

ASIS&T SPECIAL INTEREST GROUP BYLAWS

ARTICLE I: GOVERNANCE

These bylaws shall be the operating standard for all Special Interest Groups (SIG) of the Association for Information Science & Technology (ASIS&T). The term "SIG" is used throughout to apply to each SIG individually and its constituency.

ARTICLE II: NAME AND PURPOSE

The name of the SIG is SIG-Information Ethics & Policy (SIG-IEP).

The purpose of all ASIS&T SIGs shall include but not be limited to:

- 1) advising the Board of Directors or the Association officers on matters pertaining to the Group's special interest or area;
- 2) organizing technical programs and publications for such interests and areas including programs at conferences and webinars of the Association;
- 3) engaging SIG members by creating dialogue and collaboration via SIG online communities and social media;
- 4) collecting and disseminating information concerning the special interests; and
- 5) at the request of the Board of Directors, either as a Group or through one or more of its officers or members, representing the Association in international, interdisciplinary and interorganizational activities.

The unique purpose of the Special Interest Group is: SIG-IEP explores ethical and policy issues related to the use of information technology. The primary goal of this group is to keep information professionals up-to-date on ethical policies, governance, and regulations across various fields, including health, arts, humanities, technology, education, and the environment. Members of ASIS&T collaborate to exchange best practices and resources related to information ethics, legislation, and regulations. This collaboration is particularly important in light of the increasing use of AI in the information industry. Information professionals are responsible for keeping up with the constantly changing landscape. As SIG-IEP members, we ensure that we support one another, especially those who are just starting out in the field of information science/LIS.

ARTICLE III: MEMBERSHIP

Section 1. Membership in the SIG shall be open to any member of ASIS&T who elects to join and who satisfies the dues requirements established by ASIS&T.

Section 2. All SIG members, who have been members of ASIS&T for at least twelve months prior to their nomination are eligible to serve as officers of the SIG. All SIG members are eligible to vote on questions submitted to the SIG membership by formal ballot or at official meetings.

Section 3. Members shall be informed of the activities of the SIG and are entitled to receive publications of the SIG.

Section 4. Any member whose membership in ASIS&T has been terminated shall no longer be a SIG member. An individual who is not a member of ASIS&T may not be considered a member of a SIG.

Section 5. SIG memberships shall always run concurrently with the member's ASIS&T membership.

ARTICLE IV: OFFICERS

Section 1. Officers of the SIG shall include, at a minimum, a presiding officer to be known as the Chair, an Immediate Past Chair and a Chair-elect. Although not required, a SIG can also choose to appoint other officers such as a Secretary, Treasurer or Secretary/Treasurer, Communications Officer, and Membership Officer.

Section 2. Officers should be elected prior to the ASIS&T Annual Meeting each year and shall serve for a one-year term. (November 1-October 30) Individuals may not serve two consecutive one-year terms in the same office. Individuals may run for an office more than once so long as at least one year elapses between terms.

Section 3. SIG officers may not concurrently serve as an officer in another SIG or Chapter, nor may they serve on the SIG Cabinet Steering Committee during their term as a SIG officer.

Section 4. Every effort will be made to ensure geographic diversity of SIG officers, particularly in the Chair and Chair-Elect Role.

Section 5. The officers shall conduct and manage the affairs of the SIG, subject to these bylaws and the ASIS&T Bylaws and existing policy and shall possess all powers necessary or incidental to that purpose, including the right to appropriate and expend SIG funds.

Section 6. If all SIG offices become vacant at one time, the SIG Cabinet Director shall appoint a SIG member to serve as Chair until such time as official elections can be held. If a SIG member cannot be identified to serve as Chair, the SIG will be deemed dormant for the remainder of the year.

