

AITP MODEL BYLAWS FOR STUDENT CHAPTERS



Association of Information Technology Professionals
315 South Northwest Hwy., Ste. 200
Park Ridge, IL 60068-4278
847/825-8124 · 800/224-9371 · FAX 847/825-1693
aitp_hq@aitp.org www.aitp.org

Revised January 2000

GUIDELINES
For Adopting or Amending AITP Bylaws for Student Chapters

On the following pages are the Model Bylaws that this type of sub-unit is urged to use in the adoption or amendment of its own bylaws. They incorporate the recommendations of the AITP legal counsel and have been reviewed and approved by members of the Association Bylaws Committee under the Association Vice President/President Elect, and by the Association Board of Directors. Counsel has detailed those provisions which are an absolute requirement for inclusion. This chart highlights the required articles in three (3) categories. General guidelines for each article can be found on the next page.

<i>ARTICLE #</i>	<i>ARTICLE NAME</i>	<i>NO CHANGES ALLOWED</i>	<i>RESTRICTED CHANGES ALLOWED</i>	<i>LOCAL CHANGES ALLOWED</i>
<i>I</i>	<i>Name</i>		<i>X</i>	
<i>II</i>	<i>Purposes and Limitations</i>		<i>X</i>	
<i>III</i>	<i>Organization</i>		<i>X</i>	
<i>IV</i>	<i>Membership</i>	<i>X</i>		
<i>V</i>	<i>Governing Body</i>		<i>X</i>	
<i>VI</i>	<i>Acquisition and Management of Property and Funds</i>	<i>X</i>		
<i>VII</i>	<i>Standing Rules and Operating Procedures</i>			<i>X</i>
<i>VIII</i>	<i>Officers</i>		<i>X</i>	
<i>IX</i>	<i>Meetings</i>			<i>X</i>
<i>X</i>	<i>Voting and Quorum</i>		<i>X</i>	
<i>XI</i>	<i>Rules of Order</i>	<i>X</i>		
<i>XII</i>	<i>Committees</i>			<i>X</i>
<i>XIII</i>	<i>Restrictions</i>	<i>X</i>		
<i>XIV</i>	<i>Official Publication</i>			<i>X</i>
<i>XV</i>	<i>Records</i>	<i>X</i>		
<i>XVI</i>	<i>Bylaws Amendments</i>	<i>X</i>		

ARTICLE I - Name

This article may be modified only through insertion of the sub-unit name.

ARTICLE II - Purposes and Limitations

Purposes and limitations of the sub-unit must be consistent with Association Bylaws and care must be taken not to implicate or otherwise obligate the Association. Relative to purpose, the sub-unit may add other provisions, provided the purposes are legal and are not in violation of or inconsistent with Association Bylaws and policy.

ARTICLE III - Organization

There is nothing to limit the addition of other provisions, provided the purposes are legal and are not in violation of or inconsistent with Association Bylaws and policy.

ARTICLE IV - Membership

No wording may be contained in this article that conflicts with the Association's membership requirements.

ARTICLE V - Governing Body

This article may be changed to meet needs of the sub-unit, provided changes are not in violation of or inconsistent with Association Bylaws and policies.

ARTICLE VI - Acquisition and Management of Property and Funds

This article is NOT to be changed.

ARTICLE VII - Standing Rules and Operating Procedures

This article may be changed to meet needs of the sub-unit.

ARTICLE VIII - Officers

The sub-unit may make changes to this article, as long as they are not in violation of or inconsistent with Association Bylaws and policies. Required officers for the sub-unit are President and Secretary/Treasurer. The Vice President position is recommended but is not required. Additional officer positions may be added. The Secretary/Treasurer can be a combined position or separate positions.

ARTICLE IX - Meetings

This article may be changed to meet needs of the sub-unit. However, it is desirable to set minimums for meeting notices, number of meetings and so forth.

ARTICLE X - Voting and Quorum

This article may be changed, provided changes are not in violation of or inconsistent with Association Bylaws and policies. It is strongly suggested the quorums be set and that the section relating to voting remain intact.

