

ASSOCIATION OF INFORMATION TECHNOLOGY PROFESSIONALS
SPECIAL INTEREST GROUP FOR EDUCATION BYLAWS

ARTICLE I - NAME

The name of the organization shall be the “Special Interest Group for Education”, called **EDSIG**.

ARTICLE II - MISSION

The mission of **EDSIG** is to:

- Publish, disseminate, and/or receive information about Information Systems Education.
- Promote communications and opportunities between industry and education.
- Promote professional IS education policies and standards.
- Promote professional IS education meetings and conferences.
- Facilitate linkages between industry and education by providing networking events such as conferences.

ARTICLE III - MEMBERSHIP

Membership in the **EDSIG** shall be available to select groups:

1. AITP members may join when they have an interest in furthering the cause of educational principles.
2. Members who limit their membership specifically to **EDSIG** have non-voting rights in AITP and voting rights in EDSIG.
3. Honorary membership may be granted to one person each year who deserves special recognition for their contributions to **EDSIG**.
4. Lifetime membership may be granted to (1) those persons who have been granted the AITP “Lifetime Meritorious Service Award” while being a member of **EDSIG** or (2) to those persons of prestigious stature who are nominated by the **EDSIG** President. All individuals eligible/nominated for Lifetime Membership must be approved by the **EDSIG** Board of Directors.
5. EDSIG members who have distinguished themselves in service and/or research to IS education may be granted the designation FELLOW of AITP-EDSIG. Individuals

selected for this honor must be nominated by the EDSIG President and approved by 2/3 vote of the EDSIG Board of Directors.

ARTICLE IV - VOTING

Each member in good standing shall be entitled to one vote on each matter submitted to a vote of the membership.

ARTICLE V – MEETINGS

1. **EDSIG** shall meet annually in conjunction with the annual ISECON (Information Systems Education Conference) to conduct such business as may properly come before it. The date, time and tentative Agenda for this meeting will be circulated to registered members via email at least 60 days prior to the Meeting, including any proposed change to the EDSIG Bylaws.
2. The Board of Directors shall conduct business as a group at least two (2) times each year. One of the Board of Directors meetings shall be in conjunction with the annual meeting of **EDSIG**.

ARTICLE VI - GOVERNING BODY

1. Government of **EDSIG** shall be vested in its Board of Directors.
2. The Board of Directors shall be members of AITP and EDSIG.
3. The Board of Directors shall be constituted as follows:
 - a. The elected officers of **EDSIG** are: President, Vice-President, Secretary, Treasurer, and Director of Membership Services.
 - b. Five (5) directors at large elected from the membership of the group.
 - c. The Immediate Past President of **EDSIG**.
 - d. The editor of Journal of Information Systems Education. The position of editor is appointed by the Board of Directors and serves at its pleasure.
 - e. Upon approval by the Board of Directors, chairpersons of committees or other groups, as well as presidential appointees, may have non-voting representation on the Board of Directors.
4. Elected members of the Board of the Directors and the editor of JISE have full voting rights.
5. Directors-at-large shall be elected for terms of two (2) years. Three directors shall be elected for terms beginning January 1 of even numbered years and two directors shall be elected for terms beginning on January 1 of odd numbered years. If there has been a

resignation a director may be elected for a one-year term to restore the cycle of election to odd and even years as stated above.

6. Directors and officers shall be elected by secret written ballot from the nominees presented by the Nominating Committee. The Nominating Committee shall attempt to present at least two candidates for each ballot position, if candidates of equal merit can be solicited.
7. A plurality of votes cast is necessary for election to an office.
8. Elected directors may serve no more than two (2) consecutive full terms of office.
9. Any vacancy on the Board because of death, resignation, disqualification, disability, or any other reason may be filled temporarily by an appointment to that position by the President until the next meeting of the Board of Directors at which time the Board shall confirm the President's action or appoint someone else to serve the remaining portion of the term of office.
10. Except as otherwise specifically provided in these Bylaws, all decisions at any meeting of the Board of Directors or of any committee thereof shall be by a majority of those represented by a simple quorum.

ARTICLE VII - OFFICERS

1. The elected officers of the **EDSIG** shall be President, Vice President, Secretary, Treasurer, and Director of Membership Services.
2. Term of office shall coincide with the calendar year.
3. Officers shall be elected annually from the membership at large and shall hold office for one term. No officer may hold the same office for more than two (2) consecutive terms.
4. The **President** shall:
 - a. Be the chief executive officer of **EDSIG**.
 - b. Preside at all meetings of the **EDSIG** and its Board of Directors.
 - c. Be ex-officio member of all committees except the Nominating Committee.
 - a. Serve as a non-voting member of the AITP Association Board of Directors.
 - b. Shall submit a proposed budget to Board of Directors for adoption prior to the end of the first quarter.
5. The **Vice-President** shall:

- a. In the absence of, or during the incapacity of the President, as determined by the Board of Directors, perform all duties and assume all responsibilities of the President until the Board of Directors shall revoke such authority.
- b. Coordinate and monitor the activities of all committees of **EDSIG** as directed by the president.

6. The **Treasurer** shall:

- a. Receive and disburse the funds of **EDSIG**, and shall keep and preserve proper vouchers and books of accounts, which shall be open to inspection by the Board of Directors and subject to examination at any time.
- b. The Treasurer shall deposit **EDSIG** funds in such financial institutions as may be approved by the Board of Directors and shall disburse money only for approved investments or upon approved vouchers and in accordance with procedures approved by the Board of Directors.
- c. Submit a financial report to the Board of Directors, at each regular Board meeting, an annual report to the membership and such reports as may be requested.
- d. Assist the president in preparation of annual budgets.
- e. Upon direction of the President or a majority of the Board of Directors, submit records for audit to an independent auditor appointed by the president or Board of Directors

7. The **Secretary** shall:

- a. Take and distribute the minutes and record attendance of all Board of Directors meetings.
- b. Be responsible for all administrative records of **EDSIG**.
- c. Keep such records and prepare such reports as may be requested by the Board of Directors.

