

asis&t

Association for Information Science and Technology

POLICIES &
PROCEDURES

2021-2022

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EXECUTIVE SUMMARY

The ASIS&T Policies & Procedures Manual is the single authoritative source of all ASIS&T Policies and Procedures for the association. The document will be updated upon revision of existing policies or adoption of new policies. The document references other documents that may be updated from time to time.

The manual is organized first by governance-related issues, then by Chapter & SIGs, then programs, administration, and finally other issues. All links in the Table of Contents will take the reader directly to that section. Ancillary documents are stored in iConnect.

CONSTITUTION & BYLAWS

CONSTITUTION (June, 2020)

Article I — Name

The name of this corporation shall be the Association for Information Science and Technology (hereinafter called "the Association").

Article II — Purposes

The purposes of this Association shall be

- A. To create, organize, disseminate and apply knowledge concerning information and its transfer, with membership drawn from all fields in which information is important either as an object of study or as a means to an end;
- B. To provide members with a variety of channels of communication and education within and outside of the profession, including meetings, programs and publications, to assist them in their professional development and advancement.
- C. To carry on such other activities as shall be consistent with the organization's 501(c)(3) non-profit purposes and as conferred upon non-profit corporations by the State of Maryland;
- D. In furtherance of the stated charitable purposes of the organization it is authorized to receive and maintain a fund or funds, to invest and reinvest such fund or funds and to apply the income and principal of any funds received by it to the advancement of the non-profit goals of the organization as set forth herein.

BYLAWS

Article III — Members

3.1. Eligibility

- 3.1.1. Membership in the Association is open to any individual or organization with interest in information science and technology. Such individual or organization may apply for membership in the Association and shall become a member upon payment of association dues.
- 3.1.2. Members must agree to abide by the Professional Guidelines of the Association, adhere to the Association's Bylaws and pay all dues and assessments as they come due.
- 3.1.3. Membership in the Association may be terminated by majority vote of the voting members of the Board of Directors for 1) failure to adhere to the Professional Guidelines and/or Bylaws of the Association; 2) conduct which is contrary to the purposes, mission or best interests of the Association; 3) failure to pay dues or assessments of the Association.

3.2. Dues

- 3.2.1. The annual dues for members of the Association shall be determined by the Board of Directors. A member whose dues are in arrears shall be automatically removed from membership after being duly notified.
- 3.2.2. In accordance with the policies of the Association adopted from time to time, dues may be waived or reduced for members who experience a catastrophic event as determined by the Board of Directors.

3.3. Rights Reserved to Members

The following rights are reserved to the members of the Association:

- 3.3.1. Election of voting members of the Board of Directors pursuant to Section 4.5
- 3.3.2. Removal of voting members of the Board of Directors, pursuant to Section 4.8
- 3.3.3. Vote on proposed amendments to these Constitution and Bylaws pursuant to Section XI.

3.4. Meetings of Membership

- 3.4.1. *Business Meetings.* The voting members of the Association, when assembled for the purpose of transacting Association business, shall constitute a Business Meeting of the Association. The Board of Directors shall provide for an Annual Business Meeting to be held each year.
- 3.4.2. *Notice of Business Meetings.* The Executive Director shall send notice of the time, place, program, and agenda of each Annual and Special Business Meeting to each member at least 30 days prior to such meetings. Notice may be given by electronic mail, in writing by USPS, facsimile, personally or by telephone.
- 3.4.3. *Special Business Meetings.* Special Business Meetings of the Association may be held at such times and places as the Board of Directors may determine. The President shall call a Special Business Meeting upon the written request of a two-thirds majority of the Board of Directors.
- 3.4.4. *Quorum.* At any Annual or Special Business Meeting of the Association the presence of ten (10) percent of the eligible voting members present at the meeting shall constitute a quorum. For all other bodies of the Association, a majority or ten (10) members, whichever is a smaller number, shall constitute a quorum.

Article IV — Board of Directors

4.1. Power and Authority

- 4.1.1. The Association shall be governed by the Board of Directors.
- 4.1.2. The Board of Directors is the single governing body of the Association and shall actively promote the objectives of the Association, operating in accordance with and administering and implementing the programs and policies established by these Bylaws and by the Board of Directors. Members of the Board of Directors are elected to serve by and are accountable to the members of the Association.

4.2. Composition

- 4.2.1 The Board of Directors shall consist of eleven members as follows:
 - A. President, who shall serve as Chair of the Board of Directors and coordinate the functions of the Board of Directors, and who shall

- automatically become Immediate Past President at the end of his or her term as President.
- B. President-Elect, who shall serve as Chair of the Board of Directors in the absence of the President and who shall automatically become President at the end of his or her term as President-Elect,
- C. Immediate Past President
- D. Treasurer
- E. Six Directors-at-Large, one of which will have specific responsibility to serve as the Chapter Assembly Liaison and one of which will have specific responsibility to serve as the SIG Cabinet Liaison.
- F. Executive Director of the Association, who shall serve as a non-voting member

The President, President-Elect, Immediate Past President, and Treasurer shall perform such duties and have such other authority and powers as the Board of Directors may from time to time prescribe, or as the President may from time to time delegate.

4.3. Officer Roles and Responsibilities

- 4.3.1 *President.* The President shall be the chief elected officer of the Association and shall preside at all meetings of the Board of Directors and the Executive Committee. The President shall serve as an *ex-officio* member of all committees without the right to vote, and shall perform such other duties and functions as are necessarily incidental to the office or as may be prescribed by the Board of Directors.
- 4.3.2 *President-Elect.* The President Elect shall assume the duties of the President at the latter's request and, in the President's absence, the President Elect shall perform such other duties as may be delegated by the President and the Executive Committee.
- 4.3.3 *Immediate Past President.* The Immediate Past President provides advice and leadership to the Board of Directors and Executive Committee regarding past practices and other matters to assist the Board in governing the Association. The Immediate Past President supports the President and the President-Elect on an as-needed basis.
- 4.3.4 *Treasurer.* The Treasurer shall supervise all dues collections and the accounts of the Association in coordination with the Association's Executive Director; shall ensure that full and accurate accounting records are always maintained; and shall present such reports, including an annual report of the Association's financial condition, as the Board of Directors may direct.

4.4. Nominations

- 4.4.1 At least 100 days prior to each Annual Business Meeting, the Nominations Committee shall nominate at least two nominees for each elective office to be filled and at least twice as many nominees as there are vacancies for Director-at-Large. Any member may propose names to the Nominations Committee for any position for which it prepares a ballot. Write-in candidates for Director-at-Large will be allowed provided they meet the qualifications specified in Section 4.4.3 as well as those outlined in Board-approved job descriptions for that role.
- 4.4.2 Nominees for President-Elect and Treasurer shall have been dues-paying members in good standing for at least five of the last ten years prior to their nomination and possess those qualifications stipulated in the Board-approved job descriptions for their positions.

- 4.4.3 Nominees for Director-at-Large shall have been dues-paying members in good standing for at least three years prior to their nomination.

4.5. Elections

- 4.5.1. Election of each officer and director by members as indicated in Section 3.3.1 shall be by electronic or non-electronic ballot conducted by the Headquarters Office. A plurality vote shall elect, and a tie shall be determined by lot. In each case where a candidate withdraws from an election after the ballots have been prepared, the candidates remaining shall constitute the slate.
- 4.5.2. All members in good standing may vote for the voting members of the Board of Directors pursuant to Section 4.5.1.
- 4.5.3. Two of the six Directors-at-Large shall be elected each year.
- 4.5.4. The Board shall engage a polling officer to oversee the elections process.

4.6. Terms of Office and Term Limits

- 4.6.1. The President-Elect shall serve one 1-year term, as President-Elect, President, and Immediate Past President, respectively.
- 4.6.2. The Treasurer shall serve no more than two consecutive 3-year terms.
- 4.6.3. At-Large Directors shall serve no more than two consecutive 3-year terms.
- 4.6.4. All terms of office shall begin immediately following adjournment of the Annual Business Meeting.
- 4.6.5. The President-Elect and President shall advance automatically to President and Immediate Past-President respectively at the end of their one-year term, for a total of 3 years as an officer of the Association.

4.7. Vacancies and Resignations

- 4.7.1. A vacancy in any position on the Board of Directors shall be filled in accordance with the following procedures:
 - A. If the vacancy is in office of President and occurs less than 100 days before the next Annual Business Meeting, the President-Elect shall automatically become President for the remainder of that term and the term for which he or she was elected.
 - B. If the vacancy is in office of President and occurs more than 100 days before the next Annual Business Meeting, a new President-Elect shall be elected following the process designated in Section 4.5.
 - C. If the vacancy is in the office of President-Elect or Treasurer, the Board of Directors shall appoint a member of the Association to fulfill the duties and obligations of the office. An appointed President-Elect shall not succeed to the office of President. At the next election, a President and a President-Elect shall be elected.
 - D. If the vacancy occurs in the office of Immediate Past-President, the last former President willing to serve shall complete the unexpired portion of the term.
 - E. If the vacancy occurs in any at-large seat, the Board shall appoint a member to serve the remainder of the term.
 - F. Except where otherwise governed by law, a Director may resign from the Board at any time by giving written notice to the Board of Directors or the Executive Director. Such resignation shall take effect at the time specified therein. Where no effective date is specified, the resignation shall take effect upon receipt by the Board or by the Executive Director.

4.8. Removal from Office

- 4.8.1. Any elected member of the Board of Directors may be removed from office for cause (1) by a vote of two thirds of the current voting members of the Board of Directors, or (2) by a written petition signed by 5% of the members of the Association and approval of the petition by two thirds of the members of the Association voting (voting may occur by electronic or non-electronic ballot), or (3) if no longer a member in good standing of the Association.
- 4.8.2. For purposes of removal, "cause" shall be defined to include, but not be limited to: 1) failure to pay dues or assessments; 2) conduct on the part of the Director which is deemed contrary to the best interests of the Association or brings the name and reputation of the Association into disrepute; conduct on the part of the Director which constitutes a felony or a misdemeanor involving fraud, dishonesty, misrepresentation or moral turpitude; conduct on the part of the Director which contravenes the Association's Professional Guidelines and/or Bylaws or which is contrary to the non-profit purposes or mission of the Association; 3) failure to attend three (3) consecutive meetings of the Board without prior written and sufficient excuse. Except where such "cause" is the result of a failure to pay dues or assessments or to attend three (3) consecutive meetings without sufficient excuse, the Association shall provide the Director with prior written notice of the charge or allegation and provide him or her with an opportunity to respond in writing and upon written request by the Director, the opportunity to appear before the Board to present his or her response. The finding of the Board in such matter shall be final.

4.9. Meetings

- 4.9.1. *Regular Meetings.* The Board of Directors shall meet at least two times each year at such times and places as the President may determine. Except where otherwise required by law or these Bylaws, a majority of the voting members of the Board shall constitute a quorum for the purpose of conducting the Association's business. Meetings may take place in person or by telephone or other video or electronic conference communications.
- 4.9.2. *Special Meetings of the Board of Directors.* The President shall convene a special meeting of the Board of Directors whenever requested in writing to do so by four members of the Board, or whenever requested in writing by thirty-five or more members of the Association.
- 4.9.3. *Open Meetings.* Meetings of the full Board shall be announced at least 30 days in advance to the membership and shall be open to members of the Association. Such visiting members shall be without voice or vote. The Board may move in-camera to discuss financial, personnel, and other confidential matters.
- 4.9.4. *Action without a Meeting.* Any action required or permitted to be taken at any meeting of the Board of Directors may be taken without a meeting if a written consent, sent electronically or by mail to the Executive Director, to such action is given by all members of the Board of Directors within 5 business days of a request for consent, and such consent is filed with the minutes of the Board of Directors.
- 4.9.5. *Voting by Directors.* Each member of the Board of Directors authorized by these Bylaws to vote shall be entitled to cast one (1) vote on matters submitted to the Board for a vote. Proxy voting by members of the Board of Directors is prohibited. The Association's Executive Director is not authorized to vote on matters placed before the Board.

- 4.9.6. *Compensation.* Directors will not receive compensation for their services on the Board, but may be reimbursed for documented and pre-approved costs and expenses actually incurred and directly related to their service on the Board. Such reimbursement shall be subject to the then applicable Association expense reimbursement policy.
- 4.9.7. *Presence at a Meeting.* A Director's attendance at a meeting of the Board, whether in person or by telephone or other video or electronic conference communications, shall constitute an acceptance of such meeting, except where such attendance at a meeting by the Director is for the purpose of objecting to the called or convened meeting.
- 4.9.8. *Conduct of Business:* Except where otherwise prohibited by law, the members of the Association's Board of Directors may participate in any meeting of the Board by means of conference telephone or similar electronic or video conference equipment by which all members participating in the meeting may hear and be heard by each other simultaneously, and participation by such means shall be deemed to constitute presence in person at such meeting for purposes of a quorum or participating in binding action taken by the Board. This provision shall similarly apply to participation in any meeting of an Association committee, Regional Chapter or SIG.

4.10. Committees, Boards, Councils, and Working Groups

- 4.10.1. The Board of Directors may establish and dissolve those standing committees that are not stipulated in the Bylaws, as well as ad hoc committees, task forces, working groups, and other entities necessary to conduct the Association's business, and designate and change their charges and determine their size, member qualifications, and terms.
- 4.10.2. *Appointment of Committees.* Appointments to committees shall be made annually by the President-Elect. Committee appointments may be rescinded for cause by the President upon approval of the Board of Directors.
- 4.10.3. *Interim Committee Appointments.* When a Committee vacancy occurs requiring appointment for less than a full term, the President shall make an interim appointment.
- 4.10.4. *Standing Committees of the Board of Directors.* There shall be at least three Standing Committees of the Board of Directors: 1) Executive Committee, 2) Budget and Finance Committee, and 3) Nominations Committee. Except as otherwise provided in these Bylaws, the terms of these Committees shall expire at the expiration of the term of the President by whom they are appointed or re-appointed.
- 4.10.5. *Executive Committee.* The Executive Committee shall consist of the President, who shall be its presiding officer, the President-elect, the Past President, the Treasurer, and one Director-at-Large who shall be appointed by the President for a one-year term. The Board Executive Committee shall oversee the operations of the Executive Director and staff, shall administer such functions and exercise such powers as the Board of Directors may specifically delegate to the Committee, and shall have all the powers of the Board to transact business when the Board is not in session. All transactions of this Committee shall be reported by the Executive Committee to the Board as minutes at its the next regularly scheduled meeting.
- 4.10.6. *Budget and Finance Committee.* The Budget and Finance Committee shall consist of the Treasurer, who shall be its presiding officer, the President, the

President-elect, the Past President, , and one Director-at-Large who shall be appointed by the President for a one-year term.. The Budget and Finance Committee shall advise the Board of Directors concerning the financial affairs of the Association. It shall draft an annual budget for recommendation to the Board of Directors, in consultation with the Executive Director and other appropriate persons.

- 4.10.7. *Nominations Committee*. The Nominations Committee shall consist of five members, who shall be members of the association appointed by the President and who shall not be members of the Board of Directors. The Regional Chapter Assembly and the Special Interest Group Cabinet shall each recommend one member of the Association to serve as a member of the Nominations Committee. The Nominations Committee shall seek the advice and consent of the Board on the qualifications of the proposed slate of nominees before it is presented to the membership for vote.

4.11. Parliamentarian

- 4.11.1. The Association shall engage a Parliamentarian who shall be a member versed in parliamentary procedure and shall be appointed by the President.
- 4.11.2. The Association Parliamentarian shall attend all regular and special meetings of the membership and shall be available for all meetings of the Board of Directors, the Regional Chapter Assembly, and the Special Interest Group Cabinet to provide the presiding officers with procedural counsel. At such times, the Association Parliamentarian shall have no vote, and shall have voice only on procedural questions.
- 4.11.3. The Association Parliamentarian shall be available for consultation on procedural matters from any Association body, officer, or member.

Article V — Headquarters Office

5.1. Purpose

- 5.1.1. The Association shall maintain a Headquarters Office that shall constitute a permanent repository for Association records and shall carry out the procedures and policies of the Association under the direction of the Board of Directors. The Office shall periodically transfer all archival materials to the designated repository.

5.2. Executive Director

- 5.2.1. The Executive Director shall be appointed by the Board of Directors and shall be accountable to the Board. The Executive Director serves as the chief administrative officer of the Association. The Executive Director monitors work assigned to the Headquarters Office staff and provides periodic reports to the Board of Directors. The Executive Director shall supervise and have general charge of all operating functions and activities of the Association and shall be charged with carrying out the policies, programs, orders, and resolutions of the Board of Directors. The Executive Director will be responsible for the employment, discharge and supervision, and determine the compensation of, employees of the Association. The Executive Director shall perform such other duties and shall have such other authority and powers as the Board of Directors may from time to time prescribe, shall keep the Board of Directors, officers, and committees of the Association fully informed as to the business and affairs of the

Association and shall consult freely with them concerning its business and affairs.

- 5.2.2. The Executive Director (or designee) shall serve as an *ex officio* non-voting member, unless otherwise stipulated, of the Board of Directors and all committees, task forces, and other work groups established by the Board of Directors other than the Nominations Committee.
- 5.2.3. The Executive Director (or designee) shall keep minutes of all Business Meetings and meetings of the Board of Directors and Executive Committee, and shall provide a repository for copies of minutes of all other bodies of the Association. Board minutes, audited financial statements, and the Association's annual 990 form shall be shared with the membership in a timely manner.

Article VI — Regional Chapters

6.1. Regional Chapter Establishment and Purpose

- 6.1.1. The Board may establish Regional Chapters to represent a group of members located within a well-defined geographic area. Regional Chapters must be approved and chartered by the Board of Directors in accordance with Board-established policy. Regional Chapters shall retain their charters at the discretion of the Board of Directors, pursuant to the terms outlined in the Regional Chapter Officers' Manual. Each Regional Chapter shall promote the interests of the Association and the Association's programs in its designated region.

