**Information Systems Association**

# Policies and Procedures

**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.

**Our Mission:**

* Prepare primarily MIS, CIS, and CSE students for careers in technology-related fields by offering resume reviews, interview preparation, and exposure to potential employers.
* Create a community where members collaborate on academics and career paths.
* Host companies, recruiters, and industry professionals to provide members with insights into the job market and opportunities to build professional relationships

**Officers:**

There will be a group of five organization officers. Roles and responsibilities are as follows:

             **President:**

* Preside over the executive board and general member meetings.
* Assist in creating content for Wednesday meetings.
* Communicate with the organization advisor, other officers, and the College of Business administration.
* Keep the organization in good standing with the Office of Student Activities by renewing the organization registration every fall. Provide the Office of Student Activities with up-to-date contact information.
* Check organization mailboxes
* Attend COP meetings & any other necessary admin meetings.
* Delegate all other tasks.
* Check in with everyone to see how their bandwidth is doing, if they’d like to make any changes, etc.

**Senior Vice President:**

* Assists the President with the above duties
* Assume the duties of the President if they become unavailable for any reason.
* Maintains all aspects of ISA documentation
* Perform other duties as needed.

             **Vice President of Corporate Relations:**

* Head corporate relations and recruitment
* Maintain company presentation outlines
* Responsible for maintaining a schedule for all events and information
* Works with the President in dealing with companies
* Perform other duties as needed.

             **Vice President Finance:**

* Maintain a balanced bank account and keep accurate records.
* Submit an audit to the Office of Student Activities every spring
* Responsible for talking to the source for requesting funding
* Arrange for meeting refreshments.
* Perform other duties as needed.

             **Vice President Outreach:**

* Go through the google forms assignment and report back any trends
* Post/Send out weekly meeting reminders on Instagram, FisherU, and GroupMe
* Generate new and creative advertising/recruiting methods.
* Recruit new members through classroom visits, etc.
* Advertise ISA meetings each week with flyers, sidewalk chalk, etc.
* Maintain ISA’s bulletin board.
* Perform other duties as needed.

If it is determined that one or more officers are not performing his/her duties as expected, a written complaint must be given 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.

**New Board Member Applications:**

             Applications will be sent out during week 8 of the spring semester. Each applicant can apply for two positions at a time. From these applicants, the board will pick members eligible to move to the next round for interviews and emails will be sent out inviting them to these interviews. Interviews will be held during week 10 and the board will decide which applicants will be new board members by the end of the week. Emails will be sent notifying each interviewer of the executive board’s decision.

**Executive Officer 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 semester, 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 the progress of the organization as a whole, he or she will be removed from board status.

**Member Removal Process:**

             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 following 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 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 based on reasons described therein.

**Membership:**

             Membership is established when a member completes a sign-up form and attends one meeting.

**Non-Discrimination Policy:**

This organization does not discriminate on the basis 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, or any other bases under the law, in its activities, programs, admission, and employment.

**Bank Account:**

             The Association bank account should be monitored and controlled by the VP of Finance. The President and Vice President should have the ability to access and assist with any issues with the bank account.

**Policy and Procedure Changes:**

             These policies can be updated/changed by a majority vote of the officers.