

DRAFT BYLAWS

American Educational Research Association

Special Interest Group: Communication of Research

Article I.

NAME OF THE SIG

The name of this Special Interest Group (“SIG”) is Communication of Research, (hereafter, “CR”).

Article II.

AFFILIATION OF THE SIG CR

CR SIG is a Special Interest Group of the American Educational Research Association (hereafter, “AERA” or “Association”) established to facilitate the formation of research specialties of an intra- or cross-divisional nature and to increase the exchange of knowledge within research arenas of special interest, and for other reasons in keeping with achieving the purposes of the Association.

Article III.

GOVERNING AUTHORITY OF CR

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

Article IV.

PURPOSES OF THE SIG: Communication of Research.

CR exists to facilitate research on the nature of communication of educational research; to expand the understanding and promote the effective use of information technology and library-based resources in educational research.

Article V.

MEMBERSHIP IN THE SIG

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

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

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

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

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

Article VI. OFFICERS

Section 1. Required Officers. CR SIG shall have a Chair, Secretary/Treasurer and a Program Chair who shall be elected and shall serve as the three required officers. CR shall have any other officers that its members from time to time chose to designate.

Section 2. Other Officers. The Immediate Past Chair shall serve as a member of the Executive Committee.

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

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

Section 5. Eligibility to Succeed to the Same Office for Consecutive Terms. Unless otherwise specified or restricted in these Bylaws,

individuals shall be eligible to be nominated and to succeed themselves, if elected, to the same office for consecutive terms.

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

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

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

Article VII.

DUTIES AND RESPONSIBILITIES OF THE OFFICERS

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

Section 2. Secretary/Treasurer. The Secretary/Treasurer shall be responsible for managing and reporting on the financial accounts of CR SIG and the safe keeping of all financial documents of the SIG, and for recording and distributing the minutes of Executive Committee and Business meetings to the membership.

Section 3. Program Chair The Program Chair oversees preparations for SIG meetings and programs at the Annual Meeting, interacting with AERA as required and any other units of the Association as desired.

Article VIII.

OTHER LEADERSHIP POSITIONS

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

Section 2. Titles of Non-Officer Leadership Positions. CR SIG shall appoint or elect individuals to the following non-officer leadership positions to carry out leadership or task assignments of the SIG:

- CR shall have an appointed Web Manager to oversee maintenance of CR Internet based projects. There is no set term for this office, the Web Manager serves at the pleasure of the Chair. Vacancies are to be filled by the Chair with the advice of the Executive Committee.

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

Section 2b. Service in a non-officer leadership positions does not make the position holder a member of the Executive Committee. Only members of the Committee can make motions or vote on the Executive Committee, although others may, from time to time and at the discretion of the Chair, be invited to participate and provide reports to the Executive Committee.

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

Section 4. Length of Term for These Leadership Positions. Unless otherwise specified in these Bylaws, the term of each non-officer leadership position, whether stated herein or on the SIG website, shall be for one year or until the end of the next subsequent AERA Annual Meeting, whichever is first. The term of each non-officer shall begin upon approval of the appointment by the Chair, or if elected, on the first day following the close of the AERA Annual Meeting.

Section 5. Eligibility to Succeed to the Same Non-officer Position for Consecutive Terms. Unless otherwise specified or restricted in these Bylaws, individuals shall be eligible to be appointed or nominated and to succeed themselves, if elected, to the same non-officer leadership position for consecutive terms.

Section 6. Limit of Length of Term in the Same Non-Officer Position. With the exception of the Web Manager, no person may serve in the same non-officer position for more than three consecutive years. The Chair of CR SIG shall be charged with ensuring that this requirement is met.

Section 7. Non-Officers as Members of AERA for Entire Term. All individuals serving in non-officer positions of the SIG shall be members of AERA during their entire term of office.

Section 8. Vacancies. Whenever any non-officer position is vacated for any reason before the term has been completed, the Chair shall appoint a replacement until the date of the next elections or appointment cycle for that position. This replacement shall assume the full duties and responsibilities of that position immediately upon appointment.

Article IX.

