

**Bylaws of the
American Educational Research Association**

**Special Interest Group
*Technology as an Agent of Change in Teaching and Learning (TACTL)***

Article I.

NAME OF THE SIG

The name of this Special Interest Group (“SIG”) is *Technology as an Agent of Change in Teaching and Learning*, (hereafter, the “SIG”).

Article II.

AFFILIATION OF THE SIG

The 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 THE SIG

The SIG shall be governed by the Association’s Articles of Incorporation, Bylaws and policies. The Bylaws, decisions and actions of the SIG 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

The purposes of the SIG are:

Section 1 – Purpose. This AERA SIG has been constituted to fulfill two purposes: (1) promote the development and evaluation of pre-service and inservice programs intended to transform teacher education, and (2) to prepare technology-proficient educators to meet the needs of 21st century learners. To that end, it will:

- Facilitate communication and increase the shared professional knowledge necessary to reach this goal;
- Capture research findings from these projects and extend them into future programs of practice.

Section 2 – Rationale. TACTL’s long range mission is to promote research on technology as an agent of change – of reform and enrichment of teaching practices – encompassing pre-service and inservice teachers, teacher educators, schools of education and their programs.

Article V.

MEMBERSHIP IN THE SIG

Section 1. Eligibility. Membership in the SIG 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 the SIG. AERA members shall join the SIG 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. SIG 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 the SIG. The length of membership in the SIG shall be from the date membership dues are received in Central Office to the end of the AERA membership year as established by the Association. AERA members may join the SIG at any time, but SIG membership expires coterminously with AERA membership.

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

Article VI. OFFICERS

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

Section 2. Other Officers. The other officers of this SIG shall be Past Chair, Program Co-Chair and Internet Information Officer.

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

Section 6. 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 SIG shall be charged with ensuring that this requirement is met.

Section 7. Officers as Members of AERA for Entire Term. All individuals serving as officers of the SIG shall be members of AERA during their entire term of office.

Section 8. 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 SIG TACTL 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. In the case of the Chair being vacant, the SIG TACTL 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 the SIG, for ensuring that the SIG Bylaws are followed, and act as liaison between the SIG and AERA and the SIG and the SIG TACTL Executive Committee. The Chair shall preside at all meetings of the SIG TACTL Executive Committee and at the Annual Business 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. The Chair shall act as Program Chairperson for the AERA annual meeting at which the Chair's term expires.

Section 2. Secretary/Treasurer. The Secretary/Treasurer shall be responsible for managing and reporting on the financial accounts of the SIG and the safe keeping of all financial documents of the SIG. The Secretary/Treasurer shall provide annual budget reports. The Secretary/Treasurer shall be responsible for the safekeeping of all documents and official correspondence of TACTL.

Section 3. Vice Chair. The Vice Chair shall be the communications officer for TACTL, compiling and disseminating SIG information by email or via the TACTL website at least twice a year. The Vice Chair shall also be responsible for polling the membership regarding most appropriate uses of SIG presentation slots (invited speakers vs. competitive submissions, etc.). The Vice Chair shall automatically assume the role of Chair after being elected and serving as Vice Chair for one year.

Section 4. Past Chair. The Past Chair shall be a fully functioning member of the SIG TACTL Executive Committee, performing special duties as designated by the Chair. The Past Chair will serve as Parliamentarian for SIG TACTL and will normally serve as Chair of the Nominating Committee.

Section 5. Program Co-Chair. The Program Co-Chair shall be responsible for soliciting competitive proposals for TACTL presentation slots, coordinating their review/ranking by all members of the SIG TACTL Executive Committee, and notifying competitors of the final disposition of each proposal. The Program Co-Chair shall also be responsible (along with the Vice Chair) for suggesting modifications to presentation times/allocations based upon quality and quantity of proposals received.

Section 6. Internet Information Officer. The Internet Information Officer shall be responsible for maintaining a listserv of the active members of TACTL and periodically updating the TACTL web site. Current events of the SIG and a historical account of activities shall be preserved on the web site.

Section 7. Shared Responsibilities. All officers of TACTL share the responsibility of reviewing and rating competitive proposals received by TACTL, as do all AERA members who volunteer to do so. Likewise, all have equal voting rights within the SIG.

Section 8. Program Committee. The Program Committee shall consist of a minimum of three members: the Chair, Vice Chair, and Program Co-Chair. At the Chair's discretion, additional members may be appointed to the committee.

Article VIII.

OTHER LEADERSHIP POSITIONS

Section 1. Non-Officer Leadership Positions. The 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. The SIG shall appoint or elect individuals to the following non-officer leadership positions to carry out leadership or task assignments of the SIG for the benefit of the SIG:

- Paper Award Chair

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. Individuals serving in non-officer leadership positions cannot serve, make motions or vote on the SIG TACTL Executive Committee, although they may, from time to time and at the discretion of the Chair, be invited to participate and provide reports to the SIG TACTL Executive Committee.

