

**BYLAWS AND STANDING RULES for the INTERNATIONAL DIVISION (INTL), of the
ASSOCIATION FOR EDUCATIONAL COMMUNICATIONS & TECHNOLOGY (AECT)
(Revisions Approved on November 8, 2017)**

BYLAWS ARTICLE 1 - NAME

- 1.1 The International Division (herein referred to as "INTL") of the Association for Educational Communications and Technology (herein referred to as the "AECT") is organized in accordance with Section 16 of the Bylaws of the Constitution of the AECT.
- 1.2 In all official documents the name of the Division shall be referred to as the International Division, a Division of the Association for Educational Communications and Technology.

ARTICLE II - DIVISION PURPOSE

The Division shall:

- 2.1 Endorse the general purpose and objectives of the AECT as stated in Section 1 of the Bylaws of the Constitution of the AECT, and shall determine official INTL policy in accordance with the AECT Constitution and Bylaws.
- 2.2 Conduct programs and activities in keeping with the purposes of the parent organization, and shall develop its programs accordingly at the direction of the AECT. Minutes, fiscal reports, and any other documents shall be filed in accordance with the requirements of the parent organization, the AECT.
- 2.3 Dedicate to the development and improvement of international educational communications and technology for public welfare.
- 2.4 Keep abreast of innovation and developments that have applicability in international communications.
- 2.5 Strengthen the resources for improving the qualifications and effectiveness of professional personnel based on geographic areas, technical areas, and organizational institutions.
- 2.6 Support and contribute to the AECT roster of qualified leadership personnel to serve the diverse interests of members of the AECT.
- 2.7 Encourage studies, demonstrations, experimentation, and improvement in the use and evaluation of educational communications technology specifically applicable to international educational programs.
- 2.8 Encourage and facilitate cooperation and coordination among educational institutions, agencies, foundations, and other organizations concerned with international communications.
- 2.9 Establish links among institutions, faculty, and students with educational technology programs by maintaining communications worldwide.
- 2.10 Develop a functional facility presence at the AECT, available for use by the membership, for the acquisition, evaluation, reproduction, and dissemination of existing and future research, evaluations, and shall prototype materials and techniques that apply to international communications.
- 2.11 Promote practice and research in educational communications for social and economic development across national and cultural lines by supporting exchange programs.
- 2.12 Recognize outstanding educational professionals worldwide by conferring awards.

ARTICLE III - OFFICERS AND GOVERNANCE

3.1 *Officers of the Board, with the exception of the President, immediate Past President, and President Elect are appointed by the Executive Committee, or by the President with the approval of the Executive Committee.

The positions that compose the members of the INTL Board include the President, President-Elect, Secretary, Past-President, INTL Representative to the AECT Board, Communications Coordinator, Newsletter Editor, ICEM Representative, ETR&D Editor, Awards Coordinator, GSA Representative, and TechTrends Representative.

3.2 These positions are members of the Board:

President
President-Elect
Immediate Past President / Nominating Committee Chair / Past President Council Coordinator / Hospitality Center Coordinator
(Immediate Past President- If not interested, the Board will appoint a coordinator from the Past Presidents)
INTL Representative to AECT Board
Communications Coordinator / Listserv Manager/ Website Webmaster/ Newsletter editor /
Award Coordinator
Membership Coordinator
Geographic Areas Coordinator (three Specific Areas Coordinators)
Secretary
ICEM Representative
ETR&D Editor of the Cultural and Regional Perspectives Section
TechTrends Representative

3.3 The **PRESIDENT SHALL:**

- 3.3.1 Keep a log of activities and information to present to the President-Elect at the next annual meeting.
- 3.3.2 Ensure that all Board positions are filled immediately after installation and make any other appointments required by the Board, including those positions of liaison and representatives within AECT and with other associations as identified in ID bylaws. Appointments by the President are subject to approval by the Executive Committee.
- 3.3.3 Ensure that the Nominating Committee Chair selects a Nominating Committee according to AECT's schedule for Divisions and coordinates the ballot with the AECT Communications Coordinator.
- 3.3.4 Represent the INTL at the Summer Board and Leadership Meeting if the President-Elect, who attends as the conference planner, is unable to attend. The President may also attend in addition to the President-Elect but the priority for receiving funding from AECT will go to the INTL Representative to the Board and the INTL President-Elect.
- 3.3.5 Receive the results of the election for President from the Immediate Past President and announce them via the ID listserv.
- 3.3.6 Following the annual conference, ensure that communications of gratitude are expressed to special conference presenters, as appropriate (via email, fax, or post). Host the INTL Board Member Meeting.

