

**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. All members will receive a discount to the conference.
 - 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 Executive Committee and AIS.
 - 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 President of Meetings.
- b) All elected officers of SIGADIT serve a one-year term. The order of succession is as follows - The Vice President of Meetings becomes Chair-Elect, then Chair, then Past Chair in subsequent years.
- c) A Secretary/Treasurer and Vice President of Communications 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; and
 - 4. Co-manage and co-coordinate the current year SIGADIT AMCIS mini-track with the Chair-Elect;
- e) The duties of the Chair-Elect are:
 - 1. Assisting the Chair in leading and managing SIGADIT;
 - 2. Presiding at meetings when the Chairman is absent;
 - 3. Co-manage and co-coordinate the current year SIGADIT AMCIS mini-track with the Chair;
 - 4. Co-manage and co-coordinate the DIGIT Workshop with the Vice President of Meetings; and
 - 5. Proposing the topic for the AMCIS mini-track for the following year with the Vice President of Meetings
- 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.
- g) The duties of the Vice President of Meetings are:
 - 1. Representing SIGADIT in AIS conference discussions;
 - 2. Co-manage and co-coordinate the DIGIT Workshop with the Chair-Elect, including the designation of the DIGIT Program Committee;

3. Proposing the topic for the AMCIS mini-track for the following year with the Chair-Elect; and
 4. Coordinating the conference and program committees of any workshops and any international conference as approved by the Executive Committee.
- h) The duties of the Secretary/Treasurer are:
1. Maintaining the records and correspondence of SIGADIT;
 2. Keeping and distributing the minutes of business and Executive Committee meetings of SIGADIT
 3. Planning, administering and monitoring the financial affairs of SIGADIT
 4. According to section 8.8 of the AIS bylaws; In consultation with the Chair and Vice-Chair: Preparing the annual budget for adoption by the SIGADIT at the regular annual meeting;
 5. Providing the membership with access to the financial reports within three (3) months after the close of the fiscal year.
 6. Signing checks and withdrawal slips for SIGADIT for all disbursements above an amount specified by the executive committee, and
 7. Assessing the financial implications of proposed programs, activities, projects, policies, and other practices in the light of the financial resources of SIGADIT.
- i) The duties of the Vice President of Communications 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;
 2. Updating all relevant content of the communication channels, such as the SIG website;
 3. Promoting SIG events, such as DIGIT and the AMCIS mini-track through IS World and other channels that would assist the SIG
- j) 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 President of Meetings, Vice President of Communications, Secretary/Treasurer and the Chair of the Advisory Board. 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 4 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 President of Meetings. 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 a 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 Chairman 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 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.

Motions

1. The initial Executive Committee of SIGADIT, with a term of office ending March 1 2005, will be:

- Chair, Wynne Chin, University of Houston
- Chair-Elect, Darren Meister, University of Western Ontario
- VP-Meetings, Larry Seligman, University of Georgia

2. The nominee for VP-Meetings (2005-2006) is Andrew Schwarz, Louisiana State University.

3. The initial advisory Board will be:

- Bob Zmud, University of Oklahoma (2005-7/8)
- Burt Swanson, University of Southern California (2005-7/8)
- Patrick Chau, The University of Hong Kong (2005-7)

4. The Advisory Board will be filled in the following order so that there are always an odd numbers of members.

2005-2006	2006-2007	2007-2008	2008-2009
Burt Swanson	Burt Swanson	Burt Swanson	<i>Nominee #4</i>
Bob Zmud	Bob Zmud	<i>Nominee #2</i>	Nominee #2
Patrick Chau	Patrick Chau	<i>Nominee #3</i>	Nominee #3
	<i>Nominee #1</i>	Nominee #1	Nominee #1
	Wynne Chin	Wynne Chin	Wynne Chin
		Darren Meister	Darren Meister
			Larry Seligman