INTRODUCTION

PREFACE

The success of any Association depends largely on its ability to conduct its affairs in an orderly manner. Its leadership and constituents need to understand what rules govern the Association's actions and, therefore, how to relate to the rules and how to react to them. By law, a society exists only when its papers are in order. By democratic tradition, a society may grow and change only through orderly modification of these papers.

AECT is recognized as a legal entity through its Articles of Incorporation. This legal document, filed in the District of Columbia, establishes that the AECT Constitution is the binding governance document of the Association in conducting its business. In cases of interpretation, however, the Articles of Incorporation take precedence over the Constitution.

Because the affairs of an Association are more complex than could be treated in a Constitution, Bylaws are rendered and become the guidelines for operational statements of Association policy. Operational policy is established when the Board of Directors interprets the Bylaws and renders in the Board minutes a statement of Board Policy for a particular piece of Association business. Most pronouncements in the minutes refer to individual matters and can be easily communicated to the parties involved. Some actions, however, affect large numbers of people and have operational implications for substantial periods of time. To communicate this type of Board Policy, the operational statements that have far-reaching implications are compiled in this manual.

The purposes of the Board Policy and Procedures Handbook, then, are to:

1. assure members of the Association that the ways in which the Association's business is carried out are well-defined and responsible by describing both policies and procedures governing ongoing activities; and

2. provide new officers and leaders of the Association with information necessary to carry out their tasks in a responsible manner.

Contents of the Board Policy and Procedures Handbook are approved by the Board of Directors. All items within the Handbook that are deemed policy have been voted on by the Board of Directors. A copy of the Handbook will be provided to all new members of the Board of Directors and other Association leaders as deemed appropriate by the Board. It is the responsibility of any elected or appointed officer or chairperson to pass on his/her copy of this manual to the incoming appointees or officers. This may be facilitated by the Executive Director and a numbering system to track copies.

The Organization and Bylaws Committee is responsible for maintaining the Board Policy and Procedures Handbook and making sure that the master copy conforms to Board actions as indicated in minutes and other official documents.
ACKNOWLEDGMENTS

Several persons have made valuable contributions to successive revisions of this handbook to ensure that the information is accurate, current, and easy to find. These include Carolyn Skidmore, Susannah Dunn Johnson, Carol Carlisle and David Graf. (1989)

A revision of the handbook is credited to the AECT Board of Director of 2001-2002 with coordinating assistance from Addie Kinsinger, Past President.

Thank you to Wes Miller, Past President, for coordinating the collaborative work on and compiling much of the material in the current manual.

The Manual includes the newly revised By-Laws and Articles of Incorporation approved by the AECT Board.
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## INTRODUCTION

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### AECT Employee Handbook

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AECT STRATEGIC PLAN

(version 10 July 2015)

Preamble

This strategic plan represents a dynamic continuous improvement process. The purpose of the Strategic Plan is to guide the decisions made by the Association for Educational Communications and Technology (AECT) membership for the next 5 years. The underlying principles for the decision-making process are expressed in terms of the AECT mission, vision and values. The expectations for our scholarly community are expressed in terms of the AECT goals, objectives and strategies.

All members of AECT acknowledge that we are connected through this strategic plan. Thus, we all have a role in the design and development of this strategic plan. However, the AECT President has the final authority for the implementation of this plan. The plan will be reviewed annually, and revised every 3-5 years. The AECT President will report periodically on the progress of the Strategic Plan.
AECT STRATEGIC PLAN (continued)

Mission
Provide international leadership by promoting scholarship and best practices in the creation, use, and management of technologies for effective teaching and learning.

Vision
We seek to be the premier international organization in educational technology, the organization to which others refer for research and best practices.

Values
1. We value Leadership
   We consider intellectual leadership among the disciplines associated with educational communications and technology as an essential component of our scholarly community.

2. We value Financial Stability
   We consider financial stability through fiscal responsibility necessary for implementing the mission of our association. We expect to be good stewards of the resources generated by the association membership.

3. We value Collaboration
   We work with other individuals and organizations that share our vision, values and goals. Yet, we cherish our collective identity as well as the diversity encumbered within the individuals that constitute the AECT membership.

4. We value Professional Standards
   We are committed to excellence.

5. We value Sustainability
   We are dedicated to maintaining a level of service and rate of growth commensurate with the desires of our membership over time.
AECT STRATEGIC PLAN (continued)

Goals

Goal 1: Internationally recognized by policy makers and stakeholders as experts for the improvement of teaching and learning.

Objective 1a: Increase the visibility of AECT among professional organizations, commercial enterprises and various levels of governments.

Objective 1b: Broaden the reach and impact of AECT publications.

Objective 1c: Broaden the reach and impact of AECT conventions.

Objective 1d: Broaden the reach and impact of AECT’s advocacy efforts with policy makers.

Objective 1e: Broaden the impact of AECT Standards.

Goal 2: Actively engage as professionals and leaders in the field of educational communications and technology.

Objective 2a: Promote opportunities for more frequent collaboration and networking.

Objective 2b: Promote the modeling of best practices through conventions and publications.

Objective 2c: Hold the Summer Leadership conference.

Objective 2d: Promote new leaders through Internship program.

Objective 2e: Develop a speakers/writers bureau and writing/speaking opportunities database.

Objective 2f: Review, revise, update, and make membership aware of the Code of Ethics.

Goal 3: Maintain a dynamic, yet sustainable, scholarly community responsive to change.

Objective 3a: Promote the benefits of membership.

Objective 3b: Ensure that AECT is financially thriving, developing future leadership capacity.

Objective 3c: Support division autonomy.

Objective 3d: Implement sustainable organization policies.

Goal 4: Support the AECT Bylaws.

Objective 4a: Establish governance consistent with the AECT Bylaws.

Objective 4b: Facilitate operating procedures for AECT.

Objective 4c: Monitor progress of Strategic Plan.
AECT STRATEGIC PLAN (continued)

Strategies

Goal 1: Internationally recognized by policy makers and stakeholders as experts for the improvement of teaching and learning.

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<th>2017</th>
<th>Progress</th>
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<tr>
<td><strong>Objective 1a:</strong> Increase the visibility of AECT among professional organizations, commercial enterprises and various levels of governments.</td>
<td>1. Mobilize a movement for enlarging AECT’s participation in policy and decision-making (marketing and public relations plan).</td>
<td>Propose new AECT brand identity.</td>
<td>Convene research symposium in Indonesia.</td>
<td>Convene research symposium in South Korea.</td>
<td>Implemented Growth Plan. Executive Committee visited MetLife Headquarters for a daylong meeting.</td>
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<tr>
<td></td>
<td>2. Determine appropriate strategies relevant to the purpose.</td>
<td>Convene research symposium in Indonesia.</td>
<td></td>
<td>Train 10 ambassadors per year and represents AECT with key organizations, entities, conferences, etc.</td>
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<td></td>
<td>3. Increase social media presence.</td>
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<td></td>
<td>4. Deploy an AECT ambassador-training program.</td>
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<td>5. Partner with organizations that align with AECT values.</td>
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<tr>
<td><strong>Objective 1b:</strong> Broaden the reach and impact of AECT publications</td>
<td>1. Analyze each of journals what it would take to move to the next level of impact.</td>
<td></td>
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<td></td>
<td>Seven books and briefs under contract with Springer.</td>
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<td></td>
<td>2. Frame a charge to the editors for ideas to move the journals to another level.</td>
<td></td>
<td></td>
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<td>New publication program with Routledge.</td>
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<td>3. Identify appropriate publications to add to the Web site.</td>
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<td>3rd online journal in progress.</td>
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<td></td>
<td>4. Enter into agreements with additional publishers for publications.</td>
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<td></td>
<td>7. Develop information pieces for distribution.</td>
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### Objective 1c: Broaden the reach and impact of AECT conventions

1. Increase the value of the events for members.
2. Improve the educational quality of convention sessions.
3. Make presentations more interactive at convention.
4. Increase digital access to conventions.
5. Increase professional growth and leadership development.

Implement virtual events associated with AECT conventions.

Develop evaluation process for the convention.

Increase attendance of following audiences: department chairs (10), deans (10), U.S. DoE (1), international attendees (20), faculty members (20).

Implemented Growth Plan.

### Objective 1d: Broaden the reach and impact of AECT’s advocacy efforts with policy makers

1. Appoint Government Relations Committee members.
2. Identify policy makers and key stakeholders.
3. Determine strategies to get into educational policy-making organizations.
4. Hold a meeting with AECT and DoE leadership.

Published several Policy Briefs.

Published AECT statement regarding Indiana Religious Freedom Act.

### Objective 1e: Broaden the impact of AECT Standards

1. Promote the adoption of AECT Standards for Professional Education Programs within 4-6 related academic programs.
2. Review AECT Standards in the context of alignment with mission/vision.
3. Revise and update Standards.
4. Determine initiative to get Standards into literature base.
5. Inform Deans/Department Chairs of Standards.
**Goal 2: Actively engage as professionals and leaders in the field of educational communications and technology.**

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<td><strong>Objective 2a:</strong> Promote opportunities for more frequent collaboration and networking</td>
<td>1. Encourage divisions to develop their own plan and strategy for increased collaboration.</td>
<td></td>
<td>Encourage divisions to develop their own plan.</td>
<td></td>
<td>Implemented Growth Plan.</td>
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<td><strong>Objective 2b:</strong> Promote the modeling of best practices through conventions and publications</td>
<td>1. Formally recognize best journal articles and best presentations.</td>
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| **Objective 2c:** Hold the Summer Leadership conference | 1. Develop content for Leadership Development activities.  
2. Schedule leadership development day as part of Summer Board activities. | | | | |
| **Objective 2d:** Promote new leaders through Internship program | 1. Identify potential candidates for the Internship program.  
2. Identify and publish “How to be a Leader in AECT.”  
3. Formalize division policies for becoming a leader.  
4. Determine a structure to identify leaders and match them with their passion.  
5. Maintain an accessible database of AECT leaders and their roles, as well as future leaders and their areas of interest.  
6. Hold a quarterly Webinar Q & A | Assess internship application process. | Implement revised internship application process. | | Implemented several educational webinars. |
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<th><strong>Objective 2d:</strong> (continued) Promote new leaders through Internship program</th>
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<td>session on what AECT leadership needs.</td>
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<td>7. Develop an informal mentorship program.</td>
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<td>8. Define what mentoring program will do for AECT and how it will add value to being a member.</td>
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<th><strong>Objective 2e:</strong> Develop a speakers/writers bureau and writing/speaking opportunities database</th>
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<td>1. Determine structure for topical areas of interest.</td>
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<td>2. Determine means to distribute current information and news on educational opportunities.</td>
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<tr>
<td>3. Develop policy on what kinds of information/news/events can be promoted.</td>
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<td>Develop policy statement and appropriate disclaimer.</td>
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<th><strong>Objective 2f:</strong> Review, revise, update, and make membership aware of the Code of Ethics</th>
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<td>1. Develop plan on revision of Code of Ethics and publication of Code.</td>
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<td>2. Determine if publication of column on ethics is more appropriate for Web site.</td>
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<tr>
<td>3. Explore an international Code of Ethics.</td>
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<td>Review code. Develop plan and timeline.</td>
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## Goal 3: Maintain a dynamic, yet sustainable, scholarly community responsive to change.

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<tr>
<td><strong>Objective 3a:</strong> Promote the benefits of membership.</td>
<td>1. Promote the benefits of membership to the membership.</td>
<td>Develop a new membership initiative.</td>
<td>Membership drive launched in 2015.</td>
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<td></td>
<td>2. Promote the benefits of membership to AECT affiliates.</td>
<td>Provide membership brochures.</td>
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<td></td>
<td>3. Ensure that our documents and “institutional memory” (minutes, communications, etc.) are available via the AECT website.</td>
<td>Provide electronic access to membership brochure.</td>
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<td><strong>Objective 3b:</strong> Ensure that AECT is financially thriving, developing future leadership capacity.</td>
<td>1. Develop an annual balanced budget with 5% growth.</td>
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<td></td>
<td>2. Increase attendance at conventions by 10% each year for the next three years (equal distribution between international/national representation).</td>
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<td>3. Explore increasing conference registration fees.</td>
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<td>4. Review investment possibilities.</td>
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<td>5. Review AECT subsidies for membership/conference registration.</td>
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<td>6. Encourage members to apply for grants that build AECT in as a partner.</td>
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<td>7. Review the International Members Convention Registration.</td>
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<td>8. Explore increasing membership dues.</td>
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<td>9. Create a sustainable Affiliate membership fee.</td>
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<td>10. Review the fee for Student Membership and adjust based on perceived value.</td>
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<td><strong>Objective 3c:</strong> Support autonomy among divisions and affiliates.</td>
<td>1. Continue to encourage divisions to seek publishing outlets.</td>
<td>Create membership drive.</td>
<td>Revise drive based on feedback; Evaluate and continue.</td>
<td>Encourage divisions to recruit new members; Monitor new membership; Review membership drive; Revise drive based on feedback; Evaluate and continue.</td>
<td>Membership grew 20% since 2014.</td>
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<td>2. Explore opportunities in electronic publishing.</td>
<td>Encourage divisions to recruit new members.</td>
<td>Monitor new membership; Review membership drive.</td>
<td>Assess AECT’s products and services.</td>
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<td>3. Increase membership by 5% annually to increase division funding by 10%.</td>
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<td>4. Increase educational partners by adding 2 new a year (by approaching publishers, corporations, and educational institutions).</td>
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<td>5. Explore Webinars.</td>
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<td>6. Promote certification endorsements.</td>
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<td><strong>Objective 3d:</strong> Implement sustainable organization policies.</td>
<td>1. Set up a systematic bi-annual review for products and services to determine which to focus on.</td>
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<td>2. Determine feasibility of a virtual headquarters office.</td>
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<td>3. Provide quarterly financial reports to the Board.</td>
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<td>4. Distribute monthly financial reports to the Executive Committee.</td>
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<td>5. Prepare a board development plan (finances, leadership, engagement).</td>
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Goal 4: Support the AECT Bylaws.

<table>
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<th>Action Items</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>Progress</th>
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<tbody>
<tr>
<td><strong>Objective 4a:</strong> Establish governance consistent with the AECT Bylaws.</td>
<td>1. Determine appropriate governance structure. 2. Develop a more beneficial working relationship with the ECT. 3. Develop plan in collaboration with the ECT Foundation Board.</td>
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<td></td>
<td>Examine current governance structure. Convened a half-day Executive Strategy session.</td>
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<td><strong>Objective 4b:</strong> Facilitate operating procedures for AECT.</td>
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<td><strong>Objective 4c:</strong> Monitor progress of Strategic Plan.</td>
<td>1. Revise AECT Strategic Plan. 2. Assure membership has input into strategic planning process.</td>
<td>Revise 2014 Strategic Plan. Establish a Strategic Planning Committee.</td>
<td>Assess the strategic planning process.</td>
<td></td>
<td>Board approved the creation of an [standing] AECT Strategic Planning Committee.</td>
</tr>
</tbody>
</table>

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1. Increase web traffic
2. Enhance social media presence
3. Offer expertise in online learning environments
4. Relevance of culture and tradition
5. Exemplary web site
6. Open Educational Resources
7. Massive Open Online Courses (MOOC’s)
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Revised March 16, 2016

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Association for Educational Communications and Technology
Association for Educational Communications and Technology International

Indiana Nonprofit Corporations

November 9, 2009
Revised March 16, 2016
Preamble, Goal, and Rationale

The Association for Educational Communications and Technology brings together individuals who are actively engaged in the field of educational communications and technology to enhance their individual and cooperative creativity and productivity.

Mission:

The mission of the Association for Educational Communications and Technology is to provide international leadership by promoting scholarship and best practices in the creation, use, and management of technologies for effective teaching and learning.

Goals:

- Define the disciplines and professional activities that comprise the field of educational communications and technology.
- Serve and represent professionals in the field and support their intellectual and professional growth.
- Advance scholarship and practice that contribute to and enlarge the knowledge base of the field.
- Promote policies that ensure the humane and ethical use of educational communications and technology at all levels, from the personal through the international.

1. OFFICES

The Principal Office of the Association for Educational Communications and Technology (hereinafter the “Association”, “AECT” or “AECTI”) shall be 320 West 8th Street, Ste. 101, Bloomington, Indiana, 47404. The Corporation may have such other offices, either within or without the State of Indiana as the Board of Directors may designate, or as the business of the Corporation may from time to time require. The Association shall also maintain a national headquarters office, which may be the same as the Principal Office, which shall be responsible for the promotion of the objectives of the Association, its Divisions, and Affiliates. The national headquarters office shall be established as such place and with such facilities as the Board may direct.
2. MEMBERSHIP

2.1. Members. Any person or organization interested in the purposes and objectives of the Association may become a member upon payment of dues as provided for in these Bylaws for classes of membership as the board of Directors may from time to time establish.

2.2. Classes of Membership. There shall be Five (5) classes of Membership. The types of memberships shall be determined by the Board to best attain the objectives of the Association. The Board shall determine the privileges of the types of memberships and the duration of such privileges. The Board shall publish information on types of membership, attendant privileges, dues and publications.

2.3. Dues. The basic dues of the Association shall be determined by the Board and shall include subscriptions to such publications as may be determined by the Board. The annual dues to be paid by International Affiliates and students, and the publications of the Association to which they shall be entitled, shall be determined by the Board. The Board may also authorize special subscription rates to publications of the Association for special groups of subscribers.

2.4. Resignation or Termination of Membership. A Member has the right to terminate his/her Membership at any time. Such termination shall be accomplished by a written notice to the President of the Association or by failure to comply with the requirements for Membership. Membership shall be terminated by the Association if the annual dues have not been paid by 90 days of the year due or if the Member no longer satisfies the criteria for Membership. Membership may also be terminated for violation of the Bylaws or for conduct or actions detrimental to the welfare and interest of the Association or its Members. Charges against any Member with respect to any cause for dismissal shall be made by not less than Five (5) Members in good standing, addressed to the Board of Directors. At least 30 days’ written notice, specifying such charges in reasonable detail and setting forth the date on which the Board of Directors proposes to take disciplinary action shall be mailed via first class or certified mail to the Member concerned at his last address appearing upon the records of the Association, and such Member shall be afforded an opportunity if he/she shall demand the same in a written notice mailed to the President of the Association at least 5 days prior to the date proposed for the taking of the disciplinary action, to appear in person before the Board of Directors to reply to the charges against him/her. Both the Member concerned and the Board of Directors shall take such steps necessary to ensure that this appearance be held within one year of the effective date of the termination of Membership as required by IC 23-17-8-2. All proceedings under this Section except any disciplinary action taken by the Board of Directors shall be confidential. The Board of Directors shall be responsible for taking action on all matters in this Section 2 and its actions if approved by a majority vote of the Board shall be final.
2.5. **Termination of Rights.** All rights of a Member to vote, and all his right, title or interest in or to the Corporation, or its property, shall cease upon the termination of Membership.

3. **MEMBER MEETINGS**

3.1. **Annual Meeting.** There shall be an announced annual convention of the Association at such time and place as may be determined by the Board of Directors. For all persons attending any meeting or convention, there may be a registration fee fixed by the Board of Directors.

3.2. **Regular Meeting.** Regular meetings of the Association may be held at such time and such place as shall be determined by the Board of Directors.

3.3. **Special Meeting.** Special meetings of this organization may be called by the President when s/he deems it in the best interest of the organization. Special meetings may also be called if the holders of at least five percent (5%) of the voting power of the Association sign, date and deliver to the Association’s Executive Secretary one or more written demands for the meeting describing the purpose or purposes for which it is to be held.

3.4. **Notice.** Notice of an annual, regular or special meeting shall be published in a manner consistent with Association practices, but in no event shall such publication take place fewer than ten (10) days before the meeting and shall include a description of any matter or matters which must be submitted to the Members for approval in accordance with the Indiana Code. Notice of a special meeting shall include a description of the purpose or purposes for which the meeting is being called and shall not be inconsistent with IC 23-17-10-5.

3.5. **Voting.** Voting on any action required to be submitted to the Members may be conducted by mail as long as number of votes received either for or against any action would constitute a quorum as if the action were voted upon at a regular or special meeting.

3.6. **Quorum.** The presence of not less than 2 % of the Members shall constitute a quorum and shall be necessary to conduct the business of this organization; but a lesser percentage may adjourn the meeting for a period of not more than eight (8) weeks from the date scheduled by these By-Laws and the Executive Secretary shall cause a notice of this scheduled meeting to be sent to all those Members who were not present at the meeting originally called. A quorum as herein before set forth shall be required at any adjourned meeting.

4. **BOARD OF DIRECTORS**

4.1. **General Powers.** The business and affairs of the Association will be managed by its Board of Directors. The Directors shall, in all cases, act as a Board and may adopt such rules and regulations for the conduct of their meetings
and the management of the Association, as they deem proper, not inconsistent with these Bylaws and the laws of the State of Indiana.

4.2. **Number, Tenure and Qualifications**

4.2.1. **Number.** The Board of Directors shall consist of the following elected officers of the Association (4): President, President-elect, Executive Secretary and the immediate Past-President as well as one (1) director from each Division, elected by preferential ballot to serve staggered three-year terms: The Board of Directors will confirm annually one (1) director recommended by the Graduate Student Assembly and (1) director who is a member selected from the (Professional) Ethics Committee. Additionally, the Past President of the ECT Foundation shall serve as non-voting Ex Officio member of the Board. Directors shall be selected to hold office until their successors have been elected and qualified, subject to prior death, resignation or removal. A member shall not be eligible for re-election or reappointment until one year after the expiration of his/her term.

4.2.2. **Removal of Director.** A Director may be removed from an office by an affirmative vote of a majority of the Members taken at a meeting for that purpose.

4.2.3. **Term of Office.** The President and other elected officers, directors elected at large, and confirmed directors elected from Graduate Student Assembly shall assume their responsibilities during the annual convention. In the event an annual convention is not held, they shall assume their responsibilities twelve months after the preceding convention and annually thereafter at twelve-month intervals until a convention is held.

4.3. **Newly Created Directorships and Vacancies.** Newly created Directorships resulting from an increase in the number of Directors and vacancies occurring in the Board for any reason shall be filled by appointment by the body. Directors representing a Division shall be replaced by that Division by special election or appointment by the Division Board. A Director elected to fill a vacancy caused by resignation, removal or death shall hold such office for the unexpired term of his predecessor.

4.4. **Regular Meetings.** Regular meetings of the Board of Directors shall be held not less frequently than semi-annually at a time and in a manner to be specified by a vote of the Board of Directors. The Board of Directors shall have authority to take such actions as are necessary for the conduct of the Association’s affairs in accordance with the Bylaws and the laws of the state of Indiana.

4.5. **Special Meetings.** Special Meetings of the Board of Directors may be called by or at the request of the Executive Director, the President of the Association, or any two (2) Directors. The Executive Director, the President or
the Directors calling a Special Meeting of the Board of Directors may fix any reasonable place, either within or without the State of Indiana, as the place for holding the Special Meeting of the Board of Directors called by them.

4.6. **Notice.** Notice of any Special Meeting of the Board of Directors shall be given to each Director not less than seventy-two (72) hours prior to such meeting either:

4.6.1. By written notice delivered personally or mailed or given by electronic communication to such Director at his business address or at such other address as said Director shall have designated in writing and filed with the Executive Secretary of the Association; or by word of mouth, telephone or voice mail personally to such Director in each case. If mailed, the notice shall be deemed delivered when the notice is given to the transmitting company.

4.6.2. Whenever any notice is required to be given to any Director of the Association under the Articles of Incorporation or these Bylaws, or provision of any law, a waiver thereof, in writing, signed at any time, either before or after the time of meeting, by a Director entitled to such notice, shall be deemed equivalent to the giving of such notice. The attendance of a Director at a meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting and objects to the transaction of business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of any annual, regular or Special Meeting of the Board of Directors need be specified in the notice of waiver or the notice of such meeting, except as other provided for in these Bylaws.

4.7. **Quorum.** A majority shall constitute a quorum of the Board of Directors.

4.8. **Manner of Acting.** The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by the Articles of Incorporation or by these Bylaws.

4.9. **Resignation.** A Director may resign at any time by giving notice to the Board, the President or the Executive Secretary of the Association. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Board of such Officer and the acceptance of the resignation shall not be necessary to make it effective.

4.10. **Compensation.** No compensation shall be paid to the Directors, as such, for their services, but, by resolution of the Board of Directors, Directors may receive reimbursement for their expenses incurred for actual attendance at each regular meeting or Special Meeting of the Board of Directors and/or other expenses incurred by said Director in the course of duties on behalf of the Association. Nothing herein contained shall be construed to preclude any Director from serving the Association in any other capacity and receiving compensation therefor, provided such action does not violate the provisions of the Indiana Nonprofit Corporation Act of 1991.
4.11. **Presumption of Assent.** A Director of the Association who is present at a meeting of the Board of Directors or a committee thereof of which the Director is a member in which any action on any corporate matter is taken shall be presumed to have assented to the action taken, unless that Director's dissent shall be entered in the minutes of the meeting or unless the Director files written dissent of such action with the person acting as the Secretary of the meeting before adjournment thereof or forward such dissent by registered mail to the Executive Secretary of the Association immediately after the adjournment of the meeting. Such right to dissent shall not apply to a Director who voted in favor of such action.

4.12. **Unanimous Consent Without Meeting.** Any action required or permitted by the Articles of Incorporation or Bylaws or any provision of law, to be taken by the Board of Directors or any committee thereof, at a meeting by resolution, may be taken without a meeting if consent in writing, setting forth the action so taken, shall be signed by all of the Directors entitled to vote with respect to such action.

4.13. **Executive and Other Committees.**

4.13.1. Executive Committee. The Board of Directors shall designate five members of its group as an Executive Committee which shall have and exercise the authority of the Board of Directors in the intervals between the meetings of that body. The President of the Association shall serve as Chairperson of the Executive Committee. The Executive Committee shall be composed of the President, President-Elect, Executive Secretary, Immediate Past President, and one member of the elected Board of Directors selected by the Board as a Whole.

4.13.2. Other Committees. The Governance committees of the Association shall consist of a Nominating Committee, the Executive Committee and an Ethics Committee. Other governance committees as needed may be established by the Board or the President. Task Forces and Ad Hoc Committees may be established and appointed by the President with Board approval for the completion of specific tasks and/or duties.

4.13.3. Standing Committees. Standing committees shall be established as needed to carry out the goals, objectives, and policies of the Association. The chairpersons and members of the various standing committees shall be appointed by the President-elect and shall serve a term of office as indicated in the official letter of appointment, generally three years.

4.13.4. Standing committees may be dissolved for specified reason by a 2/3 majority vote of the Board of Directors.
5. **OFFICERS**

5.1. **Number.** The Corporation shall have at least a President, President-Elect, Executive Secretary and Immediate Past-President and shall perform the duties of their respective offices and such other duties as may be approved by the Board of Directors. The President-Elect shall serve the second year as President and the third year as Immediate Past-President. The duties of the Officers shall be those enumerated herein and any further duties designated by the Board of Directors or by the law.

5.2. **Removal.** Any Officer or agent may be removed by the Board of Directors whenever, in its judgment, the best interests of the Association will be served thereby, and such removal shall be without prejudice to any contract rights, if any, of the person so removed. Election or appointment shall not, of itself, create a contract right between the person so elected and the Corporation.

5.3. **Vacancies.** A vacancy in any office because of death, resignation, removal, disqualification or otherwise shall be filled by the Board of Directors for the unexpired portion of the term or such term as the Board of Directors may designate. At any meeting where an election to fill a vacancy in a position of Officer to the Association occurs, any nominees may be added to the slate of candidates placed in nomination by a nominating committee or at the request of the Board member with an accompanying second motion.

5.4. **Executive Director.** The Board of Directors shall appoint an Executive Director for the Association. This person is responsible for managing the national headquarters office, for performing duties as directed by the Board, and for annually reporting to the Board on activities, financial status, management, and personnel matters of the Association. The terms and conditions of this position shall be established by the Board. An annual performance review will be made prior to any change in contractual or compensation considerations pertaining to this position. The Executive Director shall be appointed for a term not to exceed three years and may be reappointed. The Board of Directors may terminate the services of the Executive Director upon giving four (4) months’ notice.

5.5. **President and President-Elect.** The President of the Association shall be the executive head of the organization, shall preside at all business meetings, and shall carry out the instructions of the Executive Committee and the Board of Directors and shall be the person elected as President-Elect by the membership the previous year. In the absence of the President, the President-Elect shall assume the duties of the President. Further delegations of authority shall be determined by the Board of Directors. The President and President-Elect shall be appointed for a term of one (1) year and shall hold office until their successors are elected and shall qualify. In the event that the President shall not
serve out his/her full term, the President-elect shall succeed to the unexpired remainder thereof and continue through his/her own term.

5.6. **Executive Secretary.** The specific duties of the Executive Secretary shall be as prescribed by the Board of Directors. The Executive Secretary shall be elected for a term of three (3) years and shall hold office until their successors are elected and shall qualify.

5.7. **Immediate Past-President.** The specific duties of the immediate Past-President shall be as prescribed by the Board of Directors.

5.8. **Salaries.** The salaries, compensation and fringe benefits of the Officers shall be fixed from time to time by the Board of Directors or by a duly authorized committee thereof, and no Officer shall be prevented from receiving such salary by reason of the fact that such Officer is also a Director of the Association.

5.9. **Appointments.** The Board of Directors shall appoint all other officers of the Association not provided for herein.

6. **NOMINATIONS**

6.1. **Appointment of Committee.** By August 1, the President-elect designate shall appoint a Nominating Committee of not less than nine members representing the Association by geographic location, levels of education, types of positions and sex/race, to the extent that it is possible and practical. The chairperson of this committee shall be the Immediate Past-President.

6.2. **Meeting.** The Nominating Committee shall meet during the annual convention to discuss criteria and potential candidates. A public call for nominations shall be through print and/or electronic means as determined by the Board of Directors and Associations leaders shall be solicited for nominations. Nominations shall be closed no later than July 1 of the following year, to allow sufficient time for potential candidates to submit documentation for review and ranking by the Nominating committee.

6.3. **Ballots.** By September 15, the Nominating Committee shall prepare an official ballot listing two nominees for President-elect, two nominees for Executive Secretary (every third year) with the provision for write-in candidates. Not later than February 1 following, the Executive Director shall present the official ballot with biographical sketches to each member in good standing through print and/or electronic means.

6.4. **Eligibility.** The Nominating Committee shall determine the eligibility of nominees and ascertain that all the nominees for any office are willing to stand for office. Eligibility shall consist of membership in the Association.
6.5. **Restrictions.** Individuals selected to be on the ballot in the general association election for President-Elect and/or Executive Secretary may not simultaneously be candidates for election to the Board or a Division.

6.6. **Closing of Voting Period.** Forty-five (45) days after presentation of the final ballot, the Nominating Committee shall close the election. The Executive Director shall be responsible for counting the votes. Tie votes shall be resolved by a vote of the Board of Directors. The election results shall be reported by the Executive Director to the general membership no later than May 1.

7. **DIVISIONS**

7.1. 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.

7.2. Each AECT member in designated categories will receive membership in a Division or Divisions of his or her choice. Members shall not be required to maintain a divisional affiliation. All Division members must be members of the Association.

7.3. A Division shall be established whenever two percent (2%) or more of the members of the AECT petition for it and a two-thirds (2/3) majority of the Board of Directors of AECT approve. Divisions, when formed from existing societies or organized as new societies, may use the society name provided they append it to the phrase: “A Division of the Association for Educational Communications and Technology International.” A Division may affiliate itself with any regional, state or local group interested in the concerns of the Division.

7.4. A Division may be dissolved by the Board of AECT when: a) the number of Division members falls below one percent (1%) of the members of the AECT, or b) the Division votes to recommend dissolution. A Division may also be dissolved for good and sufficient reason by a two-thirds (2/3) majority vote of the AECT Board.

7.5. A Division has freedom to pursue matters within its professional or academic area that are not reserved to AECT or its Board. It may determine the right of its members to vote on Divisional matters, provided that a Division may engage in no activity which is, in the opinion of the Board of AECT, inconsistent with the purposes and objectives of AECT or which is inconsistent with the requirements for a 501(c)(3) organization. The AECT Board shall at least annually review the activities of each Division and shall at all times have the right to prohibit any activity not consistent with this paragraph.

7.6. A Division shall have a President, a director on the AECT Board, a Webmaster, and a Secretary and such other officers as it may desire.
7.7. A Division will draw up its own Bylaws and rules of procedure which shall be consistent with those of AECT and with the requirements for a 501(c)(3) organization and file them with the Executive Director of AECT. Committees proposed by the division which are more properly committees of AECT may become committees of AECT upon recommendation of the AECT’s Board.

7.8. Each Division shall annually submit a budget request to the Board of AECT reflecting its financial requirements for the following year. The AECT Board may allocate Association funds as deemed appropriate for Division activities. Funds so allocated shall be expended by the Division strictly in accordance with the budget approved by the Board of Directors of AECT.

8. AFFILIATED ORGANIZATIONS

8.1. Any active local, state, regional, national or international organization whose interests and purposes are similar to those of AECT, and whose constitution and/or Bylaws are consistent with the Bylaws of AECT, and whose membership includes the number of AECT members stipulated in sub-paragraphs (1) through (4) below, may, upon written request and on approval of the Executive Committee of the Board of Directors of AECT become affiliated with the Association to work together more effectively in the achievement of their common goals. Each affiliated organization shall report annually to the Board of Directors of AECT the names and address of all members, the nature and extent of its program(s) and any changes in the organization and purpose.

8.2. There shall be five (5) types of affiliated organizations: State, Regional, National, International and Chapter.

8.2.1. State Affiliate: Each state educational communications and technology association representing an entire state may affiliate provided that the president and the president-elect of the state association are members of AECT. Any state association wishing to initiate a new affiliation with AECT or reinstatement of affiliation which has been discontinued, must within three (3) years have as members 25 joint members of AECT or twenty percent (20%) of its membership, whichever is less.

8.2.2. Regional Affiliate: Any regional professional organization concerned with educational communications and technology and not eligible to become a chapter, state, national or international affiliate may upon written request and approval of the Executive Committee of AECT, affiliate with AECT as a Regional Affiliate. It is required that the president and president-elect and at least 25 members or twenty percent (20%) of the Regional Association’s members, whichever is less, be active members in AECT.
8.2.3. National Affiliate: Any national professional organization concerned with educational communications and technology and not eligible to become a chapter, state, regional, or international affiliate, may, upon written request and approval of the Executive Committee of AECT, affiliation with AECT as a National Affiliate. It is required that the president and president-elect and a minimum of 25 members or twenty percent (20%), whichever is less, of the National Affiliate’s members be active members in AECT.

8.2.4. International Affiliate: Any international professional organization concerned with educational communications and technology and not eligible to become a chapter, state, regional, or national affiliate, may, upon written request and approval of the Executive Committee of AECT, affiliation with AECT as a National Affiliate. It is required that the president and president-elect and a minimum of 25 members or twenty percent (20%), whichever is less, of the International Affiliate’s members be active members in AECT.

8.2.5. Chapter Affiliate: Any group of individuals concerned with educational communications and technology on a university campus or in a city/metropolitan area or region and not eligible to become a, state, regional, national or international affiliate, may, upon written request and approval of the Executive Committee of AECT, affiliation with AECT as a Chapter Affiliate. After a two (2) year probationary period, it is required that the president and president-elect and a minimum of 25 members or twenty percent (20%), whichever is less, of the Chapter Affiliate’s members be active members in AECT.

8.3. The Board of Directors of AECT shall determine what privileges of AECT may be granted to Affiliates, including representation on the AECT Board of Directors.

8.4. The Board of Directors of AECT may sever the affiliation of an affiliate organization when it is no longer in the best interests of AECT and after notification of the affiliate’s officers that termination has been voted by two-thirds (2/3) of the Board of Directors of AECT.

9. ETHICS.

9.1. Adherence to the AECT Code of Ethics shall be a condition of membership in the Association.

9.2. A Professional Ethics Committee shall be appointed by the Board. The committee shall, after due notice and hearing, have power to censure, suspend, or expel any member for violation of the code subject to review by the Board of Directors.
9.3. A member may, within sixty (60) days after receiving notice of action by the Professional Ethics Committee, file an appeal of the decision in writing to the Board. The Board will then take action on the appeal.

10. CONTRACTS, LOANS, CHECKS AND DEPOSITS

10.1. Contracts. The Board of Directors may authorize any Officer or Officers or agent or agents to enter into any contract or execute or deliver any instrument in the name of and on behalf of the Association, and such authorization may be general or confined to specific instances. In the absence of other designation, all deeds, mortgages and instruments of assignment or pledge made by the Association shall be executed in the name of the Association by the President and by the Executive Secretary and when so executed, no other party to such instrument or any third party shall be required to make any inquiry into the authority of the signing Officer or Officers.

10.2. Loans. No indebtedness for borrowed money shall be contracted on behalf of the Association and no evidence of such indebtedness shall be issued in its name unless authorized by or under the authority of a resolution of the Board of Directors. Such authorization may be general or confined to specific instances.

10.3. Checks, Drafts, etc. All checks, drafts or other orders for the payment of money and notes or other evidences of indebtedness issued in the name of the Association shall be signed by such Officer or Officers or agent or agents of the Association, and in such manner, including by means of facsimile signatures, as shall from time to time be determined by or under the authority of a resolution of the Board of Directors.

10.4. Deposits. All funds of the Association not otherwise employed shall be deposited from time to time to the credit of the Association in such banks, trust companies or other depositories as may be selected by or under the authority of a resolution of the Board of Directors.

11. OFFICERS' AND DIRECTORS' LIABILITY AND INDEMNITY

Each Director or Officer or former Director or former Officer of the Association, or any person who may have served at its request as a Director or Officer of another Corporation of which it is a creditor, will be indemnified by the Corporation against all liability, costs and expenses, including but not limited to attorneys’ fees and costs, reasonably imposed upon or incurred by her or him in connection with or arising out of any action, suit, proceeding or appeal in which she or he may be involved or to which she or he may be a party by reason of being or having been a Director or Officer of the Corporation, such expenses to include the cost of reasonable settlement, including without limitation reasonable attorneys’ fees and costs (other than amounts paid to the Corporation itself), made with a view to curtailment of costs of litigation; provided, however, that any such Director, Officer or person shall not be entitled to indemnification in relation to matters as to which she or he shall be finally adjudged in such action, suit, proceeding or appeal to be liable
for negligence or misconduct in the performance of duty to the Corporation or liable for improperly receiving personal benefit. Such indemnification will not be deemed exclusive of any other rights to which those indemnified may be entitled to as a matter of law. The Corporation shall have the right to indemnify its Directors and Officers to the fullest extent permitted by law or by contract. The Corporation may pay for or reimburse any reasonable expense incurred by a Director who is a party to a proceeding in advance of final disposition of the proceeding; provided that the Director furnish both a written affirmation of her or his good faith belief that she or he has met the applicable standard of conduct as required by law and a written undertaking, either personally or on her or his behalf, that the advance will be repaid if it is ultimately determined that the Director did not meet the proper standard of conduct. A Director's or Officer's personal liability to the Corporation for monetary damages is eliminated for any act or omission committed as a Director or Officer occurring after the effective date of the Articles of Incorporation; provided, that the personal liability of a Director is not eliminated or limited for:

(a) any breach of the Director's duty of loyalty to the Corporation;
(b) acts or omissions not in good faith or which involved intentional misconduct or a knowing violation;
(c) any unlawful distribution; or
(d) any transaction from which the Director involved derived an improper personal benefit.

If the Indiana Nonprofit Corporation Act of 1991 hereafter is amended to authorize further elimination or limitation of the liability of Directors provided herein, then the liability of a Director of the Corporation, in addition to the limitation or personal liability provided herein, shall be limited to the fullest extent permitted by the amended Indiana Nonprofit Corporation Act. Any repeal or modification of this paragraph shall be prospective only and shall not adversely affect any limitation on personal liability of a Director of the Corporation existing at the time of such repeal or modification.

12. FISCAL YEAR

The fiscal year of the Association shall begin on the first day of January and end on the last day of December each year.

13. AMENDMENTS

13.1. Amendments to Articles. The Members of the Association may vote by mail or electronic means on any amendments to the Articles of Incorporation that require Member approval in accordance with IC 23 17 17.

13.2. Amendments by Directors. The Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the Board of Directors by an affirmative vote of the majority of the Directors present at any meeting at which
a quorum is in attendance, unless such amendment requires approval by the Members in accordance with IC 23 17 18. Proposals for amendments of the By-Laws may originate in the Board, in a Division, or by petition submitted to the Board by one-half of one percent (0.5%) of active members as of the date of submission of the petition.

13.3. **Implied Amendments.** Any action authorized by the Members and taken by the Board of Directors which would be inconsistent with the Bylaws then in effect but which is taken or authorized by an affirmative vote of not less than the number of Members required to amend the Bylaws so that the Bylaws shall be consistent with such action shall be given the same effect as though the Bylaws had been temporarily amended or suspended only so far as necessary to permit the specific action so taken or authorized.

14. **DIVIDENDS**

No dividends or profits shall be declared to any Director, Officer or employee of the Corporation. The income of the Corporation shall be applied, distributed or donated in accordance with the Articles of Incorporation or with these By-laws, as determined by the Board of Directors. ADOPTED this twentieth day of August, 2009.

**Mary Beth Jordan**
Mary Beth Jordan, Executive Secretary

**Phillip Harris**
Phillip Harris, Executive Director

**Pat Miller**
Pat Miller, President

*Approved August 20, 2009*

*Update to Fiscal Year*

*Approved by Board of Directors January 16, 2013*

*Updated to reflect*

*New Address and Board of Directors Membership March 16, 2016*
AECT CODE OF ETHICS

Preamble

The Code of Ethics contained here shall be considered to be principles of ethics. These principles are intended to aid members individually and collectively in maintaining a high level of professional conduct.

The Professional Ethics Committee will build documentation of opinion (interpretive briefs or ramifications of intent) relating to specific ethical statements enumerated therein.

Opinions may be generated in response to specific cases brought before the Professional Ethics Committee.

Amplification and/or clarification of the ethical principles may be generated by the Committee in response to a request submitted by a member.

Commitment to the Individual

In fulfilling obligations to the individual, the member:

1. Shall encourage independent action in an individual's pursuit of learning and shall provide open access to knowledge regardless of delivery medium or varying points of view of the knowledge.

