

INFORMATION SYSTEMS AND AUDIT CONTROL ASSOCIATION/ASSOCIATION OF CERTIFIED FRAUD EXAMINERS UNIVERSITY OF HOUSTON CLEAR LAKE STUDENT ORGANIZATION

Article I: Name, Affiliation and Use of Trademarks

Section 1: Name.

The name of this organization shall be the University of Houston Clear Lake ISACA/ACFE Student (hereinafter referred to as the “Student Organization” or “ISG”). This Student Organization serves as the student chapter for the Information and Systems and Audit Control Association (ISACA) and the Association of Certified Fraud Examiners (ACFE).

Section 2: Affiliation.

University Campus The Student Organization is a group of the University of Houston Clear Lake (hereinafter referred to as “UHCL”) and shall be formed in accordance of UHCL rules, procedures and policies.

Information Systems and Audit Control Association

The Student Organization is affiliated with the Greater Houston Chapter of ISACA, hereinafter referred to as the “Professional Chapter” which supports and encourages members of the Student Organization.

The Student Organization 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.

Association of Certified Fraud Examiners

Each Student Chapter operates with permission of the Association of Certified Fraud Examiners, Inc. (referred to as the “Corporation”) and the Association of Certified Fraud Examiners (A NonProfit Corporation)(referred to as the “Association”).

Section 3: Use of Trademarks.

The name “Association of Certified Fraud Examiners” and the seals and logos used in connection therewith are the trademarks of the Corporation. The use of these trademarks by the Student Organization shall be in compliance with the rules of the Corporation, and the Corporation shall have the right to approve or reject any use of these trademarks by the Student Organization at its discretion.

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Article II: Purpose

Section 1: Role. The purpose of the Student Organization is to provide students with an educational and social organization that promotes both fraud examinations and internal controls for accounting. We will also be involved in Information System and Programming. Our goal as a student chapter is to provide a community based on networking, volunteering and knowledge building.

Section 2: Activities. The Student Chapter will service the Houston area community, and service the students of University of Houston Clear Lake. We will become involved in activities that group deems necessary in accomplishing the previously stated purposes.

Article III: Membership

Section 1: Eligibility.

Membership in the Student Organization requires that the individual be a student at the University of Houston at Clear Lake, that is, to be enrolled in at least one course and in good academic standing with UHCL. UHCL alumni may be honorary members by paying the semester dues, may attend and contribute to meetings, but may not have any voting rights. The number of alumni members cannot exceed the number of UHCL Student Members. Also Faculty and Staff are welcome to be members but will not have any voting rights.

Section 2: Nondiscrimination.

The UHCL Student Organization will not discriminate as to race, religion, sex, age, national origin, sexual orientation, or disability.

Section 3: Application and Dues.

Members are required to submit their completed application and dues to the President of the Student Organization. A member who is delinquent in the payment of dues which are assessed in compliance with this section may be designated as a member not in good standing. The dues applicable for a Student Organization member are:

- Per Semester: \$25.00 Dollars
- Per Year: \$40.00 Dollars

The Student Organization will have student orientation in the Fall and Spring for interested individuals but membership will closed at a specified date. Members must pay their dues by the beginning of every Spring or Fall semester. If Prices fluctuate there will be a timely announcement to members. Only the Executive Council has the right to fluctuate dues.

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Section 4: Voting.

The Student Organization active members are eligible to vote for Officer Chairs, Community service agenda, Campus service agenda, and Student Organization agenda. Only active members in good academic and social standing in the Student Organization are able to participate in Student Organization meetings or serve in any of its elective or appointive positions.

Section 5: Suspension or Expulsion.

A member may be suspended or expelled by the Executive Council for inappropriate conduct as specified in the Student Code of Conduct of University of Houston at Clear Lake, for conduct in violation of these Bylaws, or for conduct determined to be detrimental to the best interests of the Student Chapter. No member shall be suspended or expelled until he or she has been given two week's written notice of the charges against him or her, and has had an opportunity to respond to the charges by a hearing before a quorum of the Executive Council with a Faculty Advisor present.

