

SIG Handbook

AERA's Handbook of Policies and Procedures For Special Interest Groups

**Provisionally Adopted by AERA Council
June 2006**

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I. Role and Function of AERA's Special Interest Groups (SIGs)

Like many other professional associations, AERA has several Special Interest Groups, each of which is called a "SIG."

According to AERA's Bylaws:

Special Interest Groups (SIG) may be established to facilitate the formation of research specialties of an intra- or cross-divisional nature and to increase the exchange of knowledge within research arenas of special interest, and for other reasons in keeping with achieving the purposes of the Association.

Throughout 2005, a Task Force (appointed by AERA's President) examined the role of SIGs with the Association. The final report of this Task Force (dated December, 2005) contained the following statement that underscores the importance of SIGs to AERA:

Divisions and SIGs can be thought of as complementary structures through which AERA serves its members. AERA members who join both a Division and at least one SIG can best access the full range of resources and opportunities that AERA offers.

II. AERA's Association Council and Its Connection to SIGs

A. AERA's Association Council

As described in Section 2 of Article V of the Association's Bylaws, the Association Council is the legislative and policy-determining body for the Association. Council has the power to direct and review the general affairs of the Association within the limits set forth in the By-Laws. It is composed of the President, the President-Elect, the Immediate Past President, the Vice-Presidents of Divisions, two At-Large Members, a Graduate Student Representative, a Special Interest Group Representative, and the Executive Director (ex officio).

B. Council's Responsibility to and Authority Over SIGs

Because "SIGs have broadened and deepened AERA's research foci" and because "SIGs bring new energy and membership growth to the organization," "SIGs are an integral part of AERA" (SIG Task Force Report, December, 2005, p. 1). Consequently, AERA's Council is obligated to do whatever it can to assure that SIGs are and remain a healthy and vibrant part of the Association.

Although Council functions to assist SIGs, it must be remembered that Council has ultimate authority over the SIG component of AERA. For example, Council approves the creation of new SIGs (or the dissolution of existing SIGs), Council approves the membership dues collected by SIGs, and Council determines the number of program slots provided to SIGs at

each year's Annual Meeting. Also, Council has authority over, and must approve this *Handbook* and subsequent changes made to it.

III. The SIG Executive Committee

A. Composition

The SIG Executive Committee (EC) is comprised of six members who serve staggered three-year terms. One of these six individuals serves as Chair of the SIG EC.

B. Responsibilities

The responsibilities of the SIG EC are delineated in Article X, Section 2, of the Association's Bylaws:

The Special Interest Groups Executive Committee provides general oversight for the operations of Special Interest Groups and makes recommendations to the Association Council regarding their establishment or dissolution. The Special Interest Groups Executive Committee also recommends policies and procedures for the formation, operations, and dissolution of SIGs for Council review and approval. Upon approval of these policies and procedures by Council, the SIG Executive Committee shall have responsibility for their implementation.

In addition to providing "oversight" and being concerned with "policies and procedures," the SIG EC functions to promote the welfare of SIGs within the Association. This is done by (a) representing SIGs in discussions with Council and AERA's Central Office and (b) assisting SIG officers and members.

C. Business Meetings

The members of the SIG EC have two face-to-face meetings during the year. One of these takes place during the spring at AERA's Annual Meeting. The other occurs in October during AERA's Coordinated Committee Meeting. On rare occasions, the SIG EC conducts business at other times during the year via conference calls or e-mail.

D. Election of Committee Members and the Committee's Chair

1. Election of Committee Members

Each year, two SIG members are elected to three-year terms on the SIG EC. This election follows the procedures outlined in Article VII, Sections 3-5, of the Association's Bylaws. However, only AERA members who belong to one or more SIGs are permitted to vote in the election of members to the SIG EC.

Each year (late in the summer or early in the fall), all SIG members shall be notified of the forthcoming election and allowed to nominate one or more AERA members (including themselves) for a position on the SIG EC. Each nomination shall be sent to the Committee's Chair, and it should take the form of a brief biographical statement highlighting the nominee's research accomplishments, involvement with SIGs, and prior

leadership experience (especially in SIGs).

A minimum of three individuals on the SIG EC shall function as the nominating committee. These individuals shall review all biographical statements submitted by nominees and select 3 or 4 to be finalists. All SIG members who are voting members of AERA then vote to determine which 2 individuals become members of the SIG EC.

Terms of office begin at the end of AERA's Annual Meeting in the spring; terms end three years later, again at the conclusion of the Annual Meeting. Members of the SIG EC are not eligible for re-election; however, Committee members may become a nominee for Chair of the Committee during their 2nd or 3rd years in office (and if elected to the position of Chair, that individual would serve a new 3-year term.)

If a position on the SIG EC becomes vacant before a member completes his/her 3-year term, that vacancy shall be filled in a manner consistent with AERA's Bylaws [see Article VI (Elected Officers), Section 3 (Vacancies in Elected Officers)].

2. Election of the Committee Chair

The Chair of the SIG EC is elected in the same way as are members of the Committee. (That process is described in the first paragraph of the preceding section.)

In the summer prior to the year when the position of Chair becomes vacant, each of the 3 non-Chair members of the Committee serving in their 2nd or 3rd year of office will be asked if he/she would like to be a nominee for the position of Chair. If at least 2 of these individuals respond affirmatively, then they shall become the nominees. If fewer than 2 of these individuals indicate a willingness to be a nominee, then each of the 2 individuals who rotated off the SIG EC most recently will be asked if he/she would like to be a nominee for the position of Chair. If necessary, this process of turning to previous Committee members (2 at a time going back in time) will be followed until a slate of 2-3 nominees is identified.

If the position of SIG EC Chair becomes vacant before a member completes his/her 3-year term, that vacancy shall be filled at the next normally scheduled election following the procedures described above.

