

# American Accounting Association – Information Systems Section Bylaws (As Accepted, August, 2005)

## I. Name and Form of Organization

The name of this organization shall be the Information Systems Section of the American Accounting Association. The form of organization will be that of a section within the American Accounting Association that is a non-profit association incorporated under the laws of the State of Illinois. The abbreviations of IS and AAA will be used in this document to refer to Information Systems and American Accounting Association, respectively.

## II. Mission, Purposes and Objectives of the Section

### A. Mission

The mission of the Information Systems Section of the American Accounting Association is to create and disseminate knowledge of accounting information systems and all aspects of information technologies as they relate to accounting by promoting excellence in research, teaching, and practice. The section encourages and supports new scholars and educators in the field.

### B. Purposes

1. To foster understanding and acceptance of information systems (IS) as an important branch of accounting.
2. To provide a forum for presentation and discussion of reports on IS research, practice and standards.
3. To provide a forum where educators and practitioners with IS interests can meet and interact with each other.
4. To provide a forum for presentation and discussion of ideas and developments related to IS curricula and education.
5. To provide a liaison function with other IS-related organizations.

### C. Objectives

1. To publish a journal contributing to the theory and practice of IS.
2. To hold sessions and special interest meetings on IS at national and regional meetings of the AAA.
3. To publish a periodic IS newsletter for section members.
4. To organize committees in areas of special interest to section members.

## III. Membership

Any member of the AAA shall be eligible for membership in the section.

## IV. Dues

Dues shall be determined by the section Executive Committee with the approval of the section membership at an annual business meeting of the section. Dues will normally be payable on January 1 for the fiscal year that ends on August 31st in accordance with specifications set forth by the administrative offices of the AAA. Furthermore, the AAA administrative office will collect sectional dues. All funds will be kept in AAA accounts and dispersed only upon authorization from the President and/or Treasurer of the section. The section may charge registration fees at any special section meetings that are not held in conjunction with national or regional AAA meetings.

## V. Section Officers

Section officers will consist of a President, Vice President – Academic, Immediate Past President, Secretary, and Treasurer, which together constitute the Executive Committee. The Executive Committee may form sectional committees and appoint committee chairs to carry out sectional activities and further the interests of the section. The charge issued to chairs so appointed will be at the discretion of the section President and the Executive Committee.

### A. President

The President will serve a one-year term. The duties of the President are to:

1. Direct the affairs of the section and carry out the programs formulated by the section members with the advice of the Executive Committee.
2. Preside at the annual section meeting.
3. Upon invitation, to work with the regional vice-presidents of the AAA on matters pertaining to IS sessions and other activities at regional meetings.

4. When requested, to cooperate with the AAA President on matters pertaining to IS sessions and other activities at AAA annual meetings.
  5. Report periodically to the AAA Executive Committee regarding sectional activities and represent the section in meetings and other activities of the AAA Council.
  6. Preside over meetings of the Executive Committee.
- B. Vice President – Academic
- The Vice President - Academic will be elected for a one-year term and upon completion of the term will automatically become President. The duties of the Vice President - Academic are to:
1. Determine, in consultation with the President, committee chairs and regional liaisons for ensuing year and communicate this information about the regional liaisons to the appropriate Regional Presidents and AAA Vice President in a timely manner.
  2. Arrange with appropriate regional liaisons to attend a regional meeting and formally represent the IS section.
  3. Develop plans as President for ensuing year.
  4. Assist President in conducting annual meeting at which succession will occur.
  5. Obtain a report from each regional liaison on the activities of the region during the year. Present a summary of these reports at the annual meeting.
  6. Distribute operating instructions (which include a list of responsibilities, a copy of the model for improving working relationships among sections and regions, and other pertinent material) to liaisons.
  7. Work with the liaisons to help ensure the best possible section workshops, panels and paper presentations at regional meetings.
- C. Secretary
- The Secretary is elected for a one-year term and is eligible for reelection for two additional one-year terms. The duties of the Secretary are to:
1. Supervise the keeping of records of sectional meetings and procedures, and to report the minutes of the annual business meeting in the newsletter following the annual meeting.
  2. Follow-up on membership activities, including surveying former section members who did not renew their membership.
  3. Work in liaison with the AAA Administrative Secretary regarding all facets of sectional membership.
  4. Maintain the operating manual.
  5. Develop and execute plans and programs to enhance section membership.
- D. Treasurer
- The Treasurer is elected for a one-year term and is eligible for reelection for two additional one-year terms. The duties of the Treasurer are to:
1. Work with the AAA Administrative Secretary relative to collection and disbursement of sectional funds.
  2. Provide a report on the financial status of the section and budget projections at the annual business meeting.

