AIS Community Bylaws: A Practical Guide for Application

Key Concepts

Quorum: The minimum number of members who must be participating in a meeting or vote for the Community to officially conduct business.

- **Community quorum:** Members present or participating constitute the quorum.
- **Executive Board quorum:** More than half of the Executive Board must be present or participating.

Voting by Any Means: Votes may take place in person or electronically. For example, an in-person vote could be conducted by a show of hands or written ballot. An electronic vote could be conducted through an email ballot or an online polling tool during a virtual meeting.

Good Standing: A member is in good standing when they have a valid, paid membership in both AIS and the Community. Members must remain in good standing throughout their term of office. Members, including officers, who are not in good standing are automatically dropped from the Community.

Role Types

- **Officers:** General leadership and governance roles; members of the Executive Board.
- **At-Large Directors:** General governance roles without a specific area of responsibility; members of the Executive Board.
- **Functional Area Directors:** Specific area of responsibility; not members of the Executive Board.

Required Roles

Each Community must have the following roles:

- President
- President-Elect
- Secretary
- Treasurer

    - Communities may combine the Secretary and Treasurer into one Secretary/Treasurer role.
- Director of Communications and Media
- Immediate Past President

Communities may also establish At-Large Directors to contribute to general governance or Functional Area Directors to oversee a specific area of responsibility.

The Presidential Line

- The presidential line is: **President-Elect → President → Immediate Past President**
- The only position in the presidential line elected by the membership is the President-Elect. The President-Elect then automatically ascends to President and subsequently to Immediate Past President.
- If each position has a two-year term, the full presidential line represents six years of service:
    - 2 years as President-Elect
    - 2 years as President
    - 2 years as Immediate Past President

Executive Board

- The Executive Board is the Community's governing body and is chaired by the President.
- The Executive Board includes the Community's officers, At-Large Directors, and Immediate Past President. Functional Area Directors are not members of the Board.
- **Quorum:** More than half of the Executive Board must be participating to conduct business. For example, if the Board has 7 members, at least 4 must participate.
- **Voting:** Decisions are made by a simple majority of those present and voting. For example, if 4 members are present and voting, at least 3 must vote in favor for a decision to pass.
- At least one Board meeting is required each year.
- The Director of Communications and Media is not a member of the Executive Board, but participation as a guest in Board meetings is encouraged.

Elections

- Communities conduct elections when officer and director positions are up for election. Positions with terms longer than one year do not need to be elected every year.
- The Nominations and Election Committee, chaired by the Immediate Past President, conducts the election. The Immediate Past President appoints at least two additional voting members with the approval of the Executive Board.
- The committee must be established at least 40 days before the election.
- The committee must nominate at least one candidate for each position to be filled.
- Members can also nominate candidates. Any voting member may nominate a candidate, provided the nominee has agreed to serve.
- The nomination deadline is 30 days before the election. Both committee-nominated and member-nominated candidates must be submitted by this deadline.
- Each voting member gets one vote.
- Elections may be held in person, electronically, virtually, or by another method the Nominations and Election Committee determines is appropriate.

Amendments

- Check with AIS before making changes:
  If you are considering a change to your Community's name, scope, structure, or other substantive bylaw provisions, check with AIS before putting the amendment to a membership vote. AIS Council has final authority on questions of conformity.
- Members approve bylaw changes:
  Amendments require a two-thirds vote of members present at a regular meeting or voting by electronic ballot, with at least two weeks' notice before the vote.
- AIS approval may be required:
  Community bylaws and amendments must conform to the AIS Constitution, AIS Bylaws, and Standard Form for Community Bylaws. An amendment that does not conform is not effective unless or until approved by AIS.