

Asia Information Retrieval Societies Steering Committee (AIRS SC) Bylaws

Version 1.24 (October 19, 2011) Adopted: January 1, 2012

ARTICLE 1 Name and Scope

- a. This organization will be called the Asia Information Retrieval Societies Steering Committee. It will be referred to herein as the "AIRS SC".
- b. The AIRS SC is a group of researchers representing different countries and regions with an emphasis on Asia/Pacific. The research topics cover broad fields of information retrieval in any language, but with an emphasis on Asian languages.
- c. The AIRS SC is not a financial entity, and cannot make any kind of monetary transactions with other entities or individuals whatsoever, nor operate a bank account. The AIRS SC members work on a purely voluntary basis. It is the AIRS Conference Chair (See Article 4) or his/her institution who takes on the entire financial responsibilities for running an AIRS Conference or any other AIRS-related events.

ARTICLE 2 Purpose

- a. The AIRS SC fosters information retrieval research in Asia/Pacific by overseeing the annual AIRS Conference series.
- b. The AIRS SC serves as a communication channel between the Asia/Pacific information retrieval community and other information retrieval communities (ACM SIGIR, ECIR etc) as well as other research communities (e.g. natural language processing and databases).
- c. The AIRS SC supports other information retrieval related research activities, especially Asian efforts such as NTCIR.

ARTICLE 3 AIRS SC Roles

- a. The AIRS SC comprises the Chair, the Vice-Chair and a number of Regular Members.
- b. Chair
 - (i) The Chair is responsible for leading the AIRS SC and managing its activities. In particular, he/she is expected to attend the AIRS Conference held in the year in which he/she is the AIRS SC Chair, and to provide detailed guidance to the organizers of that conference.

(ii) The Chair is appointed for one year, without extension, from January 1 to December 31. From January 1 the following year, he/she may choose to join the Board of Advisors (See Article 4). The decision must be notified to the incoming AIRS SC Chair.

(iii) If there was a Vice-Chair in any year, that person is normally expected to take on the role of the Chair for the subsequent year. If for some reason that is not possible, the Chair is selected from the existing the AIRS SC by a majority vote.

c. Vice-Chair

(i) The Vice-Chair is responsible for assisting the Chair in leading and managing the AIRS SC. In particular, he/she is expected to attend the AIRS Conference held in the year in which he/she is the AIRS SC Vice-Chair.

(ii) The Vice-Chair is appointed for one year, without extension, from January 1 to December 31. From January 1 the following year, he/she is normally expected to take on the role of AIRS SC Chair.

(iii) The Vice-Chair is selected from the existing AIRS SC by a majority vote, possibly immediately following an invitation issued by the AIRS SC to join the AIRS SC.

d. Regular Members

(i) AIRS SC Regular Members cooperate with the Chair and the Vice-Chair to ensure the smooth running of the annual AIRS Conference. If the Chair or the Vice-Chair assigns a job to a Regular Member, that Member is expected to carry out that job effectively in a timely manner.

(ii) A person may join the AIRS SC as a Regular Member only by invitation from the AIRS SC. He/she may then immediately take on the role of AIRS SC Vice Chair, but may not immediately take on the role of AIRS SC Chair.

(iii) A Regular Member may continue to be part of the AIRS SC until he/she wishes to resign. At that time there is an expectation that they will nominate a suitable replacement from his/her country or region. The replacement must be approved by the AIRS SC. When a regular member steps down, he/she may choose to become an Advisor. This does not require an approval from the AIRS SC but the resigning Regular Member must notify the AIRS SC Chair of his/her decision at the time of leaving the AIRS SC.

(iv) Regular Members are expected to attend the AIRS conferences whenever possible. If a Regular Member fails to attend two consecutive AIRS conferences, he/she will normally be expected to resign from the AIRS SC, following the procedure described above in Item (iii). If he/she fails to find his/her replacement, the AIRS SC will make the follow up decisions regarding his/her country/region.

e. Diversity

Except when there are special circumstances, the AIRS SC should not have multiple representatives from the same country or region at the same time. Even when special circumstances arise, each country or

region owns only one vote at any time. The AIRS SC must also strive to diversify along different dimensions, including affiliation and gender.

