

The Society for Information Technology and Teacher Education (SITE) Governance Document

The Society

The Society for Information Technology and Teacher Education (SITE) is a non-profit organization that seeks to encourage appropriate uses of information technologies in teacher education worldwide. This mission is achieved through the continuing evolution of SITE as a highly regarded learned society; the development of national and international professional networks; the publication and dissemination of high quality research on a variety of issues, including the impact of technology use on student learning and teacher education; and the creation of partnerships between learned societies in a manner that furthers the mission of partner organizations.

The predominant, ongoing activities of the Society are

- The annual conference and the publication of its proceedings; ☐
- The publication of three scholarly journals: *Research Highlights in Technology and Teacher Education* (RHTTE), the *Journal of Technology and Teacher Education* (JTATE), and the on-line journal, *Contemporary Issues in Technology and Teacher Education* (CITE); ☐
- Contributions to and maintenance of a variety of web-based resources including Society websites and the AACE *EdITLib* Digital Library;
- Support for the three main organizational sectors of the Society: the Consultative Council (CC), the Information Technology Council (IT), the Teacher Education (TE) Council, and associated special interest groups (SIGs) which comprise each of the Councils; serve a leadership role in the National Technology Leadership Coalition and the related annual National Technology Leadership Summit, and; ☐
- Providing a liaison with organizations promoting information technology in teacher education worldwide, including the negotiation of complementary activities to support scholarly development of information technology in teacher education within and across countries and cultures around the world.

