****

**BYLAWS**

**ASSOCIATION FOR INFORMATION SYSTEMS**

**WOMEN’S NETWORK COLLEGE**

**ARTICLE I**

**PURPOSE AND ACTIVITIES**

**SECTION 1. NAME.**

The name of this organization shall be the Association for Information Systems Women’s Network and hereafter referred to as the College.

**SECTION 2. STATEMENT OF PURPOSE.**

The AIS Women’s Network is a college of the Association for Information Systems (AIS). The purpose of the College is to promote a network for supporting women scholars in information systems and to enable mentorship relationships that are crucial to speed the success of women in the information systems field.

**SECTION 3. ACTIVITIES.**

The College regularly meets at AIS conferences such as ICIS, AMCIS, ECIS and PACIS, along with other non-AIS events where College members may assemble. These meetings are to

* Provide a forum for discourse between those interested in furthering the accomplishments, contributions, and careers of women scholars in information systems;
* Provide a forum for a discourse between those in the AIS Women’s Network and members of the broader IS scholarly discipline; and
* Facilitate mentorship relationships that support the activities of women scholars in information systems.

All College activities must be in concert with the Constitution and Bylaws of the AIS. The Executive Board of the College may propose additional activities.

**ARTICLE II**

**MEMBERSHIP**

**SECTION 1. MEMBERSHIP**

Membership in the College is open to anyone supportive of women in IS and who is a member of the AIS in good standing. The College shall provide all classes of membership as contained in Article III of the Bylaws of AIS.

**SECTION 2. COMMUNITY DUES.**

The Executive Board shall have the authority to determine the College dues and other payments to be made by the members of the College annually. The annual dues of each member for the College shall be paid at the beginning of the membership year coinciding with the member's AIS membership year. College dues will be collected by AIS.

**SECTION 3. MEMBER RIGHTS.**

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

**SECTION 4. TERMINATION OF MEMBERSHIP.**

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

*Expulsion.* A member may be expelled for conduct deemed prejudicial to the College by a two-thirds majority of the individual members in attendance at a general business meeting of the College 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 the College and communicated to the membership. While a face-to-face meeting is preferred, a virtual meeting is acceptable.

**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 the College. The AIS Executive Director shall also be notified of all Community meetings within said timeframe.

**SECTION 3. QUORUM.**

Prior notice of the AGM and general business meetings having been given, 25% of the College members shall constitute a quorum for the purpose of such meetings of the College. 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 the College.

**SECTION 4. VOTING.**

Each member in good standing with the College shall be entitled to one vote on business pertaining to the College. 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 electronic systems provided by or approved by the AIS. In regard to the election of officers, voting may be conducted by any means chosen by the Nominations and Election Committee, including electronic systems provided by or approved by the AIS. 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 officers of the College. The President of the College shall serve as the Chair of the Executive Board.

**SECTION 2. DUTIES OF THE EXECUTIVE BOARD.**

The Executive Board shall serve as the governing authority of the College. The Executive Board shall manage the property, business, and affairs of the College. The Executive Board may exercise all such powers of the College 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 the College for all matters, internal and external; establish policies and practices for the College; and approve broad arrangements for all College activities.

**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 President or by at least three members of the Executive Board. The meetings shall be held at a time, place, and manner designated by the President. 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 President 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 officers of the College shall consist of the President, President-Elect, Immediate Past President, Secretary, Treasurer, Funding Chair, Communication Chair, Diversity, Equity and Inclusion Officer and PhD Representative. The officers of the College must be members in good standing with the College and AIS. No person may hold multiple offices at the same time. The period of each office is two years unless decided otherwise by the Executive Board. However, extensions beyond two years may also be approved by a majority of the membership present at the AGM. In either case, the term of the office may be no more than three years. Officers may stand for reelection but can serve a maximum of two consecutive terms. *(Note: Ideally, the two-year terms of the Secretary and Treasurer should be staggered to enhance the continuity of the Executive Board.)*

**SECTION 2. OFFICER TITLES.**

When referring to an officer title or position, the College will reference their position in one of the following manors:

1. College + Officer Position
	1. Examples: College President, College Treasurer
2. College Name + College + Officer Position
	1. Examples: AIS Women’s Network College President, AIS Women’s Network College Treasurer

**SECTION 3. NOMINATION.**

A Nominations and Election Committee chaired and selected by the Immediate Past President shall seek and nominate at least one candidate for each officer position to be filled on the Executive Board no later than 30 days prior to the election. Whenever practical, the Nominations and Election Committee should comprise a representative from each AIS region. Nominations may also be made by any member eligible to vote by sending the name of the nominee to the Nominations and Election Committee no later than 30 days prior to the election providing the nominee has given prior consent.

**SECTION 4. ELECTIONS.**

The annual election of the College officers will be held by a method to be chosen by the Nominations and Election Committee. Each voting member, as described in Article III.4 above, shall be entitled to one vote. Voting shall be conducted in a manner deemed appropriate by the Nomination and Election Committee. The nominee receiving the most votes cast shall fill each position.