2. Shall protect the individual rights of access to materials of varying points of view.

3. Shall guarantee to each individual the opportunity to participate in any appropriate program.

4. Shall conduct professional business so as to protect the privacy and maintain the personal integrity of the individual.

5. Shall follow sound professional procedures for evaluation and selection of materials, equipment, and furniture/carts used to create educational work areas.

6. Shall make reasonable efforts to protect the individual from conditions harmful to health and safety, including harmful conditions caused by technology itself.

7. Shall promote current and sound professional practices in the appropriate use of technology in education.

8. Shall in the design and selection of any educational program or media seek to avoid content that reinforces or promotes gender, ethnic, racial, or religious stereotypes. Shall seek to encourage the development of programs and media that emphasize the diversity of our society as a multi-cultural community.

9. Shall refrain from any behavior that would be judged to be discriminatory, harassing, insensitive, or offensive and, thus, is in conflict with valuing and promoting each individual's integrity, rights, and opportunity within a diverse profession and society.
Commitment to Society

In fulfilling obligations to society, the member:

1. Shall honestly represent the institution or organization with which that person is affiliated, and shall take adequate precautions to distinguish between personal and institutional or organizational views.

2. Shall represent accurately and truthfully the facts concerning educational matters in direct and indirect public expressions.

1. Shall not use institutional or associational privileges for private gain.

2. Shall accept no gratuities, gifts, or favors that might impair or appear to impair professional judgment, or offer any favor, service, or thing of value to obtain special advantage.

3. Shall engage in fair and equitable practices with those rendering service to the profession.

4. Shall promote positive and minimize negative environmental impacts of educational technologies.

Commitment to the Profession

In fulfilling obligations to the profession, the member:

1. Shall accord just and equitable treatment to all members of the profession in terms of professional rights and responsibilities including being actively committed to providing opportunities for culturally and intellectually diverse points of view in publications and conferences.

2. Shall not use coercive means to promise special treatment in order to influence professional decisions or colleagues.

3. Shall avoid commercial exploitation of that person’s membership in the Association.

4. Shall strive continually to improve professional knowledge and skill and to make available to patrons and colleagues the benefit of that person’s professional attainments.

5. Shall present honestly personal professional qualifications and the professional qualification and evaluations of colleagues, including giving accurate credit to those whose work and ideas are associated with publishing in any form.
6. Shall conduct professional business through proper channels.

7. Shall delegate assigned tasks to qualified personnel. Qualified personnel are those who have appropriate training or credentials and/or who can demonstrate competency in performing the task.

8. Shall inform users of the stipulations and interpretations of the copyright law and other laws affecting the profession and encourage compliance.

9. Shall observe all laws relating to or affecting the profession; shall report, without hesitation, illegal or unethical conduct of fellow members of the profession to the AECT Professional Ethics Committee; shall participate in professional inquiry when requested by the Association.

10. Shall conduct research and practice using professionally accepted and institutional review board guidelines and procedures, especially as they apply to protecting human participants and other animals from harm. Humans and other animals shall not be used in any procedure that is physically invasive to them.
PROCEDURE FOR INVESTIGATING ALLEGATION OF VIOLATION OF THE AECT CODE OF ETHICS

1. **Complaints** of allegation of violation the AECT Code of Ethics may be brought to either the Executive Committee who may refer the case to the AECT Ethics Committee for review; or the complaint of allegation may be referred to the Chair of the Ethics Committee. The Chair of the Ethics Committee will keep the Executive Committee informed of any ongoing discussions related to allegations of violation of the Code of Ethics and potential solutions.

Procedure to determine reporting of allegations related to Code of Ethics:

a. If clarification of the meaning of a principle of the Code of Ethics or interpretation of an incident as it may relate to the Code of Ethics is received by the Chair or member of the Ethics Committee, then no report needs to be made to the AECT Executive Committee. The Chair and Ethics Committee members will consult with the member requesting clarification.

b. If an allegation is oral and can be informally resolved through conversation with the Chair of the Ethics Committee, then no report needs to be made to the AECT Executive Committee.

c. However, if the allegation is oral and substantial and made to the Chair or members of the Ethics Committee, the complainant should be asked to submit a written allegation to the Chair of the Ethics Committee.

d. If the allegation is submitted to the Chair of the Ethics Committee and is specific to an allegation of violation of the AECT Code of Ethics and in writing, then the Executive Committee must be made aware of the allegation.

e. If an allegation is about a member’s professional actions outside of the AECT association activities, the allegation should be handled by the member’s institution or place of employment. Only after a formal decision of inappropriate activity has been rendered by the member’s institution or place of employment may the allegation be presented to the Executive Committee and/or Ethics Committee by a complainant.

f. If a member of an international affiliate, who is not a member of AECT, either brings an allegation to the AECT Ethics Committee or causes an allegation to be brought against themselves while at an AECT sponsored conference or event, then the allegation is directly referred to the Executive Committee. The AECT Ethics Committee cannot act on the allegation unless otherwise requested to do so by the Executive Committee or AECT Board of Directors.
2. **Protection of individual rights.** While undergoing both Informal Review and Formal Investigating Committee Review, allegations will be held confidential to the extent possible by applicable state and/or federal law. At the determination of the AECT President and the AECT Ethics Committee, the Formal Hearing may be either public or private. The rights and identity of the accused will be safeguarded through consultation with legal counsel at any point in the investigation in which this seems advisable. The investigation will be conducted as swiftly as possible without sacrificing thoroughness.

3. Allegations not resolved through oral conversation with the Chair of the Ethics Committee or the Executive Committee will undergo up to **three levels of review:** Informal review, Formal Investigating Committee Review, and Formal Hearing.

   a. **Informal Review.** The initial allegation will be reviewed informally by the Chair of the Ethics Committee in order to negotiate a resolution to the alleged violation at an informal level. Special situations will be discussed with the Executive Committee and AECT Board.

      i. **Escalation of the review.** If a written allegation is not resolved at the level of informal review and discussion, the Chair will bring the allegation to the Executive Committee who may either resolve the issue, take the issue to the Board for resolution, or request the Ethics Committee to proceed with a creation of a Formal Investigation Committee. While undergoing Formal Investigation Committee Review, allegations will be held confidential to the extent possible by applicable state and/or federal law.

      ii. **Formal investigation review.** The Ethics Committee, within ten (10) days of receiving an unresolved, formal allegation from the Executive and Board who have escalated the allegation to a formal investigation review, shall appoint a Formal Investigating Committee of three members. Those members must be from outside the region or working area of the accused. This initial Formal Investigating Review Committee cannot include members of the Ethics Committee.

   b. **Formal Investigating Committee review.** The Formal Investigating Committee will select a chairperson from among its members. The Formal Investigating Committee will inform both the Executive Committee and the Chair of the Ethics Committee of its progress through the review.
PROCEDURE FOR INVESTIGATING ALLEGATION OF VIOLATION OF THE AECT CODE OF ETHICS (continued)

i. The AECT President will determine an appropriate time limit (time limit A) during which the accuser and accused can submit evidence. The accused and accuser(s) will have such time as established by time limit A to submit testimony, records, or other applicable evidence during the time frame established. Once this time frame has elapsed, the investigating committee will examine the evidence, deliberate, and then vote on whether charges should be brought. Examination of the evidence and deliberation will not exceed a second time limit set by the AECT President (time limit B). The Formal Investigating Committee will advance a recommendation of whether or not charges should be brought to the Executive Committee for further action.

4. Scheduling of further review. If the Formal Investigating Committee advises that charges against the accused member be brought, the Executive Committee will schedule a Formal Hearing of the accused with the AECT Ethics Committee. Notice of this hearing, with specific charges in writing, shall be delivered to the accused by certified letter no less than fifteen (15) days prior to the hearing date.

5. Waive hearing. The accused may waive the hearing or may respond to the charges in writing before the hearing, in which case determination may be made by the Executive Committee on the final disposition of the allegation. However, such final disposition may not include resignation without the designation of "Resigned under investigation for Ethics Violation."

6. Formal Hearing. During the hearing, if any, the accused shall have the right to a professional colleague as an advisor; the Association shall be represented by the previously appointed Chairperson of the Formal Investigating Committee. In addition, both parties shall be entitled to legal counsel of their choice. The burden of proof that the Code of Ethics has been violated rests with the Association and shall be satisfied only by clear and convincing evidence from the record as a whole. Each party will have the right to call witnesses, who are subject to cross-examination.

The Formal Hearing Committee will consist of members of AECT Ethics Committee as appointed by the Chair of the AECT Ethics Committee. This committee will render one of the following four decisions: a) The charges are dropped, b) The member will be censured, c) The member will be suspended from membership in AECT for a period of time, or d) The member is expelled from AECT. This decision will be presented to the Executive Committee and Board for final acceptance and implementation.

7. Within sixty (60) days of receiving notice of this decision, the member may appeal the decision to the Board.  

*Updated October 2013*
ROLE OF THE BOARD OF DIRECTORS

The Board of Directors shall:

1. Set policy; establish goals, objectives, and long-range plans for the Association.

2. Hire a well-qualified Executive Director to manage the affairs of the Association, its property, staff, national headquarters office, and programs.

3. Direct the Executive Director to continuously and systematically gather data for making decisions upon which specific annual programs can be developed.

4. Direct the Executive Director, in consultation with the President, President-Elect, Past-President, and Executive Secretary, to develop specific annual programs that are directly related to the goals, objectives, and long-range plans established by the Board and that are based on data assembled to serve as a basis for decision-making.

5. Direct the Executive Director and President-Elect annually to propose, promote, and actively advocate a program and supporting budget before the Board. This program should be accompanied by a clearly stated rationale founded on Association goals and available data.

6. Review the proposed program for consistency with Association goals and available data. Interact with the Executive Director and President-Elect for clarification. Approve program and budget when consistency and feasibility are assured.

7. Consult the Executive Director for a reaction to all new business coming before the Board in order to gain a recommendation on its appropriateness to the total program of the Association.

8. Monitor Association program, management, and budget. Evaluate Association management based on ability to carry out approved programs effectively and efficiently.

9. Annually analyze management effectiveness and decide on continuation, recommendation to, or replacement of Association Executive Director.

10. Represent the constituency from which they were elected or appointed.

Additionally,

11. Each member of the Board, excluding elected officers, shall serve as liaison for Association committees, as determined and appointed by the President. In fulfilling this role, the board member shall maintain close and frequent communication with the chairperson of each committee.
RESPONSIBILITIES OF THE PRESIDENT

Program Development and Implementation: The President has responsibility for planning short-term program development and ensuring with the Board, continuance of long-range plans. Selected examples of activities related to this responsibility include:

1. Establish and facilitate the work of committees and task forces.
2. Work with the Executive Director in implementing suggested programs.

Management: The President has responsibility for management of governance meetings and of tasks specifically assigned to the President by the Board of Directors. Selected examples of activities related to this responsibility include:

1. Serve as the primary representative of the Board with regard to oversight of the National Headquarters Office, including selection, evaluation, and contract negotiations with the Executive Director.
2. Draft the agenda for Board meetings with assistance from the Executive Director and Executive Committee.
3. Chair governance meetings.
4. Appoint committee members and chairpersons in coordination with the President-Elect.
5. Solicit committee reports and budget requests.
6. Serve as an ex-officio non-voting member of all AECT committees.
7. Assign board members their liaison role for reporting purposes.
8. Chair the Executive Committee.
9. Prepare and present an annual report to the membership.

Internal-External Relations and Promotion: The President has major responsibility during his or her tenure for Association relations with Regions, Affiliates, and task forces. Specific responsibilities may be delegated to the President-Elect, Past-President, and Executive Director as mutually agreeable. Selected examples of activities related to this responsibility include:

1. Speak at Regional or State Affiliate meetings
2. Advise Regions and Affiliates regarding their specific concerns.
3. Gather information from the field.
RESPONSIBILITIES OF THE PRESIDENT-ELECT

Program Development and Implementation: The President-Elect has responsibility for preparing for the program development role he or she will assume when President. Selected examples of activities related to this responsibility include:

1. Participates in convention program planning.
2. Facilitates program planning and implementation activities of the President, committees, and staff as mutually agreeable.
3. Serves as a clearing-house for positive and negative suggestions from the field and discusses their implications for program with the President, Board and Executive Director.

Management: The President-Elect has responsibility for implementing Board policies specifically assigned to the President-Elect. Selected examples of activities related to this responsibility include:

1. Serves on the Executive Committee.
2. Serves as ex-officio member of the Leadership Development Committee and attends any leadership development conference held under the Leadership Development Committee's sponsorship.

Internal-External Relations and Promotion: The President-Elect has responsibility for supporting the President in monitoring appropriate Association relations with Regions, Affiliates, Divisions, and other organizations as mutually agreeable. Selected examples of activities related to this responsibility include:

1. Represents the Association at state and regional meetings as requested by the President and the organization.
2. Represents the Association with other organizations at the request of the President.
RESPONSIBILITIES OF THE PRESIDENT-ELECT DESIGNATE

While not yet a voting member of the Board of Directors, the President-Elect Designate assumes a number of responsibilities upon her or his election. Specifically, the President-Elect Designate:

1. recommends members for the National Nominating Committee to the President.

2. represents the Association as requested by the President and the organization.

3. attends, when time permits, executive committee and board meetings.

RESPONSIBILITIES OF THE EXECUTIVE SECRETARY

During the three year tenure of office, the Executive Secretary monitors the financial affairs of the Association, serves as a liaison between the AECT staff and the Board of Directors regarding financial matters, and records and collects official minutes and records of all meetings of the Board of Directors and Executive Committee. The Executive Secretary should be involved in the decision-making processes of the Association with regard to program development and internal-external relations, but primarily serves in the role of records management.

Specific duties of the Executive Secretary should include the following items, and any other related activities requested by the Board:

1. Serves on the Executive Committee.

2. Record the official minutes of all Board of Directors and Executive Committee meetings and disseminate them to the Board of Directors and the Executive Director.

3. Serve as the advisor of record to the Board of Directors regarding prior official actions taken by the Board.

4. Act as counselor/advisor to the newly elected Executive Secretary for the balance of the fiscal year after the newly elected officer assumes the office.
RESPONSIBILITIES OF THE PAST-PRESIDENT

Program Development and Implementation: Following his or her tenure as President, the Past President has responsibility for sharing perceptions of Association program development with the Board of Directors and the staff. Selected examples of activities related to this responsibility include:

1. During tenure as Past-President, serve in an advisory role to the President, President-Elect, and Executive Director.

2. At termination of tenure as Immediate Past-President, prepare a “think piece” reflecting on AECT, its problems, potentials, directions, and so forth.

Management: The Past-President has responsibility, through the President, for implementing specifically assigned policies. Selected examples of the activities related to this responsibility include:

1. Chair the National Nominating Committee meeting.

2. Circulate candidacy forms for positions as AECT officer and Executive Secretary to the Board of Directors and, in cooperation with the Executive Director, prepare the ballot for the election.

3. Coordinate new board member orientation at the AECT Summer Conference.


Internal-External Relations and Promotion: The Past-President has responsibility for supporting the President in maintaining appropriate association with Regions, Affiliates, and Divisions, as mutually agreed upon by the President and President-Elect. Selected examples of activities related to this responsibility include:

1. Attend Regional or State Affiliate meetings at the request of the President.

2. Represent the Association as a liaison to the Board of Trustees of the ECT Foundation.

RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

The responsibilities of the Executive Committee are described in the by-laws. See page 6 section 4.13.
Per Section 4.13 of the by-laws, the Board of Directors is authorized to establish governance and standing committees to assist in carrying out the goals of the Association. The President-elect is responsible for appointing members of committees who will take office when he or she assumes the office of President. The President is empowered to establish and appoint Task Forces and Ad Hoc Committees and to fill committee vacancies. The following pages contain a description of the charge of each governance and standing committee, and where appropriate, the procedures and other information about the committee.

**GENERAL STRUCTURE OF COMMITTEES**

There are three types of committees:

**Governance Committees:** These are established by reference in the Constitution or By-laws. Members are appointed by the President-elect for three-year staggered terms unless specified otherwise. The Committee year extends from convention to convention. The committee may be terminated only through a change in the Constitution or By-laws. Funding is by the Board.

**Standing Committees:** These are established by the Board to address subjects or tasks that will continue over several years. Members are appointed by the President-elect for three-year staggered terms unless specified otherwise. The committee year extends from convention to convention. The committee may be terminated by the Board as a whole, but individual appointments to the committee may be terminated by the President. Funding is by the Board.

**Task Forces and Ad Hoc Committees:** Task Forces and Ad Hoc Committees are established by the Board to accomplish specific tasks. Members are appointed by the President for the duration of the task, or until the Board changes the mission of the group. The creation of a task force must be accompanied by a charge and a timeline specifying its expected duration. The President may assign new members or terminate the appointment of existing members during the life of the task force, provided that such action is communicated to the Board at its next meeting. Funding is by the Board.

**Exempt Groups:** Two groups are exempt from the above regulations: (1) internal Board committees, such as the Executive Committee or Board subcommittees; (2) editorial boards, including the advisory boards for each periodical.

**Selection of Members:** Unless otherwise specified, selection of members for committees, task forces, and editorial boards shall demographically represent the Association to the extent that it is possible and practical. The number of members on each committee shall be established at the time the committee is created.

**Committee Charge:** a committee’s charge is expected to evolve and shift over time. As such the manual may not always reflect the specific and or current charge of the committee, but rather give a general sense of what the committee’s purpose was when it was initially convened. The charge may be updated at the discretion of President-elect or the President (depending on the committee) when the difference between the charge listed at inception and current charge seems to warrant it. To keep the “Committees” section of the AECT Policy and Information Manual useful and relevant, the President-elect will review the Committee descriptions annually and recommend change or no change to each Committee’s description as circumstances warrant, no later than March 15th of his or her term.
ACCREDITATION COMMITTEE

It is recommended that the Chair of the Accreditation Committee be an AECT member of the NCATE Board of Examiners, if possible.

Charge:

1. Develop activities that will identify, recognize, and support the development of quality educational technology instructional programs.

2. Develop procedures for the implementation of program accreditation in the area of educational communications and information technologies within the NCATE accreditation process.

3. Monitor and evaluate AECT's program accreditation procedure used in the NCATE accreditation process.

4. Evaluate, assess, and revise as necessary AECT’s accreditation guidelines on a regular basis (usually once each year prior to the annual convention) and report to the AECT Board for action. Inform the AECT NCATE Council member of the action.

As of December 17, 2014,
This committee is inactive until further notice.
AECT AWARDS COMMITTEE

Charge:
1. Coordinate the selection process for each AECT Award and scholarship in communication and collaboration with the Leadership Development Committee, the ECT Foundation Board, the Executive Director, the Executive Committee, and others as necessary.

2. Provide written communication to the Executive Director of all awardees no later than one month prior to each Convention.

3. Recommend to the Executive Committee a complete update to the Awards Committee section of the Policy & Procedures Manual by October 1, of each calendar year.

Purpose of the Committee:
1. Coordinate the nomination and selection process for AECT association awards (and selected scholarships) in collaboration with the Leadership Development Committee, the ECT Foundation Board, the Executive Director, the Executive Committee, and others as necessary. After reviewing nominations, recommend candidates to the AECT Executive Committee for potential ratification by the AECT Board of Directors. The function of the Awards Committee is to promote award nominations and coordinate the review of submissions, not to select the award recipients.

2. Assist Executive Director in receiving AECT and Division Award recipient names and other relevant information by specified dates in advance of the annual convention. Compile awardee names for all awards for archival, reporting, and other purposes.

3. Recommend to the AECT Executive Committee revisions and updates to the Awards Committee section of the AECT Policy & Information Manual.

4. Recommend modifications to existing awards and the development of new awards.

Guidelines for Membership
The committee consists of up to six regular members with at least one member appointed each year for three-year terms beginning officially at the end of the annual convention. The President-elect appoints the committee and names one member as chairperson who must have been a member of AECT for at least ten (10) years. Additionally, the AECT immediate past president serves as an ex-officio member for one year.

AECT Distinguished Service Award

Purpose:
The Distinguished Service Award honors an individual(s) for outstanding leadership and service in advancing the theory and/or practice of educational communications and technology for over 10 years. The award recognizes contributions to the field and is not limited to AECT members. Suggested areas include but are not limited to: leadership; development and production; contribution to education outside the U.S., research / theory; publication, and/or other areas.

Eligibility:
- The nominee need not be a member of AECT.
- Nominee may not be a past recipient of the award.
- Nominee may not be serving as a current member of the AECT Awards Committee.
Review Criteria:

- Evidence of exemplary leadership and service, as well as contribution and impact in any of the above referenced areas.
- Quality of support from additional contributors to the nomination.
- All required documentation submitted.

Selection:

Nominations are coordinated and reviewed by the AECT Awards Committee and recommendations for award recipient(s) are forwarded to the AECT Executive Committee for consideration. A review team led by a member of the AECT Awards Committee and comprised of selected committee members and non-members including a previous award recipient recommends to the Chair candidate(s) to be forwarded.

This honor is limited to a maximum of 2 winners per year.

Nature of Award: Plaque

Presentation: Presented at Awards Ceremony during a General Session at the AECT annual convention.

Funding and support: AECT

Deadline for nominations: Sept 1

Contact for additional information: AECT Awards Committee Chair

AECT Special Service Award

Purpose:

AECT's Special Service Award honors an individual who has provided notable and exemplary service to AECT. This service may be to the organization as a whole, or to one or more of its programs, divisions, or other association activities. The nature of the service is open-ended and can be singular or longer term.

Eligibility:

Nominee must be a current member of AECT and have at least ten years of active participation in AECT.

Recipient may not currently be a member of the Board of Directors.

Nominee may not currently be serving as a member of the AECT Awards Committee.

Service cannot be for a specific AECT affiliate but may relate to AECT’s general mission involving affiliate relations.

Review Criteria:

- Nature, impact, and quality of the service as evidenced by supporting comments and documentation.
- There is no specific requirement for the date, length, or nature of the noted service.
- All required documentation submitted.
Section III

COMMITTEES

Updated March 2016

AECT AWARDS COMMITTEE (continued)

Selection:
Nominations are coordinated and reviewed by the AECT Awards Committee and recommendations for award recipient(s) are forwarded to the AECT Executive Committee for consideration. A review team led by a member of the AECT Awards Committee and comprised of selected committee members and non-members including a previous award winner recommends to the Chair candidate(s) to be forwarded.

Nature of Award: Plaque
Presentation: Awards ceremony at a General Session during the annual convention.
Funding and Support: AECT
Deadline: Sept. 1
Contact: AECT Awards Committee Chair

AECT Annual Achievement Award

Purpose:
AECT's Annual Achievement Award is presented to an individual or group making a significant contribution to the advancement of educational communications and technology during a recent period in advance of the AECT annual convention. The contribution is defined as a public event, established program, creative application, or other activities and accomplishments.

Eligibility:
- Nominee may be an individual or a group.
- Achievement must be timely and generally no more than 12 months prior to nomination deadline.
- The nominee(s) need not be a member of AECT.
- Award may be given to the same individual or group more than once.

Review Criteria:
- Nature, impact and quality of the achievement.
- Quality of support from additional contributors to the nomination.
- All required documentation submitted.

Selection:
Nominations are coordinated and reviewed by the AECT Awards Committee and recommendations for award recipient(s) forwarded to the AECT Executive Committee for consideration. A review team led by a member of the AECT Awards Committee and comprised of selected committee members and non-members including a previous award winner recommends to the Chair candidate(s) to be forwarded.

Nature of Award: Plaque
Presentation: Awards ceremony during General Session at the AECT annual convention.
Funding and Support: AECT
Deadline: Sept. 1
Contact: AECT Awards Committee Chair
AECT AWARDS COMMITTEE (continued)

J. Michael Spector Appreciation Award

Purpose:
The award recognizes members who have provided long-term significant service to AECT above and beyond expectations. The award was created to honor AECT Past President J. Michael Spector in recognition of his extraordinary commitment and service to the organization.

Eligibility:
AECT member for at least 10 years
Actively involved in various activities and leadership roles in AECT

Review Criteria:
Recipients of this award will demonstrate exemplary service to AECT and likely will have received other service awards for earlier efforts.
All required documentation submitted.

Selection:
Nominations are coordinated and reviewed by the AECT Awards Committee and recommendations for award recipient(s) forwarded to the AECT Executive Committee for consideration. A review team led by a member of the AECT Awards Committee and comprised of selected committee members and non-members including a previous award recipient recommends to the Chair candidate(s) to be forwarded.

Nature of Award: Plaque

Presentation: Awards ceremony during General Session at 2016 AECT annual convention.
Funding and Support: AECT
Deadline: Sept. 1
Contact: AECT Awards Committee Chair

David H. Jonassen Excellence in Research Award

Purpose:
This AECT award recognizes individuals who have demonstrated a long-term record of excellence in research in the field of instructional design and technology. The award was established to remember the significant scholarly contributions made to the IDT field by Dr. David H. Jonassen.
AECT AWARDS COMMITTEE (continued)

Eligibility:
- Significant scholarly activity.
- Need not be a member of AECT.

Review Criteria:
- Quality of research activity and trajectory and impact of the research on the field of IDT.
- Supporting comments and evidence from additional contributors.
- All required documentation submitted.

Selection:
Nominations are coordinated and reviewed by the AECT Awards Committee and recommendations for award recipient(s) forwarded to AECT Executive Committee for consideration. A review team led by a member of the AECT Awards Committee and comprised of selected committee members and non-members including a previous award recipient recommends to the Chair candidate(s) to be forwarded.

Nature of Award: Plaque
Presentation: Awards ceremony at General Session at the AECT annual convention.
Funding and Support: AECT
Deadline: Sept. 1
Contact: AECT Awards Committee Chair

Jerrold E. Kemp Endowed Lecture Series

Purpose:
This AECT Award was established in 2012 to honor Dr. Jerrold (Jerry) Kemp and his extensive contributions to the discipline of instructional design. The recipient of this award will be recognized for innovations in research or best practices.

Eligibility:
- Accepted proposal in Instructional Design and Development for upcoming AECT convention.
- A submitted nomination for the award.

Review Criteria:
- Quality of accepted proposal and accompanying nomination documentation.
- Evidence of innovations in either research or best practices or both.
AECT AWARDS COMMITTEE (continued)

Selection:
A team comprised of the AECT President-elect and the President-elect of the Design and Development Division will select (or coordinate the selection of) potential candidates from division nominations of accepted conference session proposals submitted during the convention planning process.

Nomination Procedure:
Each AECT division may submit up to three (3) nominations from their accepted proposals. Nominations should be submitted to the AECT President-elect of the Design and Development Division and include a detailed description of the nominee’s research trajectory and the impact of the scholarship on the field of IDT. Nominations should not exceed 500 words and include the title and abstract from selected proposals.

Nature of Award:
The winner will receive an honorarium from the ECT endowment in Dr. Kemp’s name and also a special session in the convention program.

Presentation: Awards ceremony at a General Session of the AECT annual convention
Funding and Support: ECT Foundation
Deadline: May 31
Contact: Convention Planner and President-elect of the Division of Design and Development

AECT Cross-Cultural Research Award

In partnership with KSET

Purpose of the Award:
With the growing concern for understanding global issues impacting modern societies, the past decade has witnessed a rapid increase in the demand for cross-cultural research. This award was established to promote publication and dissemination of scholarly works that address cross-cultural or cross-national issues that have implications in the field of educational technology.

Nomination Procedure:
Among the submitted proposals for the Annual meeting for AECT, each division will be asked to nominate one paper that meets the criteria of the award.

Review and Selection:
The selection of the winning paper will be the responsibility of the Cross-Cultural Award Review Committee of the given year. Only a submission deemed meritorious will be selected for the award.
AECT AWARDS COMMITTEE (continued)

The committee’s reviews will be based on the following criteria:

- Relevance of topic to cross-cultural or cross-national issues in the field of educational technology;
- Importance of topic;
- Clarity of writing;
- Originality of content.
- Any paper submitted for this award must be an original unpublished work.

**Nature of Award:**
Includes $400 and a plaque or certificate as well as the opportunity to publish in a refereed, scholarly research journal published by the Korean Society of Educational Technology (KSET)

**Funding and Support:** KSET provides funding for the honorarium and plaque/certificate

**Presentation of Award:** Awards Ceremony during a General Session at the AECT convention.

**Deadline for Receipt of nominations:** Sept. 1

**For information, contact:** Cross-Cultural Award Review Committee Chair

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**AECT Legacy Scholarship**

**Purpose:**
The award's purpose is to improve the teaching/learning process in the library and classroom and to supplement the recipient’s training by extending the use of educational communications and technology. The scholarship, funded by the ECT Foundation, will be awarded to a practicing K-12 school teacher or school library/media specialist to assist in the pursuit of a master's degree or professional certificate in the field (Master's or Advanced Educational Technology Specialist). The scholarship may be used to further the recipient's education in summer session(s) or academic year of graduate level study at any accredited college or university in the United States.

**Selection Criteria**

1. **Scholarship:** List and describe your publications, presentations, curriculum projects, and creative productions that reflect your involvement and accomplishments in the field of school libraries and/or school media and technology.

2. **Experience:** List and describe your experience in the field of educational media, information literacy, research skills, and involvement in innovative programs that motivate learners to effectively and responsibly use resources available through multiple venues.

3. **Service and Leadership:** List and describe your service and leadership in the profession through AECT or AECT affiliates. Membership in AECT is strongly recommended and length of membership (including student undergraduate membership in affiliates or chapters) will be considered in the review process.
AECT AWARDS COMMITTEE (continued)

4. **Applicant's Statement:** Provide a brief narrative describing your knowledge of key issues and challenges facing learners in our rapidly changing world of communications and technology. Include a statement of your philosophy of teaching and your professional goals.

5. **Three Letters of Recommendation:** Please have three persons familiar with your professional qualifications and leadership potential write letters of recommendation to address the following:
   
   1) How long they have known you and in what capacity.
   2) The nature and quality of your professional background and experience.
   3) Demonstrated leadership and potential for future leadership in school libraries and/or the integration of educational technology in the K-12 classroom.
   4) Special strengths and weaknesses.

**Submission Procedure:**

The completed application and the three letters of recommendation must be received (via USPS or FedEx) by August 15th. Deadline is firm. Application and references may be emailed by the deadline but formal letters of recommendation must be received from the writer no later than a week after the deadline and sent to:

ECT Foundation President
AECT AWARDS COMMITTEE (continued)

COORDINATION RESPONSIBILITIES – AECT AND ECT FOUNDATION AWARDS
Details regarding award nominations, forms, deadlines, and other specifics can be found on the AECT website. You may also contact the current Chair of the Awards Committee for information.

<table>
<thead>
<tr>
<th>AWARD</th>
<th>SELECTION BY</th>
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<tbody>
<tr>
<td>AECT Annual Achievement</td>
<td>Awards Committee</td>
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<td>AECT Distinguished Service</td>
<td>Awards Committee</td>
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<td>AECT Special Service</td>
<td>Awards Committee</td>
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<tr>
<td>AECT J. Michael Spector Appreciation</td>
<td>Awards Committee</td>
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<tr>
<td>AECT David Jonassen Excellence in Research</td>
<td>Awards Committee</td>
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<tr>
<td>AECT Jerrold E. Kemp Endowed Lecture Series</td>
<td>President-elect of AECT &amp; President-elect of Design &amp; Development Division</td>
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<tr>
<td>AECT Legacy Scholarship</td>
<td>ECT Foundation</td>
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<tr>
<td>AECT Cross-Cultural Research (Sponsored by KSET)</td>
<td>Cross-Cultural Award Review Committee</td>
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<td>Earl F. Strohbern Intern</td>
<td>Leadership Development Committee and Intern Coordinators</td>
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<td>Convention Leadership Cochran Intern</td>
<td>Leadership Development Committee and Intern Coordinators</td>
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<td>Jenny K Johnson International Intern</td>
<td>Leadership Development Committee and Intern Coordinators</td>
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<td>Richard B. Lewis Memorial</td>
<td>Emerging Learning Technologies Division</td>
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<td>Qualitative Inquiry</td>
<td>Research &amp; Theory Division</td>
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<td>Dean &amp; Sybil McClusky Research</td>
<td>Research &amp; Theory Division</td>
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<tr>
<td>Robert M. Gagne Graduate Student Research</td>
<td>Design &amp; Development Division</td>
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<tr>
<td>James W. Brown Publication</td>
<td>Publications Committee</td>
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<tr>
<td>ETR&amp;D Young Scholar</td>
<td>ETR&amp;D Editorial Board</td>
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<tr>
<td>Robert De Kieffer International Fellowship</td>
<td>International Division</td>
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<td>Young Researcher</td>
<td>Research &amp; Theory Division</td>
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<tr>
<td>McJulien Graduate Scholarship</td>
<td>Culture, Learning, &amp; Technology Division</td>
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</tbody>
</table>
CONVENTION PROGRAM PLANNING COMMITTEE

Charge:

1. Recommend the overall program emphasis of the annual AECT convention.

2. Recommend possible themes, sub-themes, and strands for the annual AECT convention.

3. Recommend improvements and/or changes in the annual AECT convention format and/or structure.

4. Recommend potential general or special session speakers for the annual AECT convention.

5. Advise the AECT Board of Directors of recommended policy changes.

6. Provide a final convention report for the AECT Board of Directors and the Executive Director within 60 days of the close of the convention.

Structure:

1. The incoming President-elect serves as the chairperson and appoints the Convention Program Planner(s).

2. President-elects of each division and representatives of ISMF, active Regional, National or International Affiliates, the ECT Foundation make up the Convention Planning Committee.

3. A member of the AECT staff and AECT’s Convention Planner are ex-officio members of the committee.

4. Members of the committee are expected to attend both the convention they are planning and the previous convention at no cost to AECT.

5. The President may designate some members of the committee to serve on smaller ad hoc committees such as Theme Selection Sub-committee or Steering Committee.
CONVENTION RESPONSIBILITIES:

**President-elect**

Convention Responsibilities of the AECT President-elect:

1. Selects the Convention Program Planner Committee for her/his convention.
2. Works with the members of the Program Planning Committee for her/his convention.
3. Determines the programmatic thrusts of her/his convention.
4. Keeps the national headquarters office staff and the President informed of the activities of the committee.

**Convention Program Planner:**

1. Works with the President-elect, and in coordination with the national headquarters office staff, to coordinate the activities of the committee.
2. Assists the AECT Convention staff with development of day-to-day operational details of the convention.
3. Determine the distribution of time blocks during the sessions, meetings, and social events.

**AECT National Headquarters Office and the AECT Convention Staff:**

1. Responsible for overall planning and implementation of the convention including budget development.
2. Develops and publishes the printed convention program.
3. Arranges for equipment needed to support the program.
4. Arranges for registration, including collection of fees for workshops, special meals, tours, and other special events.
5. Contracts for hotel space, meal functions, shuttle buses, airline discounts, etc.
6. Sets workshop fees and gives prior approval for workshop expenditures.
7. Negotiates with general session speakers and other special session participants.
8. With approval of the Board, sets workshop fees.
CURRICULUM COMMITTEE

Charge:

1. Supervise the survey of higher education curricula in instructional design, educational theory and practice, communications and technology.

2. Foster dissemination and utilization of the information about curricula and related program data

3. Coordinate data collection and update data set in the Curricula Data of Degree Programs in Educational Communications Technology annually.

As of December 17, 2014,
This committee is inactive until further notice.
DEFINITION AND TERMINOLOGY COMMITTEE

Charge:
President-elect Hokanson is in conversation with Committee leadership to update this charge (March, 2016).
EXECUTIVE COMMITTEE

Charge:

1. Act on behalf of the Board of Directors on all urgent and timely business of the Association between meetings of the full Board of Directors and inform the Board of Directors of actions taken.

2. Advise and assist the President and Executive Director.

3. Advise and assist the Board of Directors.

4. Meet periodically with the ECT Foundation Executive Committee.
HISTORY AND ARCHIVES COMMITTEE

Charge:

1. Compile the following information and when complete, work with AECT Staff to add this archive to the AECT website.
   - AECT Convention Site
   - Month & Year
   - President
   - Convention Theme

2. Compile a comprehensive list of AECT Awards by year (including Division Awards as possible) and when complete, work with AECT Staff to add this archive to the AECT website.

3. Collaborate (upon request) with the developers of the History Makers project.
INTELLECTUAL PROPERTY COMMITTEE

Charge:

1. Coordinate the efforts of AECT to keep members informed about Copyright legislation and guidelines to render necessary advice and assistance to those efforts.

2. Prepare articles for appropriate AECT publications concerning copyright activities on a regular basis.

3. Develop presentations and/or workshops for AECT sponsored activities as appropriate.

As of December 17, 2014,
This committee is inactive until further notice.
INTERNATIONAL STUDENT MEDIA FESTIVAL
STEERING COMMITTEE

Charge:

1. Provide oversight of the International Student Media Festival Website

2. Review annually the media categories and make recommendations for change to the AECT Executive Director.

3. Plan and carry out the judging of festival entries in a timely manner.

4. Plan and conduct, in conformance with established AECT Board procedures, the ISMF Festival held at the AECT Convention

5. Provide for the presentation of AECT International Student Media Festival Awards in cooperation with the Chair of the Convention Planning Committee and the Chair of the Awards Committee

Suspended by the Board of Directors at the Annual 2009 Convention, Louisville, KY
LEADERSHIP DEVELOPMENT COMMITTEE

Charge:

1. Study and recommend to the AECT President, new leadership development strategies designed to meet the changing needs of the Association, the members, and the field.

2. Plan the annual Association leadership development activities.

3. Oversee AECT Intern programs in collaboration with the Awards Committee and the ECT Foundation.

AECT Intern Coordinator:

A member of the Leadership Development Committee responsible for coordinating the selection and activities of the AECT Interns at the annual Convention, the Intern Coordinator may identify a Co-Coordinator to support the work of the appointed Coordinator as needed.

Charge:

The Coordinator functions in close collaboration with the Leadership Development Committee and the ECT Foundation to identify convention interns as specified on p. 11. The Coordinator may identify a Co-Coordinator as needed to support the work of the appointed Intern Coordinator.
MEMBERSHIP COMMITTEE

Charge:

1. Assist in recruiting and sustaining members in the Association, including individuals and groups.
2. Serve as a sounding board for membership changes proposed by the AECT Board.
3. Recommend specific strategies to disseminate membership information to Divisions, Affiliates, and others on a regular basis.
4. In cooperation with AECT Staff, develop an AECT promotion packet for distribution to new members.

Structure: This committee is composed of no more than six regular members, plus one person from the central office staff. The President will name one person to be chairperson, and that person will serve an additional year on the committee. The chairperson may appoint ad hoc members to the committee for a one-year term.

Criteria for Selecting Committee Members: Committee members should be dedicated to AECT; able to afford the time and cost of serving; offer a balance among specialized skills, geographic location, and interest areas; and have the support of their Affiliate or Division.

Responsibilities: The Membership Committee may engage in the following activities:

1. Sponsor a First Timers’ session at the annual convention.
2. Engage in other activities recognizing membership recruitment or retention achievements.

As of December 17, 2014,
This committee is inactive until further notice.
NOMINATING COMMITTEE

Charge
The charge of the Nominating Committee is to prepare a slate of candidates for President-elect, and when required, for Executive Secretary in accordance with AECT Bylaws, Section 12: Nominations and Elections. Every year, two candidates need to be identified for President-elect designate. Every third year, two candidates need to be identified for the position of Executive Secretary. Each member of the Nominating Committee must be conversant with the AECT Bylaws, Section 12: Nomination and Elections.

Structure
The Nominating Committee is composed of a minimum of nine (9) members. These nine members should represent the diversity of the Association. The Immediate Past President is the Chairperson. The nomination and election procedure is:

1. President-elect appoints the Nominating Committee
2. The Board of Directors issues a call for nominations from the membership
3. Nominating Committee receives nominations from the membership
4. Nominating Committee ranks nominees; and identifies potential candidates
5. Nominees submit candidacy application for review by the Nominating Committee
6. Nominating Committee prepares an official ballot
7. Executive Director opens elections by presenting official ballot to the membership
8. Nominating Committee closes election forty-five (45) days after the official ballot has been presented to the membership
9. Executive Director counts the votes; and reports results to the membership
10. Nominating Committee adjourned

NOMINATING COMMITTEE GUIDELINES

Recommended Selection Process

Phase One: Consult with Previous Chairperson
It is highly recommended that the current Chairperson consult with the previous Chairperson in order to obtain an overview from the previous year, and hear suggestions or insights regarding the current nominating process. The previous Chairperson should also be in a position to provide the names of past nominees who may be considered for the current election cycle.
NOMINATING COMMITTEE GUIDELINES (continued)

Phase Two: Generate a List of Nominees
The current Chairperson should generate a List of Nominees based on past nominees and new nominations received by the Committee from the membership during the current election cycle. Each Nominating Committee member selects several nominees and becomes responsible for acquiring information about the worthiness and willingness of someone to stand for election. During the ensuing weeks, individual committee members add the results of their investigations onto a single common form. The completed List of Nominees should be in place by March 1st.

<table>
<thead>
<tr>
<th>Nominee</th>
<th>Institution and URL links</th>
<th>Committee Member</th>
<th>Comments</th>
</tr>
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<tbody>
<tr>
<td>a.</td>
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Phase Three: Identify Top 5 Nominees
Each member of the Nominating Committee ranks the nominees using the Rate the Nominees table. The Chairperson compiles the committee members’ ratings of the nominees. The top five (5) nominees are contacted by the Chairperson and asked to become a candidate.

<table>
<thead>
<tr>
<th>Name of Potential Candidate</th>
<th>#1</th>
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NOMINATING COMMITTEE GUIDELINES (continued)

The following protocol is recommended for use by the Chairperson during the initial contact with a nominee:

1. Request the individual run for AECT President for \( \text{designated term} \)
2. Specify this is a 3-year commitment involving the offices of:
   a. President-elect (Year 1)
   b. President (Year 2)
   c. Immediate Past President (Year 3)
3. Indicate, as President-elect, he or she will become the convention planner for \( \text{location} \)
4. Successful candidate is expected to attend:
   a. Weekly Executive Committee meetings
   b. Monthly Board of Directors meetings
   c. Summer Leadership meeting
   d. Board meetings during convention
5. Mention:
   a. AECT related travel has limited support
   b. It is advisable to secure support from your home institution
   c. Campaigning during the convention is prohibited
   d. Campaigning through official AECT media networks is prohibited
   e. You become a Lifetime AECT member (with dues paid by the organization) upon successful completion of your terms in office
6. A decision on the top 2 candidates will be rendered by July
7. The successful candidate is recognized as President-elect at end of the first Board meeting during the convention.
8. Application to become a candidate should be submitted by April 1\text{st}
9. Questions?

