

AECT

Association for Educational Communications and Technology

— DIVISION OFFICERS HANDBOOK —

AECT

DIVISION OFFICERS HANDBOOK

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PREFACE

This handbook is for the use of officers of the divisions of the Association for Educational Communications and Technology (hereinafter also referred to as AECT or the association).

The handbook is divided into two sections.

- The first section provides information about the infrastructure of AECT and a general overview of the activities related to the annual association convention.
- The second section includes information about division-specific policies and procedures, bylaws, responsibilities related to the convention, and the creation or dissolution of a division.

This handbook is provided in a three-ring binder and as an electronic (Word) file. Users are encouraged to annotate, update, supplement, and revise the contents. Requests for changes or additions should be directed to the AECT Board of Directors Division Representative*.

This handbook has been assigned to the following AECT Division Officer

DIVISION: _____

*** DIVISION REPRESENTATIVE FOR 20**_____

Name: _____

Employer: _____

Email address: _____

Phone number(s): _____ (*work*)

_____ (*home,
or other with permission*)

SECTION I: ASSOCIATION FOR EDUCATIONAL COMMUNICATIONS AND TECHNOLOGY

AECT ORGANIZATIONAL STRUCTURE

The functions and responsibilities of the association's officers, board of directors, executive director and staff are described in the *AECT Policy and Procedures Manual* (see also Figure 1: [AECT Board of Directors](#)).

In addition to the general membership, the AECT organization includes divisions, affiliated organizations and chapters. AECT also maintains a constitutive relationship with the Educational Communications Technology Foundation (ECT Foundation).

DIVISIONS

Divisions are groups which serve the interests of AECT members who have banded together around a common field concern. A division is directly accountable to the AECT Board of Directors through prior approval of programs. Divisions are governed by the [AECT Articles of Incorporation, Constitution](#), and [Bylaws](#) and receive financial support from the association.

AFFILIATED ORGANIZATIONS AND CHAPTERS

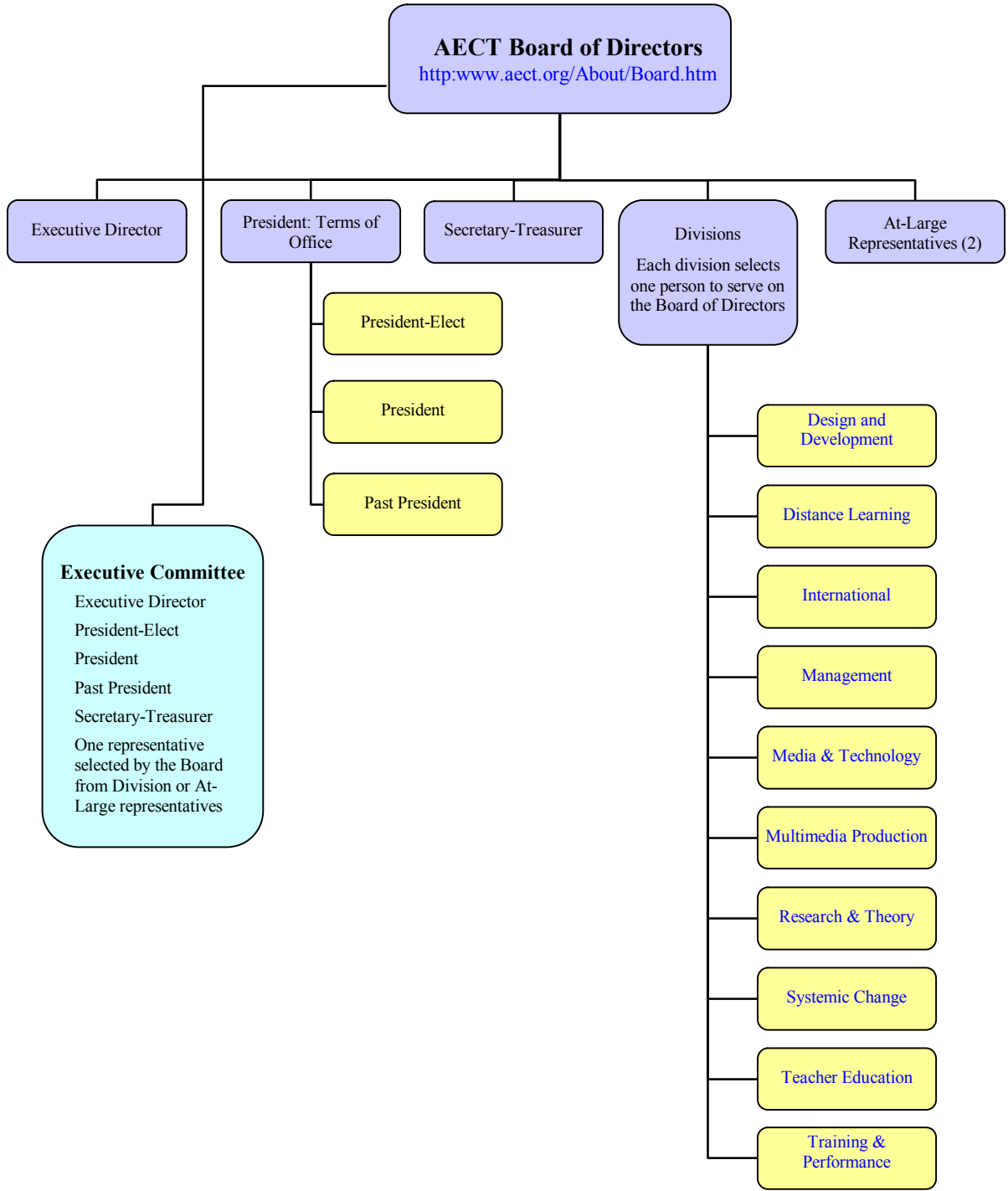
Affiliated organizations are legal entities separate from AECT with their own constitutions and bylaws. These organizations may be state, regional, national, or international, and they are interested in the field of educational communications and technology. (See also [AECT Bylaws Section 17](#).)

