

DRAFT BYLAWS

for SIGS to be used as a model for the required Bylaws of each SIG as required by AERA

Bylaws and Policy

(Revised: December 2009)

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American Educational Research Association

Special Interest Group:

[insert name of your SIG]

Article I.

NAME OF THE SIG

The name of this Special Interest Group (“SIG”) is *[insert name of your SIG]*, (hereafter, the “SIG”).

Article II.

AFFILIATION OF THE SIG

The SIG is a Special Interest Group of the American Educational Research Association (hereafter, “AERA” or “Association”) 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.

Article III.

GOVERNING AUTHORITY OF THE SIG

The SIG shall be governed by the Association’s Articles of Incorporation, Bylaws and policies. The Bylaws, decisions and actions of the SIG shall not conflict with the Association’s Bylaws and policies, including the SIG Handbook and all guidelines, procedures and policies associated with the Association’s Annual Meeting and its program.

Article IV.

PURPOSES OF THE SIG: *[insert name of your SIG]*.

The purposes of the SIG are *[insert statement of your SIG’s purpose(s)]*.

Article V.¹

MEMBERSHIP IN THE SIG

Section 1. Eligibility. Membership in the SIG shall be open to any AERA member who supports the purposes of the SIG and who pays the specified SIG dues and all additional fees required of SIG members by the Association.

Section 2. Joining the SIG. AERA members shall join the SIG by paying SIG dues and Association fees through the AERA Central Office using the appropriate AERA print or electronic form.

Section 3. Members in Good Standing. SIG members are considered 'in good standing' immediately upon the recording of their dues paid in full by the AERA Central Office.

Section 4. Length of Membership in the SIG. The length of membership in the SIG shall be from the date membership dues are received in Central Office to the end of the AERA membership year as established by the Association. AERA members may join the SIG at any time, but SIG membership expires coterminously with AERA membership.

Section 5. Voting Rights. All SIG members in good standing, fully paid in SIG dues, shall be entitled to vote for SIG officers and any other matter where a vote is taken or required.

Article VI.

OFFICERS

Section 1. Required Officers. The SIG shall have a Chair, Secretary *[or Secretary/Treasurer]* and _____ who shall be elected and shall serve as the three required officers. The SIG shall have any other officers that its members from time to time chose to designate. *[Note: It is required that a Program Chair be designated for each SIG. This position may be determined by the SIG to be an officer or a non-officer position. Please insert this position where appropriate for your SIG.]*

Section 2. Other Officers. The other officers of this SIG shall be *[write in the title of each other Officer your SIG desires to have serve.]*

Section 3. Eligibility to Hold Office. All members in good standing of both AERA and the SIG and who are not restricted from holding a particular office due to requirements in the Association's or the

¹ The number of this Article and all subsequent Articles will change if one or more Articles corresponding to a statement of your SIG's Mission, Goals and/or Objectives is/are added.

SIG's Bylaws and policies shall be eligible to run as candidates for election as officers and for any office within the SIG.

Section 4. Length of Term of Office. Unless otherwise specified in these Bylaws, the term of each officer shall be for one year. The term of each officer shall begin the day following the close of the AERA Annual Meeting and end on the last day of the next AERA Annual Meeting.

Section 5. Eligibility to Succeed to the Same Office for Consecutive Terms. Unless otherwise specified or restricted in these Bylaws, individuals shall be eligible to be nominated and to succeed themselves, if elected, to the same office for consecutive terms.

Section 6. [Optional] Automatic Succession of Offices. There shall be an automatic succession of the following offices, from _____ to _____, in that order such that the person elected as _____ shall automatically assume the office of _____ following the completion of one term.

Section 7. Limit to Length of Service in One Office. No person may serve in the same office for more than three consecutive years. The Chair of the SIG shall be charged with ensuring that this requirement is met.

Section 8. Officers as Members of AERA for Entire Term. All individuals serving as officers of the SIG shall be members of AERA during their entire term of office.

Section 9. Vacancies. Whenever any elected office is vacated for any reason before the term of that officer has been completed, the Chair shall on advice from the Executive Committee appoint a replacement until new elections are held. This replacement shall assume the full duties and responsibilities of that office immediately upon appointment. In the case of the Chair being vacant, the Executive Committee shall by majority vote elect an individual to complete the term of the Chair.