Phase Four: Confirm the Candidates
Once the nominee verbally accepts the nomination, he or she is informed that he or she will receive an official letter inviting him or her to become a candidate. (The sample letter below is intended to serve as a guide for the Chairperson.) Candidates should satisfy the following minimum criteria:

a. Member in good standing
b. Continuous AECT membership during the previous five (5) years
c. Previous service as an AECT leader [at any level]
d. Presenter or panelist during each of the previous three (3) years
e. Evidence of leadership skills
Sample Invitation Letter from Nominating Committee Chairperson to Become a Candidate

Dear _______________________

Thank you for accepting the nomination for the position of AECT President. The primary responsibilities are:

1. Convention Planner during year as President-elect
2. Presiding Officer during year as President
3. Chairperson of designated committees as Immediate Past President
4. Participant at meetings when the Executive Committee is present
5. Represent the Association occasionally with AECT partners

The Nominating Committee has recognized your leadership skills and experience, and we believe you are a strong candidate for this position. If selected as a candidate for AECT President-elect, you will be requested to:

   a. Present a 5-minute speech at the convention
   b. Avoid campaigning at the convention or through official AECT media networks
   c. Submit a Bio, Candidate’s Statement, and Video Recording to the AECT Executive Director by the first week in January

The next step is for you to submit an application letter to me. Your letter should include:

   Section A: Educational Background and Leadership Experience
   Section B: Experience with AECT
   Section C: Vision for AECT
   Section D: Role of the AECT President
   Section E: [other information of your choice]

(The total length for Sections A through E combined should be a maximum of 1,000 words.)

The final two candidates will be announced at this year’s Summer Leadership Meeting. Feel free to contact me any time during this process.

Please submit your application letter to me by April 1st.

Collegially,

[Chairperson’s Name]
AECT Immediate Past President
ORGANIZATION AND BY-LAWS COMMITTEE

Charge:

Maintain the AECT Policy and Procedures Manual by:

1. Work with the Executive committee to suggest language changes in the AECT By-laws.

2. Incorporating changes in policy and procedures from Board minutes.

3. Work with the Executive Director to insure that changes in the AECT Policy and Procedures Manual are made and distributed.

Note: The Organization and By-laws Committee serves as the group that maintains AECT’s By-laws. The By-laws provide the guidelines for how AECT operates and reflect the Articles of Incorporation. The By-laws can be modified by the AECT Board and are revised as the organization changes to meet the needs of its membership, tracking these changes and helping the AECT Board create effective By-laws are advisory roles of the committee. The committee is also responsible for updates and revisions to the Policy and Procedures Manual in cooperation with the AECT Board and Executive Committee.

Procedures:

1. Whenever a change in the Policy and Procedures Manual has been approved by the Board of Directors, the Chair will communicate that change to the Executive Director, who maintains the files that make up the manual.

2. Every page of the manual includes a date in the bottom right corner. This date represents the date the contents of the page were approved by the Board of Directors.
PROFESSIONAL ETHICS COMMITTEE

Charge:

1. The Professional Ethics Committee will build documentation of opinion (interpretive briefs or ramifications of intent) relating to specific ethical statements enumerated therein.

2. Review the AECT Code of Ethics and recommend changes annually.

3. Apply the AECT ethical standards to any situation brought to the attention of the committee.

4. Investigates and recommends actions on alleged violations of the AECT Code of Ethics by members.

Note: The rapid acceleration of technological advancement brings with it dramatic new issues related to professional ethical behavior. The AECT Professional Ethics Committee is further charged to identify these issues, use this information to update the ethical code of the Association, disseminate information to the profession about this updated code, and assist members in interpreting the code as it relates to their professional behavior. In addition, the committee is charged to review the AECT Code of Ethics on a regular basis to determine if the code is in need of revision and recommend any revisions to the AECT Board. Persons with concerns about ethical matters involving members of AECT should contact the Chairperson.

Guidelines for Membership:
Each division is asked to nominate a member to serve on the Committee. There are no specific requirements of such nominees, but divisions are asked to consider nominating someone who has expressed interest in professional ethics.
PUBLICATIONS COMMITTEE

Charge:
President-elect Hokanson is in conversation with the Committee Chair to revise this charge (March, 2016).
STANDARDS COMMITTEE

Charge:

1. Promulgate and publish recommended standards for School Media and Educational Technology Programs, which serve post-secondary educational institutions. It should be noted that post-secondary programs at different levels of post-secondary institutions might require different standards.

2. Develop programs to promote understanding and support of the Standards by ACET members and by accrediting agencies.

As of December 17, 2014,
This committee is inactive until further notice.
STRATEGIC PLANNING COMMITTEE

Charge:

The purpose of the AECT Strategic Planning Committee is to serve as a listening group for the desires and expectations of the AECT membership. The AECT Strategic Planning Committee shall form recommendations for maintaining and revising the AECT Strategic Plan, based on input from the AECT membership.

1. The Strategic Plan enables the association leadership to know where it is going and how it is going to get there as well as to evaluate new ideas and suggestions, and render decisions about new ideas and suggestions, based on how they are aligned with the Strategic Plan.

2. The AECT Strategic Planning Committee serves in an advisory role to the AECT President.

3. The AECT Strategic Planning Committee shall be a Standing committee.

4. Seven AECT members in good standing will constitute the AECT Strategic Planning Committee. The AECT immediate Past President will be one of the seven Strategic Planning Committee members and also serve as the Chairperson.

5. The guiding frame for the work of the Strategic Planning Committee is encumbered within the Preamble of the AECT Strategic Plan, which states:

“This strategic plan represents a dynamic continuous improvement process. The purpose of the Strategic Plan is to guide the decisions made by the Association for Educational Communications and Technology (AECT) membership for the next 5 years. The underlying principles for the decision-making process are expressed in terms of the AECT mission, vision and values. The expectations for our scholarly community are expressed in terms of the AECT goals, objectives and strategies. All members of AECT acknowledge that we are connected through this strategic plan. Thus, we all have a role in the design and development of this strategic plan. However, the AECT President has the final authority for the implementation of this plan. The plan will be reviewed annually, and revised every 3-5 years. The AECT President will report periodically on the progress of the Strategic Plan.”

Approved March 2015
WEB SITE ADVISORY COMMITTEE

Charge:
To advise and assist the Web site Editor on policy and practice concerning:

1. Promoting AECT through consistent design, development and management of a professional Web presence
2. Keeping AECT Web presence up to date, effective, and secure
3. Generating AECT revenue through promotion of AECT membership, convention registration, publications, and event participation on the Web.
4. Maintaining the Web presence to ensure accuracy, foster consistency and encourage regular contributions to content.
5. Administering the systems that constitute the AECT Web presence outside of AECT Headquarters middleware and services.
6. Advising and working with the Executive Director and Board of Directors regularly to identify and integrate appropriate communications tools and technologies to enhance the AECT Web presence.
7. Following best practices in public relations, imaging and branding on behalf of AECT.
8. Creating policies and procedures that govern the site (and an online handbook of the information) and making recommendations on on-going updates and maintenance of the site post-launch.

Approved January 2009

As of March 2016, the status of this committee and the charge are under review. The committee has not been active for many years. A proposal to update will be brought to the AECT Board of Directors before any revision is made.
AECT constituencies are those divisions and affiliated organizations that are recognized and authorized by AECT to recommend and carry out selected programs and activities of the Association. These constituencies also carry out their own programs and activities, which must be consistent with the AECT mission.

The approval of this policy may require a review and revision to other sections of this manual.

**Divisions**

Divisions are interest groups within the AECT membership, in which individual members have banded together around a common field concern. Each Division is directly accountable to the AECT Board through prior approval of programs and activities. Each Division must abide by the AECT Articles of Incorporation, Constitution, and, where applicable, Bylaws Section 7.

**Affiliated Organizations**

Affiliated Organizations are separate legal entities that are concerned with educational communications and technology and that enter into a contractual relationship with AECT. Five categories of Affiliated Organizations are enumerated in Bylaws Section 8 as follows:

*State Affiliates* are organizations that represent an entire state. It is suggested that a state affiliate have at least 25 members or 20% of its total membership, whichever is less, who also hold AECT membership.

*Regional Affiliates* are geographically identified professional organizations not eligible for affiliation in another category of affiliation. Regional affiliation requires the organization’s president, president-elect, and at least 25 members or 20% of its total membership, whichever is less, to hold AECT membership.

*National Affiliates* are U.S.-based professional organizations not eligible for affiliation in another category of affiliation. National affiliation requires the organization’s president, president-elect, and at least 25 members or 20% of its total membership, whichever is less, to hold AECT membership.

*International Affiliates* are non-U.S.-based professional organizations not eligible for affiliation in another category of affiliation. International affiliation requires the organization’s president, president-elect, and at least 25 members or 20% of its total membership, whichever is less, to hold AECT membership.

*Chapter Affiliates* are groups of individuals who band together, such as on a university campus or in a metropolitan area or other geographic location, but are not eligible for affiliation in another category of affiliation. Chapter affiliation requires the group’s president, president-elect, and at least 25 members or 20% of its total membership, whichever is less, to hold AECT membership.

**ECT Foundation**

AECT also enjoys a close relationship with the Educational Communications and Technology (ECT) Foundation. This relationship exists through the bylaws of the Foundation and several written agreements between the Foundation and AECT.
PROCEDURE FOR ESTABLISHING A NEW DIVISION

1. Any group proposing to form a Division shall present the Board with petitions signed by the percentage of members specified in the Bylaws at the time of application. Petitions must state the name of the proposed Division. The application must include a statement of the proposed Division’s rationale, concerns, and objectives. The application is filed with the Executive Director, who verifies the number and membership status of the petition signers. The Executive Director then forwards the application documents, including a letter certifying the group’s compliance, to the AECT Board at its next meeting. The Board’s acceptance, rejection, or request for revision of the application shall be transmitted through the Executive Director to the applying group.

2. Each new Division shall file its bylaws, rules of procedure, program plans, and proposed slate of officers for its initial year with the Executive Director. Such documentation should include the operating procedures, the names of two acting officers, and tentative program activities for the first year. The Executive Director must obtain the AECT President’s approval of the acting officers of the Division, and the Division must develop procedures for electing officers for succeeding years.

3. On completing a probationary period of at least one year, the Division shall conduct a self-evaluation to determine whether it is meeting its objectives in terms of bylaws, rules of procedure, and program plans. Based on this evaluation, the Division may want to revise its rationale or operating procedures.

4. A Division that does not maintain sufficient membership or for other “good and sufficient reason,” as determined by the Board, may be dissolved in accordance with Bylaws Section 7.
OPERATING PROCEDURES FOR DIVISIONS

1. **Officers.** Governance procedures for the Division shall be drafted by the Division. Until a Division has elected and installed its officers and directors, the AECT President shall approve or appoint an interim Division chairperson and board.

2. **Election of Officers.** During its initial year each Division shall implement election procedures for succeeding years. AECT may conduct the election of Division officers.

3. **Funding.** Each Division, upon request, may be provided with funding from AECT. Allocations are determined annually by the Board in consultation with the Executive Director. Allocations will be dependent upon the timely submission of required bi-annual division reports.

4. **Use of AECT Periodicals.** A Division may request space in AECT periodicals for notices, articles, or regular departments. Such requests will be reviewed by the editor(s) of the periodical(s), and the decision to use Division material shall rest with the appropriate editor.

5. **Program and Project Approval.** A Division shall request approval of programs and projects at the time of any funding request. When the Board approves the request, or if the Board takes no action within sixty (60) days, the Division may implement its programs or projects. The Board’s rejection of proposed programs or projects for noncompliance with AECT’s tax-exempt purpose or conflict with the Articles of Incorporation or the Bylaws is final. Project rejected for other reasons may be resubmitted to the AECT President and will be reconsidered at the next Board or Executive Committee meeting.

6. **Meeting and Annual Convention.** Each Division shall hold an annual meeting of its officers and members during the AECT Annual Convention. The annual meeting must be scheduled through the AECT office, which will attempt to comply with each Division’s request regarding date, time, and location. Divisions also may hold conferences and meetings at other times, as they deem necessary, using the AECT teleconferencing system.
SPECIAL INTEREST GROUP POLICY

Article I

Purpose
The purpose of a special interest group (SIG) is to provide an authorized forum within AECT for individuals drawn together by a common interest to exchange ideas and information and to engage in collaborative activities.

Article II

Definition
A special interest group is composed of AECT members who coalesce around a common interest in a field of study, research, or practice consistent with the vision, mission, and goals of the association. A SIG may bring together a subset of members from a Division or may draw members from across multiple Divisions and the association at large.

Article III

Application for Authorization
A. Application for authorization shall be made in writing to the AECT President.
B. An application may be submitted at any time; however, the applicant should allow two to three months for the review process.
C. Following are guidelines for the application:
   1. Application shall be made by an individual AECT member on behalf of a group of at least five (5) members who are interested in forming a SIG.
   2. The applicant shall provide the following information:
      a. The proposed name or title of the SIG.
      b. The nature and purpose of the group.
      c. A rationale for how the purpose is consistent with the vision, mission, and goals of the association.
      d. The activities in which the group proposes to engage.
      e. The names and affiliations of the initial group members.
      f. The name and contact information of the group leader or leadership team.

Article IV

Review, Authorization, and Notification
A. The AECT Executive Committee shall review the application 1) to assess the merits of the proposed special interest group and 2) to ensure that the proposed group’s purpose and activities are consistent with the mission, vision, and goals of the association. In reviewing the application, the AECT President, on behalf of the committee, may request additional information from the applicant at any time. Questions from the applicant about the review process shall be directed to the AECT President.
SPECIAL INTEREST GROUP POLICY (continued)

B. The Executive Committee shall make a recommendation to the AECT Board of Directors, which shall make the decision regarding whether to authorize the proposed special interest group. The AECT President shall notify the applicant of the results of the review and respond to any questions regarding the board’s decision.

C. Authorization of an approved SIG shall be valid for an initial period not to exceed three (3) years; however, the group may apply for an additional authorization period. Application for re-authorization (as described in Article III) should be submitted at least three months prior to the expiration of the authorization. At the conclusion of the final authorization period, the group shall disband or apply for status as a Division in accordance with Section IV, Constituencies, of the AECT Policy Manual.

Article V

Status and Limitations

A. The authorized special interest group shall be recognized as follows:
   1. The group’s authorization and formation shall be announced to the AECT membership.
   2. The group shall be identified on the AECT website.

B. The SIG shall determine its own leadership structure, whether informal or formal.

C. The SIG shall provide an annual written report of its goals and activities, which will be incorporated into the AECT annual report. This report is submitted to the AECT President one month prior to the annual AECT International Convention.

D. Funds shall not be provided in the association budget for special interest groups.

E. The special interest group may request from the AECT President-elect a meeting time and space at the annual AECT International Convention; however, there shall be no guarantee of meeting time or space or other accommodations, such as convention sessions.

Article VI

Policy Review

The AECT Board of Directors shall periodically review this policy to determine the efficacy of authorizing special interest groups and whether to continue, discontinue, or modify this practice.

Approved by the Board of Directors March 30, 2016
ESTABLISHING AN AFFILIATE RELATIONSHIP

Following are general procedures for establishing and maintaining an affiliate relationship in four categories: state, regional, national, and international. Requests for affiliation in these categories originate from existing organizations. Separate procedures are maintained for establishing chapter affiliates.

1. Any organization proposing to affiliate with AECT shall file a letter of interest with the Executive Director, who verifies the organization’s initial eligibility and requests a formal application. Preliminary eligibility considerations include but are not limited to:
   a. The organization’s purpose and goals are compatible with the purpose and goals of AECT.
   b. The organization is a legal entity capable of entering into a contract of affiliation.
   c. The organization fits within one or more defined categories of affiliation.

2. AECT shall allow only one state affiliate per U.S. state. Regional affiliate service areas may be smaller or larger than a single state, and so their membership may overlap with state or national affiliates. National and international affiliates also may have overlapping membership.

3. The application for affiliation shall include a copy of the organization’s bylaws and other pertinent governance documents, membership statistics and membership list, service area description, organizational purpose, and objectives. The Executive Director examines whether the organization is in alignment with the intent of the AECT Bylaws and then forwards the application documents to the AECT Board at its next meeting, including a letter certifying the organization’s status as (a) in alignment with AECT, (b) in partial alignment but with one or more points of concern, or (c) significantly not in alignment. The Board’s acceptance, rejection, or request for revision of the application shall be transmitted through the Executive Director to the applying organization.

4. When an application for affiliation is approved, the Board shall empower the AECT Executive Director, in consultation with the AECT President and the Affiliate Council Board Representative, to negotiate a contract of affiliation.

5. Contracts of affiliation shall be individually tailored to accommodate each affiliated organization’s circumstances within the parameters listed below. Initial affiliation agreements are for three (3) years, renewable in five (5) year increments thereafter by approval of the Board.
ESTABLISHING AN AFFILIATE RELATIONSHIP (continued)

a. *Compliance Standards* shall be uniform for all affiliated organizations. Failure to comply shall result the Executive Director notifying the Board that the affiliated organization is out of compliance, at which time the Board may elect to suspend or terminate the contract of affiliation.

- Within three (3) years of affiliation, it is suggested that the organization have 25 members or 20% of its total membership, whichever is less, also holding AECT membership.

- Affiliated organizations establish their own member dues amounts, while AECT establishes the additional AECT dues amounts for members who also join AECT in compliance with the requirement above. Individuals may not join AECT as affiliate members without being members in good standing of the affiliated organization. The manner of dues collection for AECT member dues shall be specified in the contract of affiliation.

- The affiliated organization must comply with AECT Bylaws.

b. *Core Benefits* shall be provided to each affiliated organization by payment of the affiliation fee as established by the Board:

- Members of affiliated organizations may vote in AECT elections.

- Members of affiliated organizations shall have access to membership in the Divisions.

- Members of affiliated organizations shall have access to AECT website resources, except for those digital resources that are defined as Add-on Benefits.

- The president of an affiliated organization, or the president’s designee, shall receive a free registration to the AECT Annual Convention.

- Each affiliated organization shall have a reserved session slot at the AECT Annual Convention. The affiliated organization shall plan this session, which will be scheduled by the AECT convention program chair. An affiliate also may request additional meetings in conjunction with the convention, which will be accommodated if possible, as coordinated with the AECT convention program chair.

Each affiliated organization shall have access to the AECT membership directory or listserv, by request to the AECT Executive Director and with approval of the AECT President.
ESTABLISHING AN AFFILIATE RELATIONSHIP (continued)

- Each affiliated organization shall, as appropriate, be promoted by AECT in its publications and member communications.

- Affiliated organizations, collectively, shall be represented on the AECT Board by one (1) voting Affiliates Board Representative, who shall be an AECT member appointed by the President and confirmed by the Board for a three-year term, in accordance with Bylaws Section 8.5.

c. Negotiated Benefits may vary among contracts of affiliation, recognizing each organization’s particular circumstances:
   - The basic AECT membership fee may be reduced, based on the economic circumstances of members of the affiliated organization.
   - AECT member dues may be reduced for affiliate members, based on the economic circumstances of members of the affiliated organization.
   - Members of an affiliated organization may be offered reduced conference rates; however, the reduced rate shall not be less than the standard AECT student rate.
   - Other negotiated benefits may be available in unique or unusual circumstances, such benefits to be negotiated by the AECT Executive Director with approval by the Board.

d. Add-on Benefits are benefits that may be purchased in addition to those obtained as part of the core or negotiated benefits covered by the basic affiliation fee. The added fee for these benefits shall be established by the Board, subject to periodic review. Add-on benefits include but are not limited to access to additional electronic journals, books, or other resources.

6. The contract of affiliation also shall include, at minimum, the following reciprocal benefits for AECT:

   a. The AECT Executive Director shall be granted honorary membership in each affiliated organization and shall receive all affiliate member communications to ensure that AECT is fully informed regarding the affiliated organization’s activities.

   b. Each affiliated organization shall reserve a session slot for AECT at its yearly conference or convention.

   c. Each affiliated organization shall, as appropriate, promote AECT in its publications and member communications and shall encourage its members to become AECT members.

   d. Each affiliated organization shall provide AECT access to its membership directory or listserv.
ESTABLISHING AN AFFILIATE RELATIONSHIP (continued)

7. When the AECT Executive Director and the affiliating organization have agreed on a proposed contract of affiliation, the contract shall be submitted to the AECT Board for ratification, which shall require a simple majority with a quorum of the Board voting. The Board’s acceptance, rejection, or request for revision of the proposed contract shall be transmitted through the Executive Director to the applying organization.

8. The contract of affiliation shall govern the relationship between AECT and the affiliated organization.

   a. *Maintenance of contract* shall be the responsibility of the AECT Executive Director, who shall report any breaches of agreement to the Board. If the Board deems the breach to be substantial, then it may suspend or void the agreement.

      • A suspension is a temporary withdrawal of benefits until the breach is rectified. The Executive Director shall communicate the Board’s decision to the affiliated organization.

      • If the suspended affiliated organization is unable or unwilling to rectify the contractual breach, then the Board may void the contract of affiliation by a two-thirds vote of a quorum of the Board, as specified in Bylaws Section 8.4.

   b. *Renewal of contract* shall be considered at the conclusion of the initial three-year term and each successive five-year term. At minimum, an affiliated organization in good standing must submit a letter of intent to renew to the Executive Director at least sixty (60) days prior to the termination date of the contract; however, the Board may, through the Executive Director, request additional information prior to considering renewal of contract.

      • If affiliation is no longer in the best interests of one or both parties to the contract, then neither party is obligated to renew.

      • If the Board determines that renewal of the contract of affiliation is to be denied after the affiliated organization has submitted a letter of intent to renew, then the Board’s decision shall be communicated to the affiliated organization by the Executive Director. Such decision shall be treated in the same manner as a termination and shall require a two-thirds vote of a quorum of the Board.
INTERNATIONAL AFFILIATION AGREEMENT TEMPLATE

BRACKETS INDICATE TEXT OR NUMBERS TO BE INSERTED INTO THE TEMPLATE

INTERNATIONAL AFFILIATION AGREEMENT

between

[AFILIATING ORGANIZATION]
([AO-INITIALS])

and

ASSOCIATION FOR EDUCATIONAL COMMUNICATIONS AND TECHNOLOGY
(AECT)

This Affiliation Agreement is made [DATE] by and between [AFILIATING ORGANIZATION], hereinafter referred to as [AO], and the Association for Educational Communications and Technology, hereinafter referred to as AECT. The duration of this Agreement shall be for a period of [NUMBER] years from the date above, renewable by mutual consent of the parties for an additional period to be determined at a later date.

WHEREAS the parties to this Agreement desire to establish an affiliation of mutual benefit through cooperation in certain areas as specified in this Agreement, and

WHEREAS cooperation between the parties is desired to enhance the intellectual and professional development of the members of the affiliating organizations;

NOW, THEREFORE, the parties to this Agreement establish this affiliation in accordance with the terms of agreement as follows:

ARTICLE I
Basic Agreements

By act of affiliation the parties make the following basic agreements:

A. [AO] agrees to abide by the AECT Bylaws during the course of this Agreement.
B. [AO] shall be represented, along with all affiliated organizations, on the AECT Board by one (1) voting Affiliates Board Representative, who shall be an AECT member appointed by the AECT President and confirmed by the AECT Board.
C. [AO] agrees to encourage its members to become joint members of both organizations. These persons are identified hereinafter as [AO]-AECT members.
D. AECT agrees to provide International Electronic Membership (IEM) to [AO]-AECT members on payment of the annual individual membership fee of [US DOLLAR AMOUNT] per member.
   1. The IEM fee shall be in addition to any membership fee paid by [AO] members as dues to [AO].
AFFILIATION AGREEMENT TEMPLATE (continued)

2. The IEM fee shall be payable each year of this Agreement on or before [DATE PAYMENT IS DUE] annually.

E. AECT members who join [AO] shall pay an annual membership fee to [AO] of [US DOLLAR AMOUNT] during the term of this Agreement.

ARTICLE II
Mutual Organization Benefits

Certain benefits of affiliation accrue to both parties in this Agreement, namely:

A. AECT shall grant [AO] access to the AECT membership directory or listserv, by request to the AECT Executive Director and with approval of the AECT President.

B. AECT shall provide [AO] a reserved session slot at the AECT Annual International Convention. [AO] shall plan this session, which will be scheduled by the AECT convention program chair. [AO] also may request additional meetings in conjunction with the convention, which will be accommodated if possible, as coordinated with the AECT convention program chair.

C. AECT shall provide the [AO] president, or the president’s designee, a free registration to the AECT Annual International Convention.

D. [AO] shall grant honorary membership in its organization to the AECT Executive Director, who shall receive all [AO] member communications.

E. [AO] shall reserve a session slot for AECT at the [AO] yearly conference or convention.

F. [AO] shall, as appropriate, promote AECT in its publications and member communications and shall encourage its members to become AECT members.

G. [AO] shall provide AECT access to the [AO] membership directory or listserv.

H. [AO] and AECT shall communicate with each other regarding activities of mutual interest and shall encourage exchange of ideas among members of both organizations and other international affiliates of AECT.

ARTICLE III
Core Individual Benefits

By virtue of this Affiliation Agreement [AO]-AECT members are granted certain core individual benefits:

A. [AO]-AECT members may vote in AECT elections.

B. [AO]-AECT members shall have access to membership in the AECT Divisions.

C. [AO]-AECT members shall have access to AECT website or digital resources (specified in ADDENDUM A), including but not limited to:


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AFFILIATION AGREEMENT TEMPLATE (continued)


ARTICLE IV
Negotiated Individual Benefits

In addition to the core individual benefits of membership the following negotiated individual benefits are included in International Electronic Membership as defined by this Agreement:

[ONE OR MORE OF THE FOLLOWING POSSIBLE BENEFITS MAY BE NEGOTIATED, CONSISTENT WITH AECT POLICY ON CONSTITUENCIES, SECTION IV. IF NO ADDED BENEFITS ARE NEGOTIATED, THEN THIS SECTION SHOULD BE ELIMINATED AND THE ARTICLE THAT FOLLOWS RENUMBERED.]

A. [AO]-AECT members shall have additional access to digital publications provided to AECT by Springer Publishing and specified in ADDENDUM A.
B. [AO]-AECT members shall received print issues by mail of the following publications: [LIST PUBLICATIONS].
C. [AO]-AECT members who attend the AECT Annual International Convention shall be permitted a discounted registration fee. The discount shall be [NUMBER] percent off the standard registration fee for AECT members. (Note: AECT members who subsequently join [AO]—see Article IE—shall not be entitled to this benefit.)
D. [OTHER TAILORED BENEFIT]

ARTICLE V
Contract Maintenance and Renewal

This Affiliation Agreement shall govern the relationship between AECT and [AO]. Any additional agreements shall be stated in an instrument of comparable formality and signed by the parties to this Agreement.

A. Maintenance of contract shall be the responsibility of the AECT Executive Director, who shall report any breaches of this Agreement to the AECT Board. If the Board deems the breach to be substantial, then it may suspend or void this Agreement.
   1. A suspension is a temporary withdrawal of benefits until the breach is rectified. The Executive Director shall communicate the Board’s decision to [AO].
   2. If [AO] is unable or unwilling to rectify the contractual breach, then the AECT Board may void this Agreement by a two-thirds vote of a quorum of the Board, as specified in AECT Bylaws Section 8.4.
AFFILIATION AGREEMENT TEMPLATE (continued)

B. Renewal of the Affiliation Agreement shall be considered at the conclusion of the term of this Agreement.
   1. [AO] must submit a letter of intent to renew to the AECT Executive Director at least sixty (60) days prior to the termination date of this Agreement.
   2. The AECT Board may, through the Executive Director, request additional information prior to considering renewal of the Affiliation Agreement.

This Affiliation Agreement foregoing and as contained in ADDENDUM A (attached) is the entire agreement, effective as of the date stated on page 1.

For
[AFFILIATING ORGANIZATION]

______________________________
[NAME]
______________________________
[NAME]
______________________________
[NAME]
______________________________
[NAME]

For
ASSOCIATION FOR EDUCATIONAL COMMUNICATIONS AND TECHNOLOGY

______________________________
[NAME]
______________________________
[NAME]
______________________________
[NAME]
AFFILIATION AGREEMENT TEMPLATE (continued)

ADDENDUM A

[List all web, digital, and other resources provided to the affiliating organization under this agreement.]

Approved by the Executive Committee on June 6, 2012
AFFILIATES BOARD REPRESENTATIVE

The Affiliates’ Board Representative is a voting member of the AECT Board, appointed by the President for a three-year term. This individual is responsible for the following activities:

1. Reporting on the status of the affiliated organizations to the AECT Board at its Annual Convention meeting:
   a. Current status of each affiliated organization, including each organization’s rights and benefits.
   b. Number of AECT members in each affiliated organization.
   c. Current status of the contract of affiliation with each affiliated organization.

2. Maintaining frequent contact, such as by a quarterly email, with key representatives of each affiliated organization, reporting relevant AECT actions and decisions, and requesting updates on affiliate activities relevant to AECT.

3. Attending, or designating others to attend, meetings of key affiliates once every two years, with expenses paid by AECT.

4. Working with AECT staff to maintain an up-to-date list of affiliated organizations, with appropriate contact information, and including the status of contracts of affiliation.

5. Recommending changes in contracts or policies regarding affiliated organizations, as needed.

6. Recommending new organizations for consideration as affiliates.

7. Recommending, as necessary, suspension or termination of affiliated organizations in breach of their contract of affiliation.

8. Contributing an article annually to TechTrends, with summary information about the affiliated organizations, such that the article is available for publication prior to the AECT Annual Convention.

Approved 6/7/2012
PROCEDURES FOR ESTABLISHING AN AECT CHAPTER

Definition of Chapters

A Chapter of the Association for Educational Communications and Technology (AECT) may be organized to provide a local focal point for individuals interested in using technology in education and training.

Chapters of the Association for Educational Communications and Technology may be formed on a university campus or on a city/metropolitan area or regional geographical basis. Geographical regions will be approved by the AECT Board of Directors and shall be defined by the proximity and professional interests of prospective chapter members. Chapters are expected to encourage interaction among instructional technology practitioners in government, industry, and academia.

Chapters shall be encouraged to include activities such as the following: informal research discussion groups, idea sharing sessions, panel discussions of instructional theory, instructional design or other topics, seminars and workshops on the practice of educational technology, tours of local facilities and guest speakers. The recruitment of new student members is especially encouraged.

Membership

Membership in AECT shall not be required for membership in an AECT Chapter; however, both the President and the President-Elect of a Chapter must be members of AECT. In addition, after a probationary period of two years, 20% or 25 members of the Chapter, whichever is less, must be members of AECT.

Procedure for Authorization

Minimum Membership

A minimum of five individuals, two of whom must be AECT members, is required to establish a Chapter. These five individuals may serve as the initial Directors of a Chapter in accordance with the requirement for holding an election of officers below.

Initiation of a Petition for Chapter Authorization

A group of individuals who wish to establish an AECT Chapter on a university, city/metropolitan, or regional basis should contact the National Office of AECT for planning guidelines which include the procedures for establishing a chapter, model Chapter by-laws, and reporting requirements for Chapters.
PROCEDURES FOR ESTABLISHING
AN AECT CHAPTER (continued)

The group of individuals should publicize as widely as practically possible within the institution or geographical area an organizational meeting at which the Chapter will be formed and by-laws adopted.

Adoption of By-Laws and Election of Officers

The individuals gathered to form a petition for the Chapter shall elect by majority vote one of those present to serve as temporary presiding officer. The proposed by-laws, following the model by-laws, shall be read, discussed, and adopted with or without modification. If the by-laws are adopted, officers shall immediately be elected. The presiding officer shall accept nominations from the floor, in accordance with Robert's Rules of Order, and conduct an election by written ballot. Officers so elected shall constitute the first Board of Directors of the Chapter and shall begin their term of office immediately. The term of office, for these officers, will extend to the next election required by the by-laws. Note that the President-Elect will become President and that the Executive Secretary serves a two-year term. The formation of the Chapter shall not become final until a petition for affiliation is approved by the AECT Executive Committee. Dues shall be collected by the newly elected Executive Secretary following adoption of the by-laws.

Petition for Chapter Membership

Immediately after adoption of by-laws and election of officers, the Chapter Board of Directors shall write a letter of petition to the AECT Executive Committee requesting membership with AECT as a Chapter. Attached to the letter of petition shall be:

1. A copy of the by-laws adopted at the organizational meeting.
2. A list of the members of the Chapter and officers
3. A list of proposed activities for the Chapter, for the net twelve-month period.
4. A proposed budget for the Chapter's first year of operation.

The AECT Executive Committee shall consider the petition for Chapter membership at its next regularly scheduled meeting or at a special meeting called for that purpose. Such meeting may take place as a conference telephone call or by electronic conferencing providing that all voting members have read the petition for membership.

After a vote on the petition for membership, the AECT Executive Committee shall notify the Chapter of the status of the petition and any additional information or changes to the by-laws, which may be required. If the petition is approved, the AECT Executive Committee shall issue a charter to the Chapter. The Executive Committee, at its discretion, may impose a probationary period and requirements in the best interests of the Chapter and AECT.
PROCEDURES FOR ESTABLISHING
AN AECT CHAPTER (continued)

Reports

Chapters shall submit semi-annual reports using a form provided by the AECT National Office. Each Chapter shall also provide an annual report to the AECT Executive Committee. The report shall include a report of all activities and an accounting of finances for the current year and a plan of activities and finances for the next two years. The report shall also include a list of officers and a list of all members of the chapter with a notation of which members are also members of AECT. The report shall follow a format provided by the AECT National Office.

Review of Membership

The AECT Board of Directors reserves the right to review and withdraw the charter of a Chapter for failing to comply with reporting requirements or for failure of the Chapter to follow the Chapter by-laws.

Re-affiliation

Any Chapter, which has had its charter withdrawn, for whatever reason, may reapply for membership as a Chapter following the procedures outlined in this document. The petition for re-affiliation should include a description of how any deficiencies have been corrected and must include resubmission of the complete set of materials required herein.
MODEL BY-LAWS FOR AECT CHAPTERS

ARTICLE I – Organizational Authority

Section 1. Name

The (name of city, university, etc.) Chapter of AECT (hereafter referred to as the Chapter) is organized in accordance with Section 12(d) of the By-Laws of the Constitution of the Association for Educational Communications and Technology, hereafter referred to as AECT. All references to the Chapter shall include the full name as printed above.

Section 2. Affiliation

The Chapter shall be a member with the Association for Educational Communications and Technology. Affiliations with any other organizations shall not be permitted without prior approval of the AECT Board of Directors.

ARTICLE II – Purpose

The Chapter is organized to provide a local or regional focal point for individuals interested in using technology in training and education. The purpose of the Chapter is to provide professional development activities, leadership opportunities, and social interaction for its members. To carry out the purpose of its organization, the Chapter shall:

1. promote the use of instructional design and technology in training and education
2. encourage interaction and professional growth among instructional technology practitioners in government, industry, and academia.
3. provide a forum for the sharing of promising practices and new developments in instructional technology through meetings, seminars, workshops, tours, and other events.
4. provide leadership opportunities for members at the local chapter level

ARTICLE III – Membership

Section 1. Any person interested in pursuing the goals and purpose of the Chapter may, upon payment of the current dues, become a member of the Chapter.

Section 2. Individuals need not be members of AECT to become members of the Chapter. However, within two years after initial approval of the Chapter's by-laws by the AECT Board of Directors, and in successive years following such approval, 20% or 25 members of the Chapter, whichever is less, must also be members of AECT. Should the Chapter be unable to reach and maintain this level, its charter as an AECT Chapter will be withdrawn. A Chapter, which has had its charter withdrawn, may petition for membership following instructions provided by AECT.

Section 3. The Chapter President and President-elect must be members of AECT.
MODEL BY-LAWS FOR AECT CHAPTERS (continued)

ARTICLE IV- Governance and Administration

Section 1. The Chapter shall be governed by a Board of Directors consisting of a President, President-elect, and Executive Secretary. The Board shall be responsible for determining policy and direction for the Chapter.

Section 2. The offices of President and President-Elect shall be elected for one-year terms of office which commence on that date which is the midpoint of the annual AECT convention, or, if there is no convention, on January 1st each year.

Section 3. An elected member of the Chapter Board of Directors shall not be eligible for reelection to the same office until one year after the expiration of a term.

Section 4. The President shall hold office for one year. The President-elect shall serve as President-elect for one year and shall automatically accede to the office of President at of the term. The Executive Secretary shall serve for two years.

Section 5. In the event that the President is unable to serve out a full term, the President-elect shall succeed to the unexpired remainder thereof and continue through that term.

Section 6. In the event that the President-elect shall be unable to serve out a term, a new President-elect shall be elected by the Board of Directors from their membership to fulfill the full term as President-elect and a successive term as President.

Section 7. In the event that both the President and President-elect are unable to complete their terms of office, the Board of Directors shall elect one of its members to serve as presiding officer and shall immediately take steps to solicit nominations and conduct a special election to replace those two positions following election procedures outlined in these by-laws.

Section 8. The Board shall, by majority vote, fill vacancies in the Executive Secretary position from among the Chapter membership. Board members appointed in this manner shall serve the remainder of the unexpired term.

Section 9. The Chapter shall comply with all provisions for continued authorization by AECT, including submission of quarterly and annual reports detailing Chapter activities, membership, and financial standing. Such reports shall be submitted to the AECT Executive Committee.
MODEL BY-LAWS FOR AECT CHAPTERS (continued)

ARTICLE V – Duties of Officers

Section 1. The President shall be the executive head of the Chapter and shall be elected by the membership as stated in these by-laws. The duties of the President shall include presiding at all business meetings of the Chapter and the Chapter Board, managing the fiscal affairs of the Chapter, serving as the local Chapter contact for AECT, preparing quarterly reports for AECT, and such other duties as may be approved by the Board of Directors.

Section 2. The President-elect shall serve in the absence of the President. The primary duties of the President-elect shall be to serve as Program Chair and to assist the Membership Chair in promoting membership in the Chapter and AECT. Program Chair duties shall include identifying topics for Chapter meetings, making meeting room and meal arrangements for Chapter meetings, preparing and distributing meeting announcements, and assisting in the planning of special events such as workshops, seminars, and tours.

Section 3. The Executive Secretary shall keep official minutes of all Board of Director and all Chapter meetings, receive and disburse all Chapter funds, take a lead role in preparing the annual budget, and prepare those financial reports as may be requested by the Board of Directors and AECT.

ARTICLE VI – Standing and Ad Hoc Committees

Section 1. The President, with the approval of the Chapter Board, shall appoint a Membership Chairperson and a Newsletter Editor. Other standing committees may be appointed by the Chapter Board as necessary to carry out the business of the Chapter.

Section 2. All standing committees shall consist of the chair and at least two committee members appointed by the President upon the recommendation of the chairperson.

Section 3. The Membership Chair shall maintain a mailing list of active, inactive, and potential members, provide membership data to AECT as part of the quarterly Chapter report, and promote membership in AECT through distribution of recruitment and other literature and by other means as directed and requested by the Chapter Board and AECT.

Section 4. The Newsletter Editor shall develop, prepare, and distribute a Chapter Newsletter at least four times per year.

Section 5. Ad hoc committees may be appointed by the President to carry out specific tasks for the Chapter. Ad hoc committees shall be terminated when their specific task has been accomplished.
MODEL BY-LAWS FOR AECT CHAPTERS (continued)

ARTICLE VII – Nominations and Elections

Section 1. Nominations for elected officers shall be solicited at a regularly scheduled meeting of the Chapter during the fourth quarter of the year, provided that the membership of the Chapter has been notified, in writing, of the nominations procedure and offices to be filled at least 30 days prior to the taking of nominations.

Section 2. Election of officers shall be by first days mail ballot within 14 days of the closing of nominations. Only those members in good standing on the day nominations were closed shall be eligible to vote in the election. Only those ballots postmarked within thirty days of the mailing of the ballots shall be counted as valid ballots.

Section 3. The Executive Secretary shall be responsible for preparing, mailing, receiving, and counting the ballots. In the event that the Executive Secretary is nominated for an office, the President shall appoint someone to conduct the election.

Section 4. A simple majority shall decide the outcome of any election conducted by the Chapter.

ARTICLE VIII – Calendar

The membership year and fiscal year shall be the calendar year.

ARTICLE IX – Meetings

Section 1. The Board of Directors shall be required to meet at least twice per year, at times specified by the President and announced to the Board of Directors and the Chapter members. The time and place of such meetings shall be announced in writing at least seven days in advance of the meeting. All meetings of the Board of Directors shall be open to the Chapter members.

Section 2. There shall be at least two Chapters business meetings per year and these shall be announced to the membership thirty days in advance of the meeting.

Section 3. The Chapter is prohibited from conducting state or regional conference or from scheduling a meeting, workshop, seminar, tour, or other activity at the same time as a conference scheduled by the AECT member organization of the state in which the Chapter is located. However, the Chapter may, at the invitation of the AECT member organization, sponsor and/or schedule a session or sessions at a conference conducted by the AECT member organization. In such an instance, the Chapter membership shall be notified of the session(s) and shall be encouraged to attend the conference.
MODEL BY-LAWS FOR AECT CHAPTERS (continued)

ARTICLE X – Dues and Finances

Section 1. Chapter dues shall be $10.00 per year, payable during a membership renewal period in November and December.

Section 2. An annual budget for the Chapter shall be established by the Board of Directors by March 15th each year. The Chapter budget shall be a break-even budget. In the event that a fiscal year ends with an unencumbered balance in the treasury, the Board of Directors shall earmark such funds for future speakers, workshops, or other program activities of the Chapter. However, in the event that the Chapter ends its fiscal year with a balance in excess of 25% of its budget, the Board of Directors shall be required to survey the Chapter members to seek input as to how these funds should be spent in the next year.

Section 3. No funds shall be expended by the Chapter to the extent that the expenditure would be contrary to AECT's goals and purposes or would otherwise jeopardize its tax status under the Internal Revenue code.

Section 4. In the event of termination, abandonment, or dissolution of the Chapter, all monies and property of the Chapter shall be turned over to AECT. No part of such funds or property shall inure to the benefit of any member or officer or person associated with the Chapter.

ARTICLE XI – Parliamentary Authority

Section 1. Robert's Rules of Order Newly Revised, in the latest edition shall govern the Chapter in all cases to which it can be applied and in which it is consistent with these by-laws.