Chapters are regional or municipal associations authorized by the AECT Board of Directors to provide a local coalition for members and non-members interested in supporting discussion, social, and professional development opportunities. Although chapters have constitutions and bylaws, they are governed by the AECT Articles of Incorporation and Constitution, and, where applicable, the AECT Bylaws. The association's executive committee and board of directors are authorized to conduct an annual evaluation of the activity of each chapter.

ECT FOUNDATION

The Educational Communications Technology Foundation is the philanthropic arm to AECT. The ECT Foundation provides financial support for research, offers scholarships, and is a repository for donations for educational and charitable activities.

FIGURE 1: AECT BOARD OF DIRECTORS STRUCTURE



ASSOCIATION CALENDAR

The following list of association activities provides a general guideline for divisions as they create their own calendar of events.

<p>Fall Convention (usually October)</p>	<p>Meetings of division boards of directors and other governance meetings attended by division officers typically are scheduled to occur on the first day of on-site registration for the annual convention. Other meetings and governance functions may be scheduled to occur on the last day of the convention. Presidents (and other officers) should plan to arrive at the convention site early enough and remain long enough to attend functions related to their office.</p>
<p>Winter (date TBA)</p>	<p>Division election slate to be established, with nominations made according to the provisions of division bylaws. All information must be submitted to the executive director by designated deadline dates which will be announced. (See Appendix E)</p>
<p>Early Spring (dates TBA)</p>	<p>Convention program proposals deadline(s) established by the convention planning committee.</p> <p>Program proposals are submitted online to the AECT national headquarters and referred to the appropriate division. The designated division officer, working with division members, reviews proposals and makes recommendations for accepting or rejecting proposals.</p> <p>The designated division officer contacts proposal lead authors regarding accept/reject decisions, and works with the convention planner responsible for scheduling sessions for the convention.</p>
<p>Summer (date TBA)</p>	<p>Summer board meeting.</p> <p>Division board representatives are required to attend the annual summer board meeting.</p>
<p>Summer (odd number years; dates TBA)</p>	<p>AECT Professional Development and Leadership Meeting.</p> <p>The division president, president-elect, communications officer and AECT board representatives should plan to attend. Divisions determine whether to schedule division board and/or committee meetings during the leadership meeting. All members active in division leadership are also encouraged to attend.</p>
<p>July 1</p>	<p>Fiscal year begins.</p>

Other deadlines that divisions may wish to include as part of their activity timeline. (This is not an exhaustive list.)	
	Deadline by which all letters, certificates, and other expressions of gratitude are to be sent to convention presenters, planners, and other significant contributors.
	Deadline by which all routine appointments will be made and accepted (this might be two deadlines).
	Deadline(s) for President's letter(s) to the membership (which may be distributed by print or electronic communications).
	Deadline for completion of convention program proposal review process.
	Deadline for mailing letters of appreciation to outgoing Board members and committee members.
	Deadlines for publication of newsletters.
	Deadlines for soliciting and selecting award winners.
	Deadlines related to special division activities.

