

**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.

## **ARTICLE IV – MEMBERSHIP QUORUM AND VOTING**

1. Each member in good standing shall be entitled to one vote on each matter submitted to a vote of the membership.
2. 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.

## **ARTICLE V – MEETINGS**

1. EDSIG shall meet annually in conjunction with the annual ISECON/CONISAR to conduct such business as may properly come before it. The date and time 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.
3. The president may call a special meeting of the Board at any time with 14 days notice. Members may attend electronically.

## **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 and Vice-President.
  - b) Eight (8) 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.
4. 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.
5. Elected members of the Board of the Directors and the editor of JISE have full voting rights.
6. Directors-at-large shall be elected for terms of two (2) years. Four directors shall be elected for terms beginning January 1 of even numbered years and four 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.
7. Directors and officers shall be elected by secret written ballot.

## ARTICLE VII — OFFICERS, NOMINATIONS, AND ELECTIONS

1. The elected officers of the EDSIG shall be President and Vice President.
2. In addition to elected officers, the board shall also include eight members elected at large.
3. Other officers will be appointed by the board from the at-large board members.
4. Term of office shall coincide with the calendar year.
5. Elected directors may serve no more than two (2) consecutive full terms of office.
6. 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,
  - d) Serve as a non-voting member of the AITP Association Board of Directors, and
  - e) Assist the treasurer in the preparation of annual budgets.
7. 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, and
  - b) Coordinate and monitor the activities of all committees of EDSIG as directed by the president.
8. 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) 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) Propose the annual budget to the Board of Directors at the annual fall meeting, and
  - 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.
9. 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,
- d) Ensure that the notice of the annual meeting of members is sent out far enough in advance to enable a quorum to assemble at the meeting, and
- e) Coordinate the maintenance of the content of the organizational website.

10. 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, and
- d) Solicit and propose ideas for member services.

11. Nominations

- a) Any EDSIG member may stand for election as an officer or an at-large board member.
- b) Members who wish their names to appear on the paper ballot must notify the election supervisor at least 24 hours prior to the meeting at which the election will take place.
- c) Members may be nominated or nominate themselves from the floor at the meeting at which elections will take place.

12. Elections

- a) Elections will take place at the annual meeting of the membership.
- b) Elections will be supervised by the past-President who serves as an ex-officio member of the board provided that person is not standing for election for an office. If that person may not supervise, the current president may appoint, with the consent of the board, any past-president or member who is not standing for election to supervise.
- c) The election supervisor will ensure that ballots are prepared for the election of officers and members-at-large.
- d) Officers must be elected by majority vote. The supervisor will conduct run-offs if necessary by dropping the person who received the least number of votes in the previous ballot.
- e) Candidates will be offered positions as at-large board members in order of the number of votes each received until the required number of board members is reached.

13. 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.

## **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. Standing Committees shall perform such responsibilities as may be assigned by the Board of Directors and shall include the following:
  - **Awards 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, including policies and procedures, to supplement these Bylaws, so long as they are not inconsistent with these Bylaws.
2. Standing rules may be adopted by a vote of the Board of Directors.

## **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 – BOARD QUORUM AND VOTING**

1. A quorum must exist to conduct a vote of the Board.
2. A two-thirds majority of the Board of Directors shall constitute a quorum of the Board.
3. The president may conduct votes by electronic means provided notice is sent to all board members at least 14 days in advance and a quorum is proven electronically.
4. All votes of the Board will be simple majority votes unless otherwise stated in these by-laws.

## **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**