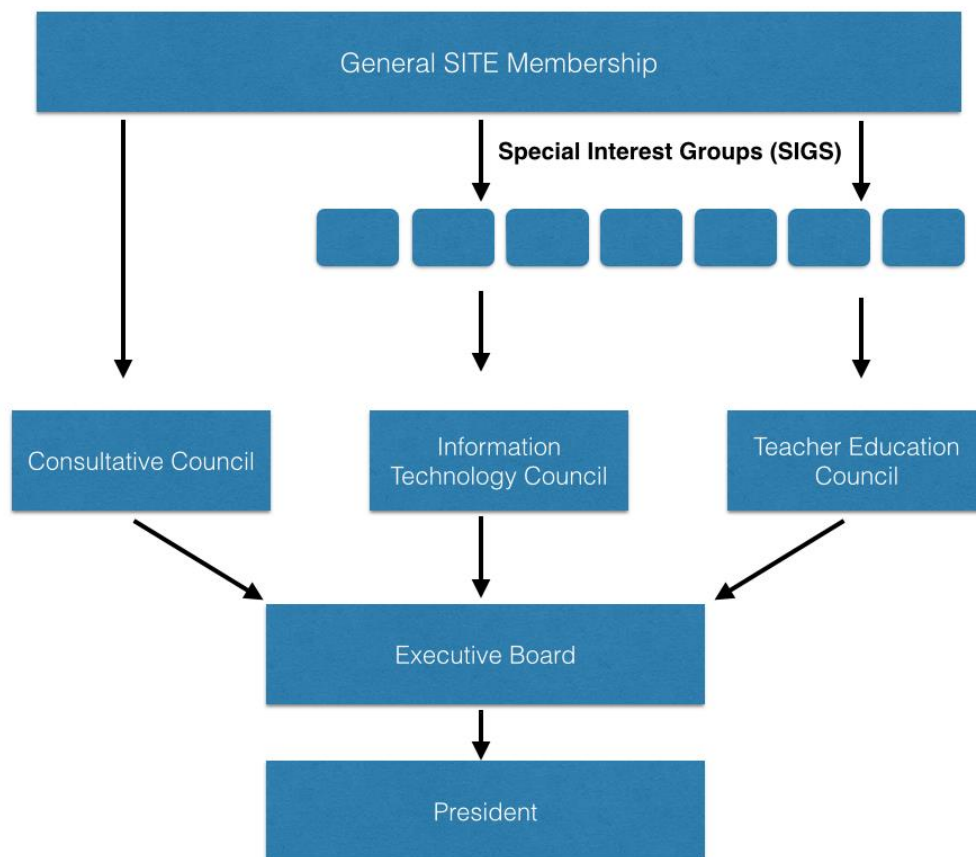
Organizational Overview

The Society is dependent upon the contributions of individual members who focus

their activities through Special Interest Groups (SIGs). Each SIG is supported through the work of one of three Councils. Each Council has a particular area of interest and responsibility: Information Technology, Teacher Education, or the larger focus of coordinating the Society’s external liaisons and national agenda (coordinated through the Consultative Council). The Executive Board is responsible for coordinating the overall activities of the Society and through a process of seeking input, negotiation, and collaboration with appropriate individuals and agencies within the Society, makes decisions and sets the direction for SITE activities. The Executive Board comprises representatives from each core constituency from within the Society.

The organizational structure of the Society is represented in the following graphic:

Organizational Structure



Membership

Membership is open to all individuals with an interest in information technology in teacher education.

Special Interest Groups

Special Interest Groups may be formed when five or more SITE members seek official recognition in writing at the annual SITE conference. The proposal for a Special Interest Group should incorporate a name and general mission statement, which is sent initially to the Chair of the relevant Council for endorsement and then to the President for final approval. If approved by the President, the Special Interest Group will elect a Chair and Associate Chair, both of whom must be members of SITE. The Chair and Associate Chair shall serve terms of two years each, with the possibility of serving two additional terms. Once a SIG is approved, its initial election shall follow staggered elections described below for the co-Chairs.

Elections for the co-Chairs of each SIG will occur at the end of each two-year term and will be conducted through in-person or online means at the annual SITE conference. SIG co-Chairs shall be elected based on their knowledge, expertise and experience in the field represented by said SIG. Should an officer be unable to fulfill the entire term, the President shall appoint, in consultation with the relevant Council Chair, a replacement for the remainder of the term. The co-Chairs shall serve staggered terms, i.e. one term commencing in Year One; the other term commencing in Year Two (again, with the possibility of serving two additional terms). The term of those elected to office will commence with the conclusion of SITE conference. (Note: SIGs may identify additional “officers” to provide support, as needed, to handle the business of the SIG; however, the SITE President and Executive Board will officially recognize the duly elected SIG co-Chairs.)

Co-Chairs are expected to attend the annual SITE conference. Co-Chairs are to coordinate the SIG’s work at the annual conference and through other SITE supported communications channels such as the SITE blog, electronically shared documents, virtual meetings, etc.

Members of SIGs are expected to contribute to the work of the Society through (1) participation in the conference proposal reviewing process, (2) the selection of award winning papers, and (3) the preparation of section introductions for the conference proceedings. Additional activities taken on by the SIG will be at the discretion of each SIG. All SITE members are eligible to join a SIG.

The Society recognizes that changes will occur with time, and the President, on the advice of the Chair of the relevant Council, and following appropriate discussion within that Council, will disband inactive Special Interest Groups.

Councils

Special Interest Groups are supported in their work through membership in one of three Councils: The Consultative Council (CC), The Information Technology Council (ITC), and The Teacher Education Council (TEC).

The membership of each Council comprises the SIG Chair, Associate Chair, and Assistant Chair from the respective Special Interest Groups, or, in the case of the Consultative Council, those involved in the management of additional SITE activities, current and past presidents, and founders of the Society.

Each Council is coordinated through the work of a Chair, Associate Chair, and Assistant Chair who are elected by and from the current membership of the Council. Elections for the Chair, Associate Chair, and Assistant Chair of each Council will occur at the end of each three-year term and will be conducted through in-person or online means at the annual SITE conference. The Chair, Associate Chair, and Assistant Chair shall serve staggered three-year terms, i.e., Chair elected in Year One for three years, an Associate Chair elected in Year Two for three years; an Assistant Chair elected in Year Three for three years. Council chairs and Associate chairs may seek a second term.

