**CONSTITUTION OF THE UNIVERSITY OF CINCINNATI**

**INFORMATION TECHNOLOGY STUDENT ASSOCIATION**

**ARTICLE I- NAME**

The name of the organization shall he the University of Cincinnati Information Technology Student Association (ITSA)

**ARTICLE II- PURPOSE**

The purpose of the Information Technology Student Association (ITSA) shall be to build networking among students interested in information technology, promote currency in technology trends, increase awareness of technology, encourage involvement and leadership in the department and profession, and provide service to the department and community.

**ARTICLE III -MEMBERSHIP**

3.1 There shall be three (3) classes of members; voting, non-voting, and honorary.

3.2 Voting membership shall be open to any full/part-time graduate and undergraduate students enrolled in any of the colleges, schools, or divisions of the University at the time of applying for membership in ITSA.

3.3 This organization shall not discriminate on the basis of race, color, ethnicity, national origin, age, gender, disability or handicap, religion, sexual orientation, disabled veteran's status or Vietnam era veteran's status in any of its policies, procedures and practices. This policy will include but is not limited to recruiting, membership, organization activities, or opportunity to hold office

3.3 Non-voting membership shall be open to any student, and any member of the University faculty or administrative staff.

3.4 Honorary membership shall be open to any person desiring such membership, elected to such membership by a majority of the voting members.

3.5 There shall be NO LIMIT ON THE SIZE OF THE MEMBERSHIP of the Student Organization, provided, however, that the number of the non-voting and honorary members together, shall not exceed the number of voting members.

3.6 Membership requires members to be in good standing to be able to vote on ITSA issues and to participate in ITSA events.

3.7 The following shall constitute the duties of all members to remain in good standing with ITSA:

1.) Attendance at all general meetings throughout the course of the academic year

– Three unexcused absences will be permitted per semester before the member in question shall be placed on probation. Absences can be excused by either sending an email to the president or by notifying a member of the Executive Board prior to the meeting and explaining your reason of absence.

2.) Attendance of four (4) mandatory events throughout the course of the academic year – failure to uphold this requirement shall result in the member in question being placed on probation.

3.) Should a member be placed on probation, he or she shall be required to attend one (1) ITSA event before the end of the academic semester – failure to uphold this requirement shall result in removal from ITSA.

4.) The Executive Board holds the right to revoke the membership from any individual. This motion must be carried by two-thirds (2/3) vote of the Executive Board.

**ARTICLE IV- OFFICERS**

4.1 The officers of the Student Organization shall be a President, Vice-President, Treasurer, Secretary, Internal Chair, and External Chair.

4.2 In order to run for office in your respective organization you must have a 2.3 or above cumulative GPA.

4.3 While in office, the officer must maintain a 2.3 cumulative GPA and must not fall below a 2.3 GPA for more than one semester.

4.4 Officer must be a matriculated student and be in good standing with his or her college.

4.5 All officers serve for a term of one (I) year or until their successors shall be duly elected.

4.6 Any officer who, during the term of his/her office, ceases to be a voting member, fails to maintain his/ her status as a matriculated undergraduate/graduate student, fails to maintain a 2.3 GPA, or is not in good academic and disciplinary standing with their respective college, shall be removed from his/her office and a replacement shall he elected.

**ARTICLE V- MEETINGS**

5.1 Regular meetings of Information Technology Student Association shall he held at a minimum of at least twice a semester. The time for such meetings shall be determined by the Executive Board with the approval of the voting members.

5.2 Special meetings of Information Technology Student Association may be called at any time by the Executive Board upon one week's notice to each member or by a petition of a majority of the membership, submitted one week before the scheduled meeting.

**ARTICLE VI- UNIVERSITY ADVISOR**

The Information Technology Student Association shall have a University Advisor who shall be a full- or part-time member of the University faculty, staff, or administration. The University Advisor shall be selected by the Executive Board of ITSA.

