

# Management Information Systems Organization

## An Organization of Management Information Systems Professionals

### Student Handbook

#### Mission Statement:

In seeking to promote and recognize scholastic achievement and professional excellence among management information systems students and alumni, our objectives include:

- To encourage interest in the information technology professions
- To provide opportunities for members to interact with information technology and business professionals, faculty, and other students
- To provide informative programs, encouraging the development of professional growth
- To increase interaction with Houston area information technology firms and industries.

#### About MISO:

This handbook has been prepared by The Management Information Systems Organization (MISO) to help you become more familiar with the purpose and activities of our organization. The Management Information Systems Organization is an Organization for Information Systems Professionals. Our broad objective is to promote and recognize scholastic achievement and professional excellence among management information systems students and alumni. The University of Houston-Clear Lake chapter of The Management Information Systems Organization was established in XXXX and continues to grow in strength and diversity.

Since we maintain high standards and expectations of our members, we have earned the respect of information technology firms, industry and faculty. Our organization's success is dependent on the continuous dedication and participation of our members. We encourage you to join us in our activities. The results will be beneficial to both you and our organization.

#### What MISO Does:

We seek to promote and recognize scholastic achievement and professional excellence among management information systems students and alumni.

#### Our detailed objectives are:

- Recognize and promote outstanding academic achievements in the fields of information systems and information technology
- Promote the study and practice of management information systems professions
- Provide self-development opportunities and association among members, faculty and practicing management information systems professionals
- Provide informative programs to encourage professional growth
- Increase interaction with Houston area information technology firms through participation in placement service activities, internship programs and industry tours
- Encourage a sense of ethical, social and public responsibilities by providing assistance to campus and community organizations, as well as encouraging cooperation and association with other student organizations
- Provide student input to university administration
- Enhance and complement the collegiate experience

## **Service Goals:**

In striving to fulfill our objectives we concentrate our activities in four major areas: Community Service, Campus and Student Services, Professional and Technical programs, and Social Interaction.

### **Community Service:**

MISO offers tutoring services for a broad range of information technology subjects to the community:

- .NET Application and Web Development
- Computer Networking & Network Security
- Database Design & Development
- IT Auditing
- Systems Analysis & Design
- Project Management

The availability of tutoring services may be subject to the organization member's availability and knowledge base. Community members who are interested in these services should contact MISO in advance so that the organization can analyze the request and determine the appropriate members for the service.

### **Campus and Student Services:**

MISO offers tutoring services for a broad range of information technology subjects to the University of Houston-Clear Lake student body:

- .NET Application and Web Development
- Computer Networking & Network Security
- Database Design & Development
- IT Auditing
- Systems Analysis & Design
- Project Management

MISO offers additional assistance to the technology labs during midterms and final exams. Our goal is to help assist the available Teaching Assistants during times where a high volume of students require assistance and guidance. By distributing student assistance to experienced MISO members, we help establish our presence on campus and work to earn the respect of the student body.

In addition to the tutoring and lab services, MISO is involved in campus activities through representation in the Student Government Association (SGA), as well as through participation in Orientation Day (for new students), Career Week (for prospective employers), and much more. We sometimes coordinate programs and events with other campus organizations.

### **Professional and Technical Presentations:**

MISO works to sponsor professional and technical training programs each semester. These programs are designed to enhance the student's knowledge base, supplement class materials, assist students in selecting careers, and to provide an opportunity for students to interact with information systems and industry professionals.

All presentations will be publicly announced on our agendas, and we generally provide meals or snacks at our meetings to provide members an opportunity to mingle with each other and meet with the professional speakers in a social atmosphere.

### **Social Interactions:**

MISO meetings and organized networking social events create opportunities for members to network with each other in order to create relationships that will benefit them personally and professionally in the present and the future. In addition, the social interaction with the professional speakers has been an important catalyst in obtaining internships and full time positions.

MISO also provides opportunities for social interaction through:

- Regular Organization Meetings
- Alumni Social Events
- Campus Events

## **Organizational Structure:**

In order to maintain our standing as a chapter of the International MISO organization, we must meet specific criteria within 2 categories, Professional hours and Service hours. Every activity that our members engage in is reported to the International Office, which is why we require you to sign-in at each meeting. We must maintain a minimum-level of activity for these 2 categories to remain in satisfactory standing with the international organization. Our past achievements, however, have far exceeded satisfactory. Our efforts were rewarded at the 1992 National Meeting with recognition as a "Distinguished Chapter" and as a "Superior Chapter," the highest distinction awarded by the International Office.[MBL2] . We believe that an active chapter best serves the social and professional needs of its members by broadening their knowledge-base and social-base within the professional community.

