



**COLLEGE OF ACADEMIC LEADERSHIP BYLAWS  
ASSOCIATION FOR INFORMATION SYSTEMS**

**ARTICLE I  
PURPOSE AND ACTIVITIES**

**SECTION 1. NAME.**

The name of this organization shall be the College of Academic Leadership of the Association for Information Systems, hereafter referred to as the College.

**SECTION 2. STATEMENT OF PURPOSE.**

The College of Academic Leadership (the College) is an organization founded by AIS as an international group of administrative heads responsible for university level colleges, schools, institutes and departments for Information Systems. The College seeks to further the common interests of administrative leaders; to facilitate sharing of information and resources; to sponsor relevant development activities; to promote professional management of these organizations; to facilitate mentorships, and other activities deemed appropriate by the college members.

**SECTION 3. ACTIVITIES.**

The various activities of the College are to promote the exchange of professional communications among administrative leaders responsible for education on Information Systems in both private and public university-level institutions. The activities of the College include:

- Providing a forum for administrative leaders to discuss matters of mutual interest;
- Providing an opportunity for the exchange of ideas with member counterparts;
- Conducting programs and conferences for the benefit of members which are focused on administrative leadership; and
- Providing a means for critical examination of the problems and opportunities associated with information systems educational administration.

All College activities must be in concert with the Constitution and Bylaws of AIS. The Executive Board of the College may propose additional activities.

**ARTICLE II  
MEMBERSHIP**

**SECTION 1. MEMBERSHIP CLASSES.**

The College shall provide all classes of membership as contained in Article III of the Bylaws of AIS. All members of the College shall be members of AIS upon payment of the appropriate AIS dues. The College membership shall be open to AIS members who are currently in a leadership position, have held a leadership position, or are interested in leadership positions.

**SECTION 2. College DUES.**

The Executive Board shall have the authority to determine the College dues and other payments to be made by the members of the College annually. The annual dues of each member for the College 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 College.

### **SECTION 3. MEMBER RIGHTS.**

Each member in good standing shall have the right to vote, participate in all College and AIS activities, and hold office in the College.

### **SECTION 4. TERMINATION OF MEMBERSHIP.**

*Resignation.* A member of the College may terminate his or her membership at any time by submitting a letter of resignation to the Executive Board, removing the College from his or her membership portal list, or by not paying AIS and College 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 College by a two-thirds majority of the individual members in attendance at a general business meeting of the College 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.

## **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 College and communicated to the membership.

### **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 two (2) 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 College. The AIS Executive Director shall also be notified of all College meetings within the said time frame.

### **SECTION 3. QUORUM.**

Prior notice of the AGM and general business meetings having been given, 25% of the College members, joining in -person or remotely, shall constitute a quorum for the purpose of such meetings of the College. 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 College.

### **SECTION 4. VOTING.**

Each member in good standing with the College shall be entitled to one vote on business pertaining to the College. 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. 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.

## **ARTICLE IV EXECUTIVE BOARD**

### **SECTION 1. MEMBERS OF THE EXECUTIVE BOARD.**

The Executive Board shall consist of the officers of the College, the Immediate Past President of the College, President-Elect, and Directors (see Article V.2). The President of the College 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 College. The Executive Board shall manage the property, business, and affairs of the College. The Executive Board may exercise all such powers of the College 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 College for all matters, internal and external; establish policies and practices for the College; and approve broad arrangements for all College 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 Chair. 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.**

Presence 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 procedures unless otherwise specified.

## **ARTICLE V OFFICERS AND MEMBERS OF THE EXECUTIVE BOARD**

### **SECTION 1. OFFICERS.**

The officers of the College shall consist of the President, Immediate-Past President, Vice-President, President-Elect, Media and Outreach Director, and Treasurer. No person may hold multiple offices at the same time. The officers of the College must be members in good standing with the College and AIS. The period of each office is three years unless decided otherwise by the Executive Board. However, extensions beyond three years can be approved by a majority of the membership present at the AGM.

### **SECTION 2. DIRECTORS.**

In the event that At-Large Directors of the College (such as Events Director, Publications Directors, etc.) are deemed to be necessary or desirable by the membership of the College, such additional Director

positions may be established at the annual meeting. Directors shall serve from the date of the annual meeting at which they are elected for a term of three years and until their respective successors assume office.

