

**MANAGEMENT INFORMATION SYSTEMS STUDENT ORGANIZATION – M.I.S.S.O.
CONSTITUTION**

Article I. Name

The name of the organization will be the Management Information Systems Student Organization or M.I.S.S.O.

Article II. Purposes

- A. To provide a sense of community and camaraderie among students enrolled in and/or interested in the MIS program.
- B. To provide MIS students with career development advice and contacts through professional and social events.
- C. To provide students with presentations by and valuable contacts with professionals in business and industry.

Article III. Membership

- Section 1. Membership should be open to all students enrolled in a class at UNO/UNL/UNK or UNO/UNL/UNK Alumni regardless of race, color, age, religion, sex, sexual orientation, political belief, national origin, or handicap.
- Section 2. To qualify as an active member, an individual must have at least a 2.0 cumulative GPA and be enrolled in at least 1 credit hour at UNO, UNL, or UNK.
- Section 3. A voting member is one who maintains active membership qualifications as stated in Article III, Section 2.
- Section 4. Corporate membership may be offered to any local or national business or organization in the United States or abroad. Alumni membership may be offered any member who has graduated and is not presently enrolled in UNO or UNL.
- Section 5. Corporate and Alumni members may not hold office and have no voting privileges. These members may attend functions and meetings.
- Section 6. All active members are required to pay an annual membership fee as specified in Article VIII.
- Section 7. Methods of membership revocation
 - A. M.I.S.S.O. membership may be revoked by the M.I.S.S.O. cabinet when a member no longer meets the general membership criteria as specified in Article III, Section 2. The student may reapply for membership once he or she meets the membership criteria.
 - B. M.I.S.S.O. membership may be terminated by a majority vote of a quorum of the general membership when a member has

displayed a flagrant disregard for the bylaws or reputation of the organization.

Article IV. Officers

Section 1. M.I.S.S.O. will consist of a cabinet made up of the President, Vice-President, Secretary, Treasurer, and Website Administrator.

Section 2. Duties of Officers

A. President.

- To call and preside over all cabinet and general assembly meetings.
- To serve as an official spokesperson for M.I.S.S.O..
- To appoint committee chairs subject to majority approval by the cabinet.
- To carry out the policies and actions of the membership.
- To ensure all the vacancies of office are filled in an expeditious manner by approval of the cabinet.
- To preside over discussions in an fair manner.
- To attend and represent M.I.S.S.O. at the ISQA faculty meetings when invited by faculty.
- Must have and maintain a 2.75 cumulative GPA.
- Must have three completed semesters of MIS-related studies.
- Must be an MIS major or minor.
- Will mediate between the Faculty Advisor and M.I.S.S.O..
- Will delegate any excess organizational demands as deemed suitable by him/her.
- Will represent the membership of M.I.S.S.O..

B. Vice-President.

- Assist the President in carrying out presidential duties and preside over meetings in the absence of the president.
- Also serves as a contact person for the Chair of all standing committees.
- Must have and maintain a 2.75 cumulative GPA.
- Must have three completed semesters of MIS-related studies.
- Must be an MIS major or minor.
- Must maintain all membership records.
- Will represent the membership of M.I.S.S.O..

C. Treasurer.

- To keep accurate and up to date records of the financial state of M.I.S.S.O..
- To be responsible for the collection and distribution of M.I.S.S.O. funds, including membership fees.
- To present a financial report within 48 hours, upon request of the President or the officers to the full M.I.S.S.O. cabinet.
- To preside over all meetings in the absence of the President and Vice-President.
- To oversee all fund-raising done by M.I.S.S.O. and receive reports from the fund-raising committee.
- Must have and maintain a 2.75 cumulative GPA.

- Must be an MIS major or minor.
- Will represent the membership of M.I.S.S.O..

D. Secretary.

- Maintains all written records; including but not limited to the minutes of the meetings, attendance records, and activities.
- The Secretary will forward the minutes of all cabinet and organizational meetings to the Website Administrator within seven days of the meeting.
- Must have and maintain a 2.75 cumulative GPA.
- Must be an MIS major or minor.
- Will represent the membership of M.I.S.S.O..

E. Website Administrator.

- To maintain the M.I.S.S.O. website, which includes all contents and links.
- To develop and place graphics and text content on the website.
- To upload meeting minutes and announcements to the website within two weeks following a meeting.
- Must have and maintain a 2.75 cumulative GPA.
- Must be an MIS major or minor.
- Will represent the membership of M.I.S.S.O..

Section 3.

Elections

- A. The President, Vice-President, Secretary, Treasurer, and Website Administrator shall be elected in the final meeting of the spring semester and shall take office at the end of the semester in which they were elected.
- B. Nominations will be taken up to one week prior to the election date and posted for at least three school days.
- C. The Cabinet will appoint committee chairs after the elections.
- D. Anyone that meets the requirements as outlined in Article IV is eligible to be nominated for an office.
- E. A nominee may decline their nomination for an office to which they have been nominated before a vote is called for.
- F. There will be no absentee ballots.
- G. In order for a nominee to be elected to an office, they must receive a larger amount of votes as compared to any other single nominee running for the same office.
- H. A nominee may only run for one office during each election.
- I. In the case of an office not being filled during formal elections the majority of the Cabinet may appoint a person to that position.