3.4 The **PRESIDENT-ELECT SHALL:**

- 3.4.1 In the absence of the President, assume the duties of the President, and shall serve as deputy to the President.
- 3.4.2 Fulfill duties including, but not limited to, the following: organizing the INTL Conference Program as Program Committee Coordinator and attend the Summer Board and Leadership Meeting.
- 3.4.3 Represent the INTL during the Annual AECT Conference Planning Meeting; Coordinate the peer review process for Program Proposal evaluation including notification of acceptances and rejections.
- 3.4.4 Report the final convention proposals to the AECT President-elect for inclusion in the official program; and to the INTL Communications Coordinator for publication in the INTL listserv.
- 3.4.5 Recruit session facilitators, when utilized, for each INTL session and obtain written reports from each facilitator for post-convention publication by the INTL.
- 3.4.6 Represent the INTL at the AECT Summer Board and Leadership Meeting. The INTL Representative to the Board needs to attend the summer meeting.
- 3.4.7 Invite, as necessary, special conference presenters.
- 3.4.8 Arrange the date and time of the annual meeting(s) with the AECT conference program planner (avoiding date conflicts with the ICEM conference, as possible,).
- 3.4.9 Coordinate Hospitality Center during the Conference and announce this time/date via the INTL listserv to INTL members.

3.5 The **IMMEDIATE PAST PRESIDENT SHALL:**

- 3.5.1 Serve as Coordinator of the Nominating Committee, prior to the annual election, and in accordance with the date specified in the INTL in the Standing Rules.
- 3.5.2 Select a Nominating Committee of not less than three members, in good standing, including the Immediate Past President.
- 3.5.3 If the Immediate Past-President is unable to serve, the INTL Board shall appoint another member to chair the Nominating Committee.
- 3.5.4 Serve as the Past Presidents' Council Coordinator (PPCC), which maintains a roster of Past Presidents. If unable to serve, another Past President will be appointed by the Board. The Past Presidents' Council serves in an advisory capacity only. A PPCC may be reappointed for multiple terms.
- 3.5.5 Fulfill duties of the INTL's awards as Award Coordinator.

3.6 The **SECRETARY SHALL:**

- 3.6.1 Record the minutes of the INTL Board meetings during the annual conference.
- 3.6.2 Provide the President with the minutes of the previous meeting including the actions taken at the meetings (motions) by the deadline designated in the Standing Rules.
- 3.6.3 Keep a file of the written Standing Committee Reports from the Coordinators.
- 3.6.4 Keep a written log of all minutes and summaries of meetings to present to the next Secretary.
- 3.6.5 Keep up-to-date record of the By-laws and Standing Rules for dissemination via the INTL web page, and by other means as needed.

3.7 The **INTERNATIONAL DIVISION REPRESENTATIVE TO AECT BOARD SHALL:**

- 3.7.1 Represent the INTL at AECT Board meetings.
- 3.7.2 Report to the INTL President following the Board meetings on AECT business pertaining to the INTL.
- 3.7.3 If unable to attend, appoint a substitute from the INTL Board.

3.7.4 Submit an annual report, based on the reports from the INTL President and President-Elect, to the INTL Board on AECT business effecting INTL.

3.7.5 Attend the Summer Board and Leadership meeting.

3.8 The INTL REPRESENTATIVE to the INTERNATIONAL COUNCIL for EDUCATIONAL MEDIA (ICEM) SHALL:

3.8.1 Serve as the official representative for the U.S.A. at all ICEM meetings and carry out the duties of country representative as specified by ICEM.

