

**BY-LAWS**  
**THE KOREAN ASSOCIATION FOR INFORMATION SYSTEMS**  
**(KrAIS)**

**ARTICLE I: PURPOSE AND ACTIVITIES**

**SECTION 1. NAME.**

The name of this organization shall be the Korean Association for Information Systems, abbreviated as KrAIS, and hereafter referred to as the Chapter.

**SECTION 2. STATEMENT OF PURPOSE.**

The Korean Association for Information Systems (KrAIS) is a Chapter of the Association for Information Systems (AIS) serving Korean members of AIS. The goal of the Chapter is to promote the exchange of ideas, experiences, and knowledge among scholars and professionals in Korea engaged in the development, management, and use of information and communications systems and technology. In order to fulfill its goals, KrAIS will closely cooperate with The Korea Society of Management Information Systems (KMIS).

**SECTION 3. ACTIVITIES.**

The various activities of the Chapter are to promote the exchange of professional communications among scholars and professionals responsible for education, design, implementation, and management of information systems in both private and public organizations throughout Korea. Specially, the activities of the Chapter include:

- Providing a forum for those concerned with all aspects of information systems, particularly those of interest to the Korean IS community.
- Providing an opportunity for the exchange of ideas concerning the management of information systems with member counterparts.
- Conducting programs and conferences for the benefit of members.
- Providing a means for critical examination of the problems and opportunities involved in management information systems in the Korean IS community
- Promoting information systems related research and its application through international collaborations and information exchange
- All those activities approved by the constitution of the AIS.
- Additional activities as approved by the Executive Board of the Chapter.

**ARTICLE II: MEMBERSHIP**

**SECTION 1. MEMBERSHIP CLASSES.**

KrAIS shall provide all classes of membership as contained in Article II of the constitution

of AIS. All members of KrAIS shall be members of AIS upon payment of the appropriate AIS dues. A person wishing to be a member of the Chapter should present an application to the Executive Board of KrAIS as follow:

“I (name, affiliation, address, identification number) wish to be a member of KrAIS. I understand the aims and bylaws of the Chapter. If I am accepted as a member, I undertake to abide by the bylaws and the decisions of the Executive Board of KrAIS.”

The Executive Board shall have the authority to determine whether to accept the applicant as a member or not. If the Executive Board refuses to accept the applicants, he/she has the right to appeal the decision to the next meeting of the Executive Board.

### **SECTION 2. CHAPTER DUES.**

The Executive Board shall have the authority to determine the KrAIS dues and other payments to be made by the members of the Chapter from time to time. The annual dues of each member for KrAIS shall be paid at the beginning of the membership year coinciding with the member’s AIS membership year. KrAIS dues and other payments will be collected by the AIS Business Office at the time of registration for AIS membership and payment of AIS dues. KrAIS dues will be remitted to the Chapter by the AIS Business Office, minus any agreed upon administrative charges, which shall be retained by AIS.

### **SECTION 3. MEMBER RIGHTS.**

Each regular member shall have the right to vote, participate in all KrAIS and AIS activities, and hold office in KrAIS and AIS.

### **SECTION 4. LIABILITY OF MEMBERS.**

The members of the Chapter shall not be liable for the debts and obligations of the KrAIS nor of AIS.

### **SECTION 5. TERMINATION OF MEMBERSHIP.**

#### **Resignation**

A member of the Chapter may terminate his or her membership at any time by submitting a letter of resignation to the Executive Board or by failing to pay either AIS or KrAIS dues within two (2) months of the date on which they are due.

#### **Expulsion**

A member may be expelled for conduct deemed prejudicial to the Chapter by a two-thirds majority of the individual members in attendance at a “general business meeting” of the Chapter where a quorum is present, provided that the member shall first have been served with a written notice explaining the reason(s) for the proposed expulsion, and shall be given an opportunity to challenge the proposed expulsion to those in attendance at the general business meeting.

## **ARTICLE III: MEETINGS OF MEMBERS**

### **SECTION 1. ANNUAL GENERAL MEETING.**

An annual general meeting (AGM) shall be held to install officers (if required by terms of office) and to conduct such business as required. The time, location, and other details of the meeting shall be determined by the Executive Board of KrAIS and communicated to the membership.

### **SECTION 2. NOTICE OF MEETINGS.**

A written or other notice stating the place, time, date, hour, and agenda of meetings shall be delivered to the membership at least ten (10) days prior to the meeting. If e-mailed, such notice shall be delivered to the e-mail address as it appears on the records of the Chapter.

### **SECTION 3. QUORUM.**

Prior notice of the AGM and general business meetings having been given, 25% of KrAIS members shall constitute a quorum for the purpose of such meetings of the Chapter. If a quorum is not present, the AGM or general business meeting shall be adjourned until a quorum can be obtained. A quorum is not required for other meetings or events of the Chapter.

