



**STANDARD FORM
FOR
SPECIAL INTEREST GROUP BYLAWS
ASSOCIATION FOR INFORMATION SYSTEMS**

**ARTICLE I
PURPOSE AND ACTIVITIES**

SECTION 1. NAME.

The name of this organization shall be the Special Interest Group (SIG) on Human Computer Interaction of the Association for Information Systems, abbreviated as SIGHCI, and hereafter referred to as SIGHCI.

SECTION 2. STATEMENT OF PURPOSE.

The Special Interest Group on Human Computer Interaction is a SIG of the Association for Information Systems (AIS) serving researchers, practitioners, and scholars who focus on the interaction between humans, tasks, information, technologies, and contexts. The purpose of SIGHCI is to promote discussion and advancement of issues related to the history, theory, practice, methodologies and techniques, new development, and applications of the interaction between humans, tasks, information, technologies, and contexts.

SIGHCI's mission is two-fold:

- To facilitate the exchange, development, communication, and dissemination of information among AIS members, and
- To promote research related to human-computer interaction within business, managerial, technical, and organizational contexts among AIS members and to the larger community of practitioners and scholars.

SECTION 3. ACTIVITIES.

The activities of SIGHCI include:

- Collecting and disseminating information related to the interactions between humans and information systems through a newsletter, website, other electronic resources and publications that are approved by the SIGHCI Executive Committee,
- Organizing mini-tracks, tracks, panels, and tutorials at AIS-sponsored conferences;
- Sponsoring pre-ICIS annual Research Workshops with peer reviewed research papers, panels, or tutorials;
- Sponsoring other conferences, symposia, and workshops as approved by the Executive Committee and AIS;
- Organizing working groups for education, research, and development purposes;
- Providing technical information about its area of scope for the AIS Executive Council and other units of the AIS;
- Serving as an external technical representative of the AIS when authorized by the Council or the Executive Committee of the AIS; and

- Sponsoring outreach activities to facilitate collaboration and build synergy with other HCI related communities.

The Executive Board of SIGHCI may propose additional activities.

ARTICLE II MEMBERSHIP

SECTION 1. MEMBERSHIP CLASSES.

SIGHCI shall have individual members. All members of SIGHCI shall be members of AIS upon payment of the appropriate AIS dues.

SECTION 2. SIG DUES.

The Executive Board shall have the authority to determine SIGHCI dues and other payments to be made by the members of SIGHCI annually. The annual dues of each member for SIGHCI 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 SIGHCI.

SECTION 3. MEMBER RIGHTS.

Each member in good standing shall have the right to vote, participate in all SIG and AIS activities, and hold office in SIGHCI.

SECTION 4. TERMINATION OF MEMBERSHIP.

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

Expulsion. A member may be expelled for conduct deemed prejudicial to SIGHCI by a two-thirds majority of the individual members in attendance at a general business meeting of SIGHCI 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 time, location, and other details of the meeting shall be determined by the Executive Board of SIGHCI and communicated to the membership.

SECTION 2. NOTICE OF MEETINGS.

A written or other 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 e-mailed, such notice shall be delivered to the e-mail address of each member as it appears on the records of SIGHCI. The AIS Executive Director shall also be notified of all SIG meetings within said time frame.

SECTION 3. QUORUM.

Prior notice of the AGM and general business meetings having been given, 8 members shall constitute a quorum for the purpose of such meetings of SIGHCI. 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 SIGHCI.

SECTION 4. VOTING.

Each member in good standing with SIGHCI shall be entitled to one vote on business pertaining to SIGHCI. Decisions shall be 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 Executive Board, including email. In regard to the election of officers, voting may be conducted by any means chosen by the Election Committee, including email. In regard to both 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 Executive Board shall consist of the Chair, Chair-Elect, the Immediate Past Chair of SIGHCI, Secretary/Treasurer, and the Chair of the Advisory Board. The Chair of SIGHCI shall serve as the Chair of the Executive Board. Until an Immediate Past Chair is available, the membership shall elect an At-Large Director as a voting member on the Executive Board. All members of candidates for, SIGHCI Executive Board must be voting members of AIS and SIGHCI.

SECTION 2. DUTIES OF THE EXECUTIVE BOARD.

The Executive Board shall serve as the governing authority of SIGHCI. The Executive Board shall manage the property, business, and affairs of SIGHCI. The Executive Board may exercise all such powers of SIGHCI 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 SIGHCI for all matters, internal and external; establish policies and practices for SIGHCI; and approve broad arrangements for all SIGHCI activities. Further, the Executive Board will advise the Chair on all matters of interest to the SIGHCI.

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 Chair or by at least three members of the Executive Board. The meetings shall be held at a time, place, and manner designated by the Chair. Notice of the meetings shall be given in writing or orally 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. The Chair may exercise a casting vote if the need arises.

SECTION 6. PARLIAMENTARY PROCEDURE

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

ARTICLE V

OFFICERS AND MEMBERS OF THE EXECUTIVE BOARD

SECTION 1. OFFICERS.