Section 2. The President shall be empowered to appoint a parliamentarian pro tem to serve during the annual business meeting.
MODEL BY-LAWS FOR AECT CHAPTERS (continued)

ARTICLE XII – Amendments to By-Laws

Section 1. Amendments to these by-laws may be made by the Board of Directors at any regularly scheduled meeting, provided that the proposed amendment has been submitted in writing to the Chapter membership with an opportunity to respond to the suggested changes.

Section 2. A two-thirds vote of the Board of Directors shall be required for any amendments to the by-laws.

Section 3. Proposed changes to the by-laws may also be submitted to the Board of Directors by a petition signed by two percent (2%) of the Chapter members.

Section 4. The by-laws may also be amended at the annual Chapter meeting by a two-thirds vote of those present and voting aye or nay.

Section 5. Notwithstanding Sections 1-4 above, amendments to these by-laws must be approved by the AECT Board of Directors before they become effective.

Section 6. AECT reserves the right, in connection with the issuance of the Chapter charter, to make suggestions for Chapter by-laws and/or require certain language in Chapter by-laws.

Adopted by petitioning members: ________________________________

Approved by AECT Board/Executive Committee: ______________________

Amended: ________________________________

Approved by AECT Board/Executive Committee: ______________________
GRADUATE STUDENT ASSEMBLY
AECT Interns Revised March 2007

AECT is recognized for its committed leadership in the educational communications field. Its goal, according to the constitution, is to facilitate learning "through the systematic development, utilization, and management of learning resources, which include people, processes, and media in educational settings." AECT does this by supporting the mentorship, scholarship, and development activities of its members. As the 2006 AECT intern class, we stand ready to support this goal by assisting the organization in strengthening its connections with and among graduate student members. To that end, we propose the creation of a Graduate Student Assembly (GSA).

For your consideration, we have attached to this proposal a copy of our proposed GSA By-laws, which are the result of collaboration and feedback from various graduate students and from long-time AECT members.

Perceived Need:
Graduate students make up a significant portion of the AECT membership and annual conference attendees. However, a large percentage of these graduate student members fail to renew their membership after graduation. We believe one of the reasons for this is that many graduate students feel a lack of personal connection to the organization. Contributing to this is the lack of graduate student involvement in leadership positions, the lack of formal mentoring in these positions, and the lack of a body that specifically addresses graduate student needs in the association. A formal assembly can address these deficiencies.

Organizational Fit:
The GSA would not be a division nor committee within AECT as is currently defined in the constitution. Instead, it would be an organized body of graduate students that takes on the responsibility of mentoring new AECT graduate student members and provides opportunities for gaining organizational leadership skills. A main feature in this mentoring is the educating of the GSA members about the AECT divisions and opportunities within them. As students become more involved in the GSA, it is anticipated that they would also become more involved in AECT divisions, and eventually transition out of GSA involvement and into increased division involvement.

As a way of formalizing increased communication between the GSA and AECT divisions, each division is encouraged to elect a GSA liaison who would facilitate this communication.

The GSA may need monthly access to the AECT conference call phone line, similar to the leadership of divisions. It would not, necessarily, need convention slots nor funding. For communications, the GSA would need an announcement and a discussion listserv created; while it would make use of the existing The Program blog site.

The GSA also formalizes the connection between the graduate students and the AECT Board, which is an important step in garnering graduate student opinions at the Board level. For the past few years, though there is a provision for a graduate student representative to be appointed to the AECT Board, this position has not been filled. The formal election of this position within the
Graduate Student Assembly--and subsequent appointment by the AECT Board--would ensure that this position remains filled on a consistent basis. In this way, the GSA by-laws would work in concert with the AECT by-laws.

There would be no formal relationship between the GSA and the annual AECT interns beyond the initial creation of the GSA, which includes having the five of us serve as the officers until October 2007. However, it is anticipated that graduate students involved in the GSA would gain experience that would make them fine candidates for being interns. And, former interns would likely remain involved in the GSA as a place to mentor newer graduate students. In this sense, there is likely overlap between GSA members and the AECT interns.

Anticipated Benefits:
The graduate student representative to the AECT Board would bring a formal voice to this important portion of AECT's membership and the GSA would provide an arena where concerns could be openly discussed among students. For example, had there been a GSA, the issues and concerns recently raised by divisions regarding graduate student reviewers might have met a more focused, uniform action plan. The GSA and AECT leadership might have come up with a mentorship solution for all the divisions, instead of the variety of approaches that resulted in even more questions and concerns among graduate students. With the GSA, graduate students would have had the opportunity for clearer communications coming from a single source.

Also, as it is outlined in the proposed by-laws, the GSA would be responsible for helping to meet the needs of student members. This includes the organization of the Graduate Student Lounge at the conference each year. As the GSA evolves, there would certainly be opportunities for its members to become more active in other organizational issues at the annual conference and throughout the year.

Conclusion:
With the GSA, the strengthened connections and increased communication will result in greater support for graduate students. They will likely begin collaborating with each other earlier in their careers; while their access to, understanding of, and respect for varying perspectives and diversity will begin early and continue throughout their careers. This will result in added strength in the field of educational communications and in AECT as these students become the leaders of tomorrow.

Approved May 16th, 2007
GRADUATE STUDENT ASSEMBLY
BY-LAWS
AECT Interns Revised March 2007

I. Name and Affiliation
The name of this organization shall be the Graduate Student Assembly (hereafter GSA) of the Association for Educational Communications and Technology (hereafter AECT).
As an organization of AECT, the GSA is fully subject to the policies of the association.

II. Purpose and Function
The purpose of the GSA is four-fold, (1) to represent those members of AECT who are currently student members of the organization, (2) to serve as a channel for communications between the organization and its student members, (3) to encourage graduate students to become involved in AECT, and (4) to help meet the needs of student members.

The function of the GSA is to create a professional community for its members. Through their involvement in online discussions, face-to-face conferences and workshops, GSA members have the opportunity to share professional experiences and learn from experts in the field.

One specific way that the GSA will achieve this four-fold purpose is to educate and mentor its members about the AECT divisions, including their purposes and missions. It is hoped that by becoming educated about AECT divisions, the GSA members are more likely to become involved in them and thereby serve to strengthen AECT as a whole. It is anticipated that the more active members are in the GSA, the more active they would be in the AECT divisions.

III. Membership
Any AECT member who designates student membership upon joining the association will automatically become a member of the GSA.

IV. Offices and Governance
Officers
The GSA officers shall include President-Elect, President, Past-President, Communications Officer, and GSA AECT Board Representative. Major areas of responsibility include the following:

- *The President-Elect* shall be responsible for assisting with the GSA convention planning activities.
- *The President* shall be responsible for chairing the GSA convention planning activities, including the organization of the Graduate Student Lounge. The President shall also conduct all business, meetings, and other tasks relating to GSA activity within AECT.
- *The Past President* shall be responsible for elections of officers.
• The Communications Officer shall act as the GSA Webmaster and be responsible for updating and maintaining the GSA’s Website and blog and for recording and posting GSA minutes and relevant AECT announcements or surveys to the Website.

• The GSA AECT Board Representative shall act as the GSA’s representative to the AECT Board and post a quarterly report to the Website of the AECT Board’s activities that are pertinent to the GSA members. Assembly members shall elect a person who will then be presented to the AECT Board as a recommended person that they could officially appoint. This person will also give an annual report to the AECT Board at the annual convention with a review on the GSA’s activities and progress compared against the GSA’s missions and goals.

**Election Process**

Election of a President-Elect shall be conducted during the annual AECT elections. Nominees may be self-selected or generated by any GSA member. From these nominees, the GSA Executive Committee will select two candidates for the election. 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 and GSA Websites. A simple majority of votes decides who is elected.

Candidates for President-Elect must commit to serving a 3-year term through the cycle of President-Elect, President, and Past President. It is understood that some elected Presidents may no longer be students during their third year (as Past-President), however they must be AECT student members during their terms as President-Elect and President. If the current President ceases to be a student (either through graduation or through dropping out of their program) or ceases to be an AECT member in good standing, then the President-Elect will serve as the current President, finishing the remainder of the President’s one-year term and then serving an additional year in their own term). The current immediate Past-President will then make the decision how to fill the newly vacated position of President-Elect, and how to fill the future unfilled position of Past-President (which may result in the current immediate Past-President serving two years as the immediate Past-President). The current immediate Past-President will also make the decision how to fill a vacated position of Communications Officer or GSA AECT Board Representative.

The Communications Officer election shall be conducted annually at the same time as the election of the President-Elect.

The GSA AECT Board Representative election shall be conducted annually at the same time at the election of the President-Elect. Once the election results are calculated, the GSA Executive Committee will be submitted the name of the winning candidate to the AECT Board for its approval and official appointment of the GSA AECT Board Representative to the AECT Board.

For the first year of the GSA (until the October 2007 AECT conference), the current class of AECT Interns will serve as the interim officers: Tonya Amankwatia and Michael Barbour as the co-Past-President (only this first year will have two immediate Past-Presidents, to help the GSA get started), Preston Parker as the President, Fethi Inan as the Communications Officer, and Patricia Slagter van Tryon as the GSA AECT Board Representative. In addition, during the election of officers for the 2007-08 term, the position of President will also be elected (to serve as the President-Elect, until October 2007). This will be the only time that the President will be
elected directly, as the President-Elect will assume the role of President in all successive years. After one year in operation, the by-laws will be automatically amended to remove this paragraph.

**GSA Executive Committee**

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

It shall be the responsibility of the GSA Executive Committee to determine the goals for the GSA and set the agenda for all GSA Board meetings and for all Membership Meetings.

**GSA Board Members**

The GSA Board shall be comprised of all officers (President, Past-President, President-Elect, Communications Officer and GSA AECT Board Representative).

**Meetings of the GSA Board**

The GSA Board shall meet annually at the AECT Convention. Telephone conference meetings shall also be scheduled at least once per quarter throughout the year. All business of the GSA Board may be conducted electronically, either by telephone conference call or online. All GSA Board meetings shall be open to any member. An agenda shall be developed by the President and distributed to all the GSA members before any meeting. The Communications Officer shall post minutes of all conference calls and meetings to the GSA Website within 7 days of the event.

**GSA Liaisons**

Each division in AECT is encouraged to elect a liaison who would serve as a direct communication person between the GSA and the respective division. These liaisons may or may not be members of the GSA.

**Meetings of the Membership**

The GSA members shall meet annually at the AECT convention.

**Committee Leadership**

Committees shall be formed, as needed, by the GSA Board, with committee chairs appointed by the President. Membership on any committee shall be open to any member of the GSA and must be approved by the committee chair.

**V. By-Laws Revisions**

By-Laws language shall be presented by the GSA Executive Committee to the GSA membership for approval online on the AECT Website, with discussion. Adoption of By-Laws and/or revisions to the bylaws shall occur at the annual membership meeting at the AECT convention.

*Approved May 16th, 2007*
PURPOSE OF AECT PUBLICATIONS

The AECT publications program serves three purposes: (I) to provide useful information about current trends and future issues to members and others in the field of educational technology; (2) to project a positive image of AECT to the many people whose contact with this association comes from receipt of AECT publications; and, (3) to contribute, through excess income, to the support of other AECT programs. To be effective, each publication must serve all three purposes.

The need for a publication or for specific content is determined by the editor and/or editorial board for each publication, in accordance with its charter. In all cases, however, AECT is committed to putting the needs of the readers as a whole above the needs of specific authors or special interest groups. Headquarters staff is responsible for determining costs and pricing, and for assessing the marketability of suggested publications or types of content. Following review by the Publications Committee, monographs, books, and productions with the AECT name must be cleared for quality control and consistency with current AECT Board policies through the AECT National Headquarters Office. Items not cleared will be referred to the Board of Directors.

For maximum cost-effectiveness to the readers, overlap in content between publications should be avoided where possible.

Membership Newsletter: This periodical publication is the primary vehicle for Association-related news or events. It is included as part of each member's benefits, and is not available to nonmembers. Its purpose is to provide information to promote membership and participation in AECT and its activities.

Official Journal: This publication is the primary vehicle for communication to and between practitioners. It is included as a part of each member's benefits, and is available to nonmembers by subscription. Its purpose is to address a broad spectrum of concerns and timely issues dealing with the state of the art and the status of the field. Subscription price, member transfer fee, and advertising income will be at a level high enough to recoup all costs of promoting, publishing, and fulfilling each volume.

Publications: These publications use a variety of formats to explain or analyze issues that need treatment in depth, that are likely to be used as references over a period of time, or that are more appropriate for non-print format. Their purchase is optional, with lower prices to members than to nonmembers. They are usually designed to contribute to the field as a whole, although some may be related to specific AECT activities. Each is prepared for a large enough audience, and listed at a high enough price, so that the costs of promoting, publishing, and fulfilling each publication are quickly recouped. Each publication shall be designed to recoup all related publication and marketing costs within a reasonable timeframe.
Other Periodicals: These publications are produced on a regular schedule at least four times a year, in order to address the specific concerns of segments of the field when those needs are not met through other ongoing publications. Their purchase is optional, with lower subscription prices to members than to nonmembers. The primary criterion for these periodical publications is that the breadth and depth of reader interest be sufficient to provide appropriate content on an ongoing basis and to underwrite all costs associated with publication. For example, the ongoing need for a body of research and theory to undergird the profession has provided the rationale for the publication of ETR&D. Subscription prices and advertising income, if any, are high enough for each individual periodical to recoup all costs of promoting, publishing, and fulfilling each volume.

Recommended Works: Certain publications—books, journals, newsletters, or other formats—may be accepted at the discretion of the AECT Board of Directors to be listed as “recommended” on the AECT website and in other official association venues. Such works shall be accepted on condition 1) that AECT members may purchase or subscribe to them at a discounted price and 2) that AECT shall receive a portion of the income generated by purchases or subscriptions by AECT members. The income rate may be in the form of a set fee, a royalty, or a per-unit percentage of the item price, as agreed by the publisher/vendor and the AECT Board of Directors. For the period of the agreement, typically three years (renewable), the publication may use “Recommended by AECT” on covers and in advertising; however, use of this phrase is optional. AECT shall not exercise editorial control nor participate in the production of any recommended work. Agreements in this category may be terminated at six months’ notice by either party. Works in this category must address the professional interests of the association or a subset of its members. Works of international interest shall be encouraged, including those published in languages other than English.

Updated May 9, 2014
GENERAL PUBLICATIONS POLICIES

Language

All official publications of AECT shall be edited to eliminate sex role stereotypes, sexism, handicap stereotypes, and discrimination against minorities.

All official publications of AECT shall be edited so as to use terms in a manner consistent with the definitions published in AECT’s publication, *Educational Technology: A Definition with Commentary*. AECT’s Definition and Terminology Committee may be requested to review AECT manuscripts for conforming to the most current use of terms. Articles in AECT periodicals and materials that are not “official” AECT publications shall be exempt from this requirement.

Permissions

It is the intent of AECT to provide for maximum exposure of materials for which it has copyrights. In keeping with this goal it grants reprint permission without fee to nonprofit institutions for nonprofit use, provided that the user acknowledges the source of the reprinted material. AECT staff shall monitor permissions and make determinations of nonprofit status and compliance.

Commercial enterprises using AECT copyrighted materials shall be charged a fee for use of AECT materials. Net fees collected from such permissions shall be shared equally by AECT and the original author. If there is more than one author, the authors shall share equally in their half of the fee unless they agree otherwise. Staff shall attempt to locate the author following the procedure outlined in the minutes of the Board meeting of November 15, 1974, item 20.1. In setting fees, staff shall consider the nature and substantiality of the material to be reprinted, as well as the extensiveness of the distribution of the reprinted material. Absent good reason to the contrary, staff will assess the following fees:

*TechTrends*: $15/page, proportional cost for less than one page.

*ETR&D*: $50 per article or any part thereof.
TECHTRENDS

Editorial Policies

**Purposes:** As AECT’s flagship practitioner journal, the bimonthly *TechTrends* embodies its tagline philosophy: “Linking Research and Practice to Improve Learning.” The journal addresses the informational needs of multiple, often interconnected audiences of members, prospective members, and interested readers in the United States and elsewhere—particularly where AECT has international affiliates, K-12 and university educators, readers interested in personal knowledge acquisition and professional development, teachers of teachers and trainers of trainers, and education and training supervisors. Thus the purposes of this professional journal are:

1. To publish research- and experience-based information that adds to the knowledge base within the broad field of communications and technology for teaching and learning;
2. To provide a forum for the exchange of views and expert opinion regarding principles and practices related to communications and technology for teaching and learning; and
3. To ensure that AECT members and other interested readers have access to up-to-date information about emerging ideas and new technology in the field of communications and technology for teaching and learning.

**Content:** To achieve its stated purposes, *TechTrends* will include the following types of content:

1. Reports of innovative or exemplary practices related to instructional design for technology-mediated teaching and learning;
2. Discussions of prominent or important topics and issues of concern to practitioners;
3. Reviews of new literature, such as studies, reports, and books germane to the field;
4. Summaries of research applications to practice;
5. Reviews of new or emerging technology;
6. Discussions of policy related to educational communications and technology;
7. Reports of national or international trends in the field;
8. Discussions and reports of topics related to management and supervision in the field; and
9. Items for marketing and communications for the Association.
GENERAL PUBLICATIONS POLICIES (continued)

Annually, at the conclusion of each volume year, the Editor-in-Chief will compile a reflective review of the content in the issues that year, using the above lists to evaluate the extent to which the journal has achieved its purposes. This review shall be provided to the AECT Board and the Executive Director prior to the end of the first month of the following volume year.

Organization and Administration: Management of TechTrends is structured as follows:

1. The Editor-in-Chief is responsible for the overall content of the journal, including soliciting and selecting manuscripts; editing or supervising the editing of manuscripts; developing, adding, or removing standard features, including columns and departments; securing, appointing, supervising, and terminating staff and contract workers; directing and approving the layout and design of the journal; managing the peer-review process; completion of the annual end-of-year report; addressing the fiscal health of the journal; and other responsibilities consistent with the position or assigned by the AECT Board.

   a. One or more Associate Editors may be approved by the AECT Board for the purpose of assisting the Editor-in-Chief in carrying out the responsibilities of the position. Associate Editors may be secured and appointed by the AECT Board, or the responsibility may be shared with the Editor-in-Chief. The Editor-in-Chief shall supervise the work of the Associate Editor(s).

   b. One or more Assistant Editors may be appointed by the Editor-in-Chief to write or otherwise provide, and edit, designated material on a regular basis, for example, for columns or other recurring features. Assistant Editors may report to the Editor-in-Chief or to an Associate Editor as designated by the Editor-in-Chief.

2. The Design Director may be appointed by the Editor-in-Chief to be responsible for the format and appearance of the journal; creating or soliciting, with the approval of the Editor-in-Chief, graphic or photographic materials to be published in the journal; preparing each issue of the journal for publication and distribution. Any additional personal request will need to first be approved by the Board of Directors and Executive Director based on the budget impact. Effective January of 2016, design responsibilities have been transferred to Springer Publishing.
GENERAL PUBLICATIONS POLICIES (continued)

3. The Editorial Board is composed of one representative of each AECT Division and other individuals as deemed necessary by the Editor-in-Chief. The AECT Board shall appoint one individual as its representative on the Editorial Board. The Editor-in-Chief chairs the Editorial Board, which advises the Editor-in-Chief on editorial policy and journal content, assists in the solicitation of manuscripts, and evaluates the effectiveness of the journal.

   a. Meetings of the Editorial Board may be scheduled at the discretion of the Editor-in-Chief, and at minimum the Board shall meet annually at the AECT International Convention.

   b. In policy disputes between the Editor-in-Chief and the Editorial Board, the decision of the Editorial Board shall prevail. In policy disputes between the Editorial Board and the AECT Board, the decision of the AECT Board shall prevail.

   c. Every third year, the Editorial Board will review these editorial policies and provide a summary report, in particular bringing any resulting issues and concerns to the attention of the Executive Director and the AECT Board. The Executive Director or the AECT Board may request such a review more often, as necessitated by the ever-changing field of education technology or for other reasons.

4. The AECT Executive Director serves as Executive Publisher and, through appropriate staff, administers the business and financial aspects of the journal.

5. The Consulting Reviewers group is composed of a minimum of twelve individuals appointed by the Editor-in-Chief for staggered three-year terms. As criteria for appointment, the candidate should:

   a. be a practicing educational technology professional;

   b. be familiar with issues germane to his or her Division, area of professional expertise, or geographic region and be broadly interested in educational communications and technology;

   c. have a wide range of professional contacts among programs and personnel both within and outside the Association;

   d. be reliable, have sufficient time to devote to journal review activities, and be able to complete assignments on time; and

   e. be willing to serve voluntarily (no remuneration is provided).

Approved by the AECT Board of Directors on July 16, 2012

2. …design responsibilities to Springer… p.5

Approved by the AECT Board of Directors on November 7, 2015
GENERAL PUBLICATIONS POLICIES (continued)

EDUCATIONAL TECHNOLOGY RESEARCH AND DEVELOPMENT
A Bi-Monthly Journal of the Association for Educational Communications and Technology

Editorial Policy and Charter

*Educational Technology Research and Development* (ETR&D) is a bi-monthly publication of the Association for Educational Communications and Technology. ETR&D has two sections, a research section and an instructional development section. Each section has its own editor and editorial board. The policies for the journal are described in this document.

**Purpose:**

ETR&D is the scholarly journal for research and development in educational communications and technology. Its major purposes are:

1. To advance knowledge and practice in the field through publication of research reports, development reports, theory-based papers, and critical analyses of literature and practice; and
2. To stimulate communication among researchers, instructional developers, and practitioners in the field.

**Content:**

The primary content of the research section of ETR&D consists of the following:

1. Reports of research studies related to educational communications and technology;
2. Literature reviews and analyses of current research, theory and/or philosophy in the field; and
3. Presentation and discussion of new research recommendations and/or theoretical interpretations.

The primary content of the development section of ETR&D is concerned with the systematic development of instructional programs and learning environment.

1. Reports of innovative development projects and activities.
2. Reviews of literature related to development processes and to the development of programs and environment.
3. Presentation and discussion of conceptual models of instructional development processes or their component tasks.

Other content such as book reviews, research and development abstracts, and reviews of international research and development activities are published in special departments established by the editorial boards.

ETR&D CHARTER
February 3, 1990
GENERAL PUBLICATIONS POLICIES (continued)

Editors
The editors-in-chief of the two major sections (“Research” and “Development”) of the Educational Technology Research and Development (ETR&D) journal are elected by the respective editorial boards and serve three-year terms. Editors must be members in good standing of AECT. Every third year, the editor-in-chief will ask one member of the current editorial board or the editor of the other major section to manage that election process; editors-in-chief may be re-elected and serve any number of successive terms. While editors are elected by the Editorial Boards, they serve at the discretion of the AECT Board of Directors and may be removed by that Board, in which case the affected editorial board would have to conduct another election.

1. The editors-in-chief are responsible for:
   (a) managing the review process,
   (b) managing the election of their respective editorial boards,
   (c) recruiting and monitoring members of the consulting board of editors (regular reviewers),
   (d) deciding on special issue themes and directions,
   (e) reporting annually at the ETR&D meeting at the AECT convention results of the previous year with regard to manuscripts received, reviewed and published,
   (f) managing awards as directed by the AECT Board, and (g) coordinating with Springer with regard to manuscript reviewing and publishing.

2. ETR&D Research and Development editors will confer and recommend nominations for a new or replacement Featured Research Coordinator. These nominees will be considered by the Research & Theory Board, who will be responsible for making final selections.

3. The editor of the Cultural and Regional Perspectives Section (formerly the International Review Section) is selected for a three-year term by the Editors-in-Chief and the AECT Executive Director; nominations for this editor are sought from the ETR&D Editorial Boards, the Boards of Consulting Editors, and AECT Divisions. This section editor must also be an AECT member in good standing and may serve successive terms.

Boards of Consulting Editors
The editors-in-chief are responsible for maintaining a responsible and responsive group of reviewers on their respective boards of consulting editors, who serve as regular reviewers and who may nominate persons for the editorial boards, editor positions, and awards; they also may recommend special issues and are invited to the annual ETR&D board meeting. Members of the consulting boards are selected by the editors-in-chief. In general, members of the consulting board of editors need not be members of AECT but should be established scholars (e.g., typically five years or more past the PhD) with a record of publication in ETR&D or similar refereed journals. Editors-in-chief may add or remove members of the consulting board of editors at their discretion.
GENERAL PUBLICATIONS POLICIES (continued)

Administration
The editorial management of ETR&D is vested in three sources: the editors, the editorial boards, and the AECT Executive Director.

1. The Two Editors Under the policies described in this document and any further policies established by the editorial boards, the editors will edit the respective sections, solicit manuscripts and select them using the recommendations of Consulting Reviewers, and determine the content of specific issues. The editors will also determine the journal format and carry on general activities associated with the position of editor.

2. The Editorial Boards Each editorial board will select the editor and determine board editorial policy for its section. The board will establish the journal departments, appoint and terminate department editors, and recommend Consulting Reviewers to review manuscripts. Changes in editorial policy affecting both sections, or the journal overall, will be determined by the members of both editorial boards.

3. The AECT Executive Director The AECT Executive Director will administer business and financial affairs of the journal, including the collection of subscription fees, management of the budget, and contracting for its publication and distribution.

Subscriptions and Advertising
Subscription rates shall be set by the executive director. A lower rate shall be maintained for AECT members than for non-members. The student member rate will be lower than the one for AECT members.

Publication Dates
The journal shall be published bi-monthly.

Selection of the Editor
Each section editor shall be selected by majority vote of the editorial board for the section. The vote shall take place at the annual meeting of the editorial board at the AECT convention or prior to the annual meeting in the year in which the editor’s term expires. The editor shall be elected for a three-year term, and shall be eligible for reelection to subsequent three year terms at the will of the editor and the board. Procedures for selecting the editor shall be determined by the editorial board. Both section editors must be members of AECT.
GENERAL PUBLICATIONS POLICIES (continued)

Editorial Board
The editorial board for each section of the journal shall consist of the section editor, and six AECT members. The AECT President Elect and the AECT Executive Director shall serve as ex officio. The six elected members shall serve staggered terms of three years each. The two member elected each year shall begin their terms at the time of the AECT annual convention following their election. Board members shall be elected by majority vote of the editorial board by electronic ballot prior to the AECT annual convention. Board members must be members of AECT.

On recommendation of the section editor, board members shall fill vacancies due to causes other than expiration of term of office. Such appointments shall be only for the unexpired portion of the term.

The editor shall serve as chair of the editorial board, except at times when an editor’s reappointment is considered. At such times, the AECT President-Elect, AECT Executive Director, the editor of the other major section, or a board member elected by the board shall chair the meeting. If an editor ceases to serve for any reasons, the AECT President-Elect shall serve as chair until the AECT President appoints an interim editor with a majority of the board approving by mail ballot. The interim editor shall serve until the next AECT annual convention.

Editorial Consultants
The editor shall appoint editorial consultants to serve for the duration of the editor’s three-year term of office.

Policy Disagreements
In the case of a disagreement of an editorial policy arising between the editor and the editorial board, the decision of the editorial board shall be final. In the case of a disagreement between the editorial board and the AECT Board of Directors the decision of the AECT Board of Directors shall be final.

Annual Meeting
The annual meeting of the editorial board shall take place during the AECT annual convention at a time arranged by the editor in consultation with the editorial board and the AECT executive director and his/her designee.

Revisions
Revisions of the charter may be made by a majority vote of the editorial board members present at the annual of the board, subject to the approval the AECT Board of Directors.
GOVERNANCE RULES

1.1 Area of Responsibility of the Publications Committee:

The Board acts in an advisory capacity to the AECT staff and the Association. This advisory role is in the area of general policy and program development and ratings of prospective or available publications and productions. A publication or production is one that:

a) is not issued at specific intervals during a calendar or fiscal year (this excludes publications such as *TechTrends*, and *ETR&D*);

b) is offered for sale by AECT to the general public or the membership (this excludes give-away bibliographies, committee reports with limited circulation, and promotional pieces);

c) is considered as an official publication of AECT this excludes publications by other organizations that AECT might recommend or endorse).

Policy and program recommendations shall be carried to the AECT Board of Directors by AECT staff or by the chairperson of the Publications Committee upon request of the Board of Directors.

The AECT Board of Directors makes the final policy decisions for publications.

1.2 Duties of the Publications Committee are as follows:

a) to develop, review, and recommend policies for publications and productions by AECT;

b) to develop, review, and recommend programs for publications including the initiation of publications and productions of AECT;

c) to assign priority levels and production limits to prospective publications or productions from data presented by AECT staff or designated authors;

d) to assign priority levels and production limits to available manuscripts or materials ready for production, using data presented by AECT staff.
2.1 Composition of the Publications Committee

a) The Publications Committee shall consist of ten (10) members, of which six (6) are elected members and have full voting privileges; one (1) is appointed and has full voting privileges; two (2) are ex-officio members without voting privileges (the AECT Past-President and AECT Executive Director); and one (1) is an ex-officio member who may vote only to break a tie vote of the elected members.

b) Each elected board member shall be elected for a term of three (3) years, and may not serve more than two consecutive elected terms.

c) Elected members will serve staggered terms, with two persons elected each year. More than two persons may be elected in any one-year, however, if needed to bring the total number of elected members to six. This situation may occur if a member resigns or is released from the Board. A majority vote of the Board, not including the member under consideration, is necessary for such release. A member elected to replace another in mid-term will serve only until the expiration of his or her predecessor's term.

d) Current Board members will elect new members by electronic ballot. This election will be held at least two months prior to the next AECT annual conference, and newly elected members will be appointed at least one month prior to the next AECT annual conference.

e) The chairperson of the Publications Committee shall appoint a nominating committee from among the Board's membership to select candidates for election.

f) The chairperson shall be elected annually by Board members during the Board's meeting at the AECT annual conference.

g) Qualifications for Board members shall include membership in AECT and such other characteristics as the nominating committee may set. Although it is impossible to represent all segments of the Association in such a small group, consideration should be given to achieving some balance among geographic regions, interests, and ages.

3.1 Meetings of the Publications Committee

a) The Committee shall meet annually during the AECT annual conference.
PUBLICATIONS WORKFLOW

To Fill Areas Needing Publications

1. **Identify audience.** Responsibility AECT staff, with suggestions from Publications Committee and liaison with other committees.

2. **Analyze related publications.** Responsibility: AECT staff, with suggestions from Publications Committee and liaison with other committees.

3. **Analyze trends.** Responsibility AECT staff, with suggestions from Publications Committee and liaison with other committees.

4. **Locate needs for publications.** Responsibility AECT staff, with suggestions from Publications Committee and liaison with other committees.

5. **Prepare prospectus for publication.** Responsibility AECT staff.

6. **Evaluate prospectus.** Responsibility of readers who know the area in question.


8. **Publish approved materials.** Responsibility AECT staff.

To Produce a Publication That Already Is Prepared

1. **Identify audience.** Responsibility: AECT staff, with suggestions from Publications Committee and liaison with other committees.

2. **Analyze related publications.** Responsibility AECT staff, with suggestions from Publications Committee and liaison with other committees.

3. **Analyze trends.** Responsibility AECT staff, with suggestions from Publications Committee and liaison with other committees.

4. **Identify utility for publication.** Responsibility AECT staff, with suggestions from Publications Committee and liaison with other committees.

5. **Evaluate manuscript or materials.** Responsibility readers who know area in question.

6. **Assign priority (low, medium, high) to publication.** Responsibility Publications Committee.

7. **Publish approved materials.** Responsibility AECT staff.
PUBLICATIONS EXPENDITURES AND FEES

Expenditure Policy

The Headquarters Office may publish a publication, approved by the Publications Committee, if, in the judgment of the Executive Director, there is reasonable expectation that general sales income will offset the cost of the publication in the same fiscal year, and that the publication will eventually recover costs. This policy supersedes all previous policy on risk capital investment in publications.

General Schedule of Reprint Fees

The AECT Executive Director is authorized to charge reprint (permission) fees for the use of AECT copyrighted materials in accordance with the following schedule:

1. Authors may use their own materials at no charge.

2. Where the page size of the publication is approximately the same size as a page of TechTrends, the fee should be the same as that charged for TechTrends. If the page sizes are not similar, the rate charged should be proportional.

3. Graphs, charts, and tables, when reprinted alone and not with related text, shall be charged at a minimum of $10 each, with the cost increasing in relation to the amount of detailed information in the graph, chart, or table.

4. For situations not covered by these instructions, the Executive Director will use his or her best judgment in setting the reprint fees.
CONTRACTS FOR PUBLICATIONS

Contracts with sources for acquisition of manuscripts, ideas for publications, or finished publications shall be considered confidential and proprietary as business contracts between the Executive Director or his designee and the source, subject only to review by the officers of the Association. Financial arrangements shall be summarized for budgetary purposes.

Contractual arrangements shall reasonably ensure that AECT’s costs will be recovered. These costs may include acquisition costs, developmental costs (including committees and staff time), production costs, fulfillment costs, promotion costs, overhead costs, and provision for excess revenue to fund future publication activities. All of these must be considered and negotiated prior to signing a contract.

In allowing royalty payments to individuals, AECT shall generally follow the policy of other education associations.

Arrangements with other associations or institutions, where both parties contribute to the generation of a publication, shall be viewed as joint ventures. Excess monies generated by such publications may be shared as part of a contractual agreement, taking into account first the above-mentioned considerations for recovery of AECT’s costs.
PUBLICATIONS BY DIVISIONS

Each Division's efforts should be directed primarily to its own members. After establishing a regular information exchange service, such as a newsletter or electronic bulletin board, a Division may plan, develop, and implement additional services for its members. When publication efforts are contemplated beyond the membership of the Division, these efforts become part of AECT's overall publications program. Divisions proposing publications should use the following procedures:

1. The Division will file a copy of the manuscript or a content outline, along with the intent and plan to release, with the AECT Executive Director.

2. The Executive Director will reproduce the materials and distribute them to the Publications Committee for review.

3. The Publications Committee will determine whether the manuscript is recommended for AECT publication, or if it is recommended for publication by the Division itself.
   
   (a) If accepted for AECT release, the Publications Committee will schedule it as a publication and will instruct the publications staff on handling.

   (b) If accepted for Division release, the Publications Committee will instruct the publications staff, who will work with the Division.

   (c) If the manuscript is not accepted as an AECT publication, the Division may appeal the decision to the AECT President.

4. All such publications shall be printed and distributed by the AECT headquarters office, or by arrangements approved by them, in order to maintain consistency in format, style, and promotion, and to ensure compliance with AECT's corporate and legal obligations.

5. Income from such publication efforts, after recovery of all costs, may be credited to the Division.
PUBLICATIONS BY AND WITH STATE OR AFFILIATED ORGANIZATIONS

Affiliates are authorized and encouraged to develop publications for their members and others. If affiliates wish to work with AECT for national distribution, they should use the following procedures:

1. When an Affiliate determines that a manuscript or publication may be appropriate for distribution through AECT, a copy of the publication or manuscript, or a content outline -- along with the intent and plan to release -- should be filed with the AECT Executive Director.

2. The Executive Director will reproduce the materials as needed and distribute them to the Publications Committee for review.

3. The Publications Committee will determine whether the material is recommended for AECT publication or distribution.

   (a) If accepted for AECT publication the Publications Committee will schedule it as a publication and will instruct the publications staff on handling.

   (d) If accepted for AECT distribution the Publications Committee will instruct the publications staff, who will work with the Affiliate.

1. All such publications shall be printed or distributed by the AECT headquarters office, or by arrangements approved by them, in order to maintain consistency in format, style, and promotion--and to ensure compliance with AECT's corporate and legal obligations.

2. Profits from such publication or distribution efforts may be shared with the Affiliate.
CONFLICT OF INTEREST POLICY

Article I

Purpose
The purpose of the conflict of interest policy is to protect this tax-exempt organization’s (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II

Definitions
1. Interested Person:
Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest:
A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
   a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
   b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
   c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III

Procedures
1. Duty to Disclose:
In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
2. Determining Whether a Conflict of Interest Exists:
After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
3. Procedures for Addressing the Conflict of Interest:
   a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
CONFLICT OF INTEREST POLICY (continued)

b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization’s best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy:

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member’s response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV

Records of Proceedings
The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board’s or committee’s decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V

Compensation

a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member’s compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member’s compensation.
CONFLICT OF INTEREST POLICY (continued)

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI

Annual Statements
Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:
   a. Has received a copy of the conflicts of interest policy,
   b. Has read and understands the policy,
   c. Has agreed to comply with the policy, and
   d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII

Periodic Reviews:
To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:
   a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm’s length bargaining.
   b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization’s written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII

Use of Outside Experts
When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Approved April 22, 2009
USE OF ELECTRONIC MAILING LISTS POLICY

It is the policy of the AECT Board of Directors that the AECT electronic mailing lists for members are to be used for dissemination of information to members. The process to be used is as follows: The draft of the message is to be sent to the Director of Electronic Services to be posted. Questions regarding the propriety of the message will be directed to the Executive Director for decision.
ELECTRONIC SERVICES POLICY

This policy is derived from the recommendations of the Electronic Communications Subcommittee of the task force convened by AECT Past President Robert Harrell. Each recommendation has been developed herein into a policy for its implementation to provide the services described. Its first two sections describe the services to be provided; the final section describes the personnel and organization needed to make these services possible. No priority of services should be inferred: all can, and must, be accomplished. Some may be implemented before others, but not in place of them. The combination of services is what ultimately matters.

See also:
- Standing Committees
- Privacy Policy
- Membership
- Publications
- Divisions
- Conference Planning
- Board of Directors
- ECT Foundation

Section One: Modeling Effective Technology Use to Meet Members’ Administrative Needs

AECT is about the effective use of technology. At a minimum, our operations must reflect the fact that AECT has mastered the productive uses of the tools that our members work day in and day out to implement in their organizations. Ideally we will move beyond this point and become a model for effective technology use, and our members will see in our operations tools and methods that they may suggest for use by their own organizations. Our members deserve a high-performing team working effectively to give them what they need and want, when they want it. Our staff and division leaders should have no trouble establishing or operating asynchronous threaded discussions and e-mail lists or synchronous chats for the conduct of Association business. Generating membership mailing lists, budget data, and conference or publication information must be simple and straightforward, and submitting or reviewing a conference session proposal should not involve multiple copies of paper-based forms. A number of electronic services contribute to this first goal:

1. Emphasize Electronic Distribution over Paper-based Distribution
   a. Electronic distribution of information is faster, cheaper, and generally more useful than paper-based distribution. For these reasons, AECT leaders and staff will employ it as our primary mode of providing member services and publications. This should include both “push” distribution items such as newsletters and regular reports to the membership, and “pull” distribution items like documents, presentations, and other resources available via the AECT website. Answers to Frequently Asked Questions (FAQs) about Association and Foundation history, mission, structure, and operations should be conveniently accessible in this fashion, and members should be able to join, cancel, and administer their AECT e-mail list memberships easily from the post-login members page.
ELECTRONIC SERVICES POLICY (continued)

b. At the same time, we must remember that AECT is the *oldest* professional association devoted to educational technology, and as such has members whose contributions literally shaped our profession and our Association long before today’s electronic technologies existed, who may not have access to them or have become proficient in their use. To balance these competing imperatives, AECT will provide most information in electronic form, but offer paper-based copies of key publications to those members who prefer that mode, at a cost that fairly reflects the additional burden to the organization.

2. Use Electronic Meetings to Avoid Travel Costs

Video Teleconferencing (VTC) systems are in place at many institutions where our members and leaders work, and well-equipped facilities can also be rented from commercial sites. (Kinko’s, for example will rent access for meetings.) Desktop VTC technologies have also become relatively sophisticated and widely available. Teleconference meetings can save money—for the Association *and for members*—on transportation and lodging, and time previously spent in travel. These technologies can also be used to conduct “special events” as a service to members—for example allowing participation of guest speakers who would not be available to us (especially at the Division or Chapter level) for a face-to-face event.

3. Manage Submission, Review, Approval, and Scheduling of Conference Session and Workshop Proposals Online

Conference planning activities will be supported using the Association’s electronic services resources. The solicitation, submission, review & approval, and scheduling of conference sessions will be managed through online forms linked to AECT databases, to accelerate these processes and largely eliminate the need to ship paper around the world. Wherever possible, automation will be used to make conference planning easier to manage and more responsive to member needs. For example, an automatic mailing to all current members could solicit session proposals, and automated crosschecks could ensure that all presenters are registered for the conference before their sessions are listed in the program, and that sessions involving the same presenters are not scheduled at conflicting times.

4. Encourage Online Conference Registration

A full spectrum of conference registration services will be made available online. At a minimum, this must include a secure page on which the prospective attendee can supply all necessary information (including credit card information) to complete their registration for the conference, conference workshops, ticketed conference events, and other conference services such as proceedings or special accommodation—and to do so without requiring staff intervention. The ability to renew membership as part of the same transaction should also be provided. Ideally, linkages would also be established to allow a registered attendee to add or subtract additional selections under the registration itself *at a later date*: for example to order proceedings (or extra copies thereof) that were not selected as part of the initial registration, or to cancel workshop attendance (up to a certain date)—and to accept and submit the credit card charge or credit to support these transactions—also without staff intervention.
5. **Make Comprehensive Conference Information Available Online**

Collection of conference session proposal information online will enable AECT to provide this information in turn to prospective participants. Upon session acceptance, detailed abstracts and presenter bios will be made available to assist them in choosing to attend and in identifying presentations and presenters of interest. This information should be searchable, to facilitate this process, and should be indexed by sponsoring division, council, or affiliate (or other sponsor such as for AECT Presidential Sessions). Subsequently, as conference planners schedule session times and locations, this information should also be available online, and prospective attendees should be able to access a second index giving them access to the program for each day, with offerings sorted by timeslot, to allow them to plan their schedule at their leisure before arriving at the conference. As the conference date nears, presenters could also be encouraged to post additional information—e.g., pre-session handouts, reference lists, or even slides—as described in Appendix A to this chapter.