AECT CONVENTION PLANNING

CONVENTION PLANNING LEADERSHIP ROLES

The AECT convention planning chair is appointed by the association president-elect, often immediately after the annual election of officers.

The convention planning chair is responsible for assembling the planning committee, which includes representatives of all divisions, affiliated organizations, the AECT and ECT boards, and other interested parties. This committee meets for the first time at the annual convention prior to the convention for which they are responsible.

A core planning team includes the AECT president-elect, convention planning chair, convention events planner, and AECT executive director. The core planning team meets weekly throughout the planning year, usually via conference call, to monitor the convention planning process. See [Appendix A](#) for a timeline for convention program planning.

Major areas of responsibility for members of the core planning team and the planning committee are as follows:

Association President-Elect:

- Designate the convention theme.
- Provide oversight of all aspects of the planning process.

Convention Planning Chair:

- Assemble the convention planning committee and chair the meetings of that committee.
- Plan the content of the convention.
- Oversee the proposal review process and session allocations.
- Create the convention schedule.

Convention Events Planner:

- Serve as primary liaison with the hotel (convention site).
- Oversee all room scheduling, meal functions, and special events planning.

AECT Executive Director:

- Provide staff support to the planning function, budget oversight, promotion, and print publications.

Convention Planning Committee Members:

- Participate in management of the process required to receive session proposals and assign reviews.
- Recommend sessions for the convention program.
- Participate in events planning, production, and evaluation.

AECT, ECT FOUNDATION & DIVISION AWARDS

AECT and the ECT Foundation bestow and fund the awards listed below. Divisions may also offer awards, determining as a separate entity the criteria for special recognition and the selection process. Division awards are funded by the division budget or sponsorships.

DIVISION RESPONSIBILITIES FOR CREATING AN AWARD AND DESIGNATING A RECIPIENT

- Establish qualifications/criteria for selecting the award(s) recipient(s).
- Solicit division members to serve on an honors and recognition committee.
- Advertise the nature of the awards through websites, newsletters, blogs, or other media. Descriptive information should include the following:
 - Intent of the award (i.e., to honor years of service, recognize accomplishments, support education through scholarships, etc.)
 - Qualifications/criteria for receiving the award. (Is the award restricted to members of the division? Is there an application or nominating process? Are supporting documents required, and, if so, what and how many?)
 - Submission deadline.
 - Nature of the award (Plaque or other artifact, cash award, scholarship, honorary membership, or other).
- Determine when and how award recipients should be announced and the awards given.
- In consultation with the Executive Director, seek sponsors and funding for cash awards and plaques if such support is required.
- Inform the AECT Awards Chair and Executive Director of award recipients.
- Inform the membership of award recipients. AECT and the ECT Foundation hold an awards reception at the annual convention to honor their recipients. Division award winners will be included in the reception's printed program if the names of the awards and recipients are submitted to the AECT program planners no later than September 1.

Divisions are encouraged to maintain space on their websites to list award winners to continue honoring those individuals and serve as an archive for members.

AECT Awards

Annual Achievement Award
Distinguished Service Award
Special Services Award

ECT Foundation Awards

Carl F. and Viola V. Mahnke Multimedia Award
Dean and Sybil McClusky Research Award
ETR&D Young Scholar Award
James W. Brown Publication
Masters Scholarship Award
McJulien Minority Graduate Scholarship Award
Qualitative Research Award
Richard B. Lewis Memorial Award
Robert deKieffer International Fellowship Award
Young Researcher Award

SECTION II:

DIVISION POLICIES AND PROCEDURES

See also Appendix C: “AECT Policy and Procedures Manual: Section 16 – Divisions”

CONVENTION PLANNING GUIDELINES

Section H of the *AECT Policy and Procedures Manual* provides detailed information regarding convention planning. The information that follows describes the convention planning tasks and responsibilities of division officers. See **Appendix A** for a timeline for convention program planning.

