

## <Indigenous Peoples of the Americas> SIG

### Bylaws

**The bylaws were discussed and approved by membership vote at the 2009 meeting in San Diego.**

#### Article I.

##### NAME OF THE SIG

The name of this Special Interest Group ("SIG") is Indigenous Peoples of the Americas, (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: Indigenous Peoples of the Americas.

The purposes of the SIG are to mentor, support and increase exchange of knowledge uncovering indigenous ways of knowing and doing in order to address issues surrounding indigenous research methodologies, analyses, and reporting of educational issues impacting indigenous peoples and communities.

#### Article V.

##### 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/Treasurer and Program Chair (also known as "Chair Elect") 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.

Section 2. Other Officers. The other officers of this SIG shall be Graduate Student Representative, Tribal College and University Representative, Awards Committee Chair, Secretary/Treasurer Elect, Graduate Student Representative Elect, and Tribal College and University Representative Elect.

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 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. The officers serving in "Elect" positions will assume their respective officer roles at this time as well.

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 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. Program Chair. The Program Chair (also known as "Chair Elect") shall organize the review of proposals submitted to the SIG and create a schedule of sessions. The Program Chair shall assume the role of Chair after one year.

Section 3. Secretary/Treasurer. The Secretary/Treasurer shall be responsible for managing and reporting on the membership, managing and reporting on meeting minutes and financial accounts of the SIG, the safe keeping of all financial documents of the SIG, and assisting with annual SIG meeting plans.

Section 4. Graduate Student Representative. The Graduate Student Representative shall be responsible for maintenance and upkeep of the SIG website on AERA.

Section 5. Tribal College and University Representative. The Tribal College and University Representative shall be responsible for keeping the SIG informed of Tribal College and University (TCU) research and encouraging increased participation of TCUs in AERA and the IPA SIG.

Section 6. Awards Committee Chair. The Awards Committee Chair shall coordinate SIG awards, including requesting nominations for the Mike Charleston and Bobby Wright Awards, convening a conference call with the Awards Committee, and presenting the award at the annual SIG business meeting. This is a three year position.

Section 7. Secretary/Treasurer Elect. The Secretary/Treasurer Elect shall assist the current Secretary/Treasurer with managing and reporting on the membership, meeting minutes and financial accounts of the SIG; the safe keeping of all financial documents of the SIG; and assisting with annual SIG meeting plans.

Section 8. Graduate Student Representative Elect. The Graduate Student Representative Elect shall assist the current Graduate Student Representative with maintenance and upkeep of the IPA website on AERA.

Section 9. Tribal College and University Representative Elect. Tribal College and University Representative Elect shall assist the current Tribal College and University Representative with keeping the SIG informed of Tribal College and University (TCU) research and encouraging increased participation of TCUs in AERA and the IPA SIG.

## Article . VIII.

### EXECUTIVE COMMITTEE

Section 1. Membership. There shall be an Executive Committee consisting of the SIG Chair, Program Chair (also known as "Chair Elect"), Secretary/Treasurer, Graduate Student Representative, Tribal College and University Representative, and Awards Chair

Section 2. Responsibility and Power. The Executive Committee shall have responsibility and power to provide leadership and to direct and review the general affairs of the SIG within the limits set forth in these Bylaws. Other duties and powers of this Committee are as follows The Executive Committee shall provide mentorship and training to the Secretary/Treasurer Elect, Graduate Student Representative Elect, and Tribal College and University Representative Elect.

Section 3. Meetings. The Executive Committee shall hold at least one meeting each year in person or via conference call 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 IX.

#### 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 the Executive Committee and the SIG membership.

Section 3. Nominations and Nomination Process.

Section 3a. The Chair shall electronically request the Nominations Committee to seek eligible individuals to serve as candidates for each elected officer and 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 one candidate for each office.

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 3e. If only one candidate is nominated for a position, a member of the Executive Committee will ask the nominee to serve in the respective officer role voluntarily. The position with only one candidate will not be referred to the electronic ballot system. They will automatically assume the officer role at the beginning of the designated term.

Section 4. Date for Completion of Election Tabulation. All election processes and tabulation of votes for designated officers and 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 and/or Program Chair shall receive the results of the balloting from the Central Office.

Section 5. Notification of Results. The SIG Chair or Program Chair shall be responsible for reporting the results to the membership.