Perhaps we can best describe how our chapter accomplishes its tasks by briefly explaining the responsibilities of its various officers. In addition to the duties outlined, each officer is responsible for arranging a professional program or event. Feel free to contact any of the officers if you have any questions or suggestions. We welcome any suggestions you may have. We also encourage you to run for office.

## **Officer Positions:**

### **Advisors:**

The Advisor counsels students and officers, offers guidance when necessary, and verifies the accuracy of the records.

### **President:**

The responsibilities of the President is for coordinating the work of the officers and members. This involves preparation of agendas for and presiding over business meetings, dissemination of information about and promotion of MISO, representation of the chapter during student organization events, and interfacing with campus and community leaders. The President also verifies that established guidelines and policies are adhered to. The President assists in preparing a budget for the upcoming year, signs off on checks that are written, and maintains the MISO worksheet. This worksheet contains the status to receive cords and sashes, alumni contact information, offices held, and member information.

### **Vice President:**

The responsibilities of the Vice President is to assist the President in performing their prescribed duties. The Vice President represents MISO at the Student Government (SGA) meetings and informs MISO on the issues discussed and implemented at the meetings. In addition, the Vice President maintains the organization's inventory of candidate and graduation supplies and assists in setting up luncheon supplies at each meeting.

### **Archivist:**

The responsibilities of the Archivist is to document all chapter events, submit all reports to the appropriate officers and advisors in a timely manner, and verify that fees are paid. The Archivist also keeps a record of points earned by all candidates and members.

### **Treasurer:**

The responsibilities of the Treasurer is for billing and collecting all member dues and fees, maintaining the Chapter bank account and checkbook by recording and depositing payments and paying all bills when due. The Treasurer will assist in compiling the financial statements, preparing bank reconciliations and overseeing fund raising events.

## **Communications Director:**

The responsibilities of the Communications Director is to publicize MISO announcements and events to all members via e-mail, updating the MISO board in the Bayou Building and maintaining the MISO web page. The Communications Director also assists the Recruiting Directors by coordinating a mass mail-out to prospective members.

## **Recruiting Directors:**

The responsibilities of the Recruiting Director is to verify the records of applicants, determine and communicate acceptance or rejection of applications based on Grade Point Average (GPA) requirements, and coordinate the receipt of membership certificates. The Recruiting Director will also serve as the Tutoring Director, coordinating and recording all tutoring efforts and oversee lab volunteers.

## **Officer Elections:**

Officer elections occur in the latter part of each semester. The Management Information Systems Organization has established that nominations for available positions must be submitted two weeks prior to the election. Copies of these forms are then distributed to members and elections take place at one of the last meetings of the semester. Officer terms are one year, after your term in an office, you must rerun for that office or another office.

## **Performance of Officers:**

Officers shall perform the duties they are elected to perform, and may be subjected to performance evaluations by the organizations members and co-officers. In the event that a lack of confidence in an officer's performance has been established, a vote of no-confidence may be raised within the organization.

In the event that a vote of no-confidence is called, active members, officers, and faculty advisors will be called to vote anonymously to remove the officer from their post. Faculty advisors will count the ballots twice to ensure the accuracy of the vote and announce the results.

## **Removal from Office:**

If an officer is to be removed from their post, either by voluntarily resigning or under special circumstances, another officer may volunteer to fulfill the position's obligations for the remainder of the semester. In the event that another officer cannot fulfill the position's obligations, a special election may be called.

## **Membership Requirements:**

### **Undergraduate Requirements:**

The undergraduate requirements to become a member of MISO include:

- Must have an accepted degree plan for a Bachelors in Management Information Systems or Accounting with track in M.I.S. on file with UHCL Registrar.
- Must have a cumulative GPA of 3.0 in all upper-level courses in your declared major.
- Must have a cumulative GPA of 3.0 for all college work or a 3.25 for the last 60 hours or a 3.5 for the last 30 hours.
- Must have taken or be enrolled in ISAM 3033 (Information Systems for Management) to pledge.
- Will not accept application for membership in the semester of graduation.