Section 6: Honor Cord Point System.

Honor Cord System The Student Organization of Information System Audit and Control Association (ISACA) and Association Of Certified Fraud Examiners (ACFE) at University of Houston Clear lake (UHCL) always focuses on its mission, which is to provide all students enrolled at UHCL with access to a centralized source of knowledge, certifications, community, advocacy and education on information systems assurance and security, fraud recognition, enterprise governance of IT, and IT related risk and compliance. By actively participating in activities within the UHCL ISACA/ACFE Student Organization as well as volunteering on campus and surrounding communities. UHCL students are provided opportunities to improve their leadership skills and to increase their professional development through the connection to the vibrant professional networking of ISACA/ACFE Greater Houston Chapter and more ISACA/ACFE professional Chapters established in different countries worldwide.

The Honor Cords Point System is designed to encourage students to participate in oncampus events, and on off campus events hosted or sponsored by the UHCL ISACA & ACFE Student Organization, and meetings of ISACA & ACFE Greater Houston Chapter. The UHCL ISACA & ACFE Student Organization operates on this point system for awarding honor cords. Points may be accumulated during all semesters of consecutive membership status toward the Student's graduation.

ITEM # OF POINTS Holding an ISACA & ACFE officer position 50 /semester, 20/Attending regular ISACA & ACFE Student Chapter meetings 40/meeting Attending speaker ISACA & ACFE Houston Chapter meetings 20/Attending AA or BAP speakers meetings, 10/for paying membership dues.

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10/For each Volunteering hour for Campus, Community and ISACA & ACFE student Group,
10/Donation item (president approval) 10/Attending induction ceremony in semesters before graduation.

Any student member who have accumulated 100 points will be awarded 2 Honor Cords at the UHCL ISACA & ACFE final meeting of their graduation semester. Officer members who have accumulated 100 points will be awarded a special stole at the final meeting of their graduation semester.

Official Organization Honor Cord Colors: The Student Organization Honor Cord System Colors shall be a Stole of gold with the Student Organization Insignia in red and blue letters. The cord shall be of royal blue and gold, and red.

Article IV: Officers

Section 1: Officers.

The Officers of the Student Organization shall be the:

- President
- Vice President
- Treasurer
- Secretary
- Reporting
- SGA Representative
- Communications

Other elected positions may be added based upon the needs of the Student Organization and elected according to the bylaws of this section.

Section 2: Term of Office.

The term of all elected Officers shall begin their official duties at the end of the last regular meeting of the academic year and serve a term of one year, unless an officer chooses to relinquish his or her position or unless he/she is removed from office by a two thirds vote at a general meeting and until their successors are elected. Officers will not be required to serve during the summer semester. No Officer shall hold the same elected office for more than one year.

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Section 3: Eligibility.

All Officers must be currently enrolled students at the University of Houston-Clear Lake. All prospective Officers candidates:

- Must be in good academic and social standing.
- Must not be on scholastic probation.

- Must not have a delinquent account with the Student Organization.

Section 4: Nominations.

All members in good standing and current chairs are eligible for nomination. Nomination shall be accepted during meetings so that nominations may be taken from the floor. The nomination process will take place when necessary.

Section 5: Voting.

Voting is only necessary if there is more than one candidate pursuing the same Officer title.

In the event voting must take place: All active members at the last regular meeting shall have full voting power, and voting for Officers shall be by a secret ballot. After voting has ended the results will be counted by the Faculty Advisor and announced by the President.

Section 6: Officer Duties.