ARTICLE V: DUTIES OF OFFICERS

Section 1. The Chair is elected to serve for a one-year term (November 1-October 31) and shall preside over all SIG meetings. The Chair shall appoint all non-elected officers and members of the SIG Nominating Committee. It is the responsibility of the Chair to develop and implement the SIG's annual report, which shall be filed with ASIS&T Central on such

date as may be designated by ASIS&T Central. In addition, if the SIG does not have a Treasurer or Secretary/Treasurer, the Chair is responsible for submitting the annual budget by such date as may be designated by ASIS&T Central, and for keeping records of all meetings and activities in iConnect. At the ASIS&T Annual Meeting, the outgoing Chair must submit an activity report during the SIG's annual business meeting. The Chair shall represent the SIG at meetings of the SIG Cabinet. If the Chair cannot attend a SIG Cabinet meeting, the Chair shall appoint a substitute and notify the Cabinet Director in advance of the meeting.

Section 2. The Immediate Past Chair shall serve as the Chair of the SIG Nominating Committee and oversee annual officer elections.

Section 3. The Chair-elect shall assume the responsibilities of the Chair when the Chair is unable to perform their duties, including representing the SIG at the SIG Cabinet if the Chair is unable to attend.

Section 4. The SIG may include among its officers a Secretary, Treasurer, or Secretary/Treasurer, and any other officers required to accomplish the mission of the SIG. These officers will be appointed by the Chair. Each officer will serve a one-year term and may be re-appointed for up to three consecutive terms. The Secretary or Treasurer, or Secretary/Treasurer shall carry out the customary functions of these offices and shall execute the decisions and policies of the Executive Committee. The Secretary or Secretary/Treasurer shall keep records of all meetings and activities and submit an annual report to the SIG Cabinet Director by such date as may be designated by ASIS&T Central.

Section 5. A SIG office can be declared vacant by the SIG Chair or by the SIG Cabinet Director. In the event of a vacancy in a SIG office other than that of the Chair, the SIG Executive Committee shall appoint a member to the office until the next regular election for that office, but an appointee filling a vacancy in the position of Chair-elect shall not become Chair as provided in Article V, Section 2; rather, a Chair shall be elected at the next regular election. If the office of Chair becomes vacant, the Chair-elect shall immediately become chair for the remainder of the vacated term in addition to the term for which they were elected, and the position of Chair-Elect shall be appointed by the Executive Committee to complete the Chair-Elect term. The position of Chair-Elect shall be elected at the next regular election.

ARTICLE VI: MEETINGS

Section 1. The annual business meeting shall be held either at the ASIS&T Annual Meeting or within two weeks before or after the Annual Meeting. An activity report for the previous year shall be presented at this meeting by the outgoing Chair.

Section 2. Notification of meetings shall be distributed to the membership at least six weeks prior to the date of the meeting along with the recommendations of the Nominating

Committee and a ballot.

Section 3. Other meetings may be held at the request of the officers or on the petition of ten percent of the membership. The membership shall be given at least six weeks' notification prior to the date of such a meeting.

ARTICLE VII: NOMINATION AND ELECTIONS

Section 1. Elections shall be held each year six weeks prior to the start of the ASIS&T Annual Meeting.

Section 2. An open call for nominations for Chair-Elect candidates shall be distributed to membership of ASIS&T at least six weeks in advance of the annual meeting with the assistance of ASIS&T Central. The election shall be concluded no less than four weeks in advance of the Annual Meeting.

Section 3. A nominating committee shall be appointed by the Chair. It shall be chaired by the Immediate Past Chair and consist of up to four additional SIG members. The Committee is responsible for presenting a slate to the membership. There may be no less than one and no more than three candidates for Chair-Elect.

Section 4. Elections will be held electronically, conducted by ASIS&T Central, using a platform that ensures that only members of the SIG can vote, and that each SIG member only gets one vote.

ARTICLE VIII: DISSOLUTION

The SIG retains its charter at the discretion of the ASIS&T Board of Directors. In the event of the dissolution of the SIG, the assets of the Group shall, after satisfaction of all just liabilities and obligations thereof, be paid into the general treasury of ASIS&T.

Approved by the ASIS&T Board of Directors July 2024