6. **Provide Modern Database Services to AECT Members and Leadership**

The AECT databases should be a centerpiece of value added for the Association and its members. At a minimum, these databases must maintain all critical information on members and Association assets & activities in a secure, clean, accurate, and easily accessible form, and should be designed in accordance with current Information Systems and Knowledge Management best practices. Ideally, all Association databases will be linked and interoperable, such that related records can be matched across databases to facilitate data mining and routine information access and such that replication of common data is minimized. All of the information contained in the database should be accessible directly by Board members and division leaders, and much of the information should be accessible to each member (including ALL identity, contact, and employment information pertaining to themselves). This access should be provided through a secure, web-based environment, so that users can connect to it from home or office, and should facilitate user self-service (e.g., member editing of own information, Board generation of custom mailing lists, etc.) and minimize the need for staff intervention; nevertheless, all AECT staff members must be proficient in the use of the database system and its associated tools.

7. **Leverage Modern Telephone Systems and Procedures (Voice and Fax)**

AECT staff and leaders will, wherever both effective and practical, employ e-mail, fax transmission, and telephone conferencing to promote regular communication supporting the routine administration of the Association. This will include but not necessarily be limited to monthly Board meetings and weekly Executive Committee meetings, which shall be conducted by conference call when not collocated with a scheduled Association conference. The AECT Executive Director and President should have cellular telephones provided and paid for by the Association; all Board members and staff should have voice mailboxes at home and/or at the office, and should check them regularly.
ELECTRONIC SERVICES POLICY (continued)

8. **Provide Current Budget Information to Association Leaders on Demand**
   Current, accurate budget information should be provided to Board members each month, in advance of scheduled conference calls. Electronic services will facilitate this using e-mail, a web-based interface, or an automated fax back system.

9. **Market AECT and Partner Publications through an Online Store**
   Much of AECT’s potential value added for our members and for the profession takes the form of scholarly and practical publications generated by divisions, councils, affiliated organizations, and individual members themselves. Member (and potential member) access to these publications should be facilitated by a secure, online store allowing prospective purchasers to browse offerings, view abstracts or tables of contents, select publications to purchase, and provide all billing and shipping information necessary to complete the transaction. Where AECT is not authorized to sell or distribute a member’s commercially published media, links to the publisher or authorized distributor’s online stores (to the specific publication’s page, whenever possible) may be provided to facilitate purchase.

Section Two: Using Technology to Expand AECT’s Contribution to the Profession

It is more difficult to make significant contributions to the professions we represent with a frugal budget. However, we believe that the technologies we promote offer a cost-effective means of magnifying AECT’s contributions. The following services apply communications technologies to serve our members and others by expanding access to member and Association knowledge and publications.

1. **Provide Electronic News Bulletins to AECT Members Electing to Receive Them**
   In a fast-moving profession in a fast-moving world, the publication timetables for books, journals, and magazines are by themselves inadequate to convey the up-to-the-minute information on the field that our members need to support their work and scholarship. Here, electronic services have a key role to play in locating, collecting, analyzing, and distributing the most important developments and professional resources of which members should be aware. Electronic news bulletins that gather this information and combine it with Association news can provide enhanced value at reduced cost compared to traditional, paper-based newsletters. These should be concise, with hyperlinks to greater detail where appropriate, and should ideally be issued monthly, or whenever important information for our members is received.
2. **Expand the Scope and Value of AECT-sponsored Journals and Publications**
   
a. The journals published by the Association remain both key venues for publication and important sources of research articles and other information for our members. This value is further enhanced by their growing electronic presence on the AECT website. Historically, the Association has felt that restricting this electronic access to members and subscribers using an ID-and-password “intranet” best protects its intellectual property. Substantial empirical evidence is accumulating, however, to suggest that free electronic access actually increases sales of paper-based publications by broadening their audience and enabling a “try before you buy” approach to subscription. An alternative, intermediate approach could offer “members only” access to current issues, while allowing guest access to older issues.

b. The Association should also take advantage of its online presence to make non-periodical publications available. The “AECTion Packs,” a series of “just in time” professional non-periodical publications online, are one example: brief, technology-related guides, similar to the PDK “Fastback” series. Other examples include key AECT reference works like the *Handbook of Research* and “Getting Started in Research” volumes. As with our periodical publications, these could be restricted as member benefits or made freely available to expose graduate students and other potential members to AECT’s expertise and knowledge base.

3. **Provide On-demand Services to Members and Prospective Members via the Web**
   
a. The vision statement for AECT’s website reads as follows:

   The AECT Web Site will be a center for information seeking activities in the field of instructional technology. The site will be recognized as a leading information source in the field. It will provide a dynamic structure for communication and information on the application of instructional technology.

   The AECT Website must be:
   - an active and vital resource which demonstrates AECT’s leadership role in instructional technology
   - a fluid, dynamic environment that addresses the needs of our constantly changing profession
   - a flexible resource that serves a diverse membership in a wide variety of work settings
   - a communication link between all educational settings within the organization
   - a resource to develop alliances with organizations that share common concerns and interests

   The AECT Website serves three general purposes, providing a *transaction* site, a *communication* site, and an *information* site.
ELECTRONIC SERVICES POLICY (continued)

b. The *transaction* site functions include online conference registration, online session proposal submission, online membership application/renewal, online submission of publication manuscripts, online purchasing through an AECT Store, and others as described in Section One of this chapter. *Communication* site functions include online forums related to current issues, pending legislation, etc., web-based conferencing among members, forms for requesting or submitting information to the national office, and others. As an *information* site the AECT website provides information on AECT, its divisions, councils, & affiliates, events, news of interest to AECT members and prospective members, and searchable online access (for members only) to the current member directory and any current AECT conference program.

4. **Support Routine and Ad Hoc Communications to and Among Members via the AECT E-mail List(s)**

Web-based services are outstanding for on-demand information access and submission; discussion lists and forums (synchronous or asynchronous) are ideal for highly interactive conversations under circumstances where it is likely that participants will remember to visit the appropriate location to take part. For broadcast communications or for irregular discussions where significant time may pass between conversations or individual postings, however, a traditional e-mail list is likely to be the best channel. For this reason, AECT’s e-mail list capabilities must not be neglected as we embrace these newer technologies. Such lists should be used to provide routine and *ad hoc* communications from headquarters to members, to support long-duration/low intensity conversations such as conference planning, and to provide quick-turnaround forums (e.g., “members helping members” lists) that are unlikely to generate enduring topical discussions.

5. **Provide Virtual Presence and Support for Association Conferences and Other Face-to-face Functions**

In addition to the conference planning and administration services described in Section One of this chapter, electronic services may be used to enhance and extend face-to-face events of the Association in ways that can expand our contribution to the profession. Examples of this might include live webcasts of conference sessions, chat rooms where session “minutes” could be posted as the presentation unfolds—and where questions could be asked of the presenter by “participants” unable to attend the physical conference—or post-conference support such as web posting of presentation slides and other materials, and asynchronous forums where discussions begun at the face-to-face session could be continued and expanded. For additional information on the structure of these services, see Appendix A to this chapter.
ELECTRONIC SERVICES POLICY (continued)

6. Market Access to Member Expertise to Provide Keynote Speakers via Teleconference, Webcast, or Streaming Media
The expertise of our members is often noted as a core competency of our Association. This expertise represents a significant potential revenue stream to the extent that AECT can position itself as a clearinghouse for it, charging a modest percentage of the resultant speaker fees for linking its supply and demand. Electronic services have an important role to play in developing this potential, by allowing smaller venues like community colleges, school districts, or local businesses to book speakers they might not be able to afford for a face-to-face event. With the speaker’s permission, such presentations could also be recorded, with copies sold and distributed via a variety of media including the Internet, CD-ROM, or DVD.

Section Three: Personnel and Organization
Frugality would argue against a significant staff to expand into new services or forms of service delivery. However, it is equally clear that an organization of educational technology professionals must model the effective use of the technologies of our field in Association activities if we are to remain credible to our core constituencies. It is therefore imperative that AECT maintain an adequate paid staff augmented by sufficient volunteers to competently field the services described in the preceding two sections.

1. Paid Staff
At a minimum, AECT must employ a highly-skilled, full-time Electronic Services Manager, and fund sufficient part-time hours at a level adequate to attract the additional personnel needed to complement this individual’s time and talent in delivering the full range of necessary services. (Part-time employees could take the form of personnel shared with a partner organization, or of graduate assistants from a top program that develops the necessary skills.) Ideally, two full-time employees would divide the services into the two categories described above (also supplemented as needed with part-time assistance). For example, one could be responsible for the membership database and online presence, and for the associated administrative support services; the other could be responsible for the conference planning database and online presence, and for the associated professional support services.

2. Volunteer Staff
   
a. It is risky to ask too much of our volunteers: other priorities will intercede and important work will sometimes be delayed or dropped. Nevertheless, an appropriate mix of paid staff and volunteers can be effective, especially if the volunteer work is allocated among institutions (rather than individuals), and if those institutions have a track record of service to AECT. For this reason, AECT should strive to maintain a series of competitive year-round volunteer “internships” to be awarded to the most qualified, most reliable candidates from institutions that have demonstrated a commitment to the Association and its mission.
ELECTRONIC SERVICES POLICY (continued)

b. Applications for these Electronic Services Internships will describe the candidate’s qualifications for the position sought. Each application must include at least one letter of reference from a professor or supervisor of the potential intern, attesting to the fact that the applicant has the needed skills and will follow through, and describing adequate arrangements for local mentoring throughout the internship year. Applications should be submitted to the Electronic Services Manager, who will forward them to the members of the AECT Electronic Services Committee for competitive evaluation. Evaluation will be according to a rubric developed and approved by the Electronic Services Committee in consultation with the Electronic Services Manager, with the internship being awarded to the highest-scoring applicant for each position who scores at the “highly qualified” level. (No internship will be awarded for a given position until at least one highly qualified applicant is found.)

c. Interns selected will report to a member of the full-time paid Electronic Services staff. These interns should be compensated by the Association as it does other interns, with formal recognition at the conference, free conference registration, and perhaps one year of free membership following each successful year of service (at the discretion of the Electronic Services Committee, upon recommendation of the supervising Electronic Services staff member).

3. Organization

a. All full-time Electronic Services staff will report to the Executive Director; part-time staff will report to the full-time staff member in whose purview they are working. Both full- and part-time staff will require high-quality access to the Internet and to each other, but do not necessarily need to work at AECT Headquarters. Position descriptions must specify that these employees have the skills and self-discipline necessary to telecommute, in addition to the technical and leadership competencies associated with their jobs.

b. Ideally, Electronic Services staff members will be located near a university having a strong educational technology program and a history of commitment to AECT, or near an AECT corporate sponsor. Such proximity will enhance the likelihood that prospective interns and/or reasonably priced office space with high-speed Internet access will be readily available. While the investment required to support this structure will nonetheless be significant, the cost of not doing so is prohibitive: the lost credibility that an educational technology professional association lacking an exemplary selection of electronic services would suffer could cost us our very existence. The opportunity cost of foregoing the potential new revenue streams derived from these services must also be factored into this decision.
ELECTRONIC SERVICES POLICY (continued)

Appendix A—Sample Electronic Services Procedure for Enhancing the AECT Conference

1) Request that divisions, councils, and affiliates ask their presenters to: a) create abstracts of their presentations and short bios of all presenters upon session acceptance; b) post these resources on the web prior to the conference; c) supply the URL to the program planner.

2) Ask the divisions, councils, and affiliates to consider making server space available to presenters who do not have ready access to it via their own accounts.

3) Ask the divisions, councils, and affiliates to rally volunteers to create web pages for presenters lacking the needed skills, but who can send electronic text and/or images to simplify the process.

4) Ask the divisions, councils, and affiliates to collect the URLs provided by their presenters and use them to create a program web page through which their members might find these resources.

5) Ask the divisions, councils, and affiliates to pass the URLs on to the AECT Electronic Services staff, who will embed the URLs into the Association’s conference program database.

6) Publish a set of “suggested guidelines for presenters” (probably on the Web) to recommend font sizes, font types, color combinations, ways to make the resources accessible to users with disabilities, etc.

7) Offer guidance to presenters as they prepare the online versions of their sessions.

8) Request that the divisions, councils, and affiliates select one or more sessions they believe their members will find most interesting, and create “online conversations” around these sessions, beginning before and continuing well after the sessions.

9) Ask each division, council, and affiliate to select one of its presentations for recording, and to get the presenters’ permission for this, then host a contest among educational technology graduate programs (and perhaps corporate sponsors) to see the creative ways that their students/employees can capture and make the session available afterwards. (Funding to support this competition might be sought from the ECT Foundation.)

10) Use webcasting—or another low cost technology—to make at least one high visibility session (perhaps a Keynote) available to members who cannot attend. Use e-mail to gather questions from the field during this session, and have the presenter address these questions in the form of a web page on the AECT site.

11) Create an improved conference session evaluation form on the web (to assess online “sessions,” and perhaps face-to-face sessions as well).
ENDORSEMENT POLICIES

The AECT Board of Directors may, upon a two-thirds vote, endorse appropriate external programs, proposals, and organizations. The President and/or the Executive Director may express official Support, not implying financial commitment, for activities, which are consistent with the philosophy and policies of the Association.
CERTIFICATE PROGRAM ENDORSEMENT POLICY

Preamble
Specialized certificate programs are proliferating, particularly as colleges and universities expand their curricula to meet the changing needs of business, industry, and education. Many certificate programs are related to aspects of technology and education, such as a specialist certificate in instructional design or distance education. Consequently, AECT has been approached to endorse such programs. Such endorsement is intended to validate the designated programs, which may provide a competitive advantage for the sponsoring institutions. In turn, endorsement serves to verify the integrity and standing of AECT as a leading professional association in the field of educational communications and technology. The AECT endorsement program complements the AECT Strategic Plan, in particular Goals 2 (who we are, what we do, how we serve society) and 4 (sustain an organization of professionals who study and use technology for training and education).

Article I
Purpose
The purpose of this Certificate Program Endorsement Policy is to provide guidelines outlining how AECT shall receive and review an application from a sponsoring institution seeking the association’s endorsement of a specialized certificate program. This policy also governs how AECT shall respond to both successful and unsuccessful applications, how endorsements are awarded, and the contents and limitations of such endorsements.

Article II
Definitions
In the context of this policy:
A. Certificate program refers to a specialized, non-degree program offered by a nationally accredited institution of higher learning. While the certificate is not a degree per se, a certificate program may partially fulfill the institution’s requirements for subsequently earning a degree. A certificate program may be offered on site, off site, online, or through some combination of these venues. Eligible certificate programs will be limited to the United States for the initial implementation of this policy.

B. Endorsement refers to validation by AECT of a certificate program’s scope and rigor consistent with both the institution’s stated purposes for the program and the 2012 AECT standards for educational media, communications, and technology. AECT’s endorsement, based on a thorough review of the institution’s application, is focused on program purposes and content and should not be construed as an evaluation or endorsement of specific courses, certificate program outcomes, or certificate-earners’ knowledge or skills. AECT endorsement, when granted, is nonexclusive (see C below) and valid for a five-year period. Any valid endorsement may be renewed through a subsequent application process.

C. Nonexclusive is used in reference to the AECT endorsement, meaning that AECT may choose to endorse multiple programs of similar or overlapping character sponsored by various institutions or by the same institution. Endorsement validates each certificate program’s scope and rigor on an individual basis, rather than in comparison to other similar, related, or competing programs.
CERTIFICATE PROGRAM ENDORSEMENT POLICY
(continued)

Article III

Application and Review Process

AECT shall follow the steps below in receiving and reviewing applications from institutions seeking the association’s endorsement of a certificate program.

A. Expression of interest. The institution shall indicate interest in submitting an application for a certificate program to be evaluated with the intent of gaining AECT’s endorsement of the program. Such expression of interest may be made informally, telephonically or through paper or electronic correspondence to the AECT Executive Director, and should include a brief description of the certificate program as well as institutional contact information.

B. Response to interest. AECT office personnel, as assigned by the Executive Director, shall:
   1. Provide the Application Protocol (Article IV) to the institutional contact with the appropriate links to the endorsement process.
   2. Respond to any questions from the institution regarding to the Application Protocol or submission process or contact the AECT Executive Director for guidance and further response.
   3. Upon receipt of the application, the Executive Director will determine if all required documentation has been received. If applicable, more information will be requested.

C. Application for endorsement. The institution shall make formal application in accordance with the application protocol, as outlined in Article IV of this policy.

D. Formation of the review committee. The AECT President shall designate one of the AECT Board members as the Review Process liaison. When an application for endorsement is received by the Executive Director, the AECT President shall appoint a review committee composed of three to five appropriate AECT members. The committee may select its own chair. Two stipulations apply:
   1. No review committee members shall be associated in any way with the sponsoring institution or the certificate program under review.
   2. The AECT Board shall set and annually review the amount to be paid to each committee member as an honorarium in recognition of the work required to review each endorsement application. This amount shall be communicated to the committee members in advance of the review and shall be paid on completion of the committee’s work.

E. Review of the endorsement application. The review committee shall, individually and collectively, review the application, using the review protocol outlined in Article V of this policy. The following stipulations apply:
   1. The chairperson, acting on behalf of the committee, may at any time request clarification or additional information from the sponsoring institution in order to facilitate the review.
   2. The review period, under normal circumstances, shall not exceed six months.
CERTIFICATE PROGRAM ENDORSEMENT POLICY  
(continued)

F. Notification of review results. The review committee chair shall notify the AECT President and Executive Director in writing of the committee’s recommendation to grant or deny endorsement. The Executive Director (with approval from the Executive Committee) shall notify the institution’s contact person in accordance with the procedure outlined in Article VI of this policy.

Article IV

Application Protocol

The following items shall be required from an institution applying for endorsement of a certificate program:

A. Name of the certificate program. (Note: If an institution seeks endorsement of more than one program, a separate and complete application must be submitted for each program.)

B. Institution contact information, including an individual contact name, address, telephone number, and email address.

C. A detailed description of the certificate program, including the following information:
   1. Purpose(s) of the program.
   2. Prerequisites.
   3. Program goals, objectives, and target proficiencies.
   4. Course requirements: titles, descriptions, and number of courses/credits required to earn a certificate. (Note: A syllabus or detailed course outline for each course in the program should be included in the application.)
   5. Instructional methods and materials.
   7. Overview description of how the certificate program aligns with the 2012 AECT standards.

D. A detailed description of the institutional review and approval procedures for the program, including how the program meets requirements set by the department, institution, and state, as applicable. This description also should include information about whether the program is in the planning phase or has already been offered, and in the latter case over what period of time.

E. The nonrefundable review fee in an amount established and reviewed periodically by the AECT Board of Directors.
CERTIFICATE PROGRAM ENDORSEMENT POLICY
(continued)

Article V

Review Protocol

The review committee shall complete the following steps in assessing whether to recommend approval of an application for endorsement:

A. Review the application preliminarily for completeness.
   1. If necessary, the committee chair shall request any missing information or seek clarification, as needed, from the institution contact person prior to further review of the application.
   2. If an incomplete application cannot be completed in a timely manner, the review committee chair shall return the application (including the review fee) with the missing information noted, and the institution may resubmit if it so chooses.

B. Review the application and assess whether the certificate program should be recommended for endorsement.
   1. A review template (see Appendix A) or similar documentation previously approved by the AECT Board of Directors shall be used to record the findings of the review committee. This template or comparable documentation will be provided to the sponsoring institution, on request, following notification by the AECT Executive Director pursuant to Article VI of this policy.
   2. The committee chair shall prepare a written recommendation for the AECT President and Executive Director, recommending that AECT (a) endorse, (b) endorse provisionally, provided the institution can correct deficiencies noted by the committee, or (c) deny endorsement of the certificate program.
   3. The committee members shall respect the intellectual property of the individuals and institutions seeking endorsement and shall maintain confidentiality of the process and not distribute any submitted materials without express written permission.

C. The Executive Director shall receive the review committee’s recommendation and respond (with approval from the Executive Committee) in one of the following ways:
   1. The Executive Director may confirm approval of the recommendation and thus notify the sponsoring institution accordingly, as outlined in Article VI of this policy.
   2. The Executive Director may request that the review committee reconsider its findings and submit a revised recommendation.
   3. The Executive Director may agree to set aside the recommendation and form a new review committee to reconsider the institution’s application. In this case they shall (a) provide a summary of the concerns to the original review committee and (b) notify the sponsoring institution regarding the delay and reconsideration.
CERTIFICATE PROGRAM ENDORSEMENT POLICY
(continued)

Any appeal of the decision shall be made to the AECT Board of Directors by the chairperson of the review committee. An institution’s contact person may appeal through the chair. The Board of Directors shall serve as the final arbiter of any dispute.

D. If the recommendation is to endorse provisionally (see B, 2, above) and if the Executive Committee accepts the recommendation, then the Executive Director (with approval from the Executive Committee) will notify the institution accordingly.
   1. The institution will have up to six months to correct the deficiencies and to provide evidence of having done so to the review committee.
   2. If after six months, the institution has not provided evidence of having corrected the deficiencies, then the review committee will be notified and the application for endorsement will be denied.

Article VI

Notification

On accepting a recommendation from the review committee, the AECT President shall disband the review committee:

A. If the program is endorsed, the Executive Director (with approval from the Executive Committee) shall provide notice of the endorsement to the institution, including (a) a certificate of endorsement suitable for framing and (b) guidelines for the use of the endorsement, as outlined in Article VII and Appendix B.

B. If the program is endorsed provisionally, the Executive Director, (with approval from the Executive Committee) shall provide notice in accordance with Article V, D, of this policy.

C. If the program is denied endorsement, the Executive Director (with approval from the Executive Committee) shall provide notice to the institution, including a summary of reasons for denial. In the event that the sponsoring institution requests further information, the Executive Director (with approval from the Executive Committee) may provide the documentation submitted by the review committee with their identifying information removed, as outlined in Article V, B, 1, of this policy.

D. In the event that an institution seeks reconsideration of its application, such request shall be considered an appeal and referred to the AECT Board of Directors, which may grant or deny the request and refer the matter to the review committee for further action.
   1. If the appeal is granted, the President may form a new review committee to consider the application anew. (Note: The institution shall not pay any additional fee for this review.)
   2. If the appeal is denied, the Executive Director (with approval from the Executive Committee) shall so inform the sponsoring institution. No further appeal shall be granted; however, the institution may submit a new application at a later date. (Note: The institution shall pay the full review fee on submission of the new application.)
CERTIFICATE PROGRAM ENDORSEMENT POLICY
(continued)

Article VII

Endorsement

AECT endorsement of a certificate program includes the following elements, which shall be provided to the sponsoring institution by AECT staff as assigned by the Executive Director (with approval from the Executive Committee):

A. A letter formally notifying the sponsoring institution of the approval of its application for AECT endorsement of a certificate program. Such notification will identify the name of the endorsed program and be signed by the Executive Director.

B. A certificate of endorsement, suitable for framing, that includes the name of the endorsed program and the five-year period during which the endorsement will be valid.

C. A copy of the “Guidelines for Using the AECT Endorsement of a Certificate Program” (Appendix B).

Article VIII

Renewal of Endorsement

Endorsement of a certificate program may be renewed after the initial five-year period for an additional five-year period on completion of a renewal application process identical to that outlined in Articles III, IV, and V of this policy, except:

A. The sponsoring institution must provide evidence of a program self-evaluation and, at minimum, a summary of the results of that evaluation and a description of any program change from the previous endorsement.

B. The sponsoring institution must pay a renewal review fee in an amount established by the AECT Board of Directors. The amount may or may not be the same as the initial review fee.

Notification and endorsement shall follow the procedures outlined in Articles VI and VII of this policy. There is no limit on the number of times a certificate program may be granted AECT’s endorsement at subsequent five-year intervals.

Article IX

Summary of Responsibilities

Following are the principal responsibilities of the AECT parties identified in this policy.

A. The AECT Board of Directors shall:

1. Review and approve this policy and any substantial rules or regulations devolving from it.
2. Establish, review, and revise as necessary, a schedule of fees due from sponsoring institutions related to the implementation of this policy.
3. Establish, review, and revise as necessary the honorarium to be paid to volunteer reviewers.
4. Arbitrate disputes arising from the review and endorsement-granting process.
CERTIFICATE PROGRAM ENDORSEMENT POLICY
(continued)

B. The AECT Executive Director and AECT President shall:
   1. The Executive Director shall receive and respond to expressions of interest by
      sponsoring institutions.
   2. The President will appoint a board liaison to the review committee, the review
      committee chair, and members on receipt of a formal application for initial or renewal
      endorsement and monitor the committee’s work.
   3. Receive the review committee’s findings and recommendation, and respond
      accordingly.
   4. The President refer disputes arising from the review and endorsement-granting
      process to the AECT Board of Directors.
   5. Notify the sponsoring institution regarding the disposition of its application and
      provide any documents required by this policy.

C. The review committee shall:
   1. Be guided by its appointed or chosen chair, who will facilitate communication and
      scheduling of review activities.
   2. Report, through its chair, to the Executive Director regarding all matters germane to
      the application review, including the need to gain additional information from the
      sponsoring institution.
   3. Bring to the attention of the President and Executive Director any dispute that cannot
      be resolved through the normal committee process.
   4. Provide to the President and Executive Director a written recommendation regarding
      approval or denial of endorsement, including accompanying documentation as
      required by this policy.
   5. The Executive Director submits the final recommendation to the Executive
      Committee for action.

Article X

Review and Revision

This policy shall be subject to review and revision annually, or more often, as determined by the
AECT Board of Directors.
APPENDIX A
Sample Certificate Program Review Template

<table>
<thead>
<tr>
<th>Evaluative Statements</th>
<th>S - Satisfactory</th>
<th>M - Marginal*</th>
<th>U - Unsatisfactory*</th>
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</thead>
<tbody>
<tr>
<td>1. The purposes of the certificate program are clearly stated and aligned with 2012 AECT standards.</td>
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<tr>
<td>2. The purposes of the certificate program are consistent with the purpose of the AECT endorsement program.</td>
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<tr>
<td>3. The prerequisites are appropriate to the certificate program.</td>
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<tr>
<td>4. The program goals are comprehensive, appropriate, and clearly articulated.</td>
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<tr>
<td>5. The program goals, objectives, and target proficiencies are consistent with the purposes of the certificate program and 2012 AECT standards.</td>
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<tr>
<td>6. Course requirements are consistent with the purposes, goals, objectives, and target competencies.</td>
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<tr>
<td>7. Individual courses provide appropriate scope and rigor for students to achieve the target competencies.</td>
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<tr>
<td>8. Instructional methods and materials are appropriate to the courses in which they are used.</td>
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<tr>
<td>9. Evidence that evaluation procedures are appropriate, consistent with the goals and objectives, and comprehensive.</td>
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<tr>
<td>10. Evidence that the institutional approval process for the certificate program demonstrates thoroughness and appropriate rigor.</td>
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</table>

*Explain in detail deficiencies noted in “marginal” or “unsatisfactory” items.
APPENDIX B
Guidelines for Using the AECT Endorsement of a Certificate Program

By endorsing a certificate program, the Association for Educational Communications and Technology (AECT) grants to the sponsoring institution limited permission to use the name and logo of AECT solely in connection with the endorsed certificate program. The AECT endorsement is nonexclusive and may be granted to similar or competing programs.

The following guidelines apply:

A. In announcing or advertising the endorsed certificate program, the sponsoring institution may use the phrase, “Endorsed by the Association for Educational Communications and Technology” or “Endorsed by AECT,” in its listing or description of the endorsed program.

B. The endorsement language above may be accompanied by use of the AECT logo, which will be provided by AECT, on request, as an electronic file (.jpg or .tiff). The logo may not be altered, except that (a) it may be used larger or smaller, consistent with the overall design of the information piece, and (b) it may be used in black-and-white, gray scale, or the colors provided by AECT. The logo must appear freestanding and may not be rendered transparent or semi-transparent or used over or under text or other image(s). Nor shall any background be allowed to obscure the logo image.

C. Neither the endorsement language nor the logo may be used in connection with any other program or course not specifically included in the endorsement, nor shall either be used in an ambiguous manner that might allow readers/viewers to conclude that the endorsement applies more broadly than intended. Endorsement is applicable to the entirety of the certificate program, not to separate elements within the program.

D. Endorsement of a certificate program is valid only for the five-year period stated in the endorsement notification. Use of endorsement language or the AECT logo beyond this period shall constitute grounds for legal action for infringement and misrepresentation.

E. Any valid endorsement may be renewed for one or more additional five-year periods, following an application process similar to the initial application and review, with the added requirement that the institution provide evidence of a program evaluation during the preceding five years. Renewal applications should be initiated at least six months prior to the end of the five-year endorsement period to ensure continuity.

F. Substantial alteration of the endorsed certificate program, as determined by the AECT Executive Committee, will render the AECT endorsement invalid, in which case neither the endorsement language nor the AECT logo may continue to be used. A new application may be submitted for endorsement of the altered certificate program. If questionable circumstances arise, the AECT board may review an endorsed program to reconsider an endorsement.

G. Nothing in the endorsement notification or in these guidelines should be deemed as granting to the sponsoring institution any kind of license to AECT content, either expressed or implied, or to any intellectual content belonging to AECT members, divisions, or affiliates.

Revised by the AECT Board of Directors, June 12, 2015
ACADEMIC PROGRAM ENDORSEMENT POLICY

Preamble
AECT has a long history of developing standards for academic programs in the field of educational communications and technology, and providing program review based on its standards for these programs. While no longer an official accrediting body, AECT continues to be a leader in promoting academic programs in the field and encouraging excellence in the education of future professionals. Consequently, AECT has been approached to endorse such programs, including both degrees and certificates. Such endorsement is intended to validate the designated programs, which may provide a competitive advantage for the sponsoring institutions. In turn, endorsement serves to verify the integrity and standing of AECT as a leading professional association in the field of educational communications and technology. The AECT endorsement program complements the AECT Strategic Plan, in particular Goals 2 (who we are, what we do, how we serve society) and 4 (sustain an organization of professionals who study and use technology for training and education).

Article I Purpose
The purpose of this Academic Program Endorsement Policy is to provide guidelines outlining how AECT shall receive and review an application from a sponsoring institution seeking the association’s endorsement of an official academic program at an accredited institution of higher education. Such programs may include degree programs or certificate programs. This policy also governs how AECT shall respond to both successful and unsuccessful applications, how endorsements are awarded, and the contents and limitations of such endorsements.

Article II Definitions
In the context of this policy:
A. An academic program refers to an official program offered by a nationally or regionally accredited institution of higher learning.
   1. A degree program is defined as one leading to a formal academic degree (bachelors, masters, specialist, doctorate). Associate degrees are not included.
   2. A certificate program, for the purposes of this endorsement, is defined as a specialized, non-degree program in which the certificate is recognized by the institution and the awarded certificate is given to successful candidates by that institution. Many certificate programs are related to aspects of technology and education, such as a specialist certificate in instructional design or distance education. While the certificate is not a degree per se, a certificate program may partially fulfill the institution’s requirements for subsequently earning a degree. A certificate program may be offered on site, off site, online, or through some combination of these venues.
B. Endorsement refers to validation by AECT of an academic program’s scope and rigor consistent with both the institution’s stated purposes for the program and the 2012 AECT standards for educational media, communications, and technology. AECT’s endorsement, based on a thorough review of the institution’s application, is focused on program purposes and content and should not be construed as an evaluation or endorsement of specific courses, certificate program outcomes, or candidates’ knowledge or skills. AECT endorsement, when granted, is
ACADEMIC PROGRAM ENDORSEMENT POLICY
(continued)

nonexclusive (see C below) and valid for a five-year period. Any valid endorsement may be renewed through a subsequent application process.

C. Noneexclusive is used in reference to the AECT endorsement, meaning that AECT may choose to endorse multiple programs of similar or overlapping character sponsored by various institutions or by the same institution. Endorsement validates each certificate program’s scope and rigor on an individual basis, rather than in comparison to other similar, related, or competing programs.

**Article III Application and Review Process**

AECT shall follow the steps below in receiving and reviewing applications from institutions seeking the association’s endorsement of an academic program.

A. Expression of interest. The institution shall indicate interest in submitting an application for a program to be evaluated with the intent of gaining AECT’s endorsement of the program. Such expression of interest may be made informally, telephonically or through paper or electronic correspondence to the AECT Executive Director, and should include a brief description of the academic program as well as institutional contact information.

B. Response to interest. AECT office personnel, as assigned by the Executive Director, shall:
   1. Provide the Application Protocol (Article IV) to the institutional contact with the appropriate links to the endorsement process.
   2. Respond to any questions from the institution regarding the Application Protocol or submission process or contact the AECT Executive Director for guidance and further response.
   3. Upon receipt of the application, the Executive Director will determine if all required documentation has been received. If applicable, more information will be requested.

C. Application for endorsement. The institution shall make formal application in accordance with the application protocol, as outlined in Article IV of this policy.

D. Formation of the review committee. The AECT President shall designate one of the AECT Board members as the Review Process liaison. When an application for endorsement is received by the Executive Director, the AECT President shall appoint a review committee composed of a chair and two to four appropriate AECT members. Two stipulations apply:
   1. No review committee members shall be associated in any way with the sponsoring institution or the certificate program under review.
   2. The AECT Board shall set and annually review the amount to be paid to each committee member as an honorarium in recognition of the work required to review each endorsement application. This amount shall be communicated to the committee members in advance of the review and shall be paid on completion of the committee’s work.

E. Review of the endorsement application. The review committee shall, individually and collectively, review the application, using the review protocol outlined in Article V of this policy. The following stipulations apply:
ACADEMIC PROGRAM ENDORESEMENT POLICY  
(continued)

1. The chair will conduct a pre-review to determine that all required information is present in the application. Should information be missing, the chair will communicate to the institutional contact and request the application be revised.

2. The chairperson, acting on behalf of the committee, may at any time request clarification or additional information from the sponsoring institution in order to facilitate the review.

3. A positive endorsement recommendation is accomplished when a majority of the committee is satisfied that all requirements have been met at a satisfactory level.

4. The review period, under normal circumstances, shall not exceed six months.

F. Notification of review results. The review committee chair shall notify the AECT President and Executive Director in writing of the committee’s recommendation to grant or deny endorsement. The Executive Director (with approval from the Executive Committee) shall notify the institution’s contact person in accordance with the procedure outlined in Article VI of this policy.

Article IV Application Protocol

The following items shall be required from an institution applying for endorsement of a certificate program:

A. Name of the academic program. (Note: If an institution seeks endorsement of more than one program, a separate and complete application must be submitted for each program.)

B. Institution contact information, including an individual contact name, address, telephone number, and email address, and role in the program.

C. A detailed description of the academic program, including the following information:
   1. Purpose(s) of the program.
   2. Prerequisites.
   3. Program goals, objectives, and target proficiencies.
   4. Course requirements: titles, descriptions, and number of courses/credits required to earn a certificate. (Note: A syllabus or detailed course outline for each course in the program should be included in the application.)
   5. Instructional methods and materials.
   7. Overview description of and justification for how the program aligns with the 2012 AECT standards.
   8. Unit process for evaluating how standards are met at a programmatic level (this may be an internal departmental review or use of an external review process).

D. A detailed description of the institutional review and approval procedures for the program, including how the program meets requirements set by the department, institution, and state, as applicable. This description also should include information about whether the program is in the planning phase or has already been offered, and in the latter case over what period of time.
E. The nonrefundable review fee in an amount established and reviewed periodically by the AECT Board of Directors.

**Article V Review Protocol**

The review committee shall complete the following steps in assessing whether to recommend approval of an application for endorsement:

A. Review the application preliminarily for completeness.
   1. If necessary, the committee chair shall request any missing information or seek clarification, as needed, from the institution contact person prior to further review of the application.
   2. If an incomplete application cannot be completed in a timely manner, the Executive Director shall return the application and review fee with the missing information noted, and the institution may resubmit if it so chooses. A small processing fee shall be applied if an application is withdrawn.

B. Review the application and assess whether the academic program should be recommended for endorsement.
   1. A review template (see Appendix A) or similar documentation previously approved by the AECT Board of Directors shall be used to record the findings of the review committee. This template or comparable documentation will be provided to the sponsoring institution, on request, following notification by the AECT Executive Director pursuant to Article VI of this policy.
   2. The committee chair shall prepare a written recommendation for the AECT President and Executive Director, recommending that AECT (a) endorse, (b) endorse provisionally, provided the institution can correct deficiencies noted by the committee, or (c) deny endorsement of the academic program.
   3. The committee members shall respect the intellectual property of the individuals and institutions seeking endorsement and shall maintain confidentiality of the process and not distribute any submitted materials without express written permission.

C. The Executive Director shall receive the review committee’s recommendation and respond (with approval from the Executive Committee) in one of the following ways:
   1. The Executive Director may confirm approval of the recommendation and thus notify the sponsoring institution accordingly, as outlined in Article VI of this policy.
   2. The Executive Director may request that the review committee reconsider its findings and submit a revised recommendation.
   3. The Executive Director may agree to set aside the recommendation and form a new review committee to reconsider the institution’s application. In this case they shall (a) provide a summary of the concerns to the original review committee and (b) notify the sponsoring institution regarding the delay and reconsideration.
Any appeal of the decision shall be made to the AECT Board of Directors by the chairperson of the review committee. An institution’s contact person may appeal through the chair. The Board of Directors shall serve as the final arbiter of any dispute.

D. If the recommendation is to endorse provisionally (see B, 2, above) and if the Executive Committee accepts the recommendation, then the Executive Director (with approval from the Executive Committee) will notify the institution accordingly.

1. The institution will have up to six months to correct the deficiencies and to provide evidence of having done so to the review committee.

2. If after six months, the institution has not provided evidence of having corrected the deficiencies, then the review committee will be notified and the application for endorsement will be denied.

Article VI Notification

On accepting a recommendation from the review committee, the AECT President shall disband the review committee:

A. If the program is endorsed, the Executive Director (with approval from the Executive Committee) shall provide notice of the endorsement to the institution, including (a) a certificate of endorsement suitable for framing and (b) guidelines for the use of the endorsement, as outlined in Article VII and Appendix B.

B. If the program is endorsed provisionally, the Executive Director, (with approval from the Executive Committee) shall provide notice in accordance with Article V, D, of this policy.

C. If the program is denied endorsement, the Executive Director (with approval from the Executive Committee) shall provide notice to the institution, including a summary of reasons for denial. In the event that the sponsoring institution requests further information, the Executive Director (with approval from the Executive Committee) may provide the documentation submitted by the review committee with their identifying information removed, as outlined in Article V, B, 1, of this policy.

D. In the event that an institution seeks reconsideration of its application, such request shall be considered an appeal and referred to the AECT Board of Directors, which may grant or deny the request and refer the matter to the review committee for further action.

1. If the appeal is granted, the President may form a new review committee to consider the application anew. (Note: The institution shall not pay any additional fee for this review.)

2. If the appeal is denied, the Executive Director (with approval from the Executive Committee) shall so inform the sponsoring institution. No further appeal shall be granted; however, the institution may submit a new application at a later date. (Note: The institution shall pay the full review fee on submission of the new application.)
ACADEMIC PROGRAM ENDORSEMENT POLICY
(continued)

Article VII Endorsement
AECT endorsement of an academic program includes the following elements, which shall be provided to the sponsoring institution by AECT staff as assigned by the Executive Director (with approval from the Executive Committee):

A. A letter formally notifying the sponsoring institution of the approval of its application for AECT endorsement of an academic program. Such notification will identify the name of the endorsed program and be signed by the Executive Director.

B. A certificate of endorsement, suitable for framing, that includes the name of the endorsed academic program and the five-year period during which the endorsement will be valid.

C. A copy of the “Guidelines for Using the AECT Endorsement of an Academic Program” (Appendix B).

D. A listing on the AECT web site indicating the program is one endorsed by AECT through formal review of its design, rigor, and application of 2012 AECT standards.

Article VIII Renewal of Endorsement
Endorsement of an academic program may be renewed after the initial five-year period for an additional five-year period on completion of a renewal application process identical to that outlined in Articles III, IV, and V of this policy, except:

A. The sponsoring institution must provide evidence of a program self-evaluation and, at minimum, a summary of the results of that evaluation and a description of any program change from the previous endorsement.

B. The sponsoring institution must pay a renewal review fee in an amount established by the AECT Board of Directors. The amount may or may not be the same as the initial review fee.

Notification and endorsement shall follow the procedures outlined in Articles VI and VII of this policy. There is no limit on the number of times an academic program may be granted AECT’s endorsement at subsequent five-year intervals.

Article IX Summary of Responsibilities
Following are the principal responsibilities of the AECT parties identified in this policy.

A. The AECT Board of Directors shall:

1. Review and approve this policy and any substantial rules or regulations devolving from it.

2. Establish, review, and revise as necessary, a schedule of fees due from sponsoring institutions related to the implementation of this policy.

3. Establish, review, and revise as necessary the honorarium to be paid to volunteer reviewers.

4. Arbitrate disputes arising from the review and endorsement-granting process.
B. The AECT Executive Director and AECT President shall:
   1. The Executive Director shall receive and respond to expressions of interest by sponsoring institutions.
   2. The President will appoint a board liaison to the review committee, the review committee chair, and members on receipt of a formal application for initial or renewal endorsement and monitor the committee’s work.
   3. Receive the review committee’s findings and recommendation, and respond accordingly.
   4. The Executive Director submits the final recommendation as communicated by the review committee chair to the Executive Committee for action.
   5. The President will refer disputes arising from the review and endorsement-granting process to the AECT Board of Directors.
   6. The Executive Director will notify the sponsoring institution regarding the disposition of its application and provide any documents required by this policy.

C. The review committee shall:
   1. Be guided by its appointed chair, who will facilitate communication and scheduling of review activities.
   2. Report, through its chair, to the Executive Director regarding all matters germane to the application review, including the need to gain additional information from the sponsoring institution.
   3. Bring to the attention of the President and Executive Director any dispute that cannot be resolved through the normal committee process.
   4. Provide to the President and Executive Director a written recommendation regarding approval or denial of endorsement, including accompanying documentation as required by this policy.
   5. Apply appropriate ethical and confidentiality to the review process.

Article X Review and Revision
This policy shall be subject to review and revision annually, or more often, as determined by the AECT Board of Directors.
ACADEMIC PROGRAM ENDORSEMENT POLICY
(continued)

Appendix A

Sample Academic Program Review Template

Evaluative Statements

Ratings for statements:  S-Satisfactory   M-Marginal*   U- Unsatisfactory*

1. The purposes of the academic program are clearly stated and aligned with 2012 AECT standards.
   a. The standards alignment to assessments is clearly articulated.
   b. The justification for the alignment is provided.
2. The purposes of the academic program are consistent with the purpose of the AECT endorsement program.
3. The prerequisites are appropriate to the academic program.
4. The program goals are comprehensive, appropriate, and clearly articulated.
5. The program goals, objectives, and target proficiencies are consistent with the purposes of the academic program and 2012 AECT standards.
6. Course requirements are consistent with the purposes, goals, objectives, and target competencies.
7. Individual courses provide appropriate scope and rigor for students to achieve the target competencies.
8. Instructional methods and materials are appropriate to the courses in which they are used.
9. Evidence that evaluation procedures are appropriate, consistent with the goals and objectives, and comprehensive at both the individual student level and at a programmatic level.
10. Evidence that the institutional approval process for the academic program demonstrates thoroughness and appropriate rigor.