Each division’s bylaws dictate the manner of appointing convention planning committee members. Appointments should be made with full consideration of the appointees’ familiarity with the division’s purposes, goals and objectives. This is particularly true of individuals selected to serve as proposal reviewers and those who will assist in writing program descriptions and identifying key words for a subject index, both of which require excellent writing skills.

Proposal reviewers should be sought out at a convention to serve for the following year. Each division should, via the division president-elect or designated convention program planner, provide reviewers with standards and procedures appropriate for their review process.

Division officers responsible for selecting division members to participate in the proposal review and selection process should also take an active role in assisting the association’s president-elect with the selection and appointment of session chairs and session evaluators.

Division officers may also ask division members to support planning and execution of convention social events and other division activities. Persons asked to serve on these planning committees should be advised that during the year preceding the convention a significant amount of personal time may be required to successfully carry out these activities.

Division officers who serve as convention program planners can expect to receive the historical record of their division’s convention participation, usually a notebook or set of paper and/or electronic files. Each division’s convention program planner maintains and supplements those records, assuring their timely transfer to the individual who accepts that responsibility for the following year.

Responsibilities of division officers and members

If the following descriptions and task assignments differ from those provided in a division’s bylaws or procedures information, the division’s guidelines take precedence as long as they do not conflict with the association’s stated goals and policies. In any case, the tasks as outlined should be assumed by an officer or designated division member to assure their timely completion.

Convention program planning

Responsibility for program planning falls to the division's president-elect unless the division's bylaws assign this role to another officer or committee. Program planning tasks include the following:

- Read evaluations of previous convention(s).
- Read Convention Planning Handbook.
- Attend convention program planners meeting at the AECT convention at which they are selected as division president-elect (or convention program planner).
- Solicit program reviewers from among the division membership. Prepare and distribute written procedures for the review of proposals to selected proposal reviewers, along with a timeline for the proposal review process (in cooperation with the division president).
- Solicit convention program event committee members from among the division membership (in cooperation with the division president). Advise committee members of the association's convention theme and encourage incorporation of that theme into the sessions, workshops, and other events sponsored by the division.
- Notify individuals who have submitted a proposal to the division whether their proposal has been accepted or rejected. For proposals referred to others, clarify with the reviewer who will notify the proposer of the proposal's disposition.
- Evaluate division sponsored programs and provide copies of those evaluations to the chair of the convention evaluation committee.
- Identify division members to serve as concurrent session facilitators during the conference. Inform them of their responsibilities, which include distributing and collecting session evaluation forms, starting and closing the sessions, and ensuring the presenters have appropriate presentation equipment.

Membership services: Division membership committee chair and division president

- Schedule a membership meeting in accordance with the provisions of the division bylaws. Coordinate with the division membership committee chair, program planner, and the president and/or president-elect.
- Prepare and distribute an agenda for the division membership meeting. Use the division's print and/or electronic media to distribute the notice of the meeting and the agenda.
- Divisions are encouraged to prepare and disseminate to division members a list of sessions and events which are sponsored by or closely related to the division and thus to an area of professional interest. Use of electronic media is encouraged as a cost-saving measure.

Convention hospitality

- Coordinate all requests for rooms, meals, and other convention site needs with the association president-elect/program planner who will finalize arrangements with the site coordinators by mid-May.

- Plan a division breakfast, luncheon, or dinner (may be scheduled to coincide with the division meeting).
 - Make arrangements for the meal and an after-meal program.
 - Appoint a master of ceremonies (usually).

Convention governance

- **President**
 - Publish agenda for outgoing board meeting.
 - Attend the First Timers session.
 - Preside at Division membership meeting and Division board meeting
- **President-Elect**: Publish agenda for optional incoming board meeting.
- **Communications Officer and President**: Schedule outgoing board and incoming board meetings with the Convention Coordinator. Give notice of the meeting times and places.
- **Secretary**: Publish the minutes of the membership and board meetings, according to the provisions of the division bylaws.
- **Officers and Members**: Conduct the official business of the division at scheduled meetings.

