**ASIS&T CHAPTER**

**BYLAWS**

# **ARTICLE I: GOVERNANCE**

These bylaws shall be the operating standard for all Chapters of the Association for Information Science & Technology (ASIS&T). The term "Chapter" is used throughout to apply to each Chapter individually and its constituency.

## **ARTICLE II: NAME AND PURPOSE**

The name of the Chapter is the XXX Chapter of ASIS&T

The purpose of each Chapter shall include but not be limited to

1. to provide an organization through which members of ASIS&T located within the Chapter area and other interested members may participate in and carry forward the programs and purposes of ASIS&T
2. promote the interests of the Association and its programs and shall make every reasonable effort to involve students of information science and related disciplines who are located within its boundaries.
3. engaging Chapter members by creating dialogue and collaboration via Chapter online communities and social media; and
4. at the request of the Board of Directors, either as a Group or through one or more of its officers or members, representing the Association in international, interdisciplinary and interorganizational activities.

The Chapter’s catchment area is comprised of the following countries or states:

XXX

# **ARTICLE III: MEMBERSHIP**

**Section 1.** All Individual and Institutional members in good standing of ASIS&T whose mailing addresses are within the Chapter's geographic boundaries as established by the ASIS&T Board of Directors shall automatically be members of the Chapter.  No individual or organization may become a member of the Chapter except by becoming a member of ASIS&T.  Upon request, a member of ASIS&T may become a member of the Chapter even though the mailing address is not within its boundaries.

**Section 2.** All Chapter members whose address falls in the chapter’s region and who have been members of ASIS&T for at least twelve months prior to their nomination are eligible to serve as officers of the Chapter. All Chapter members are eligible to vote on questions submitted to the Chapter membership by formal ballot or at official meetings.

**Section 3.** Members shall be informed of the activities of the Chapter and are entitled to receive publications of the Chapter.

**Section 4.** Any member whose membership in ASIS&T has been terminated shall no longer be a Chapter member. An individual who is not a member of ASIS&T may not be considered a member of a Chapter.

**Section 5.** Chapter memberships shall always run concurrently with the member's ASIS&T membership.

# **ARTICLE IV: OFFICERS**

**Section 1**. Officers of the Chapter shall include, at a minimum, a presiding officer to be known as the Chair, an Immediate Past Chair and a Chair-elect. Although not required, a Chapter can also choose to appoint other officers such as a Secretary, Treasurer or Secretary/Treasurer, Communications Officer, and Membership Officer.

**Section 2.** Officers should be elected prior to the ASIS&T Annual Meeting each year and shall serve for a one-year term. (November 1-October 31) Individuals may not serve two consecutive one-year terms in the same office. Individuals may run for an office more than once so long as at least one year elapses between terms.

**Section 3.** Chapter officers may not concurrently serve as an officer in another Chapter or SIG.

**Section 4.** Every effort will be made to ensure geographic diversity of Chapter officers, particularly in the Chair and Chair-Elect Role.

**Section 5.** The Chair, Immediate Past Chair, and the Chair-Elect shall make up the Executive Committee.

**Section 6.** The officers shall conduct and manage the affairs of the Chapter, subject to these bylaws and the ASIS&T Bylaws and existing policy and shall possess all powers necessary or incidental to that purpose, including the right to appropriate and expend Chapter funds.

**Section 7.** If all Chapter offices become vacant at one time, the Chapter Assembly Director shall appoint a Chapter member to serve as Chair until such time as official elections can be held. If a Chapter member cannot be identified to serve as Chair, the Chapter will be deemed dormant for the remainder of the year.

