

**THE ASSOCIATION FOR INFORMATION SYSTEMS SPECIAL INTEREST GROUP:
INTERNATIONAL ACADEMY FOR INFORMATION MANAGEMENT
(AIS SIGED: IAIM)
BYLAWS
Adopted December 14, 2002**

Article I Name

The name of this organization shall be the Association for Information Systems Special Interest Group for Education: International Academy for Information Management, also known as AIS SIGED: International Academy for Information Management, or AIS SIGED: IAIM (abbreviated version).

Article II Objectives

The objective of AIS SIGED: IAIM is to provide an international forum in which interdisciplinary researchers and educators in information systems can exchange and promote interesting and innovative ideas, pedagogical and curricular techniques, and applications. We function under the auspices of By-Law VIII of the Association for Information Systems (AIS). In terms of legal and fiscal issues of material importance, the Special Interest Group for Education: International Academy for Information Management shall report to the Association for Information Systems, and the Association for Information Systems has veto power on these matters by a majority vote of the AIS executive council.

Article III Membership

Any person who is interested in furthering the objectives of the Special Interest Group for Education: International Academy for Information Management is eligible to become a member. Upon payment of annual dues, he/she shall be eligible to vote, hold office, and serve on committees of AIS SIGED: IAIM, and to nominate or recommend other paid members to hold office or serve on committees of IAIM. All Members must also be members in good standing of the Association for Information Systems (AIS).

Article IV Dues

Section 1. All members shall pay annual dues as stipulated by the Board of AIS SIGED: IAIM. The Board of AIS SIGED: IAIM may direct that the payment of annual dues be included in the registration fee for AIS SIGED: IAIM's annual conference, the International Conference on Informatics Education Research.

Section 2. The fiscal year shall be from May 1 – April 30 inclusive.

Section 3. The membership year will start with the annual conference and conclude prior to the start of the subsequent annual conference. If the schedule for the annual conference changes significantly, the membership year will be adjusted to coincide with the next annual conference.

Article V Officers and their Duties

Section 1. The officers of AIS SIGED: IAIM shall be a president, president-elect, vice-president, secretary, treasurer, and an immediate past-president.

Section 2. The president shall:

- a. preside at all meetings of AIS SIGED: IAIM and the Board;
- b. appoint committees and committee chairs with the approval of the Board;
- c. notify the Board of all Board meetings;
- d. maintain contact and communication with all members of the Board in between meetings;
- e. perform any other duties as the Board may direct;

Section 3. The president-elect shall:

- a. preside at all meetings of AIS SIGED: IAIM and of the Board in the absence of the president;
- b. serve as conference chair for the annual conference during his/her term as president-elect
- c. perform any other duties as the Board may direct.

Section 4. The vice-president shall

- a. assist the president-elect in planning for future conferences;
- b. perform any other duties as the president or the Board may direct.

Section 5. The secretary shall:

- a. keep an accurate record of all proceedings, actions, and meetings of AIS SIGED: IAIM and the Board and distribute the record to members in good standing upon request;
- b. maintain an official copy of the by-laws, post a copy of the current by-laws on the Web site maintained by AIS SIGED:IAIM have it available at all meetings of AIS SIGED: IAIM and the Board and distribute it to members in good standing upon request;
- c. notify newly elected or appointed Board members of their election or appointment;
- d. perform any other duties as the Board may direct.

Section 6. The treasurer shall:

- a. serve as liaison for AIS SIGED: IAIM on all financial matters with AIS and the treasurer of AIS, including transmitting all AIS SIGED: IAIM receipts and bills to the treasurer of AIS and obtaining financial reports from AIS for the board of AIS SIGED: IAIM;

- b. prepare and seek approval for all AIS SIGED: IAIM budgets from both the AIS SIGED: IAIM board and treasurer of AIS;
- c. prepare and present any financial reports requested by the board of IAIM or the treasurer of AIS;
- d. perform any other duties that the president or the Board may direct.

- Section 7. The immediate past-president shall:
- a. assist the president in the assumption of his/her duties as called upon by the president;
 - b. oversee nominations and elections to the Board;
 - c. perform any other duties that the president or Board may direct.

- Section 8. The elected and appointed directors shall:
- a. attend and vote at Board meetings;
 - b. perform any other duties that the president or Board may direct.