Note: Standards alignment is expected to be in keeping with the type of academic program being reviewed. Endorsed degree programs must incorporate all standards but the target level of achievement may vary (i.e., a masters program may place more emphasis on creation, design, and/or management while a doctoral program focuses on conducting and applying research). To achieve endorsement, certificate programs may employ only some of the standards but the application should clearly indicate why other standard elements were not appropriate to the program purpose and goals. Every program must include an ethical component which is part of all the AECT standards elements.

*Explain in detail deficiencies noted in “marginal” or “unsatisfactory” items.
Appendix B

Guidelines for Using the AECT Endorsement of a Certificate Program

By endorsing an academic program, the Association for Educational Communications and Technology (AECT) grants to the sponsoring institution limited permission to use the name and logo of AECT solely in connection with the endorsed certificate program. The AECT endorsement is nonexclusive and may be granted to similar or competing programs.

The following guidelines apply:

A. In announcing or advertising the endorsed academic program, the sponsoring institution may use the phrase, “Endorsed by the Association for Educational Communications and Technology” or “Endorsed by AECT,” in its listing or description of the endorsed program.

B. The endorsement language above may be accompanied by use of the AECT logo, which will be provided by AECT, on request, as an electronic file (.jpg or .tiff). The logo may not be altered, except that (a) it may be used larger or smaller, consistent with the overall design of the information piece, and (b) it may be used in black-and-white, gray scale, or the colors provided by AECT. The logo must appear freestanding and may not be rendered transparent or semi-transparent or used over or under text or other image(s). Nor shall any background be allowed to obscure the logo image.

C. Neither the endorsement language nor the logo may be used in connection with any other program or course not specifically included in the endorsement, nor shall either be used in an ambiguous manner that might allow readers/viewers to conclude that the endorsement applies more broadly than intended. Endorsement is applicable to the entirety of the specific academic program endorsed, not to separate elements within the program.

D. Endorsement of an academic program is valid only for the five-year period stated in the endorsement notification. Use of endorsement language or the AECT logo beyond this period shall constitute grounds for legal action for infringement and misrepresentation.

E. Any valid endorsement may be renewed for one or more additional five-year periods, following an application process similar to the initial application and review, with the added requirement that the institution provide evidence of a program evaluation during the preceding five years. Renewal applications should be initiated at least six months prior to the end of the five-year endorsement period to ensure continuity.

F. Substantial alteration of the endorsed academic program, as determined by the AECT Executive Committee, will render the AECT endorsement invalid, in which case neither the endorsement language nor the AECT logo may continue to be used. A new application may be submitted for endorsement of the altered certificate program. If questionable circumstances arise, the AECT board may review an endorsed program to reconsider an endorsement.

G. Nothing in the endorsement notification or in these guidelines should be deemed as granting to the sponsoring institution any kind of license to AECT content, either expressed or implied, or to any intellectual content belonging to AECT members, divisions, or affiliates.
FIREARMS

Article I

Purposes
The purposes of this Firearm Policy are 1) to ensure the safety and security of AECT members, staff, and guests in any setting, event, or venue sponsored, supported, or sanctioned by AECT and 2) to provide guidance regarding the presence of firearms at such events. This policy outlines the Association’s stance regarding the presence of legal firearms and how Association personnel shall respond in the event that a firearm is observed at an AECT event.

Article II

Definition
Firearm shall be defined, in general, as any barreled weapon that launches one or more projectiles usually driven by explosive force. Examples include handguns (small arms), long guns, rifles, shotguns, and carbines of all types. This definition may be modified according to the legal definition applicable in the jurisdiction where the AECT event takes place.

Article III

Firearm Restrictions
Firearms are not permitted at AECT events. AECT events—such as conventions, conferences, workshops, and meetings—are private functions, limited to AECT members, guests, registered attendees, and Association and event staff.

AECT recognizes that in some jurisdictions firearms are legally permitted to be carried; however, the Association is within its right as a legal entity to limit the presence of firearms at AECT events. Persons lawfully permitted to possess a firearm may transport the firearm within the AECT event venue only for the purpose of storage and in so doing must ensure that the firearm is 1) unloaded, 2) secured in a locked container, and 3) securely stored in a vehicle or guest room outside the event space.

Law enforcement personnel and designated military personnel who are on duty and are required to carry firearms in the performance of their duties are exempt from these restrictions. Exemptions are not allowed for private persons, regardless of open- or concealed-carry laws in the jurisdiction where the AECT event is held.

Persons who fail to abide by these restrictions will be asked to leave the AECT event. Registered attendees at an AECT event who do not abide by this policy and consequently are not permitted to attend the event are not entitled to a refund of registration fees.

Article IV

Venue Agreements
AECT shall contract with event venues, such as convention centers and hotels, only on condition that such facilities have policies with firearm restrictions similar in scope and character to this policy. A copy of the facility’s firearm policy must be appended to any contractual agreement between the facility and AECT.

Review
The AECT Board of Directors shall periodically review this policy to ensure compliance with legal requirements in jurisdictions where AECT events are held.

Approved by the Board of Directors July 2014
STATEMENT ON INTELLECTUAL FREEDOM

The First Amendment to the Constitution of the United States is a cornerstone of our liberty, supporting our rights and responsibilities regarding free speech both written and oral. The Association for Educational Communications and Technology believes this same protection applies also to the use of sound and image in our society. Therefore, we affirm that:

1. Freedom of inquiry and access to information—regardless of the format or viewpoints of the presentation—is fundamental to the development of our society. These rights must not be denied or abridged because of age, sex, race, religion, national origins or social or political views.

2. Children have the right to freedom of inquiry and access to information; responsibility for abridgment of that right is solely between an individual child and the parent(s) of that child.

3. The need for information and the interests, growth, and enlightenment of the user should govern the selection and development of educational media—not the age, sex, race, nationality, politics, or religious doctrine of the author, producer, or publisher.

4. Attempts to restrict or deprive a learner's access to information representing a variety of viewpoints must be resisted as a threat to learning in a free and democratic society. Recognizing that within a pluralistic society efforts to censor may exist, such challenges should be met calmly with proper respect for the beliefs of the challengers. Further, since attempts to censor sound and image materials frequently arise out of misunderstanding of the rationale for using these formats, we shall attempt to help both user and censor to recognize the purpose and dynamics of communication in modern times regardless of the format.

5. The Association for Educational Communications and Technology is ready to cooperate with other persons or groups committed to resisting censorship or abridgment of free expression and free access to ideas and information.
FREEDOM TO VIEW

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles:

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to ensure the constitutional guarantee of freedom of expression.

2. It is in the public interest to provide for our audiences, films and other audiovisual materials that represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

3. It is our professional responsibility to resist the constraint of labeling or prejudging a film on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Freedom to View was drafted by the Educational Film Library Association's Freedom to View Committee. It was adopted by the AECT Board of Directors on December 1, 1979
HARASSMENT

Article I

Purpose
The purpose of this Harassment Policy is to provide guidance in the event that harassment is observed or reported. Harassment in any form will not be tolerated in any setting, event, or venue sponsored, supported, or sanctioned by AECT. This policy outlines how AECT shall 1) define harassment, 2) receive and review complaints of harassment, and 3) respond to verified instances of harassment. This policy is an articulation of the admonition in the AECT Code of Ethics that Association members “shall refrain from any behavior that would be judged to be discriminatory, harassing, insensitive, or offensive and, thus, is in conflict with valuing and promoting each individual’s integrity, rights, and opportunity within a diverse profession and society” (Section 1.9).

Article II

Definition
Harassment is a broad term that includes offensive, discriminatory, demeaning, or abusive verbal or written communication or other types of behavior, whether in real or virtual space, that are directed from one or more individuals toward another individual or group of individuals. Harassing behavior is intended to disturb or upset, is usually repetitive, and may draw unwanted attention to characteristics such as gender, age, sexual orientation, gender identity, gender expression, disability, physical appearance, body size, race, ethnicity, religion, or other factors. Harassment includes but is not limited to display of unauthorized sexual images in public spaces, deliberate intimidation, stalking or following, harassing photography or recording, sustained disruption of discussions or presentations, and unwelcome physical contact or sexual attention.

Article III

Receiving and Reviewing Complaints
AECT members who are being harassed or believe that they have been harassed should immediately report such behavior to an appropriate AECT official. The appropriate official in most instances will be an AECT staff member or an elected officer of the Association. For example, complaints of harassment at AECT events, such as the annual international convention or other physical gatherings, should be directed to any member of the Board of Directors in attendance. Complaints of harassment in electronic communications, such as in webinars or through email or texting, should be directed to the AECT Executive Director.

At AECT physical events, event security or local law enforcement may be involved as appropriate, based on the specific circumstances.

Complaints will be reviewed to determine whether immediate attention is required. Complaints of harassment normally will be verified through observation, witness statements, documentary evidence, or some combination of these sources, including reports from law enforcement in some instances. Subsequent to the immediate review and response, complaints may be referred to the AECT Board of Directors for further action.
HARASSMENT (continued)

Response

The immediate response, depending on the nature of the complaint of harassment, may range from 1) simply informing the harassing individual to cease any harassing behavior and to desist from future behavior of a similar or related nature to 2) ejecting the harassing individual from the AECT event, for example escorting the individual from the premises of a physical event or blocking online participation in an online event. Any immediate response by an AECT official must necessarily be consistent with any local law enforcement decision, should law enforcement be involved. Persons expelled for cause from AECT events shall not be entitled to a refund of any event fees.

The AECT Board of Directors shall review all complaints of harassment. If a complaint is deemed to be valid, then the harassing individual or group 1) may be banned from one or more, or all, future AECT events and 2) may, if the person is an AECT member, be expelled from membership for a specified period of time or permanently, at the discretion of the AECT Board of Directors. In no instance shall an expelled member be entitled to any refund of membership dues or other fees; and access to member benefits and services will be immediately discontinued.

Article V

Reconsideration

Persons sanctioned under this policy may appeal to the AECT Board of Directors for reconsideration. The Board may 1) decline to review the appeal, 2) reconsider a prior decision and either affirm or modify it, or 3) reinstate an expelled member. In any case, such reconsideration and any subsequent decision are solely within the discretion of the AECT Board of Directors.

Approved by the Board of Directors July 2014
AECT PARTNERS AND SPONSORS

AECT historically has nurtured a limited number of cooperative ventures with corporate entities and institutions of higher learning. Partners and sponsors have included publishers (Springer, Routledge), corporations (PacifiCorp, Uchida Yoko), and universities (Virginia Tech, Walden), as examples. Such ventures are an iteration of the AECT Strategic Plan to position AECT as an internationally recognized and valued association that is dynamic, sustainable, and responsive to change and has members who are actively engaged professionals and leaders in the field.

The line between partner and sponsor is not finely drawn. “Partnerships” tend to be broader in scope—general involvement or involvement in several activities—and usually extend over multiple years, whereas “sponsorships” tend to be more tightly focused, perhaps on only one or two activities, and may be of limited duration. Both partners and sponsors usually contribute monetarily to the association; however, the mutual benefits to the partner or the sponsor and AECT in terms of recognition and exposure are more important. Value over money is a guiding principle for AECT in the formation of partnership and sponsorship agreements. Thus the nature and specifics of each partnership or sponsorship is formed from the value outcomes that are anticipated and expected by both organizations.

Both partnerships and sponsorships find expression in various ways. For example, in consideration for certain services or contributions, a partnering entity might be provided with exposure at the annual international convention or in the pages of association journals. Each partnership is individually tailored to match the needs and desires of the corporation or university and AECT. In some instances, AECT may nurture a university partnership over a corporate partnership for certain reasons, whereas in other instances a corporate partnership might be viewed as more advantageous than a university partnership.

Approved by Board of Directors on December 16, 2015
CO-SPONSORING INTERNATIONAL RESEARCH SYMPOSIA

Article I

Purpose
The purpose of this policy is to define the role of the Association for Educational Communications and Technology (AECT) in international research symposia and to identify procedures intended to ensure productive relationships with sponsoring affiliate organizations and the maintenance of AECT’s identity and professional standards.

Article II

Background
Several research symposia have been held and more are being planned for locations outside the United States under the auspices of AECT affiliate organizations or other entities approved by the AECT Board of Directors. Interwoven in the fabric of the Association’s Strategic Plan are threads of global connectedness that foster knowledge growth, inter-collegial communication, and cross-cultural awareness and understanding of educational communications and technology for the Digital Age. International research symposia support these connections by transcending national boundaries, thereby increasing the worldwide scope and influence of AECT.

Article III

Leadership
AECT believes that international research symposia are valuable professional endeavors for the sponsoring affiliate organizations and the individual participants in each symposium as well as for AECT as a worldwide leader in the field of educational communications and technology. Consistent with this belief, therefore, AECT shall undertake the following proactive leadership initiatives with regard to such symposia:

1. Encourage the development of research symposia by affiliate organizations.
2. Collaborate with affiliate organizations in selecting research symposia topics, themes, and focus areas.
3. Advise on logistical matters, such as event scheduling and session planning.
4. Suggest research topics, whether syntheses of existing studies or original research, and advise on future research agendas.
5. Publicize international research symposia through the AECT collegial network.
6. Publish in English all symposia proceedings in digital form, freely available to AECT members.
Section VI

OTHER POLICIES

Updated December 2015

CO-SPONSORING INTERNATIONAL RESEARCH SYMPOSIA
(continued)

Article IV

Financial Considerations
AECT co-sponsored international research symposia shall be self-funded, largely through registration fees, although such income may be supplemented by funds from other sponsors with the approval of the AECT Board of Directors. Symposia are not intended to be an AECT budget item.

As a co-sponsor AECT shall own all intellectual content produced by the symposia, such as, but not limited to, video and audio captures, proceedings, and other intellectual contributions to the symposia in all forms. AECT shall be free to disseminate this content in a manner of its choosing.

Article V

Coordination
AECT shall delegate coordination of international research symposia initiatives to a team of individuals, known as the International Symposia Coordination Team (ISCT). The purposes of the ISCT are: 1) to standardize procedures regarding proposals for AECT co-sponsorship of international research symposia and 2) to serve as a point of contact with the AECT for the international planning group. Team members shall be appointed by the AECT President and shall serve for two years, and they may be reappointed. Team members should be chosen who represent the AECT leadership and who possess international connections, experience, and perspectives. The ISCT reports to the AECT President and the AECT Executive Director. Guidelines for the ISCT are included as Appendix A and may be revised to reflect accumulated experience with the international research symposia program.

Article VI

Review and Evaluation
As AECT gains experience with international research symposia, this policy shall be reviewed at regular intervals to determine whether and how AECT should move forward. In addition to the overall question of whether AECT involvement and leadership regarding such symposia have fulfilled the stated purposes, consideration shall be given to evaluating the leadership initiatives listed above.

For affiliate organizations that conduct an international research symposium, the affiliate’s evaluation of its symposium in conjunction with AECT’s evaluation of the association’s leadership involvement will help to support and guide future AECT and affiliate relationships. The AECT Board of Directors shall periodically review this policy to ensure compliance with legal requirements in jurisdictions where AECT co-sponsored events are held.
CO-SPONSORING INTERNATIONAL RESEARCH SYMPOSIA (continued)

APPENDIX A
Guidelines for the International Symposia Coordination Team (ISCT)
The ISCT shall function in three key areas: 1) proposal development, 2) communication, and 3) recordkeeping.

Proposal Development
The ISCT shall develop a template for proposals by international groups desiring to develop research symposia to be co-sponsored by AECT. A draft template shall be provided to the AECT Executive Director and must be approved by the AECT Executive Committee prior to implementation. This template shall:

- recognize that not all symposia are identical and therefore allow for flexibility within the general protocol;
- include AECT’s criteria for co-sponsoring research symposia, consistent with the Policy on Co-Sponsoring International Research Symposia;
- request from the submitting group such information that the ISCT believes to be necessary in order to recommend the proposal to the AECT Executive Committee for action; and
- include instructions regarding the proposal process and information about review and approval timelines.

When this template has been approved, it will be communicated to the AECT membership and such international affiliate organizations and other groups as deemed appropriate by the AECT Board of Directors. This template may be modified based on future experience, and such modification must be approved in the same manner as the original template.

The ISCT shall notify the AECT Executive Director whenever the team becomes aware that an international group is interested in making a symposium proposal. The ISCT is authorized to work with international research symposium planners as they develop their proposal.

Communication
In addition to communicating with the AECT Executive Director and the AECT Executive Committee regarding new proposals, the ISCT shall be responsible for developing a standardized format by which to share information about international research symposia with the AECT membership using the AECT website, email, and such other means as may be advisable, and to coordinate dissemination of information with the AECT office.

Recordkeeping
The ISCT shall maintain a current list of AECT co-sponsored international research symposia, including details of dates, places, calls for proposals, plans for publication of proceedings, contact information for primary international symposia planners (including any U.S.-based AECT members collaborating with the international group), and such other details that the ISCT deems appropriate to collect.

Revised by the AECT Board of Directors, November 20, 2015
Approved, December 16, 2015
COLLABORATIVE RESEARCH GRANT POLICY

Article I

Purpose
The purpose of the Collaborative Research Grant is to provide monetary support to enable association members to develop research project proposals that include active collaboration among researchers, research institutions, and AECT. This policy outlines how AECT shall receive and review grant applications and disperse awarded funds.

Article II

Definition
In the context of this policy Collaborative Research Grant refers to a monetary award, usually $2,500 but not more than $5,000, as funding support for the development of a research project proposal. The proposed research project must include active collaboration among three entities: 1) the researcher or research team, 2) the research institution, and 3) AECT.

Article III

Application and Review
Following are the guidelines for application and review:

A. Application. The researcher (or corresponding researcher in the case of a team) shall provide a letter of application that describes 1) the research project to be proposed, including a summary budget that indicates the scope of the project to be developed and the primary uses of future grant funds, and 2) a description of the roles of the research institution and the Association in the project. The letter of application also shall describe how funds provided by the Collaborative Research Grant will be used. Submitted letters of application will be considered following one of the two deadlines each year: March 1 and October 1.

B. Review. The AECT Executive Committee shall review the application 1) to assess the merits of the proposed research project, 2) to determine that the proposed budget is appropriate for the development of the planned research project proposal, and 3) to ensure that the research project to be proposed will be consistent with the mission, goals, and purposes of the Association. The committee shall determine whether to award a grant and, if a grant is awarded, in what amount and when the award will be made. In reviewing the application, the AECT President, on behalf of the committee, may request additional information from the applicant at any time. Questions from applicants about the review process will be directed to the AECT President.

Article IV

Notification
The AECT President shall notify applying researchers of the results of the review and respond to any questions regarding the committee’s decisions.

Article V

Accountability
Grant award funds shall be provided to the researchers—or to the research institution, if so designated—in two installments. One-half of the funds will be provided on notification of the award. The remaining half of the awarded funds will be provided when AECT receives notice from the researchers that the research project proposal, as outlined in the Collaborative Research Grant application, has been submitted to an appropriate funding entity.

Approved on December 14, 2011
AECT POLICY BRIEF GUIDELINES

Purpose

The first outcome of the AECT Strategic Plan is, “AECT is internationally recognized and valued by policy makers and stakeholders as experts in the improvement of teaching and learning.” AECT Policy Briefs are intended to help achieve this outcome by presenting authoritative information directly to policy makers and stakeholders, thereby increasing AECT’s visibility as an association that can be related to educational communications and technology.

Definition

A policy brief is a succinct document that presents information and, as relevant, advice on a specific policy-related topic or issue concerning teaching and learning. Two definitions of brief apply. The document should brief—that is, inform readers who are policy makers and stakeholders, such as legislators and officials in education departments at national and state levels, including non-U.S. policy makers as applicable. And the document should be brief—that is, short and focused—in order to be viewed as an efficient, easy-to-understand, relevant, and reliable information vehicle.

Policy briefs may present research findings, explore and discuss issues, distill lessons learned, or offer expert opinion or advice. Briefs are written using language suitable for non-specialist readers. Each brief is a stand-alone document, focused on a single issue or topic, and limited to approximately 1,500 words (2-4 pages).

Structure

Following are the five basic elements, in order, of an AECT Policy Brief:

Executive Summary. The initial element functions as an abstract, providing an overview of the brief. Busy readers may use this summary as a way of determining whether to read the full brief. Often the executive summary will be read in lieu of the expanded content.

Introduction. This section should define the topic and briefly explain its importance. It should set the stage for the discussion that follows.

Discussion. This is the heart of the policy brief, in which evidence and other information is presented to assist the reader to understand fully the topic at hand. The discussion should be focused and not overly technical. Pros and cons, benefits and opportunities should be highlighted.

Conclusion. This section summarizes the foregoing and draws the discussion to a close. In essence, this section answers the question, what does it all mean?

Implications and Recommendations. This section should state the policy ramifications and, if relevant, offer policy advice regarding the topic of the brief. Both implications and recommendations should flow from the preceding information.
AECT POLICY BRIEF GUIDELINES (continued)

**Authority**

AECT Policy Briefs are written on behalf of the association and must be authorized by the AECT Board of Directors. Policy briefs are intended to represent the official position of AECT. Policy briefs may be archived, modified, or deleted on the authority of the Board.

Policy Briefs that have been tentatively approved by the AECT Board of Directors are posted on the AECT website for a comment period of 30 days, during which time AECT members are invited to consider the brief and offer comments or suggestions related to the topic or treatment under consideration. Following the comment period, the Policy Brief may be revised and a final determination will be made regarding its dissemination.

**Policy Reports**

AECT Policy Briefs are intended to be stand-alone documents. In some cases, a brief may refer readers to additional resources that offer more detailed or extensive information. For topics and issues that are likely to persist over time, AECT may commission its own policy reports. These reports are likely to have multiple authors, discuss the issue at some length, and provide in-depth information. Such a report is not a substitute for a policy brief on a given issue referred to in the brief. The timing of the two documents is independent; however, not every brief merit’s a report. The desirability of commissioning a full-fledged policy report will be assessed on a case-by-case basis.
AECT POLICY BRIEF REVIEW PROCEDURES

Purpose
Consistent with the AECT Policy Brief Guidelines, following are review procedures for 1) choosing a topic for a policy brief and 2) reviewing a policy brief draft.

Basic Understandings
It is understood that AECT policy briefs are official statements by the association, rather than individual statements by the writers. As such, policy briefs will not display an author byline; however, some may include a list of contributors. With this in mind, multiple writers may be encouraged to draft policy briefs on the same topic, with the understanding that the briefs may be combined to produce a single, unified statement.

Choosing a Topic
Potential policy brief writers are encouraged to choose a topic and propose a treatment with the following five characteristics in mind:

Timing. Is the topic of current interest? Will such interest be sustained until the policy brief can be issued? Is the topic time-sensitive (i.e., is there a specific window of opportunity to make a meaningful statement)?

Significance. Is the topic important to professional interests represented within the AECT membership? Is the topic important within the larger context of teaching and learning?

Scope. Is the topic adequately situated so as to be neither too broad or general to be meaningful nor too narrow to be of interest to a significant body of readers?

Audience. Are opinion leaders and policy makers the audience for the policy brief, keeping in mind that policy briefs are intended to inform those outside the AECT membership with power and influence to affect programs and initiatives in teaching and learning.

Impact. Does a policy brief on the chosen topic have the potential to inform and influence policy makers and stakeholders? Is the policy brief likely to foster the outcome articulated in the AECT Strategic Plan, namely that AECT will be “internationally recognized and valued by policy makers and stakeholders as experts in the improvement of teaching and learning”?

Potential policy brief writers may propose topics of their choosing, based on personal interest and expertise consistent with the above characteristics. Appendix A also provides a list of possible topics.

A form is provided on the AECT website to facilitate the submission of proposed topics. Potential policy brief writers may use this proposal form but are not required to do so.
AECT POLICY BRIEF REVIEW PROCEDURES (continued)

Reviewing a Policy Brief Draft

When a writer or group of writers draft a policy brief for consideration as an official statement of AECT, the draft is reviewed. The characteristics listed in the preceding section form the initial criteria for this review: timing, significance, scope, audience, and impact. Added to these criteria are four additional factors:

*Purpose.* The policy brief has a clearly stated purpose, consistent with the chosen topic.

*Language.* Information is presented using language that is clear, direct, and easy to understand. Overly technical language and jargon are avoided. Standard English conventions are observed.

*Organization.* The brief is organized according to the five-section structure set forth in the AECT Policy Brief Guidelines. (References form a sixth section, if needed.)

*Support.* Information is appropriately cited and complete references are included as needed.

Appendix B provides a rating scale that incorporates all nine factors.

A draft may be rated 1) Accepted requiring no or minor editing), 2) Provisionally accepted (pending editing or revision), 3) Rejected (major errors or omissions). In the case of multiple drafts on a single topic, the drafts may be assigned to an editor to combine into a single, unified policy brief.

Authorization

AECT Policy Briefs are written on behalf of the association and must be authorized by the AECT Board of Directors. Policy briefs are intended to represent the official position of AECT. Policy briefs may be archived, modified, or deleted on the authority of the Board.

Policy Briefs that have been tentatively approved by the AECT Board of Directors are posted on the AECT website for a comment period of 30 days, during which time AECT members are invited to consider the brief and offer comments or suggestions related to the topic or treatment under consideration. Following the comment period, the Policy Brief may be revised and a final determination will be made regarding its dissemination.
Appendix A
Possible AECT Policy Brief Topics

Net Neutrality: The Key Issues
Internet Accessibility: Who Gets It? Who Doesn’t?
Safeguarding Digital Privacy and Security
Big Data Pros and Cons
Corporate Interests and the Common Good
Ethics of Open Source and Pay-to-Publish
Transparency and Public Education/Technology Policy
Government Roles in Educational Technology
Communications Technology and Public Understanding of Education Issues
Digital Divides and Technological Segregation
Helping Students of All Ages Become Internet Savvy
Role of Libraries and Librarians in the Digital Age
Accreditation and Newly Emerging Forms of Distance Education
Access to Technology as a Component of Access to Education
Educational Technology and Diversity
Global Issues in Higher Education for the Digital Age
“Campus” as Non-Geographic Construct
Standards and Practices for Educational Technology in Military Settings
Can Educational Technology Bring Down the High Cost of College?
Renewal of the Higher Education Act
Educational Communications and the Development of the Education Workforce
Quality Assurance in Non-Institutional Education Settings
Digital Age Education and the Academic Bill of Rights
The Changing Face of Education Research
Collective Bargaining: What Issues Touch on Educational Communications and Technology?
Copyright, Distance Education, and Intellectual Property
Ethical Evaluation of… (Students, Teachers, Faculty, Administrators, etc.)
Technology-Mediated Mass Standardized Testing: Pros and Cons
Sexual Diversity and Gender Identity in Educational Settings: K-12 and Higher Education

Approved by the Board of Directors on November 14, 2014
## AECT POLICY BRIEF REVIEW PROCEDURES (continued)

### Appendix B

**Policy Draft Rating Scale**

<table>
<thead>
<tr>
<th>CHARACTERISTIC</th>
<th>1 POOR</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5 EXCELLENT</th>
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</thead>
<tbody>
<tr>
<td><strong>Timing.</strong> Is the timing appropriate for this policy brief?</td>
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<tr>
<td><strong>Significance.</strong> Is the topic important to professional interests within AECT?</td>
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<tr>
<td><strong>Scope.</strong> Is the topic situated appropriately, neither too general nor too narrow?</td>
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<tr>
<td><strong>Audience.</strong> Are the intended readers opinion leaders and policy makers?</td>
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<tr>
<td><strong>Impact.</strong> Will this topic foster AECT’s standing as internationally recognized and valued for expertise?</td>
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<tr>
<td><strong>Purpose.</strong> Is the purpose clearly stated and consistent with the topic?</td>
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<tr>
<td><strong>Language.</strong> Is the language clear, direct, and easy to understand?</td>
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</tr>
<tr>
<td><strong>Organization.</strong> Is the required five-section organization correctly used?</td>
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</tr>
<tr>
<td><strong>Support.</strong> Is information correctly cited and are references provided?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Recommendation:

- _____ Accept (no or minor editing)
- _____ Accept (pending editing or revision)
- _____ Reject

*Approved November 14, 2014*
PRIVACY POLICY

AECT understands and is aware how important privacy is to our members. The Board of Directors is committed to protecting its members’ privacy and wants to make sure that members understand how membership information is used. The Board also wants members to be aware of choices about how information is used.

When a person applies for membership, basic information needed for mailing is collected. E-mail address, telephone and fax numbers are also sought as a more cost-effective way to communicate with AECT members. As the staff improves the membership database, these methods of communication will be used more often.

The Association does share membership mailing information with selected companies whose products and services may be of interest to members. As a matter of policy, the e-mail, telephone and fax numbers are not included in the information provided to the selected companies. The Association requires those purchasing the membership database list to submit a copy of the material for approval. The Association monitors the mailing information by seeding the list with staff names and addresses.

The Board of Directors respects member choices. If a member does not want to share mailing information, the member may contact the staff to request removal from mailing lists sold to selected companies.
POLICY ON REQUESTING AECT MEMBER PARTICIPATION IN RESEARCH STUDIES

From time to time, AECT receives formal requests for email or mailing lists for the purpose of soliciting AECT members to participate in surveys and other studies. In some cases, these requests ask AECT Headquarters to help draw random or purposeful samples. Additionally, the requested sample sometimes seems best derived from the total membership and other times might best be drawn from a division or cluster of divisions.

As an international organization, AECT is an active supporter of research and wishes to facilitate research studies and sharing of results that may benefit the field. At the same time, AECT is responsible for assuring that its members receive no more requests for participation than are reasonable and that such participation requests are appropriate. AECT also has the responsibility of assuring its membership rolls are properly protected.

In order to help identify whether a request for a sample is appropriate for member participation and to facilitate deriving the proper sample, those requesting samples should provide the following information as part of their requests:

1. The title of the study for which a sample is requested.
2. The name, affiliation, title, and contact information of the requesting person or organization.
3. Whether the requester is a member of AECT, and if so, any divisions with which affiliated.
4. The size and nature of the requested sample.
5. Why AECT member participation is appropriate.
6. Specifics on those for whom participation might be most appropriate (for instance, age, gender, race, rank, experience, content area, type of employment, etc.)
7. Why the study is important to the field and why its results would be of interest/benefit to AECT members.
8. A description of how the results are to be used.
9. The name, affiliation, title, and contact information for advisors, chairs, or other supervisors involved.
10. An assurance statement that confirms the researcher(s) involved will not share participant data or participant addresses or emails, that contact information for participants will be retained under lock and key, and that such contact information will be destroyed upon completion of the research.
POLICY ON REQUESTING AECT MEMBER PARTICIPATION IN RESEARCH STUDIES (continued)

Upon receipt of such a request, the Executive Committee of the AECT Board will discuss the merits of the research and decide whether AECT should facilitate member participation in the proposed research. If participation does seem appropriate, the Executive Committee—in consultation with division officers and headquarters staff—will decide whether sampling is most reasonable at the organizational level or the divisional level, or some other level (for example, Special Interest Forum, Task Force, or Work Group). If the Exec feels the request needs modification before AECT can facilitate participation or if AECT needs further information (such as confirmation by the requester’s affiliated organization), the requester may be asked to make such modifications or supply such additional information prior to approval.

Once AECT agrees to supply a sample list, the researcher needs to file the following materials with AECT Headquarters prior to release of the member-sampling list to the researcher:

11. A copy of approval by appropriate certifying panels or committees (such as Human Subjects Review or Institutional Research Boards), when such panels or committees have authority over the research.

12. Copies of all instruments to be used with AECT members.

Approved by Board December 4, 2004
SOCIAL MEDIA POLICY

Article I

Intent
The intent of this Social Media Policy is to identify the purposes for using social media in support of AECT’s strategic communications goals and to provide guidelines outlining how social media may be used. A list of social media covered by this policy is contained in Appendix A, which will be updated as AECT changes social media over time.

Article II

Definitions
In the context of this policy:

A. *Content owner* refers to the individual or entity responsible for creating content or which holds copyright to content or manages proprietary content on behalf of the copyright owner. AECT is, in general, the content owner for AECT-originated content and, acting on behalf of copyright holders (such as publications authors or publishers), manages proprietary content. This role may be held concurrently with the moderator role.

B. *Moderator* refers to the individual(s) responsible to AECT for maintaining, monitoring, and moderating a social media platform, as assigned by the content owner. The moderator typically posts content or monitors the postings of others, such as comments by internal (i.e., member, staff) and external users, including deleting posts and comments that do not meet the criteria set forth in this policy. This role may be held concurrently with the content owner role.

C. *Social media platform* refers to technology tools and online spaces for integrating and sharing AECT-generated and user-generated content in order to engage constituencies and allow them to participate in the AECT community. A list of current platforms is maintained as Appendix A.

Article III

Purposes
AECT uses social media for three purposes:

A. *To convey information.* AECT uses identified social media platforms (see Appendix A) to post information about, for example, new publications, such as the latest issue of a journal, or upcoming events, such as the international convention. Social media informational content is reproduced, adapted, or condensed from content available on the AECT homepage, to which such social media content should be electronically linked. The implicit purpose of this linkage is to move readers to the homepage, which functions as AECT’s virtual home office.
SOCIAL MEDIA POLICY (continued)

B. *To enhance membership value.* Multiple forms of communication help to ensure that all members—regardless of physical location, division, committee, or affiliation—are fully informed of significant information emerging from their association. Social media are intended to enhance member connectivity to the association and thus be perceived to add value to membership, which assists in both retention and recruitment of members.

C. *To increase member networking.* AECT supports the use of social media to enhance interconnectivity among users—that is, the ability of members to share information with one another. Social media icons on AECT’s homepage link to social media platforms that allow users to share information.

Article IV

*Representation*

Representation of AECT through online social media platforms shall be initiated and authorized only by the board of directors or, as delegated, by the executive director or another designee.

A. Official AECT sites or pages may not appear on any social media platform unless developed or authorized by the AECT board or its designee(s). Any sites or pages existing without prior authorization as required above will be subject to review when discovered and may be amended or removed.

B. AECT official sites on social media platforms may have pages or content areas that are assigned to departments, divisions, committee, affiliates, or other entities. These policies apply to such pages.

Article V

*Responsibilities of Content Owners*

Content Owners, as identified by AECT, are responsible for posting and using content and maintaining compliance with federal, state, and local laws and with AECT’s Conflict of Interest Policy, Code of Professional Ethics, and other relevant policies. Further responsibilities include:

A. Ensuring that information is current and accurate.

B. Engaging in communications that are acceptable in the AECT workplace and respect individual privacy.

C. Maintaining the security of proprietary (i.e., financial, intellectual) property and similar sensitive or private content.

D. Obtaining the expressed consent of all involved parties for the rights to distribution or publication of recordings, photos, images, video, text, slideshow presentations, artwork, advertisements, and similar content, regardless whether those rights are purchased or obtained without compensation.
SOCIAL MEDIA POLICY (continued)

Article VI

Responsibilities of Moderators
Moderators, as identified by AECT, are, like content owners, responsible for posting and using content and maintaining compliance with federal, state, and local laws and with AECT’s Conflict of Interest Policy, Code of Professional Ethics, and other relevant policies. Their responsibilities are the same as those identified above for content owners with one addition: Moderators are responsible for monitoring postings and comments to social media platforms, as applicable and deleting postings that do not adhere to AECT policies.

Article VII

Responsibilities of AECT Member Users
Members who use social media platforms to share information and ideas related to AECT must ensure that all content associated with them is consistent with their abilities and AECT’s mission and complies with federal, state, and local laws and with AECT’s Conflict of Interest Policy, Code of Professional Ethics, and other relevant policies.

A. Member users of social media platforms must assume responsibility for content they create and share. Identification as an AECT member in any posting carries implicit responsibility for representing AECT positions and information in a professional manner and distinguishing between AECT positions and personal opinion.

B. Members may not post anonymously or use a pseudonym when individually (i.e., not acting on behalf of the association) posting or responding to AECT content.

C. Members’ use of social media platforms will not be exclusively AECT-related; however, members are expected to keep separate the professional from the personal and private.

D. Members have access to proprietary information and must maintain confidentiality regarding internal documents and may not publish proprietary content, such as copyrighted materials.

E. Member users who violate this policy or the Code of Professional Ethics in their use of social media platforms shall be subject to censure, suspension, or expulsion in accordance with the AECT Bylaws.

Article VIII

Review and Revision
This policy shall be subject to review and revision annually, or more often, as determined by the board of directors.
SOCIAL MEDIA POLICY (continued)

Appendix A
AECT Social Media Platforms and Approved Sites

[EDITOR’S NOTE: This appendix is intended to list specific AECT-approved sites under each type of social media platform. At this time, there are numerous AECT-related sites on each type of platform. Staff and board need to review existing sites and determine which to approve, bearing in mind that “content owner” does not need to be designated as the association but may be a subset of the association, such as a division or affiliate.]

BlogSpot
[Mike Spector’s Blog (formerly the AECT President’s Blog, 2009-2010) resides at http://aect-president-2009-2010.blogspot.com/ on this platform. There are other blog platforms that might be used for AECT content, such as Blogger and WordPress.]

Facebook
[At present several AECT Facebook pages exist, including a general association page, division pages, and chapter or affiliate pages.]

Flickr
[Several sets of photographs from AECT events can be found on Flickr, but whether they are official AECT posts is unclear.]

LinkedIn
[At present a specific platform is located at http://www.linkedin.com/groups?home=&gid=55502.]

Twitter
[More than one AECT Twitter account exists, including one linked to aectnow.org.]

YouTube
[Several videos have been posted by AECT-related entities, but they are not official AECT posts.]

Approved on September 21, 2011
AECT ACTIVITY TIMELINE

To facilitate communication and avoid last minute difficulties, AECT officers have developed a timeline, which provides for a coordinated sequence of events and a sharing of knowledge among Association constituencies. The timeline is intended to contribute to the smoother operation of all Association programs and is considered a working document, as program needs and direction are continually changing. Individuals involved in AECT governance activities are encouraged to suggest additions, changes, and corrections to the timeline. This timeline is coordinated to the regular term of officers (i.e. convention to convention).

Highlighted Items take place in the year prior to the year of the Convention being planned

<table>
<thead>
<tr>
<th>DATES</th>
<th>ACTIVITY</th>
<th>RESPONSIBLE PARTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>During AECT Annual</td>
<td>New division and AECT officers, board members and new coordinators take</td>
<td>National Nominating Committee, Division</td>
</tr>
<tr>
<td>Convention</td>
<td>office.</td>
<td>Presidents</td>
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<tr>
<td>December</td>
<td>Chair of National Nominating Committee begins soliciting nominations for</td>
<td>National Nominating Committee, Division</td>
</tr>
<tr>
<td></td>
<td>Association officer and other board positions for the following year.</td>
<td>Presidents</td>
</tr>
<tr>
<td></td>
<td>Divisions solicit nominations for required elections.</td>
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</tr>
<tr>
<td>12/1</td>
<td>Initial solicitation for program proposals for AECT annual convention.</td>
<td>Convention Program Planning Committee Chair</td>
</tr>
<tr>
<td>12/1</td>
<td>Deadline for the biographical data and position statements of the</td>
<td>Executive Director/ Director of Electronic Services</td>
</tr>
<tr>
<td></td>
<td>candidates for AECT’s elected positions.</td>
<td></td>
</tr>
<tr>
<td>12/15</td>
<td>Deadline for the biographical data and position statements of the</td>
<td>Division Nominating Committees</td>
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<tr>
<td></td>
<td>candidates for AECT’s division elections.</td>
<td></td>
</tr>
<tr>
<td>First Business Day</td>
<td>Ballot for Association and division elections goes on-line. Balloting</td>
<td>National Headquarters Office</td>
</tr>
<tr>
<td>of January</td>
<td>closes 45 days after ballot is opened.</td>
<td></td>
</tr>
<tr>
<td>2/15</td>
<td>Winners of national and division elections notified.</td>
<td>Executive Director/ AECT President</td>
</tr>
<tr>
<td>March – June</td>
<td>Chair of Awards Committee solicits nomination for AECT awards,</td>
<td>Awards Committee Chair</td>
</tr>
<tr>
<td></td>
<td>scholarships, and internships.</td>
<td></td>
</tr>
<tr>
<td>DATES</td>
<td>ACTIVITY</td>
<td>RESPONSIBLE PARTY</td>
</tr>
<tr>
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<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>First Business Day</td>
<td>Program proposers notified of selection, asked to confirm participation.</td>
<td>Program Planners and National Headquarters Office</td>
</tr>
<tr>
<td>of May</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>AECT Executive Director and office staff prepares budget proposal(s) for AECT Executive Committee.</td>
<td>National Headquarters Office</td>
</tr>
<tr>
<td>6/1</td>
<td>Mid-Year Reports from Divisions and Committees</td>
<td>AECT President/Executive Director</td>
</tr>
<tr>
<td>6/15</td>
<td>Executive Committee reviews draft budget and instructs AECT National Headquarters Office staff on revisions.</td>
<td>AECT President</td>
</tr>
<tr>
<td>June/July</td>
<td>Professional Development Seminar (odd numbered years)</td>
<td>Professional Development/Research Symposium Committees</td>
</tr>
<tr>
<td></td>
<td>Research Symposium (even numbered years)</td>
<td></td>
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<td></td>
<td>Leadership Workshops (as announced and scheduled)</td>
<td></td>
</tr>
<tr>
<td>7/1</td>
<td>Fiscal year begins.</td>
<td></td>
</tr>
<tr>
<td>July 15 – August 20</td>
<td>AECT Board of Directors meets (generally at the AECT Summer Leadership Conference).</td>
<td>AECT President</td>
</tr>
<tr>
<td>9/1</td>
<td>Program presenters registration deadline</td>
<td>National Headquarters Office</td>
</tr>
<tr>
<td>9/1</td>
<td>Notification of AECT, ECT, and Division award, scholarship and internship winners.</td>
<td>Awards Committee, Leadership Development Committee, ECT Foundation</td>
</tr>
<tr>
<td>10/1</td>
<td>National Nominating Committee appointed for the election process (committee members recommended by Past President)</td>
<td>Past President</td>
</tr>
<tr>
<td>10/15</td>
<td>Fall/End of year Division reports</td>
<td></td>
</tr>
</tbody>
</table>
## AECT ACTIVITY TIMELINE (continued)

<table>
<thead>
<tr>
<th>DATES</th>
<th>ACTIVITY</th>
<th>RESPONSIBLE PARTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct/Nov at Convention</td>
<td>President turns over committee liaison and coordinator appointments to President-Elect</td>
<td>AECT President</td>
</tr>
<tr>
<td>Oct/Nov at Convention</td>
<td>AECT annual convention, including board of Directors and Division board of directors meetings. New division and AECT officers, board members and new coordinators take office during convention</td>
<td></td>
</tr>
<tr>
<td>11/15</td>
<td>Deadline for nominations for all Association Division elected positions.</td>
<td>Division Nominating Committee</td>
</tr>
<tr>
<td>11/15</td>
<td>Slate for Division elections finalized.</td>
<td>Division Nominating Committee</td>
</tr>
<tr>
<td>12/1</td>
<td>AECT Committee assignments completed</td>
<td>President-Elect</td>
</tr>
<tr>
<td>Weekly</td>
<td>Executive Committee Conference call</td>
<td>Executive Committee</td>
</tr>
<tr>
<td>Monthly</td>
<td>AECT Board Meetings (conference call or Face to face)</td>
<td>AECT President</td>
</tr>
</tbody>
</table>
AFFILIATE-SPONSORED CONVENTION INTERN POLICY

Article I

Intent
The intent of this Affiliate-Sponsored Convention Intern Policy is to convey guidelines for the appointment of interns who participate in the AECT International Convention and who are sponsored by AECT affiliate organizations. These guidelines also address the assignments, activities, and responsibilities of such interns. Affiliate-sponsored intern appointments are made at the discretion of AECT, as determined by the AECT Executive Committee, and may be limited in number.