E. Representation on Other Governance Groups

1. SIG Representation on Council

As specified in the Association Bylaws, the Chair of the SIG EC is a member of Council.

2. SIG Representation on the Annual Meeting Program Committee

The 5 members of the SIG EC other than the Chair shall serve as SIG representatives to the Annual Meeting Program Committee. If one of these 5 individuals is unable to attend the Program Committee's meetings and to do the associated work of that Committee, the Chair of the SIG EC shall become one of the SIG representatives on the Program Committee.

IV. The Formation of a SIG

A. Petition

Any group of 30 or more active AERA members may petition to establish a new SIG. Such petitions may or may not be approved, depending on Council's assessment of how well the petition "makes a case" for the addition of a new SIG.

A petition for a new SIG should include the printed names, addresses, and signatures of the AERA members who have agreed to become members of the new SIG. In addition, the petition should include a rationale describing the purpose, scope, and uniqueness of the SIG and its membership. As indicated in the next section (Section IV-B), electronic signatures can be secured and submitted.

It should be noted that petitions for new SIGs are *not* routinely approved. Besides having the needed "critical mass" to function as a vibrant SIG, those who submit a petition must demonstrate that (a) their proposed SIG has a mission that emphasizes educational research and (b) the proposed SIG is not redundant with any existing SIG or division. Recently, proposals to establish new SIGs have been denied because "a" and/or "b" were not demonstrated.

Each petition to establish a SIG must be accompanied by a nonrefundable fee (currently \$100) to offset the additional administrative cost to the Association. Checks should be made payable to AERA. To assist new SIGs, it is recommended that each signature on the start-up petition be accompanied by the minimum annual membership fee of \$5.00. This will ensure a minimum collection of \$150 at SIG start-up time, covering the \$100 AERA fee and leaving at least \$50 in the new SIG's treasury.

These petitions will be reviewed by the SIG EC twice a year, at its October and April meetings. Deadlines for submitting petitions to the Central Office are September 15 and March 15. Following its review of any proposals for new SIGs, the SIG EC may make a recommendation to Council that the request for a new SIG be approved. Council will then decide, at its summer or Winter meeting, whether the proposed SIG should become an official part of AERA.

Send any questions regarding SIG formation to the Deputy Executive Director at AERA's Central Office, or to any members of the SIG EC. (See AERA web site for contact information.)

B. Electronic Signatures

Electronic signatures can be used to document that a newly proposed SIG has the needed minimum of 30 members. The following procedure should be used if electronic signatures are used:

1. One person (the "Organizer") sends an e-mail message to prospective members of the proposed SIG describing its name, purpose, rationale, and unique contribution to AERA.
2. Prospective members send this message back to the Organizer saying "I currently am a member of AERA and I will join the proposed SIG should it come into existence." Each

person sending such a message must include his/her full name, institutional affiliation, mailing address, phone number, and AERA member ID number.

3. The Organizer compiles and forwards the full set of e-mail messages (from Step #2) to AERA's Central Office at governance@aera.net in Washington.

V. Financial Obligations for SIG Groups and Their Members

A. SIG Management Fee

Each SIG pays an annual management fee to help defray the direct and indirect costs associated with the services provided to SIGs by the Central Office. The assessment is graduated based on SIG size: SIGs with 128 or fewer members have an assessment of \$150; SIGs with between 129 and 200 members have an assessment of \$225; SIGs with more than 200 members have an assessment of \$300.

B. SIG Membership Assessment Fee

Every individual who joins or renews membership in 1 or more SIGs pays an assessment fee of \$7 per year. Every SIG member pays this \$7 assessment just once per year, regardless how many SIG affiliations he/she has. This assessment, like the SIG management fee, goes to AERA's Central Office to help pay for the many services provided to SIGs.

C. Membership Dues

The SIG membership dues apply to individuals who join or renew membership in a SIG. The dues are set by each SIG, with approval needed from the AERA Council. The money generated by these dues stays with each SIG and is used to cover its operating expenses (e.g., newsletter, social event at the Annual Meeting, etc.). A SIG's membership dues must be at least \$5 per year, but they can be set at a higher level if the SIG so desires (and if Council approves). Each SIG's membership dues are listed on the SIG Membership Form that's available online (<https://www.aera.net/Default.aspx?id=274>). The annual SIG membership dues rates go into effect at the beginning of each new fiscal year; they cannot be changed mid-year.

Request for a change in SIG membership dues must be submitted to the AERA Central Office at governance@aera.net no later than May 15 of each year. Requests will be reviewed by the AERA Council at its June meeting. If approved, the new dues rate will go into effect on July 1 for the following membership year.

VI. The Operation of a SIG

A. SIG Officers

Each SIG must have a Chairperson and a Secretary/Treasurer (or a Secretary and a Treasurer), all of whom must be AERA members. In addition, some SIGs have additional officers (e.g., a Program Chair, Historian, Parliamentarian, Nominating Chair, Awards Chair) that provide leadership opportunities for their SIG members.

Each SIG's Chair and Secretary-Treasurer must be elected by that SIG's members. (The SIG's other officers may be appointed or elected, as determined by the SIG.) Nominations and elections must be conducted in a professional and public manner. The procedures for conducting these elections should be outlined in the SIG's bylaws.

It should be noted that each SIG's election of its officers must conform to the Association's policy on elections that were adopted to insure an equal and fair opportunity for all candidates standing for election. The election regulations are attached in the Appendix. Failure to comply with these election requirements may result in the Association Council considering withdrawal of AERA recognition of a SIG.

No SIG officer can serve more than three years in succession in the same office.

Information concerning SIG Officers should be submitted electronically to AERA's Central Office using SIG Form A. This Form is available online at:

<http://www.aera.net/Default.aspx?id=1524>

B. SIG Bylaws

Each SIG is required to have a set of bylaws. These bylaws must be submitted electronically to AERA's Central Office and approved by the AERA Council. In addition, such bylaws should be posted on the SIG's website or otherwise made available to anyone who wished to see them.