- J. If there are no individuals who have been nominated for President, or elections do not meet the quorum qualifications in Article VII, Section 3, then the out-going President will appoint an individual who he/she feels can carry out the duties of President. If there is no out-going president then the duties of appointment of a President fall upon the Faculty Advisor.

Section 4. Term of office

All positions are for full term until the point of elections as stated in Article IV, Section 3, Sub-Section A. Unless they become ineligible, resign, or are removed, at which time the President may make an appointment to fill the vacancy with approval by the majority of the Cabinet. If the President no longer meets qualifications, the vice-president shall assume the duties of the President.

Section 5. Petition and Review

- A. The actions of the Cabinet or an officer may be recalled by presenting a petition containing the reason for the petition and the signature of at least 5 active members to the Cabinet at a Cabinet meeting.
- B. The M.I.S.S.O. Cabinet shall take up the matter within a month and resolve it in a timely fashion.

Article V. Organizational Structure

Section 1. The M.I.S.S.O. shall be composed of a Cabinet and a General Assembly of members and committee chairs.

Section 2. The M.I.S.S.O. cabinet shall be composed of a President, a Vice President, a Secretary, a Treasurer, and a Website Administrator, as described in Article IV, Section 1.

Section 3. Other standing committees:

- A. A committee, as viewed essential by the Cabinet, will be created and continue to operate until no longer needed. Once the Cabinet deems a committee unessential, the committee will cease to operate.
- B. The Cabinet will appoint a chairperson to each committee.

Article VI. Faculty Advisor

Section 1. Qualifications and method of selection

The M.I.S.S.O. members shall elect a Faculty Advisor from among the Faculty of the ISQA Department. The Department Chair of the ISQA Department at the University of Nebraska at Omaha may help M.I.S.S.O. members identify candidates for this position, based on an individual's availability and their desire to serve.

Section 2. Duties and responsibilities

- A. The Faculty Advisor will be the liaison between M.I.S.S.O. and the ISQA department.
- B. The Faculty Advisor will confer directly with the President when dealing with M.I.S.S.O. matters.
- C. The Faculty Advisor will inform the President of M.I.S.S.O. of all events, matters, and concerns dealing with M.I.S.S.O..
- D. The Faculty Advisor maintains no responsibility for M.I.S.S.O. Funds (Funds are defined in Article VIII, Section 2, Sub-Section A).

Article VII. Meetings and Procedures

Section 1. Frequency

- A. Organizational meetings will be held as needed throughout the year. Programs, seminars, and workshops will be announced as information becomes available.
- B. Cabinet meetings must be held once each month to discuss the future plans of the organization. These meetings are open to all M.I.S.S.O. members. Members should not interrupt the meeting and must hold all questions until meeting has concluded.

Section 2. Policy for Absences

Cabinet members are expected to be at each posted Cabinet meeting. If a Cabinet member misses a Cabinet meeting, he or she shall be issued a written warning on first offense by the remainder of the cabinet. However, if the Cabinet member has a valid excuse for the absence and continues to fulfill his or her responsibilities to the organization, such warning shall not be issued. If a Cabinet member misses two or more Cabinet meetings without a valid excuse, they may be removed from office by a majority vote of the remainder of the Cabinet.

Section 3. Quorum

A quorum, being 25% of active membership for the current year, is needed to be in attendance at an organizational meeting in order for any formal vote to be conducted. This rule is not in affect during cabinet meetings. The Cabinet will then determine a quorum.

Section 4. All general organizational meetings and all Cabinet meetings shall follow Roberts' Rules of Order. At the President's request, these procedures may be deemed unnecessary, such as to accommodate special events.

Article VIII. Finance

Section 1. Dues and membership fees

Dues have been set at \$15 (US) for a full academic year's membership in the organization. Membership dues are due at the start of the fall semester. Members joining the organization at the start of the spring semester will be offered a prorated membership fee of \$10, which covers the remainder of the academic year. These dues are subject to

change by a 2/3 vote of the membership. The membership fees do not include possible extra funds needed to fund special events (i.e., dinner, brunch, etc.).

- Section 2. Procedures for spending and accounting for all funds.
- A. Funds are defined as all currency regulated by the treasurer as stated in Article 4, Section IV, Sub-Section B in the #### constitution.
 - B. Funds will be kept at the University of Nebraska at Omaha in a designated M.I.S.S.O. account.
 - C. Funds need two signatures to be withdrawn: the Treasurer and the President or Vice-President.
 - D. The funds are the sole responsibility of the President, Vice-President, and Treasurer. All legal issues will be enforced with these individuals.
 - E. The Treasurer must give a receipt for all funds that are deposited or withdrawn within 24 hours to the Faculty Advisor.
 - F. All withdrawals over \$250.00 (US) must be approved by the Faculty Advisor.

Article IX. Amendments

- Section 1. Proposal of amendments
- A. Proposed amendments must be submitted to the Cabinet in writing. Amendments may be proposed by any M.I.S.S.O. member.
 - B. The proposed amendment will be presented to the members of M.I.S.S.O. within two organizational meetings from the time of submission.
- Section 2. Voting procedure for approving amendments
- A. Proposed amendments must be approved by a quorum as defined by Article VII, Section 3, during an organizational meeting as defined by Article VII, Section 1, Sub-Section A.
 - B. Subsequently, all amendments to this Constitution must be approved by the Student Senate at the University of Nebraska at Omaha in the same manner as a completely new constitution.
 - C. Following approval by the UNO Student Senate, all amendments must be inserted at the points they effect.