**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 the College or e-mail or online voting by 25% of the College 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.

**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 President or Secretary of the College. 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 President may resign at any time by giving written notice, including e-mail, to the AIS Executive Director and the AIS Vice President of SIGs and Colleges.

**SECTION 7. VACANCIES.**

For offices other than President-Elect, a vacancy occurring in the elected offices for any reason shall be filled by appointment by the President with the approval of the majority of the Executive Board. A vacancy in the office of President or President-Elect shall be filled by election, regular or special, by the College’s membership. Such appointment shall continue until the annual election. In the event that a vacancy occurs in the first year of a two-year term, the person elected at the next annual meeting shall serve a term of only one year, to restore the pattern of staggered elections. Service filling a vacancy shall not be considered toward the normal officer term limits.

**SECTION 8. DUTIES OF THE PRESIDENT.**

The President shall serve as chief-executive-officer of the College. The President shall perform all duties that pertain to their office and that may be assigned by the Executive Board. The President’s primary duties shall be:

* Preside over all meetings of the members of the College.
* Call and chair all Executive Board and Advisory Board meetings.
* Designate all committees and their chairpersons, with the concurrence of the Executive Board.
* Supervise all other officers of the College and see that their duties are properly performed.
* Oversee the organization of all College activities (section I.3)
* Conduct any necessary business with external organizations.
* Ensure that all orders and resolutions of the Executive Board are put into effect.
* Assure the timely submission of all requested forms, documents, and communications to and from AIS.

**SECTION 9. DUTIES OF THE PRESIDENT-ELECT.**

The President-Elect shall serve as a general assistant to the President and assume the office of President at the end of the term of the office of the President. The President-Elect will undertake duties assigned by the President to ensure a smooth transition into their role as president.

**SECTION 10. DUTIES OF THE IMMEDIATE PAST PRESIDENT.**

The Immediate Past President of the College shall serve as a voting member of the Executive Board and as the chair of the Nominations and Election Committee. The Immediate Past President will assist the President as required, and chair annual and special meetings in the absence of the President and President-Elect.

**SECTION 11. DUTIES OF THE SECRETARY.**

The Secretary shall be the chief administrative officer of the College and shall perform all duties that pertain to the office of Secretary and that may be assigned by the President and the Executive Board. The secretary's primary duties shall be to:

* Keep minutes of the annual general meeting and other business meetings of the College.
* Attend the meetings of the Executive Board and act as the clerk thereof and record all the acts, notes, and minutes of the meeting.
* Notify Executive Board members of all Executive meetings.
* Notify College members of all meetings and events.
* Submit the annual activity report (and any other reports as required) to the AIS Vice President for SIGS and Colleges.
* Perform other duties as time to time assigned by the President and the Executive Board.

**SECTION 12. DUTIES OF THE TREASURER**

The Treasurer shall be the chief financial officer of the College and shall perform all duties that pertain to the office of Treasurer and that may be assigned by the President and the Executive Board. The Treasurer's primary duties shall be to:

* Maintain the financial records of the College and produce an annual financial report.
* Accept and receive donations, gifts, devises, and bequests.
* Maintain a membership roster.
* Submit an annual Financial Report to the AIS Vice President of SIGs and Colleges.

**SECTION 13. DUTIES OF THE FUNDING CHAIR**.

The role of the Funding Chair is to develop in coordination with the AIS sponsorship packages for the College and solicit donations and contributions to the College. The Funding Chair shall also explore and recommend to the Executive Board different forms of funding to support College activities.

**SECTION 14. DUTIES OF THE COMMUNICATIONS CHAIR**

The Communications Chair shall be responsible for communicating with College members about activities and other information related to the College. The Communications Chair’s duties shall be to

* Initiate and manage on-going communications with individuals as they become eligible for membership, ensure that they are added to email and other lists and are apprised of opportunities presented by membership.
* Send calls for papers, proposals, and participation to members.
* Coordinate the semi-annual newsletter for College members.
* Update social media and the

**SECTION 15. DUTIES OF THE DIVERSITY, EQUITY AND INCLUSION OFFICER.**

The role of the Diversity, Equity and Inclusion Officer is to lead efforts to foster greater diversity, equity and inclusion within the College. The Diversity, Equity and Inclusion Officer will work to enable members’ full participation in the activities, groups, and decision-making of the College without distinction and/or discrimination on the basis of individual or group differences. The duties include:

* Providing advice to the Executive Board on matters relating to diversity, equity and inclusion.
* Leading initiatives to enhance diversity, equity and inclusion within the College.
* Fostering an environment that ensures members’ full participation in College activities within and across all regions of the AIS (section I.3).

**SECTION 16. DUTIES OF THE PHD REPRESENTATIVE.**

The PhD Representative shall serve as a liaison officer to promote and facilitate participation of women PhD students in information systems in all College activities (section I.3). The PhD Representative will also serve as a liaison officer between the College and the AIS Doctoral College to identify and support cross-college collaborations that support women PhD students in information systems.