Article VI Board of Directors

- Section 1. The general administration of AIS SIGED: IAIM shall be vested in a Board of Directors (herein referred to as the Board), which shall be composed of the president, president-elect, vice-president, secretary, treasurer, immediate past-president, five elected directors, and the Association for Information Systems Vice President of Education, serving in an ex officio capacity, and chairs or co-chairs of all standing committees (see Section 2 below).

- Section 2. Chairs or co-chairs of all standing committees appointed by the president and approved by the Board will serve on the Board with all attendant privileges of Board membership for the term they are serving, including voting. Each Board member shall have only one vote even though they may also chair a committee. Appointed Board members may be re-appointed by the president with the Board's approval.

- Section 3. The Board shall:
- a. have responsibility for general policies and the administration of AIS SIGED: IAIM;
 - b. convene at the request of the president prior to or during the annual meeting and at other such times as either the president or a majority of the Board may deem necessary;
 - c. establish the date and place of the annual meeting;
 - d. approve appointments of chairs and committees made by the president;
 - e. authorize expenditures and approve payment of all bills not provided for in the adopted budget;
 - f. provide for an annual audit of the financial records of AIS SIGED: IAIM as prepared by the treasurer by an auditor approved by the Board (note that the annual audit may be the annual audit conducted by AIS and furnished to AIS SIGED: IAIM for information);

- g. file annual and other reports with the Association for Information Systems as requested or required.

Section 4. Attendance of Board members is expected at all board meetings and the annual meeting. Failure to fulfill responsibilities shall terminate that member's term of office unless a satisfactory reason is given in writing to and accepted by the Board.

Section 5. Vacancies on the Board shall be filled through appointment by the president with approval of the Board. The person(s) appointed shall serve until the next annual meeting, at which time the position shall be filled through regular elective process. If the Association for Information Systems Vice President of Education is unable to fulfill his/her term with the Association for Information Systems, the individual assuming the vice presidency of education would then also serve ex officio on the AIS SIGED: IAIM board.

Section 6. During the period of merger between AIS SIGED: IAIM and AIS, the current AIS SIGED: IAIM officers and board members will continue to serve their complete terms of office as originally elected or appointed by IAIM before the merger.

Article VII Committees and Special Appointments

Section 1. The following chair positions and committees have been established. Additional chair positions may be appointed by the president with the approval of the Board:

- a. Conference Committee responsible for activities that are related to the annual meeting but that are not delegated to the Research Committee or other committees. The President-elect will chair the Conference Committee, and there will be a Registration Chair and an Exhibits Chair, who will co-chair the Conference Committee.
- b. Membership Committee responsible for keeping accurate records of members and dues.
- c. Nominating Committee, chaired by the immediate past-president, responsible for selecting the nominees for officers and Board members.
- d. Promotions Committee consisting of a Publicity Chair and a Historian.
- e. Publications Committee responsible for the IAIM Newsletter and any other publications the Board may direct. There will be four co-chairs, a Newsletter Editor, a Journal Editor, a Managing Editor, and a Webmaster.
- f. Research Committee responsible for the call for papers announcement, paper review, and proceedings publications. The Research Committee will have a program chair and a proceedings chair, who will serve as co-chairs of the Research Committee.

Section 2. The chairs of these standing committees shall be appointed by the president with the approval of the Board. All of these positions have voting privileges on the Board.

Section 3. A liaison to represent IAIM's interests with the Association for Information Systems (AIS) shall be appointed by the president with the approval of the Board. If IAIM and AIS sever their joint meeting status, this office shall cease to exist. The Vice President of Education of the Association for Information Systems will serve as liaison to that organization.

Article VIII Nominations and Elections

Section 1. The immediate past president will oversee nominations and elections.

Section 2. The following officers and Board members shall be elected by ballot prior to the annual meeting for their respective terms:

- a. the president-elect shall be elected for a term of one year and shall succeed to the office of president upon completion of the president's term of office. If the president resigns or becomes unable to complete the term of office, the president-elect who serves for the unexpired term of the predecessor shall continue to serve as president for the term for which he/she was elected;
- b. the vice-president shall be elected for a term of one year;
- c. the secretary shall be elected for a term of two years. The terms of treasurer and secretary shall be staggered so that election for only one of the offices is held each year;
- d. the treasurer shall be elected for a term of two years. (See c. above)
- e. the elected Board members shall be elected for a term of two years and may be elected for a consecutive term. After sitting out for at least one year, they may run for office again. The terms of board members shall be staggered so that half of the board members are elected each year.

