



By-laws for ISACA Student Group at SJSU

Effective August 23rd 2017

Article I: NAME

Section 1.01: This non-union, non-profit organization shall be known as the ISACA Student Group at San Jose State University (Formerly Information System Audit and Control Association), and herein is called "The Association."

Article II: PURPOSE

Section 2.01: The Association is an affiliated Student group, the purpose of which is: "through student empowerment, to expand recognition of the IT Audit and Assurance, Security and IT Governance disciplines, by extending education beyond the classroom on standards, practices and certification." through student empowerment, to expand recognition of the IT Audit and control profession by educating students about standards, practices and certification. More specifically, the objectives of The Association are as follow:

- To promote the education of and to help expand the knowledge and skill of its members in the interrelated fields of auditing, quality assurance, security and IS audit and control;
- To encourage a free exchange by its members of IS audit and control techniques, quality assurance, and security techniques, approaches and problem solving;
- To promote communication and to keep members abreast of current events in IS audit and control, quality assurance, and security fields, thus benefiting them and their employers;
- To communicate to management, auditors, and IS professionals the importance and necessity of establishing controls .to ensure the effective organization and utilization of information systems resources.

Article III: AFFILIATION

Section 3.01: The Association is affiliated with Silicon Valley Chapter of ISACA, which allows members of the SJSU student group to be affiliated at no charge and to attend all of its functions.

Section 3.02: The Association is affiliated with ISACA International, which provides student members with benefits, online resources and support for the student organization.

Article IV: MEMBERSHIP

Section 4.01: Membership in the organization shall be open to all those matriculated, currently-enrolled San José State University students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.

Section 4.02: Voting membership is restricted to matriculated, currently enrolled students at San José State University.



Section 4.03: At least eighty percent (80%) of all members of the organization must be matriculated, currently enrolled students at San José State University.

Section 4.04: Eligibility for membership or appointed or elected student officer positions shall 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 (Title 5, California Code of Regulations, Section 41500).

Section 4.05: No member of this organization shall engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending this institution (California Code of Regulations, Title 5, Article 2, Standards for Student Conduct, Section 41301(b)(8)). Individual students may be disciplined for hazing under Section 41301(b)(8).

Section 4.06: This organization shall comply with Title 5, Section 41301's, Standards for Student Conduct.

Section 4.07: The President, at any meeting at which a quorum is present, may, by a majority vote of those present, recommend to The Association the termination of membership for any ISACA at SJSU member who, in the President's judgment, has violated the by-laws, is not adequately fulfilling his/her responsibilities, or who has been found guilty of conduct detrimental to the best interests of The Association. Such termination by The Association shall be final and shall cancel all rights, interest or privileges of such members in the services or resources of The Association.

Article V: OFFICERS

Section 5.01: The officers in this organization will be a President, Internal Vice President, External Vice President, Treasurer, Secretary, VP of Events, and VP of Public Relations. Director positions may be permitted on the approval of the faculty advisor and majority vote of the officers.

Section 5.02: The term of office shall be the two semesters in an academic year (fall and spring), unless an officer chooses to give up his or her position or unless he or she violates the ISACA at SJSU Student Group by-laws.

Section 5.03: Officers will be elected by a vote of the ISACA at SJSU members for vacancies due to the reasons explained in 5.02, unless there is an urgent need to fill the position, in which case the Board, in conjunction with the Faculty Advisor, may act to fill the position.

Section 5.04: All officers of this organization must be matriculated, currently enrolled students at San José State University. The President and Treasurer of this organization must maintain a minimum overall 2.0 grade point average, must be enrolled in at least 6 units, and must be in good standing with San José State University during their term of office.

Section 5.05: The President, Treasurer, and faculty/staff advisor of this organization are required to complete an Alcohol Education Training offered by Student Involvement.