Section 3. Eligibility. All members in good standing of both AERA and the SIG and who are not restricted from holding a particular non-office leadership position due to requirements in the Association's or the 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. The term of each non-officer shall begin the 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. No person may serve in the same non-officer position for more than three consecutive years. The Chair of the 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. The Paper Award Chair shall be responsible for notifying authors of the top ten submitted papers that they are eligible to compete for the annual award. He/she shall organize peer-reviews of the papers and notify the SIG TACTL Executive Committee of the results.

Article X.

EXECUTIVE COMMITTEE

Section 1. Membership. There shall be a SIG TACTL Executive Committee consisting of the (1) SIG Chair, (2) Secretary/Treasurer and (3) Vice Chair, (4) Past Chair, (5) Program Co-Chair, and (5) Internet Information Officer. Persons to assist these officers or to carry out other work of the SIG may be appointed by the Chair.

Section 2. Responsibility and Power. The SIG TACTL Executive Committee shall have responsibility and power to provide leadership and to direct and review the general affairs of the SIG within the limits set forth in these Bylaws. Other duties and powers of this Committee are as follows:

Section 3. Meetings. The SIG TACTL 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 SIG TACTL 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 SIG TACTL 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, in consultation with the Past Chair of SIG TACTL.

Section 2. Nominations Committee. Each year prior to the annual AERA meeting the Chair, in consultation with the Executive Committee, shall appoint a Nominating Committee of at least 3 persons. The Nominating Committee shall present the slate of candidates to the TACTL members, and the designated Chair of the Nominating Committee shall specify a ballot due date as part of dissemination of ballots, and shall receive ballots by mail, email, and/or online.

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 officers 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 Nominations Committee shall receive the results of the balloting from AERA.

Section 5. Notification of Results. The Chair of the Nominating Committee shall be responsible for reporting the results to the membership. The Chair of the Nominating Committee shall announce the outcomes of the elections to the SIG TACTL Executive Committee and all candidates prior to the beginning of the AERA annual meeting. Election shall require a majority of votes cast. A tie vote shall be broken by a coin flip conducted at the AERA annual meeting by the Chair of the Nominating Committee or in the Chair's absence, a designee of the outgoing SIG TACTL Executive Committee.

Article XII.

MEETINGS

Section 1. Annual Business Meeting. The 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 SIG TACTL Executive Committee and vote of the SIG members. The SIG may conduct SIG business and vote on motions in person, electronically, or by e-mail or mail.

Section 3. Officer and Committee Meetings. The Officers and Committees of the 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.

Section 4. Notice of Meetings. Announcement of day, time and place of any official business meeting of the 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 the SIG.

Article XIII.

DUES AND OTHER FISCAL CONCERNS

Section 1. Dues. Dues for the 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 SIG membership on the day following the last day of the AERA Annual Meeting.

Section 3. Allocation of SIG Assets. The Chair, the SIG TACTL 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 the SIG reception following the Annual Business Meeting, the Chair and Secretary/Treasurer shall jointly be responsible for giving final consent to commit SIG funds up to the amount approved.

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

Article XIV.

AERA-APPROVED AWARDS

Section 1. Name of the Awards. The SIG shall present on an annual basis, when merited, the following Award as approved by AERA Council: Best Paper Award

Section 2. The Best Paper Award. This award shall be presented to the individual(s) who have submitted the most exceptional research paper accepted for presentation at the following Annual Meeting.

Section 2a. The Best Paper Award is presented to the individual or individuals who meet the following criteria as approved by the SIG and AERA Council:

- The top ten rated paper proposals are considered for this award, based on the criteria used to evaluate all proposals. These include the quality of the research problem, its relationship to SIG TACTL's goals, the theoretical and literature framework, and the execution of appropriate research methods.

Section 2b. The process for determining the individual or individuals deserving of the Best Paper Award is as follows:

- Nomination Process: Authors of the top ten rated paper proposals are contacted, after they have been notified of acceptance. They are invited to submit their full paper for consideration for the annual SIG TACTL Best Paper Award. They must submit the paper in early February.
- Review/Selection Process: All papers are then sent for blind review by at least two scholars, evaluated against standard research paper criteria (rationale, literature, theoretical framework, appropriate methods, data sources, and analysis techniques, as well as adherence to academic writing conventions), and scores are determined.
- Form of Recognition (Cash Award, Plaque, etc.): Certificate of Recognition

Article XV.

TERMINATION/DISSOLUTION OF THE SIG

Section 1. Membership Decision to Voluntarily Dissolve the SIG. Should it be decided that the 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 SIG Business Meeting followed by a two-thirds vote of those voting in a postal, e-mail, or 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 TACTL 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. The SIG may automatically be dissolved should its membership fall below the minimum number established by AERA Council for active SIGs; should its members approve the merging of the 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 XVI.

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

Section 1c. AERA Council may require changes or revisions in the language of the Bylaws or amendments thereof prior to final approval. Once approved by AERA 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 TACTL Executive Committee the dates and manner of voting decided upon by the SIG officers.

Section 2. Ratification. After AERA Council's 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 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 SIG TACTL Executive Committee or elsewhere within these Bylaws.

Article XVII.

POSTING OF THE SIG BYLAWS

Within 30 days of AERA Council's approval of the 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 AERA Council's approval included and the Chair shall send an electronic communication to all SIG members announcing the posting of the Bylaws on the SIG website.