

**BYLAWS AND STANDING RULES** for the INTERNATIONAL DIVISION (ID), of the  
ASSOCIATION FOR EDUCATIONAL COMMUNICATIONS & TECHNOLOGY (AECT)  
(Revised October 22, 2004, Revised September 30, 2001, Revised September 29, 1974)  
(Amended April, 1979; January, 1985)

**BYLAWS**

**ARTICLE 1 - NAME**

- 1.1 The International Division (herein referred to as the "Division" or the "I.D.") 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**

- 2.1 The Division endorses 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 Division policy in accord with the AECT Constitution and Bylaws.
- 2.2 The Division shall conduct programs and activities in keeping with the tax-exempt 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 The Division is dedicated to the development and improvement of international educational communications and technology.
- 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 engaged in developing instructional materials and techniques worldwide.
- 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 applicable to international educational programs.
- 2.8 Encourage and facilitate cooperation and coordination among educational institutions, agencies, foundations, and other organizations concerned with international telecommunications.
- 2.9 Establish links among institutions, faculty, and students with educational technology programs everywhere 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 prototype materials and techniques that apply to international communications.

2.11 Promote practice and research in educational communication for social and economic development across national and cultural lines by supporting exchange programs.

2.12 Recognize outstanding educational technologists worldwide by sponsoring awards.

### **ARTICLE III - MEMBERSHIP**

3.1 The types of membership in the Division shall be determined by the Division Board of Directors in accordance with the AECT.

3.2 Membership shall be based solely on membership in AECT.

### **ARTICLE IV - OFFICERS**

4.1 Officers of the Board, with the exception of the President, President Elect, and President-elect Designate, are appointed by the Executive Committee, or by the President with the approval of the Executive Committee.

4.2 These positions are members of the Board

President

President-elect

President-elect Designate

Immediate Past President / Nominating Committee Chair

Past Presidents Council Coordinator (may or may not be Immediate Past President)

I.D. Representative to AECT Board

Communications Coordinator

Assistant Communications (web design) Coordinator

Membership Coordinator

Assistant Membership Coordinator

Awards Coordinator (plus 5 specific award coordinators)

Student Members Coordinator

Hospitality Center Coordinator

Geographic Areas Coordinator (and Areas Coordinators)

Treasurer

Secretary

ICEM Representative

Deputy ICEM Representative

4.3 The **PRESIDENT SHALL**

4.3.1 Keep a log of activities and information to present to the President-Elect at the next annual meeting.

4.3.2 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 I.D. bylaws. Appointments by the President are subject to approval by the Executive Committee.

4.3.3 Ensure that the Nominating Committee Chair selects a Nominating Committee according to AECT schedule for Divisions and coordinates the ballot with the AECT Communications Coordinator

- 4.3.4 Represent the International Division at the Summer Professional Development Meeting. If the President is unable to attend, the President-Elect, or President-Elect-Designate, or other member of the Board may represent the Division.
- 4.3.5 Receive the results of the election for President from the Immediate Past President and announced them via I.D. listserv.
- 4.3.6 Report the results of the annual election for president to AECT Board
- 4.3.7 Following the annual conference, ensure that thanks are given to special conference presenters, as appropriate (via email. FAX, or post).

#### 4.4 The **PRESIDENT-ELECT SHALL**

- 4.4.1 In the absence of the President, assume the duties of the President, and shall serve as deputy to the President.
- 4.4.2 Fulfill duties including but not limited to the following: Organizing the International Division Conference Program as Program Committee Coordinator.
- 4.4.3 Represent the Division during the Annual AECT Conference Planning Meeting. Coordinating the peer review process for Program Proposal evaluation including notification of acceptances and rejections.
- 4.4.4 Report the final convention proposals to the AECT President-elect for inclusion in the official program; and to the I.D Communications Coordinator for publication in the I.D. listserv.
- 4.4.5 Recruit session facilitators for each I.D. session and obtain written reports from each facilitator for post-convention publication by the Division.
- 4.4.6 Represent the International Division at the AECT Summer Professional Development Meeting if the I.D. President cannot attend.
- 4.4.7 Invite, as necessary, special conference presenters
- 4.4.8 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,) and announce this time/date via the ID listserv to Division members.