6.2. Regional Chapter Membership

- 6.2.1. *Memberships in Regional Chapters.* All individual and institutional members of the Association whose mailing addresses are within a Regional Chapter's geographic boundaries as established by the Board of Directors shall automatically be members of that Regional Chapter unless they have requested to become members of another Regional Chapter following procedures stipulated by the Board of Directors.

6.3. Regional Chapter Operations and Procedures

- 6.3.1. The establishment, organization, leadership and structure of all Regional Chapters shall be in accordance with Board-established policy, as outlined in the Regional Chapter Officers' Manual.

6.4. A Regional Chapter's Role in Policy

- 6.3.1. Regional Chapters may make recommendations concerning Association policy. However, the Regional Chapters and their members shall not make any public statement or take positions on behalf of the Association without having obtained approval from the Board of Directors in accordance with the established guidelines and procedures.

6.5. Regional Chapter Assembly

- 6.5.1. The Regional Chapter Assembly shall concern itself with all matters involving the mutual interest and common problems of the Regional Chapters. It shall be advisory to the Board of Directors in these matters through its Board Liaison. The Regional Chapter Assembly shall consist of the Assembly Director, the Deputy Assembly Director, the Immediate Past Assembly Director, and a representative from each Regional Chapter of the Association and one representative for the

student chapters. The presiding officer of the Assembly shall be the Assembly Director, whose term shall be for one Administrative Year. The Deputy Assembly Director shall be elected annually prior to the Annual Meeting of the Association and shall hold office as Deputy Director during the following administrative year. The Deputy Director automatically advances to Director in the second administrative year and to Immediate Past Director in the third successive administrative year. Such election shall be by a majority of the members of the Regional Chapter Assembly voting by electronic ballot at least two months before the end of the administrative year. The Assembly Representative for Student Chapters will be elected every two years from among the Student Chapter Advisors. They shall serve a two-year term.

- 6.5.2. *Regional Chapter Assembly Steering Committee.* There shall be a Regional Chapter Assembly Steering Committee. This Committee shall consist of the Assembly Director, Deputy Assembly Director, the Immediate Past Assembly Director and four members who shall be appointed by the Regional Chapter Assembly Director from either the outgoing or incoming Regional Chapter Assembly members or Regional Chapter officers. Each member shall serve a two-year term with two members appointed in odd-numbered years and two members appointed in even-numbered years. The Committee shall advise on and assist with matters related to the Regional Chapter Assembly at the Regional Chapter Assembly Director's discretion.

Article VII — Special Interest Groups (SIGs)

7.1. Special Interest Group Establishment and Purpose

- 7.1.1. A Special Interest Group (SIG) consists of a group of members concerned with a particular field of interest in information science and technology. SIGs must be approved and chartered by the Board of Directors in accordance with Board-established policy. SIGs shall retain their charters at the discretion of the Board of Directors, as outlined in the SIG Officers' Manual.
- 7.1.2. The purpose of each Special Interest Group shall include but not be limited to: 1) advising the Board of Directors or the Association officers on matters pertaining to the Group's special interest or area; 2) organizing technical programs for such interests and areas including programs at conferences of the Association; 3) collecting and disseminating information concerning its special interest; and 4) representing the Association in international, interdisciplinary, and interorganizational activities, either as a Group or through one or more of its officers or members, at the request of the Board of Directors or such pertinent Committee or Committees established by the Board of Directors.

7.2. Special Interest Group Membership

- 7.2.1. Any member of the Association may become a member of an existing Special Interest Group upon payment of membership dues as established by the Board of Directors. Membership in Special Interest Groups may be extended to non-dues-paying members at the discretion of the Board of Directors.

7.3. Special Interest Group Role in Policy

- 7.3.1. SIGs may make recommendations concerning Association policy. However, the SIGs and their affiliates shall not make any public statement or take positions on

behalf of the Association without having obtained approval from the Board of Directors in accordance with the established guidelines and procedures.

7.4. Special Interest Group Operations and Procedures

7.4.1 The establishment, organization, leadership and structure of all SIGs shall be in accordance with Board-established policy, as outlined in the SIG Officers' Manual.

7.5. Special Interest Group Cabinet

7.5.1. The Special Interest Group Cabinet shall study and advise the Board of Directors through its Board Liaison concerning the mutual interests and the common problems of the several Special Interest Groups. The Special Interest Group Cabinet shall consist of the Cabinet Director, the Deputy Cabinet Director, the Immediate Past Cabinet Director, a representative from each active Special Interest Group of the Association, and the members of the Cabinet Steering Committee. The presiding officer of the Cabinet shall be the Cabinet Director, whose term shall be for one Administrative Year. The Deputy Director shall be elected annually prior to the Annual Meeting of the Association and shall hold office as Deputy Director during the following administrative year. The Deputy Director automatically advances to Director in the second administrative year and to Immediate Past Director in the third successive administrative year. Such election shall be by a majority of the members of the SIG Cabinet voting by electronic ballot at least two months before the end of the administrative year.

7.5.2. *SIG Cabinet Steering Committee.* There shall be a Cabinet Steering Committee elected by the SIG Cabinet. This Committee shall consist of the Special Interest Group Cabinet Director, Deputy Director, Immediate Past Director, and four members who are SIG officers. Each member shall serve a two-year term with two members elected in odd-numbered years and two members elected in even-numbered years. This Committee shall assist the SIG Cabinet Director in conducting Cabinet business.

Article VIII — Parliamentary Authority

8.1 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and to the extent they are not inconsistent with these Constitution and Bylaws, the Articles of Incorporation, or with any policies or rules of order the Association may adopt.

Article IX — Indemnification

9.1 To the extent permitted by applicable law, the Association shall indemnify all officers; directors; employees, committee, council, and board members; and all other volunteers of the Association for their activities conducted according to the policies and procedures of the association and shall purchase insurance for such indemnification to the extent determined by the Board of Directors.

Article X — Dissolution of the Association

10.1. In the event of dissolution of the Association, its assets shall be applied and distributed as follows:

- A. All just liabilities and obligations of the Association shall be paid, satisfied and discharged, or adequate provisions shall be made therefor.
- B. All other assets shall be transferred or conveyed, pursuant to a plan of distribution adopted by the Board of Directors, to one or more domestic or foreign corporations, societies or organizations engaged in activities substantially similar to those of the dissolving corporation and declared by the Internal Revenue Service to be exempt from the payment of federal income tax.
- C. If the Board of Directors is unable to ascertain any domestic or foreign corporation, society, or organization which meets the requirements of the preceding paragraph, then all assets referred to in that paragraph shall be transferred or conveyed, pursuant to a plan of distribution adopted by the Board of Directors, to one or more domestic or foreign corporations, societies or organizations otherwise active in the field of information science and which have been declared by the Internal Revenue Service to be exempt from payment of federal income tax as organized and operated exclusively for charitable, scientific, literary or educational purposes.

Article XI—Amendments

- 11.1. *Substantive Changes in Bylaws.*** These Bylaws may be amended by vote of two-thirds of the voting members of the Association voting on the proposal of change. Such proposal may be by petition of a minimum of 35 members of the Association, filed with the Executive Director, or by proposal of the Board of Directors. Such proposal shall be voted upon within 100 days of the date of the petition or of the proposal of the Board of Directors. The Executive Director shall prepare and send a copy of the proposed amendment, together with ballot information, to each member, setting forth a date which shall be not more than 30 days from the date on which the ballot was sent, by which date all ballots must be received in order to be counted. Voting may be by electronic or non-electronic ballot. If approved, the amendment shall be effective as of the start of the next administrative year.

GOVERNANCE

Organizational Chart

The [ASIS&T Organizational Chart](#) depicts the reporting relationship between the various governing and staff units of ASIS&T.

Board of Directors

Responsibility and Authority

Board:

- Sets Policy
- Determines WHAT is to be achieved
- Allocates resources
- Exercises fiscal oversight of the Association's business.

ASIS&T Central:

- Determines HOW the Board's directions are to be achieved
- Conducts the business of the Association
- Recommends policies, resource allocations, etc. to the Board.

Committees

- Advise the Board
- Perform actions/supply volunteers
- Monitors activities

Rules of Procedure

The rules of procedure of all bodies of the Association shall be according to Robert's Rules of Order (latest edition), so far as applicable and when not inconsistent with these Bylaws. The rules of procedure may be suspended by a majority vote of those present and voting at any meeting.

Administrative Year

The Administrative Year is the year starting at the conclusion of one Annual Meeting and ending at the conclusion of the next Annual Meeting. Board, Committee, Chapter Officer and SIG Officer terms adhere to the Administrative Year.

Record Keeping

The presiding officer of each body of the Association shall be responsible for seeing that accurate minutes are kept at all meetings and that a copy is forwarded promptly to the Executive Director and saved to iConnect.

Elections

Board elections are held in the late Spring each year. In March of each year the Nominations Committee will meet to review the elections process, approve the call for nominations, and discuss potential candidates. The Call for Nominations should be sent to the membership no later than May 1 of each year with at least 4 weeks for nominations to be submitted. ASIS&T Central will provide an online portal where nominations can be submitted.

When candidates are invited to run for positions on the Board of Directors, the responsibilities of the positions should be clearly spelled out and the candidates should be asked to commit in writing their willingness to fulfill the responsibilities. Job descriptions for each Board position are linked below:

[President](#)

[President-Elect](#)

[Treasurer](#)

[Member-at-Large](#)

An additional [FAQ document](#) is also made available to prospective candidates.

Once the nominations deadline has passed, the Nominations Committee will review any nominations that have been put forward by the membership as well as any solicited by the Nominations Committee. It will develop a slate of at least two candidates per opening to be filled. Each year the membership elects two at-large Board members and one President-Elect. Every 3 years the membership elects a Treasurer as well. Treasurers and at-large Board members are eligible to serve two consecutive terms. The Nominations Committee will keep the slate of candidates confidential until the election is opened.

Each candidate for national office has the opportunity to include in the ballot a short position statement of ideas on the directions the organization should take.

ASIS&T Central will execute the election via an online election platform (currently ElectionBuddy) which ensures one vote per member and allows reminders to be sent to those that have not yet voted. The election will remain open for not less than 30 nor more than 35 days. The results of the election will be shared with the Chair of the Governance Committee who will serve as the Election Teller and validate the election results.

If a candidate withdraws after balloting begins, so long as there is at least one candidate for each office, the election proceeds unchanged. If there are more vacant offices than candidates, the Nominations Committee will reconvene to propose an additional candidate to be added to the ballot.

Results of the election will be made accessible to all those who voted once the election has concluded.

Orientation

Each year, approximately one month before the Annual Meeting, the Executive Director will organize a Board Orientation. All new incoming Board members are required to attend this orientation, along with the current and incoming Presidents of the Board. The topics covered in the orientation should, at a minimum, include:

- Strategic Framework
- Finances
- Executive Director
- Committees
- Programs & Services

- Relationships with other organizations
- Resources
- Staff

In addition, it is recommended that the Executive Director and Incoming President attend a governance seminar hosted by ASAE (either CEO Symposium or Exceptional Boards) before the incoming President takes office.

Meetings

Board meetings will be held not less than four times per year and may be conducted either in person or via videoconference. When meetings are held face-to-face, all Board members are expected to attend in person unless they face a significant barrier to attending (such as government or employer travel restrictions, family emergency, personal health). If a Board member cannot attend a face-to-face meeting in person, accommodations will be made for that individual to attend virtually. Board Members are expected to attend all Board meetings. Failure to attend two consecutive Board meetings will initiate a review of the Board Member's ability to continue to serve.

All ASIS&T Board Meetings are open to any member in good standing that wishes to attend. Members do not have voice or vote during Board meetings and are asked to refrain from interrupting the meeting. The date, time, and access information for each Board meeting are published in the Governance column of Inside ASIS&T.

Minutes

Minutes of each Board Meeting are presented in draft form at the following Board meeting for review and approval. Any amendments to the minutes are noted in the minutes of the following Board meeting. Minutes of meetings may be made available to members upon request.

Governance Update

The agenda and all action items of a Board meeting are published bi-monthly in Inside ASIS&T.

Conflict of Interest Policy

Adopted by ASIS&T Board of Directors September 27, 1986

The election of individuals to the Association for Information Science and Technology (ASIS&T) Board of Directors is a special act of trust by the ASIS&T membership that those persons can and will exercise their best judgment, integrity and conscientiousness in all the affairs of managing the Association and will make the best interests of ASIS&T their primary goal and responsibility.

Therefore, in conducting the business of the Association, members of the Board may not use their relation to the Association for their own personal gain. When the best interests of the Association are potentially in conflict with the personal interests of a Board member, that member must disclose the nature of the conflict and decline involvement in the particular issue before the Board. Likewise, Board members are not permitted to use inside information for their own personal profit or advantage; or fail to disclose relevant Association information or misrepresent facts about the Association to the Association's members.

In order to ensure that any conflict of interest on the part of any ASIS&T Board member shall be made a matter of record, all Board members shall adhere to the following guidelines on conflict of interest:

- When any such interest becomes relevant to any issue requiring action by the Board, the Board member having a conflict shall call it to the attention of the Board, and the Board member shall not vote on the issue, shall not attempt to influence the Board on the issue, and in those cases where the quorum of the meeting called for the purpose of voting on the subject has not yet been established, the Board member shall not be counted.
- If excluded from voting because of a conflict of interest, a Board member will be required to briefly state that a conflict exists and the nature of the conflict. The Board may require that a Board member thus excluded from voting on an issue leave the meeting temporarily while the subject is debated and voted upon.
- The minutes of the Board meeting shall reflect that a disclosure was made, that the Board member who stated a conflict of interest did abstain from voting, whether the Board member left the room while the issue was debated and voted upon and, in those cases where the quorum was not already established, that the Board member was not counted in determining the quorum.
- If any Board member, who by reason of his or her institutional affiliation or any other pertinent matter, anticipates that in the future certain issues to be placed before the Board may place him or her in a position of conflict of interest, the Board member shall disclose such conflict in writing to the President and make it a matter of record.
- Board members should be sensitive to the possibility that the acceptance of gifts, entertainment or favor might affect their judgment on issues concerning the Association or might appear to affect their judgment. They should decline such gifts and favors where the circumstances would create an appearance of impropriety.

In order to ensure compliance with the ASIS&T conflict of interest policy, Board members should be oriented to the policy and reminded of it as necessary. At the beginning of each administrative year, the Executive Director shall distribute a copy of this statement to each new Board Member and each Member shall sign a statement indicating that he/she has read the Conflict of Interest Statement and understands it.

Compensation of Board Members

Board members will receive reimbursement of actual expenses to attend face-to-face meetings of the Board of Directors at the rate stipulated in the [ASIS&T Travel & Expense Policy](#). Board members will receive no additional compensation for work performed on behalf of the association.

Parliamentarian

The Bylaws require that the ASIS&T President annually appoint a Parliamentarian who must attend all regular and special meetings of the membership and be available for all meetings of the Board of Directors, the Regional Chapter Assembly, and the Special Interest Group Cabinet to provide the presiding officers with procedural counsel. The Parliamentarian has no vote, and has voice only on procedural questions. The

Parliamentarian must be available for consultation on procedural matters from any Association body, officer, or member. The Parliamentarian reviews any proposed new bylaws or bylaws changes of ASIS&T component groups. The Parliamentarian is an Ex Officio member of the Governance Committee with voice and vote. The Parliamentarian job description can be found [here](#). Parliamentarian is a volunteer position.

Curator

The ASIS&T Curator is responsible for monitoring the discovery, preservation, and accessibility of resources relating to the history of ASIS&T, both in the Association's possession and elsewhere, and for making recommendations as appropriate. This Curator works closely with ASIS&T staff, committees, chapters, and SIGs, and assists in

developing proposals for grants or other funding. The curator also works to promote policy, best practices and documentation to preserve records pertaining to the Association

and its committees, chapters, and SIGs, in concert with existing knowledge asset management policies and procedures. Curator is a volunteer position appointed by the Board of Directors for a three-year term. The Curator job description can be found [here](#).

Voting Outside of Meetings

From time-to-time there may be issues that must be addressed immediately and call for a decision of the Board via electronic means. All Board discussions and decisions must take place over iConnect to ensure that an accurate historical record is retained. The procedure for bringing a motion before the Board via electronic means is as follows:

1. The Board member wishing to make the motion should present the issue to the Board via iConnect, including any relevant documents.
2. At the end of this message the Board member should indicate the motion and request a second.
3. Once the motion is seconded, the President can open the issue for discussion, indicating a timeframe in which discussion will close and the vote will be called.
4. All Board members are then invited to make any comments and ask any questions they have about the motion.
5. At the appropriate time, the President will close discussion and call for a vote. The vote may be conducted over iConnect or SurveyMonkey.
6. The results of the discussion and vote will be recorded in the minutes of the next meeting of the Board.

Decision-Making – Policy for New Proposals

October 23, 2020

Background

Prior to the development of formal strategic plans for the Association, the process for the adoption and implementation of new ideas, programmes, events, etc. was ad hoc. Historically, each new President was encouraged to initiate and implement a new idea of his/her own choosing, almost in isolation from the Executive and the Board. This

meant that in a change from new executive to executive, the Association could move in radically different directions. Other ideas emerged from anywhere in the Association and were pursued if someone took the initiative and put forward a case. Clearly this ad hoc process works against long term development of the Association. With the introduction of a formal Strategic Plan and planning process, the Strategic Plan must be the driving force for guidance and development. But at the same time, the Association must not ignore emerging developments external or internal to the Association, and must not stifle creative solutions.

