Information Systems Association
Constitution (Policies and Procedures)
Last updated April 11th, 2023

Article I – Name, Purpose, and Non-Discrimination Policy of the Organization.

Name:
> Information Systems Association (ISA)

Purpose:
> The purpose of this document is to establish in writing the policies and procedures of the Information Systems Association in the Fisher College of Business at The Ohio State University. The objectives of ISA include:

- Add value to undergraduate students interested in Computing.
- Establish strong ties with industry.
- Facilitate communication between students and recruiters.
- Help educate students about emerging technologies.
- Create a community of peers centered on fellowship and common interests.

Non-Discrimination Policy:
> This organization and its members shall not discriminate against any individual(s) for reasons of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status.

Article II – Membership, Qualifications and categories of membership.

Membership:
> The Information Systems Association has open membership. To be considered an active member, students simply have to attend any of the meetings or events. Membership is open to currently enrolled Ohio State students, graduate students, faculty, alumni, professionals, etc. As per OSU standards, voting membership is limited to currently enrolled Ohio State students with other individuals considered as non-voting associates or honorary members.

Article III – Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.

Officers:
 There will be a group of five organization officers. The officers shall all hold their positions for a length of 1 academic year, with the opportunity to be extended depending on interest and circumstances. New officers shall be appointed by current officers following an application process and interviews. Roles and responsibilities are as follows:

President: Jenna Li

- Serve as main OSU, Fisher, and ISACA contact
- Attend Union training and Fisher presidents training
- Submit registration for active organization status
- Update constitution if needed
- Apply for organization awards via OSU and Fisher
- Register for OSU / Fisher Events
- Maintain Cisco Networking Academy relations and facilitate the courses/certifications

- Communicate regularly with BDAA president about partnering and sharing information between clubs
- Meet regularly with Mohammad Saab, the organization's advisor
- Meet regularly with <mark>Rocquel Waller,</mark> the Fisher Student Organization Advisor
- Attend UBC COP meetings
- Assist executive board in their initiatives
- Present the Annual Networking Banquet
- The advisor and president will be authorized signers on the Information Systems Association bank account.
    o Mohammad Saab and Julianna Bottomley will be authorized signers on the Information Systems Association bank account.

Vice President Finance: Nikhil Kothari

- Attend training through Ohio Union
- Apply for Ohio Union CSA funding
- Apply for Fisher COP funds
- Maintain Huntington bank account
- Maintain Paypal account
- Expense and keep track of miscellaneous expenses
- Keep track of sponsorships
- Create and budget for special events
- Submit audits (programming within 30 days of event, operating by May 1)
- Collaborate with the board to present the Annual Networking Banquet
- Ordering and working out logistics for food at meetings

Vice President of Membership: Deborah Lee and Ishwarya Iyer

- Send weekly emails
- Maintain the listserv, adding and deleting members
- Monitor attendance at general meetings & manage loyalty program
- Plan events to increase engagement for the organization (i.e. socials with members, events with professors, etc.)
- Coordinate IS Awareness Event
- Collaborate with the board to present the Annual Networking Banquet
- Seek out collaboration with other student organizations
- Collaborate with the board to create outreach and logistical plans for banquet
- Maintain FisherU page and track meeting attendance
- Work together with VP of Outreach to communicate all information to members through social media, the website, and other platforms

Vice President Corporate Relations: Katherine Wen

- Schedule general meetings with company
- Schedule special information sessions, events, or site visits with companies
- Keep in constant contact with company representatives
- Solicit sponsors for the Annual Networking Banquet
- Serve as main contact for companies looking to get involved
- Collaborate with the board to present the Annual Networking Banquet

