

**ASSOCIATION OF  
INFORMATION TECHNOLOGY PROFESSIONALS -  
SAN DIEGO STATE UNIVERSITY STUDENT CHAPTER**

**BYLAWS**



FALL 2014

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## **ARTICLE I - NAME OF CHAPTER**

The name of this student chapter shall be:

AITP – Association of Information Technology Professionals – San Diego State University  
Student Chapter 1003 hereinafter referred to as the “student chapter.”

## **ARTICLE II – PURPOSES AND LIMITATIONS**

### Section 1 – Purposes

The purposes of this student chapter shall be those purposes as set forth in the Articles of Incorporation and Association Bylaws of Association of Information Technology Professionals (AITP), hereinafter referred to as the “Association” and:

- a) To develop a better understanding of the nature and functions of information technology.
- b) To promote sound general principles in information technology and to study technical methods with a view to their improvement.
- c) To study equipment related to information technology.
- d) To disseminate generally, by all appropriate means, all fundamentally sound principles and methods of information technology.
- e) To supply to its members information of the most current methods, and assist them in solving their individual problems.
- f) To foster among students a better understanding of the vital business role of information technology, the proper relationship of information technology to management and the necessity for a professional attitude among information technology professionals in their approach to an understanding and application of the principles underlying the science of information technology.

### Section 2 – Limitations

- a) All actions of the student chapter shall be consistent and in conformance with AITP’s documents and practices.
- b) The student chapter shall not obligate or otherwise make the Association liable for any expenditures or commitments, unless such expenditures or commitments shall first have been approved by the Association.
- c) The student chapter shall not undertake any action or practices which would cause it to be no longer eligible for exemption from the payment of federal income taxes as a tax exempt organization within the meaning of section 501(c)(6) of the Internal Revenue Code of 1986 as amended, or the corresponding provisions of any future United States revenue law.

- d) Neither the student chapter, the Association, or any of the local chapters of the Association, shall pay, assume or become responsible for the personal or unapproved debts or liabilities of any individual member of the student chapter.
- e) This student chapter is not recognized for pecuniary benefit and shall not make or declare dividends.

### **ARTICLE III - ORGANIZATION**

#### Section 1 – Student Chapter Organization

The student chapter is a student group sponsored by the local San Diego chapter of the Association. The student chapter shall be chartered by the Association with approval of the Association Board of Directors following submission of its Bylaws to Headquarters and their approval as prescribed in Article XVII.

#### Section 2 – Student Chapter Requirements/Limitations

- a) Organization status is recognition by the Association that a group of students at San Diego State University is seriously interested in information technology and its related fields as a profession, and that the Association is willing to assist this group in accomplishing its objectives.
- b) This student chapter is not an agent or representative of the Association. The Association is in no way responsible for any of its actions, conduct or liabilities.
- c) The Bylaws and Operating Procedures of this student chapter shall not be in conflict with the Association Bylaws.

#### Section 3 – Revocation/Dissolution

The Association, by action of the Board of Directors, may revoke the charter of the student chapter:

- i. after a request of the student chapter or
- ii. if the student chapter violates the substance of spirit of the Association Bylaws and Policies.

#### Section 4 – Relationship to School, College or University

- a) The student chapter must have a coordinator who is a member of the sponsoring local chapter of the Association. The application for affiliation must be signed by the student chapter coordinator.
- b) In all cases, the student chapter must meet the requirements for student groups of its school, college, or university.
  - i. This organization is a recognized student organization at San Diego State University and adheres to all campus policies as set forth in the *SDSU Student Organization Handbook*.

- ii. This organization may establish Standing Rules and Operating Procedures to govern administrative and procedural matters (such as time and location of meetings, etc.) so long as they do not conflict with these Bylaws or with Association Bylaws and Operating Procedures. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).

