

GAIT Bylaws

Article I - Calendar

Section 1.

Fiscal Year: The fiscal year of the Association shall begin January 1.

Section 2.

Quarters: References to "quarters" in the Constitution and Bylaws shall be deemed as follows: Winter Quarter 2-will begin January 1; Spring Quarter, April 1; Summer Quarter, July 1; Fall Quarter, October 1.

Article II - Membership

Section 1.

Types: The Association shall have six types of memberships. Qualifications and dues for each type are as follows:

(a) Regular Member: Any individual, whether in education, government service, industry, or commercial agencies, may become a regular member by payment of dues in the amount of \$15.00. Regular Members shall have the right to vote, to perform committee work, to hold appointive positions, and/or to hold elective positions for which they are qualified.

(b) Supporting Member: Any individual, whether in education, government service, industry, or commercial agencies, may become a Supporting Member by payment of dues in the amount of \$35.00. Supporting Members shall enjoy all the rights of regular membership. In addition, Supporting Members are included in a special listing in the GAIT Directory and newsletters, and receive a certificate designating them as a Supporting Member.

(c) Contributing Member: Any individual, whether in education, government service, industry, or commercial agencies, may become a Contributing Member by payment of dues in the amount of \$50.00. Contributing Members shall enjoy all the rights of regular membership. In addition, Contributing Members are included in a special listing in the GAIT Directory and newsletters and receive a certificate designating them as a Contributing Member.

(d) Contributing Organization: Any organization, upon payment of \$125, may designate up to two employees as regular GAIT members. In addition, the organization will receive special listing in the GAIT Membership Directory and the GAIT newsletter, and a certificate of recognition.

(e) Sponsoring Organization: Any organization, upon payment of \$250, may designate up to three employees as regular GAIT members. In addition, the organization will receive special listing in the GAIT Membership Directory and the GAIT newsletter, a certificate of recognition, and complimentary space in the GAIT newsletter for a promotional message.

(f) Student Member: Any full-time student who is actively pursuing a degree may join the Association for a period of two years at the rate of \$5.00 per year. Student members shall have the right to vote, to perform committee work, to hold appointed positions, and/or to hold elective positions for which they are qualified.

(g) Paraprofessionals and Retired Professionals: Any paraprofessional or retired professional may join the Association at the rate of \$5.00 per year. Paraprofessionals or retired professionals shall have the right to vote, to perform committee work, to hold appointed positions, and/or to hold elective positions for which they are qualified.

Section 2.

Membership Term: The membership year shall be January 1 through December 31.

Article III - Officers

Section 1.

Qualifications: Any member of the Association is qualified to hold an elective or a ppointed position. However, any member nominated for the office of president or president-elect must hold membership in AECT during their term of service.

Section 2.

Nomination and Elections: Nominations for Officers shall be made in accordance with Article III, Section 2-b of the Constitution. The election of Officers shall be by

mail ballot, which is to take place during Fall Quarter, the specific date to be set by the Board. Four weeks from the date of mailing will be the deadline for receipt of the completed ballots. The Nominations and Elections Committee will count the ballots and notify the Board of the results. The nominee receiving a plurality of the votes cast for each office shall be declared the winner. Tie votes shall be resolved by a vote of the Board.

Section 3.

Term of Office and Duties:

(a) President-Elect: The President-Elect shall be elected for a one-year term. The President-Elect shall assume the duties of the President in the absence of the President. The President-Elect shall be an ex-officio, non-voting member of each committee. The President-Elect shall serve as Program Chair and Representative to the Georgia Council of Media Organizations.

(b) President: The President shall be the person elected as President-Elect by the membership the previous year. The President shall be the executive head of the Association and shall preside at all general meetings of the Association and at all Board meetings. The President shall be an ex-officio, non-voting member of each committee.

(c) Secretary: The Secretary shall be the person elected in alternate years from the election of the Treasurer and shall serve a two-year term. The Secretary shall be the official recorder for the Board and for the Association. The Secretary shall handle correspondence as requested by the Board, maintain a record of the minutes of the Board meetings, maintain a record of official Board policies, and other duties as determined by the Board. A report of all Board meetings will be carried in the subsequent newsletter or journal.