## VI. Election of Officers

The election of section officers and other elected positions will occur by mail, facsimile, electronic vote, or a vote at the annual business meeting. The executive committee will decide for each election which of these methods to use. All officer terms will run from September 1 through August 31. Any member of the Section may make recommendations of nominees to a nominating committee. The slate of nominees for section officers will be selected by the nominating committee composed of the prior year's President, the current President, the current President-Elect and two at-large members. The most senior (prior year) President will chair the nominating committee. The at-large members serve in a nonvoting advisory role to the nominating committee. In addition, a person may be nominated by a petition signed by not less than ten (10) members of the IS Section. Persons nominated by petition must previously have agreed to serve if elected. The slate of nominees shall be published 30 days prior to the beginning of the election. Only members of the IS Section are eligible to vote.

## VII. Appointed Officers

Appointed section officers will consist of a Historian and a Webmaster. The Executive Committee will appoint each of these officers.

A. Historian

The Historian is appointed for a one-year term, renewable each year. The duties of the Historian are to:

1. Collect information related to any events, whether internal or external to the Section, which significantly change the ways of acting or thinking within the Section
2. Organize information into an archival format that may be protected and maintained in future years.

B. Webmaster

The Webmaster is appointed for a one-year term, renewable each year. The duties of the Webmaster are to:

1. Maintain the IS section's web site by including a list of all information related to upcoming events of the section, links to other related AAA web pages, links to on-line publications of the section, and any other links deemed of interest to the section.
2. Stay abreast of non-section activities of interest to IS section members in order to provide other links of interest.
3. Ensure that links maintained on other webpages, such as that of the AAA homepage, are updated to include any changes that occur to the IS section webpage.

VIII. Standing Committees

The following standing committees will be established and will report to the Executive Committee. Except as indicated, the committee chairs will be appointed for a one-year term by the President of the section. Each committee chair will submit a 1-2 page report to the section President one month prior to the annual business meeting each year for distribution to members at the annual business meeting.

A. Research and Publications Committee

Membership. The Research and Publications Committee consist of five members. These Committee members are:

- Two voting members elected by a vote of the membership (one elected by ballot each year)
- Two voting members appointed by the IS section President (one appointed each year)
- The Editor(s) of Journal of Information Systems (JIS) will serve as nonvoting ex-officio member. In the year when there is an Editor-Elect, that person also serves as an ex-officio member
- The Chair of the Research and Publications Committee is the appointed member who is in the second year of Committee service. The appointed member who is in his/her first year of service is the Research and Publications Committee Chair-Elect. Voting committee members will have staggered two-year terms, with two members in their first year of service and two members in their second year of service.

Charge to the Committee. The Research and Publications Committee will provide oversight on Journal of Information Systems (JIS) related issues. During the third-year of the current JIS Editor(s)' term, the committee shall provide one nominee to the Executive Committee for the upcoming JIS editorship. In addition, the Research and Publications Committee will provide a rank-ordered list of up to three alternative candidates to the Executive Committee. The Research and Publications Committee is responsible for initiating any disciplinary action against the JIS editor. Such action will only be taken in unusual situations, not including situations involving editorial decisions. The Committee has the responsibility and authority for making initial recommendations for disciplinary action to the Executive Committee after informing the Editor of its planned recommendation. If the Executive Committee believes that disciplinary action should be taken, it must submit its recommendation to a vote of the entire section membership. Voting shall be by a written, mailed ballot or an e-mail ballot, that contains both pro and con positions, and a thirty-day period should be allowed for the return of ballots. If a majority of the votes are in favor of removal, the Editor will be asked to step down by the end of the month following the vote.

The Research and Publications committee will also be responsible for disseminating information to members regarding areas of current and future research interest; and undertaking activities to facilitate the research efforts of the sections' members.

B. Notable Contribution to the Literature Award Committee

The Notable Contributions Committee will consist of three section members. The charge to this committee is to solicit nominations for, review, and identify an award recipient for outstanding published research in the field of Information Systems.