## **ARTICLE IV – MEMBERSHIP**

### Section 1 – Student Membership

- a) Student chapter membership shall be granted to any full or part-time student who is a candidate for a degree program at San Diego State University, where the student chapter is formed. The degree major must be consistent with the desire to enter a field related to information technology and the student cannot be on academic or social probation.
- b) The San Diego State University degree majors that are considered to be fields related to information technology may include, but are not limited to:
  - i. Bachelor of Science: Business Administration (Information Systems)
  - ii. Master of Business Administration: Information Systems
  - iii. Bachelor of Science: Computer Science
  - iv. Master of Computer Science
  - v. Bachelor of Science: Computer Engineering
  - vi. Any unlisted majors that emphasize the use of information and technology in a professional business environment.
- c) Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

### Section 2 – Application for Membership

- a) Application for student membership shall be submitted with supporting evidence of the applicant's qualifications to the Board of Directors of the student chapter.
- b) Applications for student membership may be rejected only for failure to comply with the requirements set forth in these Bylaws or failure to comply with additional requirements which may be imposed by the administration of the College of Business Administration or San Diego State University.

### Section 3 – Suspension or Termination of Membership

- a) The student chapter Board of Directors shall have the power to suspend or expel any member for conduct considered to be contrary to the best interests of the student chapter. Such action is to be taken only after due notice, in writing, has been given to the member

in question, and, when taken shall be reported immediately to Association headquarters and sponsoring Chapter President.

- b) The following corrective action shall be taken depending on the level of offense:
  - i. First Offense – Written reprimand, copy sent to advisors. Officers and advisor(s) must meet within one week from the time the offense is reported to determine the best course of action. If it can be determined that the member acted in a negligent or malicious manner towards the club, the members, the Information & Decision Systems faculty and Community, the member may be removed by a 2/3 majority vote from the officers. Advisors must approve that the action to remove the student reflects the principles fostered by the AITP bylaws.
  - ii. Second Offense – Written reprimand, copy sent to advisors. Officers and advisors(s) vote to dismiss the member. The member is to be removed by a 2/3 majority vote.
  - iii. Third Offense – The member shall be notified, in writing, that he/she is no longer welcome in AITP and is no longer a member. The member shall be told not to attend anymore AITP related functions or meetings. The national AITP affiliation shall cease to exist with members who are dismissed.
- c) The membership of any member who becomes ineligible or fails to meet the requirements for membership shall be canceled. Re-application must be made before the member may be reinstated.

## **ARTICLE V – GOVERNING BODY**

The governance of this student chapter shall be vested in its Board of Directors.

### Section 1 – Board of Directors

- a) The Board of Directors of the student chapter shall consist of the elected officers.
- b) The Board of Directors shall manage the affairs and assets of the student chapter. A majority vote of the Board members present at a duly called meeting with a quorum present shall approve all expenditures, but never more than available funds, and shall be the act of the Board of Directors, unless the vote of a greater number is required by these Bylaws.

### Section 2 – Election and Term of Office

- a) All student chapter members in good standing shall be notified of the date, time, and place for holding the election of officers the meeting prior to the date of election.
- b) Officers shall be elected prior to the end of the student chapter academic semester by the current student chapter officers. A newly elected officer shall serve for a term of one semester to a full academic year, depending on the position, and until his or her successor is elected. Officers may be reelected to the same position. Newly elected officers shall take office after the last day of the previous term, or when circumstances permit.