Elections will be held annually at the SITE conference, and may include a combination of on-site and virtual voting. The term of those elected to office will commence with the conclusion of SITE conference.

Each Council will conduct at least one formal meeting during the annual conference of the Society and prior to the annual SITE Leadership Meeting. Council Chairs are responsible for coordinating with SITE conference planners regarding the timing and location of these meetings. An announcement of each annual meeting and its location will appear in the Conference Schedule.

Councils are responsible for providing advice, recommendations, and proposals to the Executive Board; conducting elections for presiding officers when required; maintaining current contact lists for the office holders of associated Special Interest Groups and other members where necessary; holding an annual meeting at the conference; and conducting other business as members see fit. The Chair of each Council will attend the SITE Leadership Meeting at the annual conference and provide a report on Council activities.

The President of SITE will be a member of each Council.

A description of the three Councils and associated Special Interest Groups follows:

❖ **The Consultative Council**

The Consultative Council coordinates the work of SITE members who develop and maintain the Society's publications and journals, develop and initiate its research and legislative advocacy agendas and activities, its conference and proceedings and associated activities, and its web-based resources.

The Council serves as the organizational memory of the Society, generates the public face of the Society in the form of current publications and dissemination of scholarly work, and responds to political decisions which impact the Society through the development and maintenance of advocacy networks and strategic alliances. Past presidents and founders of SITE, publication editors, and those involved in the conference, political, and legislative activities of the Society comprise the membership of this Council.

The current list of activities contained within the Consultative Council appears below:

- *Contemporary Issues In Technology and Teacher Education* (CITE)
- Community forums, blogs, and other communication structures☐
- Conference and Proceedings
- Electronic Playground☐
- *Journal of Technology and Teacher Education* (JTATE)
- *Research Highlights in Technology and Teacher Education* (RHTTE)
- Legislative Action Network (LAN)☐
- National Technology Leadership Initiative (NTLI)☐
- SITE Technology Committee

❖ **The Information Technology Council**

The Information Technology Council coordinates the work of Special Interest Groups whose interest focuses upon the use of information and communication technologies with particular relevance or application to the field of teacher education.

The current list of Special Interest Groups in the Information Technology Council

appears below:

- Computational Thinking
- Digital Fabrication
- Digital Storytelling/Video
- Distance/Flexible Education
- Equity and Social Justice
- Games & Simulations
- Graduate Education & Faculty Development
- International Education
- Mobile Learning
- New Possibilities with Information Technologies
- Research & Evaluation
- Technology Leadership
- Virtual Schooling
- Wearable Technologies in Education
- Workforce Education

❖ **The Teacher Education Council**

The Teacher Education Council coordinates the work of Special Interest Groups whose interest focuses upon recognizable subject areas within the field of teacher education.

The current list of Special Interest Groups in the Teacher Education Council appears below:

- African Perspective
- Assessment and E-folios
- Assistive Technologies
- Creativity
- Early Childhood Education
- English Education
- Geospatial Education
- Information Literacy Education (Library & Media Science)
- Information Technology Education
- Mathematics Education
- Science Education

- Social Studies Education
- Special Education
- Technological, Pedagogical, And Content Knowledge (TPACK)

SITE Executive Board

The Executive Board is the governing body of the Society, is responsible for the academic affairs of the Society, and is chaired by the President. This body determines the future and strategic directions for the Society and is responsible for the academic decisions that drive the Society throughout each year. “Actions” to be taken by the Executive Board shall be submitted in writing (by print or electronic transmission) at least one week in advance of the meeting where the action is expected to take place.

Membership of the Executive Board comprises the elected Chair of each Council, the lead editors of the proceedings and journals (JTATE, CITE, and RHTTE), the immediate past president of the Society, the president-elect, should there be one, the president of the Society, and the Executive Director of the Society. From time to time the President may exercise ‘at large’ appointments to the Executive Board, as need dictates.