ARTICLE XI - Rules of Order

This article is NOT to be changed.

ARTICLE XII - Committees

This article may be changed to meet needs of the sub-unit.

ARTICLE XIII - Restrictions

This article is NOT to be changed.

ARTICLE XIV - Official Publication

This article may be changed to meet needs of the sub-unit. It is recommended that each sub-unit have some method of regular communication to its members.

ARTICLE XV - Records

This article is NOT to be changed. It is strongly recommended that proper records be maintained.

ARTICLE XVI - Bylaws Amendments

This article is NOT to be changed. The process of bylaws amendments is controlled by the Association

AITP - Association of Information Technology Professionals
Model Bylaws for Student Chapters

(Name of Student Chapter)

ARTICLE I - NAME

The name of this student chapter shall be:

AITP - Association of Information Technology Professionals—(Name of Student Chapter and Chapter number) 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:

- 1.01 To develop a better understanding of the nature and functions of information technology.
- 1.02 To promote sound general principles in information technology and to study technical methods with a view to their improvement.
- 1.03 To study equipment related to information technology.
- 1.04 To disseminate generally, by all appropriate means, all fundamentally sound principles and methods of information technology.
- 1.05 To supply to its members information of the most current methods, and assist them in solving their individual problems.
- 1.06 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

- 2.01 All actions of the student chapter shall be consistent and in conformance with AITP’s documents and practices.
- 2.02 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.
- 2.03 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.
- 2.04 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.

ARTICLE III - ORGANIZATION

Section 1 - Student Chapter Organization

- 1.01 The student chapter is a student group sponsored by a local 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 XVI.

Section 2 - Student Chapter Requirements/Limitations

- 2.01 Organization status is recognition by the Association that a group of students at (NAME OF SCHOOL, COLLEGE OR UNIVERSITY) is seriously interested in information technology as a profession, and that the Association is willing to assist this group in accomplishing its objectives.
- 2.02 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.
- 2.03 The Bylaws and Operating Procedures of this student chapter shall not be in conflict with the Association Bylaws.

Section 3 - Revocation/Dissolution

- 3.01 The Association, by action of the Board of Directors, may revoke the charter of the student chapter:
 - a) after a request of the student chapter or
 - b) if the student chapter violates the substance of spirit of the Association Bylaws and Policies.

Section 4 - Relationship to School, College or University

- 4.01 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.
- 4.02 In all cases, the student chapter must meet the requirements for student groups of its school, college or university.

ARTICLE IV - MEMBERSHIP

Section 1 - Student Membership

- 1.01 Student chapter membership shall be granted to any full or part-time student who is a candidate for a degree program at a school, college or university where the student chapter is formed. The degree major must be consistent with the desire to enter the field of information technology and the student cannot be on academic or social probation.

Section 2 - Application for Membership

- 2.01 Application for student membership shall be submitted with supporting evidence of the applicant's qualifications, to the Board of Directors of the student chapter.
- 2.02 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 school, college or university of the student chapter.

Section 3 - Suspension or Termination of Membership

- 3.01 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.

- 3.02 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

- 1.01 The Board of Directors of the student chapter shall consist of the elected officers.
- 1.02 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

- 2.01 Officers shall be elected prior to the end of the student chapter administrative year by the student chapter membership. An officer shall serve for a term of one (1) year and until his or her successor is elected. Officers may be reelected to the same position. Newly elected officer shall take office on the first day of the new administrative year.

The administrative year shall start on the first day of _____.

- 2.02 Election of officers shall occur at the annual student chapter business meeting.
- 2.03 Candidates for office shall be members of the student chapter, as proposed by the Nominating Committee, plus those members nominated from the floor. All candidates shall be identified in the student chapter publication prior to the date when elections are to occur, specifying the position they desire.
- 2.04 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 take. 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

- 3.01 Any officer or director of the student chapter may be removed by the persons authorized to elect or appoint such officer or director 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).

Section 4 - Vacancies

- 4.01 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 annual election.

