SECTION 1. NAME.
The name of this organization shall be the Special Interest Group (SIG) on IT Project Management of the Association for Information Systems, abbreviated as SIGITProjMgmt (note: AIS will assign a two-letter country-level Internet domain designation to aid recognition and avoid conflicting SIG abbreviations), and hereafter referred to as the SIG.

SECTION 2. STATEMENT OF PURPOSE.
The Special Interest Group on IT Project Management of the Association for Information Systems is a SIG of the Association for Information Systems (AIS) that globally promotes and facilitates the creation, presentation and publication of research examining all facets of information technology project management, including pedagogical issues. SIGITProjMgmt will also strive to be the global leader in linking and integrating IT project management research and practice.

SECTION 3. ACTIVITIES.
The primary strategic objective of the SIGITProjMgmt is to provide a global forum for members, project management practitioners, and other information systems researchers to share ideas and experiences that relate to information technology (IT) project management in all forms. The SIG is intended to promote the exchange of professional communications among scholars and professionals responsible for IT project management education, research, and practice in both private and public organizations. The activities of SIGITProjMgmt include but are not limited to:

- Providing a forum for sharing research with those concerned with all aspects of IT project management.
- Providing an opportunity for the exchange of ideas with member counterparts;
- Conducting programs, conferences, and workshops to encourage networking among IT project management researchers and practitioners and to facilitate the sharing of research and trends in IT project management
- Providing a means for critical examination of the problems and opportunities associated with information systems in the designated area of research
- Sponsoring tracks in major AIS conferences to provide additional outlets to encourage research related to IT project management.
- Identifying or proposing special issues or sections on IT project management in a wide variety of journals.
All SIG activities must be in concert with the Constitution and Bylaws of AIS. The Executive Board of the SIG may propose additional activities.

**ARTICLE II**

**MEMBERSHIP**

**SECTION 1. MEMBERSHIP CLASSES.**
The SIG shall provide all classes of membership as contained in Article III of the Bylaws of AIS. All members of the SIG shall be members of AIS upon payment of the appropriate AIS dues.

**SECTION 2. SIG DUES.**
The Executive Board shall have the authority to determine the SIG dues and other payments to be made by the members of the SIG annually. The annual dues of each member for the SIG shall be paid at the beginning of the membership year coinciding with the member’s AIS membership year and collected by the AIS on behalf of the SIG.

**SECTION 3. MEMBER RIGHTS.**
Each regular member shall have the right to vote, participate in all SIGITProjMgmt and AIS activities. Members with at least two consecutive years of good standing within the SIG may hold office in SIGITProjMgmt.

**SECTION 4. TERMINATION OF MEMBERSHIP.**
*Resignation.* A member of the SIG may terminate his or her membership at any time by submitting a letter of resignation to the Executive Board, removing the SIG from his or her membership portal list, or by not paying AIS and SIG dues within two (2) months of the date on which they are due.

*Expulsion.* A member may be expelled for conduct deemed prejudicial to the SIG by a two-thirds majority of the individual members in attendance at a general business meeting of the SIG where a quorum is present, provided that the member shall first have been served with a written notice explaining the reason(s) for the proposed expulsion, and shall be given an opportunity to challenge the proposed expulsion to those in attendance at the general business meeting.

**SECTION 5. LIABILITY OF MEMBERS.**
The members of the SIG shall not be liable for the debts and obligations of the SIGITProjMgmt nor of AIS.

**ARTICLE III**

**MEETINGS OF MEMBERS**

**SECTION 1. ANNUAL GENERAL MEETING.**
An annual general meeting (AGM) shall be held to install officers (if required by terms of office) and to conduct such business as required. The time, location, and other details of the meeting shall be determined by the Executive Board of the SIG and communicated to the membership. Business meetings sponsored by SIGITProjMgmt are open to all members of the AIS. SIGITProjMgmt may hold business meetings only in places that are open to all members of AIS, including in online forums.

**SECTION 2. NOTICE OF MEETINGS.**
A written or other notice stating the place, time, date, and hour of meetings shall be delivered to the membership at least three (3) weeks prior to the meeting. If e-mailed, such notice shall be delivered to the e-mail address of each member as it appears on the records of the SIG. Member-sponsored agenda items or proposals that need to be voted upon must be sent to the President and Executive Board at least two (2) weeks prior to the meeting if a vote on the item is to take place at the business meeting with absentee ballots sent at least one (1) week prior to the business meeting. The AIS Executive Director shall also be notified of all SIG meetings within said time frame.

SECTION 3. QUORUM.
Prior notice of the AGM and general business meetings having been given, 10% of the SIG members shall constitute a quorum for the purpose of such meetings of the SIG. If a quorum is not present, the AGM or general business meeting shall be adjourned until a quorum can be obtained. A quorum is not required for other meetings or events of the SIG.