Policy

1. Short term and long term planning is driven by the Strategic Plan.
2. The Board regularly reviews the Strategic Plan to prioritise its implementation. A new Executive may propose a change in priorities to the Board at the beginning of its term in office, and the Board may revise the priorities.
3. New projects, ideas, events, products, etc. that do not service the Strategic Plan may be considered and implemented as described in the process in the next section.

Process

1. Proposals for special projects, events, ideas, products, etc. should be submitted to the Executive Director. All proposals must contain:
 - a clear statement of intent;
 - a budget (that includes costs, expenses and any anticipated revenue) and identifies who will cover the expenses and/or what is requested from the Association (e.g., resources);
 - a rationale that demonstrates its relationship to the current Strategic Plan; if there is no apparent relationship to the Strategic Plan, then an explanation must be provided of why this idea should be undertaken under the auspices of the Association at this time.
2. The Executive Director vets the proposal and provides a recommendation to the Board that includes an explanation of its support by/for the Strategic Plan, its economic viability, and its significance for the Association.
3. The Board may choose to approve, reject outright, or defer for more information.
 - In the case of deferment, the Board will provide explicit instructions regarding what is needed in order to make a decision to approve or reject.
 - In the case of approval, the Board will provide explicit guidance on procedure, and may modify the proposal
 - In the case of rejection, the Board's decision is final.
4. Any idea that is adopted for implementation but is not currently supported by the Strategic Plan will be added as an amendment to the Strategic Plan if this is deemed worthy by the Board. These cases will depend on how significant the Board deems the idea and its coherence with the current direction of the Association.

Board Statements

Policy on Position Statements And External Events (October 27, 2017)

Criteria for Making a Public Statement:

- **Relevance:** Is the issue directly related to the Association's interest, activities or purpose?
- **Impact:** Does the issue significantly or disproportionately impact our constituency?
- **Significance:** Is the issue of sufficient import to warrant use of the Association's name?
- **Consensus:** Does a majority of the Board believe we should release a statement on the issue?

Process for Public Statement Development:

When an event/situation arises where it may be appropriate for ASIS&T to issue a public statement, the following process will be utilized:

1. The issue will be brought to the attention of the Executive Director who, after consulting with the President, will send out an email to the Board to request consensus that the issue warrants a statement. Board members will have 24 hours to respond.

If there is consensus...

2. The communications staff will draft a statement and forward it to the Board President within 12 hours. If the President is not able to respond within 12 hours, the Past President will be asked to review the draft, and the President-Elect will be asked if the Past President is not able.
3. The Board President (or designee) will review and forward the edited document to the Board with a specified turnaround timeframe (24-48 hours).
4. The Board will provide feedback/revisions to the communications staff, cc'ing the rest of the Board members to ensure everyone is aware of any proposed changes.
5. The communications staff will finalize the statement and forward to the Board President for one final review (12 hours).

The communications staff will post the statement on the ASIS&T website, social media and listserv. When applicable they will also post on additional industry listservs.

Annual Business Meeting

The membership of the Association meets once per year to transact any necessary business of the voting membership that cannot be transacted electronically and to hear reports on the state of the association.

For issues that require a vote of the membership, proxies are not to be used for voting at the Annual Business Meeting.

Each motion made at any Annual or Special Business Meeting of the Association shall

be in writing, signed by the member, and submitted to the presiding officer before or during the business meeting for oral presentation to the meeting. If seconded, the member as seconder shall state his name to the presiding officer for the record.

In order to make the Annual Business Meeting more conducive to membership input on Association policies and operation, the agenda of the meeting is to be formatted to encourage maximum opportunity for member participation. It is the responsibility of the ASIS&T President, as presiding officer at the Annual Business Meeting, to ensure that the agenda is so developed.

The Annual Business Meeting should be scheduled for a duration of at least two hours, should be publicized, and there should be no conflicting program activities during that period. The agenda should be made available to ASIS&T registrants at the time of their onsite registration.

Only ASIS&T members may speak at a Business Meeting, unless the chair grants an exemption, as for example when a representative of another information organization brings greetings or the ASIS&T auditor or attorney needs to be recognized.

Debate shall be limited to two (2) minutes for each speaker and fifteen (15) minutes for each question. A member may speak once on each subject or question with the exception that a second time will be allowed after all other members who wish to speak to that topic have been recognized.

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Annual Business Meeting in all cases to which they are applicable and in which they are not inconsistent with the ASIS&T Bylaws and these standing rules. The Parliamentarian oversees the Business Meeting and addresses any procedural issues that may arise.

Other Board Policies

Committee Service

No Committee should be represented, per se, on the Board by a specially created Board position for its chair. No Board member may be a member of a committee during their Board tenure except as a Board Liaison.

Minutes

When corrections or amendments to the minutes of Board meetings are made just prior to the acceptance of the minutes, the corrections or amendments are to be spelled out in detail in the minutes of the meeting at which such corrections are adopted.

President

The President is responsible for administering the affairs of the Association under its Constitution and Bylaws. With the advice of the Board, the President is chiefly responsible for overall leadership of the Association, including the development and direction of policy. The President represents the Association in official matters according to the stated objectives and is responsible for carrying out Board directives. The President serves as an ex-officio member of all committees without vote, except when

designated a voting member of a committee. The President serves as a member of the Budget and Finance Committee and prepares specific charges to standing and ad hoc committees consistent with their general charges. The President may convene an advisory group, composed of Past Presidents, to undertake such assignments that may be made by the President or Council.

Treasurer

The Treasurer is chairman of Budget and Finance Committee and is responsible for preparing the budget of the Association for Board approval. The treasurer oversees disbursements against budgeted amounts, signs checks or co-signs checks in excess of those authorized for signature by ASIS&T Central staff, prepares fiscal reports, performs random checks on ASIS&T Central bookkeeping activity, presents justification for any amendments to authorized budgets, and ensures that an annual audit is made of the accounts of the Association and that a report on the audit and accounts of the Association is mailed to the membership during the first quarter of the succeeding year.

Each year, no later than February, the Executive Committee will consider the confirmation or selection of an auditing firm for the current fiscal year. Should the Board, for any reason, fail to take action, the auditing firm for the previous year should be retained for the current year.

Agenda

The Executive Director and the President should construct the agenda consistent with the following guidelines:

- the most strategic and critical items appear first;
- action items are so indicated;
- no item is placed on the agenda unless accompanied by written back-up information;
- the action being requested of the Board is clearly stated on the agenda; and
- all information items are written and distributed, and will be discussed only if the Board so chooses.

Whenever possible, motions and recommendations to the Board which have a significant impact on the affairs of the Association are to be submitted in advance in sufficient time to allow consideration by appropriate committees prior to Board discussion.

Executive Session

The Board will meet in Executive Session to discuss issues pertaining directly to the performance of the Executive Director. All Board members, including the Executive Director, must be informed of all Board meetings, including those held in Executive Session. Actions taken in Executive Session of the Board are to be reported immediately when the Board reconvenes in open session; the general subject of any executive sessions are to be reported immediately when the Board reconvenes in open session; and minutes as approved by the Executive Session are to be kept by the President and accessible to the Board.

Indemnification

The Association must provide insurance coverage that will establish indemnification for all ASIS&T officers, Directors, and other volunteers, including Chapter and SIG officers

and Committee Chairs, who serve or act on behalf of national ASIS&T.

Committees

ASIS&T has three Bylaws-designated Committees (click link for terms of reference for each committee):

[Executive Committee](#)

[Budget & Finance Committee](#)

[Nominations Committee](#)

In addition, there are currently the following standing committees:

[Awards & Honors Committee](#)

[Governance Committee](#)

[History Committee](#)

[Membership Committee](#)

[Professional Engagement Committee](#)

[Publications Committee](#)

[Research Engagement Committee](#)

[Standards Committee](#)

Committee Guidelines

Term

Chair and Vice-Chair:

Each committee will have a Chair and a Vice-Chair. Each will serve a one-year term and the Vice-Chair will advance to Chair at the conclusion of the administrative year.

Member:

Each committee will typically have not less than 5 nor more than 10 members. The member term will be for three years and may be renewed for a second term. Vice-Chairs may be selected from sitting committee members, in which case the committee member would be replaced with a new member given a full three-year term. Committee membership will be selected to ensure that there is diversity of experience in keeping with ASIST's diversity and inclusion statement, as well as geographical and academic/professional representation. Individuals serving on the ASIS&T Board are not eligible to serve on any ASIS&T committees, except in the role of Board Liaison.

All committee members must be and remain current ASIS&T members in good standing throughout their term on the committee.

Committee Appointments

The President-Elect, in consultation with the President and Past-President, is responsible for the appointment of the Vice-Chair of each committee. Additionally, the President-elect will appoint sufficient additional members to fill the vacancies created by the conclusion of exiting members' terms. Committee appointments shall be made no later than August of the preceding administrative year. ASIS&T Central will issue a call for volunteers in May of each year inviting members to volunteer for committees with vacancies. This list of volunteers will be a starting point for committee appointments but the President-Elect may wish to issue invitations to additional individuals.

The Board will be notified of all committee appointments. The President-Elect will consult with the existing Vice-Chairs of each committee to obtain their perspective on the role and to seek their advice on possible candidates for the incoming Vice-Chair position. Sitting committee members are eligible to be appointed as Vice-Chair at any time during their term. The ASIS&T President has the authority to terminate and replace a sitting Vice-Chair or committee member should that individual not be fulfilling their duties and performance standards. Committee appointments may be rescinded for cause by the Board of Directors upon request of the President.

Whenever a Committee vacancy occurs requiring appointment for less than a full term, the President shall make an interim appointment and inform the Board of Directors. The term of the interim appointee shall be for the remainder of the term of the person replaced.

Exceptions to General Committee Appointments and Terms

In some cases the function of a Committee may require an exception to the membership and appointment rules outlined above. The following Committees are guided as follows:

Awards & Honors: The membership of the Awards & Honors Committee is comprised of the chairs of each of the Awards Juries. The chairs of the Awards Juries are determined by the Chair of the Awards & Honors Committee and may vary from year-to-year.

Standards Committee: Due to the unique nature and function of the Standards Committee, the Chair and members may serve on the committee indefinitely. Membership on the Standards Committee requires specific knowledge of and experience in the work of NISO or other standards-setting bodies.

Orientation

ASIS&T staff will host an orientation for incoming committee chairs in July of each year. This orientation will cover the time commitment required to serve on an ASIS&T committee along with a review of the code of conduct, conflict of interest and ethics policies. All committee members will complete a Volunteer Commitment form, agreeing to the terms of reference for the committee.

Meetings

Committees should meet at least quarterly, and must prepare a [report](#) for the Board. The Chair should communicate with the Board Liaison on a regular basis about the timing of meetings and report content. In addition, all committees will meet during the Annual Meeting; virtual attendance (e.g., by Skype) is encouraged to engage with members who cannot attend in person. Attendance at the Annual Meeting during the term of committee membership is highly recommended for all committee members.

Communication

Committees will use the [ASIS&T iConnect](#) platform to conduct committee business and to communicate among committee members. ASIS&T staff will ensure that all documents housed on the community platform are organized in such a fashion as to provide adequate institutional knowledge to allow committee members to come up to speed on committee issues quickly. ASIS&T staff will also alert the committees to pending deadlines, including the need for meeting dates to be scheduled in advance of

Board meetings. Committee members are expected to familiarize themselves with the committee's purpose and charge, as well as background materials housed on the platform.

Elected members of the Board of Directors are not to serve as regular members of standing committees of the Association, except as Board Liaisons.

Board Liaisons

Most standing committees have Board Liaisons whose job it is to represent the Committee on the Board of Directors. Each Board Member has only one Board Liaison responsibility so not all committees will have a Board Liaison. Those committees that do not have a Board Liaison will be represented on the Board by the Executive Director. Board Liaisons must attend all meetings of their committee and present the report of that committee to the Board as required. The Job Description of a Board Liaison can be found [here](#).

Staff Liaisons

All standing committees have Staff Liaisons whose job it is to represent the Committee at ASIS&T Central and provide staff support to the Committee. Staff Liaisons must attend all meetings of their committee and report on committee activities at staff meetings. The Job Description of a Staff Liaison can be found [here](#).

Ex Officio Appointments to Committees

The President and Executive Director are Ex Officio members of all committees. The Parliamentarian is an Ex Officio member of the Governance Committee. The SIG and Chapter Board Liaisons are Ex Officio members of the membership committee.

Forming or Dissolving a Committee

The Board of Directors has the sole authority to form a standing committee of ASIS&T. As a general rule, new Committees should not be formed until or unless written Terms of Reference are presented to the Board for action, to be sure of the need for the Committee and to be sure that no other Committee could or should handle the proposed new Committee's function. In the event that the function of an existing standing committee is no longer needed to support ASIS&T's strategic objectives or the function of an existing committee becomes sufficiently narrow that it can be merged with that of another standing committee, that committee may be dissolved by a vote of the Board.

Committee Operations

Under normal circumstances, ASIS&T committees will not prepare or conduct technical programs at Annual or Mid-Year Meetings, but, wherever possible, they will encourage appropriate SIGs to address concerns raised by committees.

At the Annual Meeting, the incoming President will give the charge and an indication of expectations to each incoming committee chair. In general, it is assumed that each Committee will hold its first meeting at the Annual Meeting.

Committee Responsibility

The ASIS&T committee (or other ASIS&T unit) with formal, overall responsibility for an operating area shall have the sole authority for bringing a motion or request concerning this area before the Board and it is the responsibility of said Committee (or unit) to

identify all other concerned committees, solicit their advice and approval, and present their viewpoints--whether supportive or dissenting--to the Board, and if a person or group thinks that its proposal has not been given due consideration by the appropriate ASIS&T unit, the person or group may bring the proposal to the Board, for the Board's formal referral to the appropriate unit for action.

Committee Expenses

The following policy exists for Committee expenses:

1. While it is customary for committees to meet during the Annual Meeting, committees are expected to hold at least three additional meetings during the year;
2. Funds will be allocated for Committee expenses in the annual budget of the Association, and Committee chairs shall be authorized to expend Association funds to facilitate carrying out duties and functions assigned to the Committee;
3. Each Committee chair will be encouraged to suggest to the Budget and Finance Committee by March 31 the amount of money, and its purpose, which the Committee will require for the following year; and
4. Since Committee funds are limited, they will not ordinarily be available to support travel to meetings, and can be authorized for that purpose only by the committee chair after consultation with the Executive Director (such authorization must be obtained before the expense is incurred, and will be appropriate only when absolutely necessary for the conduct of vital business, and when the traveler's employer cannot support that travel).

Temporary Committees

The following are the definitions of temporary Committees:

Commissions

Commissions are appointed to handle matters of great significance to the Association (such as the Long-Range Planning Commission).

Task Forces

A Task Force is appointed by the President and reporting to the Board. It is considered that, ordinarily, such groups should have a tenure of one or at most two years. By that time, either their assignments should be finished, or they should have a proposed charge and goals statement to become a Standing Committee.

Working Group

A working group may be created by a committee or Board appointee (Curator, Parliamentarian) to carry out a specific task or project. Working groups should have a tenure of not more than one year.

External Organizations

ASIS&T will strive to appoint individuals from its membership or the Executive Director to serve as liaisons to external organizations. The role of the liaison will be to represent ASIS&T interests to the external organization and report back to the Board on areas of mutual interest in which the external organization is involved. ASIS&T maintains liaison activities with other organizations for the following reasons: 1) to promote mutual interests and projects; 2) to engage in joint projects and programs; and 3) to maintain current awareness of information activities.

Criteria for Selecting Liaison Organizations

The determination of which organizations share sufficient mutual interest with ASIS&T to warrant an appointed liaison will be determined by the Board of Directors. The following criteria are to be used in selecting liaison organizations: 1) each organization or subdivision should have a primary mission consistent with the goals and missions of ASIS&T; 2) wherever there is a choice to be made, preference should be given to umbrella organizations and not constituent members; 3) liaison activities should be widely disseminated to the membership. Liaison organizations should not be restricted to not-for-profit organizations

In the event that the ASIS&T liaison to an external organization is empowered to vote within that external organization, he or she will bring any relevant issues before the Board for consideration before voting on behalf of ASIS&T.

Expenses

In the event that serving in this liaison role requires an expenditure of funds, that information should be shared immediately with ASIS&T Central in order to include said funds in the budget. Formally designated representatives may be reimbursed on an individual basis for the expense of attending conferences of the organizations to which they have been appointed, provided prior arrangements have been made and approved by the President or the Treasurer and one other member of the Executive Committee.

Meetings

ASIS&T wishes to participate in the annual meetings of other scientific sessions and encourages participation by other organizations in ASIS&T annual meetings. The following guidelines should be followed.

- Such participation requires initial approval by the Board.
- Associations at whose national meetings ASIS&T participates are in turn encouraged to present an equivalent program at the ASIS&T Annual Meeting in the same year.
- The main goal of exchange sessions is to present information in the form of special papers or panel discussions which would indicate the types of activity typical of the current activity of the sponsoring association's members. Ideally, members of sponsoring associations present the programs. A secondary purpose, should time on conference programs permit, is to present an overall review of the work of the sponsoring association, as distinct from the more specific topics suitable for the main purpose of sponsoring meetings.

Endorsement

From time to time, ASIS&T may be asked to endorse a policy statement of an external organization. The following Criteria for Endorsement will apply:

These criteria have been developed as guidelines for the use of the Board in determining its response to requests for the Association's formal endorsement or support of such concepts, proposals, projects or statements as are submitted to it from time to time, from within our from outside the Association. If there is not an affirmative response to each of the criteria listed, such endorsements or support should not be made.