3.8.2 Act as a member of the INTL; the Board of the INTL will appoint an INTL Representative by the ID President with approval of the AECT Board.

3.8.3 Appoint a Deputy Representative and Observers (as necessary) with the approval of the INTL Board.

3.8.4 Report ICEM activities to the INTL annually.

3.8.5 Report relevant ID and AECT issues to ICEM annually.

3.8.6 Encourage active participation in ICEM by ID members.

3.8.7 Assist with fundraising activities supported by ID for ICEM.

ARTICLE IV - ANNUAL MEETING

4.1 At the **ANNUAL MEETING**, The President shall:

4.1.1 Call the meeting to order, having determined that there is a quorum present.

4.1.2 Ascertain that all members have the agenda; announce the time to adjourn.

4.1.3 Call for formal adoption of the agenda (motion from the floor, 2nd, and a vote).

4.1.4 Address any amendments to the agenda (the change must have a 2nd, and a vote).

4.1.5 Manage the discussion of the agenda items.

4.1.6 Ascertain that the secretary records all actions (motions, resolutions).

4.1.7 Postpone to a definite time motions that require further investigation.

4.1.8 Report to the membership, immediately following the annual meeting, and arrange for distribution of a written report on the annual meeting to all members.

ARTICLE V - EXECUTIVE COMMITTEE

5.1 ****The officers that comprise the Executive Committee are President, President-Elect, Secretary, and Immediate Past President, and INTL Representative to AECT Board.**

ARTICLE VI - STANDING COMMITTEES

6.1 The **NOMINATING COMMITTEE COORDINATOR, IMMEDIATE PAST PRESIDENT SHALL:**

6.1.1 Keep a log of the Nominating Committee for President meetings and pertinent election information.

Recruit two members to serve on this committee.

6.1.2 Identify candidate(s) for President-elect.

6.1.3 The President-elect must be in *good standing* as a member of AECT and ID for at *least* two previous years before being placed in the candidacy status.

6.1.4 Obtain and send the biographical sketches of candidate(s) to the ID members via the ID listserv.

6.1.5 Submit the ID Ballot information (i.e., candidate name(s) and profile(s)) to AECT, who will disseminate the official ballot.

- 6.1.6 Report the results of the voting to the ID President.
- 6.1.7 Provide results to Communication Coordinator for dissemination via ID web site no later than one week after the vote is taken to allow for any objections from ID members within 30 days after the vote. AECT provides electronic ballots for each Division.
- 6.1.8 Arrange for another ballot, if necessary, within one week after the 30-day period, after consultation with the ID Board; Publish a ballot with a new candidate for President based on written input from the members; Coordinate with AECT to send out the second ballot.
- 6.1.9 Report the results of the annual election for president to AECT Board.

6.2 The **MEMBERSHIP COORDINATOR SHALL:**

- 6.2.1 Keep a log of activities and information to present to the next Membership Coordinator.
- 6.2.2 Recruit members to serve on the Membership Committee.
- 6.2.3 Recommend Membership Subcommittee Coordinators for appointment by the President
- 6.2.4 Manage Membership related Subcommittees: Geographic areas, Coordinators & Regional Advisers, Awards Committee, Student Member Committee, and Hospitality Center Committee.
- 6.2.5 Serve as Editor-in-Chief and oversee the editing and publishing of official information of the INTL, as directed by the President on behalf of the Board through the INTL listserv.
- 6.2.6 Publish the "actions" taken by the Board, between annual Board meetings, on the INTL listserv.
- 6.2.7 Publish the bio sketches of candidates for the annual election of Officers the INTL listserv.
- 6.2.8 Seek updated information from AECT and collaborate with the Communication Coordinator to post periodic announcement, as needed.

