



**Bylaws of the
Association for Information Systems (AIS) Special Interest Group on
the Adoption and Diffusion of Information Technology**

Article 1. Name and Scope.

- a) This organization will be called "Special Interest Group on the Adoption and Diffusion of Information Technology". For brevity, the organization is referred to by the acronym SIGADIT. It is a Special Interest Group of the Association for Information Systems.
- b) The scope of SIGADIT is to discuss issues, develop ideas, and promote research related to:
 - 1. The characteristics of innovations and other organizational and personal factors which determine the rate and pattern of adoption for individuals and organizations,
 - 2. The characteristics of individuals and organizations that may be more likely to be innovative or more likely to adopt a given technology than others,
 - 3. The decision process of individuals and organizations as they are given a technology through the use of that technology, and,
 - 4. Organizational design and process issues related to technology transfer and diffusion.

Article 2. Mission and Purpose.

- a) The mission of SIGADIT is two-fold:
 - 1. To facilitate the exchange, development, communication, and dissemination of information among AIS members, and
 - 2. To promote research related to technology acceptance and adoption within business, managerial, technical, and organizational contexts among AIS members and to the larger community of practitioners and scholars.
- b) The activities of SIGADIT shall include:
 - 1. Offering our members a pre-ICIS conference where papers and panels will be presented in the adoption and diffusion of innovation area. In addition to the exchange of knowledge, these meetings will allow researchers to network with others who are interested in similar research areas.
 - 2. Sponsoring tracks specifically focused on the area of adoption and diffusion of innovation at AIS-sponsored conferences.
 - 3. Sponsoring other conferences, symposia, and workshops as approved by the AIS Executive Committee.

4. Collecting and disseminating information related to technology acceptance through electronic resources and publications approved by the SIGADIT Executive Committee.
5. Providing technical information about its area of scope for the AIS Executive Council and other units of the AIS.
6. Serving as an external technical representative of the AIS when authorized by the Council or the Executive Committee of the AIS.

Article 3. Charter.

- a) SIGADIT will exist until dissolved as provided in Bylaw 8 of the AIS.

Article 4. Officers.

- a) The elected officers of SIGADIT are the Chair, the Chair-Elect, the Past Chair, and the Vice Chair.
- b) All elected officers of SIGADIT serve a one-year term. The order of succession is as follows - The Vice Chair becomes Chair-Elect, then Chair, then Past Chair in subsequent years.
- c) A Communications Officer and other officers as needed are appointed by the Chair and approved by the SIGADIT Advisory Board (defined in Article 8). All appointed officers, unless the Advisory Board approves otherwise, serve a two-year term. Appointed officers may be re-appointed for a maximum of 2 consecutive terms.
- d) The Chair is the principal officer, responsible for leading SIGADIT and managing its activities. The duties of the Chair are:
 1. Calling and presiding at SIGADIT Executive Committee (defined in Article 5) and business meetings;
 2. Conducting SIGADIT activities in accordance with the policies of AIS and the SIGADIT Advisory Board;
 3. Making all appointments and filling vacancies as authorized in these Bylaws;
 4. Managing and coordinating the current year AMCIS track; and
 5. Planning, administering and monitoring the financial affairs of SIGADIT.
- e) The duties of the Chair-Elect are:
 1. Assisting the Chair in leading and managing SIGADIT;
 2. Presiding at meetings when the Chair is absent;
 3. Managing and coordinating the current year SIGADIT AMCIS mini-track(s);
 4. Co-managing and co-coordinating the program issues of DIGIT Workshop with the Vice Chair and Program chair; and
 5. Proposing the topic for the AMCIS track for the following year.

- f) The duties of the Past-Chair are:
 - 1. Assisting the Chair as needed;
 - 2. Conducting the annual election according to Article 6 of the Bylaws.
 - 3. Coordinating the conference and program committees of workshops and international conferences other than AMCIS and DIGIT/ICIS as approved by the Executive Committee.

- g) The duties of the Vice Chair are:
 - 1. Representing SIGADIT in AIS conference discussions;
 - 2. Co-manage and co-coordinate the logistics of DIGIT Workshop with the Chair-Elect, including the designation of the DIGIT Program Committee; and
 - 3. Proposing the topic(s) for the AMCIS mini-track(s) for the following year

- h) Communications Officer. The duties of the communications officer are:
 - 1. Establishing communication channels for the SIG, including, but not limited to, a website, newsletter, listserv, and any other channels necessary that serve to promote communication within the SIG and to those within our community about the SIG; and
 - 2. Updating all relevant content of the communication channels, such as those listed above; and
 - 3. Promoting SIG events, such as DIGIT and the AMCIS mini-track through IS World and other channels that would assist the SIG.