- Accuracy and completeness: Is the issue at hand clearly stated, adequately explained and fully comprehensible?
- Consonance: Is the issue consistent with the purpose, goals and objectives of the Association as stated in its Constitution, Bylaws and/or policy manual?
- Relevance: Is the issue pertinent to the Association's interest, activities or purpose?
- Compatibility: Is the issue in accord with the national or global interest?
- Significance: Is the issue of sufficient import to warrant use of the Association's name?
- Human/social value: Is the position proposed consonant with human dignity and welfare?
- Cost: Is the level of anticipated cost, if any, acceptable to the Association?
- Purpose: Is the use to which the endorsement is likely to be put adequately understood and found acceptable to the Association?
- Impact: Has the likely effect of the endorsement on the Association been adequately explored and found acceptable?
- Sponsor: Does the sponsor have credibility with ASIS&T and the membership?

iFederation

ASIS&T is a member of the iFederation comprised of ASIS&T, ALISE and the iSchools. iFederation members have signed the following Memorandum of Understanding:

This Memorandum of Understanding (MOU) establishes an informal partnership between Association for Information Science Technology (ASIS&T), the Association for Library and Information Science Education (ALISE) and the iSchools.

I. Mission

The respective missions of each organization are as follows:

ALISE: ALISE leads innovative and high quality research, teaching, and service for educators and scholars in library and information science and cognate disciplines internationally through engagement, advocacy, and knowledge creation and dissemination.

ASIS&T: The mission of the Association for Information Science and Technology is to advance the information sciences and related applications of information technology by providing focus, opportunity, and support to information professionals and organizations.

iSchools: The iSchool Caucus seeks to maximize the visibility and influence of its member schools, and their interdisciplinary approaches to harnessing the power of information and technology, and maximizing the potential of humans. We envision a future in which the iSchool Movement has spread around the world, and the information field is widely recognized for creating innovative systems and designing information solutions that benefit individuals, organizations, and society. iSchool graduates will fill the personnel and leadership needs of organizations of all types and sizes; and our areas of research and inquiry will attract strong support and have profound impacts on society and on the formulation of policy from local to international levels.

II. Purpose and Scope

1. Recognizing our commonality of interests and stakeholders, together the Parties enter into this Memorandum of Understanding to mutually cooperate and promote information science and related disciplines. Accordingly, ALISE, ASIS&T and the iSchools, operating under this MOU agree as to seek opportunities for collaboration areas including but not limited to the following:
 - a. Each Party will set aside one time slot during their Annual Meeting for a joint hosted session on a mutually-agreed topic and work together to develop the content and program for that session.
 - b. Each Party will make available a meeting time and space at its Annual Meeting for its Partner organizations to hold a meeting of its stakeholders should they so wish.
 - c. On issues of mutual interest where a public statement would be appropriate, the Parties will determine if a joint statement should be issued. The issuance and content of such statement shall be agreed to by the Boards of each Party.
 - d. On topics relevant to all Parties and their stakeholders, the Parties may partner around delivery of webinars or jointly-hosted meetings.
2. The Parties shall work together in a cooperative and coordinated effort so as to bring about the achievement and fulfillment of the purpose of the MOU.
3. It is not the intent of this MOU to restrict the Parties to this Agreement from their involvement or participation with any other public or private individuals, agencies or organizations.
4. This MOU is not intended to create any rights, benefits and/or trust responsibilities by or between the Parties.

III. Execution

1. In addition to the Executive Director of each organization who will serve as the staff contact, each Party will appoint a volunteer to serve as the official contact and coordinate the activities of each organization in carrying out this MOU.
2. The staff and volunteer representatives of the Parties agree to meet monthly to discuss recent developments and plan/coordinate activities.
3. Each Party agrees to keep the others informed of issues of mutual interest in a timely fashion.
4. Each Party agrees to provide one complimentary registration to the Executive Director or other designated representative of the other Parties to attend their Annual Meeting.

5. Each Party agrees to provide complimentary membership or other appropriate status to the Executive Director of the other Parties in order to ensure that all Parties receive relevant communication.
6. Each Party agrees to provide, at cost, exhibit space for the other Parties at their Annual Meetings.
7. Each Party agrees to recognize the other Parties as sponsors of their Annual Meeting.

IV. Responsibilities

Each organization of this MOU is responsible for its own expenses related to this MOU. There will/will not be an exchange of funds between the Parties for tasks associated with this MOU.

V. Terms of Reference

The term of this MOU will remain in effect until such time that the Board of Directors of any of the Parties elects to terminate it. Any Party may terminate this MOU upon thirty (30) days written notice without penalties or liabilities.

VI. Name

When all three Parties to this agreement undertake a joint initiative, the three Parties together shall be called the iFederation.

VII. Authorization

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU.

STRATEGIC PLAN

The priorities and activities of ASIS&T are determined by the Board of Directors and laid out in the [ASIS&T Strategic Plan](#). While new opportunities and initiatives may arise, they must be evaluated within the context of the existing strategic plan to determine the extent to which they further the strategic goals of the Association. No new initiatives will be pursued by staff or volunteers nor will any funds be committed to such initiatives without the express approval of the full Board of Directors.

Mission

The mission of the Association is to advance research and practice in information science and technology.

Vision

The vision of the Association – a community of researchers and practitioners – is to be the preeminent global voice of information science and technology research and its implications for practice.

Values

ASIS&T is a global community that values:

- Interdisciplinarity, because the information issues and solutions addressed by ASIS&T must be informed by expertise from various disciplines;
- Knowledge sharing by providing opportunities to present, communicate, and publish research discoveries in information science, because diffusion of knowledge benefits the association and society at large;
- Lifelong learning to increase knowledge within information science and technology, among individuals, society, and the world;
- Equity, diversity and inclusion to ensure that a range of voices advance information science and technology research and practice around the world;
- The impact that information science and technology has on individuals, communities, cultures, and societies at large;
- A community of researchers and practitioners with interests in advancing information science and technology; and
- Open access, while recognizing the need to balance open access with the financial considerations of the Association and the benefits of membership.

Operationalizing the Strategic Plan

ASIS&T Central staff are responsible for ensuring the operationalization of the Strategic Plan. The Executive Director will report at each Board meeting on progress made since the last meeting on achieving the objectives of the plan. A website will be made available to members that tracks progress on the plan and indicates any additions or changes made by the Board of Directors.

CHAPTERS

The policies and procedures for the creation and running of an ASIS&T Chapter are detailed in the [Chapter Officers' Manual](#). All officers of a chapter, upon election, should review and familiarize themselves with the manual in order to ensure that the operations of the Chapter are managed within the policy and procedures dictated in the manual. New officers will receive an orientation early in their tenure that will review the pertinent points in the manual.

Chapters are required to submit an annual report to ASIS&T Central at the conclusion of each fiscal year that details the Chapter's activities and lays out the plans for the coming fiscal year.

Membership

Members receive one regional chapter membership as part of their member benefits. Members may hold membership in additional regional chapters for a fee of \$25/year.

Chapter Development Fund

The purpose of the Chapter Development Fund which was created from the retained assets of dissolved local chapters is to assist in the development of new regional and local chapters and revitalize inactive chapters.

Chapter Special Projects Fund

The purpose of the Chapter Special Projects Fund is to provide support for projects that increase and retain active membership in ASIS&T. Applications for funding must be submitted no later than May 15 for inclusion in the following year's budget. Funds not used at the end of the fiscal year will be forfeited. Annual allocations to the fund shall not exceed \$10,000.

SIGS

The policies and procedures for the creation and running of an ASIS&T Chapter are detailed in the [SIG Officers' Manual](#). All officers of a SIG, upon election, should review and familiarize themselves with the manual in order to ensure that the operations of the SIG are managed within the policy and procedures dictated in the manual. New officers will receive an orientation early in their tenure that will review the pertinent points in the manual.

SIGs are required to submit an annual report to ASIS&T Central at the conclusion of each fiscal year that details the Chapter's activities and lays out the plans for the coming fiscal year.

Membership

ASIS&T members may be a member of as many SIGs as they wish without additional dues.

SIG Special Projects Fund

The purpose of the SIG Special Projects Fund is to provide support for projects that increase and retain active membership in ASIS&T. Applications for funding must be submitted no later than May 15 for inclusion in the following year's budget. Funds not used at the end of the fiscal year will be forfeited. Annual allocations to the fund shall not exceed \$10,000.

SIG-Sponsored Workshops at Annual Meeting

SIGs are encouraged to sponsor a workshop (either independently or in partnership with another SIG or SIGs). SIGs that sponsor workshops will receive all of the registration revenue from these events. SIGs will be charged an administrative fee of \$20/attendee for half-day workshops and \$40/attendee for full-day workshops along with a per-person expense that covers Food & Beverage and AV costs related to the workshop. SIGs may reduce this fee by opting to not provide lunch during their workshop but this must be made known to registrants at the time of registration.

ASIS&T Central will set the registration fee for all workshops. SIGs may reduce their registration fee by providing a discount so long as a) non-members pay a fee of not less than \$25 (early bird student) to attend the workshop and b) students are given priority for discounts. SIGs with accepted workshops will be contacted no later than May 31 with the details of the workshop registration fee and costs and will have one week to provide ASIS&T Central with their requests for fee and cost reductions.

Merger or Dissolution

The continued viability of SIGs in ASIS&T is crucial from a technical and administrative point of view. SIGs, by their nature, are fluid groups. Interests of individuals, as well as trends within scientific and professional fields, change. Therefore, it is critical that when membership interest in a specific area falls below a critical level the formal skeleton of a Special Interest Group be dissolved.

To monitor and maintain vitality, there must be minimum levels of activity among SIG

officers and members. The following are minimum levels of activity for a SIG to be considered viable:

- Membership must remain above 50 at the end of each Administrative Year.
- The SIG must submit an Annual Activities Report for the past year and an activities plan and budget plan for the upcoming year.
- At least one newsletter or alternative form of substantive correspondence to the general membership should be produced during each Administrative Year.
- Annual elections as specified in the SIG bylaws must be held.
- At least one technical program or project should be SIG-sponsored or co-sponsored each year.
- There should be at least 10 members, including one officer, at the SIG's annual planning meeting.
- The SIG should utilize its Annual Allocation on a meaningful activity (something other than the purchase of give-away items)

If none of the above minimum criteria are not met in a given year, the SIG Cabinet Director shall contact the leadership of the SIG to discuss the problem. If none of the criteria are met for two consecutive years, the SIG shall go on probation. The Cabinet Director shall inform the SIG Cabinet and the SIG's membership of this fact. If none of the criteria can be met for three consecutive years, then the Cabinet Director shall recommend dissolution or merger to the SIG Cabinet. The SIG members and SIG Cabinet shall be notified 30 days in advance if such action is to be taken. SIG members may submit written reactions to the action and may appear at the Cabinet meeting to participate in the discussion.

MEMBERSHIP

Membership Year

The membership year begins on July 1 and ends on June 30. If a member fails to pay their dues, they go into their grace period which lasts up to two months. During that time the individual is still treated as a member. At the end of two months their membership is dropped. If a member wishes to reinstate their membership after it is dropped, their membership record will be updated to reflect the new membership. This allows us to track the consistency of membership renewal.

Categories and Benefits of Membership

The Constitution and Bylaws empower the Board of Directors to determine membership categories, benefits, and dues levels. ASIS&T has two types of membership, individual and institutional. The categories and benefits of each follow:

Individual Membership

Professional

This membership category is open to any individual interested in information science and technology.

Benefits:

- Access to ASIS&T Community site
- Listing In and Access to Member Directory
- ASIS&T Award Eligibility
- Membership in the Regional Chapter of Choice
- Unlimited Special Interest Group Membership
- Online and Print Subscription to JASIST
- Access to ASIS&T Career Site
- Annual Meeting Proceedings
- Free Webinars
- Meeting Discounts
- Continuing Education Discounts
- Insurance Program Eligibility
- Publications Discounts
- Past Issues of ASIS&T Bulletin
- Inside ASIS&T Newsletter
- Vote on Governance Matters
- Governance Eligibility (Committees/Board)

Early Career

Individuals who have been recently graduated (within 12 months of joining or renewing) from a bachelors, masters, or PhD program are eligible to join as Early Career Members. Student Members are automatically upgraded the year after graduation or upon confirmation of non-student status. Early Career Members will be automatically upgraded to Professional Membership after 2 years in this category.

Benefits:

- Access to ASIS&T Community site
- Listing In and Access to Member Directory

- Membership in the Regional Chapter of Choice
- Unlimited Special Interest Group Membership
- ASIS&T Award Eligibility
- Online Subscription to JASIST
- Access to ASIS&T Career Site
- Mentoring Program Eligibility
- New Leaders Program Eligibility
- Annual Meeting Proceedings
- Free Webinars
- Meeting Discounts
- Continuing Education Discounts
- Publications Discounts
- Past Issues of ASIS&T Bulletin
- Inside ASIS&T Newsletter
- Vote on Governance Matters
- Governance Eligibility (Committees/Board)

Student

Individuals enrolled as full-time students are eligible to join as Student Members. There is a limit of 6 years that one may be a student member.

Benefits:

- Access to ASIS&T Community site
- Listing In and Access to Member Directory
- ASIS&T Award Eligibility
- Student Chapter Membership
- Membership in the Regional Chapter of Choice
- Unlimited Special Interest Group Membership
- Doctoral Colloquium Eligibility
- Online Subscription to JASIST
- Access to ASIS&T Career Site
- Mentoring Program Eligibility
- New Leaders Program Eligibility
- Annual Meeting Proceedings
- Free Webinars
- Meeting Discounts
- Continuing Education Discounts
- Publications Discounts
- Past-Issues of ASIS&T Bulletin
- Inside ASIS&T Newsletter
- Vote on Governance Matters
- Governance Eligibility (Committees/Board)

Retired

Individuals who have been a member of ASIS&T for at least five consecutive years and have retired from active work are eligible for Retired Membership.

Benefits:

- Access to ASIS&T Community site

- Listing In and Access to Member Directory
- Membership in the Regional Chapter of Choice
- Unlimited Special Interest Group Membership
- ASIS&T Award Eligibility
- Online and Print Subscription to JASIST
- Access to ASIS&T Career Site
- Annual Meeting Proceedings
- Free Webinars
- Meeting Discounts
- Continuing Education Discounts
- Insurance Program Eligibility
- Publications Discounts
- Past Issues of ASIS&T Bulletin
- Inside ASIS&T Newsletter
- Vote on Governance Matters
- Governance Eligibility (Committees/Board)

Community Only

The Community Only membership category is designed to provide you with an easy way to network, connect and share with your peers and colleagues without the benefits of full membership. You will be able to access resources that aid in the growth of your career and that of your institution or center.

Cost: \$75/year

Benefits:

- Access to ASIS&T Community site
- Listing In and Access to Member Directory
- Local/Regional Chapter Membership
- Unlimited Special Interest Group Membership

Institutional Memberships

Institutional Affiliate

Institutions enjoy all the benefits of Professional Membership, as well as group rates at ASIS&T conferences, three individual memberships for members of the organization who are not already ASIS&T Members, five student memberships, as well as one free job posting and future job posting discounts to our ASIS&T career center.

*Please note that Professional and Student memberships must be new members and cannot be existing members of ASIS&T to receive membership discount.

Benefits:

- Included Professional Memberships - 3
- Included Student Memberships - 5
- Additional Professional Memberships - \$100
- Additional Student Memberships - \$30
- Job Posting Discount
- Print JASIST
- Link on Dedicated Website Page
- Group Meeting Rates

- Free Job Posting (1)

Corporate Patron

Institutions enjoy all the benefits of Institutional Affiliate, two additional individual memberships for members of the organization who are not already ASIS&T Members and 5 additional student memberships.

*Please note additional Professional and Student memberships must be new members and cannot be existing members of ASIS&T to receive membership discount.

Benefits:

- Included Professional Memberships - 5
- Included Student Memberships - 10
- Additional Professional Memberships - \$100
- Additional Student Memberships - \$30
- Job Posting Discount
- Print JASIST
- Link on Dedicated Website Page
- Group Meeting Rates
- Discounted Program Ads
- Free Job Posting (1)
- The opportunity to host one webinar (1 hr) to promote your organization's products / services / educational offerings.

Institutional Patron

All the benefits of Corporate Patron Membership plus an exhibit and recognition as a sponsor at the Annual Meeting.

Please note: Existing Professional and Student members of ASIS&T may not be transferred to an institutional membership.

Cost: \$2,500

Benefits:

- Included Professional Memberships - 5
- Included Student Memberships - 10
- Additional Professional Memberships - \$100
- Additional Student Memberships - \$30
- Job Posting Discount
- Print JASIST
- Link on Dedicated Website Page
- Group Meeting Rates
- Discounted Program Ads
- Free Job Posting (1)
- Meeting Exhibit Table (1)
- Free Program Ad (1)
- Invitation to Present at Chapter Meeting
- Website Profile
- Recognition as a Meeting Sponsor
- The opportunity to host two webinars (1 hr. each) to promote your organization's products / services / educational offerings.

Hardship

The Executive Director may waive or reduce dues for up to one year for members who request such a waiver on the basis of hardship.

Developing Nations

Dues are discounted or waived for individuals from Developing Nations as determined by the World Bank. Nations designated by the World Bank as Lower-Middle Income economies fall into the [Tier 1 category](#). These members pay approximately 30% of regular dues. Nations designated by the World Bank as Low Income Economies fall into the [Tier 2 category](#). These members received waived dues so long as the budget can sustain this.

Compensation to Members

ASIS&T members are asked to provide service to the association in a volunteer capacity. ASIS&T members who provide professional services to the Association (for example, JASIST Editor-in-Chief) shall be paid by the Association for such services only upon specific approval of the Board or the Executive Committee. Members shall not receive compensation nor expense reimbursement from ASIS&T or its Chapters and SIGs except as an established award.