6.2.5.1 The **GEOGRAPHIC AREAS COORDINATOR SHALL:**

- 6.2.5.1.1 Serve as an Area Coordinator
- 6.2.5.1.2 Communicate with Regional Advisers (members in the Area's countries/regions) to encourage membership and seek candidates for ID awards.
- 6.2.5.1.3 Identify, invite, appoint and reappoint (in consultation with the ID Board) appropriate INTL members to serve as Area Coordinators and Regional Advisors.
- 6.2.5.1.4 Recommend members to become Coordinators in many areas of the world, based on current U.S. Department of State recognized regions.
- 6.2.5.1.5 Encourage those who serve as Area Coordinators to contact members in their area to serve as Regional Advisers for their country (one or more Advisers per country depending on country size).
- 6.2.5.1.6 Submit a proposal on Leadership for the annual conference in cooperation with the AECT Leadership Committee, regarding international professional peer societies.
- 6.2.5.1.7 Encourage nominations of candidates from abroad for ID awards.
- 6.2.5.1.8 Increase the number of geographic areas that AECT serves.
- 6.2.5.1.9 Support the Area Coordinators in recruiting Regional Advisers by maintaining regular communication with the Coordinators and encourage reports of events and activities within their Areas.
- 6.2.5.1.10 Encourage Coordinators to access AECT members' lists and contact new members in their Areas.
- 6.2.5.1.11 Contact members in any Area to recruit new Advisors as needed.
- 6.2.5.1.12 Reports to Membership Coordinator.
- 6.2.5.1.13 Assist with Summer International Research Symposium.

6.2.5.1.12 The **REGIONAL ADVISERS SHALL:**

6.2.5.1.12.1 Report to their Area Coordinator and Membership Coordinator at least annually.

6.2.5.1.12.2 Nominate other members in their region for INTL awards.

6.2.5.1.12.3 Advisers' terms are two years beginning at the annual conference whether they are able to attend or not. Any adviser appointed after June 1 will begin at once serving a partial term until the next annual conference and two years, a total of two and one half years.

6.2.5.1.12.4 Advisers may be reappointed two-year terms. There is no limit to the number of terms to which an Adviser may be reappointed.

6.2.5.2 The **AWARDS COORDINATOR SHALL:**

6.2.5.2.1 Maintain up-to-date descriptions of the INTL's awards.

6.2.5.2.2 Form an awards committee comprised of INTL members to select the final award recipients.

6.2.5.2.3 Disseminate the criteria for each award thru the listserv.

6.2.5.2.4 Order award plaques through AECT, except the deKieffer Fellowship, and transport them to the conference.

6.2.5.2.5 Coordinate the award presentations during the annual ceremony involving the nominators and award coordinators.

6.2.5.2.6 Write congratulatory letters to recipients and thank you letters to nominators.

6.2.5.2.7 Keep a record of all awards and give an annual report to the President. The President and the Awards Coordinator should give the list to their replacements. The award coordinator should host the ceremony at the INTL dinner.

6.2.5.2.8 INTL awards are

- President's Service Recognition Award;
- Distinguished International Service in Educational Communications and Technology Award;
- International Contributions Award;
- Outstanding Journal Article Published in International Review of ETR&D Award;
- Outstanding Practice by a Student of Educational Technology in an International Setting Award;
- Robert deKieffer International Fellowship Award;
- R. W. "Buddy" Burniske Award (from TechTrends).

6.2.5.2.9 Notify the AECT Foundation Chair of the recipient for the Robert deKieffer International Fellowship Award.

6.2.5.3 The **GSA Representative SHALL:**

6.2.5.3.1 Obtain AECT membership list for student members.

6.2.5.3.2 Promote student nominations for INTL awards.

6.2.5.3.3 Coordinate with President-elect on conference sessions for students.

6.2.5.3.4 Coordinate the activities that connect the INTL and GSA.

6.2.5.3.5 Submit an annual Membership Committee Report.

6.2.5.3.6 Foster mentoring of graduate student members by experienced members, and undergraduate student members by graduate student members.