- i. The student chapter President and the Vice President of Finance are the only officer positions that hold office for an entire academic year. As such, they are elected at the close of each academic year for tenure of the coming year by the student chapter officers. The President and the Vice President of Finance may serve a one (1) year term as long as they meet the membership requirements.
  - ii. The student chapter President may only be selected from one of the currently serving officers, or if there shall be no returning officers, from one of the previous officers that has not yet graduated and is still considered a member of the student chapter. If there are no returning or previous officers, members retaining valid membership for at least one semester that have demonstrated involvement in the student chapter may be elected into the position.
- c) Election of officers shall occur at either the end-of-term or beginning-of-term student chapter business meeting.
- d) In order to be nominated, elected or appointed to office, a candidate must be an active member of the student chapter, show an interest in the office, and be willing to serve for at least a one (1) semester term. Candidates desiring to serve in a one-year capacity shall be given priority over one-semester nominees. All student chapter officers must have a declared major in a field related to information technology (detailed in Article VI, Section 1, Part b) and cannot be placed on academic probation. It is recommended that at least 5 hours a week be set aside to work on student chapter organizational issues. All student chapter officers must also be in good standing with the Association (e.g.; fees paid in full).
- e) Candidates for office shall be members of the student chapter, and are allowed to nominate themselves for the position of their choice. Candidates for all officer positions aside from student chapter President must submit applications, and upon doing so, shall be selected through an interview process with existing student chapter officers.
- f) A majority vote of those present and eligible to vote is needed to elect. If a majority is not attained, the candidate with the least number of votes is eliminated from consideration and another ballot shall be taken. Elimination of candidates, having the same number of votes, cannot occur, if it automatically leaves only one candidate for the next ballot.

### Section 3 – Removal of Officers

- a) Any officer or director of the student chapter may be removed by the remaining Board of Directors whenever in their judgment the best interest of the student chapter and the Association will be served. Removal requires a two-thirds (2/3) majority vote of the appropriate body at a regular or special meeting, following notice that a purpose of the meeting is to remove the officer(s) or director(s).
- b) Officers not filling their specified duties and commitments will suffer the following consequences:
  - i. First Offense – Written reprimand.
  - ii. Second Offense – Written reprimand and copies of both the first and second reprimand sent to student chapter advisor. Review for dismissal by the Board of

Directors sans the offending officer. A two-thirds (2/3) majority is needed to remove an officer. This decision is to be communicated to the student chapter advisor before removal to insure the decision is in accordance with student chapter and Association Bylaws.

- iii. Third Offense – Written reprimand and immediate dismissal by a two-thirds (2/3) majority vote of the Board of Directors sans the offending officer. This decision must be communicated to the student chapter advisor before removal to insure the decision is in accordance with student chapter and Association Bylaws.
  - iv. These consequences apply to all offenses of all types. The offenses need not be related to one another in any manner. If the offenses are related to one another, the officer(s) will be removed after the second offense. If the offenses are unrelated, the Board of Directors sans the offending officer may vote to remove the officer(s) after the second offense or allow the officer(s) another chance. If another chance is granted, the offending officer(s) will be immediately removed from office if a third offense occurs.
- c) In cases of gross negligence on the part of any officer, a quorum of officers reserve the right to dismiss the officer's standing with the student chapter. Consultation with the student chapter advisor shall take place before an action is taken.
  - d) In cases of criminal offense on the part of any officer, quorums of officers reserve the right to dismiss the officer's standing with the student chapter and remove the National Association membership standing. Additionally, quorum reserves the right to make further demands of the officer.

#### Section 4 – Vacancies

- a) In the event of a vacancy the remaining members of the Board of Directors shall appoint a replacement to fill each vacancy until the next election.
- b) In the event that none of the officer positions are occupied, the student chapter's advisor shall appoint a new Board of Directors until the next election.

### **ARTICLE VI – ACQUISITION AND MANAGEMENT OF PROPERTY AND FUNDS**

#### Section 1 – Management of Assets/Funds

- a) The student chapter Board of Directors shall manage and control the assets of the student chapter.
- b) All financial policies shall be consistent with the requirements of the school, college, or university.

#### Section 2 – Dues/Payment of Dues/Delinquency/Resignation

- a) All assessed dues for each member shall be forwarded to Association Headquarters.
- b) The student chapter Board of Directors may levy additional dues in whole dollar amounts upon student chapter members for the sole benefit of the student chapter, provided such

benefits are for purposes consistent with the general aims and purposes of the student chapter.