President

The President shall be the chief executive and administrative officer of the Student Organization. The President shall preside at meetings of the Student Organization and the Executive Council. The President also has the responsibility to serve the Officers and members when called upon. Other duties include:

- serve with the Faculty Advisor as primary liaison to the Corporation/International and the Association/Professional Chapter
- perform any other duties incident to the office of President or such duties as may be assigned by the Executive Council.
- authorized signatory on the checking account(s) for the organization.
- be responsible for ensuring there are speakers for the Student Organization speaker meetings.
- completing all related UHCL and SGA required paperwork (but President is able to ask for help from fellow Officers),
- follow up with a thank you letter to guest speakers and to the UHCL faculty in attendance.
- coordinate regular meetings; call emergency meetings; cancels meetings when appropriate.
- research for speakers and booking speakers for speaker meetings.
- audit of the membership receipts of the Treasurer

Vice President

The Vice President of ISACA/ACFE shall assist and act as an aide to the President in the performance of such Student Organization duties as may requested by the President. In the absence and/or inability of the President the Vice President of ISACA/ACFE with the assistance of the Vice President of ISACA/ACFE shall perform the duties of the President. Other duties include:

- aiding in increasing the Student Organization membership.
- coordinating with their respective professional chapters as needed.
- maintaining records of all chapter members and students who express an interest in the Student Organization.
- forming and organizing committees to better serve the Community, Campus, and Organization.
- reviewing and checking that Treasurer financial books are accurate and updated.

- helping in coordinating the annual calendar.
- attending Student Organization Speaker meetings (In President's absence).
- attend ISG meetings, when possible
- attending Executive Council meetings.
- authorized check signing duties.
- researching for speakers speakers

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Secretary

The Secretary shall perform all duties incident to the office of Secretary or as may be assigned by the President or the Executive Council. Upon reasonable notice, the Secretary shall make all records of the Student Organization available to the Corporation/Association or the Association/Professional Chapter. The Secretary shall also be responsible for:

- assisting the President in keeping all Student Organization records updated.
- recording the minutes of all meetings (post and/or email to Officer and members).
- maintaining accurate membership records.
- attending Executive Council meetings.
- assisting the treasurer in documenting and reporting financial information.
- helping in coordinating the annual calendar.
- helping in organizing all social, community, campus and professional events.
- responsible for emailing current members on a weekly basis with upcoming speaker meeting information

Reporting

Keep an accurate and complete record of the proceedings of the Chapter and the Executive Committee meetings and attendance at such matters, and be prepared to report such information to the membership, should that officer be ordered to do so either by the presiding officer or by request from the floor if such request is seconded;

(B) Maintain a complete file of all committee reports and other material designated to be kept by said officer on the order of the presiding officer;

(C) Maintain a complete list of all active members with a breakdown by class, section, and date of initiation; such records shall be revised at least twice each year, as close to the previous initiation as reasonably possible;

(D) Maintain a permanent and up-to-date file of the names, addresses, and employment of the alumni of the Chapter;

(E) Assume responsibility of acquiring and keeping all National report forms, and submitting these forms promptly as designated by the Program of Chapter Activities; and

Treasurer

The Treasurer shall perform all duties incident to the office of Treasurer or as may be assigned by the President or the Executive Council. Upon reasonable notice, the Treasurer shall make relevant Student Organization financial records available to the Corporation/Association or the Association/Professional Chapter. All financial process are subject to quid pro quo auditing process (Treasurer audits the president and vice versa (limited to membership fee for president audit), furthermore, all disbursements are first approved by president and usually triggered by president, unless the president is on the receiving end of reimbursements, in that case contact the vice president. The Treasurer shall also be responsible for:

- During the turnover, together with the president, go through the financial record for outgoing treasurer officer and president and resolve any issues
- If there are any issues after the turnover, contact the previous treasurer and president again to resolve the issue, inform previous treasurer and president when the issue is resolved or if more information/assistance is required to resolve the issue
- maintaining accurate financial records of the Student Organization.
- taking charge of all Student Organization funds, collection and disbursement, along with the president(unless the reimbursement is to the president, the treasurer will go by him/herself)
- ensuring all disbursements and deposits are properly approved by the President
- ensuring that all funds received are deposited(by accompanying the president to the bank) for safekeeping to credit of Student Organization.
- ensuring that the Executive Council is kept advised of the Status of the accounting funds
- work with the vice president to approve/deny any reimbursement related to the president
- attending Executive Council meetings.
- helping in budgeting all social, community, campus and professional events.
- In the event of any discrepancy, report to the relevant person in the up the chain in organization ladder(in case issue with president financial records, contact the vice president)