Payment of Dues

A dues payment is required to initiate membership. New members joining in June and July will pay a full year's dues. Members joining between August and May will pay prorated dues for the portion of the year between their join date and July 1. Members joining before the 16th of the month will pay dues for the month in which they join. Members joining on the 16th or later will pay dues only for the subsequent months before July. On June 1 of each year, all members are sent an email with an invoice for the following membership year. Regular reminders are sent until the dues are paid.

Pay-Over-Time

Members may opt to pay their annual dues in monthly installments. This is not a month-to-month membership. In order to pay dues over time the member must save a credit card that is valid for at least one year to their membership profile. That credit card is charged each month for 1/12 of the dues owed. In the event that a member wishes to cancel their membership at any point during the year, they must pay the remaining balance for their dues year.

Two-Year Membership

Professional, Retired and Student members may join as two-year members and make one dues payment to cover the next two years.

Membership Protocols

The following protocols apply related to membership:

Student Membership

Prior to executing the billing each year, membership staff will review all student memberships to ensure that the student is still a student. Indications that the individual is no longer a student or no longer eligible for student membership include:

- 1—Application for the Doctoral Dissertation Award
- 2—Student membership of six years
- 3—Change in member record to reflect PhD

If a student member meets the above criteria, or if they tell us that they are no longer a student, their membership will be upgraded to Early Career immediately.

Early Career Membership

Prior to executing the billing each year, membership staff will review all early career memberships to ensure that individuals who have been Early Career members for two years are upgraded to Professional Membership.

Pay-Over-Time Protocol for Declined Card

- 1—Wait 1 week then try running the card again
- 2—if the card still fails, reach out to the member and ask them to provide updated CC info.
- 3—Wait 1 week for them to update cc info and try running the new card.
- 4—If new card does not work, email member the invoice and wait 1 week for them to pay.
- 5—If payment is not made within that week, drop the member.
- 6—Memberships for members with bad cards should be dropped no later than 3 weeks after payment fails if card is not updated.

Membership Communication

Whenever possible, all communication with members regarding their membership should take place via GrowthZone so that there is a record of the communication. However, there are times when emails sent via GZ are stopped by spam filters, so it is advisable to send occasional communication, particularly to lapsed members, via regular email.

MEETINGS & EVENTS

Annual Meeting

The Annual Meeting is held in late October or early November each year. When conditions allow, the meeting location follows this pattern:

Year 1: North America

Year 2: North America

Year 3: Europe

Year 4: North America

Year 5: North America

Year 6: Asia Pacific

Then the pattern repeats

The meeting follows the policies and procedures outlined in the [Annual Meeting Planning Manual](#).

The President-Elect selects the meeting chair(s) for the following year's meeting. This selection should be made no later than August of the year preceding the meeting to allow the meeting chair sufficient time to form a planning committee and set a meeting theme prior to the preceding Annual Meeting.

Complimentary Registrations

Annual Meeting Program Committee Chairs shall receive complimentary registration to the meeting.

Keynote speakers receive complimentary registration to the full meeting. Other presenters invited by the Program Committee are to be given complimentary one-day registrations for the day of their presentations.

All other presenters must register for, at minimum, the day of their presentation.

Scholarships

The Board may, at its discretion, offer scholarships for partial or full meeting attendance costs to individuals who would otherwise not be able to attend due to financial or other hardship. The limit to the number and cost of such scholarships will be determined annually.

Webinars

ASIS&T uses [GoToMeeting](#) to deliver webinars hosted and presented by our SIGs, Chapters, and other stakeholders. If you or your group are interested in presenting an ASIS&T Webinar, please submit the following form. All webinars that cover topics deemed to be of interest to the ASIS&T membership and related communities will be considered. Once approved, the hosts/presenters will be contacted by ASIS&T staff who will coordinate and staff the webinar. Once the webinar is set up, ASIS&T will email the webinar event page for promotion to you (and the presenters). ASIS&T will also process webinar registrations and payments. After someone registers, they will be sent a unique web address to use on the day and time of the webinar. A dry run will be

scheduled a day or two in advance of the actual webinar. On the day of the webinar, ASIS&T staff will contact the moderator and speaker(s) 15 minutes ahead of the scheduled time to prepare to go live. Registrants will use their computers to view the presentation and will have an opportunity to type questions to the speaker at the end of their presentation. After the webinar ends, ASIS&T will email registrants a copy of the recorded webinar along with the presentation slides.

All webinars hosted by ASIS&T communities (SIG's and Chapters) will be free to current ASIS&T members and cost \$25 for non-members. The rationale for this policy is to ensure that members realize the value of their dues through free access to a product that would otherwise cost them an additional expense.

If a webinar is proposed by someone other than an ASIST staff member, SIG, or Chapter (i.e., a sponsor or other outside presenter), the proposal must be sent to the Professional Development Committee for review. They will decide if the content is appropriate. They may suggest changes from the proposer and if appropriate revisions are made, the Committee will indicate if it can be accepted for presentation.

Revenue from the first five paid registrations is kept by ASIS&T to cover administrative costs. Any additional revenue is paid to the community.

FAQS

1. Who can present a webinar for ASIS&T?
Webinars are generally hosted/presented by ASIS&T Special Interest Groups (SIGs) or Chapters. However, anyone can submit webinar proposal for consideration. Topics must be of interest to the ASIS&T membership and related communities.
2. How do I propose a webinar for ASIS&T?
Fill out the [form](#) and submit the required items at least 30 days prior to your requested presentation date. The form can be found on the ASIS&T website www.asist.org
3. Can I specify the date of my webinar?
You may request a specific date and we will do our best to accommodate your request. Keep in mind that most webinars are held on Wednesday or Thursday. From 11:00 AM-12:00 PM EST, with a dry run scheduled the Monday or Tuesday prior. If there is already a webinar scheduled at the same time as your request, we will suggest an alternate date. We also encourage webinars directed at a global audience and will accommodate webinars designed for other time zones with adequate notice.
4. How long do webinars usually last?
Presentations are usually 45 – 50 minutes with a 10 – 15-minute Q&A session.
5. To whom will my webinar be marketed?
Webinars are marketed to ASIS&T members, as well as a contact list of other interested parties. The presenter and SIG (if sponsored) is encouraged to promote the webinar as well.
6. How many attendees can I expect?

The average attendance is 35. Keep in mind that not everyone who registers attends the webinar live. They may register so they can get access to the recording and slides later. Registrants will use their computers to view the presentation and will have an opportunity to type questions to the speaker at the end of their presentation.

7. What is the registration process like?

ASIS&T uses GoToMeeting for all of its webinars. When you register at ASIS&T for a webinar, you'll receive a specific link to register at GoToMeeting. Once ASIS&T approves your registration (and processes your payment if you're not a member), GoToMeeting will email you an invitation with detailed instructions on how to access the webinar.

8. Is there a cost to attend a webinar?

All webinars hosted by ASIS&T communities (SIG's and Chapters) will be free to current professional, student, and retired ASIS&T members. Non-members and ASIS&T Community Only Members are charged a small fee of \$25.

9. Can I become a member and register for free?

Absolutely! We love new members! Once you become a member, you'll be able to login to the ASIS&T website and click on the [member link](#).

10. What will ASIS&T do with the webinar after it is held live?

Recordings of webinars are available free to ASIST members and may be accessed from the <http://www.asist.org/events/webinars>. Non-members who register and pay \$25 to attend, will also have access to the slides and recordings.

11. Who owns the copyright to the webinar?

ASIS&T owns the copyright to the webinar itself, but the presenter owns the copyright to the intellectual content. The recording may not be shared with anyone other than ASIST members and nonmembers registered for the webinar. A presenter would be free to share their content elsewhere but not the actual recording. ASIS&T treats webinars as it treats other papers and presentations meaning that they can share their content through other venues.

12. What do I need to know about the process as a presenter?

Review these helpful [guidelines](#) prior to your participation.

13. Who should I contact if I want more information?

Webinars@asist.org

Sponsored Webinars

ASIS&T will allow sponsored webinars (webinars in which a vendor promotes themselves, a product or service) so long as the content of the webinar is more educational than promotional. Proposals for sponsored webinars are reviewed by the Professional Development Committee to ensure that the learning objectives outlined in the proposal are appropriate for an ASIS&T audience and do not focus on the vendor or product but rather on value-added educational content. Sponsors of webinars are invoiced a fee for this opportunity.

PUBLICATIONS

The publications of ASIS&T are overseen by the Publications Committee which is tasked with the development of new publications as well as the oversight of existing publications. ASIS&T currently publishes or has plans to publish the following:

JASIST
Information Matters
ARIST
Proceedings of the Annual Meeting

Purpose

The purpose of the publications program of ASIS&T shall be to encourage and foster the study and practice of information science by providing means for information scientists to:

- Communicate among themselves the results of research, development, and operating experiences;
- Be made aware of data and activities, both within information science and within related disciplines, which will enable them to achieve and maintain high levels of professional competence;
- Communicate with groups outside the discipline of information science, in particular with members of the technical community who may derive benefit from the endeavors of information scientists (this aim of the publications program includes communication with the general public as occasion demands); and
- Satisfy recognized educational needs of groups and, in a larger sense, to satisfy recognized educational needs of groups outside the discipline of information science, insofar as the Association is able.

Scope

The scope of the publications program is not to be limited in any way except by the:

- dictates of sound fiscal policy;
- demonstration of need for a particular publication; and
- avoidance of competition with commercial publishers who have already established themselves in some area of publishing of interest to ASIS&T.

The publications program shall not be restricted by subject matter commensurate with the Charter of the Association and shall seek to take advantage of available publication methods, processes, and media.

Guidelines for ASIS&T Publications Program

All publications and information services produced and distributed by ASIS&T shall seek to enhance the prestige and reputation of ASIS&T and shall be clearly identified as products of ASIS&T and carry the ASIS&T logo prominently displayed. ASIS&T shall seek first rights to all publishing possibilities resulting from meetings, seminars and tutorials sponsored by the Association. All publications and information services produced and distributed by ASIS&T shall whenever possible be copyrighted in the name of ASIS&T in order to protect the proprietary rights of ASIS&T and the authors whose work is published by ASIS&T. Since a principal function of ASIS&T is the encouragement of the dissemination of information, ASIS&T shall seek to maintain as

liberal a policy as possible with regard to secondary utilization of material under its copyrights and shall waive the necessity for copyright ownership when it seems in the best interest of the science to do so.

The editorial content of ASIS&T publications must seek to achieve the highest quality level possible. This is to be accomplished by seeking the services of editors, advisory boards and review boards representing the best available talent and experience, by encouragement of authors to provide high quality editorial content and by such other techniques as may be appropriate to fulfill this objective. Similarly, all aspects of bibliographic organization of ASIS&T must be exemplary. Indexes, citations, bibliographies, etc., must be presented in accord with the best techniques and practices available. Where standards exist for presentation of these elements, they should be employed. Physical aspects such as paper, composition and graphics of ASIS&T publications should be the best attainable commensurate with the intended use and economic resources available.

The fiscal policy of the publication program should be based on seeking a minimum net return of 10 percent over expenses after payment of all costs including overhead and administrative expense. The net return is considered a goal for the entire program. It is recognized that some publications will require subsidy; thus, others will have to produce net revenue above the 10 percent goal.

Prices and rate structures for ASIS&T publications shall be derived in consideration of the following factors: costs of production, overhead, promotion and selling expenses; size and nature of estimated market; value of product produced; estimated selling period; and net revenue targets. However, these factors are not to be construed as inhibiting the production of products and services which are worthy of subsidy. Wherever feasible, preferential pricing shall be made available to members of ASIS&T. Prices for other users shall be determined in light of the policy for members and the revenue goals for a particular publication or product.

As a leader in information science, ASIS&T should seek opportunities for carefully conceived, well-executed experimental approaches to the dissemination of information. Media, formats, production technology and distribution channels are among the parameters of publishing that may be subject to the practical exploration of new ideas. All publications conceived, developed and financed through funds allocated to Special Interest Groups, Chapters and committees of ASIS&T shall be subject to the same controls and considerations as all other ASIS&T publications. Publishing arrangements between SIGs, Chapters and committees and other individuals and/or organizations shall be coordinated with the ASIS&T publications office.

When ASIS&T publication interests are found to coincide substantially with the interests of other professional societies, government agencies, international bodies or with other non-profit organizations, then publication should be encouraged in cooperation with such organizations. Providing such cooperative publishing can reasonably be expected to result in reduced net publishing expense for ASIS&T or improved editorial content or wider accessibility of publications to the audience of concern to ASIS&T.

Establishment of New Publications

Any proposed publication, excepting newsletters and internal communications, intended

to bear the symbol and/or name of ASIS&T should be submitted for specific approval by the Board, acting on recommendation of the Publications Committee. No Chapter, Special Interest Group, committee, board or other official body or agency should issue any new publication bearing the symbol and or name of ASIS&T except with the specific prior approval of ASIS&T Board based upon such recommendation by the Publications Committee.

Editors of ASIS&T Publications

Editors of publications published or controlled by ASIS&T are authorized to appoint such advisory boards as they feel necessary, provided that such appointees be selected with proper regard to the various interests and fields covered by the publication and that provision be made for periodic rotation of membership of such boards in order that new viewpoints may be represented. All such appointments shall be reported to the Board annually through the Executive Director.

JASIST

The [Journal of the Association for Information Science and Technology \(JASIST\)](#) is a leading international forum for peer-reviewed research in information science. For more than half a century, JASIST has provided intellectual leadership by publishing original research that focuses on the production, discovery, recording, storage, representation, retrieval, presentation, manipulation, dissemination, use, and evaluation of information and on the tools and techniques associated with these processes.

JASIST is ASIS&T's flagship publication. It is published monthly and includes 2-3 special issues each year. JASIST is published through a partnership with Wiley which pays ASIS&T royalties as well as an editor stipend to cover the Editor-in-Chief and Managing Editor costs. JASIST offers authors the opportunity to make their articles available through Gold Open Access.

JASIST is managed by the Editor-in-Chief who is appointed to a five-year term by the Board of Directors. The JASIST Editor-in-Chief job description can be found [here](#).

JASIST is governed by the following policies and procedures:

General Editorial Focus

The Journal welcomes rigorous work of an empirical, experimental, ethnographic, conceptual, historical, socio-technical, policy-analytic, or critical-theoretical nature that is positioned at the intersection of three dimensions: information, systems, and users.

Submission Policies

Detailed instructions and details for authors submitting a manuscript to JASIST are at the Author Guidelines page on Wiley's publishing site at <https://asistdl.onlinelibrary.wiley.com/hub/journal/23301643/homepage/forauthors>

Generally, authors may submit: a Research Article (6,000-8,000 words); Brief Communication (1,000-2,000 words); Opinion Paper (2,000-3,000 words); Letter to the Editor (up to 400 words); AIS Review (8,000-10,000 words); Book Review (2,000-3,000 words).

Prospective authors should submit manuscripts through the online submission system at <http://mc.manuscriptcentral.com/jasist>. Authors should submit the manuscript by following the manuscript preparation, submission, and technical requirements outlined at the online submission site.

Review Process

An author's manuscript will receive a multi-step review process to ensure a consistently high quality of published work for both the author and for JASIST. Each submission will undergo an initial screening by the Managing Editor for adherence to the Author Guidelines, followed by an initial review by the Editor-in-Chief for scope of subject matter. Submissions which pass these first steps are assigned to a Review Editor (RE) with relevant topical expertise for additional evaluation. Generally, the final peer review is conducted by at least two expert referees. The final editorial decision is based on the summary of the peer review comments and the RE recommendation. A diagram representing these steps and the entire editorial and publishing process can be found [here](#).

Open Access

Authors may choose to publish their article so that it is freely available to read, download, and share through JASIST's publisher, Wiley. Details on Wiley's Open Access options can be reviewed at <https://authorservices.wiley.com/author-resources/Journal-Authors/open-access/index.html>

Policies and Procedures for JASIST Editors

To facilitate the editorial process for a prospective JASIST author, the Managing Editor should review each submitted manuscript for subject-matter scope and for the technical file requirements as outlined on the Author Guidelines page. The Managing Editor should answer questions and help facilitate the editorial process for all involved (the Author, the Reviewer, the Review Editor, the Editor-in-Chief, etc.) through the management of the online submission system at <http://mc.manuscriptcentral.com/jasist>.

To coordinate the publishing production process for issues of JASIST, the Managing Editor should manage production files within the ScholarOne submission system and should coordinate with Wiley, JASIST's publisher.

Editor in Chief

The Editor in Chief should review submitted manuscript for editorial subject-matter scope, then assign a Review Editor through the online submission system if the manuscript passes initial screening. After the Review Editor assigns at least two Reviewers to the manuscript and the RE submits a recommendation to the EiC, the EiC recommends additional revision, rejection, or acceptance of the manuscript.

Review Editors and Reviewers

Review Editors should assign at least two Reviewers to referee each manuscript passing the initial screening. Reviewers should provide a written review and scoresheet of each manuscript to the RE, who should then provide a written review and a recommendation for revision, rejection, or acceptance of the manuscript to the EiC.

Special Issues

Detailed guidance on JASIST Special Issues are detailed within the document “JASIST Special Issues – Guidelines for Prospective Guest Editors.”

Generally, each SI is meant to introduce JASIST readers to novel, promising, or overlapping intellectual spaces in Information Science.

Guest Editor/s wishing to initiate a SI should submit a pre-proposal to the JASIST Editor-in-Chief. For approved SI's, the Guest Editor/s should then initiate a Call for Papers and organize the editorial process with the guidance of the Managing Editor and the Editor-in-Chief.

Information Matters

Information Matters, currently under development, will be an online magazine published by ASIS&T which will be open access and promoted to a variety of sectors. The intent of the publication is to increase the visibility of information science, and by extension, ASIS&T, to the wider public and provide members and others the opportunity to make their work accessible to a wider audience.

