

Information Systems Association

University of Colorado at Denver

The Business School



The Information Systems Student Association is UCD's club for students interested in information systems and technologies. The Association works closely with UCD's Information Systems faculty and strives to provide a variety of opportunities to enable its members to pursue both academic success and career opportunities within the Information Systems field.

The Association is designed to expose students to a variety of career opportunities through exposure to speakers, company tours, and other related events. Professionals from the public and private sectors, as well as those in government, come and share their knowledge of the field and their experiences. Along with hearing from professionals, students will have the opportunity to interact with other students interested in information systems, along with the UCD IS faculty.

In order to accomplish this mission, the association created the following goals and objectives:

- To create an awareness among potential employers within the local business community of the UCD Information Systems programs.
- To provide information and promote an interest in career opportunities in the information systems profession.
- To act as a liaison between students and faculty.
- To foster and maintain a relationship with UCD information systems alumni.
- To develop and maintain a relationship with one or more strong national organizations (to be named later...)
- To work closely with the Center for Information Technology Interchange (CITI) in the following ways:
 - Career opportunities
 - Mentoring
 - Networking
 - Shadowing
 - Internships
 - Mock interviews
 - Panel discussions
 - Speakers
 - Site visits and tours

Benefits of Membership

In addition to the benefits discussed above students will find other reasons for joining the association. These include (but are not limited to):

- Awards
- Informal social events to chat and network
- Eligibility to apply for grants and scholarships made available to ISA members only
- Discounted membership fees for professional organizations

Association Activities

Professional meetings- the Association will meet once a month during each semester. The purpose of these meetings will vary but will include providing access to the professional community and exposure to careers available in the field. There will be a speaker at each meeting. Speakers may discuss particulars of their own position in the industry, emerging technologies, career opportunities and industry trends. Faculty members may attend and present agendas related to their courses or research interests.

Panel Discussions- ISA will host periodic panel discussions on topics related to the information systems field. Panel members may include UCD faculty, representatives from CITI, and others working actively in the field.

Site Visits and Tours- ISA will offer, through a hosting organization, periodic site visits and tours of organizations with prominent information systems departments. These visits will afford members the opportunity to examine information technology installations and interact with IT professionals as they perform their duties.

Mock interviews- near the end of every semester, ISA will provide mock interviews for students seeking guidance with respect to interviewing techniques and strategies. In many cases we plan to have actual hiring managers from CITI organizations assist in the interviews.

Workshops- ISA will host periodic workshops on topics of interest to ISA members.

Awards Ceremonies- near the end of each semester, ISA will host an awards ceremony event. The intent is to recognize outstanding achievements by students and faculty. This will also constitute an “End of Semester” party with food and beverages- a fun way to celebrate the end of another semester

Other events- as newer opportunities present themselves, ISA will find ways to exploit these opportunities in ways that benefit ISA members.

ISA Values and Beliefs

The members of ISA share the following values and beliefs:

- That professional and academic integrity are essential components of quality education, research, and practice
- That free and open discourse and interaction among students, faculty, and professionals are essential to the development and evaluation of new ideas, and the improvement of professional practice in the field.
- That respect, understanding and tolerance with respect to the diverse beliefs and interests of others are necessary to achieve beneficial interactions among students, faculty, and professionals
- That open governance, broad-based participation, and continuous improvement in the quality of association services are critical to achieving the mission of ISA

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Constitution

Name

The name of the organization shall be the UCD Information Systems Association, and the short form shall be ISA.

Objectives

The objectives of the Association are to:

- Initiate and maintain fellowship between UCD students who are interested in the field of information systems.
- Establish close ties between UCD IS students and faculty.
- Establish close ties between UCD and the information systems profession. Assist in job search and career direction.
- Maintain an appropriate level of professional competence through ongoing development of knowledge and skills of the information systems field

Membership

There are four (4) classes of members: student members, executive committee members, officers of the steering committee, and alumni members.

- Members and officers are required to support the organization through membership dues.
- Membership dues shall due each semester and shall be set by the agreement of the Executive and Steering Committee.
- Alumni and faculty members are exempt from membership dues.
- Membership in the organization cannot be denied on the basis of race, gender, creed, color, national origin, age, disability, or sexual orientation.

Student Members

Membership is open to all students (graduate and undergraduate) with a declared major or minor in information systems at the University of Colorado at Denver, or other students at the discretion of the executive committee, signified by a majority vote.

Executive Committee

The Executive Committee shall consist of:

1. Faculty Advisor
2. IS Program Faculty Representative(s)
3. Student representative (e.g. President of the Steering Committee)
4. External Organization Representative(s) (CITI, RMIMA etc.)

Responsibilities of the Executive Committee include:

- Monthly meetings
- Tracking membership, growth and budgets
- Seeking external sources of funding
- Acting as liaison with CITI and other external organizations to set up events, speakers, site visits, etc.
- Delegating responsibilities to the Steering Committee

Steering Committee

The Steering Committee shall consist of the following student representatives:

1. President
2. Vice-President - Communications
3. Vice-President - Finance
4. Vice-President - Internal Relations
5. Vice-President - Public Relations

The power and duties of the Steering Committee shall be limited to the following:

- Convening all general meetings, having ensured that an agenda has been prepared and that due notice has been given
- Ensuring that the directives of this Constitution and decisions made by general meetings are carried out
- Coordinating and following the directives of the Executive Committee
- Maintaining communications among the Association, CITI, other student associations, the Business School, Faculty, and other University organizations as needed.
- The steering committee shall, in some cases, create student task forces participating in coordination, promotion, and execution of association events.