One such special circumstance would be an existing SC member moving from one country to another for employment reasons. If this results in multiple representatives from one country/region, the AIRS SC will act to:

(i) appoint a new SC member from the country that the SC member departed;

and

(ii) move one of the multiple representatives to an Advisor's position (not mandatory but recommended).

ARTICLE 4 Board of Advisors and Observers

a. Advisors

(i) Advisors are expected to provide advice and suggestions to the AIRS SC. They do not vote, and are not required to be consulted on matters being decided by the AIRS SC. There is no restriction on the number of advisors per country/region.

(ii) When the Chair or a regular member steps down from the AIRS SC, he/she may choose to join the Board of Advisors and Observers.

(iii) A person who has not previously been a Member of the AIRS SC cannot become an Advisor.

(iv) When an Advisor decides to leave the Board, he/she must notify the AIRS SC Chair in a timely manner.

(v) An Advisor may not join the AIRS SC for a second term.

b. Observers

(i) Observers are expected to provide advice and suggestions to the AIRS SC. They do not vote, and are not required to be consulted on matters being decided by the AIRS SC. There is no restriction on the number of observers per country/region.

(ii) A person may be appointed as an Observer only by invitation from the AIRS SC. Experience in the AIRS SC is not required.

(iii) When an Observer decides to leave the Board, he/she must notify the AIRS SC Chair in a timely manner.

(iv) An observer may later join the AIRS SC, if invited by the AIRS SC.

ARTICLE 5 Conference and PC Chairs

- a. The AIRS conference is by default an annual event. Every year, prospective Conference Chairs should follow the AIRS Bidding Guidelines to make a bid.
- b. The conference venue and the Conference Chair(s) will be selected by the AIRS SC by following the process documented in the AIRS Bidding Guidelines.
- c. The AIRS SC reserves the right to appoint one PC Chair, in addition to the PC Chair(s) proposed by the Conference Chairs.

ARTICLE 6 AIRS SC Discussions and Decision Making

- a. Decisions affecting the business of the AIRS SC are made by a majority vote of the AIRS SC. In the event of a tie, the AIRS SC Chair has a deciding vote.
- b. The AIRS SC Chair will lead email discussions whenever required. The emails should be sent to the entire AIRS SC, as well as Advisors and Observers if appropriate.
- c. If the AIRS SC Chair has a conflict of interest in regard to any discussion or decision, whether real or perceived, the AIRS SC Vice-Chair will stand in as AIRS SC Chair for the purposes of that discussion or decision.
- d. By default, the AIRS SC Chair will call an annual AIRS SC meeting at the AIRS conference of that year. All members of the AIRS SC as well as the Conference/PC Chairs of that year are expected to attend the meeting. Advisors and Observers can also attend, but may not vote on any issue requiring decision.
- e. Decisions and votes of the AIRS SC may also take place by email, provided that at least seven days elapses between any request for response and the moment at which the decision is deemed to have been voted on. All emails requesting any vote of the AIRS SC must include an unambiguous date and time at which the vote will be concluded.
- f. Provided that at least one of the AIRS SC Chair or the AIRS SC Vice Chair is available to vote, there is no minimum quorum for the annual AIRS SC Meeting, and no minimum number of responses required in email votes.
- g. No significant decisions affecting the AIRS SC may be made by any process other than those described here.

ARTICLE 7 Amendments

a. These AIRS SC Bylaws may be amended at any time by a majority vote of the AIRS SC, provided that the processes listed in Article 6 are complied with.

b. The AIRS SC Chair is responsible for maintaining the current version of the AIRS SC Bylaws, and making them available on request to any person who enquires, including any history of changes made to them. The AIRS SC Chair is also responsible for maintaining a record of AIRS SC membership, including dates of joining and leaving the AIRS SC, and of country/region representation details.

APPENDIX

These bylaws were conceived and approved in October 2011 by the current AIRS SC:

Hsin-Hsi Chen (Taiwan)

Gary Geunbae Lee (Korea)

Wai Lam (Hong Kong),

Alistair Moffat (Australia)

Hwee Tou Ng (Singapore)

Tetsuya Sakai (Mainland China)

Dawei Song (UK)

Masaharu Yoshioka (Japan)