- c) All assessed dues of the student chapter shall be payable on such dates and in such manner as may be prescribed by the Association Board of Directors for Association dues and by the student chapter Board of Directors for student chapter dues. Dues, if paid by someone other than the member, may be credited from one member to another when requested by the payer.
- d) Members who have not paid their dues by a specified date after the final invoice shall be dropped and shall cease to be members, and shall no longer be eligible for any membership benefits. The student chapter and Association Headquarters shall cooperate in encouraging prompt payment of dues.
- e) Any member may resign at any time, but such resignation shall not become effective until accepted by the Board of Directors of the student chapter and all dues and obligations to the student chapter and the Association have been paid in full. Those submitting resignation shall not be entitled to rebates of dues paid.

### Section 3 – Fiscal Year

The student chapter’s fiscal year will coincide with the fiscal year of the Association.

### Section 4 – Liabilities

The student chapter Board of Directors shall have no power to assume liabilities on behalf of the student chapter for an amount in excess of the current funds of the student chapter. The student chapter shall never pay, assume or become responsible for the personal or unapproved debts of liabilities of any individual member or officer of the student chapter.

### Section 5 – Dissolution of the Student Chapter

In the event of dissolution of the student chapter, after paying or making provision for payment of all liabilities of the chapter, the Board of Directors of the student chapter shall distribute any remaining funds and assets of the student chapter back to the Association, or to such other organizations as shall at the time qualify as tax exempt under Section 501 (c)(6) or Section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding provision of any future United States revenue law, selected by a two-thirds (2/3) majority approval of the student chapter membership.

## **ARTICLE VII – OFFICERS**

### Section 1 – Designation

The elected officers of the student chapter shall be the President, Executive Vice President, Vice President of Finance, Vice President of Membership, Vice President of

Marketing, Vice President of Alumni Relations and Events, Vice President of Professional Development, Vice President of Communications, and Webmaster.

## Section 2 – Skills and Duties of the President

- a) Skills – The President must be a motivated individual capable of coordinating, organizing, and planning. He or she must be able to speak and write professionally, maintain individual and organizational control, and consider all of the internal and external variables when making major organizational decisions. The President must be responsible and dependable, able to separate personal interests from organizational interests and represent the greater good of the student chapter in all decisions. He or she must be willing to take responsibility for actions that impact the student chapter. It is also essential that the President take on the main leadership role as well as the delegation of duties and responsibilities to other officers and general members.
- b) Responsibilities – To serve the student chapter and its members. To maintain a close line of communication with the other officers in the student chapter. To administer action items to Vice Presidents and motivate them to accomplish their tasks and responsibilities. To delegate and/or accomplish the responsibilities of any absent officers.

## Section 3 – Skills and Duties of the Executive Vice President

- a) Skills – The Executive Vice President must be a motivated individual able to coordinate, organize, and take charge of the student chapter in the absence of the President.
- b) Responsibilities – Like the President, the Executive Vice President must maintain a close line of communication with the other officers in the student chapter. He or she must be ready to administer action items to the other Vice Presidents and motivate them to accomplish their tasks and responsibilities. The Executive Vice President will also need to delegate and/or accomplish the responsibilities of any officer in his or her absence.

## Section 4 – Skills and Duties of the Vice President of Finance

- a) Skills – The Vice President of Finance must have basic accounting knowledge and the ability to organize and plan. He or she also needs to be dependable, honest, responsible, and very motivated.
- b) Responsibilities – The Vice President of Finance will need to keep ongoing records of the student chapter's financial status. The position involves reimbursing officers once a week for any pre-approved purchases made. A specific form and a clearly labeled receipt will need to be submitted to the appropriate officer of the Associated Business Student Council (ABSC), located in the Associated Students Business Office on the lower level of the Aztec Center, for approval and reimbursement. Further responsibilities include balancing the student chapter's checkbook, depositing checks, and creating funding events to raise income for the needs of the organization.

## Section 5 – Skills and Duties of the Vice President of Membership

- a) Skills – The Vice President of Membership must be personable, organized, professional, flexible, hard-working and self-motivated. He or she must have excellent communication skills and the ability to work well on a team.
- b) Responsibilities – To organize a strategy for recruiting more members. This includes organizing club days, setting a goal for the number of members recruited, continuously recruiting new members, mailing membership applications to the National Association, and ensuring that membership applications are available.