(d) Treasurer: The Treasurer shall be elected in alternate years from the election of the Secretary and shall serve a two-year term. The Treasurer shall maintain records with respect to all fiscal matters of the Association and receive and dispense all funds as authorized by the Board. A financial statement shall be presented at each regular Board meeting and at the Statewide Membership meeting. An annual fiscal report shall be included in the next newsletter or journal following the close of the calendar year; an audit shall be performed by the Executive Committee at the close of the calendar year. The Treasurer may also perform other duties as determined by the Board.

(e) Past President: The past President is the Immediate Past President of the Association who serves as an ex-officio, non-voting member of the Board and also chairs the Past Presidents' Council for one year immediately following his or her term as President. The Past President shall also serve as Chair of the Nominations and Elections Committee and shall be responsible for preparing, distributing, and counting the ballots.

Article IV - Board of Directors

Section I.

Composition:

(a) The President of the Association. The President shall be the Chairman of the Board and shall have the power to vote only when a tie vote must be decided.

(b) The President-elect of the Association. The President-elect shall be a voting member of the Board.

(c) The Secretary of the Association. The Secretary shall act as Secretary of the Board and as a voting member of the Board.

(d) The Treasurer of the Association. The Treasurer shall be a voting member of the Board.

(e) The Director of Membership and Affiliate Relations shall be a voting member of the Board.

(f) The Managing Editor of the Association's official publication. The Managing Editor shall be a voting member of the Board.

(g) Six voting representatives elected by the membership as follows: one for higher education Programs, one for K-12 programs, one for commercial firms, and three at-large.

(h) The immediate Past-President, the President-Elect, and Committee Chairmen (except the Chair of Membership and Affiliate Relations) shall serve as ex-officio members of the Board, without power to vote but with authority to bring questions before the Board.

Section 2.

Quorum: A quorum for a meeting of the Board shall consist of five voting members.

Section 3.

Nominations Elections: The nomination and election procedure for the elected representative posts on the Board shall be conducted at the same time and in the same manner as for the Officers.

Section 4.

Term of Office and Duties: Elected Board representatives shall be elected for staggered terms of two years each. The election for designated posts shall be held in alternate Years from the election for at-large posts. Officers and elected representatives, functioning as the Board of Directors, shall be responsible for approving the official budget of the Association, for appointing committee chairmen or committee members as specified in the Bylaws, for receiving and acting upon the recommendations of the various committees, and for performing other necessary duties to insure the efficient and effective functioning of the Association.

Article V - Meetings

Section 1.

Board of Directors: There will be a minimum of two meetings of the Board per year, to be held semi-annually. The specific time and place of the meetings are to be determined by the Executive Committee.

Section 2.

Statewide Membership: There will be a minimum of one meeting of the membership per year. A specific time and place for the meeting is to be determined by the Board of Directors.

Section 3.

Call of Meetings: Board meetings and general membership meetings may be called

(a) by action of the Executive Committee,

(b) by action of the Board of Directors, or

(c) by signed petition of ten percent of the membership. In all cases, every member entitled to attend the meeting must be informed in advance.

Article VI - Committees

Section 1.

Standing Committees: The Association shall have the following standing committees, which may receive specific charges in addition to the general charges listed. All standing committee chairmen and committee members shall be selected no later than January 1, and shall serve until successors are named the following year.

(a) Publications: The chairman shall be appointed by the Board and shall serve as Newsletter Editor. All members holding official positions on the GAIT newsletter shall be members of the Publications Committee. The committee shall establish guidelines for GAIT publications and shall recommend, for Board approval, the types and frequencies of publications.

(b) Membership and Affiliate Relations: The chairman shall be appointed by the Board and shall serve as the Director of Membership and Affiliate Relations for the Association and as liaison with the AECT membership committee; the chairman shall select committee members. The committee shall plan and conduct activities to stimulate the expansion of both GAIT and AECT membership in the state, including developing a mailing list of potential members; shall maintain and publish the official membership roster, send renewal notices, and membership cards.