Each SIG is responsible for ensuring that its bylaws and policies do not conflict with the Articles of Incorporation or the Bylaws of the Association, or the *SIG Handbook*. The Association Council has the authority to determine whether such conflicts exist.

A SIG can modify its bylaws—by vote and approval of its SIG membership—as long as they are not in opposition to already specified SIG or AERA policies and procedures.

This *Handbook's* Appendix contains a sample set of SIG bylaws.

C. SIG Fiscal Responsibilities

It is important that SIGs maintain financial accountability for their own membership and for AERA. Because AERA is audited annually, and because SIGs are a part of AERA, SIG finances are audited as a part of the yearly annual audit of the Association's monetary affairs. Because of this, each SIG must have its operating account located at and managed by AERA's Central Office in Washington.

It is essential that each SIG inform AERA as to which of its officers has the authority to request distribution of money from the SIG's operating account. This information should be submitted electronically by using SIG Form A. This Form is available online at:

<http://www.aera.net/Default.aspx?id=1524>

The deadline for submitting Form A is one month following the close of the Annual Meeting.

D. Reporting to the Membership of the SIG

Each SIG should keep its members informed as to the SIG's activities, upcoming elections, and other important information aligned with the SIG's reason for existence. Such information can be distributed via a mailed newsletter, e-mail messages, a website, and the SIG Business Meeting at the AERA Annual Meeting.

As indicated in Section VIII-B, AERA's Central Office will host SIGs' websites on the AERA website. Websites from SIGs are accessible online by visiting the SIG Directory at:

<http://aera.net/Default.aspx?id=973>

As indicated above, SIGs have the option of distributing a newsletter to their membership. Such publications are to be operated and paid for by the SIG. AERA's Central Office should be placed on the mailing list for SIG newsletters.

E. AERA Sanctioned Awards from SIGs

The Association Council has set the following guidelines for all Association awards:

There should be three levels of awards (1) AERA-sponsored awards for overall excellence in research, development, and service; (2) divisional-sponsored awards for the quality of research in areas of specific interest to the division; and (3) SIG-sponsored awards for the quality of research in areas of specific interest to SIGs.

Divisions and SIGs giving AERA-sanctioned awards must have a set of guidelines specifying the selection procedures, scope, and criteria for each award, with procedures/criteria approved in advance. Each SIG is limited to one (1) AERA-sanctioned award. All awards must be related to research and scholarship. Awards sanctioned by the Association will have a certificate printed by AERA Central Office. SIGs are responsible for the cost of award plaques and any cash award where applicable.

In addition to the AERA-sanctioned awards, SIGs may also give certificates (recognizing a SIG member's contribution to the SIG). These will **not** be approved, sanctioned or controlled by the Association other than to have the format submitted to the Executive Director for review in advance.

The AERA Executive Board must review and approve all proposals for AERA-sanctioned awards. Thus, SIGs wishing to present an AERA-sanctioned award must complete the attached form and submit it to AERA Central Office for approval (See form in Appendix). There is an annual fee of \$35 per certificate for AERA to prepare for presentation at the Annual Meeting. The deadline for notifying the Central Office of the award recipient is February 1st.

All SIGs giving AERA-sanctioned awards must provide the AERA Central Office with information on the number of nominations received for each award and the nomination and selection process. This information must be furnished annually and must be received before awards will be prepared by the AERA Central Office.

VII. The Annual Meeting

A. Responsibilities of SIG Program Chairs

The first responsibility of each SIG's Program Chair is to complete SIG Form B and submit it electronically to AERA's Central Office by the last day of the Annual Meeting. This Form is quite brief and simply asks for contact information about the Program Chair. Form B is available online at:

<https://www.aera.net/Default.aspx?id=1524>

Each SIG's Program Chair is responsible for executing the various tasks necessary to plan for his/her SIG's portion of the Annual Meeting. These tasks are delineated more specifically in the *Annual Meeting Procedures Handbook* provided to SIG Program Chairs during the summer prior to the Annual Meeting for which they are preparing. Among other things, it is the Program Chair's responsibility to:

- Promote, if appropriate, the Annual Meeting's "theme" established by the AERA President when encouraging his/her SIG members to submit proposals.
- Become adept at using AERA's on-line system for proposal submission/review.
- Ensure that each submitted proposal receives a fair and unbiased review (by a minimum of two reviewers) by the deadline established by AERA.
- Make a final accept/reject decision for each proposal by the deadline established by AERA.
- Encourage members of his/her SIG to volunteer and serve as Chairs and Discussants.
- Make sure that sessions are created by the deadline established by AERA.
- Oversee all aspects of the program preparation process such that his/her SIG's portion of the Annual Meeting is of the highest quality possible. For example, SIG Program Chairs should remind all presenters that they must submit (electronically) their final papers to discussants and chairs by the deadline established by AERA.

B. Solicitation of Proposals

All SIGs must solicit all of their proposals through what is called the "open proposal submission process." This solicitation is done through the Call for Proposals that appears in the May issue of *Educational Researcher* and is posted on AERA's Annual Meeting website. In this process, each SIG reviews proposals that come from people who may or may not be members of that particular SIG.

It is possible for a SIG to set aside a portion of its allocated sessions to be "invited sessions." In such instances, the people who present at the Annual Meeting are sought out and invited, with acceptance embodied in the invitation. For obvious reasons, those individuals who make invited presentations do not go through the open proposal submission process.

It should be noted that both AERA and the SIG EC monitor the review process and the overall proposal acceptance rates to ensure that all proposals submitted to a SIG receives fair consideration.