Information Matters is managed by the Editor-in-Chief who is appointed to a three-year term by the Board of Directors. The Information Matters Editor-in-Chief job description can be found [here](#).

Information Matters is governed by the Information Matters Policies and Procedures Manual (under development).

ARIST

ARIST (Annual Review of Information Science and Technology) is currently under development. ARIST will be a collection of systematic reviews, continuously published over a calendar year. The goal of ARIST is to update readers on the latest developments in the broad field of information science and technology through systematic, comprehensive reviews of selected topics. ARIST will be published as a thirteenth issue of JASIST following the same access guidelines as those that apply to JASIST.

ARIST will be managed by the Editor-in-Chief who is appointed to a three-year term by the Board of Directors. The ARIST job description can be found [here](#).

ARIST is governed by the ARIST Policies and Procedures Manual (under development).

Proceedings of the Annual Meeting

All accepted papers, panels and posters are eligible for inclusion in the Annual Meeting Proceedings, though authors are given the option to decline publication. The Proceedings are produced in-house then sent to Wiley for digitization and inclusion in the ASIS&T Digital Library.

Digital Library

Wiley maintains ASIS&T's Digital Library. The digital library houses both current and past issues of many ASIS&T publications including JASIST, ARIST, the Bulletin, and

the Annual Meeting Proceedings. While most publications on the Digital Library are available open access, JASIST is behind a paywall.

Editors

The Publications Committee will appoint a Review Committee to conduct annual reviews of the editors of ARIST and the monograph series, with due consideration being given to new editors who may have inherited problems or encountered start-up difficulties.

After the third review, if the rating is positive, the editor's reappointment is renewable for another three years. At the fifth review, which occurs in the sixth year of the editor's term, the Publications Committee is to form a search committee to seek a new editor, taking into consideration the performance of the incumbent who may be appointed for a new term if he or she is deemed the best candidate and desires the appointment. (If a new editor is appointed, the transition period will take place in the seventh year).

If after an editors' third review, the rating is negative, the editor is automatically placed on notice and the Publications Committee is to form a search committee to replace the editor.

The Publications Committee is to establish the necessary editorial policy, responsibilities and review criteria for each ASIS&T editor.

AWARDS

ASIS&T Central administers eleven awards programs known as the ASIS&T International Awards. ASIS&T awards may only be given to members of ASIS&T. In the case of the Best Information Science Book Award and the Best JASIST Paper Award, nominees need not be members of ASIS&T at the time of the nomination but must join in order to accept the award. Chapters and SIGs may also offer awards to their members.

Awards are presented at an awards ceremony held in conjunction with the Annual Meeting. The winners of the Award of Merit and Research Awards are invited to make remarks at the ceremony. Each of those two winners may bring one guest to the awards ceremony.

Current ASIS&T Awards

The ASIS&T International Awards include:

[Award of Merit](#)

This award is a lifetime achievement award that recognizes sustained contributions to and/or achievements in the field of information science and/or the professions in which it is practiced. The award is funded by the Association. The award is governed by [these guidelines](#).

[Best Information Science Book Award](#)

This award recognizes a book that has made a meaningful contribution to the field of information science and which was published in the preceding calendar year. The award is funded by the Association. The award is governed by [these guidelines](#).

[Best JASIST Paper Award](#)

The purpose of this award is to recognize the best refereed paper published in the volume year of the Journal of the Association for Information Science and Technology (JASIST) preceding the ASIS&T annual meeting. The award is funded by Wiley. The award is governed by [these guidelines](#).

[Cretsos Leadership Award](#)

The purpose of this award is to recognize a new ASIS&T member who has demonstrated outstanding leadership qualities in professional ASIS&T activities. The award is funded by Wiley. The award is governed by [these guidelines](#).

[Doctoral Dissertation Proposal Scholarship](#)

This scholarship award fosters research in information science by recognizing the year's most outstanding doctoral dissertation proposal while encouraging and assisting doctoral students in the field with their dissertation research. The award is funded by the Association. The award is governed by [these guidelines](#).

[Lois Lunin Award](#)

This award recognizes individuals who have made noteworthy contributions to the practice of Information Science and Technology through leadership, mentoring, and innovation. The award is funded through a bequest from Lois Lunin. The award is governed by [these guidelines](#).

[Outstanding Information Science Teacher Award](#)

This award recognizes and honors excellence in teaching in information science. The award is funded by the Association. The award is governed by [these guidelines](#).

[Pratt Severn Best Student Research Paper Award](#)

The purpose of this award is to foster student research and writing in the field of information science by recognizing an outstanding master's-level research paper. The award is funded by the Pratt University. The award is governed by [these guidelines](#).

[ProQuest Doctoral Dissertation Award](#)

This award recognizes the most outstanding doctoral dissertation/thesis in information science the preceding twelve months. The award is funded by the Proquest. The award is governed by [these guidelines](#).

[Research in Information Science Award](#)

This award recognizes an individual or team who have made an outstanding contribution to information science research. The award is funded by the Association. The award is governed by [these guidelines](#).

[Watson Davis Award for Service](#)

This award recognizes an individual member of the Association who has shown continuous dedicated leadership in and service to ASIS&T and made substantial and

lasting contributions to ASIS&T governance, chapters, SIGs, committees, and publications. The award is governed by [these guidelines](#).

Changes to Guidelines

Any changes to the existing Award guidelines must be reviewed by the Awards & Honors Committee and approved by the Board of Directors.

Award Administration

ASIS&T Central is responsible for the following:

- Sending the call for nominations
- Collecting and vetting each nomination to ensure eligibility
- Setting up the review site (currently Survey Monkey) to receive reviewer rankings
- Disseminating review materials to the jury
- Collecting review results and sharing them with the jury chair
- Following up with award winners to arrange distribution of the award
- Purchasing awards with engraving or creating certificates
- Issuing award checks

Jury Chairs are responsible for the following:

- Selecting a jury of four additional members and one alternate (before award deadline)
- Sharing guidelines with award jury
- Reminding jurors to complete their review process
- Reviewing review results and either making an award recommendation or negotiating final agreement among the jurors.
- Notifying the award recipient.

Award Selection

In February each year, ASIS&T Central will issue a call for Awards. ASIS&T Central provides an online portal where nominations may be submitted. After the award deadline (typically March 31 or the adjacent weekday), ASIS&T Central will review all awards for eligibility and distribute the materials for all eligible nominations to the Awards Jury for each award. The jury will have 6 weeks to review the nominations and rate/rank them on an online platform provided by ASIS&T Central. The Jury Chair is responsible for negotiating the selection of the final winner with the Jury. The Jury Chair informs the Award Winner and ASIS&T Central then follows up to produce a press release, announce the award, and make arrangements for the presentation at the Annual Meeting.

Award Selection Timeline

February 15 – Issue Call for Awards
March 15 – Jury Appointments Completed
March 31 – Award Deadline
April 7 – Nominations distributed to Juries
May 19 – Deadline for Jury Review
June 2 – Final selection of award winners complete

Sponsored Awards

Several ASIS&T Awards are sponsored. Those awards carry the name of the sponsor (for example the Proquest Doctoral Dissertation Award). Award sponsors fund the award itself and provide additional funds to ASIS&T for administration of the award.

Entities interested in proposing a new award to be given by ASIS&T must consider how that award will be funded. To propose a new award, the interested entity must have a plan for how to fund it for a minimum of 5 years. Such funding may take the form of a sponsorship by a single entity or a fundraising campaign that would create a corpus sufficient to offer the award for a minimum of 5 years. Depending on the nature of the award (typically awards include, at minimum, a modest financial award of at least \$500 and some support to attend Annual Meeting plus an admin fee to ASIS&T to administer) ASIS&T Central can provide information to the interested entity on the level of fundraising support that would be required to sustain the award for 5 years.

MARKETING/COMMUNICATIONS

Acronym and Logo

The acronym and logo of ASIS&T, which are protected by the Association as a registered service mark in the principal register of the U.S. Patent and Trademark Office, may be used by ASIS&T Chapters, Special Interest Groups, Committees and other official bodies of the Association, and by ASIS&T members in the following ways:

- on the headings of all official newsletters or bulletins of Chapters or Special Interest Groups;
- on the letterheads of official stationery of Chapters, Special Interest Groups, Committees, or other bodies of the Association;
- on programs for properly approved meetings, seminars, etc., sponsored by Chapters, Special Interest Groups, or other bodies of the Association;
- on Chapter and SIG award certificates which have been approved by the Awards and Honors Committee and the Board;
- on publicity for all ASIS-recognized /approved functions, including Chapter and Special Interest Group functions;
- on technical publications which have been reviewed and approved by the Board or its recognized representative. No other use of the acronym or logo shall be made, except with the prior approval of the Board or such other units or individuals to which the Board has specifically delegated its authority.

Mailing List

ASIS&T will make a mailing list of its members available for purchase to third parties at a cost for the purpose of mail marketing. ASIS&T will not sell the email addresses of its members nor distribute this for any purpose.

iConnect

iConnect will serve as the primary repository of ASIS&T Communications between ASIS&T Central and its members as well as between members of ASIS&T component groups (committees, SIGs, chapters, and working groups). Each component will be responsible for the upkeep of their own community on iConnect. Nothing will be deleted from iConnect in order to maintain the historical record of all content shared there. Component groups will receive training in how to use iConnect for communication with their members at the start of each administrative year.

Marketing Policies

The goal of these policies is to:

- Promote ASIS&T's mission, goals and values
- Expand public awareness and increase visibility
- Develop positive public perceptions
- Drive marketing initiatives
- Ensure consistency in:
 - The ASIS&T name
 - ASIS&T Brandmark (logo)
 - Typography
 - Color palette

- Images/photography
- Signage

Current Communication channels

- ASIS&T Website
- SIG and Chapter websites
- Social Media (Facebook, Twitter, blogs, LinkedIn)
- iConnect
- Bulletin
- Webinars
- Brochures, giveaways, etc.
- Annual Meeting
- Contractual Meeting Planning events
- Email / blast emails

Policies

1. All external means of communication – print, electronic, verbal, etc. should be vetted through the Director of Marketing & Communications to ensure consistency in message and imagery.
2. All communication needing to go to the whole membership must be vetted through the Director of Marketing & Communications to ensure consistency in message and imagery.
3. The ASIS&T logo must appear on all print, electronic and media produced by the organization. This includes any collateral developed with partnerships.
4. The logo must be in one of the approved colors and font. See branding guidelines for color options
5. No changes to the logo are allowed without the consent of the Executive Director and Board President.
6. Key messages/elevator speech – will be created to provide a consistent message. Staff, volunteers, and officers are asked to use these messages when speaking about ASIS&T.
7. Taglines – taglines will be evolving and changing to meet current needs and should be used on ads, at the bottom of written communications, etc.
8. Diversity – when utilizing images that include people, please be conscientious that we are an international association and our imagery should reflect our policy of inclusion and diversity of the ASIS&T community. Diversity includes – age, ethnicity, gender, culture and personal identity.
9. Website – the Director of Marketing & Communications reviews and edits the website to ensure consistency in branding and messaging. They will research and add new features to engage members and ensure a visually dynamic website as the budget allows.
10. Email signatures – when sending emails on ASIS&T business, please identify your role in the organization. You are also encouraged to incorporate a tagline to your email signature block. If appropriate, add an ASIS&T tagline to your professional emails.

Social Media Policy

This policy governs the publication of and commentary via social media by staff, volunteers and members of the Association for Information Science & Technology (ASIS&T) when they are speaking as/for ASIS&T. For the purposes of this policy, socialmedia means any tool for online publication and commentary, including, but not limited to blogs, wikis, Facebook, LinkedIn, Twitter, Flickr, and YouTube.

Our policy could be summarized in one sentence: “Be prudent and use common sense.”Remember everything you contribute online stays forever and that everything you do, often on a personal basis, reflects on ASIS&T as an organization. Failure to follow these policies may result in disciplinary action.

This policy is designed to offer practical guidance for responsible, constructive communications via social media channels for employees and volunteers.

Guidelines

The mission of ASIS&T Social Media (SM) is to promulgate ASIS&T activities and value to the public at large and to engage members and prospective members in topical ideas and activities.

Social Media is a conduit for informing the ASIS&T community about projects and initiatives of the association and work of the Board. All communications need to occur in a professional and ethical manner.

All SM communication must meet ASIS&T branding guidelines.

ASIS&T staff is the main disseminators for SM messaging for National. In this capacity, they will adhere to the following guidelines when utilizing any type of public communication vehicle. If staff is unsure about content being appropriate or wording of messaging they should seek approval by the Director of Marketing & Communications. If the Director of Marketing & Communications is unsure, they will seek a decision from the Executive Director.

Ask yourself, “Would this public expression impair my ability to work with my colleagues on a friendly basis? Would it give a leg up to our competition? Would it make my colleagues, partners or customers uncomfortable? Could it damage the reputation of the organization?”

While we encourage open communication both internally and externally in all forms, we expect and insist that such communication does not substantively demean our environment. This means that constructive criticism — both privately and publicly — is welcome, but harsh or continuous disparagement is frowned upon.

Externally communicating confidential information or other aspects of the organization information that is not intended for public consumption is forbidden and may be grounds for immediate termination and legal action.

Defamatory Speech: Posting of defamatory and/or offensive material is strictly prohibited, including but not limited to hate-speech, name-calling and personal insults, obscene, profane, libelous, threatening, harassing, or embarrassing to another person or entity. This includes, but is not limited to, comments regarding ASIS&T, our employees, partners and competitors. You may not personally attack fellow employees, authors, customers, vendors, or shareholders.

Copyrights and Trademarks: All postings must be free of copyright restrictions that limit distribution. For example, posting a significant amount of a copyrighted work verbatim requires the permission of the copyright holder. To verify that such permission was obtained, all postings of this nature must include a statement that this is the case.

Respect copyright and fair use laws. When citing the work of another person or organization, professional bloggers, like journalists, will use proper attribution as well as a link (if applicable). Trademarks such as logos, slogans and various digital content (art, music, photos, etc.) may require permission from the copyright owner. It is the posters responsibility to seek that permission if you intend to use any such trademarked content.

You may post about the organization, products and services, employees, partners and industry trends but we require that you limit personal opinions.

Authenticity Posts should be factual. Posts should not make comparative statements concerning competitors without prior approval of legal and verification of accuracy from marketing. You should always disclose your employment or association with ASIS&T.

Tone of communications should be Confident - Not pretentious; Authentic - Not ultra-trendy; Confidently cool - Not status quo; About informing and generating engagement. It's about the ASIS&T community.

Federal Law Compliance: In order to protect the 501c3 status of ASIS&T, there are topics that are not permitted to publish via any official ASIS&T communication tool, including social media. When posting on any association resource, individuals cannot call for a boycott of a product or company. In addition, individuals posting via an official association communication tool may not endorse or oppose any federal, state or local candidate running for political office.

Using social media sites means that you (and the content you exchange) are subject to their terms of service. This can have legal implications, including the possibility that your interactions could be subject to a third-party subpoena. The social media network has access to and control over everything you have disclosed to or on that site. For

instance, any information might be turned over to law enforcement without your consentor even your knowledge.

If there is a disparaging comment made on SM about the organization or about one of its posts, an official response must be made to address the situation as soon as possible. Any known disparaging comment must be brought to the attention of the Director of Marketing & Communications and the Executive Director immediately. The Director of Marketing & Communications will then make the official response.

Volunteers

Volunteers include the Board of Directors, Committee chairs and members, SIG Chairs and members and Chapter Chairs and members.

We encourage volunteers to utilize SM to expand our reach and increase its impact by: helping to raise awareness about the mission and work of the Board and the association, building a sense of community among members and potential members, helping to improve the knowledge or skills of our members and their work, providing a virtual means to engage members and potential members, and more.

Social media is an effective communication tool but sometimes it can be challenging for volunteers to reconcile their public and private social media activities in terms of their role with ASIS&T. Social media is designed for self-expression and encourages conversations. This policy provides a framework for Board members to engage in these activities effectively and ethically.

While serving as an ASIS&T volunteer you are granted permission to and are encouraged to use social media as a conduit for informing the ASIS&T community about projects and initiatives of the association and work of the Board. This needs to occur in a professional and ethical manner.

Publication and commentary via social media channels carries similar obligations and you are required to acknowledge and accept the above Guidelines of the organization. In order to protect the 501c3 status, there are topics that association members are not permitted to write about in any format, including social media. Speaking as an ASIS&T member, individuals cannot endorse or oppose a product or company or call for a boycott of a product or company. In addition, individuals speaking as an ASIS&T member may not endorse or oppose any federal, state or local candidate running for political office.

It is best to err on the side of caution. If you are unsure whether or not something is appropriate to post on social media, he or she should contact the Communications Officer before making the post live. If Communications Officer is unsure, they will seek a decision from the Executive Director. If a volunteer, for whatever reason, takes an

action that is in conflict with this policy, he or she will be contacted by the President to resolve the situation and may be asked to withdraw, correct, or revise postings.

In order to help distinguish when you're speaking as an individual and when you're speaking as an ASIS&T member, you may want to consider setting up two accounts for each of the social media tools on which you post. One account would be used for your role as an ASIS&T member the other account would be used for your personal postings. ASIS&T believes in transparency and honesty. Use your real name, be clear who you are, and identify what capacity you serve in the organization and do not post anonymously, using pseudonyms or false screen names.

Use tags when posting ASIS&T content (e.g. #ASIS&T or @ASIS&T) to help ensure your message reaches its targeted audience.

Post frequently and respond to comments and replies from others quickly and accurately.

Know and respect your audience, including ASIS&T and its members.