- i) The duties of additional officers are negotiated with the Executive Committee.

Article 5. The Executive Committee.

- a) The SIGADIT Executive Committee comprises the Chair, Chair-Elect, Past Chair, Vice Chair, and Communications Officer. A person may hold two positions on the SIGADIT Executive Committee, but the vote can only count once. A quorum of the Executive Committee consists of 3 members.

- b) The general duties of the SIGADIT Executive Committee will be to advise the Chair on all matters of interest to the SIGADIT. Specific duties or responsibilities may be specified in these Bylaws or assigned by the Chair. All of the major management policy decisions of SIGADIT must be approved by a majority of the SIGADIT Executive Committee.

- c) All members of, or candidates for, the SIGADIT Executive Committee must be voting Members of AIS and of SIGADIT.

- d) The terms for all members of the Executive Committee will begin on March 1.

- e) The Executive Committee can vote by e-mail.

Article 6. Elections.

- a) By November 1 of each year, the Chair will appoint a nominating committee that will propose at least one consenting candidate for the office of SIGADIT Vice Chair. The nominating committee shall complete its slate by December 1 each year and will notify the membership as soon as possible of its nominee.
- b) A petition from 1% (or at least 10) of the voting members of SIGADIT will place other consenting candidates on the ballot. Petitions must be received by the Secretary-Treasurer (or designate) of SIGADIT no later than December 5.
- c) The ballot of candidates selected by the nominating committee and by petition must be e-mailed to all SIGADIT members at least 3 days prior to the beginning of the DIGIT conference.
- d) The election will be completed by the Past Chair at the DIGIT meeting, following the election procedures of the AIS, unless different procedures have been approved by the SIG Board. Of all the ballots returned in an election, the candidates receiving the largest numbers of valid votes wins. The SIG Advisory Board will resolve ties by drawing lots.

Article 7. Vacancies and Appointments.

- a) Should the Chair leave office before his/her term expires, the Chair-Elect will assume the duties of Chair. Vacancies in positions appointed by the SIGADIT Chair may be filled according to the procedures for making the original appointments as provided herein.
- b) Should a vacancy be unfilled, either because of inadequacy of these bylaws, or because of a dispute, or for any other reason, the SIG Chair may fill it, by appointment, with approval of the SIGADIT Advisory Board.

Article 8. The Advisory Board.

- a) The purpose of the seven-member Advisory Board is to allow members outside of the SIGADIT Executive Committee to participate in setting policy and direction for SIGADIT.
- b) Following the term, the Past Chair will become a member of the Advisory Board for a three-year term
- c) The remaining four members of the Advisory Board will be elected for staggered three-year terms beginning March 1 of each year. Service on the Advisory Board is limited to 6 years.
- d) The Advisory Board will select one of its own members to be its Chair, who will then be an ex-officio member of the SIGADIT Executive Committee.

Article 9. Membership, Dues, and Voting Privileges.

- a) A person becomes a member only after enrolling and paying the required dues in AIS and in SIGADIT. The dues for SIGADIT are proposed and recommended by the SIGADIT Executive Committee, recommended by the Advisory Board, and approved by the AIS Council.
- b) All members of SIGADIT may vote in any ballot conducted by SIGADIT.

Article 10. Reports and Records.

- a) The SIGADIT Chair is responsible for filing reports about SIGADIT as required by the AIS SIG Governing Board.

Article 11. Amendments.

- a) Amendments to these bylaws may be proposed by the SIGADIT Executive Committee, the SIG Board, or a petition from 1% of the voting members of SIGADIT. All proposed amendments must be approved, prior to being submitted for a vote of the membership, by the Chair of the SIG Board and by the Constitution & Bylaws Committee of AIS, after the Executive Director of AIS has provided advice.
- b) The ballot on the proposed amendment(s) will be conducted among the eligible voters by AIS Headquarters following the procedures of the AIS for voting bylaw amendments, unless a different procedure has been approved by the SIG Governing Board Executive Committee. The proposal is adopted only if at least 2/3 of the effective votes of returned ballots approve it, and only if at least 10% of the ballots are returned. The Secretary-Treasurer will send a clean copy of the amended bylaws to the Executive Director of the AIS and to the Chairman of the SIG Board.

Article 12. Dissolution.

- a) Should SIGADIT be dissolved, its assets will be supervised by the SIG Advisory Board.

Article 13. Meetings.

- a) SIGADIT will conduct at least one business meeting each year. All meetings sponsored by SIGADIT must be open to all members of the AIS. SIGADIT may hold business meetings only in places that are open to all members of AIS.

Article 14. Consistency.

- a) The Constitution, Bylaws, and policies of the AIS and of the SIG Board take precedence over any conflicting provisions of these bylaws or internal policies of SIGADIT.