

Constitution and By-laws

of

The Institute for Intelligent Systems Student Organization
(A Registered Organization at the University of Memphis)

Article I - Name of the Organization

This Registered Student Organization (RSO) of the University of Memphis shall be called “Institute for Intelligent Systems Student Organization (IISSO).”

Article II – Objective and Mission Statement

The IISSO is a student-led advocacy and coordinating group at the Institute for Intelligent Systems (IIS). The IISSO represents the interests of undergraduate and graduate students who are affiliated with the IIS or related departments. The IISSO actively pursues opportunities to improve student welfare through academic and social projects and strives to advance student research by providing opportunities for funding, networking, and research promotion.

Article III – Membership and Activities of the IISSO

Section I - Membership

IISSO membership is open to all undergraduate or graduate students affiliated with the IIS or strongly interested in IIS focus areas. The IIS mission depends on an interdisciplinary approach that brings together researchers from many different research areas in the cognitive sciences, including but not limited to biology, communication sciences & disorders, computer science, education, engineering, linguistics, philosophy, physics, and psychology, focusing on training next-generation scientists. Membership is free, and no monthly or membership dues are required. Interested persons can join the organization via the University’s TigerZone or at various events using our sign-up links.

Section II - Onboarding of New Members

All new members will be assigned to an IISSO ambassador from their department. The onboarding process involves enrolling in the mailing list and TigerZone. After enrollment, new members will receive an official email from the organization. Further questions about IISSO by the members should be directed to their ambassadors and/or the president.

Section III - Research Opportunities in the IISSO

The IISSO strives to advance student research by providing opportunities for funding, networking, and promotion of research. As such, members have access to the following benefits:

- participation in the IISSO research fair (usually toward the end of the Fall and Spring semesters),
- opportunity to collaborate with researchers in different fields,
- network with experts from outside of the U of M in a variety of cognitive science fields (through the Cognitive Science Seminar lunch),
- research workshops and other academic/career events and several other benefits

Section IV - Funding Opportunities

The IISSO has funding in the form of:

- Thesis and Dissertation Award/Publication cost (once per program duration)
- Travel Fund (twice in the academic year)
- Research support (available through the office of the IIS director)

Members can apply for these opportunities throughout the semester. The application link can be accessed on the IISSO website. While anyone is welcome to join and may benefit from any or all of the aforementioned benefits, approval of such applications is subject to certain conditions as listed below:

- (a) applicant must be a member of the IISSO and must be working with an IIS affiliate or faculty (visit the IIS website for the list)
- (b) if you are not working with an IIS faculty or affiliate, you can be eligible for funding if you are an IISSO officer
- (c) if you do not belong to the two categories above, you can contact the IIS director through the president to present your case if you are conducting research in IIS-focused areas

Overall, upon joining the IISSO, if you are interested in possibly applying for travel funding in the future, you should check with your advisor or any professor you are collaborating with to see if they are IIS-affiliated and if they have added their students to the list of IISSO-travel-funding-approved students. You can also write the IIS director about the steps required for your advisor to become an IIS affiliate.

Even if you meet all requirements as outlined in the application packet, funding is not guaranteed. For more information on travel funding, please see the IISSO Funding Page on the website. There is also preliminary information on the Thesis/Dissertation funding on our website. You may also contact any of the current officers with questions or concerns about membership and eligibility.

Article IV – Officers and Election

Section I - Election

As a member of the Registered Student Organization (RSO) of the University, the leadership committee will be held responsible for governing the IISSO. A position becomes officially occupied after the applicant is nominated and elected by the members for one academic year (Fall - Spring). Election will be conducted in May/June or, depending on the decision of the current executive committee, on or before the start of the Fall semester of the academic year.

Section II - Officers

Importantly, at least one of the IISSO officers must attend the RSO training once per academic year, which will be convened by the office of Student Leadership & Involvement. Failure to attend the RSO training will result in the deactivation of the organization on TigerZone and other consequences. Members of the Executive Board or leadership of the IISSO shall consist of the following offices and the duties described below:

(1) President

The president shall oversee the affairs of the IISSO and perform all duties as assigned by the IIS director. Other responsibilities include:

- to act as the spokesperson for the IISSO
- ensure the organization is re-registered every academic year on TigerZone
- must assume the role of Primary officer on TigerZone and designate 3-5 members of the executive team in the role of Secondary contact, Financial Officer, and many more.
- delegate a spokesperson in their absence (e.g., the Vice-President)
- delegate the responsibilities and charges of the IISSO officers and representatives as necessary
- send emails to IISSO members using the mailing list or Listserv (administrative privilege)
- add new members both on TigerZone and on Listserv
- initiate and delegate the development and planning of annual IISSO activities
- assist in developing subcommittees in order for annual activities to be fulfilled
- call meetings and forums deemed important to the IISSO and the IIS

- attend IISSO Director meetings, IISSO meetings, and forums
- determine what information from the IISSO meeting minutes is sent to the larger IIS group
- consult with the Vice-President before requesting new strategies or activities be implemented for the IISSO

(2) Vice-President

The Vice President shall act in place of the President if the latter is unable to perform his or her duties. The Vice President shall perform other functions as may be explicitly provided in the Bylaws, which include but are not limited to the following:

- assume the responsibilities of the IISSO President should there be an extended absence
- act as the spokesperson for the IISSO in the absence of the President or as requested by the President
- be aware of the responsibilities of all IISSO officers
- support and assist the IISSO President in fulfilling his/her responsibilities
- attend IISSO Director meetings, IISSO meetings, and forums
- act as a “sounding board” to the President to encourage well-rounded ideas before promoting them to the IISSO as a whole
- gather consensus among IISSO members before implementing new strategies or activities for the IISSO or student body
- serves as research coordinator until further notice.

