The Association for Information Systems (AIS) serves society through the advancement of knowledge and the promotion of excellence in the practice and study of information systems. AIS is the premier professional association for individuals and organizations who lead the research, teaching, practice and study of information systems worldwide.
What are AIS Communities?
AIS Communities offer opportunities for Information Systems scholars and professionals to advance their research while contributing to the field. AIS Communities are structured to the specialized area of study, geographic location and similar professional interests of our members.

Types of Communities

**Special Interest Groups (SIG)**
A special interest group (SIG) is a community within AIS that has a shared interest in advancing a specific area of knowledge in Information Systems (IS). SIGs provide members a way to connect with one another to affect or produce solutions within a specific knowledge area. SIGs are dedicated to researching, developing and disseminating knowledge based on vast experiences of specific topics in the management and organization of IS.

**Chapters**
Because AIS members are located in more than 90 countries, many have formed regional chapters that facilitate additional networking between colleagues that live and work close by. As an extension of AIS, chapters support the AIS mission by offering a variety of local services. While each chapter may offer different services, many provide information about upcoming conferences, list serves, web sites, discussions groups, monthly newsletters, conferences, refereed journals and open positions.

**Colleges**
AIS colleges are communities of colleagues with similar professional interests or roles. Colleges are dedicated to connecting like-minded AIS members to help them excel in their professional endeavors related to the topic of the college.
Roles and Responsibilities

Position names, roles, and responsibilities will vary in each community depending on that community’s bylaws.

**President or Chair**
- Call and chair all meetings (executive and general)
- Make all appointments and fill position vacancies
- Ensure that all orders given by the Executive Board are enforced
- Submit all necessary forms, documents and communications to AIS

**Vice President or Co-Chair**
- Assist and support the President or Chair
- Lead meetings or other events when the President or Chair is not in attendance

**Secretary**
- Keep minutes of general meetings as well as Executive Board meetings
- Submit an Annual Report to the Vice President of SIGs and Chapters
- Notify all members of each meeting

**Treasurer**
- Maintain the financial records of the Community
- Produce the annual financial report and submit to the AIS Vice President of SIGs and Chapters
- Review all applications for membership and maintain a membership roster

**Additional Leadership Roles**

While not included in the standard group bylaws, some communities have chosen to have roles such as Membership Coordinator, Webmaster and Publications Coordinator. If your group establishes additional leadership roles, AIS recommends creating a written description of positions to ensure that responsibilities are reasonable and can be transferred to a successor.
Annual Reports

All AIS Communities (SIGs, Chapters and Colleges) are required to submit an annual report to remain in good standing with AIS. The annual report process also provides an opportunity to recognize AIS Communities that do an outstanding job of supporting the mission of AIS through the advancement of knowledge and the promotion of excellence in the practice and study of information systems.

AIS Communities will be evaluated by an AIS committee consisting of academic members who have an interest in SIGs, Chapters and Colleges. The Committee will be led by the VP for SIGs and Colleges as well as the VP for Membership and Chapters. Outstanding Communities will be recognized each year online, through AIS electronic publications, and at AIS conferences.

Detailed information about the format and rubric used to score annual reports can be found in the Community Leader Resources on the AIS website.

To help prepare an annual report, leaders will want to gather the following:
• Officer contact information
• All research and presentations submitted by the community
• Track and workshop information
• Awards and recognition given by community
• Communications to the community throughout the last year
• Verification of website updates
• Year-end financial report (chapters only)

Best practice: Start the process of collecting the information and completing a draft after ICIS. The executive board of the community should review and approve the final draft before

Submit an Annual Report
Annual elections as outlined in your community bylaws are the perfect opportunity to welcome new leaders to your community and to recognize the efforts of outgoing leaders. While some communities prefer to administer their own elections, AIS will host online voting on behalf of your community upon request.

**When results are in:** Notify AIS of the officer changes

### Best Practices for Community Elections

1. Establish a nominating committee according to your bylaws. Do this at least two to three months prior to opening the elections, preferably at the beginning of the community’s fiscal year.
2. Establish a scope for the Committee.
   a. Create a list of nominees for each position to be elected by the Community.
      i. Communities are encouraged to recruit committee members outside of current officers and directors
         ii. Eligible members
            1. Must be an AIS member with an active (paid) membership
            2. Must be a member of your community in good standing
   b. Draft an email copy in conjunction with the Secretary of the community. Examples of emails include:
      i. Collection and appropriate editing of candidate bios and/or platforms
      ii. Announcement that elections are open
      iii. Reminders to vote
      iv. Election results
   c. Personally encourage and recruit members of the community to fill a position
   d. Personally encourage members of the community to vote
   e. Assist in the review and processing of complaints about the election process
   f. Review and follow community bylaw requirements

**Terms of Appointment:** Terms will vary depending on each community’s specific bylaws.
## AIS Grand Vision Challenge

This initiative is a call to action for AIS Communities to explore ways to encourage discussion within and across communities to promote pedagogy and research that utilizes IS to tackle major societal issues. Is your group ready to have a formal discussion to further projects that align with United Nations’ 2030 Sustainable Development goals? Please send an email with suggestions or questions to iyerLs@appstate.edu.
The AIS Online Communities platform was introduced in response to AIS members requesting a better way to connect with SIGs, Chapters and Colleges. The platform will allow you to create discussion points, share documents, register for AIS affiliated conferences and stay up to date on all things AIS.