C. Program Allocation

1. Allocation of Substantive Sessions (i.e., Symposia and Paper Presentation Sessions)

The allocation of substantive sessions to each SIG for the Annual Meeting is based on a joint consideration of *two* things: (a) the number of proposals submitted to the SIG and (b) the number of members who belong to the SIG. Here's how the allocation procedure works:

- a. Based on information provided by the AERA Central Office regarding available meeting space at the host city for the upcoming Annual Meeting, the AERA Council determines the total number of possible sessions for the upcoming Annual Meeting.
- b. A relatively small number of sessions is "taken off the top" and provided to AERA's President, the Program Committee, and a few other committees. Also, every SIG (and every Division) is provided space for their Business Meetings. After subtracting these sessions from the total number of available sessions (see Step "a"), we're left with the total number of "substantive" sessions (i.e., sessions for symposia or paper presentations in a panel) available to SIGs and Divisions. You might want to think of this number as indicating the size of a very large pie that's going to be cut into many, many slices.
- c. A count is made of all proposals submitted either to a SIG or to a Division, with each symposium proposal treated as equivalent to 4 individual proposals. The resulting number is considered to be the total number of proposals submitted for possible presentation at the upcoming Annual Meeting.
- d. A count is made of the number of proposals submitted to each individual SIG (and to each individual Division). Each of these numbers is divided by the total number of proposals submitted (see Step "c"), yielding the proportion of all submitted proposals that went to each SIG (and to each Division).
- e. Each SIG's (and each Division's) proportion, from Step "d", is multiplied by the number of available sessions (see Step "b") to determine each unit's "slice of the pie." Consider this number to be the preliminary allocation given to any SIG (or to any Division).
- f. Each SIG's membership count is examined along with its preliminary allocation. If necessary, a SIG's allocation is increased due to these two "guarantees": (a) every SIG is guaranteed a minimum of 1 substantive session regardless of its size; (b) every SIG is guaranteed an additional substantive sessions if it has between 100-199 AERA members, 2 additional substantive sessions if it has between 200-299 AERA members, etc.

Because each SIG's (and each Division's) allocation of substantive sessions is influenced heavily by the number of proposals it receives, SIGs (and Divisions) cannot be told what their allocation of such sessions will be until about three weeks after the deadline for submitting proposals.

2. Allocation of Paper Discussion (i.e., “Roundtable”) Slots

The procedure for allocating slots for “roundtable” presentations takes place after each SIG has received its allocation of substantive sessions. As indicated in the following chart (taken from the *2007 Annual Meeting Handbook*), each SIG’s allocation of paper discussion presentations is determined by that SIG’s allocation of substantive sessions:

| Substantive Session Allocation | Allocation of Paper Discussion Presentations |
|--------------------------------|--|
| 1 | 0 |
| 2 | 4 |
| 3 | 7 |
| 4 | 10 |
| 5 and above | 13 |

It should be noted that the numbers in the right-hand column of the above chart are individual presentations, not sessions. Thus, a SIG that has been allocated 2 substantive sessions would receive space at roundtables to accommodate 4 individuals, each of whom would make a paper discussion presentation. Up to 7 paper discussion presentations are grouped into one paper discussion session. Please note that allocation for these paper discussion sessions is in addition to the allocation for substantive sessions (as described in Section C – 1.)

D. Review/Selection Procedures

It is important to both the Association and to SIGs that fair, objective, and professional procedures be followed in the selection of papers, speakers, symposia and other presentations for the Annual Meeting. The SIG Program Chair and/or the SIG Program Committee is responsible for developing and assuring the quality of his/her/its SIG program.

It is recommended that all program selection procedures be stated in writing and disseminated to the SIG membership. Although no specific procedure is recommended for all SIGs, a variation of the standards and processes followed by the general AERA Program Committee is highly recommended. Despite such variation, SIG Program Chair must follow these rules:

- **Online Proposal Submission and Review.** All proposals must be submitted through the AERA-designated online submission system. SIG Program Chairs must also use the designated system to assign proposals to reviewers and to create sessions.
- **Evaluations and Selection of Proposals:** The SIG Program Chair must have all submissions reviewed by at least 2 external reviewers in selecting proposals for presentation in the Annual Meeting. Since it is the Association’s policy to adopt a blind review procedure for all individual paper proposals, the author(s) name is removed before sending the proposal for review. SIGs should inform the author of the acceptance or rejection of the proposal according to the established schedule set by AERA. Comments of reviewers may be included (anonymously).

- **Acknowledgement of Reviewers:** SIG reviewers are acknowledged on the AERA Annual Meeting website while session participants are listed in the Participant Index.

E. Use of Program Time

Within three weeks following the deadline for submitting proposals (August 2), SIG Program Chairs are notified by Central Office as to their allocations for the Annual Meeting.

Each SIG's allocation will include 1 program slot for the SIG's Business Meeting **PLUS** 1 or more "substantive sessions" (see Section C-1 above). SIGs receiving 2 or more substantive sessions **ALSO** receive at least 4 slots for paper discussions (i.e., roundtable presentations), with more of these slots being allocated to SIGs that are allocated a larger number of substantive sessions. (Section C-2 contains a chart showing how roundtable slots are allocated.)

SIGs have flexibility in how they use their allocated "substantive sessions." Each such session may be used for up to 5 individual paper presentations **or** a single symposium **or** up to 16 poster presentations. (Because most "substantive sessions" are used for paper presentations, they are sometimes referred to as "paper sessions." This latter term is a bit misleading, because a substantive session can be used for a symposium or poster presentations.)

