

Bylaws of the Malaysia Chapter of the Association for Information Systems (MyAIS)

Article 1. Name and Scope

a) This organisation will be called “Malaysia Chapter of the Association for Information Systems”. For brevity, the organisation is referred to by the acronym MyAIS.

b) The scope of MyAIS is to discuss, develop ideas and promote the role of Information Systems (IS) in Malaysia agenda through research, education, practice and community engagement.

Article 2. Aims and Purposes

a) The proposed chapter shall position itself similar to those chapters in the region (e.g., AIS-Vietnam). The proposed chapter aims to be a leading AIS chapter for teaching, research and practices in defined fields of activity within the discipline of IS. The proposed chapter will also strive to offer a portfolio of high quality programs and activities (i.e., nurture a culture in which excellence is reflected throughout the chapter day-to-day and long-term undertakings).

b) The purpose of MyAIS shall include

- Organise pre-conference workshops and meetings
- Organise the Malaysia Chapter and affiliated conferences
- Participate actively in regional and international IS Conferences and Affiliated Conferences.
- Develop an open-access online journal
- Develop and disseminate localised IS curriculums
- Provide a platform in which academicians and professionals are well supported (i.e., to encourage vibrant teaching and research communities).
- Provide an environment in which students are well supported and well prepared for life after university (i.e., developing confident, talented and all-rounder graduates).
- Provide expert advice for decision-making bodies.

Article 3. Charter

a) MyAIS will exist until dissolved as provided in Bylaw 8 of the AIS.

Article 4. Officers

a) The elected officers of MyAIS are the Chair, the Chair-Elect (or Vice-Chair), and the Past Chair. All elected officers of MyAIS serve a two-year term. The order of succession is as follows: the Chair-Elect becomes the Chair and then Past-Chair in subsequent years. A Secretary/Treasurer and other officers

will be elected by the members of the chapter. The Secretary/Treasurer is appointed for 2 years. Other appointed officers serve a two-year term. Appointed officers may be reappointed for a maximum of 2 consecutive terms.

b) The Chair is the principle officer, responsible for leading MyAIS and managing its activities. The duties of the Chair are:

- Calling and presiding at MyAIS Executive Committee meetings
- Conducting MyAIS activities in accordance with the policies of AIS
- Representing MyAIS to the AIS through the VP for Chapters
- Making all appointments and filling vacancies as authorised in the bylaws.

c) The duties of the Chair-Elect are:

- Assisting the Chair in leading and managing MyAIS
- Presiding at meeting when the Chair is absent.

d) The duties of the Secretary/Treasurer are:

- Assisting the Chair as needed
- Conducting the annual election according to Article 6 of these bylaws
- Maintaining the record and correspondence of MyAIS
- Keeping and distributing the minutes of business and Executive Committee meetings of MyAIS
- Planning, administering and monitoring the financial affairs of MyAIS.

Article 5. Executive Committee

a) The executive committee comprises of at least the Chair, Chair-Elect, Past Chair, Secretary, Treasurer and the Chair of the MyAIS Advisory Board. No person may hold two positions on the MyAIS Advisory Board. A quorum of the Executive Committee consists of 3 members.

b) The general duties of the MyAIS Executive Committee will be to advice the Chair on all matters of interest to MyAIS. Specific duties or responsibilities may be specified in these bylaws or assigned by the Chair. All major management policy decisions of MyAIS must be approved by a majority of the MyAIS Executive Committee.

c) All members of, or candidates for, the MyAIS Executive Committee must be voting members of AIS and MyAIS.

Article 6. Elections

a) By December 15 of each year the Chair will appoint a nominating committee that will propose at least one consenting candidate for the office of MyAIS Chair-Elect. The nominating committee will complete by March 1 each year and will notify the membership as soon as possible of its nominee.

- b) The ballot of candidates selected by the nominating committee must be emailed to all MyAIS members by March 15.
- c) The election will be completed by the Chair by April 15, following the election procedures of the AIS. Of all the ballots returned in an election, the candidate receiving the largest number of valid votes wins. The MyAIS Advisory Board will resolve ties by drawing lots.
- d) The elected officers will take office on July 1.

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 MyAIS 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 dispute of for any other reason, the new Chair may fill it, by appointment, with approval of the MyAIS Advisory board.

Article 8. The Advisory Board

- a) The purpose of the Advisory Board is to allow members outside of the MyAIS Executive Committee to participate in setting policy and direction for MyAIS.
- b) Following the term the previous Chair will become a member of the advisory board for a three-year term.
- c) The remaining members of the Advisory board will be elected for staggered three-year terms beginning July 1 each year.
- d) The Advisory Board will select one of its own members to be its Chair, who will then be a member of the MyAIS 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 MyAIS. The dues for MyAIS are proposed and recommended by the MyAIS Executive Committee and approved by the AIS Council through the VP for Chapters.

Article 10. Reports and Records

a) The MyAIS Chair is responsible for filing reports about MyAIS as required by the AIS through the VP for Chapters.

Article 11. Amendments

a) Amendments to these bylaws may be proposed by the MyAIS Executive Committee and agreed by 2/3rd votes of the members present at any regular meeting held one month or more after a regular meeting at which the proposed amendments were read.

b) The ballot on the proposed amendment(s) will be conducted among the eligible voters following the procedures of the AIS for voting bylaw amendments.

Article 12. Dissolution

a) Should MyAIS be dissolved its assets will be supervised by the AIS through the VP for Chapters.

Article 13. Meetings

a) MyAIS will conduct at least two meetings each year. All meetings sponsored by MyAIS must be open to all members of the AIS. MyAIS may hold meetings only in places that are open to all members of AIS.

Article 14. Inconsistency

a) The Constitution, Bylaws and Policies of the AIS should take precedence over any conflicting provision of these bylaws or internal policies of MyAIS.