



**Indiana Chapter
American Society for Information Science & Technology**

<http://www.asis.org/Chapters/IASIS/>

Annual Report
24 October 2002

Prepared by:
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I-ASIS&T Chapter Chair



Indiana Chapter
American Society for
Information Science & Technology

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A Note from your Chapter Chair

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Greetings all! As your chapter chair for 2001-2002, I am very pleased to present this annual report for the Indiana Chapter of the American Society for Information Science & Technology (I-ASIST). In the report you will find the financial reports and documentation of the chapter's activities for the past administrative year, 2001-2002.

This annual report has been produced following the standardized layout developed by Allison R. Kopczynski Brueckner, our Indiana chapter chair in 1998-1999. This year's report follows the general outline recommended in the "Chapter Officer's Manual," Appendix E: "Chapter Annual Activities Report and Chapter-of-the-Year Checklist," which can be found on the ASIST Web site (at <http://www.asis.org/AboutASIS/chofficermanual.pdf>). Allison's enthusiasm and efficiency have been infectious throughout the organization, motivating all of us on the Indiana chapter board to follow the model established by our past leader. While serving as the Michigan chapter chair, Allison designed and has continued to maintain the I-ASIST Web site (at <http://www.asis.org/Chapters/IASIS/index.html>). We owe much to her vision, and I want to take this opportunity to say thank you on behalf of all the Indiana chapter members.

Our one technical program of the year was a great success due to the organizational efforts of a number of individuals, including past and present members of the board: Julie Fore, Taemin Park, Jim Morgan, Matt Theobald, and Len Mascaro. This year will see the exodus of three people from the board, and the arrival of three new officers to serve the organization. It has been my pleasure to work with you all.

Pamela Effrein Sandstrom, I-ASIST Chapter Chair

If you have any questions about the annual report, please contact me at: sandstrp@ipfw.edu.



1. Name of Chapter: Indiana Chapter of the American Society for Information Science & Technology (I-ASIST)
2. Year covered by the report: October 1, 2001 to September 30, 2002 *
3. Name(s) and Signature(s) of the Individual(s) submitting the report and the Chapter Offices they hold:

Pamela E. Sandstrom, I-ASIST Chapter Chair

4. The date the report was completed: October 24, 2002
5. This package is being submitted as our required activities report only

* The administrative year recorded in this annual report does not match the July 1-June 30 period simply due to past practice. In the upcoming term, the board will make an effort to report on the year's activities earlier and close the fiscal year as recommended.



The Indiana Chapter of the American Society for Information Science (I-ASIST) has a total of seven active members serving as our chapter officers holding elected or appointed positions (see I-ASIST Chapter Officers, below).

Our updated membership rolls indicate that 88 members are active in the chapter. Details on the number of regular members, student members, retired members, and institutional members are available from ASIST.

With the improvements in ASIST's new automated system, it is our hope that we can keep better track of our current members and reach out to attract new members. Filling the position of Chapter Member Records Holder and developing a more consistent approach to welcoming newcomers to the organization would be a step in this direction. Toward this end, we have recently undertaken a review of our member listserv and have corrected discrepancies (see also the section on Communication, below).



Elected Positions

Chapter Assembly Representative, and Past Chair:	Matthew S. Theobald, matt@i-N.com
Chair:	Pamela E. Sandstrom, sandstrp@ipfw.edu
Chair-Elect:	Len Mascaro, len.mascaro@roche.com
Program Chair:	Taemin Park, park@indiana.edu
Secretary-Treasurer:	Julie Fore, jfore@worldnet.att.net

Appointed Positions

Web Manager:	Allison R. K. Brueckner, abrueckner@cyber-state.org
E-mail Discussion List Administrator:	James Morgan, morganj@iupui.edu
Chapter Member Records Holder and Newsletter Editor:	position open



The Indiana Chapter of ASIST hosted its Spring 2002 program on Thursday, April 4, 2002, from 5:00-9:00 p.m. at the Holiday Inn Select--Airport in Indianapolis. The event featured a cash bar and social hour, a dinner, and a presentation by Professor Katy Börner, Assistant Professor, School of Library & Information Science, Indiana University, Bloomington. Prof. Börner's well-attended lecture-demonstration was entitled "Visualizing Knowledge Domains."

She presented state-of-the-art visualization techniques being developed by information scientists to map the knowledge domain structure of scientific disciplines. Various analysis and visualization techniques were demonstrated using a data set of bibliographic records drawn from the literatures of citation analysis, bibliometrics, semantics, and visualization. Relationships within and between these four fields of research served to reveal the boundaries of the new specialization of domain visualization. The speaker also discussed promising new avenues of research.

More information about Professor Börner's projects can be found on her Web site at <http://ella.slis.indiana.edu/~katy>.

The event was advertised widely and posted on the chapter Web site under "Events" at <http://www.asis.org/Chapters/IASIS/programs/04042002.html>.

A planning meeting of the newly elected board was held on Thursday, December 13 over lunch at Chancellor's restaurant in the University Place Conference Center in Indianapolis. The meeting was attended by Pamela Sandstrom, Len Mascaro, Taemin Park, and Jim Morgan.