Article VII.

DUTIES AND RESPONSIBILITIES OF THE OFFICERS

Section 1. Chair. The Chair shall be responsible for the general administration of the SIG, for ensuring that the SIG Bylaws are followed, and act as liaison between the SIG and AERA and the SIG and the SIG Executive Committee. The Chair shall preside at all meetings of the Executive Committee and at the Annual Business Meeting. The Chair shall act as parliamentarian or shall appoint a SIG member to serve in that role for each meeting. The Chair shall appoint ad hoc committees as needed. Unless

otherwise specified in these Bylaws, the Chair of the SIG shall appoint persons to assist officers, to chair committees or to carry out other work of the SIG.

Section 2. Secretary [or Secretary/Treasurer]. The Secretary [or Secretary/Treasurer] shall be responsible for managing and reporting on the financial accounts of the SIG and the safe keeping of all financial documents of the SIG.

Section 3. *[This and other sections are to be added, with a separate Section for each other officer. The Section heading is the title of each Officer, starting with the third required Officer of your SIG.]*

Article VIII.

OTHER ELECTED NON-OFFICER POSITIONS

Section 1. Elected Non-Officer Positions. The SIG may from time to time establish important leadership positions that are not officers of the SIG.

Section 2. Titles of Non-Officer Positions. The SIG membership shall elect individuals to the following non-officer positions to carry out leadership or task assignments of the SIG for the benefit of the SIG: *[Write title of each elected non-officer position desired by your SIG here].*

Section 2a. Unless otherwise stated in these Bylaws, the current qualifications, eligibility requirements, duties, responsibilities, term limits, and manner and timing of the election for each non-officer position shall be posted on the SIG's website.

Section 2b. Individuals serving in elected non-officer positions cannot serve, make motions or vote on the Executive Committee, although they may, from time to time and at the discretion of the Chair, be invited to participate and provide reports to the Executive Committee.

Section 3. Eligibility. All members in good standing of both AERA and the SIG and who are not restricted from holding a particular elected non-office position due to requirements in the Association's or the SIG's Bylaws and policies shall be eligible to run as candidates for election to any elected non-officer position within the SIG.

Section 4. Length of Term for These Positions. Unless otherwise specified in these Bylaws, the term of each elected non-officer position, whether stated herein or on the SIG website, shall be for one year. The term of each elected non-officer shall begin the day following the close of the AERA Annual Meeting.

Section 5. Eligibility to Succeed to the Same Elected Non-officer Position for Consecutive Terms.

Unless otherwise specified or restricted in these Bylaws, individuals shall be eligible to be nominated and to succeed themselves, if elected, to the same elected non-officer position for consecutive terms.

Section 6. [Optional] Automatic Succession of Non-officer Positions. There shall be an automatic succession of the following elected non-officer positions, from _____ to _____, in that order such that the person elected as _____ shall automatically assume the position of _____ after the completion of one term.

Section 7. Limit of Length of Term in the Same Elected Non-Officer Position. No person may serve in the same elected non-officer position for more than three consecutive years. The Chair of the SIG shall be charged with ensuring that this requirement is met.

Section 8. Elected Non-Officers as Members of AERA for Entire Term. All individuals serving in elected non-officer positions of the SIG shall be members of AERA during their entire term of office.

Section 9. Vacancies. Whenever any elected non-officer position is vacated for any reason before the term has been completed, the Chair shall appoint a replacement until the date of the next elections cycle for that position. This replacement shall assume the full duties and responsibilities of that position immediately upon appointment.

Article IX.

DUTIES AND RESPONSIBILITIES OF ELECTED NON-OFFICER POSITIONS

Section 1. *[This and other sections are to be added, with a separate Section for each other position. The Section heading is the title of each non-officer position of your SIG.]*

Article X.