The elected officers of SIGHCI shall consist of the Chair, Chair-Elect, and the immediate Past Chair. The elected officers serve one-year terms unless decided otherwise by the Executive Board.

The Chair-Elect becomes Chair and then immediate Past-Chair in subsequent years. The Secretary/Treasurer, Conference Planning Chairs (one for each conference/workshop organized by SIGHCI), Research Resource Chair, Teaching Resource Chair, Membership Chair, Sponsorship Chair, Newsletter Editor, Webmaster, Listserv Manager, and other officers as needed are appointed by the Chair and approved by the SIGHCI Executive Committee. No person may hold multiple offices at the same time. The officers of SIGHCI must be members in good standing with SIGHCI and AIS.

The Secretary/Treasurer is appointed for up to 3 years. The Newsletter Editor and Listserv Manager are appointed for an initial two-year term and may be reappointed annually without a term limit. Other appointed officers serve a two-year term and may be reappointed for a maximum of 2 consecutive terms. Duties for these chairs are negotiated with the Executive Committee.

SECTION 2. THE ADVISORY BOARD.

The purpose of the Advisory Board is to participate in setting policy and directions for SIGHCI. The members of the Advisory Board are appointed by the Executive Committee for three years starting July 1. The SIGHCI past-chair will be automatically appointed to the advisory board for three years right after the completion of his or her tenure.

The Advisory Board will select one of its own members to be its Chair, who will then be a member of the SIGHCI Executive Committee.

SECTION 3. NOMINATION.

A Nominations and Election Committee chaired and selected by the Immediate Past Chair consistent with the procedures outlined in VI.2 shall seek and nominate at least one candidate for each elected Officer position to be filled on the Executive Board no later than 30 days prior to the annual election. The committee shall announce the names of the nominees no later than two weeks prior to the annual election.

In addition, candidates can be nominated by a petition from at least 10 of the voting members of SIGHCI. The nominating committee should provide a call for the petition at least 30 days prior to the annual election. The petition must be received by the Secretary/Treasurer of SIGHCI no later than 15 days prior to the annual election.

The ballot of candidates selected by the Nominations and Election Committee and by petition must be e-mailed to all SIGHCI members by March 15. In special cases approved by the SIGHCI Executive Committee, the nomination related dates can be adjusted.

SECTION 4. ELECTIONS.

The annual election of SIGHCI officers of the Executive Board shall be conducted in a manner deemed appropriate by the Nominations and Election Committee. The nominee receiving the most votes shall fill each position. Each voting member, as described in Article IV.4 above, shall be entitled to one vote. The election will be completed by the Past Chair by April 1. The SIGHCI Advisory Board will resolve ties by drawing lots.

In special cases approved by the SIGHCI Executive Committee, the election related dates can be adjusted. The elected officer(s) will take office on July 1.

SECTION 5. REMOVAL.

Any officer or member of the Executive Board may be removed by a vote of the majority of the voting members at an annual general or business meeting of SIGHCI, or by postal or e-mail voting by 25% of SIGHCI 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.

Should an appointed officer not fulfill the officer responsibilities as specified by the SIGHCI Chair, the SIGHCI Chair may ask the officer to step down and appoint another individual to fill this position, with approval of the SIGHCI Advisory Board.

SECTION 6. RESIGNATIONS.

Any officer or member of the Executive Board may resign at any time by giving written notice, including e-mail, to the Chair or Secretary of SIGHCI. 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 Chair may resign at any time by giving written notice, including e-mail, to the AIS Vice-President of SIGs and Chapters and the AIS Executive Director.

SECTION 7. VACANCIES.

For offices other than Chair and Chair-Elect, a vacancy occurring in the elected offices for any reason shall be filled by appointment by the Chair with the approval of the majority of the Executive Board. A vacancy in the office of Chair will be filled by the Chair-Elect. A vacancy in the office of Chair-Elect shall be filled by election, regular or special, by SIGHCI's membership.

SECTION 8. DUTIES OF THE CHAIR.

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

- Preside over all meetings of the members of SIGHCI.
- Call and chair all Executive Board meetings.
- Designate all committees and their chairpersons, with the concurrence of the Executive Board.
- Appoint and fill vacancies for positions as identified in V.1 and V.7.
- Supervise all other officers of SIGHCI and see that their duties are properly performed.

- Accept and receive donations, gifts, devises, and bequests.
- Coordinate SIGHCI's activities and conduct any necessary business with external organizations.
- Ensure that all orders and resolutions of the Executive Board are put into effect.
- Submit at the annual general meeting an annual activity report of the operations of SIGHCI for the preceding year.
- Assure the timely submission of all requested forms, documents, and communications to and from AIS.

SECTION 9. DUTIES OF THE SECRETARY/TREASURER.