**ARTICLE VII- AMENDMENTS**

7.1 Amendments to this Constitution may be proposed by a member and shall be voted upon at the next meeting of the Information Technology Student Association following notice of such proposed amendment to the voting members. Such notice shall be given within one week of the time any such amendment is proposed.

7.2 Amendments to this Constitution shall be the affirmative vote of two- thirds (2/3) of all voting members and with the approval of the Executive Board.

**ARTICLE VIII- RATIFICATION**

Ratification by two-thirds (2/3) of the members of the Information Technology Student Association shall be sufficient to establish this constitution between said members so ratifying and with the approval of the Executive Board.

**ARTICLE IX - DISSOLUTION**

If the organization ceases to exist at the University of Cincinnati, the Bylaws will provide

information regarding the distribution of remaining funds.

**BYLAWS OF THE UNIVERSITY OF CINCINNATI**

**INFORMATION TECHNOLOGY STUDENT ASSOCIATION**

**SECTION 1 - STUDENT OFFICERS**

1.1 The officers of ITSA shall be referred to as the Executive Board.

1.2 All Executive Board positions shall be for a one (1) year term.

The order of election shall be as follows:

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Internal Chair
6. External Chair

**Section 2- Elections**

2.1 The candidates shall fill out the officer application before the due date given by the residing Executive board in order to be able to run for an officer position. All candidates for the Executive board must be in good standing for one (1) semester during the previous year.

2.2 Each candidate will have to have present in front of the general body during elections. Presentations shall not exceed the time limit given by the residing Executive board.

2.2 At a time no later than the last month of the spring semester, nominations shall be taken for the election of the Executive Board. At a time no later than the last two (2) weeks of the semester, elections shall be held to select the Executive Board of the ITSA.

2.3 A majority of votes of all members present shall determine the winner of each

Election. The newly elected officers shall take office immediately following the elections. Candidates not winning their election position have the option to run for positions that are below their election order.

**Section 3- Executive Board**

3.1 The Executive Board is comprised of the officers of ITSA.

3.2 Executive Board regulates policies, activities, and discipline and budget management.

3.3 Executive board meets regularly and at the president's call.

3.4 The Past President must meet same stipulations as other Executive Board members.

3.5 The Executive Board may delegate any and all duties of the Executive Board while still holding full accountability of the office.

3.6 Each Executive Board member is responsible for educating his/her successor on the obligations of their position.

3.7 Executive Board members are required to present a report at all ITSA meetings.

3.8 Each Executive Board member holds the right to vote on any order of

business unless stated otherwise within the Bylaws of ITSA

**Section 4- Executive Board Duties**

4.1 President

1. Shall be the Executive Officer of ITSA.

2. Act as a direct liaison between ITSA and the ITSA Advisor.

3. Organize and preside over all ITSA meetings.

4. Oversee the Executive Board and Executive Board meetings.

5. Oversee all ITSA events in conjunction with the Executive Board of ITSA.

6. Other duties as determined by the faculty advisor.

4.2 The Vice-President

1. Presides in the president's absence at all meetings.

2. Execute assigned duties by the president.

3. Assume the duties of the President when the President is absent.

4. Direct and oversees the minor committees of ITSA.

5. Attend Executive Board meetings.

4.3 Treasurer

1. Maintains all finances and budgets of ITSA with the approval of the President and the Advisor of ITSA. Keep accurate records of financial obligations and maintaining all accounts.

2. Collects and deposits all funds collected by the organization.

3. Maintains bank account and financial records which must be open to inspection by the President, the ITSA Executive Board, the Undergraduate Funding Board, and the GSGA auditor.

4. Make a bi-weekly or weekly financial report at ITSA meetings as the Executive board requests.

5. Attend Executive Board meetings.

4.4. Secretary

1. Shall keep and maintain accurate minutes of all ITSA meetings, Executive Board meetings, and make them available by emailing the minutes to all of the ITSA and posting the minutes on OrgSync within 48 hours of the conclusion of the meeting.

