

# **AECT**

## **Division of Distance Learning**

### **By-Laws**

#### **I. Name and affiliation**

The name of this organization shall be the Division of Distance Learning (hereafter DDL) of the Association for Educational Communications and Technology (hereafter AECT).

As a division of AECT, DDL is fully subject to the policies of the association. *The division may be known hereafter as "DDL" or "DDL/AECT."*

#### **II. Purpose and function**

The purpose of DDL is to represent those members of AECT whose interest is in the design, development, implementation, evaluation, management, research and theory development of distance learning. The function of DDL is to create a professional community for its members. DDL members have the opportunity to share professional experiences and learn from the experts in the field.

#### **III. Membership**

Any AECT member who designates interest in DDL upon joining the association will be a member of the division.

#### **IV. Offices and governance**

##### a. Officers (DDL Board)

The division officers shall include President-Elect, President, Past-President, Communications Officer, three (3) Board Members-at-large, and the DDL Representative to the AECT Board. The Officers and Board Members shall be known together as "The Board."

Major areas of responsibility include the following:

The President-Elect shall:

- Serve as member of AECT's upcoming convention planning committee.
- Oversee DDL convention planning, including: 1) distribution of call for proposals, proposal reviewing; 2) assignment of session slots; 3) selection of DDL Luncheon menu, and Luncheon award presentation and speakers; 4) assignment of session facilitators

The President shall:

- Set DDL goals and objectives
- Oversee the implementation of DDL goals and objectives
- Assign duties to DDL Board Members
- Preside over DDL meetings and business
- Designate recipients of DDL Awards

- Communicate periodically to DDL members
- Provide recognition for outgoing Board members

The Past President shall:

- Oversee the election of new DDL officers
- Provide recognition to outgoing DDL President

The Communications Officer shall:

- Manage DDL website, listserv, and social media sites
- Maintain latest copies of DDL By-Laws and other DDL governance or historical documents

The Board Members-at-large shall:

- Perform duties as assigned by the President such as:
  - Take meeting minutes and post them to Dropbox, AECT/DDL website, and email them to the DDL Board members.
  - Word process, copy, and transmit any needed documents.
  - Keep a record of the finances of DDL and provide an-updated financial report at each Board and Member meeting.
  - Oversee the award coordination for DDL.

The DDL Representative to the AECT Board shall:

- Attend AECT Executive Board meetings
- Communicate information from DDL to the AECT Executive Board
- Communicate information from AECT Executive Board to the DDL

b. Election process.

Election of a President-Elect and other Board Members shall be conducted annually according to the AECT Division election schedule. The Communications Officer shall be elected for three-year terms on a staggered basis. Candidates for President-Elect must commit to serving a three-year term through the cycle of President-Elect, President, and Past President. Nominees may be self-selected or generated by any DDL member. Board Members will be elected for a three-year term and may serve any number of consecutive terms. The DDL Representative to the AECT Executive Board will be appointed by the DDL Board for a three-year term. Announcement of election results shall be posted on the AECT website, DDL website, and the DDL listserv.

In cases where a division officer is unable to complete the term of service (e.g. health issues, being elected to other AECT office, new job assignment), the DDL Board may appoint an interim member to act in the officer's place until the next election.

c. Meetings of the DDL Board

The DDL Board shall meet annually at the AECT Convention. Virtual conference meetings (e.g., telephone, 2<sup>nd</sup> Life, Skype, Adobe Connect, etc.) of the Board shall also be scheduled through the year. All business of the Board may be conducted electronically, either by telephone conference call or online. All DDL Board meetings shall be open to any member. An agenda shall be developed by the President and

distributed to all DDL members before any meeting. Notes from all meetings shall be distributed to the DDL membership within 7 days of the event.

d. Meetings of the DDL Membership

The DDL members shall meet annually at the AECT convention.

e. DDL Awards

The DDL President will designate a member to coordinate the DDL Awards. The Awards Coordinator shall be responsible for overseeing the process for selection of winners of the annual DDL Awards. The Awards Coordinator may appoint chairs to manage the judging of each individual award. The DDL Awards shall be presented at the annual DDL luncheon event at the AECT convention.

f. By-Laws revisions

By-Laws language shall be presented by the DDL Board to the DDL membership for discussion on the DDL listserv, followed by an online vote of confidence on the AECT website, with final adoption of the By-Laws and/or revisions by a majority of the Board members present and voting at a subsequent meeting of the DDL Board.

Revised June 26, 2012