No membership-wide business meetings were held this year, but we kept in touch by e-mail.



The I-ASIST listserv was ably managed by Jim Morgan during the past year. Just recently, it came to our attention that some of the Indiana chapter members were not included among the listserv addressees, and we have corrected this problem. All of our communiques to the members this year were sent via the listserv, so our outreach to members ought to be greater now that the missing e-mail addresses have been incorporated. Those who are still included on the listserv but who are not current ASIST members will be targeted for renewing their membership in the upcoming year.

The large number of the messages sent to via the ASIST Chapters-L listserv have in fact reached Indiana chapter members. Also, the technical event was widely advertised and our membership had many opportunities to find out about and register for the event. The 2002 election ballot has been sent to the official Indiana chapter mailing list provided by ASIST.



Upcoming Year: Anticipated Changes and Projections

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The major initiative for our new board in the upcoming year will be to ensure an active communication with and among the Indiana chapter members. Improvements would include validating the listserv mailing list on a regular basis, and finding someone to fill the open Chapter Members Record Holder office. The chapter will be well served by tapping someone to fill the role who is enthusiastic about the organization and willing to invite new members to become active chapter participants themselves.

To enhance the visibility of I-ASIST statewide and to ensure a growing membership in the future, it would be a good idea to plan more programming with I-ASIST student chapters in the region and also to invite the collaboration of related professional organizations in Indiana having large numbers of student members.



Article I. Name

The name of this organization shall be the Indiana Chapter of the American Society for Information Science and Technology (I-ASIS&T).

Article II. Purpose

The purpose of the Chapter is to provide an organization through which members of ASIS&T located within the Chapter area, and those outside the area who wish to join the chapter, may participate in and carry forward activities related to information science and technology. The Chapter shall promote the interests of ASIS&T and its programs, including every reasonable effort to involve students of information science who are located within its boundaries.

Article III. Charter

This Chapter exists and is chartered solely under the provisions of the Constitution and By-Laws of the American Society for Information Science and Technology. Dissolution of ASIS&T will require that the dissolution provisions of the Chapter By-Laws be carried out.

Article IV. Membership

Section 1.

All Individual and Institutional Members of ASIS&T whose mailing addresses are within the Chapter's geographic boundaries as established by the ASIS&T Board of Directors shall automatically be members of the Chapter. No individual or organization may become a member of the Chapter except by becoming a member of ASIS&T. A member of ASIS&T may choose to become a member of the Chapter even though his/her mailing address is not within its boundaries.



Article IV. Membership (cont'd)

Section 2.

Student Members of the Chapter shall be Student Members in good standing of ASIS&T who are located within the boundaries of the Chapter or who choose to join the Chapter.

Section 3.

All classes of members shall receive Chapter publications and official notices of Chapter meetings.

Section 4.

Individual Members and one representative of each Institutional Member may vote on any questions submitted to the members of the Chapter at a Chapter meeting, or by mail, US Postal Service or e-mail and may serve as officers of the Chapter.

Section 5.

Student Members shall have the same privileges as Individual Members. Student Members shall be encouraged to participate in the technical programs of the Chapter and may serve as members of all Chapter committees.

Section 6.

A Chapter Member whose membership in ASIS&T has been terminated for any cause shall no longer be a Chapter Member. Upon reinstatement to ASIS&T membership, however, such terminated member shall immediately regain the full privileges of membership in the Chapter. The ASIS&T Executive Director shall inform the Chapter Treasurer or other appropriate officer when any member is not in good standing in ASIS&T, or when said member has been reinstated.



Article V. Officers

Section 1.

The officers of the Chapter shall include a presiding officer to be known as the Chapter Chair, a Chair-elect, Program Chair, a Secretary-Treasurer, the Immediate Past Chair, and such other officers as the Chapter may determine. Chapter officers shall serve for one to two ASIS&T administrative year according to the specific definitions provided in the following sections of this article.

Section 2.

The Chapter Chair shall preside at all meetings of the Executive Committee and the business meetings of the Chapter and shall exercise general supervision over the affairs and activities of the Chapter. He/she shall appoint the Chairs and members of all committees, subject to the provisions of these By-Laws. He/she shall serve as the Alternate Chapter Representative to the Chapter Assembly.

Section 3.

The Chair-Elect will serve a one-year term. The Chair-Elect shall actively assist the Chair. He/she shall preside at Executive Committee or Chapter business meetings in the absence of the Chair. He/she shall automatically succeed to the Office of Chair upon completion of his/her term as Chair-Elect, or when the office of Chair becomes vacant.

Section 4.

The Program Chair shall serve a one-year term, with an option to return for a second year. He/she shall coordinate and plan all technical programs and meeting events.

Section 5.

