

ISACA BYLAWS – EASTERN MICHIGAN UNIVERSITY

Article I: Eastern Michigan University Student Chapter of the IIA/ISACA

Section 1: This non-union, non-profit organization shall be known as the Eastern Michigan University Chapter of the IIA/ISACA, hereinafter referred to as the “ISG”; shall also unofficially be referred to as the “ISACA Student Organization.”

Article II: Affiliation

Section 1: The ISG is a group of the respective university and shall be formed in accordance of their University rules, procedures and policies.

Section 2: The ISG is affiliated with the Detroit Chapter of ISACA, hereinafter referred to as the “Professional Chapter” which supports and encourages members of the ISG.

Section 3: The ISG is also affiliated with ISACA International, hereinafter referred to as the “Association,” which provides student members with benefits, online resources and support for the student organization.

Article III: Purpose

Section 1: The ISG is a 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. More specifically, the objectives of the ISG are the same as listed in the Professional Chapter and the Association’s by-laws:

- To promote the education of and help expand the knowledge and skills of its members in the interrelated fields of IT governance, IS audit, security, control and assurance;
- To encourage a free exchange of IT governance, IS audit, security, control and assurance techniques, approaches, and problem solving by its members;
- To promote adequate communication to keep members abreast of current events in IT governance, IS audit, security, control and assurance that can be beneficial to them and their employers;
- To communicate to management, auditors, universities and to IS professionals the importance of establishing controls necessary to ensure proper IT governance and the effective organization and utilization of IT resources; and
- To promote the Association’s professional certifications and IT governance

Article IV: Membership and Dues

Section 1: Membership in the ISG requires that the individual be a student at the Eastern Michigan University, that is, to be enrolled in at least one course.

Section 2: Voting membership is restricted to matriculated, currently enrolled students at the Eastern Michigan University.

Section 3: Student membership in ISACA is encouraged but not required to participate in ISACA Student Groups.

Article V: Faculty Advisor

Section 1: The ISG Faculty Advisor must be either an ISACA Academic Advocate member or a faculty member in one of ISACA's major disciplines.

Section 2: The Faculty Advisor shall not be entitled to vote or hold office in the ISG.

Article VI: Officers

Section 1: The officers in the ISG shall be President (ISACA), Vice President (ISACA), Treasurer and Secretary (These two positions serve both IIA and ISACA).

Section 2: The term of office shall begin the first day of the following semester/quarter and continue two semesters or four quarters, unless an officer chooses to relinquish his or her position or unless he or she is removed from office by a two-thirds vote at a general meeting.

Section 3: If a vacancy should occur in the office of President, the vacancy shall be filled by the Vice-President. If a vacancy should occur in any other office, the vacancy shall be filled by vote of the ISG membership at the next regular meeting.

Section 4: If an officer's membership shall for any reason terminate, that individual's position as officer shall automatically become vacant.

Section 5: The ISG Board shall consist of the officers.

Article VII: Duties of Officers and Faculty Advisor

Section 1: The President (or Convener) shall preside at all meetings; make contacts with all outside professionals for potential meetings, seminars, presentations, etc.; name all special committees; coordinate regular meetings; call emergency meetings; cancel meetings when appropriate; send bi-monthly reports/updates to International and the professional chapter; maintain contact with International and the professional chapter.

Section 2: The Vice President (or Deputy Convener) shall assume the duties of the President in his/her absence, be responsible for organizing all social events and increasing ISG membership, assist the President with meetings and meeting contacts, assist the Treasurer in documenting and reporting financial information, coordinate the annual calendar and attend ISG meetings.

Section 3: The Treasurer shall be responsible for collecting any ISG fees, keep the ISG books balanced, understand and abide by the rules for the account with the university and attend ISG meetings.

Section 4: The Secretary shall be responsible for recording the minutes of the meetings for future reference, organize and assist with coordinating the annual calendar and attend ISG meetings.

Section 5: The Faculty Advisor shall be available for advice, offer counsel when he/she feels it is necessary, and attend ISG meetings.

Article VIII: Nominations and Elections

Normally, the President's positions (IIA) and (ISACA) are both nominated by the current Presidents and approved by the Faculty Advisors. This was done to ensure only high quality candidates are appointed.

Section 1: Nominations shall be open, and will be declared open by the President at the regular meeting in the months of (April and November). Nominations will then be accepted from the floor from any member of the ISG. This process has usually been accomplished by announcements at speaker meetings and by email after advertising that positions are open.

Section 2: The elections shall take place during the last ISG meeting of the last semester or last quarter of the school year, or if needed as defined in Article 5.02-5.04.

Section 3: Each candidate shall have consented to serve.

Section 4: Officers shall be elected by paper or electronic ballot in most instances only one candidate for each position runs for office.

Section 5: Officers will be elected by plurality vote.

Article IX: Meetings

Section 1: Regular meetings shall be scheduled minimally monthly or quarterly during the academic year.

Section 2: Special meetings can be called by any elected officer. The purpose of the meeting shall be stated in the call.

Section 3: The quorum shall be 10 members. A quorum is the minimum number of members who must be present at a meeting in order for business to be conducted.

Section 4: If required, paper mail or electronic means may be used for the purposes of membership voting on resolutions approved by the ISG Board, and such correspondence will be considered a special meeting for the purposes of these guidelines.

Section 5: Members are strongly encouraged to attend monthly meetings of the Professional Chapter.

Article X: Committees

Section 1: The President may appoint, with the approval of a majority of the officers, any committee within the ISG.

Article XI: Dissolution

If difficulties arise in the operation of the ISG, discussions should be held with the Faculty Advisor and the Academic Relations Coordinator in an effort to resolve the problems. After such discussions, if dissolution of the ISG becomes inevitable, the ISG must follow the University bylaws and protocol to properly dissolve the student group.

Article XII: Parliamentary Authority

The Rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the ISG in all cases to which they are applicable and in which they are not inconsistent with these guidelines and any special rules the ISG may adopt.

Article XIII: Amendments to These Guidelines

Section 1: These guidelines may be amended by a majority vote of the Officers.

Section 2: If and when amendments to the ISG guidelines have been approved, such amendments shall be announced at the following meeting.

Section 3: The amendment(s) shall become effective immediately after approved by the majority vote.

Section 4: When changes are made to the ISG guidelines the proper notification must be given to both the University and the local chapter.

Article XIV: Indemnification

The ISG hereby agrees to indemnify and hold harmless ISACA International and the ISACA local chapter against any and all liability, claims, suits, losses, costs and legal fees caused by, arising out of, or resulting from any negligent acts of any members of the respective ISG.

All enrolled university students will be covered by the respective university's insurance. ISACA International or the local chapter will not be held responsible for the actions of the ISG.