### **SECTION 3. NOMINATION.**

A Nominations and Election Committee chaired and selected by the Immediate Past President 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. 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 College officers and the At-Large Directors (if any) of the Executive Board will be held during the annual general meeting of the College 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 College, or by postal or electronic voting by 25% of the College membership. Such a vote must be recommended and scheduled by the Executive Board. 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 of the College. 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 Colleges and Chapters and the AIS Executive Director.

### **SECTION 7. VACANCIES.**

For offices other than President-Elect, 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 or President-Elect shall be filled by election, regular or special, by the College's membership. Such appointment shall continue until the next annual general meeting.

### **SECTION 8. DUTIES OF THE PRESIDENT.**

The President shall be the chief executive officer of the College. 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 College.
- 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 College and see that their duties are properly performed.
- Accept and receive donations, gifts, devises, and bequests.

- Coordinate the College'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 College for the preceding year.
- Assure the timely submission of all requested forms, documents, and communications to and from AIS.

#### **SECTION 9. DUTIES OF THE VICE-PRESIDENT.**

The Vice-President shall be the chief administrative officer of the College and shall perform all duties that pertain to the office of Vice-President 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 College.
- 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 Colleges and Chapters as requested.
- Notify College 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 MEDIA AND OUTREACH DIRECTOR**

The Media and Outreach Director shall be the chief media and outreach officer of the College and shall perform all duties that pertain to the office of Media and Outreach and that may be assigned by the President and the Executive Board. The director's primary duties shall be to:

- Maintain the CAL website in coordination with AIS and update it regularly in coordination with CAL Executive Board to reflect CAL activities and content
- Maintain any CAL social media and update the membership and content as needed
- Explore potential partnerships or methods for engagement with the academic leaders in AIS and related communities, including all AIS regions
- Maintain a calendar for potential outreach events such as Member Connect events at all AIS-sponsored and -supported conferences
- Work closely with CAL Executive Board to plan and execute various outreach events
- Update the CAL Executive Board periodically on media and outreach activities.

#### **SECTION 11. DUTIES OF THE TREASURER**

The Treasurer shall be the chief financial officer of the College 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 College 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 Colleges and Chapters.

#### **SECTION 12. DUTIES OF THE IMMEDIATE PAST PRESIDENT.**

The Immediate Past President of the College shall serve as a voting member of the Executive Board and as the chair of the Nominating and Election committee. The Immediate Past President will assist the President as required, and chair annual and special meetings in the absence of the President.

#### **SECTION 13. DUTIES OF PRESIDENT-ELECT.**

The President-Elect shall serve as a general assistant to the President and shall assume the office of President at the end of the term of office of the President.

## **SECTION 14. 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 College.

### **SECTION 2. NOMINATING AND ELECTION COMMITTEE.**

Not less than forty (40) days prior to the annual election of officers and directors, the Immediate Past President, with the consent of the Executive Board, shall appoint at least two (2) additional members to a Nominating and Election Committee chaired by the Immediate Past President. This Committee will consist of voting members of the College. This committee will prepare a slate of nominees for College offices and conduct the subsequent annual election of officers and directors of the College according to the processes and procedures set out in preceding sections.

## **ARTICLE VII FINANCES**

### **SECTION 1. FISCAL YEAR.**

The fiscal year of the College 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 College. Only the President and the Treasurer may make deposits and withdrawals from these bank accounts.

### **SECTION 3. ASSETS.**

The College may buy, own, and/or dispose of assets, financial or otherwise, that are necessary or desirable in the pursuit of the College's goals and objectives.

### **SECTION 4. LIABILITIES.**

The College 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 College, which any member of the College may inspect upon request. This report shall also be submitted annually to AIS, through the AIS Vice President of Colleges 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 College shall be promptly deposited in qualified bank accounts established in the College's name by the College Treasurer. Any funds acquired by the College shall be clearly marked for and deposited to the account of the College. Funds of the College 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 College 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 College, a special meeting shall be convened to nominate representatives to manage the disposition of the assets of the College. After paying or making provision for the payment of all the liabilities of the College, the remaining assets of the College shall be remitted to AIS.

### **ARTICLE VIII AMENDMENTS**

#### **SECTION 1. AMENDMENTS**

Amendments to these bylaws shall be adopted by two-thirds (2/3) vote of the members present at any regular meeting held one month or more after a regular meeting at which the proposed amendment(s) were read, or after giving written notice thereof (electronic is acceptable) to the membership one week prior to the action on such amendment(s).

#### **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 \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
College Vice-President signature

\_\_\_\_\_  
(College Vice-President 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 College.***

**Send questions to: [onestop@aisnet.org](mailto:onestop@aisnet.org) or call 404-413-7445**

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