(3) Research Coordinator

The research coordinator will oversee every research-related activity of the IISSO and the members. Other designated duties include, but are not limited to:

- act as Chair of the IISSO research conferences
- accepting Dissertation Funding applications, and notifying the applicants
- be responsible for handling required tasks for the IISSO research fair each semester, including Lightning Talks, Workshops, etc.
- establish submission guidelines and time frame

- ensure venues for IISSO research events are secured/reserved
- work with IIS admins to ensure foods are available during this event,
- work together with the president and/assigned officers to ensure all research fairs' logistics are implemented

(4) Treasurer

The Treasurer shall maintain the financial records of the IISSO, working together with the president, IIS business officers, and/or the director. The office of the treasurer is in charge of the IISSO travel applications. Other responsibilities include:

- meeting with the President and IIS Director before the Fall semester to determine the budget for the upcoming year
- send travel applications criteria and procedures to students in compliance with a policy determined by the Treasurer, IIS Director, and IIS Administration at the beginning of each school year
- collect and review travel fund applications for completeness and solicit applicants for additional information as needed
- notify the applicants of their awards and send details to the IIS administration staff
- record and compile a text document at the end of each round of funding of who received funding, for how much, and for what event the funding was applied
- notify the IISSO officers about the number of members awarded every semester
- compile details of awardees to be submitted to the IISSO Secretary/Archivist for inclusion in the semester newsletter and/or other social media accounts.

(5) Secretary

The Secretary is responsible for all documentation of the IISSO, such as the preparation and distribution of newsletters, writing of minutes, and sending official emails as designated by the president. Other Secretarial duties include:

- attend every meeting of the IISSO and record minutes
- keep the cumulative meeting minutes together in either hard or electronic copies (and available on the organization website) for members or interested individuals to access
- prepare writing templates as required by other officers for official communication

- sending emails to members based on needs
- keep record of any organization documents

(6) Webmaster

The Webmaster will be responsible for all digital communications of the IISSO. Other responsibilities include:

- maintain and update the IISSO pages on the IIS official website, and IISSO social media accounts
- oversee the development and distribution of the IISSO website and other social media accounts, containing organization information and news.
- keep track of organization history (events, research, meeting dates, etc.) on the website
- gather consensus among IISSO members about website updates, additions, and general requested changes
- keep the website information up to date (membership directory, current officers, upcoming events, etc.)

(7) Recruitment Officer

The Recruitment Officer is responsible for publicizing the IISSO to the university community through various means, including flyers, events, etc. Other duties include:

- represent the IISSO at all resource fairs at the university
- carry out annual IISSO activities as delegated by the President, Vice President, and/or subcommittees
- provide sign-up links at tabling events
- stay updated as to the events and activities within each department and report this information to the IISSO
- encourage students, both graduate and undergraduate, to become involved in the IISSO

(8) Social Coordinator

The social coordinator must participate in all outreaches, research fairs, and activities of the IISSO. Other activities include:

- represent the IISSO at all resource fairs at the university
- responsible for the sign-in sheet for attendance at various meetings
- work together with the Recruitment officer and Ambassador at outreaches, resource fairs, and other events
- carry out other activities as designated by the President and other official responsibilities as delegated

(9) Ambassador

The ambassador must act as a representative of the IISSO in their department and the University at large, with the focus of recruiting new members. Other responsibilities include:

- organize and initiate outreach activities during the academic year
- work together with the Recruitment Officer and Social Coordinator, and participate in resource fairs at the University
- oversee the affairs of members in their department and report to the president and other IISSO officers
- carry out other activities as designated by the President

Section III - Vacancies in Offices

If a vacancy occurs in any position after the general election in May/June, a nomination will be reconducted, which will be followed by an election at any time during the academic year. However, this does not apply to the ambassador's role.

Section IV - Dissolution

In the event that the IISSO is dissolved, all funds and assets accrued will be returned to the Institute for Intelligent Systems (IIS).

Section V - Resignation/Dismissal of Officer

Subsection I: Resignation

An elected officer may resign from their position at any time due to personal or professional reasons. Such resignation shall be submitted in writing (or email) to the IISSO leadership and the Director of the Institute for Intelligent Systems (IIS).

Subsection II: Dismissal

An executive officer may be removed from their position for violating rules, regulations, or policies of the IISSO and/or the University of Memphis. The removal process requires approval from the Director of IIS and may proceed in one of the following ways:

- (i) direct removal by the Director of IIS, or
- (ii) formal vote by the IISSO leadership, followed by the Director's approval.

Subsection III: Filling Vacancies

In the event of a vacancy, the responsibilities of the office shall be temporarily assumed by a current IISSO officer, as determined by the remaining executive members. A permanent replacement shall be selected through an election or appointment, as outlined in Article IV, Section III of these bylaws.

Article V - Code of Conduct

As an RSO at the University of Memphis, the IISSO must adhere to the Student Code of Rights and Responsibilities ("Student Code"), aimed at advancing the mission of the University by maintaining a healthy learning environment, protecting the rights and privileges of all members of the University.

Article VI - Procedure of Amendment of Bylaws

Proposal of an Amendment to these Bylaws may be made by the IISSO officers and members, IIS faculty, and the director. Such proposals must be discussed and handled by a committee of the IISSO leaders, which must include the President, Vice President, Secretary, and 2-3 members of the executive committee. Following a thorough review, the amendment will be sent to other IISSO officers for approval and then sent to the IIS director for final validation. Following approval from the director, the president shall publicize the proposed Amendment to all members. If there are no further comments from the IISSO members, the Amendments shall remain official.