To illustrate the flexibility that SIGs have in how they use their allocated program time, consider a hypothetical SIG that has been allocated 3 "substantive sessions" **and** 7 paper discussion presentations **and** 1 business meeting. That SIG might decide to use each of its "substantive sessions" to accommodate 5 individual paper presentations. That choice would allow this hypothetical SIG to a total of 22 presenters: 5 who make individual paper presentations in each of the 3 paper presentation sessions, plus 7 who make roundtable presentations. This arrangement is shown as Option A in the following chart. As indicated in the chart's other rows, there are other ways this same hypothetical SIG could use its allocation of 3 substantive sessions, 7 roundtables, and 1 business meeting.

| Possible Use of Allocated Time | Paper Presentation Sessions ^a | Paper Discussion Presentations ^{b,c} | Posters | Symposia | Business Meeting |
|--------------------------------|--|---|---------|----------|------------------|
| Option A | 3 | 7 | 0 | 0 | 1 |
| Option B | 2 | 7 | 0 | 1 | 1 |
| Option C | 2 | 7 | 16 | 0 | 1 |
| Option D | 1 | 7 | 16 | 1 | 1 |
| Option E | 1 | 7 | 0 | 2 | 1 |
| Option F | 1 | 7 | 32 | 0 | 1 |
| Option G | 0 | 7 | 0 | 3 | 1 |
| Option H | 0 | 7 | 16 | 2 | 1 |
| Option I | 0 | 7 | 32 | 1 | 1 |

^aAt each of these sessions, up to 5 individual paper presentations can be made

^bPaper discussion presentations were formerly referred to as "roundtables"

^cThis is the number of individual presenters (i.e., people), each at a separate table

It should be noted that a SIG's Business Meeting cannot be set up to be a paper presentation session that includes multiple individual presentations. The Business Meeting *can* include an invited speaker and/or an open discussion. However, it *cannot* include multiple invited speakers, each of whom makes a presentation in the same way they would if they were involved in a paper presentation session or a symposium. In addition, the Business Meeting *must* be devoted, at least in part, to the SIG's business (e.g., a Treasurer's report; presentation of election results; consideration of novel ways to recruit new members; etc.).

F. Scheduling Sessions

Business Meetings are scheduled during "off-hour" evening time slots to avoid scheduling conflicts, and social hours may be held at these times or following the Business Meetings. As indicated above, the business meeting should be used to conduct SIG business and, if desired, to feature a special invited speaker (or have a discussion); however, it must not be used for presentations of papers. **Substantive sessions are typically not scheduled during evening time slots.**

Some SIGs may choose to obtain extra session time by taking advantage of co-sponsoring sessions with other SIGs or Divisions, and/or by using poster sessions. SIGs are encouraged to explore non-traditional session formats that may reflect more closely SIG objectives. Questions should be directed to AERA's Meetings Department.

VIII. Central Office Services Provided/Available to SIGs

A. Member Administration and Service

The Central Office is responsible for administering and servicing SIG members as part of AERA's membership recruitment and renewal process. In addition, the Central Office maintains up-to-date information on members so that counts, rosters, and other pertinent information may be provided to SIG officers in a timely manner.

B. Member Communications

To facilitate the ongoing communications between SIGs and their members throughout the year, AERA provides the following services to all SIGs upon request.

- Listserv: Each SIG will have access to two listservs to communicate with members: (1) announcement listserv (or outbound e-mail broadcast) for use by SIG Chair; and (2) an open discussion listserv available for voluntary subscription by SIG members.
- Website: AERA provides web-hosting service and use of an AERA-designated content management system to SIGs so that there can be a "permanent home" for SIG websites. Designated web-manager of SIGs will have restricted access to the SIG website to maintain its content. Electronic SIG newsletters can also be posted on the site for wide dissemination.

C. Financial Management

AERA's membership database and association management system is fully integrated with the accounting system to provide accurate accounting of membership dues received for each SIG. The system also manages other income received and expenses incurred by each SIG. Quarterly financial reports are provided to SIG Treasurers.

Effective with the 2007 fiscal year, SIGs must utilize the service provided by AERA whereby the SIG's operating account is being held and managed by AERA. Such a service offers continuity and internal control which are essential to the sound financial management of SIGs. All SIG operating accounts will be reviewed by AERA's independent auditor as part of the annual audit.

D. Annual Meeting

The Annual Meeting of the Association provides an important forum for the exchange of knowledge about educational research and for face-to-face interaction and networking. To facilitate SIG chairs and program chairs in their program planning process, services provided include the provision of an Annual Meeting Program Chair Handbook for SIGs; special training opportunities at the Annual Meeting and via web conferencing in the summer for program chairs on the use of the All Academic online submission, review, and session planning system; and user support provided by the Central Office staff.

E. Repository of SIG Information

The Central Office strives to be a permanent repository of SIG information, including the history of SIG formation, by-laws, and other pertinent information. To that end, SIG officers are strongly urged to forward copies of SIG documentations to the Central Office for safe-keeping.

F. SIG Management Tools for SIG Officers

To facilitate the work of SIG officers, AERA is providing online access to SIG Officer's Tools through the Member-Only area of the AERA website. The SIG Officer's Tools provide the following electronic information to SIG chairs and treasurers:

- Up-to-date membership count of SIG members;
- An export feature whereby SIG membership rosters may be exported in text format: Current Membership Roster contains contact information of all current SIG members and Lapsed Member Roster contains contact information of SIG members who have not renewed their membership during the past year. The latter is useful in launching membership retention efforts.
- Monthly SIG financial statements are made available online for use by chairs and treasurers.

IX. SIG Continuation

Since SIGs are intended to be flexible and dynamic, the Association anticipates the formation of new SIGs as well as the discontinuation of others. As for discontinuation, there are five reasons why a SIG may cease to exist:

A. Voluntary Dissolution

The membership of a SIG may decide to temporarily or permanently withdraw from active SIG status. Notification of withdrawal should be made in writing to the Central Office and to all SIG members.

B. Merger with Another Existing SIG or an Existing Division

The membership of a SIG may decide to merge with another SIG or an existing Division. (Such mergers are encouraged). As in the case of voluntary SIG termination, notification to the Central Office and concerned members is all that is necessary.

C. Transition Into a New Division

In the past, some AERA Divisions have been formed through the merging of one or more SIGs dealing in related areas.

D. Insufficient Number of Members

1. Needed Number of Members

A minimum of 30 AERA members are needed in a SIG.