Input, recommendations, and proposals from each of the three Councils will be forwarded through the Council Chair, and become part of the deliberations of the SITE Executive Board. All recommendations and proposals from each Council, and from members at large will be forwarded to the Executive Board for action or to the President should the need for immediacy preclude the possibility of full Executive Board deliberation.

The Executive Director is responsible for administration and finance. The Executive Director will provide information to the Executive Board so that they may understand resource and administrative issues while making academic decisions. The Executive Director will maintain the core content and structure of SITE web-based resources and facilitate the work of the Society in the management and maintenance of the annual conference, its websites, and through publications in other media and in other relevant ways.

The membership of the Executive Board comprises

- The President
- Executive Director

- President Elect
- Immediate Past President
- Chairs of each Council
- Lead editors of the proceedings and journals (JTATE, CITE, and RHTTE)
- 'At Large' appointees (by Presidential discretion)

The Executive Board meets at the annual conference and at least one additional time during the year. Meetings may take place in face-to-face or virtual spaces. The Executive Board may form working groups for focused tasks, drawn from its membership, both at and beyond the annual conference, as required. It may also delegate work to a relevant committee, which will be required to report back to the Executive Board and the President.

All decisions governing actions of the Society will be made through the Executive Board and the President. Any item that requires Board action shall be submitted in writing at least one week prior to the meeting upon which the item is to be acted.

SITE President

The Society holds the President responsible for overall leadership, in consultation with the SITE Executive Board.

The Executive Board will elect a new President every three years. The three-year term will be preceded by one year as President Elect and followed by two years as Immediate Past President. The election result will be announced at the annual conference of the preceding year.

An "Election Committee" shall be established by the current SITE President, in the year *preceding the election*. The Election Committee shall consist of SITE Past-Presidents, with additional appointments, if necessary, to ensure a minimum of three people to serve on this committee. The current SITE President will also select a person, from the Election Committee, to serve as its chairperson. The Election Committee shall 1) Ensure that the nomination process is properly followed, e.g., those nominated are eligible to serve as SITE President; 2) Conduct the election so that an individual is elected as President-elect in the year preceding the commencement of term of office.

A structured transition and induction process will be orchestrated by the Executive Board of the Society for the support of each incoming president.

Members eligible for election to the position of President of the Society will normally have held, at a minimum, the position of Chair of a Special Interest Groups, Chair of one of the three SITE Councils, and current membership of the Society. A President is not eligible for re-election.

Revision of this Governance Document

Each incoming President will review the Governance Document with the Immediate Past President prior to forwarding the revised document to the Executive Board for ratification.

Document History:

- Modified by David Slykhuis per the motion of the Executive Council in the Fall of 2015 to change the SIG leadership from Chair and Associate Chair to co-Chairs.
- Governance document modified by past-President Mike Searson at the direction of David Slykhuis to include language clarifying SIG leadership and presidential election policy. List of SIG's updated to be current. Passed by vote of the Executive Board, March 2015.
- Governance document modified based on recommendations by SITE President Mike Searson, Kean University, to Executive Board, October 2013. Further modifications were reviewed by Executive Board and ratified on February 2014.
- Friendly amendment: Wording has been adjusted to fit current practice and SITE Executive Board Decisions since last amendment. Amendment by Ian Gibson, Macquarie University, Australia, March 2008.
- Revision drafted by Ian Gibson, Macquarie University, Sydney, Australia, March 2006. Forwarded to Past presidents for amendment suggestions, and then to the SITE Executive Board for ratification.
- Friendly amendment: Committee titles adjusted for coherence with SITE Committee reorganization by Niki Davis Ames, Iowa. December 2003.
- Amended and unanimously approved by the SITE Executive and Program committees SITE 2001 conference, Orlando, March 2001 • Drafted by Niki Davis/Glen Bull, Ames, Iowa. November 2000