

# **CONSTITUTION AND BYLAWS OF THE GEORGIA STUDENT INFORMATION SYSTEM USER GROUP**

## **CONSTITUTION**

### **ARTICLE I – NAME**

The name of the organization shall be noted hereafter as the Georgia Student Information System User Group, hereinafter also referred to as GSIS.

### **ARTICLE II – OBJECTIVE AND PURPOSE**

The objective of the GSIS shall be to promote these purposes:

- a. To serve as a forum for information exchange regarding the Georgia student data reporting requirements.
- b. To provide a vehicle for workshops about various Information Systems, user techniques and enhancements, and other production software.
- c. To provide a forum for a united voice regarding software development.
- d. To provide a vehicle for the exchange of information, ideas, and needs between the end users of Student Information Systems software, the State Department of Education, and other software vendors.

### **ARTICLE III – Association of Attendees**

The association of attendees in GSIS shall be from the beginning of one annual conference to one day prior to the following annual conference.

Requirements for association to GSIS shall be reviewed annually and published to all Conference attendees.

### **ARTICLE IV – Officers and Directors of the Organization**

The operation of the Organization will be the managed by the Executive Officers' Committee and that management will be overseen by the Board of Directors.

### **ARTICLE V – COMMITTEES**

The four (4) required committees shall be filled by members of the Executive Officers' Committee.

- a. Advocacy Committee
- b. Conference Committee
- c. Public Relations Committee
- d. Corporate Sponsorship Committee

Other Committees may be established by recommendation of the Executive Officers' Committee.

## **ARTICLE VI – MEETINGS**

Meetings shall be conducted periodically. There shall be at least three levels of meetings:

- a. Full Attendee meeting(s)
- b. Executive Officers' Committee meetings
- c. Board of Directors meetings

## **ARTICLE VII – AMENDMENTS**

Proposed Bylaw amendments may be submitted by any attendee of the GSIS Conference to any member of the Board of Directors for consideration and action.

All proposed revisions to the Bylaws of GSIS shall be published at least thirty (30) days before the final adoption of any revisions.

## **ARTICLE VIII – FINANCIAL**

Notwithstanding any other provision of these articles, this organization shall not carry on any other activities not permitted to be carried on by:

- a. A corporation exemption from federal income tax under Section 501 © (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law, or
- b. A corporation, contributions which are deductible under Section 170© (2) of the Internal Revenue Code of 1954, or any other corresponding provision of any future United States Internal Revenue Law.

## **ARTICLE IX – DISSOLUTION OF ORGANIZATION**

In the event of the dissolution of this organization (Georgia Student Information User Group), the residual assets, if any, of the organization will be turned over to one or more educational organizations which themselves are exempt as organizations described in Sections 501 © (3) and 170 © (2) of the Internal Revenue Code of 1954, or corresponding sections of any prior or future Internal Revenue Code or to the federal, state, or local government for exclusive public purpose. The recipient of these assets will be determined by a consensus of the remaining Board of Directors.

# **BYLAWS TO THE CONSTITUTION**

## **Bylaws to the Constitution ARTICLE I – Name**

It is accepted that the Name of the organization is often referred to as GSIS.

## **Bylaws to the Constitution ARTICLE II – Objective and Purpose**

## **Bylaws to the Constitution ARTICLE III – Association of Attendees**

### **Section 1: Active Associates**

Active associates in GSIS shall be by request and upon payment of the established annual Registration fee (normally associated with Conference attendance). Opportunity for active association is open to any individual who supports the objectives and purposes of this organization. These individuals must meet one of the following criteria:

- a. Currently employed by any Educational Facility within the State of Georgia,
- b. Employed by the Georgia Department of Education or other state agency.

### **Section 2: Other Associates**

- a. Honorary association may, upon recommendation and approval of the Board of Directors, be conferred upon individuals who have performed meritorious service for the organization. No Registration fees will be expected of the recipient. Honorary associates shall not be entitled to hold office.
- b. Vendor Associates shall be available to individuals and corporations that are not eligible for active Association according to the requirements outlined in Section 2. Vendor Associates shall be eligible to attend all conferences, receive all correspondence sent to the active Associates, and receive any other services that GSIS may provide its Associates. Vendor Associate shall not be entitled to hold office. These individuals would normally meet one of the following criteria:
  - 1) Employed by a software vendor
  - 2) Any other interested vendor employee.
  - 3) Other Board approved individuals.
  - 4) The Board of Directors shall be the final authority when addressing all questions pertaining to the eligibility of Association in GSIS.

