**American Educational Research Association**

**Special Interest Group:**

***Early Education/Child Development***

**Article I.**

**NAME OF THE SIG**

The name of this Special Interest Group (“SIG”) is the *Early Education/Child Development* 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.**

MISSION & GOALS OF THE SIG

The Early Education and Child Development Special Interest Group (SIG) of the American Educational Research Association (AERA) is committed to advancing knowledge about early education and child development, and to encouraging scholarly inquiry that has implications for theory, policy and practice related to early education and development in the diverse contexts serving children from birth to age eight.

Our SIG provides a forum within AERA for the involvement of individuals who share common interests in research, theory, practice, and policies related to early childhood education and child development.  Our membership includes college and university professors, researchers, teacher educators, administrators, and graduate students from a variety of academic disciplines that focus on the lives and well being of children, families, and professionals interested in improving their practice through the application of early childhood research.

**Article V.**

**PURPOSES OF THE SIG:**

The purposes of the SIG are to provide a forum for:

* Scholars interested in early education and child development to convene to share their ideas, research, and theory development;
* Those interested in discussing and developing policies, practices, and curricula that enhance the lives of families and young children and the professionals who work with them;
* Discussing various methods for engaging in research about the lives of young children, families, and the various systems in which they function;
* Representing the needs and interests of young children and families and their practitioners within the Association.

**Article VI.**

**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.

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 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 VII.**

**Officers**

Section 1. Required Officers. The SIG shall have a Chair, Secretary/Treasurer and Newsletter Editor who shall be elected and shall serve as the three required officers. The SIG may have any other officers that its members from time to time chose to designate.

Section 2. Other Officers. The other officers of this SIG shall be:

* Chair-Elect
* Immediate Past-Chair
* Senior Member-at-Large (2)
* Junior Member-at-Large (2)
* Graduate Student Representative (1)

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 or appointed as officers and for any office within the SIG.

Section 4. Length of Term of Office. Except for the Newsletter Editor whose term shall be three years and Graduate Student Representative whose term shall be one year, the term of each officer shall be for 2 years. The term of each officer shall begin the day following the close of the AERA Annual Meeting and end on the last day of the AERA Annual Meeting appropriate to their term of office.

Section 5. Eligibility to Succeed to the Same Office for Consecutive Terms. Individuals shall not be eligible to be nominated and to succeed themselves to the same office for consecutive terms.

Section 6. Automatic Succession of Offices. There shall be an automatic succession of the following offices, from Chair-elect to Chair, in that order such that the person elected as Chair-elect shall automatically assume the office of Chair following the completion of one term as Chair-elect.

Section 7. Limit to Length of Service in One Office. No person may serve in the same office for more than three 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 VIII.**

**Duties AND RESPONSIBILITIES of ThE Officers**

Section 1. Chair. The Chair shall be responsible for the general administration of the SIG, for ensuring that the SIG Bylaws are followed, and shall act as liaison between the SIG and AERA and the SIG and the SIG Executive Committee. The Chair shall preside at all meetings of the SIG’s Executive Committee and at the Annual Business Meeting. The Chair shall act as parliamentarian or shall appoint a SIG member to serve in that role for each meeting. The Chair shall appoint 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 or to carry out other work of the SIG.

Section 2. Secretary/Treasurer The Secretary/Treasurer shall be responsible for managing and reporting on the financial accounts of the SIG, arrangements for awards, and the safe keeping of all financial documents of the SIG.

Section 3.Immediate Past-Chair. The Past-Chair shall serve to assist in transition of leadership and support long-term goals of the SIG.

Section 4. Newsletter Editor shall be responsible for publishing and disseminating at least 2 SIG newsletters per year (Summer, June or July and includes an annual meeting summary; Spring, March/April, always before the annual meeting of AERA) via electronic format. The Newsletter Editor shall also be responsible for transmitting the newsletters to the AERA office, and providing an annual report to the chair.

Section 5. Members-at-Large

*Senior Members-at-Large:*  One senior member-at-large shall serve as a member of the nominations committee, and one senior member-at-large shall be responsible for managing the Early Career Awards (soliciting nominations, creating a committee, deciding winners). Designation of these duties will be determined by the SIG Executive Committee.

*Junior Members-at-Large:* One junior member-at-large shall be responsible for managing the Dissertation Awards (soliciting nominations, creating a committee, deciding winners), and one junior member-at-large shall be responsible for managing the Travel Awards (soliciting nominations, creating a committee, deciding winners).  Designation of these duties will be determined by the SIG Executive Committee.

Section 6. Chair-elect

The Chair-elect shall be responsible for assisting the Chair during their 2 year term. Other specific responsibilities include: organizing the SIG reception at the annual business meeting (with the Secretary/Treasurer), overseeing the nominations process, and planning the business meeting. In the event that the Chair is not available to chair the annual business meeting, the Chair-elect shall convene the meeting.