6.2.5.4 The **HOSPITALITY CENTER COORDINATOR / President Elect SHALL:**

6.2.5.4.1 Maintain up-to-date descriptions of Hospitality activities.

- 6.2.5.4.2 Coordinate with AECT headquarters regarding contents of trunk (e.g., ribbons, ID brochures, sign-in sheets, etc.)
- 6.2.5.4.3 Contact Membership Coordinator to recruit members to manage center.
- 6.2.5.4.4 Arrive at conference before it opens or arrange for others to set-up the center.
- 6.2.5.4.5 Locate and unpack the trunk and display the map.
- 6.2.5.4.6 Post center volunteer guidelines.
- 6.2.5.4.7 Confirm coffee schedule and refill procedure. Note: This activity is not necessary during years when AECT organizes a coffee location.
- 6.2.5.4.8 Open the center each day of conference.
- 6.2.5.4.9 Close the center, pack trunk map.
- 6.2.5.4.10 Return the trunk and map to AECT staff.

6.3 The **COMMUNICATIONS COORDINATOR SHALL:**

- 6.3.1 Keep the member list current.
- 6.3.2 Coordinate web design with AECT.
- 6.3.3 Regularly announce/remind members, via the INTL listserv, to update e-mail addresses to the Communications Coordinator who notifies the member of any problems with receipt of email messages and reports new addresses to AECT.
- 6.3.4 Keep a log of activities and information to present to the next Communications Coordinator.
- 6.3.5 Verify that the INTL listserv is operating properly.
- 6.3.6 Collaborate with the Membership Subcommittee Coordinators appointed by the President.

ARTICLE VII - ETR&D CULTURAL AND REGIONAL PERSPECTIVES EDITOR

- 7.1 The Section Editor of *ETR&D* Cultural and Regional Perspectives, the review section of the quarterly journal of research and development issues in field of educational technology published by AECT, is recognized as the official Representative of the INTL to *ETR&D*.
- 7.2 The *ETR&D* Cultural and Regional Perspectives Editor shall report to the INTL Board regarding *ETR&D* Cultural and Regional Perspectives section matters and nominates candidates for the Outstanding Journal Article Published in Cultural and Regional Perspectives of *ETR&D Award*.

ARTICLE VIII - TECHTRENDS REPRESENTATIVE

- 8.1 The ICT International Column Editor for *TechTrends*, the AECT bimonthly journal for leaders in education and training, is recognized as the ID *TechTrends* Representative by the INTL with approval of the INTL Board.
- 8.2 The Representative for *TechTrends* shall report to the INTL Board regarding *TechTrends* articles on international education and training, and promote an issue featuring an international technology theme and articles.
- 8.3 The ICT International Column Editor may be appointed for a term of three years. The INTL President will nominate an individual and present that individual's name to the INTL Board for confirmation. The term is renewable for additional terms of three years.

ARTICLE IX - REPLACING AN OFFICER

- 9 A Board member may be removed from the Board in accordance with the parliamentary authority of AECT and the INTL in accordance with Robert's Rules of Order.

ARTICLE X - PARLIAMENTARY AUTHORITY

- 10 The **Parliamentary Authority** for the INTL is Robert's Rules of Order.

ARTICLE XI - CHANGES TO THE BYLAWS

- 11.1 The BYLAWS of the INTL may be amended by a two-thirds vote of the Board at either a face-to-face meeting at the annual conference, or via an online vote.
- 11.1.1 For either type of voting, two-weeks written notice, via email or other electronic format that is accessible to all Board members, must be given regarding the purpose and the timeline for voting.
- 11.1.2 Notice of proposed changes to any INTL Bylaws must be published on the INTL site at least two weeks prior to the scheduled voting time to allow input from the INTL members. No response shall be considered approval.
- 11.1.3 At the Board's option, voting on proposed Bylaws changes may be open to all INTL members.
- 11.2 A copy of the current Bylaws shall be published in electronic format for ready access by the INTL members via the INTL website, which can be accessed by entering the AECT website (<http://www.aect.org>) and choosing the link to the INTL.

