

**American Educational Research Association  
Special Interest Group: Politics of Education  
Bylaws**

**Article I. NAME OF THE SIG**

The name of this Special Interest Group (“SIG”) is the Politics of Education SIG, (hereinafter, the “SIG”).

**Article II. AFFILIATION OF THE SIG**

The SIG is a Special Interest Group of the American Educational Research Association (hereinafter, “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 purposes in keeping with achieving the mission and objectives 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 as periodically amended. 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. PURPOSE OF THE SIG**

The purpose of the Politics of Education SIG is to foster and support the conduct, dissemination, discussion, and application of research on the political functions and outcomes of education at all levels, with the final view of contributing to the betterment of society.

**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. SIG membership may be designated for either 1 or 2 years.

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 recorded by the AERA 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 simultaneously with AERA membership.

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

## **Article VI. OFFICERS**

Section 1. Required Officers. The SIG shall have a Chair, Secretary and Treasurer who shall be elected and shall serve as the three required officers.

Section 2. Other Officers. The other officers of this SIG shall be two At-Large Members, elected by the membership.

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 5. Length of Term of Office. The term of each SIG officer shall be for two years. In order to ensure continuity of SIG leadership officers shall be elected to staggered terms. The SIG Chair and Treasurer shall be elected on the same year. The term of each officer shall begin the day following the close of the AERA Annual Meeting at which the officer is elected and end on the last day of the second AERA Annual Meeting after the election.

Section 6. Eligibility to Succeed to the Same Office for Consecutive Terms. Individuals shall not be eligible to be nominated to succeed themselves in the same office.

Section 7. Limit to Length of Service in One Office. No person may serve in the same elected office for more than two consecutive years. The Chair of the SIG 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 the 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 SIG 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. In the case of the Chair position being 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 (a) general administration of the SIG; (b) ensuring that the SIG Bylaws are followed; (c) acting as liaison between the SIG and AERA and the SIG and the SIG Executive Committee; (d) presiding at all meetings of the SIG's Executive Committee and at the Annual Business Meeting; (e) acting as parliamentarian or appointing a SIG member to serve in that role for each meeting, and; (f) appointing 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, serve as members of committees, or to carry out other work of the SIG.

Section 2. Treasurer. The Treasurer shall be responsible for (a) managing and reporting on the financial accounts of the SIG and the safe keeping of all financial documents of the SIG, (b) keeping the SIG Chair apprised on a semi-annual basis of the financial standing of the SIG, and; (c) preparing an annual fiscal report to be disseminated to members at the SIG business meeting.

Section 3. Secretary. The Secretary shall be responsible for (a) the preparation of minutes and shall carry out such other duties as may be assigned by the SIG Officers; (b) Receiving and maintaining membership lists from AERA; (c) Helping recruit new members by providing information on website and in SIG newsletter on processes for joining SIG, paying dues, etc.

Section 4. At-Large Members. The At-Large Members shall be responsible for advising the Chair on key issues and policies of the SIG.

## **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: AERA-SIG Program Chair, Awards Committee Chair, and Membership Chair, PEA Bulletin Editor, and Publications Committee 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 and shall not violate these Bylaws or those of the Association.

Section 2b. Individuals serving in non-officer leadership positions cannot serve, make motions or vote on the 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 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 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 two years. 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. Individuals shall not be eligible to be nominated and to succeed themselves to the same non-officer leadership position.

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. AERA-SIG Program Chair. The AERA-SIG Program Chair shall be responsible for the duties specified in the AERA SIG Handbook.

Section 2. Awards Committee Chair. The Awards Committee Chair shall be responsible for organizing and reviewing information regarding nominations for SIG awards, and recommending winners for the SIGs three AERA-sanctioned awards. The chair will also ensure that winners are selected in a timely way, an awards committee is in place and functioning, and the awards are presented to the awardee(s) at the SIG meeting at the Annual Meeting of AERA. The chair will consult the AERA SIG Handbook for additional details on requirements for AERA-sanctioned awards, inform the SIG chair of committee progress and awardee selection, and provide the necessary information to the SIG treasurer of relevant expenditures.

Section 3. Membership Chair. The Membership Chair recommends policies, procedures, and strategies for enhancing the membership in the SIG both numerically and qualitatively.

Section 4. PEA Bulletin Editor. The PEA Bulletin Editor shall be responsible for the composition of the *PEA Bulletin, a newsletter for membership*. The editor shall gather content from by officers and other sources to present in the Bulletin and coordinate production and semiannual dissemination of the bulletin. The editor will discuss copy with the Chair before final publication. Control of all publications of the SIG shall be vested in the Executive Committee.

Section 5. Publications Committee Chair. Chair of the Publications Committee shall propose and communicate with membership ways to create a visible presence of

SIG-oriented scholarship in the larger field including, but not limited to print, newsletter, web, media, and other publication avenues.

## **Article X. EXECUTIVE COMMITTEE**

Section 1. Membership. There shall be an Executive Committee consisting of the SIG Chair, Secretary Treasurer, and the two At-Large Members.

Section 2. Responsibilities and Powers. The Executive Committee shall have responsibility and powers to provide leadership and to direct and review the general affairs of the SIG within the limits set forth in these Bylaws. Minor administrative and logistical changes to SIG procedures may be made at the discretion of the Executive Committee. These will be reported to the membership at the subsequent business meeting.

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 made 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 three members of the SIG, two of whom are appointed by the Chair. The Secretary of the SIG shall serve as Chair of the Nominations Committee.

### 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 the individual to be nominated.

Section 3c. The SIG Chair shall ensure that the Nominating Committee elicits at least two candidates for each position to be elected. No election may be held or will be certified by AERA for any elected position unless there are at least two candidates nominated and placed on the ballot for that position.

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 by the 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 the AERA Central Office.

Section 5. Notification of Results. The Secretary of the SIG shall be responsible for reporting the results to the membership.

## **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 made during this meeting shall be made 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 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 by the SIG Chair as far ahead as is reasonably possible. In all cases notice shall be communicated to members at least three weeks in advance of a meeting.

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. The amount of dues for the SIG shall be decided by a majority of the membership by postal, e-mail, or electronic voting. This vote shall be administered by the AERA Central Office

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 SIG 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 any allowable purpose that is 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 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 SIG 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 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 and the Association.

#### **Article XIV. 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 dissolved by a majority vote of the members present at a SIG Business Meeting followed by a two-thirds vote of those SIG members voting in a postal, e-mail, or electronic ballot, administered by the AERA Central Office 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. The 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 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 XV. 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 SIG 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 may forward the Bylaws to the SIG Executive Committee for review and recommendation to the AERA Council for approval. The SIG Executive Committee may return the Bylaws to the SIG Chair to address specific concerns before making a recommendation to the AERA Council.

Section 1c. The AERA Council may require changes or revisions in the language of the Bylaws or amendments thereof prior to final approval. Once approved by the AERA Council, the SIG 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, with the assistance of the AERA Central Office, 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 AERA Council approval, these Bylaws shall require a majority vote of those members voting electronically, such voting to be administered by the AERA Central Office on behalf of the SIG. The AERA Central Office shall transmit in writing the manner, dates and results of this vote to the SIG Chair 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 AERA Central Office by the SIG Chair acknowledging the Central Office'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 and a majority of the members voting by postal, e-mail, or electronic voting as designated by the Executive Committee of the SIG or elsewhere within these Bylaws. Amendments to the SIG Bylaws must be approved by the AERA SIG Executive Committee and Council.

#### **Article XVI. POSTING OF THE SIG BYLAWS**

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