# **ARTICLE V: DUTIES OF OFFICERS**

**Section 1.** The Chair is elected to serve for a one-year term (November 1-October 30) and shall preside over all Chapter meetings. The Chair shall appoint all non-elected officers and members of the Chapter Nominating Committee. It is the responsibility of the Chair to develop and implement the Chapter's annual report, which shall be filed with ASIS&T Central on such date as may be designated by ASIS&T Central. In addition, if the Chapter does not have a Treasurer or Secretary/Treasurer, the Chair is responsible for submitting the annual budget by such date as may be designated by ASIS&T Central, and for keeping records of all meetings and activities in iConnect. At the ASIS&T Annual Meeting, the outgoing Chair must submit an activity report during the Chapter's annual business meeting. The Chair shall represent the Chapter at meetings of the Chapter Assembly. If the Chair cannot attend a Chapter Assembly meeting, the Chair shall appoint a substitute and notify the Assembly Director in advance of the meeting.

**Section 2.** The Immediate Past Chair shall serve as the Chair of the Chapter Nominating Committee and oversee annual officer elections.

**Section 3.** The Chair-elect shall assume the responsibilities of the Chair when the Chair is unable to perform their duties, including representing the Chapter at the Chapter Assembly if the Chair is unable to attend.

**Section 4.** The Chapter may include among its officers a Secretary, Treasurer, or Secretary/Treasurer, and any other officers required to accomplish the mission of the Chapter. These officers will be appointed by the Chair. Each officer will serve a one-year term and may be re-appointed for up to three consecutive terms. The Secretary or Treasurer, or Secretary/Treasurer shall carry out the customary functions of these offices and shall execute the decisions and policies of the Executive Committee. The Secretary or Secretary/Treasurer shall keep records of all meetings and activities and submit an annual report to the Chapter Assembly Director by such date as may be designated by ASIS&T Central.

**Section 5.** A Chapter office can be declared vacant by the Chapter Chair or by the Chapter Assembly Director. In the event of a vacancy in a Chapter office other than that of the Chair, the Chapter Executive Committee shall appoint a member to the office until the next regular election for that office, but an appointee filling a vacancy in the position of Chair-elect shall not become Chair as provided in Article V, Section 2; rather, a Chair shall be elected at the next regular election. If the office of Chair becomes vacant, the Chair-elect shall immediately become chair for the remainder of the vacated term in addition to the term for which they were elected, and the position of Chair-Elect shall be appointed by the Executive Committee to complete the Chair-Elect term. The position of Chair-Elect shall be elected at the next regular election.

# **ARTICLE VI: MEETINGS**

**Section 1.** The annual business meeting shall be held either at the ASIS&T Annual Meeting or within two weeks before or after the Annual Meeting. An activity report for the previous year shall be presented at this meeting by the outgoing Chair.

**Section 2.** Notification of meetings shall be distributed to the membership at least six weeks prior to the date of the meeting along with the recommendations of the Nominating Committee and a ballot.

**Section 3.** Other meetings may be held at the request of the officers or on the petition of ten percent of the membership. The membership shall be given at least six weeks’ notification prior to the date of such a meeting.

# **ARTICLE VII: NOMINATION AND ELECTIONS**

**Section 1.** Elections shall be held each year six weeks prior to the start of the ASIS&T Annual Meeting.

**Section 2.** An open call for nominations for Chair-Elect candidates shall be distributed to membership of ASIS&T at least six weeks in advance of the annual meeting with the assistance of ASIS&T Central. The election shall be concluded no less than four weeks in advance of the Annual Meeting.

**Section 3.** A nominating committee shall be appointed by the Chair. It shall be chaired by the Immediate Past Chair and consist of up to four additional Chapter members. The Committee is responsible for presenting a slate to the membership. There may be no less than one and no more than three candidates for Chair-Elect.

**Section 4**. Elections will be held electronically, conducted by ASIS&T Central, using a platform that ensures that only members of the Chapter can vote, and that each Chapter member only gets one vote.

# **ARTICLE VIII: DISSOLUTION**

The Chapter retains its charter at the discretion of the ASIS&T Board of Directors. In the event of the dissolution of the Chapter, the assets of the Group shall, after satisfaction of all just liabilities and obligations thereof, be paid into the general treasury of ASIS&T. Retrieved from "<http://www.asis.org/wiki/chapters-sigs/index.php/Bylaws>"