#### 4.5 The **PRESIDENT-ELECT DESIGNATE SHALL**

- 4.5.1 Be a deputy to the President-Elect and in the absence of the President-Elect perform the duties of the office of President-Elect. In the event the President-Elect must assume the Presidency, the President-Designate will become President-Elect.
- 4.5.2 Fulfill duties including, but not limited to the following.
  - Keep a log of activities and information to give to his/her successor.
  - Assist the President-Elect with conference planning.
  - Assist the President-Elect with Program Proposal Evaluation.
  - Represent the ID at the AECT Summer Professional Development Meeting, if neither the President nor the President Elect are able to attend.

#### 4.6 The **IMMEDIATE PAST PRESIDENT SHALL**

- 4.6.1 Serve as Coordinator of the Nominating Committee, prior to the annual election, and in accordance with the date specified in the I.D. in the Standing Rules.
- 4.6.2 Select a Nominating Committee of not less than three members, in good standing, including the Immediate Past President.
- 4.6.3 If the Immediate Past-President is unable to serve, the Board shall appoint another member to Coordinate the Nominating Committee. In this case, the Nominating Committee shall select its own Chair.
- 4.6.4 Serve on the Past Presidents Council (PPC), which maintains a roster of Past Presidents, reports their status, and encourages their involvement. The Past Presidents Council serves in an advisory capacity only. The PPC Coordinator may be the Immediate Past President, however the President

has the option of appointing another past president to the position. A PPC Coordinator may be reappointed for multiple terms.

4.7 The **TREASURER SHALL**

- 4.7.1 Maintain the fiscal records of the Division
- 4.7.2 Submit a written report to the Division President prior to the first annual board meeting.
- 4.7.3 Verify authorization of monies spent on behalf of the ID.
- 4.7.4 Submit receipts to headquarters for preauthorized bills and verify that payment is received.
- 4.7.5 Assist the auction manager with money handling during the annual auction. Keep a log of pertinent information to present to the next Treasurer
- 4.7.6 Prepare a budget upon the request of the President.

4.8 The **SECRETARY SHALL**

- 4.8.1 Record the minutes of the International Division Board meeting(s) during the annual conference.
- 4.8.2 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.
- 4.8.3 Keep a file of the written Standing Committee Reports from the Coordinators.
- 4.8.4 Keep a written log (digital) of all minutes and summaries of meetings to present to the next Secretary.
- 4.8.5 Keep up-to-date record (digital) of the By-laws and Standing Rules for dissemination via the ID web page, and by other means as needed.

4.9 The **INTERNATIONAL DIVISION REPRESENTATIVE TO AECT BOARD SHALL**

- 4.9.1 Represent International Division at AECT Board meetings.
- 4.9.2 Report to the I.D. President following the Board mtg. on AECT business pertaining to the Division.
- 4.9.3 If unable to attend appoint a substitute, I.D. Board member.
- 4.9.4 Submit an annual report to the I.D. Board on AECT business effecting I.D.

4.10 The **INTERNATIONAL DIVISION REPRESENTATIVE to the INTERNATIONAL COUNCIL for EDUCATIONAL MEDIA** is the official representative for the U.S.A. at all ICEM meetings and carries out the duties of country representative as specified by ICEM; is a member of the International Division and is appointed to the Board of the International Division by the ID President with approval of the AECT Board; and may appoint a Deputy Representative, an Adviser, and Observers (as necessary) with the approval of the International Division Board and the AECT Board. The **ICEM/AECT REPRESENTATIVE(S) SHALL**

- 4.10.1 Report ICEM activities to the Division annually.
- 4.10.2 Report relevant ID and AECT issues to ICEM annually.
- 4.10.3 Encourage active participation in ICEM by ID members.
- 4.10.4 Assist with fund raising activities supported by ID for ICEM.

