



**SPECIAL INTEREST GROUP FOR EDUCATION BYLAWS
ASSOCIATION FOR INFORMATION SYSTEMS**

Effective January 1, 2024

ARTICLE I - PURPOSE AND ACTIVITIES

SECTION 1. NAME.

The name of this organization shall be the Special Interest Group for Education of the Association for Information Systems, abbreviated as SIGED, and hereafter referred to as the SIG or SIGED.

SECTION 2. STATEMENT OF PURPOSE.

SIGED is dedicated to promoting excellence in information systems and information technology education, research, and practice. We aim to provide a forum where interdisciplinary researchers and educators in information systems and information technology can exchange ideas, techniques, and applications.

SECTION 3. ACTIVITIES.

The activities of the SIG include:

- Provide a forum for those concerned with research and education within information systems;
- Conduct programs and conferences for the benefit of members;
- Provide a means for critical examination of the problems and opportunities associated with information systems education and research;
- Organize workshops, mini-tracks, tracks, panels, and tutorials at AIS-sponsored conferences;
- Sponsor pre-ICIS annual Research Workshop with peer-reviewed research papers, panels, or tutorials;
- Facilitate special issues of IS journals;
- Support curriculum development and dissemination;
- Engage in online initiatives to meet in ways that lower the carbon footprint;
- Collect and disseminate information on this emerging area to create a coherent body of knowledge.
- Organize working groups for education, research, and development purposes;
- Provide technical information about the SIG area of scope for the AIS Executive Council and other units of the AIS;
- Serve as an external technical representative of the AIS when authorized by the Council or the Executive Committee of the AIS;

All SIGED activities must be in concert with the Constitution and Bylaws of AIS. The Executive Board of the SIG may propose additional activities.

ARTICLE II - MEMBERSHIP

SECTION 1. MEMBERSHIP CLASSES.

The SIG shall provide all classes of membership as contained in Article III of the Bylaws of AIS. All members of the SIG must be current members of AIS.

SECTION 2. AIS SIGED DUES.

The Executive Board shall have the authority to determine the SIG dues and other payments to be made by the members of the SIG annually. The annual dues of each member for the SIG shall be paid at the beginning of the membership year coinciding with the member's AIS membership year and collected by the AIS on behalf of the SIG.

SECTION 3. MEMBER RIGHTS.

Each member in good standing with the SIG shall have the right to vote, participate in all SIG and AIS activities, and nominate members for and hold office on the SIGED Board.

SECTION 4. TERMINATION OF MEMBERSHIP.

Resignation. A member of the SIG may terminate his or her membership at any time by submitting a letter of resignation to the SIG Executive Board, removing the SIG from his or her AIS membership portal list, or by not paying AIS and SIGED dues within two (2) months of the date on which they are due.

Expulsion. A member may be expelled for conduct deemed prejudicial to the SIG by a two-thirds majority of the individual members in attendance at a general business meeting of the SIG where a quorum is present, provided that the member shall first have been served with a written notice explaining the reason(s) for the proposed expulsion, and shall be given an opportunity to challenge the proposed expulsion to those in attendance at the general business meeting.

ARTICLE III - MEETINGS OF MEMBERS

SECTION 1. ANNUAL GENERAL MEETING.

An annual general meeting (AGM) shall be held to install officers (if required by terms of office) and to conduct such business as required. The meeting's time, location, and other details shall be determined by the AIS SIG Executive Board and communicated to the membership. Meetings can be either in-person or virtual.

SECTION 2. NOTICE OF MEETINGS.

An electronic notice stating the place, time, date, and hour of meetings shall be delivered to the membership at least two (2) weeks prior to the meeting. If emailed, such notice shall be delivered to the email address of each member as it appears on the records of AIS. The AIS Executive Director shall also be notified of all the SIG meetings within the said timeframe.

SECTION 3. QUORUM.

Prior notice of the AGM and general business meetings having been given, 10% of the SIG members shall constitute a quorum for the purpose of such meetings of the SIG. If a quorum is not present, the AGM or general business meeting shall be adjourned until a quorum can be obtained. A quorum is not required for other meetings or events of the SIG.

SECTION 4. VOTING.

