Reports**

**Section 1.** The Chapter's Executive Board shall have the authority to determine the chapter dues and other payments to be made by the members of the chapter annually.

**Section 2.** As requested, the chapter shall submit 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 November 9th, 2022.



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(Chapter representative’s signature)

Cameron Brown (President)

(Chapter representative’s name and title printed)

Chapter Representative’s email address: [cmbrown14@aggies.ncat.edu](mailto:cmbrown14@aggies.ncat.edu)



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Faculty Advisor signature

Richelle DaSouza

(Faculty advisor’s name printed)

Faculty Advisor’s email address: [rldasouza@ncat.edu](mailto:rldasouza@ncat.edu)

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APPROVED:

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AVP of Student Chapters  
Association for Information Systems

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Date

Please return signed copy to: [studentchapters@aisnet.org](mailto:studentchapters@aisnet.org)

Revised 10/26/22