#### Section 6 – Skills and Duties of the Vice President of Marketing

- a) Skills – The Vice President of Marketing will need basic marketing knowledge and skills in multimedia design. He or she must be creative, dependable, organized and self-motivated. The Vice President of Marketing must also have excellent communication skills and the ability to work well on a team.
- b) Responsibilities – The Vice President of Marketing will work closely with the Vice President of Membership to implement a strategy for recruiting more members. This includes organizing tabling events, creating advertisements, and using any effective methods necessary to further promote the organization.

#### Section 7 – Skills and Duties of the Vice President of Alumni Relations and Events

- a) Skills – The Vice President of Alumni Relations and Events must be organized, creative, self-motivated, and have good communication skills. He or she must be responsible and reliable, and able to work well both independently and with a team. The Vice President of Alumni Relations and Events must be able to present him or herself in a professional manner as well as communicate professionally with management and people within the community. He or she must also be able to meet deadlines and work under pressure.
- b) Responsibilities – The Vice President of Alumni Relations and Events will research, organize, and follow through to completion social events for the student chapter – keeping in mind the financial capabilities of its members – where alumni and current members of the student chapter can meet. He or she will need to contact all alumni once an event is organized and see what dates will garner the best turnout. The Vice President of Alumni Relations and Events will work in conjunction with the Vice President of Marketing to get the word out about the planned events. He or she will also work with the Vice President of Finance in order to plan events which may need a cash outlay or may need to be budgeted for a later date.

#### Section 8 – Skills and Duties of the Vice President of Professional Development

- a) Skills – The Vice President of Professional Development must be able to organize and plan, as well as conduct him or herself professionally. Good communication skills, both written and verbal, are also necessary.
- b) Responsibilities – The Vice President of Alumni Relations will need to arrange guest speakers for general student chapter membership meetings, as well as professional

development workshops. Further responsibilities include confirmation of a guest speaker's appearance a week in advance, and mailing a parking permit to all attending speakers for each meeting at least a week in advance. A follow-up letter will need to be mailed out electronically within one (1) week after the meeting. The Vice President of Professional Development is also responsible for setting up media technology thirty (30) minutes prior to each general membership meeting, and then dismantling it, if necessary, after the meeting is over. If refreshments or beverages are required for the meeting, the Vice President of Professional Development shall purchase, set up, and cleanup the refreshments.

#### Section 9 – Skills and Duties of the Vice President of Communications

- a) Skills – The Vice President of Communications must have the ability to write well and type using a word processor. He or she must be responsible and dependable.
- b) Responsibilities – The Vice President of Communications takes notes at student chapter officer meetings and general membership meetings. These notes should summarize decisions that were made and issues addressed during the meetings. He or she must also assist the other officers in accomplishing any task and/or project if a committee is not currently established for that specific purpose. Additional duties include creating necessary forms for officers to fill out, as well as taking pictures at events for historical records.

#### Section 10 – Skills and Duties of the Webmaster

- a) Skills – The Webmaster must have excellent written and verbal communication skills. Experience and familiarity with web design is critical. He or she must be creative, flexible, organized, and self-motivated. The Webmaster must also have strong leadership skills and the ability to work well with others.
- b) Responsibilities – The Webmaster must maintain the student chapter's homepage. This includes continuous posting of jobs and internships, meetings, and other events that may be beneficial to student chapter members. He or she should have continuous communication with the President and/or the Executive Vice President to ensure the website maintains a professional appearance.

### **ARTICLE VIII - MEETINGS**

- a) General Membership Meetings may be held up to four times a month. The date and time is to be determined after the campus census, each semester. Meetings are to be called by the President after receiving a 2/3 majority vote from the Board of Directors.
- b) Officer Meetings shall be held when needed as issues emerge. Officers must have 48 hours advance notice for every officer meeting unless extenuating circumstance arises. Officers must give written notice if they are unable to attend the meeting, along with the report they would have provided at the meeting.