The Secretary shall be the chief administrative officer and chief financial officer of SIGHCI and shall perform all duties that pertain to the office of Secretary/Treasurer and other duties that may be assigned by the Chair and the Executive Board. The secretary/treasurer's primary duties shall be to:

- Maintain the records and correspondence of SIGHCI.
- Keep and distribute the minutes of the annual general meeting and other business meetings of SIGHCI.
- Plan, administer, and monitor the financial affairs of SIGHCI.
- In consultation with the Chair and Chair-Elect: Prepare the annual budget for adoption by SIGHCI at the regular annual meeting.
- Provide the membership with access to the financial reports within three (3) months after the close of the fiscal year.
- Sign checks and withdrawal slips for SIGHCI for all disbursements for an amount specified by the executive committee.
- Assessing the financial implications of proposed programs, activities, projects, policies, and other practices in the light of the financial resources of SIGHCI.
- Submit an annual Activity Report (and any other reports) to the AIS Vice President of SIGs and Chapters as requested.
- Notify SIG members and members of the Executive Board of all meetings.
- Perform other duties as time to time assigned by the President.
- Maintain the financial records of SIGHCI and produce an annual financial report.
- Review all applications for membership and maintain a membership roster.
- Submit an annual Financial Report to the AIS Vice President of SIGs and Chapters.

SECTION 10. DUTIES OF THE CONFERENCE PLANNING CHAIR.

- Represent SIGHCI in AIS-Sponsored conference discussions.
- Manage and coordinate the meeting for which the Conference Planning Chair is responsible. This can include a SIGHCI affiliated track for an AIS-sponsored conference, the SIGHCI sponsored pre-ICIS annual research workshop, or any other conference or track sponsored by SIGHCI.

SECTION 11. DUTIES OF THE IMMEDIATE PAST CHAIR.

The Immediate Past Chair of SIGHCI shall serve as a voting member of the Executive Board and as the chair of the Nominating and Election committee. The Immediate Past Chair will assist the Chair as required, and chair annual and special meetings in the absence of the Chair. The Immediate Past Chair shall conduct the annual election.

SECTION 12. DUTIES OF CHAIR-ELECT.

The Chair-Elect shall serve as a general assistant to the Chair and shall assume the office of Chair at the end of the term of office of the Chair. The Chair-Elect shall preside at meetings when the Chair is absent.

ARTICLE VI COMMITTEES

SECTION 1. SPECIAL COMMITTEES.

The Chair, 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 Chair and the Executive Board in the management of the affairs of SIGHCI.

SECTION 2. NOMINATING AND ELECTION COMMITTEE.

Not less than forty (40) days prior to the annual election of officers, the Immediate Past Chair, 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 Chair. This Committee will consist of voting members of SIGHCI. This committee will prepare a slate of nominees for SIG offices and conduct the subsequent annual election of officers of SIGHCI according to the processes and procedures set out in preceding sections.

ARTICLE VII FINANCES

SECTION 1. FISCAL YEAR.

The fiscal year of SIGHCI 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 SIGHCI. Only the Chair and the Secretary/Treasurer may make deposits and withdrawals from these bank accounts.

SECTION 3. ASSETS.

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

SECTION 4. LIABILITIES.

SIGHCI 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 Secretary/Treasurer shall provide to the Executive Board an annual written report of the financial status of SIGHCI, which any member of SIGHCI may inspect upon request. This report shall also be submitted annually to AIS, through the AIS Vice President of SIGs and Chapters. An independent representative appointed by the Executive Board shall review the Secretary/Treasurer's accounts annually at the end of the fiscal year.

SECTION 6. FUND DEPOSITS.

All funds of SIGHCI shall be promptly deposited in qualified bank accounts established in SIGHCI's name by SIGHCI Secretary/Treasurer. Any funds acquired by SIGHCI shall be clearly marked for and deposited to the account of SIGHCI. Funds of SIGHCI 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 SIGHCI shall be signed by the Secretary/Treasurer, or by the Chair, or by the AIS Executive Director (or designee).

SECTION 8. DISSOLUTION.

Prior to dissolution of SIGHCI, a special meeting shall be convened to nominate representatives to manage the disposition of the assets of SIGHCI. After paying or making provision for the payment of all the liabilities of SIGHCI, the remaining assets of SIGHCI shall be remitted to AIS.

**ARTICLE VIII
AMENDMENTS**

SECTION 1. AMENDMENTS

Amendments to these bylaws shall be adopted by two-thirds (2/3) vote of the members present at any regular meeting held one month or more after a regular meeting at which the proposed amendment(s) were read, or after giving written notice thereof (electronic is acceptable) to the membership one week prior to the action on such amendment(s).

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 _____, 2012.

SIGHCI Secretary signature

(SIGHCI Secretary printed name)

APPROVED:

Executive Director
Association for Information Systems

*Please return two signed copies to:
Association for Information Systems
P.O. Box 2712
Atlanta, GA 30301*

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

Send questions to: onestop@aisnet.org or call 404-413-7445
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