Article VI: DUTIES OF OFFICERS AND OF THE ADVISOR

Section 6.01: The President shall preside at all meetings, name all special committees, call emergency meetings, and cancel meetings when appropriate. The President is responsible for overseeing all events logistics; He or she shall serve as a liaison between the board and the Faculty Advisor/ Department Chair/ Dean. The President and the Secretary shall work together to plan the rush weeks schedule, include organizing the tabling schedule, emailing professors for classroom presentation approvals, and assign officers to pitch in classrooms. The President must be a fully matriculated AIS major.

Section 6.02: The Internal Vice President shall assume the duties of the President in his/her absence, and is responsible for managing all communication to members of The Association, including the weekly newsletter. The Internal Vice president is also responsible for maintaining the membership database, meeting sign-ins/outs, the semi-annual research competition (along with the External Vice President,) creating all forms, and maintaining relationships with ISACA's advisor and other professors (e.g. for extra credit.) Must be a fully matriculated AIS major who is familiar with Microsoft Access.

Section 6.03: The External Vice President shall coordinate events with all outside professionals for potential meetings, seminars, presentations, etc. In addition, they must schedule rooms, ask recruiters for sponsorship or donations, and decide on presentation topics for company visits. The External Vice President serves as a liaison between the board and our parent organization, the Silicon Valley Chapter of ISACA. The External Vice President must be a fully matriculated AIS major.

Section 6.04: The Treasurer shall accept membership applications and membership fees and handle reimbursements for club-related activities to AS General Services, along with the appropriate receipts. The Treasurer works with the Vice President of Public Relations in ordering all items, subject to AS Funding rules. The Treasurer is responsible for all invoicing, and works with the Vice President of Public Relations in filling out the AS Funding Request each semester. The Treasurer is responsible for all financial matters, including competition winnings, reimbursements, withdrawals, managing the ISACA bank account, etc. The Treasurer does a cash reconciliation during spring semester with approval from the President. The treasurer is in charge of budgeting appropriate amounts of funds to be spent on all ISACA related events. The Treasurer must be a fully matriculated student.

Section 6.05: The Secretary of ISACA provides the link between the Faculty Advisor, President, other officers, and members. This position is responsible for ensuring that the appropriate administrative support is provided to the President and other ISACA officers. In addition, the responsibilities of the Secretary include but are not limited to maintaining an accurate copy of the Rules and By-Laws, preparing agendas and slides for weekly meetings, planning for class presentations and tabling at the beginning of every semester with the permission of professors, maintaining and updating ISACA's shared gmail calendar, and preparing and distributing minutes of all meetings. This includes ensuring that (1) minutes of officers' meetings are prepared and distributed to all officers and the faculty advisor within three days of the meeting and (2) minutes of club meetings are prepared and sent to the webmaster for posting on the club website. The Secretary must be a fully matriculated student.

Section 6.06: The Vice President of Public Relations shall be responsible for creating flyers in a timely manner, weekly updates on Instagram and Facebook, and all marketing matters, such as designing all advertisements that relate to any promotional items. Other duties for the Vice President of Public Relations include, but are not limited



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to, maintenance of the ISACA website (including resigning the site at the beginning of each semester,) creating and ordering rush cards; T-shirts; and all other promotional items at the beginning of the semester, contacting professors about extra credit prior to the first day of instruction, coordinating with a photographer before each meeting, and completing the "Promotional items" section of AS funding application with the Treasurer. The Vice President of Public Relations must be a fully matriculated student.

Section 6.07: The Vice President of Events shall be responsible for all social events, fundraisers, and providing food at all club meetings. The duties of the Vice President of Events include, but are not limited to, contacting vendors for fundraisers, creating a social event after rush week to introduce new members to each other, providing supplies for meetings, coordinating with other clubs for joint events, planning the annual banquet, and creating awards for members to be presented at the final meeting or the annual banquet. The Vice President of Events must be a fully matriculated student with a Costco card and transportation to get food.

Section 6.08: A Director is a non-elect position that is appointed by a board member. In order for a Director position to be created the Faculty Advisor must approve. Once the board has determined a need and the Faculty Advisor has approved the position a member can become a director with majority vote of the board. In the event of a tie the Faculty Advisor will be the tie breaker. Previous Directors have included, but are not limited to, those listed in section 6.08.01 – 6.08.03.

