

Bylaws of the Association for Information Systems (AIS) Special Interest Group on Human-Computer Interaction

Article 1. Name and Scope.

- (a) This organization will be called:
The Special Interest Group on Human-Computer Interaction and is referred to by the acronym of SIGHCI. It is a Special Interest Group of the Association for Information Systems.
- (b) The scope 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.

Article 2. Mission and Purpose.

Its 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.

Its activities shall include:

- (a) 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,
- (b) Organizing mini-tracks, tracks, panels, and tutorials at AIS-sponsored conferences;
- (c) Sponsoring pre-ICIS annual Research Workshops with peer reviewed research papers, panels, or tutorials;
- (d) Sponsoring other conferences, symposia, and workshops as approved by the Executive Committee and AIS;
- (e) Organizing working groups for education, research, and development purposes;

(f) Providing technical information about its area of scope for the AIS Executive Council and other units of the AIS;

(g) Serving as an external technical representative of the AIS when authorized by the Council or the Executive Committee of the AIS; and

(h) Sponsoring outreach activities to facilitate collaboration and build synergy with other HCI related communities.

Article 3. Charter.

SIGHCI will exist until dissolved as provided in Bylaw 8 of the AIS.

Article 4. Officers.

(a) The elected officers of SIGHCI are the Chair, the Chair-Elect (or Vice-Chair), the immediate Past Chair, the Conference Planning Chair, and the Conference Planning Chair-Elect. The officers serve one-year terms and the Chair-Elect becomes Chair and then immediate Past-Chair in subsequent years. The Conference Planning Chair-Elect becomes Conference Planning Chair in the second year. A Secretary/Treasurer, Research Resource Chair, Teaching Resource Chair, Membership Chair, Newsletter Editor, and other officers as needed are appointed by the Chair and approved by the SIGHCI Executive Committee. The Secretary/Treasurer is appointed for up to 3 years. Other appointed officers serve a two-year term. Appointed officers may be re-appointed for a maximum of 2 consecutive terms. Conference Planning Chair and other officers are eligible to be elected for future Chair-Elect.

(b) The Chair is the principal officer, responsible for leading SIGHCI and managing its activities. The duties of the Chair are:

1. Calling and presiding at SIGHCI Executive Committee (defined in Article 5) and business meetings;
2. Conducting SIGHCI activities in accordance with the policies of AIS and the SIGHCI Advisory Board; and
3. Making all appointments and filling vacancies as authorized in these Bylaws.

(c) The duties of the Chair-Elect are:

1. Assisting the Chair in leading and managing SIGHCI;
2. Presiding at meetings when the Chair is absent.

(d) The duties of the immediate Past-Chair are:

1. Assisting the Chair as needed;
2. Conducting the annual election according to Article 6 of the Bylaws.

(e) The duties of the Secretary/Treasurer are:

1. Maintaining the records and correspondence of SIGHCI;
2. Keeping and distributing the minutes of business and Executive Committee meetings of SIGHCI;
3. Planning, administering and monitoring the financial affairs of SIGHCI in accordance with section 8.8 of the AIS bylaws;
4. In consultation with the Chair and Chair-Elect: Preparing the annual budget for adoption by the SIGHCI at the regular annual meeting;
5. Providing the membership with access to the financial reports within three (3) months after the close of the fiscal year.
6. Signing checks and withdrawal slips for SIGHCI for all disbursements above an amount specified by the executive committee, and
7. Assessing the financial implications of proposed programs, activities, projects, policies, and other practices in the light of the financial resources of SIGHCI.

(f) The duties of the Conference Planning Chair are:

1. Representing SIGHCI in AIS-sponsored conference discussions;
2. Managing and coordinating SIGHCI-affiliated tracks for AIS-sponsored conferences;
3. Managing and coordinating SIGHCI sponsored pre-ICIS annual research workshop; and
4. Managing and coordinating the conference and program committees of any workshops or conferences as approved by the Executive Committee.

(g) The duties of the Conference Planning Chair-Elect are:

1. Assisting the Conference Planning Chair as requested;
2. Serving as Conference Chair for any workshops or conferences deemed appropriate by the Conference Planning Chair; and

3. Presiding at meetings of the Program Committee when the Conference Planning Chair is absent.

(h) The duties of the Research Resource Chair, Teaching Resource Chair, Membership Chair, Newsletter Editor, and other officers are negotiated with the Executive Committee.

Article 5. The Executive Committee.