(c) Nominations and Elections: The President-Elect shall serve as chairman and shall select committee members. The Committee shall solicit suggestions for possible candidates for Officers and Board representatives; shall determine the eligibility of nominees and ascertain that all the nominees are willing to stand for election; shall present a slate of nominees to the Board prior to the mail ballot in the Fall; shall conduct and certify the election results as provided for in Article III of the Bylaws.

(d) Governmental Relations: The chairman shall be appointed by the Board and shall serve as the state liaison with the AECT Governmental Relations Committee; the chairman shall select committee members. The committee shall monitor legislative actions at the state and national levels which might affect the field of instructional technology in general and the membership of the Association in particular; shall monitor similar activities on the part of such governmental agencies as the State Department of Education, the Board of Regents, and the U.S. Department of Education; shall establish and maintain methods (such as regular newsletter reports, direct mailings, and telephone networks) to rapidly inform the membership of governmental activities; and shall communicate to the membership actual proposed changes in statute and governmental policy which have a direct bearing on their professional performance.

(e) Program: The chairman shall be appointed by the Board; the chairman shall select committee members. The committee shall review and evaluate past meetings; shall recommend themes, locations, and dates of state meetings for Board approval; shall plan and carry out details of such meetings- including selecting speakers, soliciting presentations and commercial exhibits, scheduling of individual sessions, registration, etc.; shall seek appropriate input to provide for the various functional interests of the Association.

(f) Leadership Development: The chairman shall be appointed by the Board and shall serve as state liaison with the AECT Leadership Development Committee; the chairman shall select committee members. The committee shall plan and conduct activities which promote and facilitate the emergence of strong leadership for the Association and for the field of Instructional Technology in Georgia; shall solicit and nominate candidates for AECT scholarships, convention interns, and other AECT leadership functions; shall establish guidelines for and conduct leadership award competition as authorized by the Board.

(g) Media Festival: The chairman shall be appointed by the Board; the chairman shall select committee members. The committee shall prepare guidelines, solicit entries, and conduct judging of student-made media production; shall certify entries in AECT national competition.

(h) Past Presidents' Council: The chairman shall be the immediate Past President of the Association, the advisory group shall include all past presidents, currently active in the Association, who meet at least once per year at the annual meeting. The Council shall review past, present, and future developments of the Association and make recommendations to the Board. The Council shall serve as a continuing resource for current and future GAIT leaders on the Board and carry out other activities to assist the Association. In the event the Immediate Past President shall be unable to serve, any member of the Council may be designated by the President to assume the duties.

Section 2.

Ad Hoc Committees: Ad Hoc Committees may be established by the President and/or the Board of Directors as needed to carry out the goal of the Association. Ad Hoc Committees shall receive a specific charge, shall be given a timetable for activity, shall submit a final written report, and shall be dissolved when the charge has been met.

Section 3.

Relationship to Board: For purposes of organizational planning and development, all committee chairmen (except the Chairman of Membership and Affiliate Relations) are considered to be ex-officio, non-voting members of the Board of Directors.

Article VII - Affiliations

Section 1.

The Board of Directors may establish policies, guidelines, and privileges relative to other professional groups whose interests and purposes are similar to that of GAIT and who wish to affiliate with the Association. All aspects of such an affiliation shall be subject to approval by the membership.

Section 2.

The Association, through its Board of Directors, may seek affiliation with other professional groups whose interest and purposes are similar to that of GAIT. All aspects of such an affiliation shall be subject to approval by the membership.

Article VIII - Parliamentary Authority

Roberts Rules of Order shall govern the Association in all cases to which it can be applied and in which it is not inconsistent with the Constitution, the Bylaws, or special rules of order of the Association.

Article IX - Amendments to Bylaws

The Bylaws of the Association may be amended by either of the following procedures:

(a) Proposals for amending the Bylaws may originate in the Board and such an amendment shall be ratified by two-thirds of the voting Board members present and voting at a meeting of the Board.

(b) Proposals for amending the Bylaws may originate by a signed petition submitted to the Board by ten percent of the membership as of the date of submission of the

petition. The proposed amendment shall be declared ratified upon approval by two-thirds of the voting Board members present and voting at a meeting of the Board.

GAIT Bylaws Amended: October 9, 2002