SECTION 4. VOTING.
Each member in good standing with the SIG shall be entitled to one vote on business pertaining to the SIG. Decisions shall be by a majority of those participating and eligible to vote. On matters of general business, voting may be conducted by any means chosen by the Executive Board, including email. In regard to the election of officers, voting may be conducted by any means chosen by the Election Committee, including email and other electronic methods. In regard to both election of officers and matters of general business, all members who are eligible to vote have both absentee and proxy voting rights.

By a vote of over one-half of the Executive Board or a petition by 30% of the SIG membership, a vote on a specific business item or election can be audited. For any item that does not have a conflict of interest with the Membership and Community Relations Chair, the Membership and Community Relations Chair will form a committee to conduct an audit of the vote. For an audit of the election for the Membership and Community Relations chair, the President or another Executive Board member without a conflict of interest will form a committee to audit the vote.

ARTICLE IV
EXECUTIVE BOARD

SECTION 1. MEMBERS OF THE EXECUTIVE BOARD.
The Executive Board shall consist of the officers of the SIG, the SIG founder, and elected officers (see Article V.2). The President of the SIG shall serve as the Chair of the Executive Board.

SECTION 2. DUTIES OF THE EXECUTIVE BOARD.
The Executive Board shall serve as the governing authority of the SIG. The Executive Board shall manage the property, business, and affairs of the SIG. The Executive Board may exercise all such powers of the SIG as defined by these bylaws and the bylaws of AIS. The Executive Board shall, in furtherance of, but not in limitation of its powers, and subject to review by AIS, have the authority and power to: represent the members of the SIG for all matters, internal and external; establish policies and practices for the SIG; and approve broad arrangements for all SIG activities.

SECTION 3. MEETINGS OF THE EXECUTIVE BOARD.
There shall be at least one annual meeting of the Executive Board. Additional meetings may be called by the Chair or by at least three members of the Executive Board. The meetings shall be held at a time, place, and manner designated by the President of the SIG in conjunction with the Executive Board. Notice of the meetings shall be given in writing or orally at least two (2) weeks prior to the meeting. Other methods of meeting in addition to face-to-face may be used.

SECTION 4. QUORUM.
Physical or virtual attendance of more than one-half of the members of the Executive Board shall constitute a quorum for the transaction of business at any meeting of the Executive Board.

SECTION 5. VOTING.
Decisions shall be by a simple majority of those present and voting. The Chair may exercise a casting vote if the need arises.

SECTION 6. PARLIAMENTARY PROCEDURE.
Robert’s Rules of Order shall govern all parliamentary procedure unless otherwise specified.

ARTICLE V
OFFICERS AND MEMBERS OF THE EXECUTIVE BOARD

SECTION 1. OFFICERS.
The officers of the SIG shall consist of the President, Secretary and Treasurer, Publicity Chair, Membership & Community Relations Chair, and Founder. No person may hold multiple offices at the same time. The officers of the SIG must be members in good standing with the SIG and AIS. The period of each office is two years unless decided otherwise by the Executive Board. Eligible SIG members may run for and hold office for multiple terms, and for successive terms.

SECTION 2. DIRECTORS.
In the event that At-Large Directors of the SIG (such as Events Director, Publications Directors, etc.) are deemed to be necessary or desirable by the Executive Board, such additional Director positions may be established at the annual meeting with the approval of the SIG membership. Directors shall serve from the date of the annual meeting at which they are elected for a term of two years and until their respective successors assume office.

SECTION 3. NOMINATION.
A Nominations and Election Committee chaired and selected by the Membership and Community Relations Chair shall seek and nominate at least one candidate for each Officer and Director position to be filled on the Executive Board no later than 30 days prior to the annual election. Nominees must be current members of SIGITProjMgmt, and should be members of good standing for a period of at least two consecutive years prior to the nomination. Nominations may also be made by any member eligible to vote by sending the name of the nominee to the Election Committee no later than 30 days prior to the annual election providing the nominee has given prior consent.

SECTION 4. ELECTIONS.
The annual election of the SIG officers and the At-Large Directors (if any) of the Executive Board will be held during the annual general meeting of the SIG by a method to be chosen by the Nominations and Election Committee. Each voting member, as described in Article IV.4 above, shall be entitled to one
vote. Voting shall be conducted in a manner deemed appropriate by the Election Committee. The nominee receiving the most votes cast shall fill each position.

SECTION 5. REMOVAL.
Any officer or member of the Executive Board may be removed by a vote of the majority of the voting members at an annual general or business meeting of the SIG, or by postal or e-mail vote of at least 40% of the membership. Such a vote must be recommended and scheduled by the Executive Board or by a petition signed by at least 30% of the membership. Notification to the voting members that a vote will be conducted for removal of an officer or member of the Executive Board must be made no less than two (2) weeks prior to the vote being taken.