EXECUTIVE COMMITTEE

Section 1. Membership. There shall be an Executive Committee consisting of the SIG Chair, Secretary *[or Secretary/ Treasurer]* and *[insert titles of any other officers that your SIG wants as part of its Executive Committee. The title of the third required Officer named above must be included on this Committee.]*

Section 2. Responsibility and Power. The Executive Committee shall have responsibility and power to direct and review the general affairs of the SIG within the limits set forth in these Bylaws and to

provide leadership. Other duties and powers of this Committee are as follows: *[Include all that are to be stipulated, if any.]*

Section 3. Meetings. The Executive Committee shall hold at least one meeting each year in person and shall communicate as needed throughout the year. This meeting may be during the Annual Meeting. The Chair shall be responsible for setting the time and place of this meeting and for creating and distributing the agenda for this meeting.

Section 4. Quorum and Decision-making. A majority of the members of the Executive Committee shall constitute a quorum, and decisions of the Executive Committee shall be by a majority of those present, provided a quorum is present.

Article XI.

NOMINATIONS AND ELECTIONS

Section 1. Oversight of the Nominations and Elections Process. The Executive Committee shall be responsible for setting up, monitoring and providing other oversight duties regarding all aspects of the nomination and election processes of the SIG.

Section 2. Nominations Committee. The Nominations Committee shall consist of *(complete as appropriate to your SIG.)*

Section 3. Nominations and Nomination Process.

Section 3a. The Nominations Committee shall seek eligible individuals to serve as candidates for each elected officer and elected non-officer position.

Section 3b. No SIG member may nominate an individual for any SIG office without the prior consent of that individual to be so nominated.

Section 3c. The SIG Chair shall encourage the membership and individuals involved in the nominations process to elicit at least two candidates for each office and elected non-officer position.

Section 3d. By the deadline set by the Association, the Nominations Committee shall submit the names of the candidates and any other information required by AERA for inclusion in the AERA electronic ballot system. The deadline for this submission shall be determined by the Association.

Section 4. Date for Completion of Election Tabulation. All election processes and tabulation of votes for designated officers and elected non-officer positions for the following year shall be completed within the timeline and deadline established by AERA in conducting its electronic election of Officers

of the Association. The Chair of the Nominations Committee shall receive the results of the balloting from the Central Office.

Section 5. Notification of Results. The [*SIG Chair or Chair of the SIG Nomination and Election Committee – or write in another option for your SIG*] shall be responsible for reporting the results to the membership.

Article XII.

MEETINGS

Section 1. Annual Business Meeting. The SIG shall hold its Annual Business Meeting in conjunction with the AERA Annual Meeting. Announcement of day, time and place of this meeting of the SIG membership shall be made as far ahead as is reasonably possible. In all cases notice shall be communicated to members at least three weeks in advance.

Section 2. Other Meetings. The SIG may hold other meetings at times and places approved by the Executive Committee.

Section 3. Officer and Committee Meetings. The Officers and Committees of the SIG shall meet when, where and as needed to conduct the business of the SIG or carry out the charges of the committee within the parameters and requirements of these Bylaws. The SIG Chair, other SIG officers and committee chairs shall set the meetings and notify all officers of the date, time, place and agenda or purposes of the meetings.

Section 4. Rules of Order. In all cases to which they apply and do not conflict with the provisions of these Bylaws and the Association Bylaws, Robert's Rules of Order (current edition) shall govern all business meetings of the SIG.

Article XIII.

DUES AND OTHER FISCAL CONCERNS

Section 1. Dues. Dues for the SIG shall be decided by the SIG's Executive Committee or by a majority of the membership voting by postal, email, or electronic ballot [*choose one*]. This vote will be administered by the AERA Central Office [*if voting by a majority of the membership is chosen.*]

Section 2. Effective Date of Dues Increases. All increases in dues shall go into effect for all categories of SIG membership for the following membership year as determined by the Association.

Section 3. Allocation of SIG Assets. The Chair, in consultation with the Executive Committee, shall authorize the expenditure of SIG funds for the purpose requested and approved.

Section 4. Overseeing the Allocation of SIG Assets. The Chair and the Treasurer *[or Secretary-Treasurer or Secretary]* shall have the joint responsibility to ensure that all SIG assets, including money collected via dues, are allocated and spent in ways and in a timely manner to fulfill commitments made by the SIG members or Executive Committee, to pay fees to the Association, to pay debts and to enhance and promote the SIG and the purposes, goals and objectives of the SIG.

Article XIV.

AERA-APPROVED AWARDS

Section 1. Name of the Awards. The SIG shall present on an annual basis, when merited, the following Award as approved by Council: *[write name of each and all awards here]*.