Article II

Definitions
In the context of this policy:

A. Affiliate refers to an identified AECT affiliate organization as defined in Section 15 of the Bylaws.

B. Intern refers to an individual selected by the sponsoring affiliate organization and approved by the AECT Executive Director. The intern is responsible to AECT for designated assignments, activities, and responsibilities in connection with the annual AECT International Convention.

Article III

Purpose
The purpose of providing opportunities for affiliate-sponsored interns to participate in the AECT International Convention are 1) to identify individuals with significant potential to provide leadership for AECT, their affiliate organization, and in the broader field of educational communications and technology and 2) to provide opportunities for such individuals to gain valuable leadership experience through active involvement in the convention.

Article IV

Responsibilities
The sponsoring affiliate organization, the intern, and AECT share responsibility for successful participation of the intern in the AECT International Convention.

A. The sponsoring affiliate organization shall be responsible for:
   1. Selecting an intern based on scholarly and leadership potential who is a graduate student or an early career professional (up to five years experience);
   2. Identifying, in cooperation with AECT International Convention organizers, assignments, activities, and responsibilities for the intern, consistent with the parameters in paragraph B below;
   3. Providing for the intern’s expenses connected with participation in the convention, including but not limited to transportation, meals, lodging, and convention registration; and
AFFILIATE-SPONSORED CONVENTION INTERN POLICY
(continued)

4. Paying the intern a stipend, the amount to be set on advice and approval from the
   AECT Executive Director.

B. The selected intern shall be responsible for:
   1. Participating fully in a coordinated program of activities related to the AECT
      International Convention, which may include the following: a leadership
      development workshop, a seminar with AECT or affiliate organization leaders,
      and one or more governance events;
   2. Facilitating one or more concurrent sessions at the convention;
   3. Performing hands-on tasks (approximately 20 hours) that provide behind-the-
      scenes support and insights regarding convention operations; and
   4. Undertaking follow-up activities, such as AECT or affiliate organization
      committee work, in the year following internship at the AECT International
      Convention.

C. AECT shall be responsible for:
   1. Coordinating meaningful convention-related activities that will enhance the
      intern’s experience and understanding of leadership within the association and the
      profession;
   2. Monitoring and providing feedback to the intern and the sponsoring affiliate
      organization regarding the intern’s activities; and
   3. Advising the intern and the sponsoring affiliate organization of potential follow-
      up opportunities during the year following the AECT International Convention in
      which the intern participates.

Article V

Selection and Approval
Affiliate organizations shall establish their own selection protocols for sponsored interns,
consistent with this policy.

The sponsoring affiliate organization shall submit to the AECT office the name, vita, and other
pertinent information concerning the proposed intern no later than June 30 of the year in which
the intern is to participate in the AECT International Convention.

AECT, through the Executive Director or a designee, will inform the AECT, through the Executive
Director or a designee, will inform the affiliate organization of the decision to approve the intern
for participation in the convention by July 15 following receipt of the affiliate organization’s
proposal. In the event that a proposed intern cannot be approved, AECT shall inform the
sponsoring affiliate organization accordingly and provide the reason for not approving the
proposal.

Article VI

Review and Revision
This policy shall be subject to review and revision annually, or as determined by the AECT
Board of Directors.

Approved by the Board of Directors on June 14, 2013
CONVENTION FUNDING

Funding of convention activities comes from two sources:

1. convention registration, and

2. special fee (self-sustaining) events, such as workshops, special meals, study tours, and displays.

Complimentary Registration

Complimentary registration, expenses, or honoraria cannot be offered to convention speakers who are members of AECT except as part of approved workshop costs. Participation in the convention is a professional activity and a visible gesture of support by the member for his or her association and field. Divisions and Affiliated Organizations may elect to reimburse nonmember speakers for their registration, travel, lodging, or other expenses, or pay these speakers honoraria, but such reimbursement must come from that group's own financial resources.

Except for special fee events, such as workshops and special meals, no Division or Affiliated Organization may levy an additional fee for any session, although the Board may agree to make exceptions to this policy.
SELECTION OF CONVENTION SITE AND DATES

The AECT annual convention is scheduled by the AECT Board with advice from the National Headquarters Office staff. Convention site selection should consider the following factors:

1. Adequate hotel accommodations for sleeping rooms.

2. Adequate meeting rooms.

3. Adequate national and local transportation to the site.

4. Potential for satisfactory financial contracts.

5. Resources necessary for conducting the convention.

6. Appropriateness of the site to AECT’s membership including reasonable accessibility for special needs participants.
DISTRIBUTION OF CONVENTION RESPONSIBILITIES

Convention Program Planning Committee

The Committee is an advisory body to the person who will be AECT President at the time of its convention. The Committee has responsibility for recommending a theme for the convention. It also recommends improvements for future conventions.

Division/Affiliated Organization Program Planning Committee

The Divisions and Affiliated Organizations, through their Presidents-Elect or other designated program-planning chairperson, are responsible for developing specific concurrent sessions for each convention. The content of at least one of these programs must relate to the theme of the convention, with emphasis on the special concerns of that Division or Affiliated Organization. Other programs may be developed that are topically oriented to general participant interest. Such programs must incorporate content appropriate to different levels of expertise in their interest areas.

Specific responsibilities of the Divisions and Affiliated Organizations are as follows:

1. Deciding the topics for each concurrent session they will sponsor.

2. Working cooperatively with other Divisions and Affiliated Organizations to eliminate duplications and develop joint sessions.

3. Working cooperatively with other Divisions, Affiliated Organizations, and the national office staff to assign specific sessions to the available time slots. Sessions are to be allocated approximately according to the following formula: 50 percent of the sessions will be sponsored by the Divisions and Affiliated Organizations, using a 5:2 ratio of Division or Affiliated Organization sessions; 25 percent of the sessions will be sponsored jointly by two or more constituent groups; and 25 percent of the sessions will be allocated at the discretion of the Convention Program Planning Committee. The Convention Program Planning Committee also has authority to reallocate, at its discretion, any abandoned time slot.

4. Corresponding with session speakers, including notifying all session participants that their proposal has been accepted, and informing the participants of the date and time of their sessions.

5. Using the uniform call-for-proposals form published that year by the national office. Divisions and Affiliated Organizations may request that proposals for their consideration append additional information, but may not use a different form.

6. Providing the national office with all pertinent information about the concurrent sessions by the deadlines given. This includes names and addresses of all accepted participants, titles of sessions, equipment requirements, and any other information requested. Failure
to provide this information by the deadlines given can result in noninclusion of the session in the printed program, inability to provide necessary equipment, irreconcilable conflicts in the speaker's schedule, or termination of that session.

AECT National Office

The national office is responsible for the overall planning and implementation of the convention. Specific responsibilities of the national office are as follows:

1. Handling all arrangements for acquiring equipment used to support the professional program.

2. Determining the distribution of time blocks during the convention for concurrent sessions, workshops, general sessions, meetings, and social events.

3. Determining, in coordination with the Board, the number of time slots available to each Division and Affiliated Organization.

4. Developing and publishing the printed convention program, including a supplement if there are substantial changes in times, locations, dates, or general content of sessions.

5. Handling all arrangements for registration, including collection of fees for workshops, special meals, study tours, and other special events.

6. Handling all contractual arrangements for hotel space, meal functions, shuttle buses if needed, airline discounts, and the like. Divisions and Affiliated Organizations planning special events away from the headquarters hotel are responsible for matching their own contractual arrangements, in coordination with the national office.

7. Setting workshop fees and giving prior approval to workshop expenditures.
PROPOSAL SUBMISSION GUIDELINES:
CREATING STRONG AECT CONVENTION PROPOSALS

Many organizations’ annual conventions are highly competitive and one needs to submit a strong proposal in order to get onto the program. In recent years, AECT has accepted an average of a little over 58% of proposals across all divisions. Some divisions, however, have accepted as few as 42% of submitted proposals. And these two figures include all types of presentations: workshops, posters, roundtables, symposia, and concurrent sessions.

So it clearly helps to submit a strong proposal. But what makes a strong proposal? That is, what appeals to reviewers and program planners? What are they looking for and how can your proposal provide what they seek?

This guide is intended to help you prepare the strongest proposal you can. It is organized around a series of principles and each principle is followed by tips. It talks about both style and substance, including how to make your proposal more visually appealing. While some of these tips will require a little bit of technical know-how (like how to insert HTML codes in the online proposal submission form), most tips are ones you can implement with little additional effort.

Principle 1: A strong proposal is one that matches the Call for Proposals and is well matched to program initiatives and themes.

The best place to start is with the Call for Proposals for the convention. This is located on the AECT Web site and is reached through a link from the main page (www.aect.org). You should read it, noting the stated theme (Strengthening Connections for Dallas 2006) and any identified sub-themes. (Dallas has four sub-themes.) Look also for any special calls. That is, special program initiatives that the program planners for that year’s convention have put in place. For example, for Dallas 2006, there are two SteP (Special Technology-enhanced Proposal) initiatives listed and there is also a Call for Featured Research Proposals. Read through these calls as well. Make sure you understand what they are soliciting and think about how what you want to present at the convention fits into one of these themes or initiatives. Contrast this with simply writing a proposal that talks about what you want to present without any effort to match the themes and initiatives.

Principle 2: Proposals that comply with the stated submission requirements are much more likely to be accepted.

Read over the submission procedures. Note in particularly the length limitations. Even if the online submission boxes allow you to go beyond the stated word count, don’t. Why not? Well, most reviewers will read somewhere between 4 and 10 proposals. In addition, the program planner for a division is likely to read all proposals submitted to that division. Both reviewers and program planners come to have a kind of internal sensor that can detect when a proposal is over the word count. Given that most of them are themselves submitters of proposals, they are unlikely to take well to someone who ignores the guidelines. Suppose they worked to stay within those guidelines and you did not. Are they likely to think better of your proposal or worse? In addition, a better-edited proposal is likely to be a better proposal anyway. Supposedly, Thomas Jefferson said, “If I had more time, I’d write you a shorter letter.” So, take the time to edit.
PROPOSAL SUBMISSION GUIDELINES:  
CREATING STRONG AECT CONVENTION PROPOSALS (continued)

Principle 3: Reviewers tend to infer that the properties of the proposal will be the properties of the presenter or presentation.

If your proposal has lots of typos and looks thrown together, reviewers will likely assume you won’t take care with your presentation and are someone who doesn’t pay attention to details and is less professional. If your proposal has a dry and boring style, they will likely assume you are dry and boring. If your proposal is poorly organized, they may well assume you will be poorly organized as a presenter. If your proposal has many English expression or grammar problems, they may assume you will not speak well or may not be able to present well in English. Reviewers don’t want careless, boring, poorly organized presenters who cannot express themselves well in English. So, a proposal that has these faults is unlikely to make the program.

Clearly, this means you need to make sure your proposal presents you as someone with desirable characteristics for a presenter. The next four principles look at how you may assure that.

Principle 4: A strong proposal has few errors and looks polished and professional.

If you type your proposal directly into the online boxes, the online system will not do spell-check or grammar-check. What you may want to do is to create your proposal first in a word processor. Microsoft Word, for example, will highlight misspelled words and possible grammar errors, helping you catch them. In addition, you can highlight your proposal and then use the Word Count tool under the Tools pull-down menu to find out exactly how many words you have used (and make sure you do not exceed the word limit specified by the guidelines). If you have trouble spotting errors that spell-check and grammar-check don’t catch (like using “their” when you mean “there,” or omitting words), consider having someone proofread your word-processed document. Often you can make a deal to have a friend who reads carefully do this for some negotiated quantity of adult beverages. Once you know your proposal is free from typos and other problems, highlight it again, copy it, and then paste it into the online submission form.

Now, visual appeal should take a back seat to content in reviewing, but reviewers are humans. Humans appreciate good layout. It makes a proposal easier to read. In a subtle way, this may influence reviewer perceptions of the quality of a proposal. Unfortunately, our current online submission form does not allow you to paste a word-processed document into the form and retain its character formatting (font, type size, bold, italics, underline). It does retain carriage returns and skipped lines, however.

Given that you know reviewers read the proposals online, you could use what we know about readability of on-screen text to make your proposal easier to read: Headers that stand out from the text can help readers. (This could mean using all-caps when you cannot use bold.) Shorter paragraphs are easier to read than longer ones. Skipped lines between paragraphs make the text easier to read. Using indents at the start of paragraphs actually makes it harder to read on-screen text. And it is more difficult to read more than a few words written in all caps than to read the same text in standard sentence form with caps only at the start of the sentence and for proper names.
PROPOSAL SUBMISSION GUIDELINES:
CREATING STRONG AECT CONVENTION PROPOSALS (continued)

So, if you obeyed these rules, you would likely use short all-caps headers to indicate section headings and would use short paragraphs (likely two to four sentences in length). You would skip lines between paragraphs in your proposal and would not indent paragraphs. You would avoid all-caps in general. You could, of course use the asterisk (*) to indicate an important word that normally would be bolded or italicized in settings where character formatting was available. (This means if we wished to emphasize the word “important” in the previous sentence, we would have written that section of the sentence as, “…to indicate an *important* word that normally…”)

Given what you know about overuse of character highlighting, however, you would use very few such asterisked words in your proposal.

If you know how to use HTML tags, however, you can control the layout of your proposal even more than this. By embedding HTML tags in your proposal, you can put your headings in bold, control the line spacing, and can use all kinds of character-highlighting techniques and font sizes. If you do not know how to use HTML tags, your proposal is *not* the place to experiment, however. Confirm that your HTML tags are the proper ones before you submit your proposal (possibly through previewing your text as a Web page). If you want a list of HTML tags, there are many sites on the Web that give you lists of tags (see for example, http://www.tizag.com/htmlT/formattags.php and http://werbach.com/barebones/barebones.html)

Given the new freedom embedded HTML tags give you in terms of formatting, a couple of rules about readability for formatted on-screen text are in order: Bold should be used sparingly because—like extended passages in all-caps—it makes a passage harder to read. Italics are less legible on-screen than regular type. Consistency in size and font enhance readability, while too many font types and sizes reduce readability.


**Principle 5:** Strong proposals have the potential to interest more people.

Okay, we know this one sounds obvious, but recognize that every year proposals get rejected because they are not rated as interesting to enough possible attendees. No matter how interesting a topic may be to *you*, that isn’t the key issue in whether your proposal gets accepted. Instead, what matters is the extent to which reviewers feel your presentation would appeal to a large enough number of attendees that it should get a program slot over some other proposal that would interest fewer attendees.

What does this mean for you? Well, it means you need to think about how you can make your proposal (and of course, the session it proposes) more appealing to more people. A number of things can make a session more appealing. These include such things as discussion of practical implications (connecting theory to practice, for example), an attempt to address a broader audience (say both higher ed. types *and* teachers, as opposed to simply one or the other), and more audience participation (as opposed to a straight lecture presentation with little chance for attendees to interact). Of course, good writing with expressive words and a good title can make a proposal more interesting as well.
PROPOSAL SUBMISSION GUIDELINES: CREATING STRONG AECT CONVENTION PROPOSALS (continued)

Principle 6: A strong proposal is well organized and logical.

While organization isn’t the same as content, a badly organized proposal may leave the reviewer confused or cause the reviewer to miss your point. In a competitive proposal pool, a well-organized proposal is much more likely to be accepted than a poorly organized proposal, even if the poorly organized one has better content. If the proposal guidelines specify an order for the elements of your proposal (as is the case for the STeP proposals and the Featured Research Papers), follow that order. Print out the order and put a checkmark beside each element on that printed page as you include it. If that order is not obvious, consider including the name of the element if you think the reviewer might miss that you have begun addressing a new element. Simply labeling the element is not enough, however. You need to be sure to talk about that element and not lots of other things. So, if the element is “methodology,” talk about the methods you used, not about conceptual issues related to the literature or why what you did was important. Focus is important and an unfocused proposal will feel poorly organized.

If you are given quite a lot of leeway in what order to use, try to choose the organization that seems best matched to the type of presentation you want to make.

For example, if you want to present your *research* study, consider an organization like: Problem/Need for the Study, Methods, Analyses and Findings, and some combination of Interpretations, Conclusions, Recommendations, and Future Research. If you hope to present on a promising *practice* (such as a way to organize online classes, a way to teach history through iMovie, or how service learning projects can enhance preservice teacher preparation – to name just a few), consider something like: Problems with Current Practice, What the New Practice Offers, Key Issues in Implementing the New Practice, and Lessons Learned/Recommendations. If you hope instead to present a discussion of some *new issue* (such as how military training meets or does not meet the needs of a modern military force, or the role of technology in system change, or important issues in literacy support in libraries today – once again just to name a few), consider an organization like: The State of X (with X being the issue), Why X Is Important, Potential Social/Political/Economic/Philosophical (pick one or more) Concerns, and Suggested Avenues for Addressing X.

While these organizations are simply suggestions, what all have in common is that they try to create a logical connection between the elements of the proposal and they should help you focus on a small section of the proposal at a time. If you have understood their intent, you can create your own organizational plan. The key is to focus within each section on the element to be discussed and to order those elements in such a way that a reader (reviewer) can follow the logical sequence of your thinking.

Principle 7: Strong proposals use proper English expression and grammar.

While it is truly remarkable how well most of our international members speak English, it takes only a few English errors to introduce concerns in the mind of a reviewer. In practice, most non-English speakers appear to do better writing English than speaking it. So a reviewer that sees numerous problems in a written proposal may well assume the proposer would have serious problems making an oral presentation in English. If you are not a native speaker of English, consider having a native speaker with good writing skills review your proposal before you submit
PROPOSAL SUBMISSION GUIDELINES:
CREATING STRONG AECT CONVENTION PROPOSALS (continued)

it. Similarly, if you do not express yourself well in writing, get advice and help from someone who does. And don’t just do this for your proposal; also do it for your presentation.

**Principle 8:** Proposals that make a real contribution are more appealing than ones that do not.

When reviewers read proposals, they look for some sign that the proposer has something original to contribute. Few reviewers (and few convention attendees, for that matter) want to see a presentation that adds little new to our understanding. Strong proposals tend to demonstrate to the reader that the proposer has new ideas, new and highly applicable findings to share, and/or new recommendations to make. From a reviewer’s point of view, this is the payoff for reading the review. That is, when a reviewer finishes reading a review, he or she should think, “It looks like this person has important things to share and likely knows even more than this proposal tells me.”

Contrast this with highly predictable replications of previous studies or me-too discussions of issues that have already been discussed extensively in the literature or in previous convention presentations.

Consider this: Let’s imagine a reviewer gets four thorough and logically organized proposals, all of which are focused on the same issue. Three feel more like reviews of the literature than new approaches and the fourth one takes a highly creative slant, generating suggested new approaches and offering new ways to think about the issue. Do you think the reviewer will recommend that all four get onto the program? If not, which one do you think he or she will recommend?

So, make sure you contribute something in your proposed presentation. Make sure yours isn’t a me-too proposal with little new to offer.

**Principle 9:** A strong proposal is well-informed.

Clearly it is fine for a proposer to have opinions. AECT values thoughtful members. But strong proposals demonstrate that the proposer is well-read and understands what others have said or written on the proposed topic. Every year reviewers read (and recommend rejection of) proposals that demonstrate the proposer is not well-read, not well-informed, or not up-to-date. AECT seeks to have its conventions be places where the newest and best-informed presenters share the most creative and thoughtful findings, practices, and reflections with the membership and the wider audience of the world. An uninformed proposal does not meet this standard and is unlikely to make it onto the program.

It is, therefore, important that you explore what has been said and written on your topic before you submit your proposal. This may involve a search of the literature. It may involve a search of the Web. It may involve a search of previous convention proceedings. It certainly will involve reflecting on what these searches uncover and using what you find to establish a context for what you propose.

A word of caution, however: A proposal is not a literature review. Reread the previous principle about making a contribution. If your proposal feels like it is simply a graduate paper condensed to a proposal, reviewers are unlikely to recommend it be accepted. Thus, you need to balance the literature with your own contribution. A strong—and accepted—proposal is well-informed and makes a real contribution.
PROPOSAL SUBMISSION GUIDELINES:
CREATING STRONG AECT CONVENTION PROPOSALS (continued)

Principle 10: Strong proposals make clear what their objectives are.
Sometimes when reviewers finish reading a proposal, they scratch their heads and say, “What exactly is this proposer hoping to accomplish?” You never want your reviewers to have to ask this question. It begins the rapid slide to recommended rejection. Instead, make sure you state somewhere in your proposal exactly what you hope to accomplish in the session.

Given that sessions are for attendees—not for you—we suggest you emphasize what attendees will get out of the session and why it would be valuable to them. Don’t be vague. Avoid phrases like, “Attendees will leave better informed about design practices” or “Attendees will understand the demands of No Child Left Behind.” Instead say something like, “Attending instructional designers will know how to implement seven specific audience analysis techniques that enhance online lesson effectiveness” or “Teacher educators who attend the session will learn five ways professional development school can tie preservice teacher training to increased AYP reports for participating schools.”

The more specific you are about the intent and desired outcome of the session and the better a job you do of convincing the reviewer that your desired outcome matters, the more likely you are to get a favorable reception from reviewers. The better proposals always provide this information and year after year they make it onto the program.

Principle 11: A proposal submitted to the proper division is more likely to be accepted.
Here’s another principle that seems obvious, but a quick review of submissions each year shows that not all submitters understand and abide by it. Each division has a focus. AECT members choose to join that division because of that focus. The focus reflects those members’ interests and the divisional program planner works hard to make the final divisional convention program match that interest. As the program planner builds a panel of divisional reviewers, those reviewers are almost always the members with the highest interest in the focus area of the division.

So, if your proposal does not match the division’s focus, the reviewers are likely to dismiss it as being of little interest to the divisional membership. The divisional program planner may even decide on first read-through that your proposal is not submitted to the proper division and will not send it out for review. Instead, your proposal gets “referred” to another division. While the referral process does not mean your proposal will not be accepted, it does slow the process down and it invites problems. If your proposal goes to the right division, the planner recognizes it as belonging, sends it out to the reviewers, and—if it is a strong proposal—it likely gets a favorable review and makes the program. In contrast, if you submit to the wrong division, the program planner may or may not send it out for review. If it does go out for review, it will likely be rejected with a recommendation that it go to another division. Either way, it is slowed down. Now consider that it may arrive at the division to which it should have been submitted in the first place after most or all of the concurrent slots are gone. If it is a good proposal, it now finds itself likely to get a less desirable time slot, or perhaps can only be accommodated in some delivery format other than what you originally requested.

So, how about the idea of just submitting to *all* divisions (or perhaps multiple divisions as a way of covering your bets)? Well, the national planner also reviews submissions. According to AECT’s submission rules, an identical or largely similar proposal should not be submitted to more than one division. That is, if more than one proposal is submitted, those proposals should differ in easily
PROPOSAL SUBMISSION GUIDELINES:
CREATING STRONG AECT CONVENTION PROPOSALS (continued)

detectable ways and should represent different presentations. If the national program planner
discovers multiple submitted versions of the same proposal, he or she may decide this violates the
submission rule and your proposal might not make it to *any* division.

Program planners and reviewers are volunteers. It is important that AECT use their time well.
Asking multiple sets of reviewers to review the same (or largely the same) proposal is not a good
use of their time.

If you are not a member of the division to which you wish to submit, or if you are uncertain
exactly what the division focuses on, use the link from the AECT main page (www.aect.org) to
visit the divisional Web site. That page (currently at http://www.aect.org/Divisions/ as we write)
describes the mission and focus of each division. As of right now, here is what that Web page
shows:

**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** Facilitates communication among educational technology professionals and
students worldwide and promotes interactions that transcend international boundaries and cultural
lines by mentoring and fostering educational endeavors, and coordinating communication with
sister associations around the world.

**Culture, Learning, & Technology** represent those members of AECT who are interested in issues
at the intersection of culture, learning and technology. The function of CLT is to create a
professional community for its members. CLT members have the opportunity to share
professional experiences and learn from the experts in the field.

**School 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.

**Emerging Learning Technologies** (Division of) [DELT] Promotes the production and utilization
of the latest innovative technologies through the creation of a network of individuals engaged in
the design, development, implementation, use and/or study of these tools in myriad settings. Using
a variety of distribution and discussion platforms. DELT will seek to foster dialogues centered on
developing standards for development, study and ethical use of innovative technologies.

**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.

**Systems Thinking & Change** Provide a space where people connect in order to: Disseminate
research and evidence based practices; Produce practical and scholarly arguments about change
and innovation; Engage people in understanding the scholarship and practices on change;
Promote meaningful innovation in organizations.
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 technology integration.

Organizational Training & Performance Strives to bridge the gap between research and practice, facilitating communication, collaboration and sharing between academics, students and practitioners across multiple disciplines interested in applying current theory and research to training and performance improvement initiatives.

You may notice that each division’s name above is also a hot link to its Web site. Given how fast the Web changes and the fact that AECT is working to improve its Web site, these links may not be accurate in future (although they are accurate as of this writing). For this reason, if the links above do not function, go to AECT’s main Web page (www.aect.org) and access divisional Web sites from there.

The idea, however, is to make sure you understand what a division is interested in and then to combine this with the first principle about matching the annual convention’s themes and sub-themes. For Dallas, for example, the first sub-theme is strengthening connections between theory and practice. Suppose you wanted to submit a proposal to the Distance Learning Division that addressed this sub-theme. That proposal might talk about how theories of online learning might be applied to enhance teaching and learning for some group. Suppose instead you were submitting a proposal to the Organizational Training and Performance Division that addressed sub-theme 2, strengthening connections between new technologies and educational goals. That proposal might talk about how newer online collaborative tools might enhance the on-the-job performance of professionals. If you wanted to address sub-theme 3, strengthening connections among researchers around the globe and were submitting to the International Division, perhaps you might talk about how technology allows greater worldwide collaboration or how it permits researchers to have their work evaluated in real-time by a global community of researchers. One final example: Imagine you wanted to submit a proposal to the Teacher Education Division that focused on the fourth sub-theme, strengthening connections between new professionals and more experienced colleagues. That proposal might talk about how teacher-preparation institutions can collaborate with school districts to create more effective mentoring and induction programs for new teachers.

Clearly the examples above are simply a few of an almost infinite number. For example, one might even combine sub-themes in a single proposal. What we hope these example illustrate, however, is that one tailors the proposal to the theme *and* the division. In order to do such tailoring, you must first know what a division focuses on and you must know what the convention themes and sub-themes are. Accepted proposals do a good job of reflecting both division focus and convention theme.

Principle 12: A proposal that chooses the right delivery format and requests the appropriate amount of time is more likely to be accepted than one that does not.

There are lots of proposal options. You can propose a concurrent session, either as a thirty-minute presentation or a sixty-minute one. You can propose a poster session or a roundtable. You can propose a workshop. Or you can propose a symposium or panel session, perhaps even proposing a
PROPOSAL SUBMISSION GUIDELINES: CREATING STRONG AECT CONVENTION PROPOSALS (continued)

session longer than 60 minutes. You can even propose variations within any of these formats. For example, you could propose an interactive 60-minute concurrent session in which one or more presenters present for a short time each and then the attendees and presenters move into an interactive discussion. The possibilities for proposals are limited only by what you can conceive.

But it is important to recognize that there are a limited number of presentation slots in the entire convention. This includes roundtables and posters. So, if one proposer gets a 60-minute slot, another proposer may not make the program at all. Similarly, a proposed session of longer than an hour likely bumps other proposers from the program. So program planners (and reviewers) must consider whether a proposal makes the best use of time and space and warrants precedence.

Roundtables and posters should be highly desirable if your intent is to share your work with others in a setting where there is time to answer questions, to discuss implications, and to compare your findings/contentions/beliefs with those of others. Unlike some professional organizations where one may find oneself in a huge room with dozens and dozens (and dozens) of other roundtables or posters, AECT tries to make roundtable and poster sessions more select, with around 10 roundtables and perhaps as many posters in a one-hour block. We let the room dictate the number.

Our goal is to create a fertile environment for exchange. (We have a *fabulous* room in Dallas, by the way, for roundtables and posters. It is probably our nicest room.)

Concurrent sessions tend to favor formal presentations. That is, they often emphasize one-way delivery (even if only initially). This is a type of sharing format in which one hears what the presenter has to say and then a discussant or facilitator may coordinate audience questions.

Workshops focus usually on skills and acquiring the ability to accomplish some task or set of tasks. Workshops generally do not focus on conceptual or philosophical issues, except as those relate to tasks to be accomplished. Recall that workshop attendees pay a $15 materials charge, so the dynamic of who attends is a bit different.

Symposia (and their near cousin, the panel discussion) tend to involve a group of “experts” or “authorities.” This group normally discusses an identified issue and there may be either a discussant that reacts to what is presented and asks the “experts” follow-up questions or the symposium may be interactive with the audience playing this role.

Let’s consider how delivery format and requested length affect likelihood of being accepted. As noted above, a longer proposal likely bumps someone else. So proposals for longer than 30 minutes need to be *unusually* compelling and appealing to a large number of potential attendees. If not, it is unlikely to be accepted for more than 30 minutes. If the proposer makes clear that he or she will present only if given more than 30 minutes or if the scope of the proposal makes clear that what is proposed cannot be done in 30 minutes, that proposal will likely not be accepted unless it is unusually compelling and appealing. One strategy might be to express in the proposal a desire for more than 30 minutes, but to make clear that you would be willing to take a 30-minute session on the same topic and would reduce the scope accordingly if so accepted. Of course, if what you wish to accomplish cannot be done in 30 minutes, make that clear as well, but recognize that such a decision is risky. In a convention like AECT’s, sessions longer than 60 minutes are extremely rare. Such sessions break up the normal program flow and mean attendees likely will be able to attend at
least one fewer session on that day. Thus, requesting a session over 60 minutes means what you propose must be *exceptionally* compelling and should appealing to a *large* number of attendees. If you are proposing a session of longer than 30 minutes—and particularly if you are proposing one longer than 60 minutes—you need to make clear why you believe it is both compelling and widely appealing.

Some proposers seem to think roundtables and posters are of lower status. This is not how we view them. If you want the higher level of interaction and if you can do what you want to without making a formal presentation, choose one of these two formats. You are likely to be accepted, provided you submit a good proposal and it makes clear you want the highly interactive format of a roundtable or the report-based interchange posters encourage. A proposal that asks for a roundtable or poster but still talks as if it were a formal presentation engenders dissonance in reviewers’ minds and may be quickly rejected because its delivery format is wrong.

Similarly, a concurrent session proposal that really sounds like a highly interactive roundtable or more like the report-based interchange of a poster is likely to be rejected because its delivery format also does not match its apparent objective. And a symposium proposal with only one or two speakers will look to reviewers more like a concurrent session on steroids.

The key in any proposal is to make clear in the proposal *exactly* why the delivery format requested is best suited to the goals of the presentation and the length of time requested. As noted above, if you have some flexibility in what you are willing to accept in terms of either time or format, make that clear in the proposal.

Remember that the program planners are responsible for building the strongest national convention program they can. That is a blend of presentation types. It mixes and matches in a way that makes the convention an intellectually and socially stimulating experience that flows smoothly across days. That means the program cannot be made up of only one type of session, nor can one delivery paradigm dominate completely. Variety and interest must prevail.

**Principle 13:** Deadlines matter.

Submitting your proposal on time is important. If you submit it late, it may never reach the reviewer to be accepted or rejected. Don’t treat submission deadlines as if they were suggestions. This way lies rejection.

**Final Comments**

Clearly we do not wish to impair your creativity, nor restrict your freedom. Our goal is to build a strong convention program. A strong convention program supports and enhances the strength of the organization. But we recognize that a strong program begins with strong proposals. We hope this guide helps you produce the strongest proposal you can and that you make it onto the convention program.

*Approved on December 21, 2005;*

*Division names and purpose statements updated January 2016*
AECT CONVENTION ATTENDANCE
CANCELLATION POLICY

There will be no penalty for cancellations received on or before the date 10 days prior to the first day of an annual convention. The full amount paid minus a $30 administrative fee will be refunded.

No refund will be issued for cancellations received less than 10 days before the first day of the annual convention. However, a credit for basic registration fees will be applied toward the following year’s annual convention. In light of the commitment AECT must make to the hotel/conference center for meal and ticketed functions, we are unable to give future credit for these items.

Late requests for refunds due to a family emergency will be considered on a case-by-case basis.*

All cancellations must be sent in writing via fax, e-mail, or regular mail to the AECT office.

AECT is not responsible for problems beyond our control such as weather conditions, campus conditions, transportation, the inability to present when scheduled, etc. No refunds will be given in these situations, but credit for the following year’s convention may be offered.

*we plan to create a small review committee to cover those requests

Approved by Board November 16, 2005
GENERAL FINANCIAL POLICIES

General Rules

The AECT Board of Directors, after approving the draft budget, authorizes the Executive Director to implement the program elements provided for in the budget. The Executive Director may make a deviation of up to ten (10) percent within any schedule of the Chart of Accounts. When a schedule appears to have potential for an overrun in excess of ten (10) percent, the Executive Director will report this potential to the Executive Committee who will advise the Board on recommended action.

Encumbrance

Because the draft budget of AECT appropriates monies to activities outside of the office (such as committees, affiliates, Divisions, and so on), some authorization to distribute Association funds does not fall within the direct control of the Executive Director. Therefore, prior authorization for external expenditures for the last quarter of the fiscal year shall be encumbered with the national office prior to May 15 of each fiscal year.

Loans from the Association

Loans of Association funds may be made only to Association-related organizations; for terms of under one (1) year, with interest rate and repayment schedule specified; and in amounts to meet minimal needs. A loan of up to $1,000 requires approval of the President and Executive Secretary. A loan of $1,001 to $2,500 requires approval of the Executive Committee. A loan in excess of $2,500 requires approval of the full Board, upon the advice of the Executive Committee.

Loans to the Association

The AECT Executive Director is authorized to borrow up to $35,000 at bank interest rates. With written approval from two of the Association's four officers, the Executive Director may increase the loan value to $50,000 to facilitate cash management. The Executive Director has authority to assign reasonable security. The Executive Director must notify the Board within ten (10) days of implementing this provision.
POLICY GOVERNING THE HANDLING OF GRANTS AND CONTRACTS BY AECT

AECT, as a matter of continuing policy, should actively seek out grants, contracts, and other forms of funded research and development that will benefit the Association and the field of instructional technology.

The officers and national staff should actively seek to implement this search whenever feasible, subject to the following guidelines:

1. Projects conducted by the Association should be national in scope or have national or widespread implications for AECT in the field of educational communications and technology.

2. Joint ventures are encouraged. Where such joint ventures with individuals, groups, or institutions outside of AECT are pursued, the conditions of such joint ventures shall be placed in writing and be open to inspection by the AECT Board of Directors. These conditions will, insofar as possible, be advantageous to AECT and the field of instructional technology.

3. Any grant or contract with AECT or any part of subdivision of AECT must be made through the national office and be subject to such organizational requirements as overhead, accounting, administration, and so on, as may be operative within AECT at that time. Any Auxiliary Affiliate wishing to use the name of the Association in regard to any contract or grant is also subject to these guidelines.

4. Regular status reports on progress of any grants, contracts, or funded research or development awarded to AECT shall be provided to the full Board of Directors.

5. In order to maintain the integrity of the grant, contract, or funded research or development, the terms of the contract (if not in conflict with AECT policy at the time of the award) may not be abrogated by subsequent policy established by the Board. Grants, contracts, or funded research or development must contain enough overhead to ensure that there is no residual cost to AECT.

6. Any grant, contract, or funded research or development is to be under the sole policy control of AECT through the AECT governance. This control will be implemented through the office of the national staff person responsible for contracts and grants.
RECORDS RETENTION POLICY
FOR AECT OFFICE

Association employees have authority to eliminate papers from their files in accordance with the time guidelines that follow.

BUSINESS PAPERS

The originals of the following documents are maintained by the business office.

Critical Documents

- Ledgers – journals ................................................................. permanent
- Minutes of meetings ............................................................. permanent
- Annual reports ................................................................. permanent
- Audit ................................................................................ permanent
- Copyrights ........................................................................ permanent
- Equipment inventory records ............................................. permanent

General Business Records

- Open Accounts ................................................................. 3 years
- Outside contracts ............................................................. 3 years if there has been an audit; 5 years if there has been no audit.
- Sales contracts ................................................................. 4 years

Tax Records

- Books showing gross income, expenses, and other information for completing tax returns ................................................................. until clearance; usually 5 years
- State income tax records .................................................. 3 years
- State payroll tax records .................................................. 5 years

Payroll Records

- Federal tax records: wage-withholding certificates (W-4) and records that indicate the amount and dates of employees receiving wages; copies of quarterly and annual reports (940, 941) and the dates and amounts of deposits paid (450) ......................... 4 years
RECORDS RETENTION POLICY
FOR AECT OFFICE (continued)

W-4 forms ..........................................................................................................................as long as in effect, and 4 years thereafter
Payroll tax records ..............................................................................................................6 years

Information needed on payroll record:
   (1) employee’s full name and ID number, home address, date of birth, sex, and occupation;
   (2) time of day and day of week work begins, hours worked each day, and hours worked each week (biweekly);
   (3) basis on which work is paid, amount and nature of payment excluding regular rate, total biweekly straight-time earnings, total overtime, all additions and deductions for each pay period including dates, amounts, and nature of item, total wage paid each pay period, date of payment, pay period covered............3 years

Information needed on payroll tax records:
   Employee's name, address, social security number, state employed, date employed, date of separation, payroll period, leave record, reason for separation, basis of pay, total pay for payroll period, total pay for calendar year, date and payment sums withheld, taxable wages for payroll period, taxable wages for calendar year, taxes deducted from employee's wages, employee tax paid by employer not deducted from wages..........................................................5 years

Information relating to filling vacancy
   (application, resumes)...............................................................................................1 year
Promotion, demotion, training, layoff, recall, or discharge of employee .........................................1 year
Job orders submitted to an employment agency or similar organization for recruitment of personnel for job openings .................................................................1 year
Test papers completed by applicants that disclose results of employment test ................................1 year
RECORDS RETENTION POLICY
FOR AECT OFFICE (continued)

Advertisements, notices to the public or to employees relating to job openings, promotions, training programs, or opportunities for overtime work .................................................................1 year
Employee benefit plans in writing ............................................................................1 year
Application forms for temporary employment .........................................................90 days

Convention Documents

Convention exhibit contracts .........................................................................................3 years

Financial Documents

Bank statements ..............................................................................................................2 years
Closed accounts ..............................................................................................................3 years
Deposit slips ..................................................................................................................3 years
Credit memos ................................................................................................................5 years
Cancelled checks ..........................................................................................................3 years
Internal audits (financial statements) ..............................................................................5 years
Monthly trial balances ..................................................................................................5 years
Paid invoices ....................................................................................................................3 years
Price bulletins ...............................................................................................................6 years
Cash vouchers ................................................................................................................3 years

Other Documents

General business correspondence .................................................................................2 years
Inventory records ..........................................................................................................3 years
Receiving reports ..........................................................................................................3 years
Expired pensions .........................................................................................................7 years
Accident reports after settlement ...............................................................................8 years
PROGRAM-RELATED PAPERS

The times listed below are general guidelines to be interpreted by employees for their areas of responsibility.

Program Papers

General correspondence, field-related ........................................1 year
General correspondence, association-related ...............................2 years
Committee work papers after termination .................................1 yr (see Note A)
Committee work papers in progress ........................................2 yrs (see Note A)
Governance (Board) correspondence .......................................2 yrs (see Note B)
President's correspondence ..................................................2 yrs (see Note B)
Board minutes ........................................................................permanent (see Note C)

Note A: After a task force has completed its work the staff coordinator should hold papers for the time indicated. At that time, or at an earlier date, preliminary determination should be made by the coordinator as to the archival usefulness of the papers. If there is a possibility of usefulness, the papers should be filed with the Executive Director, who will arrange for the archivist's opinion.

Note B: Letters written by the AECT President shall be collected from the office files by the Executive Director and prepared for deposit in the Archives.

Note C: Board minutes and related support papers may be kept by appropriate employees for whatever length of time they feel is appropriate. The Executive Director shall maintain a permanent master file of these papers as the office master, and a complete duplicate set for the Archives.
AECT CASH RESERVE POLICY

The Association for Educational Communications and Technology shall develop and maintain a cash reserve fund that is equal to 20% of the annual operating budget. This level of funding shall be achieved within five years beginning with fiscal year 1989 through a line item allocation from the Association's operating budget*. Monies designated for the cash reserve fund shall be transferred at the end of the budget year. When the cash reserve reaches 20%, the excess reverts to the general operating budget.