- c) Special General Membership Meetings or Officer Meetings, requested by non-officers, may be called by the President upon receiving a written request. The request for a Special General Membership Meeting must be signed by 10% of the current student chapter membership. The request for an Officer Meeting must be signed by at least two (2) of the currently serving officers. The meeting will be scheduled at least five (5) days after the date the request was received, ensuring that the meeting is announced to all members.
- d) The order of business for all meetings shall be as follows:
  - i. Roll Call
  - ii. Officer Reports
  - iii. New Business
  - iv. Old Business

### **ARTICLE IX – QUORUM**

A quorum shall consist of a 51% or greater majority of officers (inclusive of chairs when the Vice President of that department is absent).

### **ARTICLE X – RULES OF ORDER**

Rules contained in Robert’s Rules of Order, Revised, most recent edition, shall govern in all cases to which they are applicable, provided they do not conflict with the Bylaws and Standing Rules of this student chapter or Association Bylaws.

### **ARTICLE XI – FINANCES**

- a) The student chapter officers shall manage and control the property of the student chapter.
- b) Annual Membership fees are \$60.00 per member per year. \$35.00 of the total represents each member’s registration with the National Association, while the remaining \$25.00 represents the student chapter’s dues. Fees may be paid at any time a student wishes to join as a new member or renew an expired membership. Additional fees may be collected to cover the operating cost associated with accepting payment by credit card.
- c) All expenditures are to be reviewed and authorized by the student chapter President, as well as the Vice President of Finance. These authorizations must be obtained prior to execution of the purchase.
- d) An annual budget should be prepared by the Vice President of Finance and submitted for executive review and approval. This budget reflects an estimate of the expenses that will be incurred during the semester. The purpose of the budget is to serve as a guideline for student chapter expenditures throughout the academic year.
- e) The student chapter is largely funded by sponsorships from companies, Associated Student Allocations, membership dues, and fundraising activities.

## **ARTICLE XII - CHAIRS AND COMMITTEES**

- a) The student chapter Board of Directors shall appoint Chairs and form whatever Committees necessary for its efficient operation. These Chairs and Committees shall be amended to the existing bylaws.
- b) Chairs are to be appointed specifically by the Vice President of the concerned office and ruled by that office.
- c) Committees cast votes by the approval of a majority.

## **ARTICLE XIII – RESTRICTIONS**

This student chapter shall not discriminate on the basis of race, sex, religion, national origin, age or disability, and shall abstain from any political or labor affiliation or endorsement for public office.

## **ARTICLE XIV – RECORDS**

The student chapter shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its members, Board of Directors, and committees having any authority of the Board of Directors, and shall keep a record giving the names and addresses of the members entitled to vote.

## **ARTICLE XV – NON-DISCRIMINATION CLAUSE**

Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

## **ARTICLE XVI – FACULTY ADVISOR**

This student chapter shall have one (1) faculty advisor which the student chapter shall turn to in the event they need advising from the college or faculty level. The faculty advisor shall also, at the faculty advisors discretion, sit in every meeting and be free to give his/her opinion on all matters of the club.

- a) The faculty advisor shall be proposed by the club president at least one (1) week in advance of the meeting for voting and voted on by the membership of the club. The vote for the faculty advisor must pass by a majority vote while quorum exists during a meeting.
- b) In the event of a tie, the club president shall cast the deciding vote.



**ARTICLE XVII – BYLAWS AMENDMENTS**

These Bylaws may be altered, amended or repealed, and new Bylaws may be adopted by a two-thirds (2/3) majority of the chapter members at any regular or special meeting of the members, provided that proposed Bylaws amendments are approved by the Board of Directors, then sent to all chapter members at least thirty (30) days in advance of the meeting. Association Policy and Procedures govern the process for handling Bylaws amendments for AITP sub-units.

These bylaws were adopted on 8/25/2005 and most recently revised on 9/12/2014.

_____	_____	_____
President (Sign)	President (Print)	Date

_____	_____	_____
Faculty Advisor (Sign)	Faculty Advisor (Print)	Date