## **ARTICLE V - MEETINGS**

5.1 At the **ANNUAL MEETING**, The President shall

- 5.1.1. Call the meeting to order, having determined that there is a quorum present.
- 5.1.2 Ascertain that all members have the agenda; announce the time to adjourn.
- 5.1.3 Call for formal adoption of the agenda (motion from the floor, 2<sup>nd</sup>, and a vote).
- 5.1.4 Address any amendments to the agenda (the change must have a 2<sup>nd</sup>, and a vote).
- 5.1.5 Manage the discussion of the agenda items.
- 5.1.6 Ascertain that the secretary records all actions (motions, resolutions)

- 5.1.7 Postpone to a definite time motions that require further investigation
- 5.1.8 The President shall 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 VI - EXECUTIVE COMMITTEE**

- 6.1. The officers that comprise the Executive Committee are
  - President
  - President-Elect
  - President-Elect-Designate
  - Secretary
  - Treasurer
  - Immediate Past President
  - I.D Representative to AECT Board
  - Communications Coordinator
  - Membership Coordinator
  - Geographic Areas Coordinator

#### **ARTICLE VII - STANDING COMMITTEES**

- 7.1 The **NOMINATING COMMITTEE COORDINATOR, IMMEDIATE PAST PRESIDENT SHALL**
  - 7.1.1 Keep a log of the Nominating Committee for President meetings and pertinent election information. Recruit two members to serve on this committee.
  - 7.1.2 Identify candidate(s) for President-elect Designate.
  - 7.1.3 Obtain and send the biographical sketches of candidate(s) to the ID members via the ID listserv.
  - 7.1.4 Submit the ID Ballot information (i.e., candidate name(s) and profile(s)) to AECT, who will disseminate the official ballot.
  - 7.1.5 Report the results of the voting of to the I.D. President.
  - 7.1.6 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.
  - 7.1.7 Arrange for another ballot, if necessary, within one week after the 30-day period, after consultation with the I.D. 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.
- 7.2. The **MEMBERSHIP COMMITTEE COORDINATOR SHALL**
  - 7.2.1 Keep a log of activities and information to present to the next Membership Coordinator.
  - 7.2.2 Recruit members to serve on the Membership Committee.
  - 7.2.3 Recommend Membership Subcommittee Coordinators for appointment by the President
  - 7.2.4 Ask Membership Subcommittee Coordinators to contact former members to determine why they stopped
  - 7.2.5 Manage the Membership related Subcommittees:
    - GEOGRAPHIC AREAS COORDINATORS & REGIONAL ADVISERS**
    - AWARDS COMMITTEE**
    - STUDENT MEMBERS COMMITTEE**
    - HOSPITALITY CENTER COMMITTEE**
  - 7.2.5.1The **GEOGRAPHIC AREAS COORDINATOR SHALL**
    - 7.2.5.1.1 Be an Area Coordinator

- 7.2.5.1.2 Communicate with Regional Advisers (members in the Area's countries/regions) to encourage membership and seek candidates for our awards.
  - 7.2.5.1.3. Identify, invite, appoint and reappoint (in consultation with the ID Board) appropriate Division members to serve as Area Coordinators and Regional Advisers.
  - 7.2.5.1.4 Recommend members to become Coordinators in political areas of the world, based on current US Department of State recognized regions.
  - 7.2.5.1.5 Encourage those who serve as Area Coordinators to contact members in their area  
Serve as Regional Advisers for their country (one or more Advisers per country depending on country size).
  - 7.2.5.1.6 Submit a proposal on Leadership for the annual conference in cooperation with the AECT Leadership Committee, regarding international professional sister societies.
  - 7.2.5.1.7 Encourage nominations of candidates from abroad for our awards.
  - 7.2.5.1.8 Increase the number of geographic areas that AECT serves.
  - 7.2.5.1.9 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.
  - 7.2.5.1.10 Encourage Coordinators to access AECT members lists and contact new members in their Areas.
  - 7.2.5.1.11 Contact members in any Area to recruit new Advisors as needed.
  - 7.2.5.1.12. The **REGIONAL ADVISERS SHALL**
    - 7.2.5.1.12.1 Be members of AECT in good standing
    - 7.2.5.1.12.2 Report to their Area Coordinator at least annually
    - 7.2.5.1.12.3 Nominate other members in their region for ID awards.
    - 7.2.5.1.12.4 Advisers' terms are for two years beginning at the annual conference whether they are able to attend or not. Any adviser being appointed after June 1 will begin at once serving a partial term until the next annual conference and for two more years, a total of two and one half years.
    - 7.2.5.1.12.5 Advisers may be reappointed or two-year terms. There is no limit to the number of terms to which an Adviser may be reappointed.
- 7.2.5.2 The **AWARDS COORDINATOR SHALL**
- 7.2.5.2.1 Maintain up-to-date descriptions of the Division's six awards.
  - 7.2.5.2.2 Disseminate the criteria for each award thru the listserv.
  - 7.2.5.2.3 Remind Award Coordinators of the deadline for nominations is JULY 1.
  - 7.2.5.2.4 Encourage each Award Coordinators to solicit candidates from members
  - 7.2.5.2.5 Remind Award Coordinators to interview their award recipient and submit to Communications Coordinator prior to the annual conference.
  - 7.2.5.2.6 Order award plaques, except the deKieffer Fellowship, and transport them to the conference
  - 7.2.5.2.7 Coordinate the award presentations during the annual ceremony involving the nominators and award coordinators.
  - 7.2.5.2.8 Write congratulatory letters to recipients and thank you letters to nominators.
  - 7.2.5.2.9 I.D. awards are
    - President's Service Recognition Award
    - Distinguished Service Award
    - International Contributions Award
    - Outstanding Journal Article Published in ETR&D Award
    - Outstanding Practice by a Student of Educational Technology in an International Setting Award
    - Robert deKieffer International Fellowship Award