Section 3. Recommendations for prospective nominees for any of these offices, accompanied by a description of qualifications, must be submitted in writing by any current member of AIS SIGED: IAIM to the immediate past president for consideration by the Board. In order to be valid, such recommendations must be submitted by the deadline date established by the immediate past president and approved by the Board. All prospective nominees shall be dues paying members of AIS SIGED: IAIM for the year(s) in which the nomination is made and the election is held.

Section 4. Ballots shall be prepared by the immediate past president and mailed to current dues paid members by the date established by the immediate past president and approved by the Board. Alternatively, electronic balloting may be used for any and all matters relating to elections or other issues on which a vote is necessary by the membership or the board; electronic balloting would have a deadline for voting, at least two weeks from the notice of the ballot being made available. Such a date will permit voting to take place and results to be tabulated prior to the annual meeting of AIS SIGED: IAIM. The immediate past president shall be responsible for tabulating the votes and reporting the results to the Board prior to the annual meeting of AIS SIGED: IAIM.

- Section 5. In the event of a tie, a run-off election shall be held for that office. If the election is held at a meeting of the membership, the run-off election shall be held during the meeting. If the election is held electronically, the run-off election shall be held within one week of the original voting deadline. A voting period of two weeks shall be allowed for run-off elections. Ballots will be prepared and results will be tabulated by the immediate past president.
- Section 6. All officers and Board members will take office at a designated time and date during the annual meeting.
- Section 7. If an officer or Board member is unable or unwilling to complete their term of office, the president, with the approval of the Board, shall appoint an active IAIM member in good standing to fill the position. Priority of consideration for filling such a vacated position should be given to runner-up candidates.

Article IX Meetings

- Section 1. An annual business meeting of AIS SIGED: IAIM shall be held at a time and place during the annual conference determined by the Board. The business meeting will be for the purpose of receiving reports, installing officers and Board members, and transacting other Academy business. A majority of the active AIS SIGED: IAIM members in attendance at the annual conference will constitute a quorum for the purpose of conducting Academy business. Proxies are not allowed.
- Section 2. AIS SIGED: IAIM may hold special meetings, conferences, seminars, and workshops at times and places to be determined by the Board.
- Section 3. The Board will meet at the time of the annual meeting and also at least once a year between annual meetings for the purpose of planning the annual conference and for such other matters as may be appropriate for the board to consider.

Article X Disposal of Assets

- Section 1. Upon dissolution of AIS SIGED: IAIM, the Board shall, after paying or making provisions for the payment of all the liabilities of the Association, dispose of all the assets of AIS SIGED: IAIM exclusively for the purpose of AIS SIGED: IAIM, in such a manner, or to such organization or organizations established and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (C) (3) of the Internal Revenue Code.

Article XI Dissolution of Merger with the Association for Information Systems

- Section 1. In the event that either the Association for Information Systems Council by majority vote or the membership of AIS SIGED: IAIM by majority vote votes to dissolve the special interest group relationship between the two organizations, AIS SIGED: IAIM will furnish the Association for Information Systems with any and all reports kept in the ordinary course of business requested by the Association for Information Systems.
- Section 2. Once the Association for Information Systems has approved these reports, the AIS SIGED: IAIM bylaws will be changed to reflect the new status of IAIM. These changes include the termination of the 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. Should the Association for Information Systems not approve the AIS SIGED: IAIM 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 AIS SIGED: IAIM sharing the cost of the mediation. .

Article XII Parliamentary Authority

- Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern AIS SIGED: IAIM in all cases to which they are applicable and in which they are not inconsistent with these by-laws and special rules of order which AIS SIGED: IAIM may adopt.
- Section 2. Should business arise that requires a vote of the board that must be completed before the next scheduled board meeting, the board is authorized to cast ballots electronically. Otherwise, board votes shall be taken during board meetings, either by secret ballot or by a show of hands.

Article XIII Amendment of By-laws

- Section 1. These by-laws may be amended by a two-thirds vote of the members present at the annual meeting provided that the proposed amendment has been presented in writing to the membership at least thirty days prior to the annual meeting.
- Section 2. These by-laws may be amended by a two-thirds vote of the members responding within ten (10) days to a mailed (or emailed) ballot on the amendment, provided that the proposed amendment has been presented to the membership at least thirty days prior to the mailing of the ballot.

Section 3. All proposed amendments shall be presented to the Board for its consideration and recommendation before being communicated to the membership for the purpose of voting on the amendment.

Section 4. Any proposed amendment to the bylaws must be approved by the Association for Information Systems or its designees for this purpose.