2. Procedure for Dealing with Any SIG Having a Membership Less Than 30

If a SIG has a membership that is below 30 at the end of any membership year, that SIG will be notified and informed that it will have until the end of the new membership year to recruit a sufficient number of new members to meet the minimum membership requirement to continue to exist. During this interval, the SIG EC will provide the SIG with various suggestions as to how it might go about its recruiting effort. Moreover, members of the SIG EC will gladly consult with the SIG's officers regarding its membership size problem. It should be noted, however, that it ultimately is the responsibility of the SIG to get its membership up to a sufficient level. If this cannot be accomplished, then, as a last resort, the SIG EC will help the SIG try to identify a different SIG with which it might merge.

The SIG EC is an advocate for SIGs. This Committee will work vigorously with and on behalf of all SIGs. However, the SIG component of AERA must operate in agreement with the Association's rules and regulations. Accordingly, SIGs which have fewer than 30 members following a one-year's grace period will be recommended to Council for discontinuation.

E. Failure to Pay the SIG Maintenance Fee

As indicated in Section V-A, each SIG must pay an annual management fee to help defray the direct and indirect costs associated with the services provided to the SIG by the Central Office. The formal recognition of any SIG will be withdrawn if it fails to pay this fee.

F. Other Good and Sufficient Reasons

Article X, Section 6, of AERA's Bylaws indicates that:

A Special Interest Group may be dissolved by the Council for good and sufficient reasons. Action to dissolve a Special Interest Group shall require a vote of two-thirds of the members of the Council present.

X. SIG Leadership Seminars and the SIG Open Meeting/Reception

At each Annual Meeting, the SIG EC hosts "SIG Leadership Seminars." These sessions are designed for SIG officers who are newly elected and who are continuing in their leadership positions. At each session, important information is distributed; the working "connections" between SIGs, the SIG EC, and AERA's Central Office in Washington is described; and each SIG officer is given ample opportunity to ask questions. Every SIG officer is highly encouraged to attend one of these Leadership Seminars so as to learn, to share, and to see that relationships across SIGs benefit everyone.

In addition to conducting the SIG Leadership Seminars, the SIG EC also hosts the "SIG Open Meeting/Reception" at each Annual Meeting. This session features a reception to honor all SIG officers who volunteer their time and energy on behalf of their SIGs' members. In addition to the reception, the SIG Open Meeting involves a brief report by the SIG EC, comments from the Central Office Staff Liaison for SIGs, and an opportunity for SIG officers to pass along suggestions as to how the SIG component of AERA can be strengthened.

XI. Training for the Online Proposal Submission and Session Creation System

At each Annual Meeting, SIG Program Chairs (and SIG Chairs) are encouraged to attend demonstration and training sessions focused on the online proposal submission and session creation system. Several of these sessions are offered each year.

APPENDICES

SIG Operations Milestone Chart

(From Annual Meeting to Annual Meeting)

| | Apr | May | June | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar |
|--|-----|-----|------|------|-----|-----|-----|-----|-----|-----|-----|-----|
| AERA Annual Meeting | ● | | | | | | | | | | | |
| SIG Open Meeting (at Annual Meeting) | ● | | | | | | | | | | | |
| SIG Leadership Seminars (at Annual Meeting) | ● | | | | | | | | | | | |
| Form B must be submitted by 10:00 am on last day of Annual Meeting | ● | | | | | | | | | | | |
| Transfer SIG Records to new SIG Officer (should be done at the Annual Meeting or shortly thereafter) | ● | | | | | | | | | | | |
| Form A must be submitted by May 16 | | ● | | | | | | | | | | |
| AERA Call for Proposals in <i>ER</i> (May issue) | | ● | | | | | | | | | | |
| Forms C must be submitted in May | | ● | | | | | | | | | | |
| AERA sends Annual Meeting Program Information to SIGs (Allocation of time slots, Master Schedule for Program) | | | | ● | | | | | | | | |
| SIG Management Fee Invoice Mailed to SIG Chairs | | | | ● | | | | | | | | |
| SIG Management Fee should have been mailed or credited to AERA | | | | | ● | | | | | | | |
| Completed SIG Program Information to Proposal Processing Center | | | | | | | ● | | | | | |
| SIG Report to SIG Membership on Annual Meeting Program Scheduling Times for SIG events (ask members to view website) | | | | | | | | | | ● | | |
| Visit Website to View SIG's Annual Meeting Schedule | | | | | | | | | | ● | | |
| Notification of Award Recipients (if applicable) to AERA Central Office | | | | | | | | | | ● | | |
| Forms A, B, & C posted AERA website | | | | | | | | | | | | ● |

AERA SIG CHECKING SERVICE

Policies and Procedures

I. General Policies

1. There will be no fees assessed to SIGs for use of the services.
2. NO interest will accrue to a SIGs account.
3. Statements of account will be reported quarterly (September, December, March and June). Issuance will be made only to the authorized individual for the SIG.
4. Only one authorized signature is required for deposits and withdrawals, AERA will keep two authorization signatures on file for the fiscal year (June 30 - July 1).
5. Only SIGs in good standing may use the service.
6. Any bank fees charged by returned checks or foreign check collection will be charged against the SIG account.

II. Deposits

1. All deposits MUST be accompanied by a completed deposit form supplied by AERA. The deposit form may be accessed online at <http://www.aera.net/Default.aspx?id=1524>.
2. Checks should be made payable to "AERA SIG" in the payable name. ONLY endorse the back of the check if these names are not on the front. Endorsement should say "PAYABLE TO AERA".
3. There are no limits on the number of deposits.
4. Checks with stale dates (over three months old) will be returned to the SIG.
5. We DO NOT accept credit card deposits.
6. Receipt forms will be kept on file at AERA headquarters for a period of two years.