Be smart and protect your privacy by taking simple steps such as avoiding posting personal details, like phone numbers; reading web sites' privacy policies, making use of privacy settings on social media sites, etc.

Avoid social media arguments and debates and alert the Communications Officer and Executive Director if you see a misrepresentation made about ASIS&T in social media. If you yourself are accused by anyone of posting something improperly, inform the Communications Officer and Executive Director of the situation immediately in order to determine best next steps and to quickly resolve the situation.

Before posting, ask yourself if the post will improve knowledge or skills of ASIS&T members, if it contributes directly or indirectly to the improvement of ASIS&T, if it builds a sense of community or it helps to promote ASIS&T's mission.

What you publish will be around for a long time so consider the content carefully. Strive to make sure it is accurate and professional.

It is good general practice to link to others' work rather than reproduce it. Adhere to the laws governing copyright and fair use or fair dealing of copyrighted material owned by others, including ASIS&T's own trademarks, copyrights and brands.

Always ask for permission from the President and Executive Director before identifying a member, partner, or sponsor and never discuss confidential details of any individual's or organization's engagement in ASIS&T.

Use your best judgment and be sure to make it clear that any views expressed are yours alone and do not represent the official views of ASIS&T.

Bring out your own personality and say what's on your mind (in a respectful and professional tone).

SIGs & Chapters

As vital branches of the organization, SIGs and Chapters are required to follow the above marketing and communication policies. All Chapters and SIGs must identify their affiliation with ASIS&T on all communication tools – website, FB, printed materials, and any communication intended for the whole membership or the external public by using the logo as defined by the branding guidelines. The Communications Officer will work with SIGs and Chapters to assist them with getting their website into com

FINANCE

All ASIS&T financial transactions are handled using the policies and procedures laid out in the [ASIS&T Accounting Policies and Procedures Manual](#).

Fiscal Year

The books and records of the Association shall be kept on a fiscal year starting July 1 and ending June 30. The fiscal year shall be determined at the discretion of the Board of Directors.

Investment Policy

ASIS&T holds the majority of its reserves in Merrill Lynch in a managed portfolio. Those funds are managed by Merrill Lynch according to the following policy.

A. Investment Objective

1. ASIS&T's Investment Portfolio, defined herein as capital invested and interest earned from those investments, consists of investments held at market value. The Investment Portfolio is intended to support unusual, unforeseen or future programs of ASIS&T including unusual or unanticipated expenses.
2. The Investment Portfolio should be at all times equal to or greater than the total of the then immediately preceding fiscal year's operating expenses.
3. It is the ASIS&T Board's objective that the total value of the Investment Portfolio grow over the long run at a rate that materially exceeds the long run rate of inflation, as measured by Consumer Price Index for All Urban Consumers ("CPI-U") as published by the U.S. Department of Labor, Bureau of Labor Statistics, thereby preserving and enhancing the Investment Portfolio's real purchasing power. This objective may (or should be) achieved through prudent investing and by counting both income earned from investments and realized and unrealized capital appreciation held in the Investment Portfolio and by simultaneously utilizing a diversity of asset classes in order to maximize the return/risk ratio.
4. Specifically, the ASIS&T Board targets an annualized rate of return on the Investment Portfolio, when measured over rolling five-year periods, of not less than 2% after fees, in excess of the Consumer Price Index for All Urban Consumers ("CPI-U") as published by the U.S. Department of Labor, Bureau of Labor Statistics.
5. Investments are all to be made in accordance with the "prudent person" rule (cf. Black's Law Dictionary). Targets are aspirational and cannot be guaranteed. The Investment Portfolio will be exposed to normal investment risks; any processes implemented to monitor and manage such risks do not imply a reduction of risk. The value of the Investment Portfolio can be affected by a variety of risk factors, including but not limited to economic and political developments, changes in interest rates, and market conditions. Income from the Investment Portfolio may fluctuate, and the Investment Portfolio can suffer loss of principal. No warranty is given or sought by the ASIS&T Board, its agents or representatives as to the

performance of the Investment Portfolio or any part thereof, and there is no guarantee that this Investment Objective can be met.

B. Investment Committee

1. The ASIS&T Board shall serve as the Investment Committee for the investment portfolio. The ASIS&T Board may, at its discretion, recruit and appoint an advisory group, composed of ASIS&T members and non-members, but the ultimate and final authority remains with the ASIS&T Board.
2. The ASIS&T Board may modify this Investment Policy at any time as conditions warrant.
3. The Treasurer shall propose revisions of this Investment Policy to the ASIS&T Board whenever the Treasurer believes that elements of this Investment Policy are no longer appropriate or are inconsistent with the Investment Objective, whether for reasons of changes in market conditions, evolution of investment management practices, or for any other reason.

C. Engagement of Financial Services Providers

1. In carrying out its responsibilities and for the benefit of ASIS&T and its Investment Portfolio, the ASIS&T Board may seek to engage financial services providers, including but not limited to securities custodians, financial consultants, and investment managers including investment managers having expertise in one or more asset classes, and manager-of-managers having expertise in selecting skilled investment managers. Each such financial services provider shall be subject to both this Investment Policy and any additional constraints as determined and communicated by the ASIS&T Board. The ASIS&T Board will exercise its oversight function generally through the manager-of-manager model.
2. When the ASIS&T Board deems it appropriate to select a new financial services provider or to terminate an existing financial services provider, the Treasurer shall make recommendations to the ASIS&T Board following an appropriate search and/or due diligence process. The Board will then vote on the recommendations of the Treasurer.

D. Investment Management Approach

1. The Investment Portfolio shall be invested consistent with the Investment Objectives as described and defined in this document.
2. Investments are all to be made in accordance with the "prudent person" rule (cf. Black's Law Dictionary).

E. Investment Portfolio Inflows and Outflows

1. Funds shall be removed from the Investment Portfolio as provided in ASIS&T's budget to support ASIS&T's operations or, with the approval of the ASIS&T Board, to cover unexpected and unbudgeted cash needs of ASIS&T. Any such

removal of funds shall be done in such a way as to maintain, to the extent practicable, the diversification of the Investment Portfolio's investments.

2. Unless otherwise required for such purpose or purposes as the ASIST Board shall deem appropriate to support a removal of funds, cash interest and dividend income earned in the Investment Portfolio shall remain in the Investment Portfolio and shall be reinvested as directed and monitored by the ASIS&T board.
3. Additional cash may become available from time to time and added in the discretion of the ASIST Board to the Investment Portfolio as a result of surpluses in ASIS&T's operations as determined by ASIS&T's Treasurer. Such cash shall be invested as directed and monitored by the ASIS&T Board subject to this Investment Policy.

F. Portfolio Composition and Asset Allocation

1. Asset allocation among different classes of investments, and diversification within asset classes are the primary tools by which the volatility or risk of the Investment Portfolio is to be controlled.
2. To achieve its Investment Objective, the Investment Portfolio may be divided into two parts, a "Fixed Income Portion" and an "Equity Portion." The purpose of the Fixed Income Portion is to balance the risks of inflation and deflation in, and reduce the overall volatility of, the Investment Portfolio. The purpose of the Equity Portion is to provide for higher long-term growth in the value of the Investment Portfolio.
3. The Equity Portion may or may not be funded, depending on resources available and the ASIS&T's Board's determination from time to time.
4. The ASIS&T Board shall classify investments, including alternative investments, as belonging to either the Fixed Income Portion or the Equity Portion according to their investment benchmark, security characteristics, risk characteristics, correlations, or other appropriate criteria.
5. The ratio of the percentage of the value of the Investment Portfolio classified as the Equity Portion, if funded, to the percentage of the value of the Investment Portfolio classified as the Fixed Income Portion should normally be between 75%/25% and 50%/50% (the "equity/fixed income ratio"), with the actual percentage more tightly constrained on a short-term basis by the ASIS&T Board.

G. Guidelines for the Fixed Income Portion

1. The Fixed Income Portion will generally consist of, but is not limited to, money market instruments, government bonds, debt of government agencies and government-sponsored enterprises, corporate bonds, investments in mutual funds and exchange traded funds containing such securities having characteristics appropriate to the Fixed Income Portion.

2. It is the ASIS&T Board's desire, if practical, that the Fixed Income Portion include an indexed core plus an actively managed segment. Within the indexed core, the Investment Portfolio's investment managers shall seek to match the returns of a financial markets index. Within the actively managed segment, the Investment Portfolio's investment managers shall seek to outperform a financial markets index while taking additional risk to do so.
3. Decisions as to individual security and fund selection, security size and quality, number of industries and holdings, current income levels, turnover and the other tools employed by investment managers are left to broad investment manager discretion, subject to this Investment Policy, any additional constraints as determined and communicated by the ASIS&T Board, and the usual standards of fiduciary prudence.

H. Guidelines for the Equity Portion

1. The Equity Portion, if funded, will generally consist of common stocks, preferred stocks, investments in mutual funds and exchange traded funds containing such securities having characteristics appropriate to the Equity Portion.
2. If practical, the Equity Portion shall be broadly diversified according to geographic region, economic sector, industry sector, number of holdings and other investment characteristics.
3. It is the ASIS&T Board's desire, if practical, that the Equity Portion include an indexed core plus an actively managed segment.
4. Decisions as to individual security and fund selection, security size and quality, number of industries and holdings, current income levels, turnover and the other tools employed by investment managers are left to broad investment manager discretion, subject to this Investment Policy, any additional constraints as determined and communicated by the ASIS&T Board, and the usual standards of fiduciary prudence.
5. Unless otherwise instructed, any investment manager may at his/her discretion hold cash, cash equivalents, bonds or similar securities that would not ordinarily be classified as equity investments and such holdings shall be deemed reserves held for reinvestment and counted as part of the Equity Portion so long as such manager's performance is measured against a benchmark appropriate to the Equity Portion as determined by the ASIS&T Board.

I. Valuation

1. The Investment Portfolio shall be measured by market value or net asset value, as appropriate, to reflect the value at which an investment can hypothetically be converted to cash as of the measurement date.
2. Investment managers and other financial services providers shall provide the Treasurer with a description of how such market values or net asset values are determined.

J. Monitoring, Reviewing, and Reporting

1. This Investment Policy, including its Investment Objective and the guidelines, instructions, and policies herein, shall remain in effect until modified by the ASIS&T Board.
2. If at any time an investment manager believes that any element of this Investment Policy inhibits investment performance, it is the investment manager's responsibility to clearly communicate this view to the ASIS&T Board.
3. The ASIS&T Board shall regularly review the investment managers, both individually and collectively, in order to confirm that the factors underlying the original performance expectations for such investment managers remain in place.
4. The investment managers, both individually and collectively, shall be monitored by the ASIS&T Board for consistency in investment philosophy, return relative to objectives, and investment risk, where risk may be measured by asset concentrations, exposure to extreme economic conditions, market volatility, or other relevant metrics.
5. Each investment manager shall report to the ASIS&T Board the following information at least quarterly: the total value of investment assets under management or supervision and a list of underlying investments and their values, total return and its attribution measured net of all commissions and fees, additions and withdrawals, current holdings at market value, and purchases and sales for the quarter. Regular communication concerning investment strategy and outlook is expected.
6. Investment managers are required to inform the ASIS&T Board promptly of any change in management structure that could affect the investment manager's ability or willingness to provide financial services to ASIS&T and its Investment Portfolio, including but not limited to material changes in firm ownership, organizational structure, professional personnel, account structure (e.g., number, asset size and account minimums) or investment philosophy.
7. At least annually, the ASIS&T Board agenda will include time to affirm or change the asset allocation targets, determine (or accept) the benchmarks for evaluating performance, evaluate the performance of the Investment Portfolio and its investment managers, and conduct such other business as required to execute this Investment Policy

K. Operating Accounts

1. ASIS&T maintains several operating accounts, reported in ASIS&T's annual financial statements as cash and bank money markets, to provide for the daily financial operations of ASIS&T. The selection and performance of financial services providers for these operating accounts shall be overseen by the Treasurer subject to guidance and direction from the ASIS&T Board. These

operating accounts are not part of the Investment Portfolio as defined above and, therefore, these operating accounts are not subject to the Investment Objective and other provisions of this Investment Policy that pertain solely to the Investment Portfolio.

Travel & Expense Policy

See the current travel and expense policy [HERE](#).

Restricted Funds

ASIS&T maintains several Board-restricted funds. These include:

ASIS&T Heritage Fund

The purpose of the ASIS&T Heritage Fund is to advance preservation and access for resources documenting the history of ASIST and its field, including acquisition, conservation, digitization, deposit in archives and repositories, generation of new documentary resources (e.g., oral histories), and the creation of guides and indexes. The History Committee, in consultation with the Curator and subject to ASIST policies and the approval of the Executive Director, is responsible for the allocation of funds and expected to initiate fundraising. The fund is supported by individual donations from members and other stakeholders.

ASIS&T Scholarship Fund

The Scholarship Fund for Information Science, in memory of Hans Peter Luhn, shall be devoted to the advancement of communication through information science. The fund will be maintained by the Executive Director as a separate internal account consisting of any contributions received. Membership application forms and renewal forms can contain space for contributions to the fund. The fund is supported by individual donations from members and other stakeholders.

Bob Williams History Fund

The Bob Williams History of Information Science and Technology Fund was approved by the ASIS&T directors in 2000. It has been supported with royalties from several books and by further donations. The fund is used to support the Bob Williams Awards which are offered by SIG-HFIS. The fund was launched by several large donations and is now supported by individual donations from members and other stakeholders.

Digital Scholars Fund

The Digital Scholars Fund is supported through contributions to the fund and is managed by SIG-III. The fund is used to support the International Paper Contest Award offered by SIG-III. The purpose of this contest is to nurture the culture of research in developing countries by recognizing the work of researchers in developing countries. Winners of the IPC receive 2 years of ASIS&T membership and may receive support to attend the Annual Meeting to present their paper at the SIG-III Business Meeting. The top three papers are recognized by this award.

InfoShare Fund

The InfoShare Fund is supported through contributions to the fund and is managed by SIG-III. The primary sources of revenue are the silent auction and raffle, which take place at the International Reception at the Conference. The fund is used to support the

SIG-III Infoshare Award which supports membership for individuals who reside in a country where there is no ASIST chapter. Recipients may be practitioners or researchers. Recipients may be International students enrolled in information science programs and nearing completion of their studies and preparing to return to their home country. Award winners receive membership for one year, with the possibility of renewal for a second year if the new member proves to be a strong advocate for ASIS&T in their home country during the year. Awardees will be asked to submit a report on their activities by next year's Annual Meeting, which may include, but are not limited to:

- sharing ASIS&T publications that they receive (the Bulletin of ASIS&T and JASIS&T) with other colleagues
- promoting the SIG-III paper contest among their colleagues
- serving as a contact/coordinator for ASIS&T members traveling to their area who may be able to speak about ASIS&T and information science
- having the ability to strengthen the relationships between ASIS&T and the national/regional organizations, and
- sponsoring lectures on information science topics in their area on behalf of ASIS&T

Nominators can mentor the award recipients for the above activities.

Lois Lunin Fund

The Lois Lunin Fund was established through a bequest from the estate of Lois Lunin. Its purpose is to fund the Lois Lunin Award. It is invested in a separate account with Merrill Lynch and the earnings or losses each year will be attached to that fund. The Board has authorized expenditures of up to \$3,000 from the fund each year.

HUMAN RESOURCES

All human resources are governed by the [ASIS&T Employee Handbook](#). This handbook is updated from time to time as issues arise in order to address the dynamic nature of employment. Any changes to the employee handbook that would involve an expense to the association are submitted to the Board of Directors for approval.

Staff Evaluation

All staff are evaluated in the first two weeks of each fiscal year. Staff complete a self-evaluation which is reviewed and commented-upon by their supervisor. The staff and supervisor meet and discuss progress toward existing goals and set goals for the future. A determination is made by the supervisor of an increase to base wages as well as any earned incentive compensation (though determination of the availability of funds to pay incentive compensation may not be made until all financial information for the fiscal year is known). The cap for base increases is based on the budget for the coming fiscal year (typically 3% in line with local market average).

Executive Director Evaluation

The Executive Director is evaluated annually with the process being completed no later than the end of each fiscal year. As the process typically takes several weeks, it should be started no later than May 1. The President, President-Elect and Treasurer form the evaluation committee and, using the same evaluation instrument from year-to-year, distribute the evaluation instrument to the Board, staff, and other stakeholders as determined by the committee. Additionally, the Executive Director provides a written self-evaluation. These materials are reviewed and a report is produced by the President and shared with the Executive Director for their feedback before the report is presented to the Executive Committee and ultimately the Board. The evaluation committee makes a compensation recommendation to the Executive Committee which has the final say in determining compensation.

KNOWLEDGE MANAGEMENT

The [Knowledge Management Policies & Procedures](#) are in draft form pending Curator review. The plan contains both document retention policies required by law as well as historical asset preservation.

Manuals, Policies and Procedures

The substantive maintenance of existing ASIS&T manuals is delegated by the Board to the groups which bring the manuals forward to the Board for approval ; substantive (editorial changes to manuals need not be brought to the Board; ASIS&T Central is delegated the responsibility for physically maintaining and distributing these manuals; the manuals shall be made available on the ASIS&T web site, in whole or in part, as appropriate, in as timely a manner as possible.

The groups responsible for substantive maintenance must review their manuals in all physical and electronic forms each year, and must submit the results of that review as part of their report at the Annual Meeting.

FUNDRAISING

Sponsorships and Contributions

Any funds raised on behalf of the society are the property of the society and subject to the standard accounting procedures for the society. The Executive Director has overall responsibility for all ASIS&T operating fund-raising activities and the receipt, administration and expenditure of those funds within approved ASIS&T budgeting and accounting policies. Association members or bodies wishing to raise funds for a particular purpose must have approval from the Executive Director (with review of the Budget and Finance Committee as appropriate) before initiating such activities.