- C. Outstanding Dissertation Award Committee  
The Outstanding Dissertation Award Committee will consist of three section members. The charge to this committee is to solicit nominations for, review, and identify an award recipient for an outstanding dissertation in the field of Information Systems.
  - D. Education Issues Committee  
The Education Issues Committee will consist of section members who are involved with and supportive of teaching information systems. The charge of the committee will be to provide guidance to faculty who are new to teaching in the IS area or others who need some assistance and counsel; and to undertake activities to promote information systems education. The number of members appointed to this committee will be at the discretion of the section President, in consultation with the Executive Committee.
  - E. Membership Service Committee  
The function of the Membership Service Committee will be to develop and engage in activities, both within and outside of the AAA, which promote the benefits of membership in the IS section. The committee will also provide oversight for the section's newsletter; the primary vehicle of communications with the section membership. The number of members appointed to this committee will be at the discretion of the section President, in consultation with the Executive Committee.
  - F. By-laws Review Committee  
The By-Laws Committee shall consist of three members, one of whom shall be the Secretary. The function of this committee shall be to advise the Executive Committee on changes in the By-Laws.
- IX. JIS Editor  
Term. The initial term of JIS editors is three years. The term may be extended for a maximum of one additional three-year term. Additionally, incoming editors are required to work with the outgoing editors for six months prior to the editorial transition date. (See the JIS Editor Transition Guidelines.) The Research and Publication Committee will make initial appointments and re-appointments of the editor through nominations with final approval by the Executive Committee.  
Editorial Assistance. The position of JIS editor may be shared by up to two individuals. The JIS editor has the discretion to appoint associate editors and an editor board for three-year terms. The JIS editor may also appoint ad hoc reviewers as needed.
- X. Annual Business Meeting  
The section will hold an annual business meeting at the same time and at the same location as the AAA annual meeting. All matters coming before the section membership at the annual business meeting will be decided by a majority vote of those members present. The tentative program of the annual business meeting shall include: (1) the agenda of the annual business meeting of the membership, (2) announcement of the election results, (3) proposed changes to the bylaws, and (4) such other business slated to come before the section.
- XI. Filling of Vacancies  
In the event the President of the section is unable to serve, the duties will be assumed by the Vice President - Academic, Secretary, and Treasurer, in that order. In the event the Secretary or Treasurer is unable to serve, the President of the section will appoint a member of the section to complete the term until an election can be held.
- XII. Compensation  
No section officer will receive any compensation in the form of honoraria, professional fees, stipends, etc., from the AAA or the section for the performance of section duties. Section officers may be reimbursed from funds generated by the section for expenses incurred in connection with their duties under the standard AAA reimbursement policy. On a case-by-case basis the section will provide funds for travel-related expenses for the President and JIS Editor, subject to approval of the executive committee.
- XIII. Publications
- A. The section will publish a journal to contribute to the theory and practice of IS. Its objective is to promote the interchange of ideas among persons interested in IS in order to enhance IS research and education and improve the state of IS practice.
  - B. The section will publish a periodic newsletter for section members announcing matters of current interest.

- C. The section may recommend publication of special materials in the form of booklets, monographs, teaching aids, study materials, etc. In this event, the recommended material is to be submitted to the Chair who will either reject the proposed publication or recommend its publication to the AAA Executive Committee. Upon approval by the Executive Committee, the AAA will pay for the cost of printing the special material and include it for distribution with AAA publications.
- D. The section may print special publications in the form of booklets, monographs, study materials, teaching aids, etc., provided it uses its own funds to cover the cost of printing and provided the section publication is distributed free of charge.

XIV. AAA Support

The AAA Administrative Office will assist the section whenever possible, including the collection of section membership dues, the maintenance of section membership files, and assistance regarding administrative costs connected with mailing the section journal and newsletter.

XV. Amendment

Within the guidelines specified by the AAA, these bylaws may be amended by the affirmative vote of two-thirds of the members present and voting at any annual section business meeting or at the discretion of the Executive Committee by the vote of two-thirds of the members who return ballots by mail, facsimile, or electronically in a mail referendum. Amendments to the bylaws may be proposed by any section member or by any group of section members. Proposed amendments shall be submitted to the Executive Committee. Amendments approved by the Executive Committee or submitted by a petition of not less than 20 members of the section shall be presented for membership vote.

XVI. Discontinuance

In accordance with the AAA Section Policy statement, the AAA may discontinue the section at any time if section membership falls below 200.