The Secretary-Treasurer shall serve a two-year term. He/she shall keep minutes of all meetings of the Executive Committee. The minutes shall be an accurate and official record of all business transacted. He/she shall be the custodian of all Chapter records unless a special officer shall be appointed for that purpose. The Secretary/Treasurer shall receive all funds of the Chapter, keep them in a bank, and disburse them in payment of expenses incurred and/or approved by the Executive Committee. He/she shall make periodic reports to the Executive Committee as required, and shall prepare the annual financial report for the Chapter Chair to be filed with the ASIS&T Executive Director within 30 days of the close of the ASIS&T Fiscal Year.



Article V. Officers (cont'd)

Section 6.

The Immediate Past Chair shall serve as the Chapter Representative to the Chapter Assembly.

Section 7.

The officers of the Chapter must be Chapter members in good standing. They shall be elected by a majority vote of the members voting by mail, US Postal Service or e-mail ballot. The report and recommendations of the Nominating Committee shall be distributed to all voting members of the Chapter.

Section 8.

In the event of a vacancy of a Chapter office other than the Chair, the Executive Committee shall appoint a member to serve until the next annual Chapter business meeting, except that an appointee filling the vacancy in the position of Chair-Elect shall not accede to the office of Chair as provided in Section 3, but a new Chair shall be elected at the next regular election.

Article VI. Meetings

Section 1.

The Executive Committee shall consist of the officers of the Chapter. Replacements for vacancies occurring among the elected officers shall be named by the Executive Committee. Any such replacements shall serve only for the remainder of the term.

Section 2.

The Executive Committee shall provide for an annual business meeting which shall be the last Chapter meeting of each ASIS&T administrative year. Written notice of the annual business meeting shall be mailed, via US Postal Service or electronically, to all members of the Chapter, at least fifteen days before the date of the meeting. Special business meeting of the Chapter may be held at such times and places as the Executive Committee may determine, with at least fifteen days prior written notice to the members if possible.



Article VI. Meetings (cont'd)

Section 3.

Twenty percent of the membership shall constitute a quorum.

Section 4.

Robert's Rules of Order (latest edition) shall be the parliamentary authority for the conduct of meetings.

Article VII. Dues and Finances

Section 1.

All Chapter dues and assessments shall be set by the affirmative vote of two-thirds of the members present and voting at an annual business meeting or two-thirds of the votes returned from a mail, via US Postal Service or e-mail ballot. Chapter dues or assessments may be levied against any ASIS&T member who is an Individual Member of the Chapter, but non-payment of such dues shall not deny such member the privileges of Chapter membership, except that the Chapter may limit the privilege of voting or holding office in the Chapter for non-payment of such Chapter assessment. Chapter assessments shall not be levied against Institutional Members or their Representatives.

Section 2. The Chapter may collect monies from persons and institutions who are not members of the Society to place them on a mailing, US Postal Service or e-mail, list for meeting notices and other mailings, but such persons and institutions shall have no vote in Society or Chapter meetings or in mail balloting.

Article VIII. Committees

Section 1.

The Executive Committee of the Chapter shall consist of the Chapter officers. The Executive Committee shall conduct and manage the affairs of the Chapter, subject to these By-Laws, and shall possess all powers necessary or incidental to that purpose, including the right to appropriate and expend Chapter funds.



Article VIII. Committees (cont'd)

Section 2.

The standing committees of the Chapter shall include a Chapter Nominating Committee and such additional standing committees as the Executive Committee or the membership may determine.

Section 3.

The Nominating Committee shall consist of the Chair and two members of the Chapter, designated by the Executive Committee no later than March 1 of each year. This committee shall present a list of nominees to the members of the Chapter, as provided by Article V, Section 5. The Nominating Committee, at its discretion, may present more than one candidate for any one office.

Article IX. Dissolution

The Chapter retains its charter at the discretion of the ASIS&T Board. In the event of dissolution of the Chapter, the assets of the Chapter shall, after satisfaction of all just liabilities and obligations thereof, be paid into the general treasury of ASIS&T.

Article X. Amendment

Section 1.

These by-laws may be amended by an affirmative vote of two-thirds of those members present and voting on a proposed amendment at the Chapter meeting where the vote will take place. The vote can be taken at any Chapter meeting provided the proposed amendment has been sent, via US Postal Service or e-mail ballot, to each voting member at least 15 days prior to the meeting at which it is to be considered.

Section 2.

Amendments to these by-laws may be proposed by the Executive Committee, a By-Laws Committee, or ten members of the Chapter. Proposals originating in the Executive Committee or By-Laws Committee shall be approved by a majority of the Executive Committee before submission to the membership. Proposals originating by petition shall be submitted in writing to the Executive Committee, and shall be presented with the recommendation of the Executive Committee to the voting members within 90 days of the Executive Committee meeting.



Article X. Amendment (cont'd)

Section 3.

No amendment to these by-laws shall take effect unless and until it has been certified by the ASIS&T Board of Directors as being in harmony with the Charter, Constitution, and By-Laws of ASIS&T. If so certified, the amendment shall be effective as of the date of the next regularly scheduled meeting of the Chapter.

Revised 1979, Nov 1990

Adopted July 1991

Revised Jun 1992, Apr 2000, Mar 2001