### **SECTION 4. VOTING AND DECISIONS.**

Each member is entitled to one vote on business pertaining to the Chapter. Decisions shall be by a majority of those participating and eligible to vote. For all matters, voting may be conducted by any means chosen by the Executive Board. If the votes are equal, a chair chosen by the Executive Board may cast a deciding vote.

## **ARTICLE IV: EXECUTIVE BOARD**

### **SECTION 1. MEMBERS OF THE EXECUTIVE BOARD.**

The Executive Board shall consist of the officers of the Chapter and the Past President of the Chapter and directors (see Article V.2). The President of the Chapter shall serve as the chair of the Executive Board. Until a Past President is available, the membership shall elect one additional director as a voting member on the Executive Board.

### **SECTION 2. DUTIES OF THE EXECUTIVE BOARD.**

The Executive Board shall serve as the governing authority of the Chapter. The property, business, and affairs of the Chapter shall be managed by the Executive Board. The Executive Board may exercise all such powers of the Chapter as defined by the laws of Korea and by these by-laws.

The Executive Board shall, in furtherance of, but not in limitation of, its powers, have the authority and power to:

- Represent the members of the Chapter for all internal and external matters.
- Establish policies and practices of the Chapter.
- Approve broad arrangements for all Chapter activities.

### **SECTION 3. MEETINGS OF THE EXECUTIVE BOARD.**

There shall be at least one annual meeting of the Executive Board. Additional meetings may be called by the Chair or by at least three members of the Executive Board. The meetings shall be held at a time, place, and manner designated by the Chair. Notice of the meetings shall be given in writing or orally at least ten (10) days prior to the meeting. Other methods of meeting in addition to face-to-face may be used.

### **SECTION 4. QUORUM.**

Presence of more than one-half of the members of the Executive Board shall constitute a quorum for the transaction of business at any meeting of the Executive Board.

### **SECTION 5. VOTING AND DECISIONS.**

Decisions shall be by a simple majority of those present and voting. The Chair may exercise a casting vote if the need arises.

## **ARTICLE V: OFFICERS AND MEMBERS OF THE EXECUTIVE BOARD**

### **SECTION 1. OFFICERS.**

The officers of the Chapter shall consist of the President, Past President, President-Elect, and Secretary-Treasurer. No person may hold any two offices at the same time. The officers of the Chapter must be members of both KrAIS and AIS in good standing. The period of office is normally two years unless decided otherwise by the Executive Board. However, any extension beyond two years would have to be approved by a majority of the membership present at the annual meeting.

### **SECTION 2. DIRECTORS.**

In the event that special (such as Events Director, Publications Directors, etc.) or At-Large Directors of the Chapter are deemed to be necessary or desirable by the membership of the Chapter at the annual meeting, such additional Directors of KrAIS may be established. Directors shall serve from the date of the annual meeting at which they are elected for a term of two years and until their respective successors assume office.

### **SECTION 3. NOMINATION.**

A Nomination and Election Committee, chaired and selected by the Past-President, shall seek and nominate at least one candidate for each Officer and Director position to be filled on the Executive Board no later than 30 days prior to the annual election. Nominations may also be made by any member eligible to vote by sending the name of the nominee to the

Election Committee no later than 30 days prior to the annual election providing the nominee has given prior consent.

#### **SECTION 4. ELECTIONS.**

The annual election of the Chapter officers and the At-Large Directors (if any) of the Executive Board will be held during the annual general meeting of the Chapter by a method to be chosen by the Nominations and Election Committee. Each voting member, as describe in III.4 above, shall be entitled to one vote. Voting shall be conducted in a manner deemed appropriate by the Election Committee. Each position shall be filled by the nominee receiving the most votes cast.

#### **SECTION 5. REMOVAL.**

Any officer or member of the Executive Board may be removed by a vote of the majority of the voting members at an annual meeting.

#### **SECTION 6. RESIGNATIONS.**

Any officer or member of the Executive Board may resign at any time by giving written notice, including e-mail, to the President of the Chapter. Such resignation shall take effect at the time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

#### **SECTION 7. VACANCIES.**

For offices other than President-Elect, a vacancy occurring in the elected offices for any reason shall be filled by appointment by the President with the approval of the majority of the Executive Board. A vacancy in the office of President-Elect shall be filled by election, regular or special, by the KrAIS membership. Such appointment shall continue until the next annual meeting.

#### **SECTION 8. DUTIES OF THE PRESIDENT.**

The President shall be the chief executive officer of the Chapter. The President shall perform all duties that pertain to the office of the President and that may be assigned by the Executive Board. In furtherance of, but not in limitation of, the office, the President's primary duties shall be:

- Preside over all meetings of the members of the Chapter.
- Call and chair all Executive Board meetings.
- Designate all committees and their chairpersons, with the concurrence of the Executive Board.
- Supervise all other officers of the Chapter and see that their duties are properly performed.
- Accept and receive donations, gifts, devises, and bequests.
- Coordinate the Chapter's activities and conduct any necessary business with external organizations.
- Ensure that all orders and resolutions of the Executive Board are put into effect.
- Submit at the annual meeting a report of the operations of the Chapter for the preceding

year.