## Article X.

### MEETINGS

Section 1. Annual Business Meeting. The SIG shall hold its Annual Business Meeting in conjunction with the AERA Annual Meeting. Unless otherwise noted in these Bylaws, decisions during this meeting shall be by the majority of SIG members present and voting; decisions by consensus will be encouraged.

Section 2. Other Meetings. The SIG may hold other official business meetings at times and places approved by the Executive Committee and vote of the SIG members. The SIG may conduct SIG business and vote on motions in person, electronically, or by e-mail or mail.

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. Notice of Meetings. Announcement of day, time and place of any official business 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 5. Rules of Order. Whenever possible, discussion and decisions shall encourage use of Indigenous meeting practices, including consensus. When such a system is not possible due to time or other constraints, Robert's Rules of Order (current edition) shall govern business meetings of the SIG.

## Article XI.

### DUES AND OTHER FISCAL CONCERNS

Section 1. Dues. Dues for the SIG shall be decided by a majority vote of those members voting at a duly called Annual Business Meeting or a majority of the membership by postal, e-mail, or electronic voting.

Section 2. Effective Date of Dues Increases. All increases in dues shall go into effect for all categories of SIG membership on the day following the last day of the AERA Annual Meeting.

Section 3. Allocation of SIG Assets. The Chair, the Executive Committee or majority of members voting at the Annual Business Meeting or by electronic vote shall authorize the expenditure of SIG funds for the purpose requested and approved. In instances where the Executive Committee or majority of the membership approved a standing maximum expenditure as funds permit, such as to cover the costs of awards or refreshments as part of the SIG reception following the Annual Business Meeting, the Chair and Secretary/Treasurer shall jointly be responsible for giving final consent to commit SIG funds up to the amount approved.

Section 4. Overseeing the Allocation of SIG Assets. The Chair and the Secretary/Treasurer 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 XII.

##### AERA-APPROVED AWARDS

Section 1. Name of the Awards. The SIG shall present on a rotating, annual basis, when merited, one of the following Awards as approved by Council: 1) The Mike Charleston Award for Distinguished Contributions to Research in Indigenous Education and 2) The Bobby Wright Award for Emerging Scholarship. Starting in 2009, the Mike Charleston Award shall be presented in odd numbered years; starting in 2010, the Bobby Wright Award shall be presented in even numbered years.

Section 2. The Mike Charleston Award. This award shall be presented to a senior scholar for distinguished research, professional practice, and/or service to indigenous communities that advance public understanding of the education of indigenous peoples.

Section 2a The Mike Charleston Award is presented to the individual or individuals who meet the following criteria as approved by the SIG and Council: The award will be presented to an individual, like Mike Charleston, whose professional career has been devoted in substantial part to the study of indigenous education and who has significantly advanced the field through extraordinary leadership through scholarship, professional practice, and service to indigenous communities.

Section 2b. The process for determining the individual or individuals deserving of the Mike Charleston Award is as follows: Letters of nomination for these awards must include a specific description of the nominee's contributions and impact through scholarship, professional practice, and/or service to indigenous communities in advancing the study of indigenous education. Nominees must be members of the IPA SIG at the time of nomination. Nominations should include five copies of a detailed letter outlining the basis for the nomination, including a description of the research and practice that demonstrates how the candidate is uniquely qualified to receive this award. Support materials should include a current curriculum vita, a representative scholarly publication by the nominee, and written or oral communications from colleagues or community members/elders who are in position to speak on behalf of the nominee. The Awards Committee will review the nominations and decide upon the individual(s) to receive the Mike Charleston Award.

Section 3. The Bobby Wright Award. This award shall be presented to an emerging scholar demonstrating commitment to indigenous communities, research, and/or professional practice.

Section 3a. The Bobby Wright Award is presented to the individual or individuals who meet the following criteria as approved by the SIG and Council: The criteria will be determined by the Awards Committee and shared electronically with the membership by July 2009.

Section 3b. The process for determining the individual or individuals deserving of the Bobby Wright Award is as follows: Specific steps for the process of determining who earns this award will be determined by the Awards Committee and shared with SIG membership electronically by July 2009.

#### Article XIII.

##### 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 majority vote of the members present at a SIG Business Meeting followed by a two-thirds vote of those voting in a postal, e-mail, or electronic ballot sent out to the total membership within 30 days of the vote to terminate passed at the Annual Business Meeting. A message of the results of this election shall be sent 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 XIV.

##### 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 XV.

#### 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.