BYLAWS

Each division is governed by its own bylaws, which may not be in conflict with the association's bylaws. The division bylaws committee is responsible for keeping the bylaws up to date and assuring compliance with association bylaws as changes are approved by the association members.

The manner of changing the bylaws will be in accordance with rules included in the bylaws. When changes are made to division bylaws, the division president will provide copies of the revised bylaws to the AECT executive director and the division representatives on the board of directors.

A sample set of bylaws is attached as [Appendix D](#).

ELECTIONS

Elections of division officers are held at the same time as AECT national elections. (See [Appendix E](#))

Each division's bylaws includes a section on elections which identifies offices to be filled and describes nominating and ballot counting procedures, tie-breaking methods, and other election related matters. Candidate solicitation at convention time is encouraged as the election process begins on January 10 of the following year.

Deadline dates related to the election process are specified in the activity timeline of the *AECT Policy and Procedures Manual*. Earlier election activity may be specified in division bylaws without creating a conflict with the association bylaws.

DIVISION DUES

Membership in one or more divisions is included in the price of AECT membership. A division's membership year is concurrent with the AECT membership year.

AECT Division Membership Support Services

AECT has established a membership category for each approved division and maintains a combined AECT and division membership list at the national office. Annual verifications of the division membership will be filed by AECT staff with the Executive Board to ensure each division's compliance with the minimum membership provision of the bylaws (1% of the association membership).

AECT includes division names in the membership application form, adding or editing names as necessary. Divisions may conduct special membership campaigns among the AECT membership at their own expense, coordinating such campaigns with the national office.

Budget and Finances

Division bookkeeping is provided by AECT. Divisions may not operate a separate account outside of AECT. AECT prepares checks at the written request of the division president. A reimbursement request form is included with [Appendix B](#).

No annual budget request is required from the division for its current \$500 allocation.

NEWSLETTERS (PRINT AND ELECTRONIC PUBLICATIONS)

Divisions may publish a division newsletter or blog and maintain an up-to-date website. All publications, whether print or electronic, are subject to review by the Board of Directors. Prototypes may be sent to the Executive Director for referral to the Board.

For guidance concerning publications other than newsletters, division officers are referred to "Non-periodic Publications by Divisions," Section H, the *AECT Policy and Procedures Manual*.

PROCEDURE FOR ESTABLISHING A NEW DIVISION

A group proposing to form a new division presents the Executive Director with a petition signed by no fewer than the percentage of members specified in the bylaws at the time of filing.

- A petition to establish a new division must include the name of the proposed division and a statement of the division's rationale, concerns, and objectives.
- The Executive Director will verify the total and membership status of a petition's signators.

- The Executive Director will forward all documents along with a letter certifying compliance to the AECT Board of Directors at its next meeting.
- The Board's acceptance, denial, or request for alterations is communicated through the Executive Director to the originating group.

Upon approval by the Board of Directors, a new division will submit the following documents to the Executive Director:

- Bylaws, rules of procedure, and existing and tentative program plans.
- A proposed slate of officers for the first year of activity.
- Names of two acting officers for the first year of operation.
- Procedures for electing officers for succeeding years.

The Executive Director will obtain approval from the AECT President for the acting officers of the division.

At the end of a probationary period of one year (or other time period as specified by the Board of Directors), the new division will conduct a self-evaluation to determine if it is meeting its objectives as defined by the division's bylaws, rules of procedures, and program plans. At this time the division may revise its rationale or operation procedures. The self-evaluation will be submitted to the Executive Director at a time designated by the Board of Directors.

PROCEDURE FOR DISSOLUTION OF A DIVISION

In accordance with the association bylaws, a division may be dissolved when either or both of these conditions occur:

- The number of division members falls below one (1) percent of the members of the Association.
- The division votes to recommend dissolution. A division may also be dissolved for good and sufficient reason by a two-thirds (2/3) majority of the Board.

Appendix A

TIMELINE FOR CONVENTION PROGRAM PLANNING

The convention planning timeline varies somewhat from year to year to accommodate the scheduling needs of the association.