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Student Government Association (SGA) Representative

The SGA Rep. shall perform all duties incident to the office of SGA Rep. or as may be assigned by the President or the Executive Council. The SGA Rep. shall also be responsible for:

- attending 51% of UHCL SGA meetings
- serving as representative for the Student Organization
- Keeping members informed of SGA activities and deadlines
- familiarizing membership with and completing all paperwork as required by SGA guidelines
- attending Executive Council meetings
- attend ISG meetings, when possible
- researching for Speakers for Speaker Meetings.

Communications & Marketing Coordinator

The Communications & Marketing officer shall perform all duties incident to the officer of Communications or as may be assigned by the President or the Executive council. The Communications officer shall also be responsible for:

- Collaborating with the president and/or Executive council to develop an effective communications strategy and marketing strategy
- Attending Executive Council meetings
- Responding to student and member inquiries and act as a spokesperson for the organization.
- Establishing and maintain effective relationships with student candidates
- Communicating effectively with guest speakers in a timely and professional manner
- Seeking opportunities to enhance the reputation of the ISACA/ACFE organization at UHCL

Article V: Committees

Section 1: Appointment.

The Executive Council shall appoint such standing or special committees or subcommittees as it deems necessary. The Vice President of ISACA and the Vice President of ACFE are authorized to appoint committees chairs and committees members unless authorized by the Executive Council. Recommended committees include but are not limited to: Community Service, Public Relations, and Fundraising. The Vice President's are authorized with the handling of the Committees with the help of Chair and Vice Chair unless authorized by the Executive Council.

Section 2: Chair and Vice Chair.

One member of each committee shall be designated as the chair of the committee and another member of each committee shall be designated as the vicechair. The chair and vicechair shall be elected by the members of the committee or appointed by the Vice Presidents or the Executive Council. The chair shall call and preside at all meetings of the the committee. When the chair is absent, is unable to act, or refuses to act, the vicechair shall perform the duties of the chair. A quorum shall consist of a majority of committee members. In the event of a tie the Vice President's shall agree and break the tie. The Chair and Vice chair shall work under the Vice President's guidance.

Section 3: Term of Office.

Each member of a committee shall continue to serve on the committee until a successor is appointed or the committee is terminated. A vacancy on a committee may be filled by an appointment made in the same manner as an original appointment. A person appointed to fill a vacancy on a committee shall serve for the unexpired portion of the terminated committee member's term.

Section 4: Rules.

Each committee may adopt rules for its own governance, consistent with this Constitution, with rules adopted by the Executive Council and rules appointed by the Vice President's.

Article VI: Meetings

Section 1: Member.

The student chapter must hold no less than two meetings per semester for all members, meetings for all members are to be called by the president. Reasonable notice shall be given to all members in good standing of the time date, and location of the meeting.

Section 2: Special Or Emergency.

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Special or emergency meetings may be called by any elected officer, the purpose of the meeting shall be stated in the call. These will only apply to Officer meeting, any Member Meetings must be called in a reasonable time frame.

Section 3: Quorum.

The quorum shall be of 10 percent of members. A quorum is the minimum number of members of the student organization that must be present at any of its meetings to make the proceedings of that meeting valid.

Section 4: Professional Chapter.

Members and Officers are strongly encouraged to attend monthly meetings of the professional chapter.

Section 5: Executive Council.

Members are encourage to attend open Executive Council meetings, any Executive Council meeting announced close will only accept the attendance of Officer Positions, Student Officer, and the Chairperson of each standing Committees.

Article VII: Amendments to the Constitution

Section 1: Votes.