**SECTION 9. DUTIES OF THE SECRETARY.**

The Secretary shall be the chief administrative officer of the Chapter and shall perform all duties that pertain to the office of Secretary and that may be assigned by the President and the Executive Board. In furtherance of, but not in limitation of, the office, the Secretary's primary duties shall be to:

- Keep minutes of the annual general meeting and other business meetings of the Chapter.
- Attend the meetings of the Executive Board and act as the clerk thereof and record all the acts, notes, and minutes of the meeting.
- Submit an annual Activity Report to the AIS Vice President of Chapters and Affiliated Organizations by December 1st each year.
- Notify Chapter members and members of the Executive Board of all meetings.
- Perform other duties as may be from time to time assigned by the President.

**SECTION 10. DUTIES OF THE TREASURER**

The Treasurer's duties shall be to maintain the financial records of the Chapter, produce an annual financial report, review all applications for membership and maintain a membership roster, and submit an annual Financial Report to the AIS Treasurer.

**SECTION 11. DUTIES OF THE PAST PRESIDENT.**

The immediate Past President of the Chapter shall serve as a voting member of the Executive Board and as the chair of the Election committee. The Past President will assist the President as required, and chair annual and special meetings in the absence of the President.

**SECTION 12. DUTIES OF PRESIDENT-ELECT.**

The President-Elect shall serve as a general assistant to the President and shall assume the office of President at the end of the term of office of the President.

**SECTION 13. DUTIES OF DIRECTOR**

The duties of special Directors and At-Large Directors will be determined and defined by the Executive Board.

**ARTICLE VI: COMMITTEES**

**SECTION 1. SPECIAL COMMITTEES.**

The President, with the concurrence of the Executive Board, may establish and appoint special committees, not having and exercising the authority of the Executive Board, to aid and assist the President and the Executive Board in the management of the affairs of the Chapter.

**SECTION 2. NOMINATING AND ELECTION COMMITTEE.**

Not less than forty (40) days prior to the annual election of officers and directors, the Past-President with the consent of the Executive Board, shall appoint at least two (2) additional members to a Nominations and Election Committee chaired by the Past-President. This Committee will consist of voting members of the Chapter. This committee will prepare a slate of nominees for chapter offices and conduct the subsequent annual election of officers and directors of the Chapter according to the processes and procedures set out in preceding sections.

**ARTICLE VII: FINANCES**

**SECTION 1. FISCAL YEAR.**

The fiscal year of the Chapter shall coincide with the fiscal year of AIS.

**SECTION 2. FINANCIAL ACCOUNTS.**

The Treasurer shall establish and maintain bank accounts for the financial assets of the Chapter. Only the President and the Treasurer may make deposits and withdrawals from these bank accounts.

**SECTION 3. ASSETS.**

KrAIS may buy, own, and/or dispose of assets, financial or otherwise, that are necessary or desirable in the pursuit of KrAIS's goals and objectives.

**SECTION 4. LIABILITIES.**

AIS shall not be responsible for any liabilities incurred by KrAIS. KrAIS shall not enter into any contract or agreement or undertake any action that could result in any obligation or liability to AIS without the express written consent of AIS.

**SECTION 5. FINANCIAL REPORTS.**

The Treasurer shall provide to the Executive Board an annual written report of the financial status of the Chapter, which any member of the Chapter may inspect upon request. This report shall also be submitted annually to AIS, through the AIS Treasurer, and to the Region Three Representatives on the AIS Council. The Treasurer's accounts shall be audited annually at the end of the fiscal year by an independent representative appointed by the Executive Board.

**SECTION 6. FUND DEPOSITS.**

All funds of the Chapter shall be promptly deposited in qualified bank accounts established in the Chapter's name by KrAIS. Any funds acquired by the Chapter shall be clearly marked for and deposited to the account of the Chapter. Funds of the Chapter shall not be co-mingled with the funds of any other entity.

**SECTION 7. FUND DISBURSEMENTS.**

Checks for all disbursements of funds of the Chapter shall be signed by the Treasurer or, in the event the Treasurer is unavailable, by the President. For petty cash disbursements, proper vouchers shall be taken and filed.

**SECTION 8. DISSOLUTION.**

Upon the dissolution of KrAIS, a special meeting shall be convened to nominate representatives to manage the disposition of the assets of the Chapter. In this case, after its debts are paid in full there remain assets, such assets will be transferred to KMIS, and will not be distributed among its members.

**ARTICLE VIII: AMENDMENTS**

**SECTION 1. BY-LAW CHANGES.**

These by-laws may be altered, amended, or repealed, and new and other by-laws may be adopted by resolution or resolutions duly adopted by a majority of the Executive Board present in person, and submitted to and duly adopted by a two-thirds vote the voting membership present and voting at any meeting of the Chapter, with proper advance notice of such vote to members. In addition, any changes to these by-laws shall be verified by the AIS VP for Chapters and Affiliated Organizations to be consistent with the then-current by-laws of the AIS.