Section 2. The *[write name of one award]*. This award shall be presented to *[state specific category of individual, such as senior scholar, recent graduate, graduate student]* for *[state specific reason(s) for the award]*.

Section 2a. The *[name of the award]* is presented to the individual or individuals who meet the following criteria as approved by the SIG and Council: *[state all criteria here]*.

Section 2b. The process for determining the individual or individuals deserving of the *[name of the award]* is as follows: *[state the specific steps in this process or set of procedures followed each year this award is presented. These may be stated here in bullet or numbered order in sequence followed by members of your SIG in determining who earns this award.]*

Article XV.

TERMINATION/DISSOLUTION OF THE SIG

Section 1. Membership Decision to Voluntarily Dissolve the SIG. Should it be decided that the SIG is no longer meeting the needs and serving the purposes for which it was founded, the SIG shall be voluntarily discontinued by a two-thirds vote of those voting in a postal, e-mail, or electronic ballot administered by the AERA Central Office. The results of this ballot shall be communicated in writing to the SIG membership, AERA Central Office and Chair of the SIG Executive Committee by the SIG Chair within one week of the counting of the votes.

Section 2. Other Circumstances that May Result in the Dissolution of the SIG. The SIG may automatically be dissolved should its membership fall below the minimum number established by Council for active SIGs; should its members approve the merging of the SIG with one or more other SIGs, or for other reasons pursuant to the Bylaws of the Association and the SIG. In addition, a Special Interest Group may be dissolved by the AERA Council for good and sufficient reasons.

Section 3. Distribution of SIG Assets. Should the SIG be discontinued for any reason, its assets shall be used to pay all outstanding debts and obligations. Any remaining funds shall be returned to the AERA.

Article XVII.

RATIFICATION AND AMENDMENTS

Section 1. Approval Process of the Initial Bylaws. The process for approving the initial Bylaws shall be as follows, with the actions of AERA Council noted for the information of membership:

Section 1a. The officers of the SIG shall decide the process for the construction of a draft of the Bylaws, and offer SIG members an opportunity to comment on this draft. The officers shall be responsible for making specific revisions, additions and/or deletions in the Bylaws based upon the feedback and suggestions.

Section 1b. After the membership has provided feedback and input on the draft of the Bylaws, the Chair shall submit a copy of the draft to AERA Central Office for review. Central Office may send it back to the SIG Chair with comments for revisions or forward the Bylaws to the SIG Executive Committee for review and recommendation to Council for approval. The SIG Executive Committee may return the Bylaws to the SIG Chair to address specific concerns before making a recommendation to Council.

Section 1c. Council may require changes or revisions in the language of the Bylaws or amendments thereof prior to final approval. Once approved by Council, the Chair shall be notified that the Bylaws are in effect and will stay in effect until notification in writing to Central Office of the favorable or unfavorable vote of SIG members. The SIG Chair and officers shall then complete the process of getting approval of the Bylaws by a vote of SIG members. The SIG Chair shall have 30 days to convey in writing to Central Office and the Chair of the SIG Executive Committee the dates and manner of voting decided upon by the SIG officers.

Section 2. Ratification. After Council approval, these Bylaws shall require a majority vote of those members voting electronically by postal, email, or electronic voting. The SIG Chair shall transmit in

writing the manner, dates and results of this vote to Central Office within 10 days of the final count of the votes.

Section 3. Effective Date of Implementation. These Bylaws shall take effect immediately upon receipt in writing to the SIG Chair by Central Office acknowledging the Chair's written statement of the favorable vote of the SIG membership for the presented version of the Bylaws or amendment(s) thereof.

Section 4. Amendments to the SIG Bylaws. These Bylaws may be amended by a majority vote of those members voting at a duly called Annual Business Meeting or a majority of the members voting by postal, e-mail, or electronic voting as designated by the Executive Committee or elsewhere within these Bylaws.

Article XVIII.

POSTING OF THE SIG BYLAWS

Within 30 days of Council approval of the SIG Bylaws and all amendments to the Bylaws, the entire set of Bylaws shall be posted on the AERA website for the SIG with the date of Council's approval included and the Chair shall send an electronic communication to all SIG members announcing the posting of the Bylaws on the SIG website.