ARTICLE VI -ACQUISITION AND MANAGEMENT OF PROPERTY AND FUNDS

Section 1 -Management of Assets/Funds

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

Section 2 - **Dues/Payment of Dues/Delinquency/Resignation**

- 2.01 All assessed dues for each member shall be forwarded to Association Headquarters.
- 2.02 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.
- 2.03 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.
- 2.04 Members who have not paid their dues by a specified date after the final invoice shall be dropped and shall ceased 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.
- 2.05 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 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**

- 3.01 The student chapter's fiscal year will coincide with the fiscal year of the Association.

Section 4 - **Liabilities**

- 4.01 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**

- 5.01 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)([^]) 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 - STANDING RULES AND OPERATING PROCEDURES

Section 1 - **Establishment of Standing Rules and Operating Procedures**

- 1.01 The Board of Directors may formulate Standing Rules and Operating Procedures to supplement these Bylaws, so long as they do not conflict with these Bylaws or with Association Bylaws and Operating Procedures. Each Standing Rule adopted shall become an appendix to the Bylaws.

Section 2 - **Approval Procedures**

- 2.01 Standing Rules and Operating Procedures may be adopted by a two-thirds (2/3) vote of the Board of Directors at any meeting of the Board of Directors provided a quorum is present. Notice of proposed changes shall be submitted to each member of the Board of Directors at least ten (10) days prior to such meeting.

ARTICLE VIII - OFFICERS

Section 1 - Designation

1.01 The elected officers of the student chapter shall be President and Secretary/ Treasurer.

Section 2 - Duties of the President

2.01 The President shall be the chief executive officer of the student chapter. The President shall preside at all meetings of the student chapter and its Board of Directors, and shall call such meetings as he or she deems necessary. It shall be the duty of the President to exercise general supervision over the activities and welfare of the student chapter and to communicate with the other members of the Board of Directors concerning matters of policy. The President shall be an *ex officio* member of all student chapter committees, with the exception of the Nominating Committee.

Section 3 - Duties of the Secretary

3.01 The Secretary shall take the minutes and record attendance of all business meetings. All student chapter records, including archival records, except financial and committee records, shall be under the control of the Secretary. The Secretary shall forward all membership records to Association headquarters promptly and maintain a file of the correct names and address of all student chapter members. The Secretary shall be required to keep such records and prepare such reports as may be requested by the student chapter Board of Directors, Association Headquarters or the Association Board of Directors as required by law.

Section 4 - Duties of the Treasurer

4.01 The Treasurer shall receive and disburse the funds of the student chapter, and shall keep and preserve proper vouchers and books of accounts. These shall be open to inspection and subject to audit at any time by an auditing committee duly appointed by the President. The Treasurer shall deposit student chapter funds in such banks as may be approved by the Board of Directors and shall disburse money only for approved investments or upon approved vouchers and in accordance with approved procedures. The Treasurer shall submit a monthly financial report to the Board of Directors, an annual report to the student chapter membership and such reports as may be requested by the Association.

ARTICLE IX - MEETINGS

Section 1 - Annual Business

1.01 An annual student chapter business meeting for the election of officers and for the transaction of other business concerning the affairs of this student chapter shall be held once each year. The student chapter shall send notice of the annual meeting to each member of the student chapter at least thirty (30) days in advance of the meeting.

Section 2 - Board of Directors

2.01 The student chapter Board of Directors shall meet a minimum of six (6) times each year. The time, date, and location of each meeting shall be at the discretion of the student chapter President. The student chapter President shall notify each member of the Board of Directors and committee chairperson at least thirty (30) days in advance of the meeting.

Section 3 - Regular Meetings

3.01 There shall be at least six (6) regular monthly meetings of the student chapter membership during the regular school year. Five (5) of these meetings shall be instructive or promotional with respect to the purposes of the student chapter. The time and place of meetings shall be determined by the student chapter President. All members shall be notified at least five (5) days in advance of the meeting.

