



ALPHA IOTA MU

ALPHA CHAPTER BYLAWS

ARTICLE I NAME

- Section 1. This honor society shall be known as Alpha Iota Mu.
- Section 2. This chapter, affiliated with Indiana State University, shall be known as the Alpha chapter of said fraternity.

ARTICLE II PURPOSE

- Section 1. The Chapter is organized as an international honor society to:
- Recognize outstanding academic achievement in the field of information management
 - Provide a forum for academic, professional, and social development
 - Promote high ethical standards
 - Nourish commercial relations
 - Instill a commitment to community progress
- Section 2. The members, officers, and faculty advisor(s) of the Chapter are responsible for incorporating the purpose and mission of the Chapter into any official act or decision taken under the authority provided them.

ARTICLE III

MEMBERSHIP AND DUES

- Section 1. The membership of the Chapter is limited to those persons of high scholarship and good moral character who strive for excellence in the field of Information Management.
- Section 2. Student candidates for membership must:
- Be a declared Management Information Systems (MIS) major or minor at ISU
 - Have an overall grade point average which places them among the top 10% of their Junior class or the top 20% of their Senior class
 - Have the approval of two faculty members of the department of Systems and Decisions Sciences
- Section 3. When the occasion warrants, distinguished faculty may also be invited for induction. These inductees shall be known as honorary members of the Chapter.

- Section 4. Membership shall be open to all persons outlined in Article III Sections 2 and 3 regardless of race, creed, color, sex, religion, disability, or national origin
- Section 5. An annual spring induction ceremony will be held in April of each year to honor new eligible members. An additional fall induction ceremony may be held in December, if necessary.
- Section 6. Once inducted, membership in the Chapter is perpetual.
- Section 7. Upon graduation, the status of alumni members will be changed to that of a honorary member.
- Section 8. Honorary members have the full right and responsibility to meet and carry on the business of the Chapter.
- Section 9. Honorary members are not given the right to vote or be elected into office.
- Section 9. Dues for lifetime membership shall be determined by the Executive Committee. Payment in full is required prior to induction.

ARTICLE V

FACULTY ADVISORS

- Section 1. The Chapter shall have no less than one faculty advisor.
- Section 2. Faculty advisors must be members of the department of Systems and Decision Sciences in the School of Business at ISU
- Section 3. Faculty advisors are responsible for guiding the Chapter and assisting its members in attaining the stated goals and mission of the Chapter.
- Section 4. The Faculty Advisor(s) shall be nominated and elected each scholastic year as outlined in Article VII.
- Section 5. If a faculty advisor is unable to fulfill their responsibilities, he or she may withdraw from the position by notifying the President in writing. The vacant position shall be filled as outlined in Article XI Section 2.
- Section 6. The procedure to impeach a Faculty Advisor is outlined in Article IX of the Bylaws.

ARTICLE VI

OFFICERS

- Section 1. The officers of the Chapter shall be: President, Vice President, and Secretary, and Treasurer.
- Section 2. The President shall:
 - Establish an itinerary for all meetings of the Chapter
 - Preside over all meetings
 - Act as a liaison between the membership and the School of Business dean, faculty, and staff
 - Represent the membership to the business community
- Section 3. The Vice President shall:
 - Aid the president in the service as an officer of the Society
 - Assume all powers of the presidency should the president be unable to complete the term for which s/he was elected
- Section 4. The Secretary shall:
 - Be responsible for keeping the minutes of meetings
 - Aid the president and vice president in correspondence
 - Inform all members of the date, time, place, and purpose of future meetings
- Section 5. The Treasurer shall:
 - Collect and deposit all fees, donations, and other income
 - Pay, in a timely fashion, all liabilities of the Chapter as finances permit
 - Keep accurate records of all income and disbursements of the Chapter

- Prepare all necessary reports
- Report the financial status of the Chapter at all meetings
- Fully account for all funds upon termination of term

All duties of the Treasurer shall be completed in accordance with correct accounting procedure for a non-profit organization.

ARTICLE VII NOMINATION AND ELECTION OF OFFICERS

- Section 1. The nomination and election of the Chapter officers will be held each scholastic year at a meeting immediately following the annual Spring induction ceremony.
- Section 2. Any member of the Chapter is eligible to vote, nominate, and be elected to any office, except for exceptions outlined in Article III Section 9.
- Section 3. Nominations and elections shall proceed in the following order: President, Vice President, Secretary, Treasurer, and faculty advisor(s).
- Section 4. The session for nominations shall be officially opened by the President. All nominations shall be seconded. Nominations shall remain open until a motion is made and seconded to close nominations. A vote is taken to close nominations.
- Section 5. Nominees are asked to briefly address the Chapter and discuss their qualifications for office.
- Section 6. A vote is conducted by secret ballot.
- Section 7. All votes shall be collected and tallied by the President, Secretary, and faculty advisor(s).
- Section 8. If the greatest number of votes received for a single office is the same for two or more nominees, a tie will be declared. The nominees that are tied will be announced, and a tie breaker vote by secret ballot will be conducted.
- Section 9. A member may be nominated and elected for more than one officer position.
- Section 10. An officer's term shall commence immediately upon election and end upon completion of the next annual elections.
- Section 11. A member may be nominated and elected for any number of consecutive terms.