This policy is not intended to impede either Chapter or Special Interest Group fund raising activities. In fact, such initiatives are strongly encouraged where appropriate. This policy does require that ASIS&T Central have full knowledge of fund raising activities in order to coordinate fund-raising efforts. Further, it is to the benefit of contributors to ASIS&T and to ASIS&T itself that all contributions be nationally acknowledged.

Grants & Contracts

The ASIS&T Board approves, in principle, the seeking of contracts and grants for research, development, operations and other studies in the field of information science and technology.

In general, ASIS&T should not attempt to compete with its members (individual or corporate) in the seeking of contracts and grants. The total expenses involved in contracts and grants should not exceed 50 percent of the total ASIS&T budget in any given year.

Any seeking of and participation in contracts and grants by ASIS&T should be restricted to those for which ASIS&T is uniquely or exceptionally qualified to conduct because of its focus and composition as a professional society in the wide-ranging fields of information science and technology. The scope of work should be in one or several of these areas: a) the encouragement of high standards of design and operation of information systems and the use of information; b) the promulgation of research and development results, opinions and professional experience and information on the design, operation and use of information media, products, services and systems; c) the encouragement of the development of a sound theoretical basis for information science; and d) the development and maintenance of programs of high standards in formal and informal education for information science.

All contracts and grants should be carried out on full-cost recovery basis; i.e., all expenses (direct and indirect) must be covered by the contracts or grants. ASIS&T will not commit additional dollars for cost-sharing types of grants, except under special circumstances as approved in advance by the ASIS&T Board. The work and staff allocation plans should assume or anticipate no shifts or replacements except under unusual circumstances.

ASIS&T should not seek contracts and grants because of pressures to pay for and retain staff originally hired for other contracts or grants.

The chair of the Budget & Finance Committee and the Executive Committee will review in advance and approve all proposals for contracts and grants to be submitted in a preliminary manner. Final submission must be approved by the Board.

Any SIG, Chapter or subunit of the Association is encouraged to be a technical participant in information science research activity subject to approval of the Board. Whenever the name of the Association or its constituent bodies is named in such a proposal, such papers must be submitted to and approved by the Board before they are forwarded to any outside organization.

Requests for Proposals

In order to assure that potential contractual arrangements that would commit the Association to perform research, developmental, operating or service activities for a third party receive adequate prior review with regard to compatibility with Association objectives and resources, it shall be policy that:

- The Executive Director shall communicate promptly to the Executive Committee all requests for proposals that, in his/her judgment, are of real or possible value to the objectives of the Association along with his/her recommendations on the Association's response to each such request;
- The Executive Director shall communicate promptly to the Executive Committee all formal suggestions by members or staff that unsolicited proposals be submitted to potential sponsors along with his/her recommendations on submission of unsolicited proposals to potential sponsors;
- Communication of a proposal for a new contractual activity shall be made by the Executive Director only after approval by the Board, or, when an action deadline precludes Board consideration, after approval by the Executive Committee. When action by the Executive Committee is required, the proposal draft must be available in time to allow two weeks for its review and consideration;
- Communication of a contract renewal agreement or proposal, or of a substantial contract modification agreement or proposal, to a current sponsor shall be made by the Executive Director only after approval by the Executive committee, except that the Executive Committee should act to transfer responsibility for approval to the Board if it finds the renewal or modification to involve significant policy or resource considerations; and
- Whenever action deadlines permit, the Executive Committee shall refer each request for proposal and each recommended proposal or recommended contract or modified contract to one or more cognizant Standing Committees for review and comment.

EQUITY, DIVERSITY & INCLUSION

The ASIS&T community is committed to the values of diversity and inclusion, which we believe support our efforts to achieve and sustain excellence in the information science and technology field. We believe that we can best promote excellence by engaging diverse group members and other stakeholders, and providing opportunities at all levels of engagement for any individual or group that shares these values. ASIS&T leaders, volunteers, and staff will strive to keep diversity and inclusion at the forefront of all program planning and development efforts in order to ensure the most welcoming and engaging environment possible for our stakeholders.

ASIS&T's EDI initiative will be guided by the [2020 Equity, Diversity & Inclusion \(EDI\) Taskforce Final Report and Recommendations](#).

EDUCATIONAL GUIDELINES

November 8, 2001

The educational guidelines for the Association for Information Science and Technology include six general areas which programs of Information Science would be most likely to include in their curricula. They include both academic and practical applications of information science topics but are not intended to be exclusive descriptions of information science, nor to dictate what should be included in the curriculum of any one program. The intent is rather to provide guidelines broad enough to encourage the unique qualities of any program.

ASIST Guidelines for Information Science Education include the following general areas. Within these six general areas are topics and, in some cases, more detailed listing of what the topic includes.

1. Foundations of Information Science

This area includes the nature of information, its historical roots as well as its generation and dissemination to individuals, organizations, and society. Included in this category are:

- History of Information, Information Science, and Information Technology
- Nature of Information
- Information and Society (global, cultural, legal, professional, ethical considerations)
- Information Economics and Policy Issues

2. Information Use and Users

This area includes theories, principles, and investigation of information use and user behavior in information-related environments. This category includes:

- Information Seeking Behavior and Information Use
- Human-Computer Interaction
- User-centered Design and Product Development
- Needs Assessment and Evaluation

3. Methods of Inquiry This category includes methodologies which explore and facilitate investigations of information science in a variety of contexts. These include:

- Basic Research Methods
- Measurement and Evaluation
- Assessment Technologies
- Critical Thinking and Problem Solving

4. Information Processing

This category includes organization, storage, and distribution of information in various formats and technologies for meeting the needs of users and user groups.

- Information Creation, Generation, and Acquisition
- Information Representation and Control
- Information Access, Retrieval, Dissemination, and Interpretation
- Information Storage and Preservation

5. Information Technology

This category includes design, evaluation, and implementation of technologies relevant to information processes.

- Information Systems:
 - Software, Hardware, Retrieval
- Telecommunication and Networking
- Information Architecture and Infrastructure
- Programming for Information Processes

6. Information Service Provision and Management

This area includes the principles, planning, and procedures of managing and organizing information organizations:

- Organizational Theory
- Planning:
 - Strategic, Financial, Operational
- Resource Identification, Management, and Evaluation
- Information Marketing
- Human Resource Management

Approved by the Board of Directors, November 8, 2001

CONTENT POLICY

Policies on Content Developed by ASIS&T Members On Behalf of ASIS&T (February 16, 2021)

This policy is founded on the following principles:

- For the purpose of this policy, “content” refers to any written material, educational offering, presentation, event, or other product developed by an ASIS&T member or members on behalf of ASIS&T for delivery to an ASIS&T audience via ASIS&T channels.
- The content developed and delivered by ASIS&T members on behalf of ASIS&T has value to both members and non-members
- Membership in ASIS&T should have value by virtue of conferring access to content to members that is not available to non-members
- Making information, education, or other content produced by ASIS&T members on behalf of ASIS&T to non-members for free promotes the value of membership in ASIS&T and enhances the visibility of the association.

To ensure that we maintain the value of ASIS&T membership, the following policies will apply to content developed by ASIS&T members on behalf of ASIS&T:

1. ASIS&T reserves the right to video, photograph, and audio record and/or broadcast all presentations for archival and promotional purposes at its sole discretion. These recordings may be also be made available to ASIS&T members and the public, either complimentary or for a fee, as determined solely by ASIS&T, with no obligation to compensate presenters for the same. Presenters retain the copyright of materials and grant to ASIS&T an unlimited, irrevocable, perpetual, and royalty-free rights to reproduce, distribute and sell this content throughout the world.
2. ASIS&T may set a cost for all content developed by members on behalf of ASIS&T and may offer that content for sale at a fee. ASIS&T may, at its sole discretion, decide to provide a discount on or waiver of that fee to current members. Content developed by members on behalf of ASIS&T shall not be offered to non-members for free without approval of the Board of Directors. Authors/creators of content retain copyright to the content and may use or distribute that content themselves through whatever means they choose.
3. The Board of Directors will consider requests by members to make content developed by members on behalf of ASIS&T available to non-members for free. Such requests must include a detailed explanation of how this offering will compel non-members to join and the steps to be taken by the relevant component group (SIG, Chapter, Committee) to recruit new members as a result of making the content free to non-members.

PRIVACY POLICY

The ASIS&T Privacy Policy is as follows:

ASIS&T respects your privacy and is committed to protecting the confidentiality of your personal information. The following explains how ASIS&T collects and uses Member and customer information, and how ASIS&T protects your privacy. It also explains how you can manage your own personal information held in the ASIS&T database through 'My ASIS&T' on the ASIS&T Web Site – www.asist.org.

This policy applies to personal information held about individuals. It does not apply to information ASIS&T holds about companies and other organizations.

This general policy is in addition to any specific policies concerning specific products or services. It may be amended at any time.

Personal Information

ASIS&T is an association which combines a wide range of activities in the field of information science and technology, including:

- Provision of Membership Services
- Collection and dissemination of scientific information
- Provision of Products and Services

This may require the handling of personal information of the individuals involved in these activities and hence ASIS&T collects personal information in a number of ways from a number of sources. This information may be communicated to ASIS&T on paper forms received through the postal services or by fax, or electronically through registration on the ASIS&T Web Site and use of ASIS&T's online services ('My ASIS&T').

The sources of personal information received by ASIS&T are:

- The individuals themselves;
- Third parties acting on behalf of individuals (e.g. an agent arranging registration or hotel accommodation for an ASIS&T event);
- Affiliated parties such as Special Interest Groups and Chapters providing details of their Members;

The ways in which ASIS&T collects personal information are:

- When you register personal details when creating or updating a 'My ASIS&T' account on the ASIS&T Web Site;
- When you, or an agent on your behalf, enter personal details on a form requesting an ASIS&T product or service (e.g. when registering for an ASIS&T organized event);
- When you, or someone on your behalf, submits proposals or content in connection with scientific sessions at an ASIS&T organized event or meeting (e.g. Abstracts submission);

- When you enter personal details on a form applying to become a Member of ASIS&T, or Member of one of ASIS&T's constituent bodies (such as a Chapter or SIG)

What Personal Information Is Collected by ASIS&T

Mandatory Personal Information

As a general rule, to enable ASIS&T to correctly identify you, to provide you with the products and services you have requested and to communicate with you, the following minimum information must be provided in order for your order, request, application, etc. to be processed:

Title, First Name, Middle Initial, Last Name
Full Postal Address

Optional Personal Information

Other information may be requested to help identification (e.g. birth year), to contact you in case of need (telephone and fax), or to enable ASIS&T to understand My ASIS&T so you can be provided with better and more appropriate products and services (e.g. Professional Activities and Fields of Interest).

Email Address Information

Your email address must be supplied when you use ASIS&T electronic services on the web (i.e. when you use 'My ASIS&T' on the ASIS&T Web Site). In other circumstances the email address is optional.

For more information concerning emails, please go to the section Email Addresses.

Credit Card Information

Credit Card information, along with other information related to specific transactions, is collected at the time of your order, request or application, and is used only for the purposes of that particular transaction. For your protection, the Credit Card information is not retained in the ASIS&T database or accounting system for later use for any other transactions.

How ASIS&T Uses Personal Information

Personal information is needed by ASIS&T to enable it to properly manage its Member and customer files. These files are used to enable ASIS&T to fulfill its role in providing a wide range of services to its members, contributors, and customers.

The personal information which you supply may be specifically used to:

- Enable ASIS&T to provide you with the products or services you request;
- Enable ASIS&T to communicate with you about specific matters;
- Enable ASIS&T to send you information about ASIS&T activities which it believes may interest you

How Long Is My Personal Information Kept?

As a general rule, personal information is kept for seven years after your last use of an ASIS&T product or service. If you are an ASIS&T Member, your information will be kept in the ASIS&T system while you continue to be a Member even if you do not use ASIS&T products or services during that time.

E-mail Addresses

Electronic communication is for most purposes ASIS&T's preferred method of communication because it is generally convenient, rapid, effective and efficient. In order to be able to communicate with you directly electronically, ASIS&T needs your email address. You are therefore required to supply your email address when you create your members account on the ASIS&T Web Site, which enables you to access a variety of services online.

Unique E-mail Address

For your convenience and security, your e-mail address is unique to you in the system. (ASIS&T does not permit two different persons to have the same e-mail address in the system). You are strongly recommended to use an e-mail address which is personal to you and that is not shared with others. This is to ensure that communications which are sent to you personally are not read by others and that others do not gain access to the information in your 'My ASIS&T' account.

Additionally, the unique e-mail permits automated retrieval of your log-in details, which are sent to your personal e-mail address.

E-mail Privacy

ASIS&T respects the privacy of personal email addresses and complies with the current legislation on email communication. The objective is not to send you unwanted messages, and your email details will not be passed on to any other individual or organization without your explicit permission.

Without your specific 'Opt-In' to receive emailing's from the ASIS&T you may receive emails concerning:

- Products and services similar to those you have already received from the ASIS&T
- If you are a Member of an ASIS&T Chapter or SIG (whose benefits to Members may include email newsletters, etc.), activities or scientific information specifically concerning the Chapter or SIG of which you are a Member.

If you decide that you do wish to receive e-mail communications from the ASIS&T you can select which categories of news interest you. All mailings sent to you offer the possibility to unsubscribe.

If you indicate that you do not wish to receive ASIS&T generated e-mails, you will only receive emails directly related to the transactions you have with the ASIS&T (e.g. confirmations of registrations, membership renewals etc.) and other necessary individual communications.

Disclosure of Information and Marketing

ASIS&T complies with EU directives and is registered under the laws of The United States of America and takes all reasonable care to prevent any unauthorized access to your personal data. ASIS&T staff and contractors have a responsibility to keep your information confidential.

ASIS&T may supply your information to its contractors to perform specific services (such as to the publishers to deliver ASIS&T journals). Otherwise, the ASIS&T does not disclose personal information to any other person or organization without your consent. If you are an attendee at an ASIS&T meeting, and you visit exhibiting company stands, presenting your badge may enable them to retrieve the following personal data: first name(s), last name(s), address, telephone, fax, email, and professional activity information.

Right of Access

You have the absolute right to access, amend, and oppose the use of, your personal data. When you visit 'My ASIS&T' you have direct control over the information in your personal profile. You can access and change this information at any time from your 'My ASIS&T' homepage.

If you want to know exactly what personal information ASIS&T holds on you, you can obtain it. If it transpires that the information is inaccurate, or you wish to oppose its use in future, ASIS&T will make the necessary amendments and confirm that these have been made. Please contact ASIS&T in either of the following ways:

Online through our 'Contact Us' page.

By email to asist@asist.org.

In writing to 8555 16th Street, Suite 850, Silver Spring, MD 20910

Data Security

To protect your information, ASIS&T uses an industry standard security protocol called Secure Sockets Layer (SSL) to encrypt the transmission of sensitive information between you and our website.

SSL is used, for example, when you register for ASIS&T meetings or make a credit card payment. To know if transmissions are encrypted, look for the lock on your web browser or check that the URL starts with <https://>.

Use of Cookies

Cookies are pieces of information that a website transfers to your computer's hard disk for record-keeping purposes. They are small text files that a website can use to recognize repeat users and facilitate their ongoing access to, and use of, the site. They do not pose a threat to your system or files.

The use of cookies is an industry standard, and many websites use them to provide useful features. Cookies in and of themselves do not personally identify users, although they do identify a computer. Most browsers are set initially to accept cookies. You can set your computer to reject cookies. However, if you do choose to disable cookies, you will not be able to use the online services offered through 'My ASIS&T'.

External Links

The ASIS&T Web Site contains links to other websites. Please be aware that ASIS&T is not responsible for the privacy policies of other sites. You are therefore encouraged to

read the privacy policies of any other site that collects personally identifiable information. This privacy policy applies solely to information collected by ASIS&T.

Access to Personalized Services

You do not need to register to access most of the ASIS&T Web Site, but you do have to register to use personal services online and access certain web content.

The details you supply ASIS&T may be combined with information from other ASIS&T records to:

- Provide you with online services like Abstract Submission, Registration for Meetings, etc.
- Save you having to keep giving the same information for different ASIS&T services;
- Allow you to access specific web content reserved for 'My ASIS&T' users;
- Help you to get more out of your membership in ASIS&T by keeping you up-to-date about ASIS&T activities, scientific developments and products and services by email (Note: This is an 'Opt-In' service only.);

Access to your personal information

'My ASIS&T' enables you to manage your personal information held by ASIS&T. If you are a member of ASIS&T, or have used ASIS&T products and services in the last three years, a record will already exist for you which you can potentially access by logging in online through:

- Use of your existing login details (username and password), if you have already used ASIS&T online services ('Members Login') during the last three years;
- The 'Retrieve your Login' feature which, if your email address is recognized, will automatically send details of your username and a newly generated password (for your protection) to the email address given;
- Requesting your login details to be sent to you through <https://www.asist.org/reset-password/>

Alternatively, you can simply create a new 'My ASIS&T' account by using 'My ASIS&T' when asked for login information. ASIS&T does not permit more than one 'My ASIS&T' account per person to avoid confusion. So, if an account already exists for you in the ASIS&T system, your new account will be matched to it (normally within 10 working days, but longer during the ASIS&T Annual Meeting registration period for technical reasons).

When matched, Membership and other information regarding products and services used (e.g. subscriptions) will be merged.

Managing Your Personal Information

Once logged in to your 'My ASIS&T' account, you can easily view and update your personal details, email address, username, and password.

Additionally, you can manage whether or not you wish to be kept informed by e-mail of ASIS&T activities, products and services. ASIS&T also asks you to provide optional information about your professional activities and interests in order to understand your

needs better and improve the services it offers to you and to the information science community in general.