The AIS Online Communities platform is connected to your AIS membership account to create a seamless sign on and will sync your AIS membership information directly to your AIS Online Communities profile.

There are many ways AIS members can connect and engage with each other through AIS Online Communities. Users can search for other members, share files/documents and create or reply to a discussion post. Members are encouraged to respond to and start new discussions in your community. We look forward to watching member participation flourish in each SIG, Chapter and College while using AIS Online Communities.

Council approved use of Higher Logic – an online community management tool to plug into our current offering to add necessary features to engage members.

The website is host to: discussion groups, resource libraries, directories, blogs, event calendars, responsive design, automation rules, analytics and gamification. Communities are encouraged to take advantage of these aspects.

**Engagement Opportunities:**
- Meeting and event announcements
- Discussion forum for updates and conversations
- Mechanism to email all current members of your group (Administrators Only)

**Group Management Uses:**
- AIS – supported site for your group’s continuity
- Library features – store documents such as annual reports, working papers, conference proceedings
- Directory of current group members

**Additional Resource:**
[Watch a webinar about AIS Online Communities](#)

If you would like to host your website with AIS, please send an email to membership@aisnet.org with the names, positions and contact information (email addresses) for two content editors for your site. Within five business days their access credentials will be activated and a sub-domain will be established for your use.
Policies for AIS SIGs, Chapters and Colleges

Please visit the Community Leader Resources section of the AIS website to review the complete set of policies set forth for AIS Communities, including:

- Community Membership
- Officer Titles
- Award Titles
- Harassment and Discrimination Policy
- Diversity Statement
- Financial Policies and Procedures
- Publications and Research
- Annual Reports

Community Membership

Current AIS policy states that all members of a SIG, Chapter or College must maintain an AIS membership in addition to their community membership. Please make sure that anyone engaging with your community is a member of AIS, particularly those who are taking on officer positions. Please feel free to contact the membership office with questions at membership@aisnet.org.

Additional information on Community Policies
Financial Policies

The AIS fiscal year is July 1 – June 30. SIGs and Colleges can expect to receive financial reports three times per year; see the Administrative Bulletin “SIG and College Financial Information and Processes” for the schedule and more details.

Cash

Communities are encouraged to maintain sufficient funds in reserve to cover 12 months of their expenses. Communities are also encouraged to avoid the buildup of excess cash. The general rule-of-thumb is to keep no more than 12 months of annual operating expenses in reserve.

Certificates of Insurance

The insurance policy for the AIS headquarters also includes coverage for communities. This coverage includes general liability, automobile liability, catastrophe liability and association professional liability. Communities hosting education classes and other events at outside locations may be required to provide a Certificate of Insurance to the hotel or facility. Contact the AIS Administrative Director (office@aisnet.org) for more information or to request Certificates of Insurance.

Dues, fees, and expenses

All members of a community shall pay annual in an amount set by its Executive Board or another amount established by the AIS Council. The amount set for dues or fees may not exceed the annual dues or fees set by the AIS Council internationally.

AIS Bylaws Section 8.8. Finances. “Subdivision bylaws may provide for dues. Funds so obtained may be used for any purpose consistent with the organizing document and bylaws of the subdivision, the Articles of Incorporation and Bylaws of AIS and AIS’ tax-exempt status under section 501(c)(3) of the Code.”

Contracts and Agreements

AIS Bylaws Section 8.9. Liabilities. A subdivision shall not enter into any contract or agreement or undertake any action which could result in any obligation or liability for AIS without the express written consent of the AIS Council Executive Committee.
## Restricted funds

In accordance with generally accepted accounting procedures for nonprofit organizations, funds that are restricted for specific purposes must be tracked separately on the community’s balance sheet. The most common examples include contributions for scholarship activities. Scholarship funds are to be presented as a temporarily restricted net asset whereas other funds are to be presented as a liability. Contact the AIS Finance Director (finance@aisnet.org) for more information.

## Investments

The community treasurer shall receive all monies collected by the community or by any officer or other party on behalf of the community and shall deposit such monies in a bank or other financial institution specified by the community board of directors. Monies received by SIGs and Colleges shall be deposited with the AIS Office. Communities must follow the AIS investment policy.

## IRS Interactions

Should the IRS contact your community for any reason, you must contact the AIS Finance Director immediately. All interactions with the IRS must be coordinated by AIS. This includes all IRS audits of communities. This coordination will ensure uniformity of response.

*Request a financial statement*

## Additional Requirements for Chapters

### Annual Financial Reports

Each year AIS chapters are required to submit a financial report with their annual report. SIGs and Colleges do not have this requirement because their finances are housed with the AIS international office. Chapter requirements for financial reporting are described in the AIS Bylaws, Bylaw 8, Section 8.7. The due dates for filing chapter financial information are included in the Calendar section.