	Target Completion Date	Actual Completion Date
Early fall one year before convention		
Core planning committee site visit to convention hotel		
October/November		
Newly appointed convention planning committee meets at the convention in progress		
December		
Convention planning committee conference call		
Activate online proposal presentation form This date will be established by the Convention Planning Chair	TBN	
January		
Convention planning committee conference call		
Identify long list of potential keynote speakers		
Identify long list of major presenters		

Timeline for convention program planning: page 2 of 4	Target Completion Date	Actual Completion Date
February		
Convention planning committee conference call		
Proposal submission deadline This date will be established by the Convention Planning Chair	TBN	
Divisions/affiliates review proposals		
March		
Convention planning committee conference call		
Submit complete list of recommended proposals/sessions to convention planning chair		
Begin social events planning		
April		
Convention planning committee conference call		
Activate online request system for meal and governance meetings		
Keynote speakers confirmed by Core Planning Committee		
Major presenters confirmed by Core Planning Committee		

Timeline for convention program planning: page 3 of 4	Target Completion Date	Actual Completion Date
May		
Convention planning committee conference call		
Identify session facilitators		
Submit concurrent session preliminary schedule to planners for approval		
Close requests for meal and governance meetings		
AECT online staff train convention chair to use scheduling system		
Convention chair begins creation of the schedule grid		
June		
Convention planning committee conference call		
Submit final recommendations for concurrent session schedule to Convention Chair		
Convention core planning team second site visit to convention site		
Confirm social events		
July		
Convention planning committee conference call		
Optional (recommended) meeting at summer leadership meeting		
Draft program schedule to planners for review		
Program to design/typeset		
Session facilitators list to Convention Chair		

Timeline for convention program planning: page 4 of 4	Target Completion Date	Actual Completion Date
August		
Convention planning committee conference call		
Final program to printer		
September		
Convention planning committee conference call to review final details of program		
October		
Convention! Whew! And it all starts again.		
November		
Debriefing conference call for previous planning committee and new core planning team		
Compile convention evaluation materials and transmit to following year's planning committee		

Reminders/recommendations for next year's planning committee

Appendix B

BUDGETING

Each division is allowed a \$500 annual budget. The Division President may contact the Executive Director or the Association's Secretary/Treasurer with questions regarding the budget or budgetary procedures.

A Reimbursement Request Form is included with this appendix.

A Division/Committee Semi-Annual Report form is also included with this appendix.

AECT REIMBURSEMENT REQUEST FORM

Fiscal Year Budget 20_____

Date of Request _____

Mail reimbursement to:

Name _____

School/Company _____

Address _____

Email address _____ Fax _____

Phone _____ Is this your office home cell phone?

Budget Category	Description/Explanation	Amount to be paid <i>Attach receipts</i>
Governance		\$
Communications		\$
Publications		\$
Promotion		\$
Travel		\$
Membership Services		\$
Other		\$
Total Requested		\$

Prepared by _____ Date _____
Include title, if prepared by other than person being reimbursed

Approved by _____ Date _____
Name and title Governance body

Return this form and receipts to: **AECT Executive Director**
1800 N. Stonelake Drive, Suite 2
Bloomington IN 47404

For AECT National Office Use	Date Received: _____
Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Reason for non-approval _____	
_____ <i>Authorizing signature</i>	Date: _____ Check # _____ for \$ _____ released _____ <i>Date</i>

DIVISION/COMMITTEE SEMI-ANNUAL REPORT

Name of Division or Committee: _____ Spring Report Fall Report

Name and title of person submitting report: _____

Email: _____ Phone number: _____

Responses to the following items may be entered on this form or other paper or electronic format. Reports will be due in March or April and before the annual convention. Exact dates will be announced.

Identify division goals/committee charge(s) being addressed and the timeline for implementation.
Document progress toward meeting goals.
Describe special activities the Division/Committee has undertaken or is planning.
What is needed from AECT to support Division/Committee plans?

Attach proposed budget (if appropriate).

