

Student Chapter Constitution and Bylaws

Association of Information Technology Professionals

Texas A&M University (College Station) Student Chapter - #3008



Amended and Approved July 2014

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ARTICLE I – NAME

Section 1 - Name

- 1.01 The name of the association shall be the Association of Information Technology Professionals - Texas A&M University (College Station) Student Chapter - #3008, hereinafter referred to as the “student chapter”.
- 1.02 The student chapter shall be also known as: AITP - TAMU (CS) - #3008, AITP - TAMU (CS), AITP - TAMU, AITP at TAMU, and AITP @ TAMU.
- 1.03 Upon receiving status by Texas A&M University (College Station) as a “Recognized” student organization, the student chapter shall additionally be also known as the Texas A&M Association of Information Technology Professionals, also known as TAMU - AITP.

Section 2 - Office

- 2.01 The principal office of the student chapter shall be maintained on the College Station campus of Texas A&M University hereinafter referred to as the “University” which resides in the State of Texas.

ARTICLE II - PURPOSES AND LIMITATIONS

Section 1 - Purposes

The purposes of the student chapter shall be those purposes as set forth in the Articles of Incorporation and Association Bylaws of the Association of Information Technology Professionals (AITP) hereinafter referred to as the “Association”, those purposes set forth by the University for all student organizations, 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, and the proper relationship of information technology to management.

- 1.07 To promote 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 the Association, and University documents and practices, as well as all state and federal laws.
- 2.02 The student chapter shall not obligate or otherwise make the Association or University liable for any expenditures or commitments, unless expressly approved in advance by the Association or University respectively.
- 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, Association, or University 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 comprised of a group of University students sponsored by a regional professional chapter of the Association. The student chapter shall be chartered by the Association with approval of the Association Board of Directors following the approval of the student chapter Bylaws by the Association Board of Directors.

Section 2 - Student Chapter Requirements/Limitations

- 2.01 The status of the student chapter as an organization shall be recognized by the Association as a group of University students seriously interested in information technology as a profession, and as part of this recognition the Association shall assist the student chapter in accomplishing its objectives.
- 2.02 This student chapter is not an agent or representative of the Association or University. The Association or University are in no way responsible for any of the actions, conduct, or liabilities of the student chapter.
- 2.03 The Bylaws and Operating Procedures of this student chapter shall not be in conflict with the Association Bylaws, any University rules, or any state or federal laws.

Section 3 - Revocation/Dissolution

- 3.01 The Association, by action of the Association Board of Directors, may revoke the charter of the student chapter upon request from the student chapter, or 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 student chapter advisor who is a member of the sponsoring regional professional chapter of the Association. The application for affiliation must be signed by the student chapter advisor.
- 4.02 In all cases, the student chapter must meet the University's requirements for student organizations.

ARTICLE IV - MEMBERSHIP

Section 1 - Student Membership

- 1.01 Student chapter membership shall be granted to any student enrolled at the University at least part-time, in good standing with the University, and who is a candidate for a degree program at the University in which the degree major selected is consistent with the desire to enter the field of information technology.
- 1.02 The student chapter Board of Directors will maintain and publish annually a list of University degree programs and degree majors that satisfy the membership requirement.

Section 2 - Application for Membership

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

Section 3 - Suspension or Termination of Membership

- 3.01 The student chapter Board of Directors shall have the power to suspend or terminate any student chapter membership 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 student chapter member in question, and, when taken shall be reported immediately to the Association, and sponsoring regional professional association Chapter President.
- 3.02 A student chapter membership shall be cancelled if the student chapter member becomes ineligible or fails to maintain the requirements for membership. Re-application must be made before the student

may be reinstated.

- 3.03 Student chapter members facing suspension or termination will be provided written notice from the student chapter Board of Directors detailing the reason for removal. A student chapter member facing suspension or termination may provide a written appeal to the student chapter Board of Directors detailing his or her perspective on the situation.

ARTICLE V - GOVERNING BODY

Section 1 - General Powers

- 1.01 The governance of this student chapter and the management of student chapter affairs shall be vested in its Board of Directors.

