

## **CURRENT REVISIONS OF BYLAWS – SMT Approved September 2011.**

### **ARTICLE I. NAME**

The name of this Association for Educational Communications and Technology (AECT) divisions shall be the School Media and Technology Division.

### **ARTICLE II. OBJECTIVE**

The purpose of the Division of School Media and Technology shall be:

- To promote and improve communication among school media and technology personnel who share a common interest in the development, implementation, and evaluation of school media and technology programs;
- To improve school learning and instruction through the effective utilization of educational media and technology by enhancing collaboration within the K-12 environment.
- To provide access to information on how school media and technology programs can be developed around the functions expressed in national standards;
- To help provide programs at conventions and conferences at national, regional, state, and local levels;
- To provide leadership for the development and growth of the school media and technology field; and
- To promote instructional partnerships between institutes of higher education and school media and technology professionals.

### **ARTICLE III. MEMBERS**

Section 1. Eligibility. Any member in good standing of AECT who subscribes to the purpose stated above shall be eligible for membership upon payment of AECT dues.

Section 2. Dues. The annual dues shall be consistent with the policies for membership in any division of AECT.

### **ARTICLE IV. OFFICERS**

Section 1. Composition. The officers of this Division shall be a President, President-Elect, Past-President, and Secretary.

Section 2. General Duties. These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the Division.

Section 3. President. The President shall preside at all official meetings of the Executive Committee, the Board of Directors, and the general membership. The President shall appoint representatives to other groups, make committee appointments, and serve as or appoint the SMT representative to the AECT board. The President shall serve as financial

officer of this division and work with the AECT representatives in financial matters.

Section 4. President-Elect. The President-Elect shall assume the duties of the President in the absence of the President. The President-Elect shall serve as chair of the Program Committee and as representative of the Division at the AECT Annual Convention Planning Meeting. The President-Elect, in conjunction with the Program Committee, shall serve as planner of the Division's program and meeting at the AECT Annual convention.

Section 5. Past-President. The President shall assume the duties of the President in the absence of the President and the President-Elect. It shall be the responsibility of the Past-President to provide continuity of Division activities.

Section 6. Secretary. The Secretary shall keep minutes of all official meetings of the Executive Committee, the Board of Directors, and the general membership and distribute them to the Board of Directors. The Secretary, in the absence of the President, shall serve as financial officer of this Division and work with the AECT representatives in financial matters.

Section 7. Communications Officer. The Communications officer shall maintain and update the division website and/or other means of electronic communication (i.e. blogs, wikis, etc.) as appropriate. Maintain membership directory from AECT headquarters. Facilitate and coordinate distribution of electronic correspondence to the membership. Facilitate the archiving of division bylaws, minutes, and other official documents as appropriate. Assist the division president with conference activities such as the division breakfast.

Section 8. Member-At-Large. The Member-at-Large will provide support as liaison to the Division's state affiliate organizations. The Member-at-Large will serve a two-year term and provide administrative, conference planning, and project-based support as identified by the President and/or President-Elect.

Section 9. Nominations and Elections. Two months prior to the AECT Annual Convention, the President-Elect shall appoint a Nominations and Elections Committee. The Chair of the Committee shall be the President who will become Past-President at the end of the Convention. Nomination procedures will follow those set forth by the AECT By-Laws.

Section 10. Term. The following officers shall serve for one year or until their successors are elected, and their term of office shall begin at the close of the annual membership meeting during the AECT Annual Convention: a) President, b) President-Elect. All other elected officers shall serve for two-year terms. The SMT Representative to the AECT board shall serve a three-year appointment.

Section 11. Limits. No members shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

Section 12. Vacancies. When the President is unable to continue in office, the President-Elect shall assume the office of President until both terms have been expired. When the President-Elect succeeds the President before the end of the term, the Executive Committee may appoint a Board member to serve as President-Elect until the next regular election. When the President-Elect is unable to continue in office, the Executive Committee shall call a special election to elect a new President-Elect.

## **ARTICLE V. MEETINGS**

Section 1. Annual Meeting. The division shall meet once a year during the AECT Annual Convention.

Section 2. Other Meetings. The division officers shall meet monthly either via phone conference, virtually, or face to face.

Section 3. Quorum. The members present for any meeting or conference call from the SMT Division shall constitute a quorum.

## **ARTICLE VI. EXECUTIVE COMMITTEE.**

Section 1. Composition. The officers elected by that group, as listed in Article IV, at its annual meeting, shall constitute the Executive Committee.

Section 2. Powers. The Executive Committee shall conduct the business and activities of the organization between conventions.

Section 3. Meetings. The Executive Committee shall meet annually at the AECT Annual Convention and at such additional times as deemed feasible by the President

Section 4. Communications. The Executive Committee may conduct its business by phone, mail, and electronic means of communication.

## **ARTICLE VII. COMMITTEE.**

Section 1. Committees. Such other committees, standing or special, shall be appointed by the President as the President, the Division, or the Executive Board shall from time to time deem necessary to carry on the work of the Division.

Section 2. Ex Officio. The President shall be an ex-officio member of all committees.

Section 3. Reports. All committees shall report at the annual membership meeting and shall a written report to the Secretary.

## **ARTICLE VIII. PARLIAMENTARY AUTHORITY**

All business shall be conducted in accordance with the Bylaws of the Division and

Robert's Rules of Order, latest edition.

## **ARTICLE IX. AMENDMENT OF BYLAWS**

Section 1. Proposals. Proposals for amending the Bylaws may originate with the Executive Committee or by a petition submitted to the Executive Committee by ten percent (10%) of the active membership as of the date of the submission of the petition. When the proposed amendment has been approved by a majority vote of the Executive Committee members, it shall be submitted to the membership.

Section 2. Notification. In all cases the proposed amendment shall be presented to the Executive Committee at least ninety (90) days prior to the annual meeting and, after Board approval, to the general membership at least thirty (30) days prior to the annual meeting.

Section 3. Approval. The Bylaws shall be amended by a majority vote at the annual membership meeting.

Revision, November, 2011