III. Withdrawals

1. All checks requests MUST be accompanied with a completed withdrawal form supplied by AERA. Requests forms may be accessed online at <http://www.aera.net/Default.aspx?id=1524>
Reimbursement requests must be accompanied by original receipts.
2. Withdrawals or check requests will not be made without a SIG authorized signature.
3. Checks will be issued on the 10th and 25th of each month after the check request is received by the AERA Central Office.
4. More than one check may be requested at a time; but separate forms must be completed for each check request.
5. Payment of the AERA annual SIG dues MUST be authorized on the check request form.
6. Check request forms will be kept on file at AERA headquarters for the period of two years.

IV. Communication

All correspondence concerning SIG accounts should be addressed to:

AERA
ATTN: Phoebe Stevenson, Deputy Executive Director
1230 17th Street, NW, Washington, DC 20036
(202) 223-9485; FAX: (202) 775-1824; e-mail: pstevensonz@aera.net

Petition for Establishing a New SIG

Name of person submitting petition: _____

Contact information: phone: _____ e-mail address: _____

As a member of the American Educational Research Association, I support the establishment of a Special Interest Group within AERA with the title of:

Please submit a statement describing three aspects of the proposed SIG: (1) its purpose, (2) its scope, and (3) its uniqueness compared to existing SIGs. All three of these aspects are highly important and will be reviewed carefully by the SIG Executive Committee.

Each petition to establish a SIG must be accompanied by a fee, currently \$100 to offset the additional administrative cost to the Association Council. Checks should be made payable to AERA. To assist new SIGs, it is recommended that each signature on the start-up petition be accompanied by the minimum annual membership fee of \$5.00. This will ensure a minimum collection of \$150 at SIG start-up time, covering the \$100 AERA fee and leaving at least \$50 in the new SIG’s treasury.

Information about the people who will become members of the proposed SIG should be listed below. Signatures can be obtained electronically, following a procedure described in Section III-B on page 6.

| Signature (at least 30 persons) | Print name | Institution / Mailing Addresses | Date |
|------------------------------------|------------|------------------------------------|------|
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(Continue list on next page)

PETITION FOR AN AERA SANCTIONED AWARD

(Proposals are reviewed by the AERA Executive Board at its January, June, and October meetings. Deadlines for receipt of proposals at the Central Office are December 15, May 15, and September 15. Each SIG may have one AERA-sanctioned awards.)

Name of the Award: _____

Sponsor (Division or SIG): _____

Year Award Established: _____

Selection/Eligibility Criteria: _____

Nomination Process: _____

Review/Selection Process: _____

Form of Recognition: _____
(Cash Award, Plaque, etc.)

Contact Person for Award: Name: _____

Address: _____

Phone: _____

Email: _____

Signature

Date

SAMPLE SIG BYLAWS

BYLAWS OF THE AERA SPECIAL INTEREST GROUP (SIG) INFERENTIAL AND DESCRIPTIVE BOOTSTRAPPING/RESAMPLING (IDBR)

Article I: Name

The name of the organization is Inferential and Descriptive Bootstrapping/Resampling (SIG/IDBR).

Article II: Affiliation

The organization, Inferential and Descriptive Bootstrapping/Resampling (SIG/IDBR), is a Special Interest Group (SIG) of the American Educational Research Association (AERA) and, as such, pays annual dues to AERA and participates in the AERA annual meeting.

Article III: Governing Authority

The Special Interest Group (SIG), Inferential and Descriptive Bootstrapping/Resampling (SIG/IDBR), shall be governed by the bylaws and articles of incorporation of the American Educational Research Association (AERA). SIG/IDBR bylaws shall not conflict with the bylaws and articles of incorporation of AERA.

Article IV: Purpose

The purpose of the Special Interest Group (SIG), Inferential and Descriptive Bootstrapping/Resampling (SIG/IDBR), is to generate and disseminate knowledge of bootstrapping/resampling methods as regards both inferential (i.e., statistical significance testing) and descriptive (i.e., “internal” result replicability analyses) statistical resampling applications. Pursuant to these purposes SIG/IDBR may elect to publish its own journal, or hold occasional conferences supplementing AERA meetings.

Article V: Membership

Section 1 -- Eligibility. Membership in SIG/IDBR shall be open to any dues-paid AERA member who supports the purpose of the organization and who pays the specified SIG dues.*

Section 2 -- Duration. AERA members may join SIG/IDBR by paying SIG/IDBR dues through the AERA Central Office¹ using the appropriate AERA form². AERA members may join SIG/IDBR at any time, but SIG/IDBR membership expires coterminously with a given AERA membership. SIG/IDBR membership may be for either 1 or 2 years, but members joining SIG/IDBR for 2 years must coterminously be members of AERA for 2 years.**

Section 3 -- Voting Rights. All SIG/IDBR members in good standing, fully paid in SIG dues, shall be entitled to vote for SIG/IDBR officers.

Section 4 -- Dues. The amount of SIG/IDBR dues may be modified by a majority of the SIG/IDBR members voting by e-mail or at the annual SIG/IDBR business meeting held during the AERA annual meeting.

Article VI: Officers

Section 1 -- General. Officers of SIG/IDBR shall be elected by a majority of SIG members voting each year prior to the AERA annual meeting by postal or e-mail balloting. The elected officers shall comprise the Executive Committee of SIG/IDBR and shall conduct all business of the SIG in the interim between the annual business meetings.

Section 2 -- Eligibility. All members in good standing of both AERA and SIG/IDBR shall be eligible for election as officers.

Section 3 -- Terms. The term of each office shall be for 1 year, expiring at the end of each year's annual AERA meeting. No person may serve in any single office for more than 2 consecutive terms.