**ARTICLE VI**

**COMMITTEES**

**SECTION 1. SPECIAL COMMITTEES.**

The President, 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 President and the Executive Board in the management of the affairs of the College.

**SECTION 2. NOMINATIONS AND ELECTION COMMITTEE.**

Not less than forty (40) days prior to the annual election of officers, the Immediate Past President, with the consent of the Executive Board, shall appoint at least two (2) additional members to a Nominations and Election Committee chaired by the Immediate Past President. Members of this Committee must be voting members of the College. This committee will prepare a slate of nominees for College offices and conduct the subsequent annual election of officers of the College according to the processes and procedures set out in preceding sections.

**ARTICLE VII**

**MEMBERS OF THE ADVISORY BOARD**

**SECTION 1. ADVISORY BOARD MEMBERS.**

The Advisory Board shall consist of Past Presidents and senior scholars as invited by the Executive Board. The Advisory Board will normally consist of at least 5 members but not more than 15. Advisory Board Members must be in good standing with the College and AIS. The period of each office is four years unless decided otherwise by the Executive Board. One additional four-year period of office may also be approved by a majority of the Executive Board.

**SECTION 2. DUTIES OF THE ADVISORY BOARD.**

The Advisory Board shall act in an advisory rather than decision-making capacity. The Advisory Board will serve as a sounding board for the Executive Board through the provision of knowledge, critical thinking and analysis to increase the capacity of the Executive Board to best serve the College.

**SECTION 3. MEETINGS OF THE EXECUTIVE BOARD.**

The Executive Board shall meet with the Advisory Board at least once per year. Additional meetings may be called by the Executive Board. The meetings shall be held at a time, place, and manner designated by the President. 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. REMOVAL.**

Any member of the Advisory Board may be removed by a vote of the majority of the Executive Board.

**SECTION 5. RESIGNATIONS.**

Any Advisory Board member may resign at any time by giving written notice, including e-mail, to the President or Secretary of the College. 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.

**SECTION 6. VACANCIES.**

A vacancy in the Advisory Board shall be filled by appointment by the President with the approval of the majority of the Executive Board.

**ARTICLE VIII**

**FINANCE AND ADMINISTRATION**

**SECTION 1. FISCAL YEAR.**

The fiscal year of the College shall coincide with the fiscal year of AIS (July 1-June 30).

**SECTION 2. ASSETS.**

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

**SECTION 3. LIABILITIES.**

The College 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 4. FUND DEPOSITS.**

All funds of the College shall be promptly deposited in qualified bank accounts established in the College's name by the College Treasurer, or held in AIS accounts on behalf of the College. Any funds acquired by the College shall be clearly marked for and deposited to the account of the College. Funds of the College 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 5. FUND DISBURSEMENTS.**

Checks for all disbursements of funds of the College shall be signed by the Treasurer, or by the President, or by the AIS Executive Director (or designee).

**SECTION 6. DISSOLUTION.**

The Vice President – SIGS and Colleges will monitor community activities on an annual basis. Failure to file reports or other signs of lack of professional activities or standing for a particular community will be investigated by the Vice President – SIGS and Colleges who may, at his or her discretion, and after notification of any community officers, recommend to the Council the suspension or termination of the subdivision. The Council shall have the right to revoke the charter of and suspend or terminate any community.

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

**SECTION 7. ANNUAL REPORTS**

The College shall submit to the Vice President SIGs and Colleges an annual report of its activities for the past year. The format and timeline for the annual report will be established by the Vice President SIGs and Colleges.

**SECTION 8. FINANCIAL REPORTS.**

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

**ARTICLE IX**

**OTHER AUTHORITIES**

**SECTION 1. AUTHORITY**

For authority on all matters not covered by these bylaws, the following documents will apply, in this order of priority:

First – AIS Constitution

Second – AIS Bylaws

Third – AIS Council Policies

**ARTICLE X**

**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 or by electronic ballot. In both cases, a minimum of two weeks must occur between the notification (electronic acceptable) and voting on the amendments. Notification must be sent to all Community members in good standing with both the community and AIS.

**SECTION 2. CONFORMITY**

These bylaws and any amendments to them shall be in conformity with the AIS Constitution, AIS Bylaws, and this Standard Form for Community Bylaws. Amendments previously approved by AIS to be in conformity may become effective immediately, unless a later effective date is specified upon adoption. Any amendments not in conformity shall not be effective until or unless approved by AIS. AIS Council shall have authority on any questions regarding conformity.

**SECTION 3. REQUIRED AMENDMENTS**

If the AIS Constitution or Bylaws are amended in such a way that necessitates revisions to the Standard Form for Community Bylaws, the Executive Board shall amend the bylaws at the next regularly scheduled board meeting to reflect such revisions and shall inform the members. A vote to change the Community bylaws is not necessary for required amendments.

**SECTION 4. 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_\_\_.

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**College Secretary signature (College Secretary printed name)**

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**APPROVED:**

Executive Director

Association for Information Systems

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