8. The **Director of Membership Services (DMS)** shall:

- a. Inform new **EDSIG** members of the objectives and plans of the organization.
- b. Answer all inquires forwarded by the President or any other Board Member pertaining to membership.
- c. Assist the President in special mailings to the membership.
- d. Propose programs to increase the **EDSIG** membership.
- e. Chair the membership committee.

ARTICLE VIII - FISCAL AFFAIRS

1. The fiscal year of **EDSIG** will coincide with the fiscal year of AITP.
2. **EDSIG** shall assess dues as follows:
 - a. The amount of dues for membership in the **EDSIG** shall be as determined and approved by two-thirds of the votes cast at a meeting of the Board of Directors.
 - b. Dues shall be waived for individuals who have been awarded lifetime membership.
3. The accounts of **EDSIG** shall be reviewed each year at the end of each fiscal year.
4. **EDSIG** shall submit financial reports to the AITP International Secretary/Treasurer for all activities involving use of **EDSIG** funds as ordered by the President or majority of the Board of Directors.
5. Neither the Board of Directors nor any member of the Board shall have power to pay or become responsible for **EDSIG** or assume the personal debts or liabilities of any individual member, officer or director of the Group.

ARTICLE IX - COMMITTEES

1. The Board of Directors shall appoint a chairperson for each of the Standing Committees from among the membership. Each chair shall select the necessary number of members to complete each committee except as otherwise specified.
2. These Standing Committees shall perform such responsibilities as may be assigned by the Board of Directors and shall include the following:
 - a. Membership Committee - Whose duty it shall be to promote membership in **EDSIG**.
 - b. Nominating Committee - Whose duty it shall be, prior to the annual business meeting, to prepare nominations for directors and officers and ascertain the availability of such nominees to serve in those positions. The Nominating Committee shall be comprised of at least five **EDSIG** members. The Immediate Past-President shall chair the nominating committee provided he or she is not considering running for any **EDSIG** office. If the Immediate Past-President is considering running for any office, then a replacement has to be found among the prior Past-Presidents to chair this committee. The Nominating Committee shall submit its nominations for officer and applicable Board of Directors positions to the Election committee not less than forty (40) days prior to the annual business meeting at ISECON, and accept nominations at the Annual meeting.

If a Nominating Committee is not named or not able to reach a consensus about a slate of officers, the committee of the whole membership as represented by the voting members present at the next annual meeting may nominate a slate of officers during the meeting. The board of directors will then mail ballots, collect the results, and announce the results of the election to the membership by an expeditious means, usually e-mail or first class mail if there is no e-mail address for a member.

c. Awards/Recognition Committee – Whose responsibility it shall be to review all nominations for the “Educator of the Year” and the “Distinguished Service to Information Systems Education” awards and to make recommendations to the Board of Directors. The Awards/Recognition Committee shall be comprised of at least three (3) regular members including the EDSIG Vice-President who will serve as the chair of the committee. The other members of the committee shall include one past recipient of the “Educator of the Year” and one or more members at large. If a past recipient of the EOY is unwilling or unable to serve as a member of this committee, that position shall be filled by another member at large.

3. Additional special committees may be appointed by the Board of Directors to perform such functions as it deems fit.

ARTICLE X - STANDING RULES

1. The Board of Directors may formulate standing rules to supplement these Bylaws, so long as they are not inconsistent with these Bylaws.
2. Standing rules may be adopted by a two-thirds vote of the Board of Directors at any regular meeting of the Board. Notice of a proposal for a new standing rule shall be submitted to each member of the Board of Directors at least ten days prior to such meeting.

ARTICLE XI - RESTRICTIONS

EDSIG shall be non-racial, non-partisan, non-sectarian, and neutral with respect to creed, ethnicity, national origin, gender and orientation. This organization shall wholly abstain from any political or labor affiliation or endorsements for public office.

ARTICLE XII - RECORDS

EDSIG shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its members, Board of Directors, and shall keep at the Headquarters office of the Association of Information Technology Professionals a record giving the names and addresses of the members entitled to vote.

ARTICLE XIII - QUORUM

1. Those EDSIG members attending the annual EDSIG membership meeting at ISECON shall be deemed to constitute a quorum, providing due notice of the meeting is given at least 60 days before the meeting.
2. A two-thirds majority of the Board of Directors shall constitute a quorum of the Board.

ARTICLE XIV - RULES OF ORDER

Rules contained in "Robert's Rules of Order, Revised" most recent edition, shall govern this organization in all cases to which they are applicable, provided they are not inconsistent with the Bylaws of this organization, in which case the latter will be utilized.

ARTICLE XV - BYLAW AMENDMENTS

1. Proposed amendments of these Bylaws may be submitted in writing to the President by any member of **EDSIG**.
2. Amendments to these Bylaws can be made by submitting any proposed changed in writing to a vote of the entire membership. Any proposed amendment must first be submitted to and approved by at least two-thirds of the Board of Directors. At least two-thirds of those voting must vote in favor of the amendment for it to pass. A special Bylaws Committee can be established by the President to carry out the functions described previously

End of By-Laws