### **Section 3: Registration Fees**

The annual Registration fees shall be payable at any time and shall be for association in GSIS for one year from the beginning of one annual conference to one day prior to the following annual conference

Registration fees shall be reviewed annually by the Executive Officers' Committee. Recommendations of the Executive Officers' Committee shall be made to the Board of Directors.

Bylaws to the Constitution **ARTICLE IV – Officers and Directors of the Organization**

Section 1: Executive Officers' Committee

The Executive Officers' Committee of GSIS shall be President, President Elect, Past-President, Secretary, and Treasurer. These five members shall constitute the Executive Officers' Committee for one full year.

- a. The President is a member of the Executive Officers' Committee and assumes the leadership in achieving the objectives and policies of the GSIS. It is the duty of the President to preside or arrange for a presiding officer at all meetings. It is also the responsibility of the President, with the advice and assistance of the Executive Officers' Committee, to assist in preparing programs for the annual meeting. The President is also responsible for the appointment of all committees not otherwise identified. The President is to serve as the President of the Board of Directors and the Executive Officers' Committee; to call such meetings of the Board of Directors and the Executive Officers' Committee as may be necessary; to serve as an ex-officio member of all committees; to name a parliamentarian when needed; and to perform all other duties pertaining to the office.
- b. The President Elect is a member of the Executive Officers' Committee. The President Elect shall perform all the duties of the office of President in case this office is vacated temporarily or permanently.
- c. The Past President is a member of the Executive Officers' Committee for one (1) year after his/her term as President has expired. The primary duty of this office is to aid the other officers in an advisory capacity to ensure continuity between the purposes of the organization from one administration to the next. This officer has full voting rights on the Board of Directors and on the Executive Officers' Committee.
- d. The Treasurer is a member of the Executive Officers' Committee and shall present all Reports to the Executive Officers' Committee as outlined in the Bylaws Article VIII. Upon review of Reports, such report will be disseminated to the Board of Directors for their approval.
- e. The Secretary is a member of the Executive Officers' Committee and shall maintain the minutes of both Executive Officers' Committee and Board of Directors meetings.
- f. It is the responsibility of the Executive Officers' Committee to develop the Registration fee structure and the incentive program to best attract Presenters, Vendors, Sponsors, volunteer participants, and other attendees.

Section 2: The Board of Directors shall consist of the Executive Officers' Committee and a minimum of six (6) additional at large associates of GSIS.

- a. The Board of Directors shall oversee the direction in which the Executive Officers' Committee are steering the future of the GSIS.
- b. The Board shall receive the minutes of each of the Executive Officers' Committee Board meetings.

Section 3: Elections, Installation and Removal from Board

- a. Board members shall be elected for a minimum of one year.

- b. Board members shall serve for a maximum of ten consecutive years, unless extended by majority vote of the Board of Directors. After two consecutive years off the conference board, interested associates may be re-elected to the Board of Directors
- c. The Board of Directors shall implement procedures for annually notifying active associates of any Board of Directors vacancies and accepting applications for vacant positions.
- d. The Board of Directors shall convene a meeting during the dates of the annual conference or within 24 hours after the conclusion of the annual conference to vote on the continuance of current Board Members interested in remaining on the Board.
- e. The Board of Directors shall elect new members to the Board of Directors, by majority vote, at least after the conclusion of the first day of the conference and within 45 days of the conclusion of each annual conference.
- f. In the event that a member of the Board of Directors routinely fails to perform the duties of his or her elected position and/or fails to contribute to the general business of the Board of Directors through participation in meetings, the Board may, by majority vote, remove said member from the Board of Directors.
- g. In the event that a member of the Board of Directors resigns or is removed from office prior to the beginning of the annual conference, he or she shall not be eligible for reimbursement of conference expenses and shall be required to pay the applicable conference registration fee.

#### Section 4: Vacancies of Board Members Prior to the end of Elected Term

- a. It shall be at the discretion of the President to determine whether mid-term Board of Directors vacancies shall be filled.
- b. In the event that the President seeks to fill a mid-year vacancy, the Board may vote to refer to existing applications on file or convene a new application window for the purpose of selecting new members to the Board of Directors.
- c. The Board of Directors shall have the authority to vote on changes to the Officer Committees' positions, as necessary, based upon mid-year vacancies.