(a) The SIGHCI Executive Committee comprises the Chair, Chair-Elect, immediate Past Chair, Secretary/Treasurer, Conference Planning Chair, Conference Planning Chair-Elect, and the Chair of the Advisory Board. No person may hold two positions on the SIGHCI Executive Committee. A quorum of the Executive Committee consists of 4 members.

(b) The general duties of the SIGHCI Executive Committee will be to advise the Chair on all matters of interest to the SIGHCI. Specific duties or responsibilities may be specified in these Bylaws or assigned by the Chair. All of the major management policy decisions of SIGHCI must be approved by a majority of the SIGHCI Executive Committee.

(c) All members of, or candidates for, the SIGHCI Executive Committee must be voting Members of AIS and of SIGHCI.

Article 6. Elections.

(a) In normal cases, by December 15 of each year, the Chair will appoint a nominating committee that will propose at least one consenting candidate for the offices of SIGHCI Chair-Elect and Conference Planning Chair-Elect. The current Conference Planning Chair, if he/she consents, will automatically be included by the nominating committee as a candidate for Chair-Elect. The nominating committee shall complete its slate and announce the names of the nominees by March 1.

(b) A petition from at least 10 of the voting members of SIGHCI will place other consenting candidates on the ballot. The nominating committee should provide a call for these petitions by February 1. Petitions must be received by the Secretary-Treasurer of SIGHCI no later than February 15.

(c) The ballot of candidates selected by the nominating committee and by petition must be e-mailed to all SIGHCI members by March 15.

(d) The election will be completed by the Past Chair by April 1, following the election procedures of the AIS, unless different procedures have been approved by the SIG Board. Of all the ballots returned in an election, the candidates receiving the largest numbers of valid votes wins. The SIG Advisory Board will resolve ties by drawing lots.

- (e) In special cases as approved by the SIGHCI Executive Committee, the election related dates could be adjusted.
- (f) The elected officers will take office on July 1.

Article 7. Vacancies and Appointments.

- (a) Should the Chair leave office before his/her term expires, the Chair-Elect will assume the duties of Chair. Vacancies in positions appointed by the SIGHCI Chair may be filled according to the procedures for making the original appointments as provided herein.
- (b) Should a vacancy be unfilled, either because of inadequacy of these bylaws, or because of a dispute, or for any other reason, the SIGHCI Chair may fill it, by appointment, with approval of the SIGHCI Advisory Board.

Article 8. The Advisory Board.

- (a) The purpose of the Advisory Board is to participate in setting policy and directions for SIGHCI. The seven members of the Advisory Board are appointed by the Executive Committee for one year starting July 1.
- (b) 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.

Article 9. Membership, Dues, and Voting Privileges.

- (a) A person becomes a member only after enrolling and paying the required dues in AIS and in SIGHCI. The dues for SIGHCI are determined by the SIGHCI Executive Committee and Advisory Board, with the approval of the AIS Council.
- (b) All members of SIGHCI may vote in any ballot conducted by SIGHCI.

Article 10. Reports and Records.

The SIGHCI Chair is responsible for filing reports about SIGHCI as required by the AIS SIG Governing Board.

Article 12. Amendments.

- (a) Amendments to these bylaws may be proposed by the SIGHCI Executive Committee, the SIG Board, or a petition from 1% of the voting members of SIGHCI. All proposed amendments must be approved, prior to being submitted for a vote of the membership, by the Chairman of the SIG Board and by the Constitution & Bylaws Committee of AIS, after the Executive Director of AIS has provided advice.

(b) The ballot on the proposed amendment(s) will be conducted among the eligible voters by AIS Headquarters following the procedures of the AIS for voting bylaw amendments, unless a different procedure has been approved by the SIG Governing Board Executive Committee. The proposal is adopted only if at least 2/3 of the effective votes of returned ballots approve it, and only if at least 10% of the ballots are returned. The Secretary-Treasurer will send a clean copy of the amended bylaws to the Executive Director of the AIS and to the Chairman of the SIG Board.

Article 13. Dissolution.

Should SIGHCI be dissolved, its assets will be supervised by the SIG Advisory Board.

Article 14. Meetings.

SIGHCI will conduct at least one business meeting each year. All meetings sponsored by SIGHCI must be open to all members of the AIS. SIGHCI may hold business meetings only in places that are open to all members of AIS.

Article 15. Consistency.

The Constitution, Bylaws, and policies of the AIS and of the SIG Board take precedence over any conflicting provisions of these bylaws or internal policies of SIGHCI.

Record:

Approved by the SIGHCI Executive Committee -12/12/2003

Approved by the AIS Council – 12/17/2003