Each member in good standing with the SIG shall be entitled to one vote on business pertaining to the SIGED. Decisions shall be made by a majority of those participating and eligible to vote. On matters of general business, voting may be conducted by any means chosen by the SIG Executive Board, including electronically. Regarding the election of officers, voting may be conducted by any means the Election Committee chooses, including electronically. In regard to both the election of officers and matters of general business, all members who are eligible to vote have both absentee and proxy voting rights.

ARTICLE IV - EXECUTIVE BOARD

SECTION 1. MEMBERS OF THE EXECUTIVE BOARD.

The SIG Executive Board shall consist of the Immediate Past President, President, President-Elect, Treasurer, and Secretary. The President of the SIG shall serve as the Chair of the Executive Board. The officers of the SIG must be members in good standing with both AIS and the SIG.

SECTION 2. DUTIES OF THE EXECUTIVE BOARD.

The Executive Board shall serve as the governing authority of the SIG. The Executive Board shall manage the property, business, and affairs of the SIG. The Executive Board may exercise all such powers of the SIG as defined by these bylaws and the bylaws of AIS. The Executive Board shall, in furtherance of, but not in limitation of its powers, and subject to review by AIS, have the authority and power to: represent the members of the SIG for all matters, internal and external; establish policies and practices for the SIG; and approve broad arrangements for all SIG activities.

SECTION 3. MEETINGS OF THE EXECUTIVE BOARD.

There shall be at least one annual meeting of the Executive Board. Additional meetings may be called by the President or by at least three members of the Executive Board. The meetings shall be held at a time, place, and manner designated by the President. Notice of the meetings shall be given in writing at least two (2) weeks prior to the meeting. Other methods of meeting in addition to face-to-face may be used.

SECTION 4. QUORUM.

Presence of more than one-half of the members of the Executive Board shall constitute a quorum for the transaction of business at any meeting of the Executive Board.

SECTION 5. VOTING.

Decisions shall be by a simple majority of those present and voting.

SECTION 6. PARLIAMENTARY PROCEDURE.

Robert's Rules of Order shall govern parliamentary procedure unless otherwise specified.

ARTICLE V - OFFICERS AND DIRECTORS

SECTION 1. OFFICERS OF THE EXECUTIVE BOARD

Officers include the Immediate Past President, President, President-Elect, Treasurer, and Secretary. The President of the SIG shall serve as the Chair of the Executive Board. The officers of the SIG must be members in good standing with both AIS and the SIG. The Past President, President, and Present-Elect are elected for 1-year terms. Treasurer and Secretary are elected for 2-year terms.

SECTION 2. FUNCTIONAL-AREA DIRECTORS.

Functional-Area Directors (such as Membership Director, Research Director, or Website Director) may be appointed by the President with approval from the Executive Board. Functional-Area Directors are not considered part of the SIG Executive Board. All Directors must be members in good standing with the AIS and the SIG. Directors are appointed for two-year terms and may be reappointed. An Executive Board member may simultaneously serve both on the Executive Board and as a Functional-Area Director. Similarly, an individual may serve in two Functional-Area Director roles.

SECTION 3. AT-LARGE DIRECTORS.

The President may appoint At-Large Directors with approval from the Executive Board. At-Large Directors are not considered part of the SIG Executive Board. All Directors must be members in good standing with the AIS and the SIG. At-Large Directors are appointed for two-year terms and may be reappointed.

SECTION 4. NOMINATION.

A Nominations and Election Committee chaired and selected by the Immediate Past President shall seek and nominate at least one candidate for each Officer position to be filled no later than 30 days prior to the annual election. Nominations may also be made by any member eligible to vote by sending the name of the nominee to the Election Committee no later than 30 days prior to the annual election, providing the nominee has given prior consent.

SECTION 5. ELECTIONS.

The annual election of the SIG officers and the At-Large and Functional-Area Directors (if applicable) will be held in December. Each voting member, as described in Article III.4 above, shall be entitled to one vote. Voting shall be conducted via electronic means. The nominee receiving the most votes cast shall fill each position. The elected officer(s) will take office on January 1.

SECTION 6. REMOVAL.