Section 2 - Board of Directors

- 2.01 The student chapter Board of Directors shall consist of the elected officers.
- 2.02 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 3 - Election and Term of Office

- 3.01 Officers shall be elected prior to the end of the student chapter administrative year by the student chapter membership as part of a student chapter business meeting.
- 3.02 All candidates shall be formally identified in written communication to the student chapter membership prior to the date when elections are to occur, specifying the position they desire.
- 3.03 A majority vote of those present or represented by proxy, 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 taken. Elimination of candidates, having the same number of votes, cannot occur, if the elimination would result in only one candidate remaining for the next ballot.
- 3.04 An officer shall serve for a term of one (1) student chapter administrative year and until his or her successor is elected. An officer's term shall not exceed their graduation date unless continuous enrollment after graduation will also occur. Newly elected officers shall take office on the first day of the new student chapter administrative year, and may be reelected to the same position.
- 3.05 The student chapter administrative year shall start on the first day following the current calendar year spring semester, and end on the last day of the following calendar year spring semester. Using this

criteria a full student chapter administrative year will be approximately twelve (12) months.

Section 4 - Eligibility

Candidates for office shall be student chapter members, as proposed by the Nominating Committee, plus those members nominated from the floor, and:

- 4.01 Have a minimum cumulative and semester grade point ratio (GPR) as stated below and meet that minimum cumulative and semester GPR in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office.
 - a. For undergraduate students, the minimum cumulative and semester GPR is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least six credit hours must have been taken during the course of either the full or two summer session(s).
 - b. For graduate level students the minimum cumulative and semester GPR is a 3.00. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least four credit hours must have been taken during the course of either the full or two summer session(s) unless fewer credits are required as they complete the final stages of their degree.
- 4.02 Be in good standing with the university and enrolled:
 - a. At least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office. Students enrolled in the Blinn TEAM program are also eligible to hold an office, as long as the student is meeting all applicable Blinn TEAM requirements and is in good standing with the program.
 - b. At least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
- 4.03 Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (4.01) and (4.02).

Section 5 - Removal of Officers

- 5.01 Officers shall immediately become ineligible to hold office and be removed by remaining members of the Board of Directors if they fail to maintain eligibility under any of the eligibility requirements applicable.
- 5.02 Any student chapter officer may be removed by the persons authorized to elect or appoint such officer 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.
- 5.03 Officers facing removal will be provided written notice from the student chapter Board of Directors detailing the reason for removal. An officer facing removal may provide a written appeal to the student chapter Board of Directors detailing his or her perspective on the situation.

Section 6 - Vacancies

- 6.01 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 regular 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 through the office of the Treasurer and student chapter Advisor.
- 1.02 All financial policies shall be consistent with the requirements of the Association, University, as well as state and federal laws.
- 1.03 All monies belonging to the student chapter shall be deposited and disbursed through a bank account established for the student chapter at the University's Student Organization Finance Center (SOFC) and/or the Fiscal Office. All funds must be deposited within 24 hours after collection. The student chapter advisor must approve and co-sign all expenditures before payment.

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

- 2.01 Student chapter membership dues assessed based on a twelve (12) month membership.
- 2.02 All student chapter membership dues assessed by the Association for each student chapter member shall be payable to the Association on such dates and in such manner as may be prescribed by the Association Board of Directors.
- 2.03 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.

- 2.04 Student chapter membership dues, if paid by someone other than the student chapter member, may be credited from one student chapter member to another when requested by the payer.
- 2.05 Student chapter members who have not paid their dues by a specified date after the final invoice shall have their student chapter membership terminated, and shall no longer be eligible for any membership benefits. The student chapter and the Association shall cooperate in encouraging prompt payment of dues.
- 2.06 Any student chapter member may resign at any time, but such resignation shall not become effective until accepted by the student chapter Board of Directors and all student chapter and Association dues obligations 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, January 1 to December 31 of each year.

Section 4 - Gifts

- 4.01 The student Board of Directors may accept on behalf of the student chapter any contribution, gift, bequest or devise for the general purpose or for any special purpose of the student chapter.