Section 6. Graduate Student Representative

The Graduate Student Representative shall be responsible for attending to special project(s) at the discretion of the Chair. Other specific responsibilities include graduate student recruitment to and involvement in the SIG..

**Article IX.**

**OTHER NON-OFFICER LEADERSHIP POSITIONS**

Section 1. Non-Officer 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 membership shall 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: Program Chair, Assistant Program Chair, Listserv Manager/Website Manager and a Historian.

Section 2a. Unless otherwise stated in these Bylaws, the current qualifications, eligibility requirements, duties, responsibilities, term limits, and manner and timing of the appointment for each non-elected 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 elected or appointed non-officer leadership positions may not serve, make motions or vote on the Executive Committee, although they may, from time to time and at the discretion of the SIG 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 elected or appointed 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 be appointed to any non-officer leadership position within the SIG.

Section 4. Length of Term for These Positions. The term of office of each non-officer leadership position, whether stated herein or on the SIG website, shall be for one year. The term of each of these positions 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. Unless otherwise specified or restricted in these Bylaws, individuals shall be eligible to succeed themselves to the same non-officer leadership position for consecutive terms.

Section 6. Limit of Length of Term in the Same Non-Officer Position. Unless approved by the Executive Board Members of the SIG, 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 elected or appointed non-officer position is vacated for any reason before the term has been completed, the SIG 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 X.**

**Duties AND RESPONSIBILITIES of Non-Officer LeaderSHIP POsitions**

Section 1. Program Chair and Assistant Program Chair. These individuals are appointed by the Executive Committee to manage the annual conference proposal process. This involves managing the recruitment of reviewers, assigning proposals to reviewers and determining which proposals are accepted. These individuals communicate with AERA in order to schedule sessions. The Chair serves in the lead role for one year and the Assistant Chair becomes the Chair after one year of assisting.

Section 2. ListServe Manager/Website Manager**.** The Listserv Manager/Website Manager is appointed by the Executive Committee and shall be responsible for sending appropriate messages via email to the membership and to maintain a current web presence, respectively.

Section 3. Historian**.** The Historian is appointed by the Executive Committee and shall manage historical information about the SIG.

**Article XI.**

**Executive Committee**

Section 1. Membership. There shall be an Executive Committee consisting of the SIG Chair, Chair-Elect, Secretary/Treasurer, Newsletter Editor, and Members-at-Large.

Section 2. Responsibilities and Powers. The Executive Committee shall have responsibility and powers to direct and review the general affairs of the SIG within the limits set forth in these Bylaws and to provide leadership. Other duties and powers of this Committee are as follows: determine any policy or advocacy activity of the SIG, determine topics for the annual Business meeting, and evaluate by-laws for efficiency and comprehensiveness.

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 by a majority of those present, provided a quorum is present.

**Article XII.**

**Nominations and Elections**

Section 1. Oversight of the Nominations and Elections Process. The Executive Committee, particularly the Chair-elect, 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 one of the Senior Members-at-Large, who shall chair the committee, and no fewer than 3 members in good standing of AERA-SIG-EE/CD, appointed by the Chair and Chair-Elect. The Chair-Elect shall oversee the nomination process.

Section 3. Nominations and Nomination Process.

Section 3a. The Nominations Committee shall seek eligible individuals to serve as candidates for each elected officer and elected 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 elected 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 Central Office.

Section 5. Notification of Results. The Nominations Committee Chairshall be responsible for reporting the results to the membership.

**Article XIII.**

**Meetings**

Section 1. Annual Business Meeting. The SIG shall hold its Annual Business Meeting in conjunction with the AERA Annual Meeting. Announcement of day, time and place of this 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. 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 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. 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 XIV.**

**DUES AND OTHER FISCAL CONCERNS**

Section 1. Dues. The Executive Committee, with input from the membership will determine the amount of dues of the SIG.

Section 2. Effective Date of Dues Increases. All increases in dues shall go into effect for all categories

of SIG membership for the following membership year as determined by the Association.

Section 3. Allocation of SIG Assets. The Chair, in consultation with the Executive Committee, shall authorize the expenditure of SIG funds for any allowable purpose that is requested and approved.

Section 4. Overseeing the Allocation of SIG Assets. The Chair and the Secretary/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 XV.**

**AERA-AppROVED AWARDS**

AERA SIGs may confer awards that are approved by the AERA Executive Board.  Detailed information about AERA-approved awards may be obtained from the AERA Central Office and from the AERA website.

**Article XVI.**

**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. The results of this ballot shall be communicated 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 XVII.**

**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 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 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 Council, the 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 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 or a majority of the members voting by postal, e-mail, or electronic voting as designated by the Executive Committee or elsewhere within these Bylaws. Amendments to the SIG Bylaws must be approved by the AERA SIG Executive Committee and Council.

**Article XVIII.**

**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 date of Council’s approval included and the Chair shall send an electronic communication to all SIG members announcing the posting of the Bylaws on the SIG website.