Any Officer may be removed by a vote of the majority of the voting members at an annual general meeting of the SIG, or electronic voting by 25% of the SIG membership. Such a vote must be recommended and scheduled by the Executive Board. Notification to the voting members that a vote will be conducted for removal of an officer or member of the Executive Board must be made no less than two (2) weeks prior to the vote being taken.

SECTION 7. RESIGNATIONS.

Any Officer may resign at any time by giving written notice, including e-mail, to the President or Secretary of the SIG. Such resignation shall take effect at the time specified therein; and, unless otherwise specified, the acceptance of such resignation shall not be necessary to make it effective. The President may resign at any time by giving written notice, including e-mail, to the SIG Vice President, the AIS Membership Director, and the AIS Executive Director.

SECTION 8. VACANCIES.

For offices other than President-Elect, a vacancy occurring in the elected offices for any reason shall be filled by appointment by the President with the approval of the majority of the Executive Board. A vacancy in the office of President or President-Elect shall be filled by a majority vote of the Executive Board. Such appointments shall continue through the current year.

SECTION 9. DUTIES OF THE PRESIDENT.

The President shall be the chief elected officer of the SIG. The President shall perform all duties that pertain to the office of the President and that may be assigned by the Executive Board. The President's primary duties shall be:

- Preside over all meetings of the members of the SIG.
- Call and chair all Executive Board meetings.
- Appoint Functional-Area Directors and At-Large Directors as appropriate.
- Designate all committees and their chairpersons, with the concurrence of the Executive Board.
- Supervise all other officers of the SIG and see that their duties are properly performed.
- Accept and receive donations, gifts, devices, and bequests.
- Coordinate the SIG activities and conduct any necessary business with external organizations.
- Ensure that all orders and resolutions of the Executive Board are put into effect.
- Submit an annual Activity Report of the operations of the SIG for the preceding year at the annual general meeting.
- Submit an annual Activity Report (and any other reports) to the AIS Membership Director as requested.
- Ensure the timely submission of all requested forms, documents, and communications to and from AIS.

SECTION 10. DUTIES OF PRESIDENT-ELECT.

The President-Elect shall serve as a general assistant to the President and is expected to become President after filling the role of President-Elect.

SECTION 10. DUTIES OF THE SECRETARY.

The Secretary shall be the chief administrative officer of the SIG and shall perform all duties that pertain to the office of the Secretary and that may be assigned by the President and the Executive Board. The secretary's primary duties shall be to:

- Keep minutes of the annual general meeting and other business meetings of the SIG.
- Attend the meetings of the Executive Board and act as the clerk thereof and record all the acts, notes, and

minutes of the meeting.

- Notify the SIG members and members of the Executive Board of all meetings.
- Perform other duties assigned by the President.

SECTION 11. DUTIES OF THE TREASURER.

The Treasurer shall be the chief financial officer of the SIG and shall perform all duties that pertain to the office of Treasurer, and that may be assigned by the President and the Executive Board. The treasurer's primary duties shall be to:

- Maintain the financial records of the SIG and produce an annual financial report.
- Maintain a membership roster. This may be delegated to a Director of Membership.
- Submit an annual Financial Report to the AIS Membership Director.

SECTION 12. DUTIES OF THE IMMEDIATE PAST PRESIDENT.

The Immediate Past President of the SIG shall serve as a voting member of the Executive Board and as the Nominating and Election Committee Chair. The Immediate Past President will assist the President as required and chair annual and special meetings in the absence of the President.

SECTION 13. DUTIES OF DIRECTORS.

The duties of the Functional-Area Directors and At-Large Directors will be determined and defined by the President with the approval of the SIG Executive Board.

ARTICLE VI - COMMITTEES

SECTION 1. SPECIAL COMMITTEES.

The President, with the concurrence of the Executive Board, may establish and appoint special committees, not having and exercising the authority of the Executive Board, to aid and assist the President and the Executive Board in the management of the affairs of the SIG.

SECTION 2. NOMINATING AND ELECTION COMMITTEE.