### **Graduate Requirements:**

The graduate requirements to become a member of MISO include:

- Must have an accepted degree plan for a Masters in Management Information Systems or Accounting with track in M.I.S. on file with UHCL Registrar.
- Must have a cumulative GPA of 3.0 in all upper-level courses in your declared major.
- Must have a cumulative GPA of 3.0 for all graduate classes at UHCL.
- Must have taken or be enrolled in ISAM 5330 (Management Information Systems) to pledge.
- Will not accept application for membership in the semester of graduation.

### **Candidate Requirements:**

Candidates are required to fulfill the following requirements during their pledging semester to become a member:

- Turn in a completed application with transcripts
- Pay the \$25 membership semester fee
- Pay the \$35 one-time pledge fee
- Complete 5 hours of Professional Activities
- Complete 10 hours of Service Activities
- Accumulate \$45 of Fundraising
- Attend 1 Social Event
- Attend the initiation and officer election ceremony

All candidates and initiates are required to fulfill the above requirements in order to be initiated into the organization. Once initiated, members are expected to maintain active status each semester until graduation to receive honor cords. Members may be exempted from the requirements during a one semester internship.

### **Member Requirements:**

Members are required to fulfill the following requirements each semester to retain active membership status:

- Pay the \$25 membership semester fee
- Complete 5 hours of Professional Activities
- Complete 5 hours of Service Activities
- Accumulate \$45 of Fundraising
- Attend 1 Social Event
- Attend the initiation and officer election ceremony

Members are expected to maintain active status each semester until graduation to receive honor cords. Members may be exempted from the requirements during a one semester internship.

## **Member Status:**

- **CANDIDATE** - Currently fulfilling candidate requirements
- **INITIATE** - Candidate from previous semester; will be initiated in current semester
- **MEMBER** - A candidate who has been initiated into the organization
- **ALUMNI** - A member who has graduated

## **Categories of Membership:**

### **Section 1.**

Membership in MISO shall be limited to those persons of good moral character who have achieved scholastic and/or professional excellence in the field of management information systems or accounting with a focus in management information systems; who have been initiated according to the official membership ceremony; and who are in good standing.

### **Section 2.**

Members of MISO enrolled as management information systems or accounting with a focus in management information systems students at an institution where there is a chapter shall be designated as Student members.

### **Section 3.**

Candidates of MISO are students who have declared a concentration in management information systems or accounting with a focus in management information systems (or who have indicated an intention to concentrate in management information systems or accounting with a focus in management information systems) but who have not yet met the requirements for the membership ceremony.

### **Section 4.**

Members of MISO who are on the faculty of an institution where there is a chapter shall be designated as Faculty members.

### **Section 5.**

Members of MISO, once classified as Student members, who are no longer concentrating in management information systems, or accounting with a focus in management information systems or no longer associated with a collegiate institution where there is a chapter shall be designated as Alumnus members.

### **Section 6.**

Members of MISO, once classified as Faculty members, who are no longer associated with a collegiate institution where there is a chapter shall be designated as Alumnus members.

### **Section 7.**

Members of MISO who, at the time of their membership ceremony, are neither students nor faculty at the institution where the initiating chapter is located shall be designated as Honorary members.

### **Section 8.**

An individual may be initiated only once as a member of MISO, but may be an Honorary member of multiple chapters.

## **Resignation of Members:**

### **Section 1.**

A member or candidate may resign from MISO by notifying in writing the Faculty Advisors and local chapter president.

### **Section 2.**

The resigning member shall surrender the membership certificate and other MISO insignia to the local chapter. The local chapter must forward the membership certificate to the Executive Office. Initiation fees and Candidate fees are nonrefundable.

## **Expulsion of Members:**

### **Section 1.**

A member may be expelled for conduct detrimental to the purposes or interests of MISO. Charges of such conduct must be made in writing to the faculty advisor and signed by a member of MISO.

### **Section 2.**

When such charges have been made against a member, the faculty advisor must make certain that the accused member is given notice and an opportunity to be heard concerning the charges. Notice must be given to the accused member by certified mail at least thirty days before the hearing, and such notice shall include: (1) a copy of the charges made against the member; (2) the time, date, and place of the hearing; (3) an explanation of the expulsion procedures which include automatic review by the Board.