Section 5 - Liabilities

- 5.01 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.
- 5.02 The student chapter shall never pay, assume, or become responsible for the personal or unapproved debts or liabilities of any individual member or officer of the student chapter.

Section 6 - Dissolution of the Student Chapter

- 6.01 In the event of dissolution of the student chapter, after paying or making provision for payment of all liabilities of the chapter, the student chapter Board of Directors 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)(6) 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 student chapter 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 the 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 student chapter Board of Directors at any student chapter Board of Directors meeting provided a quorum is present. Notice of proposed changes shall be submitted to each member of the student chapter 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, Vice President, Treasurer, and Secretary.
- 1.02 The student chapter Board of Directors may appoint and prescribe duties and authority to other Officers from time to time at it shall deem desirable.

Section 2 - Duties of the President

The President shall:

- 2.01 Be the chief executive officer and chief student leader of the student chapter.
- 2.02 Preside at all meetings of the student chapter and its Board of Directors, and shall call such meetings as he or she deems necessary.
- 2.03 Exercise general supervision over the activities and welfare of the student chapter and to communicate with the other members of the student chapter Board of Directors and the student chapter advisor concerning matters of policy.
- 2.04 Be an ex officio member of all student chapter committees, with the exception of the Nominating Committee.
- 2.05 Manage the student chapter student organization signature card on file with the University's Student Organization Finance Center, and determine which student chapter officers are represented on it.

Section 3 - Duties of the Vice President

The Vice President shall:

- 3.01 In the absence of the President or in the event of his/her inability or refusal to perform the duties of President, shall perform the duties of the President. When so acting, shall have all the powers of and be subject to all the restrictions upon the President.
- 3.02 Be responsible for the planning/organization, promotion, and facilities logistics of all student chapter events, including Board of Director meetings.
- 3.03 Maintain the purpose, organization, and content of student chapter communication media resources, including the student chapter website, email and email distribution lists, listserv, and social media accounts.
- 3.04 Represent the student chapter publicly regarding membership questions or concerns.
- 3.05 Represent the student chapter at any applicable University "Student Council" event, document relevant event details, and provide an event summary report to the student chapter Board of Directors.

Section 4 - Duties of the Treasurer

The Treasurer shall:

- 4.01 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 student chapter President, or as requested by the Association or University.
- 4.02 Deposit student chapter funds within 24 hours of collection into a student chapter account within the University's Student Organization Finance Center (SOFC), and shall disburse money only for approved investments or upon approved vouchers and in accordance with approved procedures.
- 4.03 Maintain account ledgers and perform monthly account reconciliation.
- 4.04 Maintain any state or federal tax forms that are applicable and required by law, and submit them to the appropriate authority when necessary.
- 4.05 Submit a monthly financial report to the student chapter Board of Directors, an annual report to the student chapter membership, and such reports as may be requested by the Association or University.

Section 5 - Duties of the Secretary

The Secretary shall:

- 5.01 Take the minutes and record attendance of all student chapter business meetings, as well as maintain complete records of all student chapter events.
- 5.02 Control all student chapter records, current or archived, excluding financial and committee records.
- 5.03 Maintain the existence and validity of a membership record for each student chapter member, which shall include any information the student chapter Board of Directors deem valuable, as well as any

information required by the Association or University. Membership records should be promptly reported to the Association or University when requested, or when expected on a scheduled basis.

- 5.04 Assemble and maintain all individual student chapter membership records in a centralized manner such as a database or filing structure, as selected by the student chapter Board of Directors.
- 5.05 Keep student chapter records safe from harm and prepare any reports as may be requested by the student chapter Board of Directors, Association, University, or otherwise as required by law.
- 5.06 Execute formal student chapter correspondence when requested by the student chapter Board of Directors.

ARTICLE IX - ADVISORS

Section 1 - Designation

- 1.01 The student chapter shall maintain at least one (1) student chapter advisor at all times, unless seeking a replacement student chapter advisor, in which such search shall not exceed sixty (60) days.
- 1.02 The student chapter advisor shall be a University employee as defined by the University's Human Resources Department. The advisor must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose and activities of the student chapter.