Please mail, fax, or e-mail to:
AECT Executive Director
1800 N. Stonelake Drive, Suite 2
Bloomington IN 47404
812-335-7678 (fax #)
pharris@aect.org

Appendix C

AECT POLICY AND PROCEDURES MANUAL: SECTION 16 – DIVISIONS

- (a) Divisions may be organized to represent major educational communications and technology areas and professional interests that lie within the national or international scope of the Association.
- (b) A benefit of membership in the Association is the choice of membership in divisions. No fee is charged for multiple division memberships. Affiliation with a division is not a requirement of membership with the Association.
- (c) A division shall be established when two (2) percent or more of the members of the Association petition for it and two-thirds (2/3) of the Board approves. In all cases when the division name is used in print or electronic communications, the division name must be accompanied by the name of the Association, i.e., “A Division of the Association for Educational Communications and Technology. A division may affiliate itself with any regional, state, or local group interested in the concerns of the division.
- (d) A division may be dissolved by the Board when:
 - (1) the number of division members falls below one (1) percent of the members of the Association, or
 - (2) the division votes to recommend dissolution. A division may also be dissolved for good and sufficient reason by a two-thirds (2/3) majority of the Board.
- (e) A division has freedom to pursue matters within its professional or academic areas that are not reserved to the Association and the Board. It may determine the right to vote of its members on division matters. A division may engage in no activity which is, in the opinion of the Board, inconsistent with the purposes and objectives of the Association or which is inconsistent with the tax exempt status of the Association. The Board shall all least annually review the activities of each division and shall at all times have the right to prohibit any activity not consistent with this sub-paragraph.
- (f) A division shall have a President, a Director on the Association board, a Communications Officer, and such other officers as it may desire.
- (g) A division will draw up its own bylaws and rules of procedure which shall be consistent with those of the Association and its tax status and file them with the Executive Director of the Association.
- (h) Committees proposed by a division which are more properly committees of the Association may become committees of the Association upon recommendation of the Board of Directors.
- (i) The Board may allocate Association funds as deemed appropriate for the division activities. Funds so allocated shall be expended by the division strictly in accordance with the budget approved by the Board.

PURPOSES OF DIVISIONS

(See Sample Bylaws, Item II)

Design & Development Promotes the quality and effectiveness of teaching and learning through the acquisition and application of knowledge, skills, and dispositions to design conditions for learning, develop instructional materials and experiences and evaluate the adequacy of instruction and learning.

Distance Learning Represents members with interests in the full range of distance learning technologies as a means of addressing the educational needs of students, the educational community, and the general public.

International Encourages practice and research in educational communication for social and economic development across national and cultural lines.

Management Shares information and provides leadership in the management of resources, people, facilities, processes, and services in the educational media, technology, and information.

Media & Technology Provides leadership in educational communications and technology by linking professionals holding a common interest in the use of educational technology and its application to the learning process in the K-12 school environment.

Multimedia Production The Division of Multimedia Production encourages the creative and effective use of multimedia technology to solve instructional problems.

Research & Theory Promotes the development and advancement of theory; promotes, presents, and disseminates research and scholarship that encompasses multiple perspectives; advocates the study of social and cultural issues in the field; supports, fosters, and mentors emerging scholars.

Systemic Change Advocates fundamental changes in educational settings to dramatically improve the quality of education and to enable technology to achieve its potential.

Teacher Education Promotes theory research and practice in support of the development of knowledge, skills, and dispositions of educators who create effective learning environments for diverse learners through the integration of technology.

Training & Performance Supports human and organizational performance through the development and implementation of learning environments that utilize integrated technology.

Appendix D

DIVISION BYLAWS (SAMPLE)

Association for Educational Communications and Technology

Division of _____ (or) _____ Division

I. Name and affiliation

The name of this organization shall be the [Division of ____ / ____ Division] of the Association for Educational Communications and Technology (hereafter AECT or the Association).

This Division of AECT is fully subject to the constitution, bylaws, and policies of the Association.

II. Purpose and function

The purpose of the [Division of ____ / ____ Division] is to represent those members of AECT whose interest is in (a descriptive sentence may be crafted using the existing division districts shown on page E-4 as a guide).

III. Membership

Any AECT member who indicates interest in the [Division of ____ / ____ Division] upon joining the association will be a member of the division.