2. Keep and maintain accurate attendance records of all ITSA meetings, Executive Board meetings, and ITSA Events.

3. Report any members who are not in good standing.

4. Send meeting minutes within twenty-four (24) hours of every general body and Executive board meeting.

5. Attend Executive Board meetings.

* 1. Internal Affairs Chair

1. Have a strong and complete understanding of the ITSA bylaws and work to keep them updated having an overall bylaw evaluation at least twice a year.

2. Focus primarily on the ITSA’s internal relations and responsibilities

3. Recognize which members are voting members, non-voting members, and honorary.

4. Notify the Executive Board in cases where certain membership requirements are not being met (probation) so that the Executive Board may deliberate and take the appropriate action.

5. Attend Executive Board meetings.

4.6 External Affairs Chair

1. Shall be in charge of seeking out new partnership opportunities with other organizations.

2. Shall be the point of contact for other organizations seeking partnership with the ITSA.

3. The pursuit of any and all new partnerships will be made at the discretion of the President and Executive Board; therefore any and all partnerships must be reported to both parties before any actions are to be made on the part of the ITSA.

4. Inform members of UC campus wide events.

5.Directly responsible for recruitment.

6. Attend Executive Board meetings.

**Section 5- Sub-Committees**

5.1 At a time no later than the third week of fall semester, nominations shall be taken for sub-committee chairperson positions. At a time no later than the fourth week of fall semester, appointments shall be made by the Executive Board to determine the sub-committee chairpersons

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5.2 The President of ITSA may establish sub-committees on an as needed basis.

5.3. Duties of Sub-Committee Chairpersons

1. The duties of the sub-committee chairpersons will be to direct and oversee all aspects of the committee including but not limited to promotion and support for the individual committee.

2. Call for and determine the frequency of meeting dates of the sub-committee.

Make regular reports to ITSA meetings as appropriate.

**Section 6- University Advisor**

6.1 The University advisor shall consult with the members of the Executive Board of ITSA ensures consistency of activities with stated purpose of the organization and the University.

6.2 The University advisor certifies academic standing of executive board members.

6.3 Co-signs checks and is aware of regulations dealing with funds.

6.4. The advisor has an obligation to know the rules and regulations governing the handling of all funds and to assist and advises the Executive Board in all financial matters.

**Section 7- Special Committees**

7.1 Special committees may be established by the Executive Board and shall perform such duties as defined in their establishment.

7.2 The Executive Board will appoint and may remove committee members and/or the committee chairperson.

**Section 8- Meetings**

8.1 Meetings are determined by the Executive Board. The President will determine where ITSA meetings are held.

8.2. All meetings will follow Robert’s Rules of Order. Robert’s Rules of Order Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the ITSA Bylaws.

8.3 Notices of meetings will be sent to ITSA members at least two weeks prior to the meeting.

8.4. Emergency ITSA meetings may be called by the President at his/her discretion.

8.5 All matters being voted on must be by majority vote provided a quorum is present.

8.6 A Quorum at general meetings shall be constituted as any members in good standing attending the meeting.

8.7. Two thirds of the Executive Board attending the meeting shall constitute a quorum.

8.8 The order of business for ITSA’s regular meetings shall be as follows:

1. Call to Order.

2. Approval of the minutes of the previous meeting.

3. Executive Board reports.

4. Sub-committee/Special Committee reports.

5. Old Business

6. New Business

7. Announcements/Comments for the Good of the Order.

8. Adjournment.

**Section 9- Revenue**

9.1 There is no membership fee charged to belong to ITSA.

9.2 All other revenues approved by Executive Board, organization, and appropriate University office.

9.3 Disbursement of revenues by the Executive Board must be in accordance with University policies.

9.4 The Head of Finance is responsible for all organizational monies and shall report to Executive Board and ITSA membership.

9.5. Funding shall be provided for official events from the ITSA University budget.

9.6 Funding for non-official ITSA events such as social events shall be provided through personal contributions and fundraising events. This money may also be used for official programs with the approval of the majority of the Executive Board.

9.7. The Executive Board shall determine the disbursement of all funds with a majority vote in accordance with University policy.