This Constitution may be amended by 2/3 of a vote of the members present. A vote to amend the constitution may proceed if a previous written notice of the proposed amendment was given with an adequate complaint of why this amendment is taking place. The Proposed amendments shall be subject to approval by the Executive Council.

Section 2: Announcements.

If and when amendments to the Student Organization Constitution have been approved, such amendments shall be announced at the following meeting.

Section 3: Approval.

The amendments shall become effective immediately after approval by 2/3 of the votes.

Section 4: Notification.

when changes are made to the Student Organization Constitution the proper notification must be given to the University Campus, local Chapters, Members and/or International Chapters.

Article VIII: Impeachment of Officers or Members

Section 1: Removal.

An officer may be removed from office by members of the Student Chapter for inappropriate conduct as specified in the Student Code of Conduct of University Of Houston Clear Lake, for conduct in violation of these Bylaws, for conduct determined to be detrimental to the best interests of the Student Chapter, or for failing to perform his or her duties properly and in good faith. Prior to being removed from office, the officer shall be given written notice of the charges against him or her. Such notice shall be delivered at

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least two weeks in advance of a meeting of the members of the Student Organization at which the officer's removal is to be considered. A Faculty Advisor must be present at such meeting. The officer in question shall have an opportunity to address the meeting before the members vote on his or her removal.

No officer shall be removed except upon a 2/3 (twothirds) vote of the active members present at the meeting.

Article IX: Advisor

Section 1: Faculty Advisor.

The Faculty advisor shall be available for advice, offer counsel when he/she feels it is necessary, and attend Student Organization meetings.

Section 2: Voting.

The Faculty advisor shall not be entitled to vote or hold office in the Student Organization.

Section 3: Eligibility.

The Student Organization Faculty advisor must be either an ISACA/ACFE Academic Advocate member or a professor in one of the ISACA/ACFE major disciplines.

Article X: Other Information

Section 1: Executive Council.

Composition The Executive Council shall consist of all elected Officers, chairperson of each standing committee, and one elected student atlarge, who shall take office upon election and shall serve for a term of one semester and until a successor is duly elected or appointed and qualified. The Faculty Advisor shall serve as an advisory member of the Executive Council.

Authority The Executive Council shall be governing body of the Student Organization and its actions shall be final unless otherwise provided for in this Constitution. The Executive Council shall have the authority to appoint Officers to vacant positions and to establish and appoint committees unless otherwise specified in this Constitution. The Executive Council shall have the authority to supervise all officers, agents and committees of the Student Organization. The Executive Council shall make available all financial records of the Student Organization to any member, or to the Corporation/Association or Association/Professional Chapter, upon reasonable notice.

Quorum A quorum shall consist of a majority of voting members of the Executive Council.

Vacancies If the office of the elected student atlarge becomes vacant for any reason, the Executive Council shall appoint an eligible member to fill the vacancy until such time as an election can reasonably be withheld.

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If the office of any other Council member becomes vacant, it shall be filled in accordance with the provisions of the Article IV of this Constitution.

Elected Student The elected student serving in the Executive Council shall be responsible in presenting members opinion. The elected student shall be perform all duties incident to the position of elected student or as may be assigned by the President or the Executive Council.

Section 2: Rules of Order.

All meetings of the Student Organization shall be governed by the parliamentary laws set forth in Robert's Rules of Order (most recent edition) when they do not conflict with these Bylaws.

Section 3: Limitation of Liability.

The Student Organization shall be fully and solely responsible for its own legal and financial affairs. Neither the Corporation/Association nor the Association/Professional Chapter shall be responsible or liable for any lawsuits, damages, other expenses or liabilities arising out of the activities of the Student Organization. The Student Organization shall not be responsible or liable for any lawsuits, damages, other

expenses or liabilities arising out of the activities of the Corporation/Association or the Association/Professional Chapter.

Article XI: 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 those guidelines and any special rules the ISG may adopt.

Article XII: 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 actuation of the ISG