IV. Offices and governance

a. Board of Directors

The [Division of ____ / ____ Division] Board of Directors shall be comprised of all elected officers of the division (President, Past-President, President Elect, Secretary/Communications Officer, and Association Board Representative) of the division and at least one Board-Member-at-Large of the division.

b. Executive Committee

The Executive Committee shall be comprised of the President, Past-President, and President-Elect.

c. Officers

The division officers shall include President-Elect, President, Past-President, Secretary/Communications Officer, and AECT Board Representative. Major areas of responsibility include the following:

- i. The President-Elect shall be responsible for chairing the division convention planning activities.

- ii. The President shall conduct all business, meetings, and other tasks related to division activity within AECT.
 - iii. The Past President shall be responsible for elections of officers and board members.
 - iv. The Secretary/Communications Officer shall act as the division webmaster and shall be responsible for updating and maintaining the division website including recording and posting division minutes to the website. The Secretary/Communications Officer shall maintain an online archive of division records and artifacts to assure that the history of the organization is available for future reference. (The division may choose to elect the Secretary and the Communications Officer as separate offices for terms not to exceed three years.)
 - v. The Division AECT Board Representative shall act as the division's representative to the AECT Board and shall post on the website a quarterly report of the Association's activities that are pertinent to interests of the division members.
 - vi. Other division offices may be created at the discretion of the membership. All offices must be filled through the election process. These officers may serve for more than one term, and terms will not exceed three years.
- d. Board Member at Large
- The Division Board of Directors shall include one member-at-large elected annually from the division membership. A Board Member-At-Large may serve any number of consecutive terms but must stand for election each year.
- e. Election process
- i. Election of a President-Elect, Secretary/Communications Officer, and Board Member-at-Large shall be conducted online during the spring at the time of the Association elections. Nominees must be division members. Nominations, including self-nominations, may be submitted by any division member.
 - ii. Candidates for President-Elect must commit to serving a three-year term through the cycle of President-Elect, President, and Past President.
 - iii. All nominations shall be confirmed by the Division Executive Committee by January 15 after which the election process shall be posted on the AECT website for a four-week period. Announcement of election results shall be posted on the AECT website and the division listserv by March 1.
 - iv. The AECT Board Representative election shall be conducted during the spring election every three years.
- f. Meetings of the Board
- i. The Division Board shall meet annually at the AECT convention. Telephone conference meetings shall also be scheduled at least once per quarter. All business of the Board may be conducted electronically, either by telephone conference call or online.

- ii. All Division Board meetings shall be open to any member. An agenda shall be prepared by the President and distributed to all division members before any meeting.
- iii. Notes from all conference calls and meetings shall be posted by the division Secretary/Communications Officer to the division listserv and website within seven days of the event.
- g. Meetings of the Membership
 - The division members shall meet annually at the AECT convention.
- h. Committee Leadership
 - i. The Board of Directors shall be responsible for selection of the winner of any annual division award. The Past-President shall be the chair of this committee.
 - ii. Ad hoc or standing committees shall be appointed by the Board of Directors. Committee chairs shall report to the President.

V. Bylaws revisions

Bylaws revisions shall be presented by the Division Executive Committee to the division membership on the AECT website, with discussion available on the division listserv. Division members are eligible to vote for adoption or revision of Bylaws at the division membership meeting at the AECT convention.

end

Appendix E

ELECTION CYCLE FOR AECT AND AECT DIVISION OFFICERS: 2004-2014

	'04	'05	'06	'07	'08	'09	'10	'11	'12	'13	'14
AECT President-Elect (A 3-year commitment) Year 1: President-Elect Year 2: President Year 3: Past-President	X	X	X	X	X	X	X	X	X	X	X
Board Representative to the Executive Committee (elected by the Board members)	X	X	X	X	X	X	X	X	X	X	X
Affiliates Representative elected from Executive Committee nominations	X	X	X	X	X	X	X	X	X	X	X
<ul style="list-style-type: none"> • Media & Technology • Teacher Education 	X			X			X			X	
<ul style="list-style-type: none"> • AECT Secretary-Treasurer • Design & Development • Research & Theory • Training & Performance • Multimedia Production 		X			X			X			X
<ul style="list-style-type: none"> • Management • Distance Learning • Systemic Change • International 			X			X			X		
<ul style="list-style-type: none"> • At Large Representative Position A 		X		X			X			X	
<ul style="list-style-type: none"> • At Large Representative Position B 		X	X			X			X		