**Section 10- Discipline**

10.1 Disorderly or inappropriate behavior of members can result in their expulsion or suspension from the organization.

10.2 A two-thirds vote of the Executive Board is necessary to expel or suspend membership in ITSA.

10.3 Suspended or expelled members lose all ties, financial and other to the organization.

10.4 Any member whose membership in ITSA has been terminated by action of the Executive Board may appeal his/her suspension or expulsion in writing within two weeks of the Executive Board’s action. If the suspension or expulsion is upheld by the Executive Board, the member may appeal to the Student Organizations and Activities Office in writing within two weeks of the Executive Board’s action.

**Section 11 Impeachment**

11.1 Any member may initiate the removal of an Executive Board member.

11.2 Procedure for impeachment of an Executive Board member:

1. Provide the Executive Board with the signatures of one-third (1/3) of all voting members with the reason for removal from the Executive Board.

2. The Executive Board shall then notify the Executive Board and call for a removal vote within fourteen (14) days of the filing of the petition.

3. ITSA Membership shall be notified at least one (1) week prior to the impeachment vote meeting.

4. At the meeting for removal, the petition's stated grievances shall be made public and the Executive Board member charged shall be allowed to respond to the charges of the petition.

5. Removal from office shall require two-thirds approval of all voting members.

**Section 12-Vacancy of Office**

12.1 In case of the resignation or the removal of any Executive Board member, an interim acting officer shall be appointed by the Executive Board.

12.2 The President shall call for an election within fourteen days attar the vacancy of any office.

12.3 An election shall be conducted as stated in the Bylaws.

12.4 Should the office of President become vacant, the Vice-President should complete the President's unexpired term and call for an election for Vice-President consistent with the provisions of the Bylaws

**Section 13-Rules of Order**

13.1 "Robert's Rules of Order, Revised" shall be the parliamentary authority for all matters of procedure not specifically covered by Bylaws.

**Section 14- Amendments of Bylaws**

14.1Amendments to Bylaws can be proposed by any member of ITSA. Notice of the proposed amendment shall be given to the membership one (1) week prior to voting on the amendment.

14.2 Any amendments to Bylaws shall carry (??) affirmative vote of all voting members and the approval of the appropriate Executive Board.

14.3 Process for Amending the Bylaws

1. Amendments to the Bylaws may be submitted at general meeting of ITSA

2. The amendment must be submitted in writing to the Vice-President.

3. The Executive Board will review the proposed amendment.

4. A discussion of the amendment will take place at a general meeting.

5. The proposed amendment can be approved with a two-thirds (2/3) vote of the membership.

**Section 15-Dissolution**

**15.1** If the organization ceases to exist at the University of Cincinnati, the ByLaws will provide information regarding the distribution of remaining funds.

15.2 Funds will be transferred to an organization whose mission is similar to the defunct ITSA group.

**Section 16-Non-Hazing Clause/Discrimination**

16.1 The laws of the state of Ohio and the University of Cincinnati policies concerning hazing shall be observed.

16.2 Hazing shall be defined as participating in or allowing any act or coercing another, including the victim, to do any act that creates a substantial risk of causing mental or physical harm to any person. A forced or coerced activity shall also be considered hazing when the initiation or administration into, or continued affiliation with, a university organization is directly or indirectly conditional upon performing the activity. In no event shall the willingness of an individual to participate in such an activity serve as defense in cases of hazing.

16.3 Actions and activities, which are explicitly prohibited, include, but shall not be   limited to the following:

                        a. Any activity that creates a substantial risk of physical or mental harm.

                        b. Paddling, beating, or hitting individuals.

                        c. Wearing anything designed to be degrading or to cause discomfort.

                        d. Depriving individuals of the opportunity to obtain a minimum of six hours of sleep per day, proper and adequate means, or access to means, of maintaining body cleanliness.

                        e. Activities that interfere with an individual’s academic efforts by causing exhaustion of loss of reasonable study time.

**Section 17 –ITSA Registration**

17.1 The registration application will be reviewed annually for completeness and compliance with University policies. The Executive Board members will be updated annually.