Section 4 -- Offices. The following offices shall compose the executive committee of SIG/IDBR: (1) President/Program Chair; (2) Past President; (3) Secretary/Treasurer; (4) Newsletter Editor. Persons to assist these officers or to carry out other work of the SIG may be appointed by the President.***

Section 5 -- Election Procedures. Each year prior to the annual AERA meeting the President, in consultation with the Executive Committee, shall appoint a Nominating Committee of no less than 2 and no more than 4 persons. The Nominating Committee shall present the slate of candidates to the SIG/IDBR members, and the designated Chair of the Nominating Committee shall specify a ballot due date as part of dissemination of ballots and shall receive ballots by postal and/or e-mail. The Chair of the Nominating Committee shall announce the outcomes of the elections to the Executive Committee and all candidates at least 1 week prior to beginning of the AERA annual meeting. Election shall require a majority of votes cast; a tie vote shall be broken by a coin flip conducted at the AERA annual meeting by the Chair of the Nominating Committee or in the Chair's absence a designee of the outgoing Executive Committee.

Article VII: Duties of Officers

Section 1 -- President. The President shall be responsible for the general administration of the SIG/IDBR and act as liaison between the SIG and AERA. The President shall preside at all meetings of the Executive Committee and at the annual business meeting. The President shall appoint ad hoc committees as needed. The President shall act as Program Chairperson for the AERA annual meeting at which the President's term expires.

Section 2 -- Secretary/Treasurer. The secretary/treasurer shall be responsible for the safe keeping of all financial documents and any official correspondence and meeting minutes of SIG/IDBR.

Section 3 -- Past President. The Past President shall perform such duties as designated by the President/Program Chair, and may serve as Chair of the Nominating Committee.

Section 4 -- Newsletter Editor. The Newsletter Editor shall compile and disseminate a newsletter by e-mail or other means at least twice a year.

Article VIII: Meetings

Section 1 -- Annual Meetings. There shall be a SIG/IDBR business meeting held each year in conjunction with the AERA annual meeting. Arrangements for the time and place of this meeting are the responsibility of the Program Chair.

Section 2 -- Governing Procedures. Issues of procedure not covered by these bylaws shall be governed by Roberts Rules of Order (Revised).

Article IX: Ratification and Amendments

Section 1 -- Ratification. These bylaws shall take effect upon a two-thirds vote of those members voting at a duly called business meeting or a two-thirds of the membership by postal or e-mail voting.

Section 2 -- Amendments. These bylaws may be amended by two-thirds of those members voting at either the annual business meeting or by e-mail. All proposed amendments must be submitted for review by the Executive Committee at least 7 days prior to the annual business meeting.

Article X: Discontinuation

In the event that the purpose of SIG/IDBR is fulfilled by another organization or it is unable to maintain membership in AERA, the organization may be discontinued by a vote requiring approval of at least two-thirds of the members of the SIG. Should SIG/IDBR discontinue, its assets shall be used to pay all

outstanding debts and obligations. Any remaining funds shall be donated to the American Educational Research Association.

Footnotes

¹(Attn: SIG Liaison; AERA; 1230 17th Street; Washington, DC 20036-3078)

²The “SIG Renewal Form” is distributed with AERA membership renewal forms, or may be downloaded from Web URL: “<https://www.aera.net/membershipinfo/?id=48>”.

Explanatory Footnotes

Note. These footnotes (designated with asterisks) are not part of the Constitution and By-laws, but are presented to elaborate some key decisions SIGs must make in following this and other models.

* SIGs do not have to require AERA membership to be eligible for SIG membership. However, only SIG members who are AERA members count in creating headcount for deciding AERA program allocation and whether the SIG has sufficient membership.

** SIGs may also limit membership terms to only a single year.

*** Some SIGs call the primary office “Chair”; some SIGs also create an appointed Executive Director office. Also, some SIGs separate an office of Program Chair from other offices.

AERA ELECTION REGULATIONS

The following regulations have been adopted by the Association to ensure an equal and fair opportunity for all candidates. They are consistent with the norms of a professional, scientific society, and it is expected that individuals will abide by both the spirit and the letter of the regulations to limit campaigning. The regulations are as follows:

- 1 - The primary mechanism for candidates to present their qualifications and positions to the membership is through the biographical sketch that accompanies the election ballots. Candidates for President-Elect, Member-at-Large and Vice President have a 250-word limit. Divisional Secretaries have a 100-word limit.
- 2 - Candidates and their supporters may communicate with friends through personal letters, conversations, and telephone calls. However, all such communication should be individually initiated and involve little expense. Mass mailings (including electronic distribution) by a candidate, or by supporters on behalf of a candidate, are prohibited. Candidates have a responsibility to discourage such activities on the part of their supporters.
- 3 - Association resources (including newsletters) may not be used to promote, announce, or support individual candidates. In particular, AERA committees, SIGs, and Divisions are prohibited from using Association funds for such campaign activities or communications.
- 4 - Violations of the regulations should be reported to the Executive Director. Substantiation of allegations may result in disciplinary action including a candidate's disqualification from the election, or censure of a member acting in violation of these regulations.

JOURNALS AND OTHER PUBLICATIONS

The Association encourages innovation by SIGs consonant with the Association's publication policies and procedures as outlined in the AERA Publications Manual [approved by AERA Council in April 2005 and available for member access in the Member Portal area] and the Association's overall publication objectives. Publication ideas from SIGs for journals, annuals, or other periodicals (whether print or electronic) should be brought to the AERA Publications Committee for review and recommendation to AERA Council. Based on the recommendation from the AERA Publications Committee, the AERA Council may determine to pursue the idea as an AERA publication or will advise the SIG whether it may pursue a publication prospect and, if so, under what conditions.

PUBLIC POLICY POSITIONS

Only the AERA Council can take public policy positions on behalf of the Association. Detailed information AERA Position Taking and Policymaking Processes Guidelines may be found online at <http://www.aera.net/aboutaera/?id=1517>. SIGs are encouraged to make recommendations to AERA Council or to bring to the attention of the Association issues for consideration, especially in areas relating to the expertise, competence, or interests of SIGs.