SECTION 6. RESIGNATIONS.
Any officer or member of the Executive Board may resign at any time by giving written notice, including e-mail, to the President or Secretary of the SIG. Such resignation shall take effect at the time specified therein; and, unless otherwise specified, the acceptance of such resignation shall not be necessary to make it effective. The President may resign at any time by giving written notice, including e-mail, to the AIS Vice-President of SIGs and Chapters and the AIS Executive Director.

SECTION 7. VACANCIES.
For offices other than President, a vacancy occurring in the elected offices for any reason shall be filled by appointment by the President with the approval of the majority of the Executive Board. A vacancy in the office of President shall be filled by election, regular or special, by the SIG’s membership. Such appointment shall continue until the next annual general meeting. In the event that a vacancy occurs in the first year of a two-year term, the person elected at the next annual meeting shall serve a term of only one year, to restore the pattern of staggered elections.

SECTION 8. DUTIES OF THE PRESIDENT.
The President shall be the chief executive officer of the SIG. The President shall perform all duties that pertain to the office of the President and that may be assigned by the Executive Board. The President's primary duties shall be:

- Preside over all meetings of the members of the SIG.
- Call and chair all Executive Board meetings.
- Designate all committees and their chairpersons, with the concurrence of the Executive Board.
- Supervise all other officers of the SIG and see that their duties are properly performed.
- Accept and receive donations, gifts, devises, and bequests.
- Coordinate the SIG’s activities and conduct any necessary business with external organizations.
- Ensure that all orders and resolutions of the Executive Board are put into effect.
- Submit at the annual general meeting an annual activity report of the operations of the SIG for the preceding year.
- Assure the timely submission of all requested forms, documents, and communications to and from AIS.

SECTION 9. DUTIES OF THE SECRETARY.
The Secretary shall be the chief administrative officer of the SIG and shall perform all duties that pertain to the office of Secretary and that may be assigned by the President and the Executive Board. The secretary's primary duties shall be to:

- Keep minutes of the annual general meeting and other business meetings of the SIG.
- Attend the meetings of the Executive Board and act as the clerk thereof and record all the acts, notes, and minutes of the meeting.
- Submit an annual Activity Report (and any other reports) to the AIS Vice President of SIGs and Chapters as requested.
- Notify SIG members and members of the Executive Board of all meetings.
- Perform other duties as time to time assigned by the President.

SECTION 10. DUTIES OF THE TREASURER.
The Treasurer shall be the chief financial officer of the SIG and shall perform all duties that pertain to the office of Treasurer and that may be assigned by the President and the Executive Board. The treasurer's primary duties shall be to:
- Maintain the financial records of the SIG and produce an annual financial report.
- Review all applications for membership and maintain a membership roster.
- Submit an annual Financial Report to the AIS Vice President of SIGs and Chapters.

SECTION 11. DUTIES OF THE MEMBERSHIP AND COMMUNITY RELATIONS CHAIR.
The Membership and Community Relations Chair shall be responsible for matters related to the SIG membership as well as developing community support for SIGITProjMgmt. In furtherance of, but not in limitation of, the office, the Membership and Community Relations Chair primary duties shall be to:
- Ensure the SIG membership roles are current and up-to-date – particularly prior to elections.
- Chair the nomination committee for the election of officers.
- Develop support (such as sponsorships or relationships) with the professional community as it relates to promoting and developing the SIG.

The Membership and Community Relations Chair will be elected on odd-numbered years.

SECTION 12. DUTIES OF THE COMMUNICATIONS CHAIR.
The Communications Chair shall be responsible for communicating with the SIG members about activities and other information related to the SIG. In furtherance of, but in limitation of, the office, the Communications Chair’s duties shall be to:
- Send calls for papers, proposals, and participation to SIG members.
- Notify SIG members and members of the Executive Board of all meetings and reports.
- Develop a semi-annual newsletter for SIG members.
- Update the SIG website as needed.

The Communications Chair will be elected on even-numbered years.

SECTION 13. DUTIES OF FOUNDER.
The Founder shall serve as a general advisor to the President and other officers of the SIG as needed. In furtherance of, but not in limitation of, the office, the Founder’s primary duties shall be to:
- Assist the President and Executive Board in developing the mission and strategic plan of the SIG.
- Assist in identifying and recruiting potential sponsors for the SIG and its meetings
- Assist in identifying and recruiting potential journals for publication of SIG sponsored workshops and track proceedings
- Promote the SIG among the academic and practitioner communities in the fulfillment of the SIG’s statement of purpose.

This office is specifically reserved for the Founder and creator of SIGITProjMgmt. Should the Founder no longer wish to hold this position, this Executive Board position will be eliminated.

**SECTION 13. DUTIES OF DIRECTORS.**
The duties of At-Large Directors will be determined and defined by the Executive Board.