7.2.5.2.10 Notify the ECT Foundation Chair of the recipient for the Robert deKieffer International Fellowship Award.

7.2.5.3 The **STUDENT MEMBERS COORDINATOR SHALL**

- 7.2.5.3.1 Collaborate with ISMF (International Student Media Festival) managers.
- 7.2.5.3.2 Obtain AECT membership list for student members.
- 7.2.5.3.3 Promote student nominations for I.D. awards.
- 7.2.5.3.4 Coordinate with President-elect on conference sessions for students.
- 7.2.5.3.5 Submit proposal for conference session.
- 7.2.5.3.6 Research ID membership database for students members.
- 7.2.5.3.7 Submit an annual Membership Committee Report
- 7.2.5.3.8 Foster mentoring of graduate student members by experienced members, and undergraduate members by graduate student members.
- 7.2.5.3.9 Locate and contact facilities local to the conference site to find inexpensive housing such as YM/WCA, student hostels, and city tourist info. office. Contact conference area universities for information on student accommodations.
- 7.2.5.3.10 Report lodging information to the Communication Coordinator for posting on I.D. listserv before the conference.

7.2.5.4 The **HOSPITALITY CENTER COORDINATOR SHALL**

- 7.2.5.4.1 Maintain up-to-date descriptions of Hospitality activities
- 7.2.5.4.2 Coordinate with AECT headquarters regarding contents of trunk (e.g., ribbons, I.D. brochures, sign-in sheets, etc.)
- 7.2.5.4.3 Coordinate w/Membership Coordinator to recruit members to manage center.
- 7.2.5.4.4 Arrive at conference before it opens or arrange for others to set-up the center.
- 7.2.5.4.5 Locate and unpack the trunk and display the map
- 7.2.5.4.6 Post center volunteer guidelines
- 7.2.5.4.7 Confirm coffee schedule and refill procedure
- 7.2.5.4.8 Open the center each day of conference
- 7.2.5.4.9 Close the enter, pack trunk & map
- 7.2.5.4.10 Contact AECT staff for pick-up of trunk & map.

7.2.6 The **ASSISTANT MEMBERSHIP COMMITTEE COORDINATOR SHALL** assist the Membership Committee Coordinator as needed during their term.

7.3 The **COMMUNICATIONS COORDINATOR SHALL**

- 7.3.1 Keep the member list current.
- 7.3.2 Coordinate web design with AECT
- 7.3.3 Regularly announce/remind members, via our 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
- 7.3.4. Keep a log of activities and information to present to the next Communications Coordinator.
- 7.3.5. Verify that the Division listserv is operating properly.
- 7.3.6 Announce the "International Perspective" publication schedule for the year during a Board meeting at the annual convention.
- 7.3.7 Serve as Editor-in-Chief and oversee the editing and publishing of official information of the Division, as directed by the President on behalf of the Board, via the Division listserv.
- 7.3.8. Publish the "actions" taken by the Board, between annual Board meetings, on the Division listserv.
- 7.3.9. Publish the information, bio sketches of candidates, for the annual election of Officers on the Division listserv.

