

Bylaws of the Division of Organizational Training and Performance of The Association for Educational Communications and Technology

Section I: Name and Affiliation

1. The name of this organization shall be the Division of Organizational Training and Performance (OTP) of the Association of Educational Communications and Technology (AECT).
2. As a division of AECT, OTP is fully subject to the policies of the association

Section II: Purpose and Function

1. The Division of Organizational Training and Performance strives to *bridge the gap* between research and practice, facilitating communication, collaboration and sharing between academics, students and practitioners across multiple disciplines interested in applying current theory and research to training and performance improvement initiatives.

Section III: Membership

1. Membership in OTP is voluntary and open to all members of AECT.
2. All members in good standing have the right to vote, hold office and serve on committees.

Section IV: Governance

1. OTP Board
 - a. The OTP Board is elected by the membership in annual, open elections overseen by AECT.
 - b. Uncontested positions will be filled by Acclimation, with approval of the majority of the current Division Board of Directors.
 - c. The Board is made of the following elected officers: President, President-elect, Past-president, VP of Communications, the OTP Representative to the AECT Board of Directors and one or more Members-at-large.
 - d. Continued AECT and OTP Division membership in good standing is required of all officers and candidates for office.
 - e. The term of office for all positions, with the exception of Representative to the Board, shall be one year. The Representative to the Board shall serve a three year

term. The President-elect is expected to commit to three years of service, one year each as President-elect, President and Past-president.

- f. Terms of office begin at the time of the Membership Meeting at the AECT conference immediately following the election.
- g. Positions vacated between terms will be filled by appointment with approval of the majority of the Division Board.
- h. In the event that no candidate is nominated for a position the current officer will remain in the position for an additional term.

2. Duties of Elected Officers

a. President

- i. Serve as the official representative of the division
- ii. Preside over Division meetings and business
- iii. Enforce the Division Bylaws
- iv. Appoint members to standing and ad-hoc committees
- v. Strengthen public relations and maintain cooperative relations with other AECT divisions and affiliates.
- vi. Attend AECT Conference and oversee Board Meeting and Membership Meeting
- vii. Work with the OTP Board to set and implement goals and objectives of the division

b. President-Elect

- i. Perform all of the duties of the office of the President when requested by the President or when the President is unavailable or incapacitated.
- ii. Attend AECT Conference and participate in the Board Meeting, Division Membership Meeting and all Conference Planning meetings during the conference.
- iii. Serve as OTP Conference Planner
 - 1. Create Division Call for Proposals
 - 2. Solicit proposal reviewers and session facilitators with assistance from Members-at-large
 - 3. Oversee proposal review and acceptance notification process
 - 4. Participate in conference planning meetings

c. Past-president

- i. Solicit nominees for upcoming elections with the assistance of the division Board and members

- ii. Submit slate of candidates to the Division Board for official nomination
- iii. Submit nominee names, biography statements and pictures to AECT by published deadline
- iv. Attend AECT Conference and participate in the Board Meeting and Division Membership Meeting during the conference

d. VP of Communications

- i. Maintain and update all communication resources including the Division website, listserv and social media outlets
- ii. Maintain Membership Directory
- iii. Send authorized Division correspondence to the board and/or general membership as needed
- iv. Maintain and distribute official correspondence including meeting minutes, bylaws and other division documents to the board, standing and ad hoc committees and/or the general membership as needed
- v. Attend AECT Conference and participate in the Board Meeting and Division Membership Meeting during the conference

e. Representative to the AECT Board of Directors

- i. Serve as the liaison between the Division and the AECT Board of Directors. Present updates of division activities to AECT and communicate AECT business to the division.
- ii. Attend monthly AECT Board of Director and OTP Division Meetings
- iii. Attend Summer Leadership Conference
- iv. Attend AECT Conference and participate in all AECT Board Meetings, the Division Board Meeting and the Division Membership Meeting during the conference

f. Member(s)-at-large

- i. Assist President-elect with conference planning responsibilities including soliciting proposal reviewers and session facilitators.
- ii. Serve on standing and ad hoc committees as requested by the President
- iii. Market the division to potential members through networking and formal and informal communication

3. Committees

- a. The OTP Board may at its discretion create Standing Committees to carry out specific tasks associated with division goals and initiatives.

- b. The OTP Board may at its discretion create Ad Hoc Committees to investigate identified issues on behalf of the Board.
- c. Members of Ad Hoc and Standing Committees will be solicited by the President and assigned with approval of the Board.
- d. A list of current committees, their membership and charges will be maintained electronically by the VP of Communications.

Section V: Meetings

1. OTP will hold monthly meetings throughout the year. Time and method will be determined by the President and communicated to all members.
2. Meetings will be conducted electronically, in synchronous, asynchronous or blended format as determined by the board, via telephone conference or online forum.
3. A simple majority of current board members must be present to establish a quorum. If a quorum is not established, informational items may be addressed but no votes may be taken.
4. Meetings are open to all members of AECT, regardless of division membership.
5. An agenda will be developed by the President, with input from all members of the Board, prior to any scheduled meeting. The final draft of the agenda will be distributed electronically to all members prior to the meeting.
6. Minutes of all meetings shall be made available electronically within 10 days.
7. OTP will hold meetings and events during the AECT annual conference including but not limited to
 - a. Division Board meeting
 - b. Division Membership meeting
 - c. Division Dinner

Section VI: By-Laws Revisions

1. Upon approval of the Board, the OTP Bylaws will be made available to the division membership through a link on the Division Website.

2. The OTP Representative to the Board of AECT shall submit the most recent version of the Bylaws to the AECT Board of Directors for official review and posting.
3. Proposed Bylaws Revisions will be approved by the Board and then distributed to all members of the division by the VP of Communications. Final discussion and membership vote on acceptance or rejection of revisions will take place at the next monthly meeting following distribution.