**ARTICLE VI**
**COMMITTEES**

**SECTION 1. SPECIAL COMMITTEES.**
The President, with the concurrence of the Executive Board, may establish and appoint special committees, not having and exercising the authority of the Executive Board, to aid and assist the President and the Executive Board in the management of the affairs of the SIG.

**SECTION 2. NOMINATING AND ELECTION COMMITTEE.**
Not less than forty (40) days prior to the annual election of officers and directors, the Membership and Community Relations Chair with the consent of the Executive Board, shall appoint at least two (2) additional members to a Nominating and Election Committee chaired by the Membership and Community Relations Chair. For the election of the office for the Membership and Community Relations Chair, the SIG President will chair the Nominations and Elections Committee for this Executive Board position. This Committee will consist of voting members of the SIG. This committee will prepare a slate of nominees for SIG offices and conduct the subsequent annual election of officers and directors of the SIG according to the processes and procedures set out in preceding sections.

**ARTICLE VII**
**FINANCES**

**SECTION 1. FISCAL YEAR.**
The fiscal year of the SIG shall coincide with the fiscal year of AIS.

**SECTION 2. FINANCIAL ACCOUNTS.**
The Treasurer shall establish and maintain bank accounts for the financial assets of the SIG. Only the President and the Treasurer may make deposits and withdrawals from these bank accounts.

**SECTION 3. ASSETS.**
The SIG may buy, own, and/or dispose of assets, financial or otherwise, that are necessary or desirable in the pursuit of the SIG’s goals and objectives.

**SECTION 4. LIABILITIES.**
The SIG shall not enter into any contract or agreement or undertake any action that could result in any obligation or liability to AIS without the express written consent of the AIS Executive Director.
SECTION 5. FINANCIAL REPORTS.
The Treasurer shall provide to the Executive Board an annual written report of the financial status of the SIG, which any member of the SIG may inspect upon request. This report shall also be submitted annually to AIS, through the AIS Vice President of SIGs and Chapters. An independent representative appointed by the Executive Board shall review the Treasurer’s accounts annually at the end of the fiscal year.

SECTION 6. FUND DEPOSITS.
All funds of the SIG shall be promptly deposited in qualified bank accounts established in the SIG’s name by the SIG Treasurer. Any funds acquired by the SIG shall be clearly marked for and deposited to the account of the SIG. Funds of the SIG shall not be co-mingled with the funds of any other entity notwithstanding that said funds may be deposited with and managed by AIS.

SECTION 7. FUND DISBURSEMENTS.
Checks for all disbursements of funds of the SIG shall be signed by the Treasurer, or by the President, or by the AIS Executive Director (or designee).

SECTION 8. DISSOLUTION.
Prior to dissolution of the SIG, a special meeting shall be convened to nominate representatives to manage the disposition of the assets of the SIG. After paying or making provision for the payment of all the liabilities of the SIG, the remaining assets of the SIG shall be remitted to AIS.

ARTICLE VIII
AMENDMENTS

SECTION 1. AMENDMENTS.
All amendments must be in accordance with AIS by-laws. These bylaws may be altered, amended, or repealed, and new and other bylaws may be adopted by resolution or resolutions duly adopted by a majority of the Executive Board present in person, and submitted to and duly adopted by a two-thirds vote of the voting membership. Voting for bylaw amendments may occur at any meeting of the SIG, with proper advance notice of such vote to members or any other method deemed appropriate by the Executive Board. A 2/3rds majority vote is sufficient to carry changes to bylaws.

Any member of SIGITProjMgmt may propose an amendment to the bylaws. The Executive Board form a Bylaw Amendment Committee which comprises at least two Executive Board members and three general members of SIGITProjMgmt. Proposals to amend the bylaws may be proposed to the SIG membership once a two-thirds vote of members of the Bylaw Amendment Committee approves the amendment for voting.

Amendments may also result from a petition from at least 25% of the voting members of SIGITProjMgmt. Members proposing amendments via petition should direct their petition to the SIGITProjMgmt President. Amendments with a 2/3rds majority of membership signatures are automatically ratified.

The President shall officially update the bylaws and publish all amendment changes to members (via the web site or in an email) within two weeks of their ratification and approval by the Association for Information Systems.
Section 2. APPROVAL.
These bylaws and all amendments or additions thereto shall not become effective until approved by the Association for Information Systems.

These Bylaws were adopted and approved on March 21, 2012.

Michael J. Cueliar
(SIG Secretary printed name)

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APPROVED:

Executive Director
Association for Information Systems

Please return two signed copies to:
Association for Information Systems
P.O. Box 2712
Atlanta, GA 30301

Once approved, one copy will be signed by the AIS Executive Director and returned to the SIG.
Send questions toonestop@alsnet.org or call 404-413-7445
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