### **Section 3.**

A committee of chapter members, including at least two faculty members (exclusive of the faculty advisor) of MISO, is to be selected by the Faculty Advisor and ranking chapter officer to investigate the charges and make a determination as to whether or not the accused member should be expelled. The findings should be based on a presentation of the charges by the accusing member and the accused member has the opportunity to appear and explain the actions in question.

### **Section 4.**

If expelled, the member may request a hearing before the entire local chapter in a special meeting called for that specific purpose. A majority vote of the chapter may reverse the committee's findings.

### **Section 5.**

If the local chapter's decision is to expel the member, details of the procedures followed, the evidence submitted, and the action taken shall be forwarded immediately to the Executive Office.

### **Section 6.**

The local chapter's decision will be reviewed at the next regular meeting of the Board. Both the local chapter and the accused member shall be notified in writing by the Director of Administration and Development of the approval or disapproval of the expulsion.

## **Section 7.**

If expelled by the local chapter, the member must surrender the membership certificate and other MISO insignia to the local chapter. The local chapter shall forward the membership certificate to the Executive Office.

## **Section 8.**

Student members of MISO who relocate at another institution, either to complete their undergraduate program or to pursue a graduate degree, may become members of the local chapter provided they: (1) apply for membership and (2) meet all membership requirements for the local chapter. Candidates who relocate to another institution to complete their undergraduate program may become Candidates of the local chapter provided they apply to the local chapter and meet the requirements of the local chapter.

Candidates may be terminated for reasons enumerated in Section 1. If a Candidate is terminated, the local chapter shall notify the Executive Office within fourteen days of the termination.

## **Eligibility Requirements for Scholarships:**

Each semester it will be determined whether or not the organization has scholarships available. Scholarships are provided through funding raised by sponsors, fundraising activities, and other donations to the the Management Information Systems Organization.

When available, scholarships will be awarded based on the decisions of the Faculty Advisors and the current President. All scholarships granted will be made in the form of a check from the organization to the recipient. In order to become eligible for scholarships, a member must have maintained Active Status and met all of their membership requirements. The number and amount of scholarships available all depends on the amount of donations and fundraising the organization acquires throughout the semester.

## **List of MISO Scholarships:**

### **MISO Special Recognition Award**

The MISO Special Recognition Award may be awarded to a MISO member who has gone above and beyond to contribute to the organization and its mission in a semester. This award is reserved for officers who have completed their term and must be recognized by their fellow officers for their performance.

### **MISO Outstanding Service Award**

The MISO Outstanding Service Award may be awarded to a MISO member who has contributed the most recognized service hours for a semester.

### **MISO Honorable Mention Award**

The MISO Honorable Mention Award may be awarded to a MISO member who has done honorable work, both academically and professionally.

### **MISO Academic Excellence Award**

The MISO Academic Excellence Award may be awarded to MISO members who have maintained a 4.00 GPA through their graduation.

## **ALCOHOL POLICY**

MISO prohibits the consumption of alcohol products at any meetings, functions, or events that are either sponsored, publicized or otherwise endorsed by MISO when the chapters have primary responsibility.

The prohibition of alcohol applies to the following:

- chapter meetings, regional meetings, annual meetings, leadership programs, and all other meetings or programs of MISO;
- all alcoholic products whether provided by the chapter, by a speaker or external organization, or whether available at a charge to members and/or guests.
- Violation of this policy will result in sanctions as deemed appropriate by the MISO Board of Directors or Faculty Advisors.

## **PROFESSIONAL NATURE POLICY**

While participating in the activities of MISO, all members are expected to conduct themselves in a manner that is appropriate for financial information professionals.

In keeping with the professional nature of MISO, the Board of Directors requires adherence to the following policy. At no national, regional or local chapter event will content be tolerated that is demeaning or derogatory to any individual or groups of individuals. MISO specifically condemns the use of crude or sexually explicit language. MISO also condemns the use of racial, religious, ethnic, or gender categories for purposes that are offensive because of their derogatory nature.

## **SOLICITATION POLICY**

It is the policy of the Board to not permit chapter activities to be used as a conduit for the sale of products or services to students. Persons should not be asked to participate in a chapter activity if their participation is primarily promotional in nature. Any presentation regarding professional examinations, preparation for the examination, or a demonstration of an examination review program by a representative of a provider of review services is considered promotional in nature. Any chapter event at which the chapter permits the solicitation of its members to purchase products or services, will result in the event being assigned no credit in any category of the Program for Chapter Activities.