Alumni Members

Alumni members are former members of the organization (in good standing) who have since graduated from the University of Colorado at Denver (in good standing).

Task Force

- Duties will be drawn from the Steering Committee.
- Task forces will be responsible for event planning and may need to coordinate with the external organizations such as CITI.

Meetings

1. General meetings shall be held once per month, or more frequently if required, at the call of any Steering Committee member. ISA members are welcome to attend and attendance of all Steering Committee members is required.
2. Quorum for a general meeting shall be a majority of the seats filled of the Steering Committee. Proxy votes are not allowed.
3. The Steering Committee shall meet once per month, or more frequently if required, at the call of the Chair or the Executive Committee. Quorum shall be a majority of the seats filled.
4. If, at any time, no member of the Steering Committee is able or willing to call a general meeting at the request of the membership, any member may do so providing proper notice is given.

Officers

There shall be the following officers:

1. President
2. Vice-President - Communications
3. Vice-President - Finance
4. Vice-President - Internal Relations
5. Vice-President - Public Relations

Qualifications:

- a) Discrimination on the basis of race, gender, creed, color, national origin, age, disability, or sexual orientation, by any individual or unit of this organization is prohibited. A cause of action is created under this article for any individual who feels that he/she has been discriminated against in violation of this section
- b) Be a current UCD student with a minimum GPA of 2.0
- c) Be in good standing with the University
- d) Have been an active member of the organization for at least one semester

The powers and duties of officers shall be:

1. President
 1. To prepare agendas, chair meetings, and co-ordinate activities of the Club; and
 2. To ensure that the requirements of the Constitution and the decisions of the Club are carried out; and

3. To represent the Club to the on the Executive Committee.
2. Vice-President - Communication
 1. To maintain contacts with all members of the Association, faculty, the Executive Committee, CITI, and other clubs.
 2. To maintain and update the Association web page.
3. Vice-President - Finance
 1. To maintain all financial records of the Club, including an accounting of all funds received and spent;
 2. To prepare a budget;
 3. To make regular reports to the membership; and
 4. To provide liaison between the Association and all sources of funding.
4. Vice-President - Internal Relations
 1. To keep minutes of meetings; and
 2. To manage the internal affairs of the Steering Committee, including scheduling of meetings and scheduling of booths; and
 3. S/he shall assume and carry out duties of the President during his/her absence or in the vent of the resignation or impeachment or abandonment of office of the President.
5. Vice-President - Public Relations
 1. To establish and maintain sponsorships, communication with CITI, public organizations, or entities; and
 2. To update organization contact information
6. Signing Officers
 1. President and VP Finance shall be designated as signing officers, with the power to sign checks for authorized expenditures.

Note:

- All Vice-Presidents are to assist the President in carrying out responsibilities.
- Upon a vote of majority from the Steering Committee, there may be a maximum of two officers sharing any VP position. However, only one person can act as the financial liaison with the ASCUD Student Government Office
- Members: anyone on the association mailing list at the time of elections.

Elections

1. General Elections shall take place in September of the fall semester. The notice of elections shall be given two weeks before the election. Nominations are open until a week before elections are conducted.
2. Any member of the Association is eligible to vote for VP's and President
3. Members who have attended at least two general meetings during the prior semester are eligible to run for Steering Committee positions.
4. Voting shall be by secret ballot, and official ballots which are numbered and signed by a responsible member from Steering Committee will be used.

5. A person who receives a majority vote will be elected. In case of a tie-vote, another speech and the second vote take place at the following meeting. If there is a tie-vote again, there will be the second vote on the same day and the current president gets two votes.
6. Terms of office for officers shall be for one year. Resignation must be given in writing with a notice two-weeks in advance. Resignation can only be accepted in the second semester following the General Election.
7. In the event that a vacancy occurs on the steering committee, an election shall take place at the next general meeting. Notice of this meeting shall include notice of the election.
8. Only Steering Committee members may recall any person elected to represent them by 2/3rd vote of the members present at a meeting called for the purpose. Notice of the meeting must contain the purpose.

Note: Membership is defined as those who are on the mailing list at the time of calling the election.

Amendments

1. This Constitution may be amended by the membership of the Association by a 2/3rd of those present and voting at a general meeting called for the purpose
2. The proposed amendment must be posted prominently at the Business School for a minimum of two weeks prior to the meeting, and all notices of meetings must indicate where copies of the amendment can be readily obtained.

Dissolution

1. In the event that the members decide to dissolve the Association, or in the event that the Association becomes inactive, all assets of the Association become the property of the Business School, to be held in trust for a minimum period of two years.
2. If, during this period, the Association becomes active again, the trust shall be dissolved and all assets shall become the property of the Association.
3. After two years, if the trust has not been dissolved, the Business School may dispose of the assets as it sees fit.
4. For the purpose of this article, the Association shall have become inactive if, for two consecutive semesters, the membership does not hold the minimum number of general meetings as required by this constitution.
5. This article shall not be altered except with prior written consent of the ISA.