

Proposed Bylaws of the Georgia Association for Instructional Technology (GAIT) as of September 14, 2019

Article I - Calendar

Section 1.

Fiscal Year: The fiscal year of the Association shall begin January 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 for \$15.00. Regular Members shall have the right to vote, to perform committee work, to hold appointive positions, or to hold elective positions for which they are qualified.

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

(c) Paraprofessionals and Retirees: A paraprofessional or retiree 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, or to hold elective positions for which they are qualified.

Section 2.

Membership Term: The membership year shall be January 1 through December 31. If an individual applies for membership after August 1st of the current year, then the person will end his/her membership a year from the date the application was received.

Article III - Officers

Section 1.

Qualifications: Any member of the Association is qualified to hold an elective or appointed position. However, any member nominated for the office of President or president-elect must hold membership in GAIT six months before starting an elected position.

Section 2.

Nomination and Elections: GAIT membership nominates members of the Board following Article III, Section 2-b of the Constitution. The election of Officers shall be by electronic ballot, which is to take place during November of a given year as set by the Board.

Completed electronic ballots must be received two weeks after the Nominations and Elections Committee (NEC) sent them out to the qualified members. The NEC will count the votes and notify the Board of the results. The nominee receiving a plurality (50+1) of the votes cast for each office shall be declared the winner. A majority of the Board shall resolve to tie votes.

Section 3.

Term of Office and Duties:

(a) President-Elect: The GAIT membership elects the President-Elect for a one-year term. The President-Elect shall assume the duties of the President in the absence of the President. He/She is a voting member of the Board.

The President-Elect shall be ex-officio, non-voting member of each GAIT standing Committee. The President-Elect shall serve as Representative to the committees involving the Georgia Libraries Conference, and the Georgia Library Media Summer Institute.

(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 all Board meetings. He/She is a voting member of the Board.

If both the president and president-elect are unable to assume their respective duties, then the Board member will conduct an emergency election to temporary select an

interim president among themselves to finish the year. The Director of Records and Communications will preside over this emergency election.

(c) Director of Records and Communications (RC): The CC shall be the person elected in alternate years (odd) from the election of the Director of Financial Resources (FR) and shall serve a two-year term. The RC shall be the official recorder for the Board and the Association. The RC shall handle correspondence as requested by the Board, maintain a record of the minutes of the Board meetings, keep a record of official Board policies, and other duties as determined by the Board. He/She is a voting member of the Board.

(d) Director of Financial Resources (FR): The FR shall be elected in alternate years from the election of the RC and shall serve a two-year term. The FR shall maintain records concerning all financial 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 the Membership meeting. An annual financial report shall be included in the Association's publication following the close of the calendar year; the Executive Committee shall perform an audit at the end of the calendar year. The FR may also perform other duties as determined by the Board. He/She is a voting member of the Board.

(e) Immediate Past President: The Past President is the Immediate Past President (IPP) of the Association who serves as a voting member of the Board and also chairs the NEC for one year immediately following his or her term as President. As Chair of the Nominations and Elections Committee and the IPP shall be responsible for preparing, distributing, and counting the ballots.

Article IV - Board of Directors

Section I.

The Board of Directors consists of members of the Executive Committee (8) as well as those leading the standing committees (4). All serve as voting members.

Executive Committee

Executive Committee members are elected by the Association's membership.

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

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

(c) The Director of Records and Communications (RC) of the Association. The RC Director shall serve as a voting member of the Board.

(d) The Director of Financial Resources (FR) of the Association. The FR Director shall be a voting member of the Board.

(e) The Immediate Past-President (IPP) shall serve as a voting member of the Board.

(f) Three voting representatives elected by the membership will manage a portfolio pertaining to policy development in critical areas (higher education, K-12, and non-educational contexts and programs). Also, they may be appointed to lead a standing committee. The following representative positions are identified as 1) Higher Education Program Area Representative, 2) K-12 Program Area Representative, and 3) Non-Educational Program Area Representative.

Composition of the Standing Committees of the Board

All those leading the standing committees will be selected and appointed by the President in consultation with the Executive Committee for a two-year term.

(a) The Chairperson of Recruitment and Retention (RR) shall be a voting member of the Board.

(b) The Chairperson of Awards and Scholarships (AS) shall be a voting member of the Board.

(c) The Chairperson of Events and Programs (EP) shall be a voting member of the Board.

(d) The Chairperson of Digital Presence and Outreach (DPO) shall be a voting member of the Board.

If a voting Executive Committee member is also selected and appointed as chairperson of one of the standing committees, then he or she will have only one (1) vote to represent both positions. It is possible that the minimum number of voting members equals eight.