<u>Vice President of Outreach:</u> Dylan Wineburg

- Assist the Vice President of Membership with marketing content creation to communicate information to members through social media, the website, and other platforms
- Manage and utilize social media platforms to reach new audiences
- Develop marketing and logistical plans for new social and professional events
- Work with the Vice President of Corporate Relations to disseminate internship and job opportunities to members of the organization
- Create flyers and other organizational literature for member recruitment
- Work alongside other organizations (focused on tech and business) in the BizTech Council
- Partner and maintain relations with BDAA to hold bi-weekly educational sessions (on coding, data visualization platforms, etc.)
- Update and maintain the activity fair recruitment board
- Create and send Fisher Screens to be posted within the school
- Create and send updates to be posted in This Week in Schoenbaum newsletter

If it is determined that one or more officers are not performing his/her duties as expected, a written complaint must be submitted to the president, who will then hold an officers' meeting to discuss the issue. If the officer is determined to be in violation, the majority may vote him/her out of the position. The remaining officers will elect a member to fill the vacated position.

Article IV – Executive Committee: Size and composition of the Committee.

Committees:
   Each officer can establish a committee of members if needed. The officer will chair his/her committee. Each committee chair can select an Outstanding Committee Member for the year. The Outstanding Committee Member will be recognized at the spring event and rewarded with a certificate and gift certificate of some sort. An Outstanding Committee Member must also be an Exceptional member.

Article VI – Method of Selecting and/or Removing Officers and Members.

Selection Criteria:
      Current officers shall appoint officers for the upcoming academic year following an application process and interviews. The open-membership style of the organization allows any and all students interested in computing to join the organization as long as they attend general meetings. To be considered a current and active member, they simply have to attend any of the meetings or other activities and events.

Removal Criteria:
      The Information Systems Association works on a board meeting style of conducting business and making decisions. If a board member fails to attend *half* of the board meetings in a particular quarter, he or she will be removed from board status. In addition, if a board member fails to adequately make progress on their particular duties (as described above), which thereby prohibits progress of the organization as a whole, he or she will be removed from board status. Non-board members of the organization cannot be removed for lack of attendance as the organization operates on an optional attendance meeting style. However, if a member of the organization acts in a way not in accordance with the purpose/guidelines of the group action will be taken. The board will set up a meeting to discuss the act and whether it breaks these guidelines. If the board decides to remove a member, this member will be approached in person and asked to leave the organization for said reason. These reasons include, but are not limited to misuse of organization funds, acting up during meetings, or defacing the organization through

word of mouth or online activity. The board will allow the member to appeal and explain said actions in order to rejoin. It is required that three fourths of the board are in agreement for the member to be reinstated. Our organization's non-discriminatory policy (described at the end of the following section) also prohibits members from being removed on the basis of reasons described therein.

Article VII – Advisor(s) or Advisory Board: Qualification Criteria.

Advisor Appointment:
The advisor to the Information Systems Association should demonstrate an interest in developing and mentoring computing students. The advisor must be a member of the University faculty or Administrative & Professional staff. Roles and responsibilities are as follows:

- Meet with the officers regularly to communicate organization events and updates.
- Communicate with the College of Business administration.
- Keep the organization in good standing with the Office of Student Activities by helping renew the organization registration every spring. Provide Office of Student Activities with up-to-date contact information.
- Help organize events and funding for the organization.
- Mentor the students of the organization if requested.
- Communicate relevant academic and professional opportunities to the members of the organization.

Article VIII – Meetings of the Organization (Required meetings and their frequency).

Meeting schedule:
Meetings will be held at least bi-weekly throughout the academic year, excluding summer term. Special events and activities, such as networking dinners or social outings, can substitute general meetings.

Article IX – Method of Amending Constitution: Proposals, notice, and voting requirements.

Policy and Procedure Changes:
These policies can be updated/changed by a majority vote of the officers. Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken. Approval should require at least two-thirds of voting members present (and to conduct any business an organization should have a quorum present at a business meeting, which is at minimum 50% + 1 of total organization members). The constitution should not be amended easily or frequently.

Article X – Method of Dissolution of Organization.

Dissolution of the organization requires justification and unanimous approval by all of the officers, as well as the agreement of the advisor. Assets shall be given or returned to either the Fisher College of Business or OSU. All debts shall be resolved prior to dissolution.