#### Section 5: Voting

- a. Voting opportunities may include In-Person at Full Board Meetings, Phone or Video Conferencing, via email, or other future technology. By definition, a majority vote is when 51% of the attendees are in agreement (see also Meetings for definitions on what constitutes a quorum).
- b. Unless otherwise noted, the majority decision of the Executive Officers' Committee shall be deemed final unless such decision is vetoed by a majority of the Board of Directors. Such veto must come within 2 business days of the presentation of the minutes of the Executive Officers' Committee Board meeting when such decision was voted upon.

#### Section 6: Compensation for Services

- a. No member of the GSIS, Executive Officers' Committee, or Board of Directors, part-time or full-time, shall receive a salary for services or duties performed on behalf of the organization.

- b. Active Members of the Board of Directors may be reimbursed for expenses incurred in conducting matters pertaining to Organizational function(s),
  - 1) Such expenses shall be in compliance with the State Accounting Office (SAO) of Georgia.
  - 2) Members of the Board of Directors are prohibited from seeking reimbursement of eligible expenses from both the GSIS organization and their employer. Any reimbursements authorized by the GSIS Board of Directors shall not also be submitted by the Board Member for reimbursement by his or her employer.
  - 3) Expenses must be approved by the Executive Officers Committee prior to expenses being incurred, if Board member desires reimbursement for other incurred expenses such as additional lodging required for early arrivals or late departures.

#### **Bylaws to the Constitution ARTICLE V – Committees**

Additional Committees may be created by the Executive Officers' Committee. Such committees will be subcommittees under the Executive Officers' Committee.

#### **Bylaws to the Constitution ARTICLE VI – Meetings**

Section 1: The Executive Officers' Committee will meet as often as is deemed necessary, but no less than five (5) meetings per year.

Section 2: The Board of Directors shall meet only as needed to perform their necessary voting requirements, but no less than two (2) meetings per year.

Section 3: Meetings may consist of telephone/video conferencing calls or in-person meetings, or general Business meetings. Communication via the Board of Director's listserv may also be utilized to limit travel expenses.

Section 4: During Executive Officer's Committee meetings where Board Members are invited and present, all Board Members are encouraged to participate in the discussion and in the voting.

Section 5: In the event an Executive Officers' Committee meeting has more than half of the Board Members present, such meeting and any subsequent voting shall constitute the "Review of the Board Members" and the provision allowing for "vetoed by a majority of the Board of Directors" is deemed satisfied.

#### **Bylaws to the Constitution ARTICLE VII – AMENDMENTS**

Proposed Bylaw amendments may be submitted by any attendee of the GSIS conference to any member of the Board of Directors for consideration. Such proposal shall be discussed and voted upon by the Executive Officers' Committee. If such proposal receives a majority vote of the Executive Officers' Committee, such proposal shall be presented to the Board of Directors. If proposed amendments receive a majority vote of the Board of Directors, amendments shall be published for at least thirty (30) days before the final adoption as an ammendment.

#### **Bylaws to the Constitution ARTICLE VIII – Financial**

Section 1: The Treasurers Report shall be prepared by the treasurer and presented to the Executive Officers' Committee at each scheduled Executive Officers' Committee meeting. Upon review of Treasurers Report, such report will be disseminated to the Board of Directors for their approval.

Section 2: Post Conference Annual Report shall be presented to the Executive Officers' Committee at the first meeting post-Conference. After review and approval by the Executive Officers' Committee, Post Conference Annual Report shall be presented to the Board of Directors.

Section 3: The Annual Budgetary information shall be submitted to the proper authority for the purpose of Annual Income Tax Reporting.

**Bylaws to the Constitution ARTICLE IX – Dissolution of Organization**

**Bylaws to the Constitution ARTICLE X – Definitions & RULES OF ORDER**

All business of this organization shall be governed by Roberts' Rules of Order Revised.

Mass communication may be in the form of mailings, listservs, Websites, or any other method approved by a majority of the Executive Officers' Committee.

Voting by Email shall be considered a viable option. All responses shall be returned within 2 Business days of posted motion in order to be considered in the voting. A majority is considered 50% plus 1 of the responses.

Decisions approved by a majority of the Executive Officers' Committee shall be deemed final unless such decision is vetoed by the majority decision of the Board of Directors.

Alternative Meetings may be used in lieu of Board meetings to reduce expenses. Alternative meetings could consist of Conference calls (video and/or telephone), Listserv notification, email, and other technologies that may be available.