ARTICLE VIII COMMITTEES

- Section 1. The members of the Executive Committee shall be the Chapter officers and faculty advisor(s).
- Section 2. The Executive Committee shall:
 - Select the time and place of all meetings
 - Guide the activities of the Chapter and its members toward the stated goals and mission
- Section 3. Other committees shall be formed in order to conduct other functions deemed necessary by the Chapter.

ARTICLE IX ORGANIZATION MEETINGS

- Section 1. Meetings of the Chapter shall convene as needed during the scholastic year.
- Section 2. The Executive Committee shall be responsible for the scheduling of meetings, as stated in Article VII Section 2.
- Section 3. The President may call for a meeting if there arises an urgent need to do so.
- Section 4. The Secretary shall inform all members of the date, time, place, and purpose of future meetings, as stated in Article V Section 4. Notification must be given at least two days prior to the meeting.

- Section 5. A mandatory meeting will be held immediately following the annual Spring induction ceremony in order to conduct elections.

ARTICLE X IMPEACHMENT

- Section 1. Officers, Committee Chairpersons, and faculty advisor(s) may be removed from their position if they are unwilling or unable to fulfill their duties and/or responsibilities.
- Section 2. Grievances must be submitted in writing to the Executive Committee.
- Section 3. The person against whom the grievance has been submitted may be allowed to represent himself or herself, or appoint a representative to speak on their behalf.
- Section 4. A vote of 2/3 of all members is required to impeach an Officer, Chairperson, or faculty advisor.

ARTICLE XI VACANCIES

- Section 1. When a vacancy arises in the office of President, the Vice President assumes the responsibilities of the President, and the Vice President office become vacant and must be filled as outlined in Article VII Section 2 through 9.
- Section 2. When a vacancy arises in a position other than President, a member must be elected to fill the vacant position as outlined in Article VII Sections 2 through 9.

ARTICLE XII DISTRIBUTION OF BYLAWS

- Section 1. Copies of the Bylaws shall be distributed to all members of the Executive Board and the Faculty Advisor(s) upon their election.
- Section 2. If a website for the Chapter is established, the Bylaws must also be published on this website.
- Section 3. Any additional distribution shall be done as needed.

ARTICLE XIII AMENDMENTS

- Section 1. Proposed changes to the Bylaws must be submitted in writing to the Executive Committee.
- Section 2. A debate will take place over the proposed change.
- Section 3. A secret ballot of 2/3 of all members is required to make a change to the Bylaws.
- Section 4. If there are not at least 2/3 of all members in attendance, the debate and vote will be postponed until at least 2/3 of all members are present.
- Section 5. No amendment shall be effective until a copy of said amendment has been received and filed by the International Chapter.

ARTICLE XIV STATEMENT OF PRECEDENCE

- Section 1. The International Bylaws of Alpha Iota Mu shall take precedence over the Alpha Chapter Bylaws.

5. Election of Officers

Choose a slate of juniors who will stay in school for one more year. Ask the membership to vote for President, Vice President, and Secretary-Treasurer. The Chapter Sponsor may fulfil the functions of any of these offices.

RECORD KEEPING

The chapter secretary-treasurer shall work with the sponsor to keep a master copy of (1) the constitution, (2) the membership lists, and (3) lists of yearly officers in a file. In some chapters the information on members is kept in a card file. This is an excellent way to keep an updated record of all chapter members.

A scrapbook where sample letters, meeting announcements and dates, photographs taken at meetings, and newspaper clippings are kept is a convenient way to introduce new members to your chapter activities.

Copies of bills for all chapter activities, such as luncheons, desserts, scrapbooks, etc., should be kept. Information on speakers who have addressed the group should be kept for a community relations file.

President and VP should be enthusiastic and competent. Primary duties are to preside at the Induction Ceremony and to plan for the annual induction. There are many little details to be worked out—time and place of induction ceremony, gathering list of eligible inductees from among students, alumni, business community, and faculty, lining up speakers for ceremony, sending letters of invitation, and many other duties.