### Chapter Internal Control Policy

All chapters must establish and comply with generally accepted accounting principles (GAAP). In particular, the chapter should establish, in writing, control policies that outline who has access to various accounts and the mechanism by which expenses and withdrawals are approved.
How do we get a list of our members?
To access a mailing list for your community members, follow these instructions:
1. Sign in to the AIS website
2. Navigate to Groups (right sidebar)
3. Select “AIS SIGs: Culture (SIG Culture)” to get to your group’s main page
4. Then choose “Group Admin Options” near the top
5. In the section “Member Management”, select “Export Group Members”… You’ll see various other ways to contact your group members from this page as well.

How do we apply for Affiliated Journal status?
If you are representing an existing journal of an entity that is already officially recognized by AIS, and would like to pursue recognition of the journal please contact publications@aisnet.org for more information. Apply here

If you are representing an existing journal that is NOT part of AIS but would like to be considered as an Affiliated Journal of AIS, please review AIS Administrative Bulletin: Approval for Affiliated Journal Status (on the AIS website) which details steps on becoming an Affiliated Journal. If you have any questions about this process, please contact the AIS Executive Director.

How do we upload our conference proceedings to the eLibrary?
AIS fully supports the utilization of its eLibrary for the purposes of disseminating articles and proceedings regarding information systems. The self-service model is provided to editors of journals and conference proceedings at no fee. If you have any questions about this process, please email elibrary@aisnet.org or call 404-413-7445. Upload here
# Index of AIS SIGs, Chapters and Colleges

## SIGs

| Adoption and Diffusion of Information Technology | Transformation, & Entrepreneurship | Information Quality |
| Accounting Information Systems | Decision Support and Analytics | IS/IT Issues in Asia Pacific |
| Advances in Sourcing | E-Business | IT in Project Management |
| Artificial Intelligence and Autonomous Applications | eMedia | Leadership in IT |
| Big Data Application Process | Electronic Government | Ontology Driven Information Systems |
| Business Process and Services | ICT and Global Development | Open Research and Practice |
| Cognitive Research | Education | Organizational Systems Research |
| Complexity causes, changes and consequences | Enterprise Systems | Philosophy in IS |
| Cross-Cultural Research in Information Systems | Game Design and Research | Pragmatist IS Research |
| Culture | Geographic Information Systems | Systems Analysis and Design |
| Digital Innovation, | Green IS | Security |
| | Grounded Theory Methodology | Services |
| | Human–Computer Interaction | Social Inclusion |
| | IT in Healthcare | |

## Chapters

| Australasian | Indonesia | Poland |
| Bangladesh | Ireland | Portugal |
| Benelux | Israel | Qatar |
| Brazil | Italy | Romania |
| Bulgaria | Japan | Russia |
| Cyprus | Korea | Scandinavia |
| China Mainland | Latin America and Caribbean | Slovenia |
| Chinese Scholars | Lebanon | Southern USA |
| Egypt | Liechtenstein | Southern Africa |
| Ethiopia | Malaysia | Spain |
| France | Middle East and North Africa | Switzerland |
| Germany | Midwest USA | Taiwan |
| Greece | Morocco | Turkey |
| Hong Kong | New England USA | Vietnam |
| India | Pakistan | |

## Colleges

| College of Academic Leadership | Doctoral Student College |
| College of Senior Scholars | Women’s Network |
Contact Information

**Membership and Community-Focused AIS Council Members**

- **Lakshmi S. Lyer**: vpsigschapters@aisnet.org - VP of SIGs, and Colleges represents the strategic interests of all SIGs and Colleges
- **Helle Zinner Henriksen**: vpmemberservices@aisnet.org - VP of Member Services and Chapters represents the strategic interest of all Chapters

**Regionally-Focused AIS Council Members**

- **Vice President of Region 1**: Stacie Petter - stacie_petter@baylor.edu - Represents the Americas
- **Vice President of Region 2**: Tilo Bohmann - tilo.boehmann@uni-hamburg.de - Represents Europe, Africa and the Middle East
- **Vice President of Region 3**: Atreyi Kankanhalli - huangmh@ntu.edu.tw - Represents Asia/Pacific

**AIS Staff**

- **Chief Operating Officer**: Lise Fitzpatrick – Lise@aisnet.org - Manages the day to day operations in the AIS office and oversees management of all staff.
- **Associate Executive Director**: Matt Nelson – Matt@aisnet.org - assists the AIS President(s) and Council with implementation and oversees academic programs
- **Membership Director**: Melissa Heeke – Melissa@aisnet.org - oversees membership programs and services including SIGs, Chapters and Colleges
- **Finance Director**: Tenez Quarles – Finance@aisnet.org - manages all financial matters for the association, conferences and SIGs
- **Communications Director**: Brook Pritchett – Brook@aisnet.org - manages all communications tools (websites, social media, newsletters) for the international organization
- **Conference Director**: Robina Wahid – Robina@aisnet.org - oversees all conference logistics, including Official Ancillary Meetings

39% from Region 1
37% from Region 2
24% from Region 3

As of December 31, 2019