At the direction of the AECT Board of Directors, funds remaining in the Association's operating budget at the end of the fiscal year can be transferred to the cash reserve fund. This transfer is beyond the line item amount for the fund in the operating budget.

The cash reserve fund will be held in a separate account from the Association's savings and checking accounts. The cash reserve fund may be prudently invested so the fund will earn interest income.

The cash reserve fund will be used to supplement the Association's general operating budget only at times of critical financial need or program expansion. It shall take an affirmative vote from the AECT Board of Directors at two official meetings before these funds may be withdrawn and used by the Association.

Further, the AECT Board of Directors may establish additional cash reserve funds for specific purposes, such as purchase of capital equipment and program expansion.

*Initial capitalization of the cash reserve fund in the amount of $200,000 will be as follows:

- 1989 - $25,000
- 1990 - $35,000
- 1991 - $45,000
- 1992 - $45,000
- 1993 - $50,000
AECT INVESTMENT POLICY

Prepared by the AECT and ECT Foundation
Joint Task Force on Investment Policy
October 5, 2008

Purpose of the Document

This policy states the philosophy, objectives and guidelines that will guide the performance of the investment manager. The policy is designed to express objectives sufficiently specific as to be meaningful, but flexible enough to be practical.

Purpose of the Fund

1. The purpose of the AECT endowment fund is to provide a financial resource that may be used by AECT to maintain its programs during periods of financial emergency.

2. The purpose of the investment program is to increase the principal and ensure income will be maintained and grow over time.

Endowment Philosophy

1. The financial objectives for the endowment fund are long-term in nature. Accordingly, the investment philosophy is based on a disciplined, consistent and diversified approach using reasonable and prudent strategies. Assets will typically be diversified among equities, fixed income and cash equivalents. Funds will be invested in socially responsible companies whose policies and practices are consistent with the philosophy and objectives of AECT and ECT. By this we mean, our investments favor companies that are:
   - Strong stewards of the environment
   - Devoted to serving local communities and society in general
   - Committed to high labor standards for their own employees and those in the supply chain
   - Dedicated to producing high-quality and safe products
   - Managing their companies in an exemplary and ethical manner

2. The endowment spending is to be limited to major capital improvements or in case of severe financial emergencies (i.e., a “rainy day fund”). Over the long term, the goal is for the investment return to be reinvested to increase the real value of the endowment.
AECT INVESTMENT POLICY (continued)

Investment Management

The selection of an investment manager will be approved by the Board of Directors upon the recommendation of the Executive Committee. The investment manager must possess the experience, necessary specialized research facilities and skilled work force to meet the endowment’s investment guidelines and objectives. The investment manager must be of good standing and a registered investment advisor or licensed trust company with no unfavorable rulings regarding investment practices. The investment manager must adhere to the “prudent man rule” under such federal laws as now apply, or may in the future apply to investments.

Investment Objectives

A. **Primary Objective**
   To balance the preservation and safety of the endowment while producing moderately aggressive growth that matches or exceeds standard benchmark indices. Investment strategies should maximize total return (capital appreciation, interest and dividend income), should focus on the long-term and should reflect diversification among assets.

B. **Asset Allocation**
   The balance of investments should be 40-70% equities, 40-70% fixed income assets, and no more than 10% in cash-equivalent assets. The investment manager will recommend to the Finance Committee on an annual basis, for its approval, an asset allocation between large, mid and small cap stocks, value and growth style, international equities, and fixed income assets.

C. **Fixed Income Assets**
   Staggered maturation dates of fixed income assets should be designed to assure sufficient liquidity should a need for access to the principal occur.

D. **Benchmark Indices**
   As a minimum, the investment portfolio's performance will be evaluated against the Wilshire standard benchmark indices for large and mid cap stocks. The Russell 2000 will be used for small cap stocks. The Morgan Stanley EAFE will be utilized for international stocks. Long-term investment performance of fixed income assets should exceed inflation by 1 to 3%. Other comparisons will be utilized as appropriate.

E. **Costs**
   Total fees for the entire equity portfolio shall not exceed 1.5% and total fees for any fixed income fund shall not exceed 1% without approval of the Finance Committee.

F. **Cash**
   Cash may be invested in U. S. Treasury, certificates of deposit, money market funds or other money market money instruments at FDIC-insured banking institutions. Investments at any one banking institution may not exceed 90% of the limits for coverage under FDIC regulations.
AECT INVESTMENT POLICY (continued)

Investment Guidelines
The investment manager will adhere strictly to the following:

A. Limited Concentration
Preference will go to mutual funds representing various classes of equity investment. No more than 5% of the fund may be invested in any single company and the portfolio should own less than 5% of the outstanding stock of any single company.

B. Bond Ratings
All corporate debt instruments purchased for the portfolio must be rated "BBB" or higher by Standard & Poor’s or Moody's rating services. The investment manager should recommend guidelines for average bond duration and maturity.

C. High-risk Transactions
The investment manager shall not make any of the following transactions for this portfolio:
- Short sales
- Purchases of bullion or other "hard" assets
- Purchases of warrants
- Margin purchases
- Private placements or other restricted securities
- Commodities

Reporting and Control
1. The investment manager will prepare, at a minimum, quarterly financial reports providing detailed accounting of current values, income and transactions. If economic conditions warrant, additional reports may be requested. These reports should contain the net capital gains and losses in the investment accounts and the rate of return on the principal.

2. The investment manager will be available for phone calls or to attend meetings as deemed necessary by the AECT Executive Committee.

Approved by the AECT Board November 4, 2008
AECT DISPOSITION OF OFFICE ASSETS POLICY

In order to provide for the disposition of aging and/or outdated office hardware, including computer equipment, printers, etc., the Executive Director is authorized to donate this equipment, whenever possible, to a charitable organization for use or distribution.

Approved by Board February 14, 1994
JOB DESCRIPTION

Title: Executive Director

Reports to: Board of Directors

Department: Administration

Supervisory Position: ☑ Yes ☐ No

JOB SUMMARY: Full time, permanent.

ESSENTIAL FUNCTIONS:

- Works with the AECT President and other elected and appointed leaders to carry out and implement the policies developed by the Board of Directors.
- Promotes the mission of the Association by providing leadership in strategic planning, business development, annual goal-setting, and member services.
- Plans, promotes, and implements member services, ensuring a rich, diverse collection of member benefits for educational technology professionals at all career levels and throughout the world.
- Develops and manages an annual Association budget for approval by the Board of Directors. Provides quarterly financial reports to the Executive Committee.
- Participates in design and execution of Association projects, including the Annual Convention, summer symposia and leadership activities, and other events that support the mission of the Association.
- Hires and supervises staff to carry out the Association’s business.
- Acts as liaison with other professional organizations and partners in collaborative activities that benefit the Association.
- Works with AECT Webmaster to maintain content and services for members.
- Participates as non-voting member of the Executive Committee.
- Performs other tasks as needed.

QUALIFICATIONS:

- Advanced degree in education, business, communications, or related field.
- Computer literate.
- Excellent verbal and written communication skills essential. Must be detail oriented and highly organized. Enthusiastic and action-oriented, team-building spirit and independent work style.

ADDITIONAL REQUIREMENTS:

- Provides support for others in department as needed.
- Normal work day may be changed to evenings and/or weekends as needed.
- Participates in special events as needed.
AECT FORMS

Committee and Division Report Forms available on AECT Web site (www.aect.org).
BENEFITS, POLICIES, AND PROCEDURES

This handbook has been prepared to give you a general overview of the benefits, policies, and procedures currently employed at AECT. This handbook does not constitute an offer of employment or contract for employment.

All AECT employees are “at-will” employees. This means that no employee has an employment contract, and both the employees and the employer have the right to terminate employment at any time.

Benefits, policies, and rules explained in this handbook are subject to change by the Executive Director upon prior written notification to all employees. Matters not explicitly stated in this handbook are subject to interpretation by the Executive Director. In other words, the residual authority rests with the Executive Director and not with the employee.

GENERAL EMPLOYMENT POLICIES

Equal Employment Opportunity Policy

This Equal Employment Opportunity Policy reaffirms the policy and commitment of AECT to provide equal employment opportunities for all employees and job applicants. AECT endorses and will follow our EEO Policy in implementing all employment practices, policies, and procedures.

AECT will recruit, hire, train, and promote persons in all job titles without regard to race, color, religion, national origin, veteran status, sex, sexual orientation, age, or physical or mental disability. AECT will make employment decisions so as to further the principle of equal employment opportunity. AECT will ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid and nondiscriminatory requirements for promotional opportunities. AECT also will ensure that all personnel decisions and actions, including but not limited to compensation, benefits, transfers, promotions, layoffs, returns from layoff, discipline, terminations, AECT-sponsored training, education, tuition assistance, and social and recreation programs, will be administered without regard to race, color, religion, national origin, veteran status, sex, sexual orientation, age or disability.

All employees are expected to comply with our EEO Policy. Managers and supervisors who are responsible for meeting business objectives are expected to cooperate fully in meeting our equal employment opportunity objectives and their overall performance will be evaluated accordingly.

Alcohol and Drugs Policy

It is the policy of AECT to prohibit the use, possession, sale, manufacture, or transfer of illegal drugs while on AECT premises or in the performance of AECT business. The use, possession, sale, manufacture, or transfer of alcohol is also strictly prohibited. Employee use of alcohol while performing AECT business or attending AECT-sponsored business or social events off the premises is permissible only to the extent that it does not compromise the safety of the employee or others, does not adversely affect AECT’s reputation or standing, and is not unlawful.

AECT reserves the right to test applicants for employment and current employees for the use of illegal drugs and controlled substances. Current employees shall be subject to drug/alcohol testing if AECT has reason to suspect that they under the influence of alcohol or illegal drugs at work or in the course of representing AECT, if they are involved in an on-the-job accident or other incident that did or could have involved personal injury or property damages, or are returning to work after an extended leave of absence.

Applicants who refuse to complete the necessary drug information and consent paperwork or who test positive will be refused employment. Current employees who refuse to complete the necessary drug information and consent paperwork or who test positive will be subject to discipline up to and including termination of employment even for a first offense. Performance shortcomings that arise from the use of illegal drugs or alcohol shall warrant and be subject to discipline independently of their cause.
Substance Abuse Resources

The following is a partial listing of some of the various organizations in the community, which are available to assist with substance abuse problems.

Centerstone - Crisis Call Center: 800-344-8802  
www.centerstone.org  
645 S Rogers St  
Bloomington  
(812) 339-1691

Bloomingon Meadows Hospital  
www.bloomingtonmeadows.com  
3600 N Prow Rd  
Bloomington  
(812) 331-8000

Pathways Counseling Services  
100 North Curry Pike  
Bloomington  
(812) 330-1477

Amethyst House  
www.amethysthouse.org  
645 North Walnut Street  
Bloomington  
(812) 336-3570

Wheeler Mission Ministries  
Alcoholics Anonymous  
www.aa.org  
1111 North Walnut Street  
Bloomington  
(812) 334-8191

Narcotics Anonymous  
Bloomington  
(812) 331-9767

Harassment Policy

It is the policy of AECT to provide all employees with a work environment free of any form of harassment or joking on the basis of race, color, sex, religion, national origin, age, disability (either physical or developmental), sexual orientation, veteran status, or (in the case of U.S. citizens or intending citizens) citizenship. Harassment in any form is strictly prohibited and will not be tolerated. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature where submission to such conduct:

1. becomes explicitly or implicitly a condition of employment, or
2. is used as the basis for discriminatory treatment or special privileges, or
3. has the effect of unreasonably interfering with work performance, or
4. creates an intimidating, hostile, or offensive work environment.

Such conduct by an employee, consultant, vendor, or other agent of AECT will result in appropriate disciplinary action, up to and including termination.
Complaint Procedure

An employee experiencing harassment and/or work environment problems should present the complaint, verbally or in writing, to appropriate supervisory or management personnel (i.e. Executive Director). In no way will any retaliatory measures be taken against an employee for honestly reporting a complaint of harassment and/or work environment problems. The Executive Director will assure that a thorough investigation is initiated immediately. The Executive Director reserves the right to determine appropriate preventative action. Witnesses will be interviewed and informed of the confidential nature of their testimony to the extent confidentiality is possible. Complaints and the terms of their resolution will be handled with utmost confidentiality and only those with ‘genuine need to know’ will be involved. However, complete confidentiality cannot be guaranteed.

Sarbanes-Oxley Act of 2002

AECT has adopted and adheres to the following provisions of The Sarbanes-Oxley Act of 2002. Those provisions are as follows:

- **Document Destruction** – Section 802 of the Act specifies the following:
  “Whoever knowingly alters, destroys, mutilates, conceals, covers up, falsifies, or makes a false entry in any record, document, or tangible object with the intent to impede, obstruct, or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States or any case filed under title11, or in relation to or contemplation of any such matter or case, shall be fined under this title, imprisoned not more than 20 years, or both.”

- **Whistle-Blower Protection** – Section 1107 of the Act specifies the following:
  “Whoever knowingly, with the intent to retaliate, takes any action harmful to any person, including interference with the lawful employment or livelihood of any person, for providing to a law enforcement officer any truthful information relating to the commission or possible commission of any Federal offense, shall be fined under this title or imprisoned not more than 10 years, or both.”

**SPECIFIC EMPLOYMENT POLICIES**

Position Classification

Each position within the AECT organizational structure is either “exempt” or “non-exempt” as defined by certain federal regulations in accordance with the Federal Fair Labor Standards Act, dealing with work hours, job responsibilities and wages. These positions are classified in the Schedule for Salary and Wages, which is currently being revised and will be published upon final executive approval. The Executive Director will determine the exempt or non-exempt status of any new position in accordance with federal guidelines.

Employee Classifications

The following classifications of employees are recognized by AECT.

- **Regular Continuous Employment**: Consistent with "At-Will" employment doctrine, such employees are regular, full-time, continuous employees. Regular, full-time employment constitutes at least a thirty-two hour workweek. These employees draw benefits; however, benefits based on compensation will be pro-rated accordingly. Additionally, leave allowances accrue on a pro-rated basis based on a forty-hour workweek.

- **Term Employment**: Employees hired for a specific job and for a specified period of time are term employees. Such employment may involve successive terms of one or more years. Term appointments may carry no benefits, partial benefits or full benefits. Any benefits negotiated between AECT and term employees will be incorporated in the accepted letter of appointment.
EMPLOYEE HANDBOOK

Section IX

Updated March 2016

- Temporary Employment: Such employees will not work more than thirty hours a week. Such employment carries no benefits except those that are statutorily binding on AECT. Temporary employees may be terminated without prior notice.

- Seasonal Employment: Seasonal employment will last up to ten bi-weekly pay periods. Such employees must be of eligible age to work forty hours a week during the seasonal period. Such employment carries no benefits except those that are statutorily binding on AECT. Temporary employment may be terminated without prior notice.

New Hire Orientation

At the time of hire, all employees will receive a job description, which will serve as the basis for evaluating the employee's performance during the initial employment period and thereafter. The immediate supervisor will explain the expectations regarding performance and provide appropriate training for the employee. During the 90-day initial employment period, employee's performance will be appraised based on responsibility, accountability, demonstration of skills and knowledge, and ability to interact with other employees.

This review will be completed by the immediate supervisor at the end of 90 days to ensure the employee is kept informed of his or her performance. A satisfactory rating upon completion of the initial employment period will qualify the new hire to be considered a regular employee. An unsatisfactory rating at any time during the initial employment period may result in termination of employment either immediately or at the end of the initial employment period.

Position Descriptions

Each position at AECT must have a position description. The Department Manager (or Executive Director if a Department Manager is not assigned) will review annually the description of each position within his/her jurisdiction and bring into conformity with actuality the duties, essential job functions and responsibilities that have changed significantly since the last review. The Department Manager will submit the revised job description to the Executive Director for review and reclassification (if necessary).

Executive Director

The Executive Director is the administrator responsible for implementing the policies and procedures set forth in this handbook and for conducting a continuing evaluation of these policies and procedures. Any recommended addition or change in the stated personnel policies and procedures may be reviewed by the Board of Directors before it is forwarded to the Executive Director for consideration and action.

Recruitment

Procedural guidelines are set forth to standardize the method of hiring new employees. Only through a standardized hiring procedure can AECT prevent discrimination, comply with Americans with Disabilities Act (ADA) and comply with its own Equal Employment Opportunity Plan. For each new regular position there shall be a job description identifying the duties and responsibilities of the position and the qualifications required. For existing positions, an updated job description is required. It is AECT’s policy to consider current qualified staff members for any new or unfilled position as well as seek applicants from elsewhere when management deems necessary.

Reassignment

An individual may be reassigned to another position at AECT. The conditions of reassignment, including new job description, will be those stated in writing from the Executive Director.
Inactive Status

Any employee who, for whatever reasons, is unable or refuses to perform any active service for AECT for twelve (12) consecutive weeks or who performs less than twelve (12) weeks cumulative active service during any twelve (12) month period shall be removed from the payroll and terminated. This does not apply in cases involving medical leave.

WAGES & SALARY

It is AECT's policy to pay wages and salaries to its employees based upon its structured pay scales. AECT's salary structure is currently being revised and will be published upon final executive approval.

Direct Deposit

AECT requires all employees to Direct Deposit their net pay each pay period. The employee's net pay will be electronically deposited in the bank account requested by the employee. The approval/verification process of requested bank accounts is subject to a pre-notification period as determined by the payroll processing company. All initial paperwork or bank account change requests must be submitted with a duly approved timesheet in order to be included in the payroll processing for the following pay period.

Payroll

Monthly pay periods begin on the 16th and end on the 15th of each month. Employees will receive an Earnings Statement each payday, which will detail employee's pay, deductions, direct-deposited amounts, etc. Payday is the last banking day of every month.

Overtime

Non-exempt staff, pursuant to the Fair Labor Standards Act, "must receive overtime pay for hours worked in excess of 40 (per week) at a rate not less than time and one-half their regular rates of pay." Non-exempt staff will be compensated for overtime when such work is recommended in advance and approved by the Executive Director. Vacation and sick days during the pay week are not counted towards the 40 hours worked. Non-exempt staff members are not permitted to work in excess of 40 hours in any week without advance written approval by the Executive Director.

PERSONNEL POLICIES

Employment of Closely-Related Persons

AECT is committed to hiring and retaining highly qualified persons. At the same time, we recognize that hiring and retaining close relatives of currently employed personnel might raise serious questions regarding the objectivity – or appearance of objectivity – of the hiring decision, work assignments, confidentiality preservation, performance appraisals, and other employment decisions despite qualifications. Accordingly, as a general rule, we discourage close relatives of current employees from applying for any available openings. Moreover, AECT will not employ close relatives if such employment results or may result in such individual being placed in a position under, or having supervisory influence over (actual or perceived), a relative or partner. Employees who are married to each other, or live together in a spousal relationship though not married, generally may not work in the same department. However, all employment decisions will be administered on a case-by-case basis.

If an employee subsequently becomes a manager with supervisory influence over a relative, as described above, the Association will consider transferring the lower-level employee to a comparable position. If such a transfer is not feasible, the affected employees will have 30 days to offer an acceptable alternative to the Association or decide which relative will remain employed with the Association. If the employees do not make the decision within the allotted period, the Association will make the decision based upon the employees’ respective employment histories and job performance as well as the Association’s existing and anticipated needs.
For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage, specifically including spouses, parents, children, grandparents, grandchildren, brothers, sisters or in-laws (mother, father, sister, brother) and domestic partners (unmarried persons living together in a heterosexual or homosexual relationship).

**Misconduct and Discipline**

Pursuant to employment “at-will”, any employee may be terminated with or without cause at anytime. However, AECT is particularly concerned and may terminate immediately any employee 1) whose work performance is judged as less than acceptable or 2) who engages in prohibited conduct. Because circumstances vary in each case involving possible disciplinary action, each situation will be handled on an individual basis to determine appropriate action.

**Prohibited Conduct**

The following listing of prohibited conduct is not, nor is it intended to be, exhaustive. Other types of prohibited conduct exist, in addition to those listed below, and may themselves warrant discipline up to and including discharge. Additionally, this list or policy does not alter the employment “at-will” doctrine. Any employee who engages in prohibited, illegal or grossly unethical conduct (on or off the job) which adversely reflects on The Association is subject to disciplinary action up to and including discharge. Theft; violence; misrepresentation; willful disregard for established company policies and procedures; inability to cooperate with supervisors, other employees and clients of The Association; and disruptive behavior causing interference with normal work patterns and atmosphere are some examples of prohibited conduct.

**Disciplinary Actions**

The following types of disciplinary actions may be used, but management reserves the right to deviate from these actions in formulating appropriate disciplinary action if individual circumstances warrant:

~When deemed necessary, an employee's actions may warrant oral or written disciplinary warnings from management, which will be placed in that employee's personnel file.

~An employee whose work performance is judged as less than acceptable or whose personal conduct on or off the job reflects adversely on The Association may be placed on disciplinary probation for a period of up to 90 calendar days. At the end of the disciplinary probation, the supervisor and/or department head will perform an appraisal and recommend appropriate actions based on the appraisal results.

~An employee who engages in prohibited, illegal or grossly unethical conduct (on or off the job) will be discharged.

**Problem-Solving Procedure**

AECT is concerned with any situation affecting the employment relationship. The Association is committed to correcting any condition or situation that may cause unfairness or misunderstanding. It is inevitable that problems and misunderstandings may occur. Therefore, AECT has provided an orderly manner for an employee to voice an opinion or discuss a problem with management without prejudice or fear of retaliation.

1. If an employee has a problem or complaint, the employee should discuss it with his or her immediate supervisor as soon as possible.

2. If the problem is not satisfactorily resolved or the problem is with the supervisor, the employee has the right to discuss it with his or her department manager.

3. If the problem still is not satisfactorily resolved, the employee then has the right to discuss it with the Executive Director.
4. In the event the problem still has not been satisfactorily resolved, the employee has the right to discuss it again with the Executive Director for a final resolution.

5. Not all complaints can be resolved to everyone’s satisfaction. However, in each case, the reason for the decision will be clearly explained to the employee. Also, the Executive Committee is available, at any time, to discuss and/or provide assistance on any complaint, problem, or concern that an employee may have.

**Termination**

An exiting employee is responsible for the timely return of their building key(s) and security card; submission of outstanding travel advances, outstanding expense reimbursements and any other amounts owed AECT; submission of final time sheet and forwarding address; and contacting the Executive Director to complete the necessary termination/exit documentation.

**Voluntary:** A regular, full-time employee who voluntarily separates from AECT is required to give a two-week advance notice for completion of work-in-progress during the notice period. Temporary employees are expected to give reasonable advance notice. When giving a final notice, vacation, personal, or sick days should not be used in lieu of notice. As a regular, full-time employee if he or she does not give two weeks’ notice of the intent to leave the Association, he or she will not be eligible for reemployment at a later date.

**Involuntary:** A regular full-time employee who is involuntarily separated because of a reduction in force or similar cause shall receive a two-week advance notice (in certain circumstances, compensation in the amount of two week’s additional pay may be provided in lieu of two-week advance notice).

No notice will be given if the termination is for unsatisfactory performance, violation of laws, gross misconduct or endangerment of the health and safety of other employees.

**Staff Development**

AECT is committed to a policy of staff development and encourages each employee to seek such training and education as will advance their skills, expertise, and performance and assist with their career development.

AECT often requires employees to attend workshops, seminars, or other short-term training to learn new techniques and skills or to acquire awareness of issues affecting The Association’s projects. In such cases, AECT pays registration fees, travel, lodging, and meal costs incurred by the employees, following the policy on travel and reimbursement.

**Travel**

**Reimbursable Business and Travel Expenses:** AECT reimburses employees for reasonable and necessary expenses incurred while traveling or otherwise conducting authorized AECT business. All payments to and from employees will be processed through the Executive Director (not payroll).

**Combined Personal and Business Travel:** Transportation and other expenses will be reimbursed only to and from the business destination and for the authorized period of AECT business activity. Expenses (for transportation or living expenses) for a traveling companion will not be reimbursed. That is, if you have a traveling companion, expenses will only be reimbursed at the maximum rate of fifty percent personal/fifty percent AECT-related. If special tickets are purchased (e.g., for tours), the AECT traveler will be reimbursed only to the extent allowable for a solo ticket.
Travel Arrangements: Airline tickets, rental car reservations and other such travel arrangements should be secured through the designated vendors (where applicable) by the employee traveling. Travel plans should be completed at least two weeks in advance of the travel date(s), if at all possible, to enable AECT to secure the least costly tickets and reservations. All travel involving airline or train tickets or rental cars requires prior approval by the Executive Director or designee.

Note: If travel arrangements or reservations are changed by the traveler after scheduled, any additional expenses—including penalties—will be the responsibility of the traveler, unless such changes have been authorized (in writing) in advance by the Executive Director or designee.

Transportation

Air. Coach class should be used. All air travel arrangements are to be arranged through the designated vendor (where applicable) by the employee traveling. The traveler should first complete top portion of a Travel Request form specifying whether air, car and hotel accommodations are required, the from and to destinations and any additional requirements. The traveler should then contact the designated vendor to obtain the air, car and hotel information. The traveler should complete top portion of a Travel Expense Report (TER) with appropriate travel information, record related TER number on Travel Request form and attach TER to Travel Request form. The completed Travel Request form and TER should then be approved by the Executive Director or designee. Upon approval, the employee traveling should contact the designated vendor to confirm reservations and provide designated vendor with appropriate TER number for billing purposes. The Travel Request form and related TER should then be maintained by the employee traveling and submitted in a timely fashion to the Executive Director upon completion of travel.

Shuttle/Bus. These should be used instead of rental cars or taxis, especially for short distances and for travel to and from the airport.

Taxi. A taxi should be used primarily for short distances and not when other, less expensive forms of public transportation are available. However, when several AECT employees travel together, a taxi may be less expensive than an airport limousine or bus.

Rental Cars. These should be used only when less expensive forms of public transportation are not available. Lowest cost rental cars, compact and sub-compact should be used and all rental car arrangements are to be arranged through the designated vendor (where applicable) by the employee traveling -- see appropriate arrangement procedures detailed in Air section above. Each travel expense report must state the reason that a rental car was necessary. Receipts are required. No car may be rented without approval in advance from the Executive Director or designee. When renting a vehicle for AECT travel, the vehicle should be rented in the individual’s name. Within the United States, the traveler should accept the optional insurance coverage offered by the rental company. Anyone with a rental car should have an Insurance Identification Card in his or her possession.

Personal Cars. A personal car may be used if public transportation is unavailable, inefficient, or uneconomical. If a personal car is used for any other reason, prior approval is required. In these cases, reimbursement will be the lower of the mileage computation or the cost of public transportation. Mileage reimbursement is that which is set by AECT plus tolls and parking charges. The mileage reimbursement as of February 2012 is $.45 per mile. AECT does not make a reimbursement for traffic violations, either moving or parking. Receipts are required for parking and toll charges when possible.
Living Expenses

**Lodging.** The cost of reasonable single-room accommodations at a hotel or motel near the place of business activity will be reimbursed. While lodging rates vary according to locale, in general, business or economy hotels and motels should be used instead of luxury, deluxe resort, or residential establishments. Arrangements for lodging are to be arranged through the designated vendor (where applicable) by the employee traveling.

**Service Items.** Personal items such as charges for traveler’s checks and credit cards, haircuts, toiletries, laundry, shoe shines, newspapers, magazines, and clothing are not reimbursable.

**Telephone Calls.** All business calls are reimbursable. Use (877) 677-2328 to call AECT. While traveling, you may charge or be reimbursed for one call a day to your home, so long as the call is reasonable in length (approximately five minutes). The use of personal cell phones is encouraged.

**Tipping.** Tipping is reimbursable if reasonable. Normally, it should not exceed 15 percent of meal charges, taxi fares, shuttle/bus costs, etc., nor be higher than one dollar each for services such as baggage (per item) and room showing. Service tips should be identified as “tips” on the expense report, while tips for meals and transportation should be included as part of the reported charge.

**Meals.** Cost of meals while traveling is reimbursable, as follows,

- Three meals a day when traveling overnight.
- During day trips when you leave directly from home in the morning and return after business hours that day, only luncheon is reimbursable. Dinner is reimbursable only if business activity extends well into the evening.
- AECT will pay a maximum rate for the cost of meals while traveling, as follows:
  - Total allowance per day = $50.00
  - Breakfast $10.00
  - Lunch $15.00
  - Dinner $25.00
- Meals for clients, consultants, and business partners during bona fide business meetings are reimbursable. Expense reports must specify the name and affiliation of the guest and the general nature of the business conducted. A complete receipt of expense must be attached with the Expense Report.

Travel Advances

The necessity for using personal funds to cover expenditures that are to be reimbursed can become a hardship. Minimize this problem by using credit cards whenever possible. If an expense report is submitted on a timely basis, the employee will normally receive a reimbursement check before the credit card billing. An alternative is to obtain an advance against anticipated out-of-pocket expenditures through the Administrative Assistant. Requests for advances should be submitted to the Executive Director on the approved Travel Request form and should be submitted at least one week before the advance is required. Along with your request, submit the Travel Expense Report form with the upper portion completed. The requesting employee is personally responsible for the advance, and so it is suggested that advances be for moderate amounts. No advance will be made to an individual, who has not accounted for (via Expense Report) a previous advance, except as approved by the Executive Director. The practice of cash returns for money left over from a travel advance is not encouraged, but if an individual must return the unused portion of a travel advance in cash, it is to be taken it directly to the Administrative Assistant to obtain a receipt.
Expense Reports

Expenses will be reimbursed only when reported in accordance with these guidelines, on the appropriate form, and with proper receipts attached. The expense report must be signed by the employee and his or her immediate supervisor and/or the supervisor who is responsible for the expense account. All business expenses, including those charged through travel agencies or otherwise charged should be reported. Receipts are required for basic transportation, lodging, meals that include expenses for others, and for any unusual charge. Expense reports should be submitted on a timely basis, normally within one week of the completion of the trip. All travel expense reports are to be audited by the Business Office and payment authorized by AECT Executive Director before any reimbursement/adjustment action is initiated.

LEGISLATED EMPLOYMENT OBLIGATIONS

Social Security and Medicare
- These are statutory requirements funded by all the individual employees and AECT.

Unemployment Compensation
- This is a statutory requirement
- Payment of benefits is determined by federal and state laws.

Worker’s Compensation
- This is a statutory requirement which can provide medical aid and monetary compensation to an individual who sustains an injury or illness arising out of and in the course of employment.
- Payment of benefits is determined and is paid by AECT’s workman's compensation insurance carrier.

EMPLOYEE BENEFITS

Retirement Plan
AECT currently does not offer any retirement plan.

Insurance Eligibility and Policies
Through Guardian Life, AECT is pleased to currently offer Long-Term Disability coverage, a Flexible Spending Account, and a Simple IRA to qualifying employees. JA Benefits Agent, Julia Thomas, can explain all of AECT’s employee benefits. JA Benefits is located at 1630 H Street in Bedford, Indiana 47421, and Julia can be reached at 812-279-9500. Employee benefits may cease at any point in the future if the Executive Director deems the cancellation reasonable and necessary for the financial well being of The Association. This cancellation may occur with prior written notification to all employees from the Executive Director.

Group Medical Insurance
This is not provided by AECT. AECT is not required to provide a group medical insurance plan.

Holidays
AECT recognizes seven (7) holidays each year. All eligible employees will receive their regular straight-time compensation for each holiday. Regular part-time employees receive pay for each designated holiday in the proportion that their normally scheduled number of hours bears to 40 hours per week. The holidays celebrated are:

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
A holiday that falls on a weekend will be observed on either the preceding Friday or the following Monday to coincide with local custom.

To be eligible for holiday pay, an employee must have worked his or her regularly scheduled hours the workday before and the workday after the holiday or have been on an approved vacation day or any other prior approved day off under AECT policy. If an employee is on vacation when a holiday is observed, the employee will be paid for the holiday and will be granted an alternate day of vacation at a later date.

Employees observing religious holidays other than those listed are permitted to use vacation or leave without pay. No employee will be forced to work any religious holiday if a request for leave is submitted two weeks in advance. Employees may not substitute work on official holidays for alternate days off.

**Vacation**

Paid vacation days are available to all regular, eligible employees. They must be earned before they are taken. Vacation days are earned at the rate of one-twelfth of the annual allowance for each month of employment. The annual allowance is based on a year of employment. A year of employment is the period from July 1 through the following June 30. If the date of initial employment is July 2 through December 31, it shall be considered as the prior July 1 for calculating years of employment. If the date of initial employment is January 1 through June 30, it shall be considered as the following July 1 for calculating years of employment. The annual allowance for vacation days is as follows:

- **Group 1:** 1st through 4th years of employment 10 days per year
- **Group 2:** 5th through 9th years of employment 15 days per year
- **Group 3:** 10th year or more of employment 20 days per year

This vacation policy applies to all employees. No vacation may be taken until actual employment of at least six months. Thereafter, vacation may be taken at a time approved by the department manager and Executive Director in an amount not exceeding the earned vacation days. The number of vacation days that can be earned and accumulated at any time is limited to twice the annual allowance: "If you don't use it, you lose it!"

Exempt employees are not permitted to use partial vacation days (i.e. days must be taken in full day increments). Non-exempt employees are permitted to use vacation in hourly increments. Employees working less than 40 hours per week (but more than 32 hours per week) will earn vacation on a pro-rated basis based on a 40 hour work week. Consistently, when an employee working less than 40 hours per week (but more than 32 hours per week) uses vacation, they will have a pro-rated deduction from their accrued vacation and be paid an average (based on 5 workdays/week) of their total hours worked per week for each vacation day (ex. A person working 32 hours per week will be paid 6.4 hours – 32 hours divided by 5 days – for each vacation day).

**Personal Business Day**

Regular employees may take one paid personal business day per fiscal year (July 1 to June 30). Personal business days do not accumulate, so to receive this benefit, employees must take this day during the current fiscal year.

**Sick Days**

Regular employees are granted sick leave on the basis of ten days for each year of employment. Sick leave can accumulate up to a total of 40 days (or 320 hours). Employees who accumulate sick days up to 40 days (or 320 hours) will not earn more sick days until and unless that accumulation falls below 40 days (or 320 hours).

Sick time must be accumulated before it can be used. Employees may not use sick leave until after they have been employed by AECT for 90 days. Sick leave may be used for absence from work due to personal illness (including pregnancy and related conditions), injury, or preventive medical and dental
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care. Any more than two consecutive days of absence due to illness must be supported by a doctor’s statement. Employees with conditions requiring sick leave exceeding the allotted 80 hour limit will not only need physician's documentation but must also arrange an individual leave plan with the Executive Director.

Exempt employees are not permitted to use partial sick leave days (i.e. days must be taken in full day increments). Non-exempt employees are permitted to use sick leave in hourly increments. Employees working less than 40 hours per week (but more than 32 hours per week) will earn sick leave on a pro-rated basis based on a 40 hour work week. Consistently, when an employee working less than 40 hours per week (but more than 32 hours per week) uses sick leave, they will have a pro-rated deduction from their accrued sick leave and be paid an average (based on 5 workdays/wk) of their total hours worked per week for each sick leave day (ex. a person working 32 hours per week will be paid 6.4 hours – 32 hours divided by 5 days – for each sick leave day).

Subject to approval by the Executive Director, sick leave may be used for illness of a member of the immediate family or household, not to exceed one calendar week in any one incidence of sickness or injury. As per policy, any more than two consecutive days of absence must be supported by a doctor’s statement.

Wellness

Employees are permitted up to four, 90-minute wellness visits to health care providers per year without penalty. These can include dental checkups and similar activities which encourage good health. These should be noted on time sheets and approved in advance by the employee’s supervisor. No leave will be charged for these visits.

Bereavement

Bereavement leave will be granted to full-time employees in the event of absence necessitated by the death of a family member.

- In the event of the death of an employee’s spouse, partner, child, parent, or sibling, the employee will be granted three days off work with pay.
- In the event of the death of an employee’s grandparent, father- or mother-in-law, or son- or daughter-in-law, the employee will be granted one day off work with pay. Unused personal time or earned vacation may be used if additional time off is needed.

Subject to the approval of an employee’s immediate supervisor, an employee may also take up to one full day without pay to attend the funeral of other relatives or friends. If available, the employee may request to be paid any unused personal time or earned vacation for this purpose.

Jury Duty

Civil leave may be granted to an individual called for jury duty or subpoenaed to appear as a court witness. This leave is with pay, except that any jury payment or other payment to the employee shall be deducted from pay. Paid civil leave shall not exceed fifteen (15) working days per incident of jury duty or subpoena at which time The Association will discontinue pay until employee returns to work. The employee will continue to be responsible for the applicable employee and/or dependent coverage portion of insurance premium(s). The same reimbursement requirement and repayment options apply here as with a Leave of Absence. During civil leave, sick days and vacation days continue to accrue as if the employee was at work.
Military Duty

Military leave shall be granted to a member of the National Guard or a reserve component of the United States Armed Forces who is required to engage in an active training period. This leave shall be granted pursuant to the current laws regarding such leave and reemployment.

Leave of Absence

Leave without pay may be granted only with approval of the Executive Director. This leave is for a specified period of time, usually not less than one week and no more than twelve weeks.

Sick leave and vacation credits do not accrue during this leave.

During a period of unpaid leave of absence, available insurance continuation periods vary upon insurance type and carrier; however, in no event shall insurance continuation extend beyond the end of the month following three consecutive months of unpaid leave of absence (i.e. periods not actively at work). During a period of insurance continuation, an employee on unpaid leave of absence will be required to reimburse AECT for the entire amount of applicable insurance premiums on after-tax basis (1) in monthly payments (by the 5th of each month they desire insurance continuation), or (2) in a lump sum prior to leaving for unpaid leave of absence or (3) immediately upon notification to employer of intent not to return to work.

OFFICE PROCEDURES

Office Hours

The AECT office will be open from 8:00 a.m. to 5:00 p.m., Monday through Friday. The lunch period is usually one hour, normally between 12:00 noon and 1:00 p.m., unless other arrangements are made with the Executive Director. Non-exempt employees are required to take a lunch break away from their desks.

While the office is open nine (9) hours per day, a full-time employee is expected to work eight hours as assigned during the regular office hours of 8:00 a.m. to 5:00 p.m. EST.

Attendance Sheets

Each employee is responsible for maintaining their monthly attendance sheet on a daily basis. At the end of the monthly period (the 16th through the 15th), a completed attendance sheet along with the supporting documentation for project time allocations must be submitted to your immediate supervisor for approval within 1 business day of the end of the pay period. Upon acceptance and signed approval, your supervisor will submit your timesheet to the Administrative Assistant within 2 business days of receipt. Failure to submit an approved attendance sheet may result in withholding of an employee’s paycheck until the required documentation is turned in.

Staff Accessibility Policy

Employees who will be absent from the office must inform their immediate supervisor and also leave a notice with the receptionist regarding their unscheduled absence as close to 8:00 a.m. EST as possible.

Employees who must be absent from the office during normal office hours for work-related reasons are expected to inform their supervisor where they are and how to contact them at all times. They should also tell anyone who is likely to answer the telephone where they are and how they may be contacted during that time (via cell phone, email, etc).

Office Policy during Inclement Weather

AECT’s standard policy is that the office is open daily, Monday through Friday, except for specific holidays. During the winter months, road conditions may cause staff members to be delayed in arriving. When such conditions exist, everyone will be expected to arrive as near to 8:00 a.m. as safety permits and work a full shift or take appropriate leave.
If weather is such as to make driving unusually hazardous or to make parking impossible in the lot, the office may be officially closed for the day or a portion of the day and will be considered as administrative leave time. Any employee who was scheduled to work on an administrative leave day will be paid for the scheduled work hours.

Weather conditions that cause the closing of schools and the stopping of the metro bus system will be factors used in the making of the decision on office closing. The office will not be closed automatically because the schools are closed. A voice mail message will be made available by the Executive Director or his designee. It is the responsibility of each employee to check this message.

If the office is open, those employees who do not make it to work due to weather conditions will have the absence charged to personal days or vacation days. During administrative leave, no personal or vacation days will be charged for an employee's absence.

**Legal Documents Policy**

The following procedures shall be followed pertaining to legal documents (i.e. contracts, agreements, permission letters, etc.) that legally bind AECT either financially or in any other manner:

**Authorized Approvers and Signers:**

The Executive Director is the appropriate person to sign all legally binding AECT documents. In the Executive Director's absence, the only employee authorized to sign legally binding AECT documents is the AECT President.

**Project-Related Document Drafting and Preparation:**

All project-related documents (i.e. contracts; etc.) will be drafted and prepared by the supervisor retaining said services.

**Other Legal Document Drafting and Preparation:**

All other legal documents (i.e. miscellaneous contracts, agreements, permission letters, etc.) from all other departments will be drafted and prepared by the Executive Director.

**Special Legal Document Drafting and Preparation:**

Special legal documents pertaining to a specific area of expertise (such as Partnership Agreements, etc.) will be drafted and prepared by the individual assigned by the Executive Director who is familiar with and responsible for the applicable document type.

**Disaster Recovery Procedures**

AECT has implemented a Disaster Recovery Plan. Printed copies of this plan are available in the AECT Resource Library. The objectives of this plan are to protect association resources and employees, to safeguard the organization's vital records, and to guarantee the continued availability of essential association services in the event of a disaster. A disaster is defined as the occurrence of any event that causes a significant disruption in normal business operations.

All employees are encouraged to familiarize themselves with the Disaster Recovery Plan and the necessary implementation procedures, especially those who would be members of the disaster recovery team. Of course, all employees should be aware that procedures are in place for disaster prevention. Proper security and regular backups will prevent the majority of business interruptions from becoming a disaster.

In order to retrieve necessary information quickly in the event of a disaster, procedures are in place to retain a current network backup off-site. Association data held on local hard drives is the responsibility of the individual user to back up on a regular basis.
TORNADO AND FIRE SAFETY PROCEDURES

Tornado Safety

In the event of a tornado, employees are instructed to quickly proceed in an orderly fashion to an interior area (away from windows), protect his or her body under a sturdy object and protect his or her head from flying debris. If time permits, individuals are to proceed to one of the interior offices on the lower level which offer more protection from flying glass and debris.

Fire Safety

In the event of a fire, employees are to quickly proceed in an orderly fashion to the nearest exit. If there is a problem with smoke, individuals are to lower themselves to the lowest possible position (as smoke rises) and proceed to the nearest exit.

Approved February 6, 2012

Necessary revisions to reflect move from AIT and update of benefits made on March 8, 2016