Section 2.

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

Section 3.

Nominations Elections: The nomination and election procedure for the elected representative (President-Elect, RC, FR) posts on the Board shall be conducted through an election except for the President and Immediate Past President positions.

Section 4.

Term of Office and Duties: Elected Board representatives shall be elected for staggered terms of two years each. Director of Records and Communications will be elected on even years while the Director of Financial Resources will be on odd years.

Executive committee members, standing committee chairs, and elected representatives, functioning as the Board of Directors, shall be responsible for 1) approving the official budget of the Association, 2) appointing committee chairmen or committee members as specified in the Bylaws, 3) receiving and acting upon the recommendations of the various committees, and 4) performing other necessary duties to ensure the efficient and effective functioning of the Association.

Article V - Meetings

Section 1.

Board of Directors: There will be a minimum of four meetings of the Board per year (at least one of those will be face-to-face), to be held at the beginning of each quarter. The specific time and place of the meetings are to be determined by the Executive Committee.

The President as head of the Board of Directors may add additional meetings (monthly) as deem necessary for the smooth operations of the organization, and to manage an emerging issue needing a response.

Section 2.

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

Section 3.

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

(a) by the action of the Executive Committee,

(b) by the 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) **Standing Committee on Recruitment and Retention:** The chairperson shall be appointed by the Board and shall serve as a lead person of the Recruitment and Retention Standing Committee. The chairperson shall select 2-3 committee members. The Committee shall plan and conduct activities to stimulate the expansion of GAIT membership in the state, including developing a mailing list of potential members; shall maintain and publish the official membership roster, and in coordination with the Director of Financial Resources, they will facilitate sending out renewal notices, and proof of membership.

(b) **Standing Committee on Awards, Scholarships, and Grants:** The chairperson shall be appointed by the Board and shall serve as a lead person of the Awards, Scholarship, and Grants Standing Committee. The chairperson shall select 2-3 committee members. The Committee shall plan and conduct activities to stimulate interest among GAIT members to apply for appropriate awards, scholarships, and grants that they qualify.

(c) **Standing Committee on Events and Programs:** The chairperson shall be appointed by the Board and shall serve as a lead person of the Events and Programs Standing Committee. The chairperson shall select 2-3 committee members. The Committee shall review and evaluate past events and programs; shall recommend themes, locations, and dates of new or continuing events and programs for Board approval; shall plan and carry out details 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. Past events and programs sponsored (or co-sponsored) by GAIT include Georgia Student Media Festival, IT Forum, Georgia Libraries Conference, etc.

(d) Standing Committee on Digital Presence and Outreach: The chairperson shall be appointed by the Board and shall serve as a lead person of the Digital Presence and Outreach Standing Committee. The chairperson shall select 2-3 committee members. The Committee shall review and evaluate the current GAIT website; shall recommend enhancements to digital presence and outreach activities for Board approval; shall plan and carry out details including web design, online forum (e.g., GAITalks), and social media utilization; shall seek appropriate input to provide for the various functional interests pertaining to the digital presence of the Association.

(e) Standing Committee on Nominations and Elections: The immediate past President or a GAIT member in good standing appointed by the Board shall serve as chairperson and shall select committee members. The Committee shall 1) solicit suggestions for possible candidates for Executive Committee and Board representatives; 2) shall determine the eligibility of nominees and ascertain that all the nominees are willing to stand for election; 3) shall present a slate of nominees to the Board prior to the mail ballot in the Fall; and 4) shall conduct and certify the election results as provided for in Article III of the Bylaws.

Section 2.

Task Groups: Task Groups (TGs) may be established by the President and/or the Board of Directors as needed to carry out the goal of the Association. TGs 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.

(a) Publications Task Group: A chairperson shall be appointed by the Board and shall serve as Editor of a GAIT publication. All members holding official positions on a GAIT publication shall be members of the Publications Task Group. The group shall establish guidelines for GAIT publications and shall recommend, for Board approval, the types and frequencies of publications.

(b) Archives Task Group: A chairperson shall be appointed by the Board and shall serve as historian and archivist of the GAIT footprint and organizational memory. The group shall establish guidelines for archiving GAIT-generated documents and shall recommend, for Board approval, the types and frequencies of archival processes used.

Section 3.

Relationship to Board: For purposes of organizational planning and development, all standing committee chairpersons are considered 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 those of GAIT and who wish to affiliate with the Association. All aspects of such 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 alliance 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

Either of the following procedures may amend the Bylaws of the Association:

(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 Amendment Proposal Submitted: July 24, 2019

Proposed revision presented to the Executive Committee: September 14, 2019