



CONSTITUTION

PREAMBLE

We the members of the Department Information Systems Club and subscribing to the regulations and policies of Arizona State University, establish this Constitution to govern the matters within our organization.

Article I - Name

Section 1 The name of this organization shall be: Department of Information Systems Club. The acronym "DISC", derived from the organization's full name, may also be used in both official documents and organizational branding.

Section 2 The Department of Information Systems Club if affiliated with Arizona State University's Department of Information Systems in the W. P. Carey School of Business.

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 Department of Information Systems, Arizona State University

Section 3 It shall be responsible for complying with all policies and regulations as set by Arizona State University for similar student organizations and by the Association for Information Systems.

Article III - Objectives

Section 1 Encourage the pursuit of information systems excellence within the Department of Information Systems, Arizona State University

Section 2 The purpose of this organization shall be to produce motivated professionals-in-training who are well versed in both information systems management and business. In short, to put into action those concepts and competencies which are accrued from the education offered at the W. P. Carey School of Business. Career development, leadership, collaboration, and community involvement are to be all members' objectives. Furthermore, this organization exists to provide its members opportunities to network with leading firms and professionals from a wide range of industries, gaining valuable insights and exposure to the inner workings of their trade.

Article III - Membership

Section 1 Members must be a part of the W. P. Carey School of Business, unless otherwise stated by the President or Vice President of Membership.

To be an "active" member (and therefore eligible for any extra credit incentives which may be offered), members must:

- Pay dues each semester in the amount defined by the Vice President of Finance. *Note: the organization does not issue membership dues refunds*
- Contribute to DISC community service programs in the amount defined by the Vice President of Community Service
- Attend at least a certain number of meetings, established by the Vice President of Member Relations
- Create and update a member account on the DISC website (asuDISC.org) as required by the Vice President of Information Technology

Membership can be terminated by contacting the Vice President of Member Relations directly. Cancellation notifications should be sent from the email address that was used for registration. *Note: Membership in a registered student organization is limited to students enrolled for at least one (1) semester hour of University credit at ASU.*

Section 2 A guest of a registered organization may not act as or have the same privileges of a member or serve as a committee member.

Section 3 Membership in this chapter shall be open to all students in the W.P. Carey School of Business, ASU who are interested in information systems.

Article IV - Officers

- Section 1 The officers' titles and general duties are as follows:
 - President
 - i. Alignment of all Club activities with its purpose as stated in the Constitution
 - ii. Maintaining communication channels, ensuring policy compliance, and establishing organizational prestige with the Department, SORC, BSC, and AIS. Specifically (but not exclusively):
 1. Weekly (informal) status update to the Department
 2. (Department) Professional Advisory Board & Info Sessions
 3. BSC Presidents' Meetings
 4. BSC Org Nominations & Banquet Dinner
 5. AIS Annual Student Chapter Conference
 6. AIS Annual Report
 - iii. Setting term objectives, establishing milestones and strategies to reach those objectives, and managing the executive team to carry out those strategies.
 - iv. Advocating the Club in a wide range of corporate, educational, community, and internal environments.
 - VP of Corporate Relations
 - i. Fostering and maintaining interaction with partner firms that add value to members
 1. Company presentations
 - a. Establishing and updating presentation schedule
 - b. Setting expectations for presentation
 - c. Obtaining company sponsorship of the food and drink for the meeting
 - d. Providing parking validation and all necessary accommodations for speakers
 2. Site Tours
 - VP of Member Relations
 - i. Recruitment of new members
 1. Passport to ASU (Fall)
 2. Involvement Week (both Fall and Spring)
 3. Logos
 4. T-shirts
 5. Flyers
 6. Signage (both virtual and physical)
 - ii. Interacting with members
 1. Answering communications received via the DISC email (asuDISC@gmail.com) inbox
 2. Social Events
 3. Nano group division of labor
 4. Facilitating involvement with competitions and other such opportunities
 - iii. Recording member-related information
 1. Tracking current and previous membership using the user dashboards on the Club website (and excel sheets for data prior to 2011)
 2. Tracking member attendance at weekly meetings and other events
 3. Enforce membership requirements (currently defined as: pay dues, 2 hours community service, and 6 meetings)
 4. Provide membership information to other officers as needed
 - VP of Community Service
 - i. Community Instruction Program (CIP)-
 1. Maintaining relations with the Tempe Public Library for the Community Instruction Program
 2. Ensuring that DISC volunteers sign up for and participate
 3. Maintain the CIP lessons with current and relevant information
 - ii. Search for other opportunities as well as create new programs
 - iii. Track all involvement and share with VP of Member Relations
 - VP of IT
 - i. Website/social media maintenance
 1. Perform content changes on the website
 2. Resolve any issues that are website/social media related
 3. Work with any VP's that need their own section on the website
 4. Continually work on improving the website/social media where ever necessary
 - VP of Instruction

- i. Instruction - weekly sessions that supplement knowledge gained in classes and increase members' ability to perform well in the information systems management industry
 - ii. Tech Times & Geek Speak - Weekly industry updates/fun facts to engage members in constructive discussion of current issues/concepts related to information systems management
 - iii. Organizing tutoring, workshops, and additional services as necessary
- VP of Finance
 - i. USG Appropriations each semester and/or intersession
 - ii. Gathering, depositing, and [working with VP of Member Relations] tracking membership dues
 - iii. Monthly Financial Report to the Department

Section 2 Officer nominees must have had active membership for at least two (2) semesters. They must also be ASU students.

Section 3 Term of office shall be one school year (fall - spring).

Section 4 Addition or removal of an officer must be unanimously supported by the other current officers.

Article V - Elections

Section 1 Only active members of the organization are eligible to vote.

Section 2 Election of officers shall be conducted at the end of each Spring semester. In the event that a position is not filled through voting, the president of the organization may grant officer status to the individual he/she deems qualified.

Section 3 The procedures for voting shall be as follows: A vote shall be taken (in a method established by majority vote from current officers) for each position. The nominee with the majority vote will become the new officer in that position.

Article VI - Meetings

Section 1 Regular meetings of this organization shall be held weekly.

Section 2 A quorum shall consist of (X) voting members or a percentage of voting members present at any meeting. (A quorum is defined as the number or percentage of total membership to be present at a meeting in order to conduct the business of the organization. State the rules of order or procedure to be used during meetings. Cite the specific source or authority to be used in deciding questions of parliamentary procedure).

Article VII - Advisors

Section 1 There shall be at least 1 faculty/staff advisor(s) who shall be member(s) ex-officio with no voting privileges. *Note: ASU requires each registered student organization to have a full time faculty or staff person as an advisor for a registered student organization.*

Section 2 The Advisor(s) will be selected by the current officers of the organization. The president's approval is required for nomination of the faculty/staff advisor(s).

Section 3 The Advisor(s) will be required to assist the organization in developing realistic goals for the academic year which contribute to the educational and personal development of the members involved. Additionally, the Advisor(s) must be familiar with the student organization's constitution and all other governing documents, so as to advise effectively.

Article VIII - Amendments

Section 1 The constitution may be amended by a 2/3 vote first by the organization's officers; then also by a 2/3 vote by all active members of the organization as a whole. Presentations for amendments must be made to the president in a form he/she determines adequate.