Section 4 - **Special Meetings**

- 4.01 Special meetings may be held at any time upon the authorization of the student chapter Board of Directors, student chapter President or by written request of twenty-five percent (25%) of the student chapter membership. Notice shall be sent to student chapter members at least thirty (30) days prior to the meeting.

ARTICLE X - VOTING AND QUORUM

Section 1 - **Voting**

- 1.01 Each member in good standing shall be entitled to one vote on each matter submitted to a vote of the members.
- 1.02 At any meeting of the members, a member entitled to vote may vote in person or by written proxy.
- 1.03 Unless otherwise provided by these bylaws, the act of a majority of the members present in person or by written proxy at a meeting at which a quorum is present shall be the act of the members.
- 1.04 A majority vote of the board members present at a duly called meeting with a quorum present shall approve the budget of the group, the expenditure of funds of the group, but never more than available funds, the assessment, if any, of dues for the group, and shall be the act of the Board of Directors, unless the vote of a greater number is required by these Bylaws.

Section 2 - **Quorum**

- 2.01 One-third (1/3) of the members of the student chapter, whether present in person or by written proxy, shall constitute a quorum at any meeting of the members.
- 2.02 Two-thirds (2/3) of the Board of Directors of the student chapter, whether present in person or by written proxy, shall constitute a quorum at any meeting of the Board of Directors.

ARTICLE XI - RULES OF ORDER

Section 1 - **Robert's Rules of Order**

- 1.01 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 XII - COMMITTEES

Section 1 - **Establishment of Committees**

The Board of Directors may establish such additional committees considered necessary to accomplish the student chapter's objectives. The standing committees are as follows:

- 1.01 *Auditing Committee*—Whose duty shall be to audit the books of the Treasurer of the student chapter at the close of the fiscal year. The committee shall be appointed annually.
- 1.02 *Bylaws Committee*—Whose duty shall be to review the Bylaws of the student chapter and make such recommendations as are necessary to keep the Bylaws up-to-date.
- 1.03 *Nominating Committee*—Whose duty shall be, prior to the annual business meeting, to prepare nominations for officers and learn the availability of such nominees to serve in those positions.

- 1.04 *Membership Committee*—Whose duty shall be to promote and retain membership in the student chapter and to submit applications for membership to the Board of Directors of the student chapter in accordance with these Bylaws.
- 1.05 *Publicity Committee*—Whose duty shall be to make certain that all membership meetings, as well as other activities, are duly publicized and that a regular newsletter is provided to all members.
- 1.06 *Program/Education/Arrangements Committee*—Whose duty shall be to make all arrangements for regular meetings of the student chapter and to establish educational programs for the chapter membership as well as for individuals interested in information technology.

Section 2 - **Staffing of Committees**

- 2.01 Committee chairpersons, who shall be members in good standing of the student chapter, shall be appointed by the President of the student chapter or his/her designee. Committee members, who shall be members in good standing of the student chapter shall be appointed by the committee chairperson. Committee chairpersons may be removed from their responsibilities as considered necessary by written notification of any officer of the student chapter with concurrence of the President of the student chapter.

Section 3 - **Responsibilities of Committees**

- 3.01 Goals and objectives of committees shall be set annually at officer planning meetings held for that purpose at the discretion of the President of the student chapter. Specific duties and structure of each committee within the student chapter are as defined in these Bylaws and the Operating Procedures of the student chapter.

Section 4 - **Reporting of Committees**

- 4.01 The chairperson of each committee shall prepare written reports of the activities and recommendations of the committee, and shall present them at business meetings of the student chapter.

ARTICLE XIII - RESTRICTIONS

Section 1 - **Restrictions**

- 1.01 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 - OFFICIAL PUBLICATION

Section 1 - **Publications**

- 1.01 The student chapter newsletter shall be the official publication of the student chapter.

ARTICLE XV - RECORDS

Section 1 - **Records**

- 1.01 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 of the authority of the Board of Directors, and shall keep a record giving the names and addresses of the members entitled to vote.

ARTICLE XVI - BYLAWS AMENDMENTS

Section 1 - Bylaws

- 1.01 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.

revised January 2000