Section 6.08.01: The Director of Internal Affairs shall be responsible for assisting the Vice President of Internal Affairs in handling memberships. The Director of Internal Affairs additional duties include, but are not limited to, member check in/out, tracking membership attendance, assisting in the case competition; elections; and the annual banquet, and all the responsibilities of the Vice President of Internal Affairs when (s)he is unavailable, including familiarity with the software for the member database. The Director of Internal Affairs must be a fully matriculated student.

Section 6.08.02: The Director of External Affairs of ISACA maintains the relationship between ISACA Silicon Valley and ISACA San Jose State University. This position is responsible for recruiting volunteers for monthly ISACA Silicon Valley meetings and/or conferences throughout the semester. The Director of External Affairs additional responsibilities include but are not limited to, maintaining communication between ISACA SV and ISACA SJSU board members, preparing spreadsheets and/or sending out emails to volunteers, planning for future conferences or meetings, and all the responsibilities of the Vice President of External Affairs when (s)he is unavailable. The Director of External Affairs must be a fully matriculated student.

Section 6.08.01: The General Director is responsible for helping all VPs and President. The General Director also needs to fulfill the duties as ISACA's board member. Other responsibilities for the General Director include, but are not limited to improving communication between ISACA's members and the organization, assisting setting up club meetings, and reaching out to other board members who have too many tasks to complete. The General Director must be a fully matriculated student.

Section 6.09: The Advisor should be available for advice when the Officers need it and when he/she feels it is necessary. He/she should also attend the meetings.



Article VII: NOMINATIONS AND ELECTIONS

Section 7.01: All officers, including the President, shall be nominated by a current Association member. If there are no nominations, an officer may self-nominate himself/herself.

Section 7.02: The elections shall take place during the last week of March or the first week of April for the spring semester to enable incoming officers to 'shadow' outgoing officers for the remainder of the semester. If a vacancy results necessitating an election for the Fall semester, elections shall take place during the first week of November. If needed, as defined in Section 5.02, an election may be called during the semester.

Section 7.03: Officers will be elected by plurality vote. That is, one candidate must get more votes than the other candidates. In the event of a tie in votes, the Advisor shall make the decision as to who receives the position.

Article VIII: ADVISORS

Section 8.01: The organization must have a University advisor. This person must hold at least a bachelors degree and be employed as a faculty or staff member by San José State University. A Graduate Assistant/Intern may assume the advisor role if approved by the Student Involvement staff.

Section 8.02: The advisor shall be a non-voting member of the organization.

Section 8.03: The duties of the advisor shall be to:

- Assist the organization in fulfilling their mission and purpose.
- Be knowledgeable of the organization's constitution and bylaws and assist the organization's members in interpreting them.
- Be knowledgeable of University policies and procedures regarding student organizations and ensure organization compliance to the best of their ability.
- Be aware of the organization's activities.
- Be aware of the organization's financial standing and all financial transactions using the organization's funds.
- Attend organization meetings.

Article IX: MEETINGS

Section 9.01: General/Speaker meetings shall be scheduled at least monthly during the academic year.

Section 9.02: Any elected officer may call special meetings. The purpose of the meeting shall be stated in the call.

Section 9.03: Our quorum shall be 25% of the total number of members. A quorum is the minimum number of members who must be present at a meeting in order for business to be conducted.

Section 9.04: The association will not be conducted using Robert's Rule of Order. We will conduct meetings with a casual environment.



ARTICLE X: COMMITTEES

Section 10.01: The President may appoint, with the approval of a majority of the officers, any committee within The Association.

Article XI: DUES

Section 11.01: The fees for The Association shall be \$25 each semester, or \$45 for two semesters.

ARTICLE XII: AMENDMENTS TO THESE BY-LAWS

Section 12.01: These by-laws may be amended by a majority vote of the Officers.

Section 12.02: If and when amendments to The Association by-laws have been approved, such amendments shall be announced at the following meeting.

Section 12.03: The amendment(s) shall become effective immediately after approved by the majority vote.