Not less than Thirty (30) days prior to the annual election of the Executive Board, the Immediate Past President, with the consent of the Executive Board, shall appoint at least two (2) additional members to a Nominating and Election Committee chaired by the Immediate Past President. This Committee will consist of voting members of the SIG. This committee will prepare a slate of nominees and conduct the subsequent annual election of the Executive Board according to the processes and procedures set out in preceding sections.

ARTICLE VII - FINANCES

SECTION 1. FISCAL YEAR.

The fiscal year of the SIG shall coincide with the fiscal year of AIS.

SECTION 2. FINANCIAL ACCOUNTS.

The Treasurer shall establish and maintain bank accounts for the financial assets of the SIG. Only the President and the Treasurer may make deposits and withdrawals from these bank accounts.

SECTION 3. ASSETS.

The SIG may buy, own, and/or dispose of assets, financial or otherwise, that are necessary or desirable in the pursuit of the SIG's goals and objectives.

SECTION 4. LIABILITIES.

The SIG shall not enter into any contract or agreement or undertake any action that could result in any obligation or liability to AIS without the express written consent of the AIS Executive Director.

SECTION 5. FINANCIAL REPORTS.

The Treasurer shall provide to the Executive Board an annual written report of the financial status of the SIG, which any member of the SIG may inspect upon request. This report shall also be submitted annually to AIS, through the AIS Membership Director. An independent representative appointed by the Executive Board shall review the Treasurer's accounts annually at the end of the fiscal year.

SECTION 6. FUND DEPOSITS.

All funds of the SIG shall be promptly deposited in qualified bank accounts established in the SIG's name by the SIG Treasurer. Any funds acquired by the SIG shall be clearly marked for and deposited to the account of the SIG. Funds of the SIG shall not be co-mingled with the funds of any other entity, notwithstanding that said funds may be deposited with and managed by AIS.

SECTION 7. FUND DISBURSEMENTS.

Checks for all disbursements of funds of the SIG shall be signed by the Treasurer, or by the President, or by the AIS Executive Director (or designee).

ARTICLE VIII - DISSOLUTION OF MERGER WITH THE ASSOCIATION FOR INFORMATION SYSTEMS

SECTION 1. TERMINATION OF MERGER.

In the event that either the Association for Information Systems Council by majority vote or the membership of the SIG by majority vote votes to dissolve the special interest group relationship between the two organizations, the SIG will revert back to its founding group and name, the International Academy for Information Management (IAIM). Prior to the termination of the merger, IAIM will furnish AIS with any and all reports kept in the ordinary course of business that it requests.

SECTION 2. BYLAW CHANGES.

Once AIS has approved these reports, the SIG bylaws will be changed to reflect the new status of IAIM. These changes include the termination of the AIS Vice President of Education as an automatically appointed ex-officio board member of IAIM and the requirement for IAIM members to be AIS members. In addition, all financial and legal approvals from AIS will no longer be needed.

SECTION 3. DISTRIBUTION OF ASSETS.

Before the dissolution of the SIG, a special meeting shall be convened to nominate representatives to manage the disposition of the assets of the SIG. After paying or making provision for the payment of all the liabilities of the SIG, including those owed to AIS, the remaining assets of the SIG shall be the property of IAIM.

SECTION 4. MEDIATION.

Should AIS not approve the SIG's final reports, any matters in dispute would be resolved in one of two ways. First, the boards of each group (or their designees) should attempt to resolve the disputed items. Failing that, mediation/arbitration will be employed to resolve the disputed items, with AIS and IAIM sharing the cost of the mediation.

ARTICLE IX AMENDMENTS

SECTION 1. AMENDMENTS.

Amendments to these bylaws shall be adopted by 25% vote of the members voting electronically one month or more after an electronic announcement at which the proposed amendment(s) were provided electronically to the membership.

SECTION 2. APPROVAL.

These bylaws and all amendments or additions thereto shall not become effective until approved by the Association for Information Systems.

These Bylaws were adopted and approved on _____, 20_____.

SIGED Secretary Signature

(SIGED Secretary printed name)

APPROVED:

Association for Information Systems

Date

Please send a signed copy to: communities@aisnet.org

Once approved, one copy will be signed by the AIS Executive Director and returned to the SIG.

Send questions to: communities@aisnet.org or call 317-328-4636

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