



# ASSOCIATION FOR INFORMATION SYSTEMS

## Petition to Charter an AIS Student Chapter

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The Association for Information Systems, the premier global organization for IS academics, in the form of AIS Student Chapters, is dedicated to providing a forum for current and prospective IS students.

The mission of each chartered AIS Student Chapter is **to promote the study and utilization of management information systems through programs of professional development, social networking, and community development.**

### Instructions for Petitioning

1. Identify an AIS Member to be the Student Chapter Faculty Advisor
2. The Petition for Charter must be submitted to AIS Headquarters either via the online form or utilizing the paper form by an AIS Member.
3. A list of charter members, a minimum of 10, must be listed with contact information on the membership roster and submitted to AIS Headquarters.
4. Chapter Bylaws must be submitted to AIS Headquarters and must adhere to the [Standard Form for AIS Student Chapter Bylaws](#).
5. An annual organizational fee of **\$495.00** USD must be submitted via credit card or check made payable to **Association for Information Systems**. NOTE: Be a Founding Student Chapter and save money. All student chapters chartered from now until March 1, 2010 will qualify as a Founding Student Chapter and only pay \$395 for a two-year membership.

### What to expect after submitting the petition:

1. A confirmation notice will be sent within 2 business days of receipt of submission and your chapter will be added to the "Petition Received" list on the AIS Student Chapter Website
2. Allow up to 2 weeks for final approval of submitted bylaws
3. Final confirmation of approval will be sent within 2 business days of bylaw approval, petition of charter form and payment receipt and your chapter will then be added to the "Petition Approved" list on the AIS Student chapter Website

For assistance completing the petition form or if you have questions about AIS Student Chapters, contact

#### Joe Allegra

Student Chapter Field Representative, AIS  
Senior Program Specialist, Temple University  
[aisscrep@aisnet.org](mailto:aisscrep@aisnet.org)  
+1 (215) 204-3060

#### AIS OneStop Service

[onestop@aisnet.org](mailto:onestop@aisnet.org)  
+1 (404) 413-7445

**PLEASE SUBMIT TO:**  
Association for Information Systems  
P.O. Box 2712  
Atlanta, GA 30301-2712, USA  
404-413-7443 (fax)  
[aissc@aisnet.org](mailto:aissc@aisnet.org)



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### A. UNIVERSITY/COLLEGE INFORMATION

Date \_\_\_\_\_

Name of Student Organization \_\_\_\_\_

Name of College/University \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Web site \_\_\_\_\_

**To foster student interest in information systems at our college/university, we hereby petition the Association for Information Systems to charter an AIS Student Chapter.**

**This petition was prepared by:**

AIS Member \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Web site \_\_\_\_\_

**PLEASE SUBMIT TO:**  
**Association for Information Systems**  
**P.O. Box 2712**  
**Atlanta, GA 30301-2712, USA**  
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[aisc@aisnet.org](mailto:aisc@aisnet.org)



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### B. FACULTY ADVISOR INFORMATION

Check here if same as above and proceed to next section

Faculty Advisor \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Web site \_\_\_\_\_

### C. STUDENT CHAPTER PRESIDENT

President \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Web site \_\_\_\_\_

### D. CHARTER MEMBERS (minimum of 10 enrolled undergraduate or graduate level students):

Attach and submit a spreadsheet in accordance with the established [Membership Template](#) to the AIS Headquarters for processing.

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### E. INSTITUTIONAL ENDORSEMENTS

We have reviewed the qualifications required of a proposed AIS Student Chapter and certify that they are fulfilled at our school. In support of this application we therefore submit the following information, including endorsements by the dean or head of the department.

#### 1. Department Chair

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

#### 2. Dean of College

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

### F. PAYMENT

Payment Amount (select one):

\$ 395.00 USD *(if submitted by March 1, 2010; qualifies for 2 year Founding Student Chapter Membership)*

\$ 495.00 USD Standard annual organizational fee

Method of Payment:  VISA  MasterCard  American Express  Check # \_\_\_\_\_

Make Checks payable to **Association for Information Systems**

Name of Student Organization: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV# \_\_\_\_\_

Cardholder's Name as it appears on the credit card: \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

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