ARTICLE XII - THE DESIGNATED AUCTIONEER(S)

The designated Auctioneer(s) shall collaborate with the current INTL President (who subsequently serves as the International Dinner's emcee), and his or her auction team to:

- 12.1. Receive and list auction items delivered to the conference's AECT office or to an INTL board member in advance of the dinner/auction.
- 12.2. Shall, with assistance, see that these items are taken to the venue of the dinner and arrange them on display tables before guests arrive.
- 12.3. Work with the convention site's staff to ensure that the bar set-up contains non-alcoholic beverages for those wishing them as well as other beverages.
- 12.4. The donor of each silent auction may, but is not required to, assign an opening bid value on a paper placed beside the item.
- 12.5. In collaboration with the INTL President, selected items will be removed from the general display table and set aside for live auctioning. Live auction items should have an estimated value of at least \$25. The auctioneer may make exceptions to this amount when appropriate.
- 12.6. One or more INTL members will receive payment for and maintain a record of the purchases.
- 12.7. Two or three "spotters/runners" will serve as auction volunteers and assist the auctioneer(s) with taking given items around the room for potential bidders to see. They will take the item to the winning bidder who shall then go to the Cash Control table to pay for the item and obtain a receipt.
- 12.8 The auctioneer may designate one or more "Associate Auctioneers" so that he/she can take a break and will turn the microphone over to the President for a formal closing of the evening's festivities.
- 12.9 Alcohol cannot be sold during the auction.

STANDING RULES of the AECT INTL

Rule 1 - Preparation for the Annual Board Meeting and the Annual Membership Meeting

The annual meetings include the INTL Directors (all officers), Standing Committee Coordinators, and Subcommittee Coordinators, and *ETR&D* and *TechTrends* Editors, GSA Representative, and all INTL members. The President shall prepare the agenda having already received the minutes of the previous meeting. The President announces the deadline for receipt of the summaries of committee reports. All motions or resolutions for consideration must be presented in writing to the President for dissemination to the Board before the meeting. Reports from all committees and representatives shall be sent to the President five days prior to the annual meeting. The President provides the Secretary with the agenda and the committee reports for the record; instructs the Communication Coordinator to distribute the agenda (via e-mail); and reports to the Board members before the conference. Copies of the agenda shall be available to all non-board members.

Rule 2 - Presiding Procedures

The meeting begins when the President presents the rules for the meeting (agenda) and receives a majority vote for acceptance (via voice or hands) from the Board members present.

Rule 3 - Election Committee Report

The President announces the Nominations Committee "report of the election" and introduces the new President-elect. (INTL no longer has a President-elect Designate.)

Rule 4 - Credentials Committee

(see Standing Committees: Membership Committee)

Rule 5 - Acceptance of Reports

All reports and material for the permanent record, not already disseminated to the Board, shall be given to the Secretary upon presentation to the Board.

Rule 6 - Meeting Debate Rules

Meeting debates may be moderated in the interest of time. Any member may make a motion to limit debate, in accordance with Robert's Rules of Order.

Rule 7 - Eligibility

No elected officer shall be eligible to serve more than two consecutive terms in the same office. An officer who has served more than half a term is considered to have served a full term. An officer is eligible for re-election after two years.

Rule 8 - Annual Meeting Schedule

There will be two meetings (or one two-part combined meeting) of the INTL Board of Directors at the regularly scheduled Annual Conference of AECT: one with the current President presiding and the second with the new President presiding. There may also be an annual meeting of the general membership of the INTL at the regularly scheduled Annual Conference of AECT.

Rule 9 - Additional Meetings

Additional meetings regarding Board matters may be initiated by the President, the officers, or Standing Committee Coordinators during the time period between the AECT Annual Conferences. (In most instances these meetings will employ online modes, either synchronous or asynchronous.)

Rule 10 - Communications Facilitation

Communication with members throughout the year shall be facilitated by the Communications Coordinator, who will regularly update ID web pages and verify the listserv. (See Communications Committee, Bylaws Article VII)

Rule 11 - Member Responsibilities

Those who are not able to connect to the ID website and/or participate in online meetings are expected to contact the INTL Secretary to arrange for periodic transmission of print versions of online communications.

Rule 12 - Parliamentary Authority

The current edition of Robert's Rules of Order shall govern the annual meeting in all cases to which they are applicable.

- END OF BYLAWS-