DUTIES AND RESPONSIBILITIES OF NON-OFFICER LEADERSHIP POSITIONS

Section 1. Web Manager This position is generally responsible for CR SIG's Internet presence. This may include hosting web pages, maintaining web based information, and offering technical advice to members involved in ad hoc web based SIG projects.

Article X.

EXECUTIVE COMMITTEE

Section 1. Membership. There shall be an Executive Committee consisting of the SIG Chair, Secretary/Treasurer, Program Chair and Immediate Past Chair.

Section 2. Responsibility and Power. The Executive Committee shall have responsibility and power to provide leadership and to direct and review the general affairs of CR SIG within the limits set forth in these Bylaws. The Committee advises the Chair on appointment of the Web Manager.

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

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

Article XI.

NOMINATIONS AND ELECTIONS

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

Section 2. Nominations Committee. The Nominations Committee shall consist of the membership of CR SIG, operating as a committee of the whole. Should the membership of the SIG exceed 125 in any year, a Nominations Committee of not less than three members will be elected at the Annual Business meeting.

Section 3. Nominations and Nomination Process.

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

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

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

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

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

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

Section 5. Notification of Results. The CR SIG Chair and the Chair of the Nominating Committee shall be jointly responsible for reporting results to the membership.

Article XII. MEETINGS

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

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

Section 3. Officer and Committee Meetings. The Officers and Committees of CR SIG shall meet when, where and as needed to conduct the business of the SIG or carry out the charges of the committee within the parameters and requirements of these Bylaws. The SIG Chair, other SIG officers and committee chairs shall set the meetings and notify all officers of the date, time, place and agenda or purposes of the meetings. Unless there is a need for privacy, all meetings will be announced generally to CR membership with a method provided for interested members to observe.

Section 4. Notice of Meetings. Announcement of day, time and place of any official business meeting of CR SIG membership shall be made as far ahead as is reasonably possible. In all cases notice shall be communicated to members at least three weeks in advance.

Section 5. Rules of Order. In all cases to which they apply and do not conflict with the provisions of these Bylaws and the Association Bylaws, Robert's Rules of Order (current edition) shall govern all business meetings of CR SIG.

Article XIII.

DUES AND OTHER FISCAL CONCERNS

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

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

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

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

Article XIV.

AERA-APPROVED AWARDS (RESERVED)

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

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

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

Section 2b. *The process for determining the individual or individuals deserving of the [name of the award] is as follows:[state the specific steps in this process or set of procedures followed each year this award is presented. These may be stated here in*

bullet or numbered order in sequence followed by members of your SIG in determining who earns this award.]

Article XV.

TERMINATION/DISSOLUTION OF THE SIG

Section 1. Membership Decision to Voluntarily Dissolve the SIG. Should it be decided that CR SIG is no longer meeting the needs and serving the purposes for which it was founded, the SIG shall be voluntarily discontinued by a majority vote of the members present at a CR Business Meeting followed by a two-thirds vote of those voting in a postal, e-mail, or other electronic ballot sent out to the total membership within 30 days of the vote to terminate passed at the Annual Business Meeting. A message of the results of this election shall be sent in writing to the SIG membership, AERA Central Office and Chair of the SIG Executive Committee by the SIG Chair within one week of the counting of the votes.

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

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

Article XVII.

RATIFICATION AND AMENDMENTS

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

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

Section 1b. After the membership has provided feedback and input on the draft of the Bylaws, the Chair shall submit a copy of the draft to AERA Central Office for review. Central Office may send it back to the

SIG Chair with comments for revisions or forward the Bylaws to the SIG Executive Committee for review and recommendation to Council for approval. The SIG Executive Committee may return the Bylaws to the SIG Chair to address specific concerns before making a recommendation to Council.

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

Section 2. Ratification. After Council approval, these Bylaws shall require a majority vote of those members voting electronically by postal, email, or electronic voting. The SIG Chair shall transmit in writing the manner, dates and results of this vote to Central Office within 10 days of the final count of the votes.

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

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

Article XVIII.

POSTING OF THE SIG BYLAWS

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