Section 2 - Duties of the Advisor

The Advisor shall:

- 2.01 Regularly attend student chapter meetings, including student chapter Board of Director meetings, and maintain availability for consultation outside of these meetings.
- 2.02 Assist the student chapter with the development of goals and objectives for the student chapter administrative year.
- 2.03 Assist the student chapter with event planning and facilitation, and attend student chapter events when identified as necessary through the planning process.
- 2.04 Be aware of the University's rules, and assist the student chapter with adherence to these expectations.
- 2.05 Be required to co-sign all forms submitted to the University's Student Organization Finance Center (SOFC).

Section 3 - Advisor Replacement

- 3.01 In the event that the student chapter advisor is no longer willing or able to fulfill the required responsibilities of the position, he or she should communicate this formally in writing to the student chapter Board of Directors, the University's Department of Student Activities, and the Association. The student chapter Board of Directors will then determine the appropriate course of action for replacing the advisor.

ARTICLE X - 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 meeting to each member of the student chapter at least thirty (30) days in advance of the meeting.
- 1.02 The annual business meeting shall be scheduled for no later than fourteen (14) days prior to the end of the student chapter administrative year, and no earlier than ninety (90) days prior to the end of the student chapter administrative year.

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 student chapter Board of at least thirty (30) days in advance of the meeting.

Section 3 - Regular Meetings

- 3.01 There shall be a minimum of six (6) regular meetings of the student chapter membership during the University's regular full semester school year, three (3) per semester (fall and spring). Four (4) of these meetings shall be instructive or promotional with respect to the purposes of the student chapter, two (2) per semester (fall and spring). The time and place of the meetings shall be determined by the student chapter President. All members shall be notified at least seven (7) 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.

Section 5 – Attendance at Meetings via Telecommunications

- 5.01 Members of the student chapter Board of Directors, or any Committee, may participate in and act at any meeting by conference telephone or other communication equipment which allows all persons participating in the meeting to communicate with each other. Such participation shall constitute attendance and presence in person at the meeting.

Section 6 – Informal Action by the Board of Directors

- 6.01 Any action required or allowed at a meeting of the Board of Directors may be taken without a meeting if a written consent to the action is signed by all the board members entitled to vote on the matter.

ARTICLE XI - VOTING AND QUORUM

Section 1 - Voting

- 1.01 Each student chapter member in good standing shall be entitled to one vote on each matter submitted to a vote of the student chapter members.
- 1.02 At any student chapter meeting, a student chapter 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 student chapter members present in person or by written proxy at a student chapter meeting at which a quorum is present shall be the act of the student chapter members.
- 1.04 A majority vote of the student chapter Board of Directors members present at a duly called meeting with a quorum present shall approve the student chapter budget, the student chapter expenditure of funds, but never more than available funds, the assessment, if any, of student chapter dues, and shall be the act of the student chapter 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 student chapter meeting.
- 2.02 Two-thirds (2/3) of the members of the student chapter Board of Directors, whether present in person or by written proxy, shall constitute a quorum at any student chapter Board of Directors meeting.

ARTICLE XII - 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, the Association Bylaws, or University rules.

ARTICLE XIII - COMMITTEES

Section 1 - Establishment of Committees

The student chapter 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 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 student chapter Board of in accordance with these Bylaws.
- 1.05 Publicity Committee - Whose duty shall be to make certain that all student chapter 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 student chapter President 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 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 student chapter President. 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 XIV - 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 XV - OFFICIAL PUBLICATION

Section 1 - Publications

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

ARTICLE XVI - 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 student chapter Board of Directors, and shall keep a record giving the identification of the members entitled to vote.

ARTICLE XVII - 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 vote of the chapter members at any regular or special meeting of the members, provided that proposed Bylaws amendments are approved by the student chapter Board of Directors, then sent to all chapter members at least thirty (30) days in advance of the meeting. The Association Policy and Procedures govern the process for handling Bylaws amendments for AITP sub-units.