- 7.3.10 Post a new member list at regular intervals, seeking updated information from AECT.
- 7.3.11 Collaborate with the Communication Coordinator to post a regular periodic announcement, as needed.
- 7.3.12 Coordinate with the Membership Committee Subcommittee Coordinators appointed by the President
- 7.3.13 Coordinate with the Communications Assistant
- 7.3.15 The **ASSISTANT COMMUNICATIONS COORDINATOR SHALL**
  - 7.3.15.1 Assist the Coordinator with information dissemination.
  - 7.3.15.2 Assist with Web design
  - 7.3.15.3 Design an ID brochure
  - 7.3.15.4 Fulfill other tasks as requested by the Communications Coordinator

#### **ARTICLE VIII - ETR&D REPRESENTATIVE**

- 8.1 The Section Editor of *ETR&D International Review*, 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 International Division to *ETR&D*.
- 8.2 The Representative for *ETR&D* shall report to the I.D. Board regarding *ETR&D International Review* section matters, and identify the recipient(s) of the Award for Outstanding Journal Article Published in the International Review Section of *ETR&D* based on the I.D. criteria for that award.

#### **ARTICLE IX - TECHTRENDS REPRESENTATIVE**

- 9.1 A Consulting Editor for *TechTrends*, the AECT bimonthly journal for leaders in education and training, is recognized as the I.D. *TechTrends* Representative by the International Division with approval of the I.D. Board.
- 9.2 The Representative for *TechTrends* shall report to the I.D. Board regarding *TechTrends* articles on international education and training, and promote an issue featuring an international technology theme and articles.

#### **ARTICLE X - REPLACING AN OFFICER**

- 10. A Board member may be removed from the Board in accordance with the parliamentary authority of AECT and the International Division, Roberts Rules of Order Newly Revised.

#### **ARTICLE XI - PARLIAMENTARY AUTHORITY**

- 11. The **Parliamentary Authority** for the Division is Roberts Rules of Order Newly Revised, 10<sup>th</sup> edition.

#### **ARTICLE XII - CHANGES TO THE BYLAWS**

- 12.1 The BYLAWS of the INTERNATIONAL DIVISION 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.
  - 12.1.1 For either type of voting, two-weeks written notice must be given to the Board regarding the purpose and the timeline for voting.
  - 12.1.2 Notice of proposed changes to any ID Bylaws must be published on the ID web site at least two weeks prior to the scheduled voting time to allow input from the Division members. No response shall be considered approval.
  - 12.1.3 At the Board's option, voting on proposed Bylaws changes may be open to all Division members.



12.2 A copy of the current Bylaws shall be published in electronic format for ready access by the ID members via the Division web site, which can be accessed by entering the AECT web site ( <http://www.aect.org> ) and choosing the link to the International Division.

## STANDING RULES of the AECT INTERNATIONAL DIVISION

### **Rule 1 - Preparation for the Annual Meeting**

The annual business meeting includes the I.D. Directors (all officers), Standing Committee Coordinators, and Assistant (Subcommittee) Coordinators, and AECT Representatives. 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. Any motions or resolutions for consideration must be presented in writing to the President for their dissemination to the Board BEFORE the meeting.

Reports from all committees & representatives shall be sent to the President 5 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 members not on the Board attending the meeting.

### **Rule 2 - Presiding Procedures**

The meeting begins when the President presents the rules for the meeting (agenda) and gets a majority vote for acceptance (via voice or hands) from the Board members present. The President makes any procedural announcements at this time, and follows the agenda.

### **Rule 3 - Election Committee Report**

The President announces the Nominations Committee "report of the election" and introduces the new 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 interests of time. Any member may make a motion to limit debate, in accordance with Robert's Rules of Order Newly Revised.

### **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 2 years.

### **Rule 8 - Annual Meeting Schedule**

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

### **Rule 9 - Additional Meetings**

Additional meetings regarding Board matters can 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, BY-LAWS ARTICLE VII.)

**Rule 11 - Member Responsibilities**

Those who are not able to connect to the ID web site and/or participate in online access are expected to contact the ID 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 Newly Revised shall govern the annual meeting in all cases to which they are applicable.

- END OF STANDING RULES -