

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

Mission Statement: *The Society for Information Technology and Teacher Education (SITE) is an international, academic association of teacher educators, researchers, practitioners and collaborating organizations across multiple disciplines. SITE creates and disseminates knowledge enhancing teacher education through the use of technology across a global context. SITE promotes research, scholarship, and innovation across its membership. It is the only organization solely focused on integrating technology into teacher education.*

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 include:

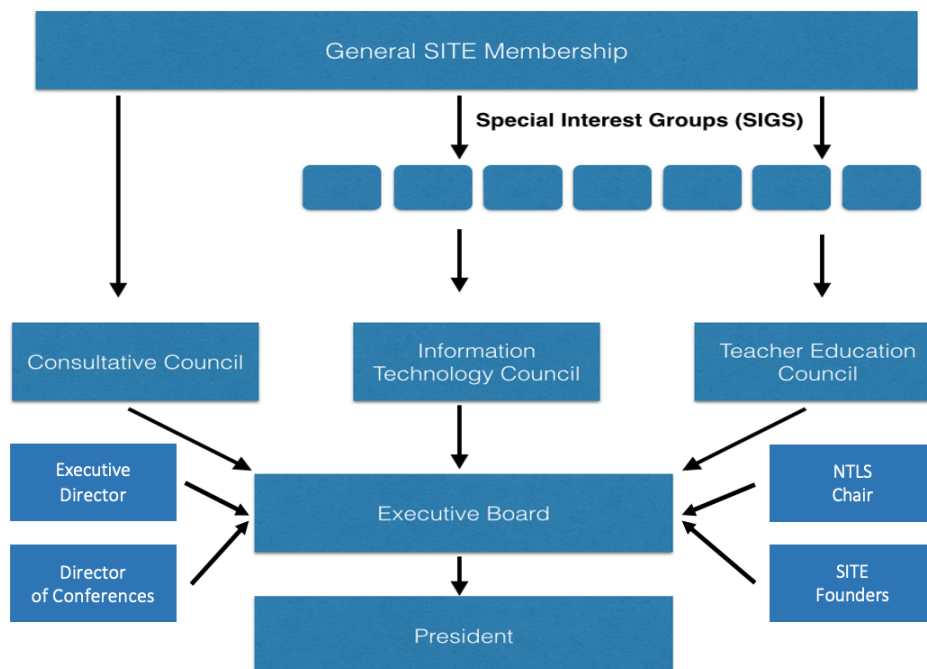
- The annual conference and the publication of its proceedings;
- Four scholarly publications: *Research Highlights in Technology and Teacher Education* (RHTTE), the *Journal of Technology and Teacher Education* (JTATE), the on-line journal, *Contemporary Issues in Technology and Teacher Education* (CITE); and the *Journal of Online Learning Research*
- Contributions to and maintenance of a variety of web-based resources including Society websites and the AACE *LearnTechLib* 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 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 figure:

Organizational Structure



Membership

Membership to SITE and the SIGs is open to all individuals with an interest in information technology in teacher education.

Special Interest Groups

Special Interest Groups (SIGs) may be formed when ten or more SITE members seek official recognition in writing at the annual SITE conference. The proposal for a SIG 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 and Executive Board for final approval. If approved, the President will select two co-Chairs, one to serve a two-year term and one to serve a one-year term with the possibility of serving two additional terms.

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 by SIG members. SIG co-Chairs shall be elected based on their knowledge, expertise and experience in the field represented by said SIG. Should a co-chair 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 SIG 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 after the concluding day of each annual 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.)

SIG co-Chairs are expected to attend the annual SITE conference. Co-Chairs are to coordinate their respective SIG’s work (see the SIG Chair Handbook) prior to and at the annual conference through other SITE supported communications channels: MySITE; academic experts, AACE administrative site, electronically shared documents, virtual meetings, etc.

All SITE members are eligible to join SIGs. Members of SIGs are expected to contribute to the scholarly and leadership work of the Society including, but not limited to, participation in the conference proposal reviewing process, and nomination of award-winning papers. Additional activities taken on by the SIG will be at the discretion of each SIG.

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

Elections

SIG Chair Elections: Nominations for a SIG Chair shall be solicited prior to the SITE conference. The nominees will be shared with the SIG membership prior to the SITE conference. Voting shall only take place during the SITE conference. Votes may be cast in-person at the SIG meeting or through a virtual platform. All virtual platforms must be approved by the SIG members and the respective Council leadership.

TE and IT Council Chairs: Nominations for Assistant Chair shall be solicited prior to the SITE conference. The nominees will be shared with the Council members prior to the SITE conference. Only current SIG Chairs of each Council are eligible to vote. Votes may be cast in-person at the SIG meeting or through a virtual platform. All virtual platforms must be approved by the Council and the Executive Board.

Consultative Council: The President of SITE shall appoint the Assistant Chair of the Consultative Council.

President: 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.

If a catastrophic event prevents the meeting of annual SITE Conference in person, the President, in consultation with the Executive Board, may put elections on hold for one year. In that case, elected members would retain their office for one year and elections will resume at the following SITE conference.

Councils

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

The membership of the ITC and TEC comprises the SIG co-Chairs, or, in the case of the Consultative Council, of the immediate Past President, all publication editors, and ad hoc members appointed by the President as needed.

The ITC and TEC are coordinated through the leadership of a Chair, Associate Chair,

and Assistant Chair who are elected by and from the current membership of the respective Council for a three-year term. Elections shall occur each year for the Assistant Chair. The elected Assistant Chair will rotate to Associate Chair in their second year, and to Chair in their third year. Council Chairs and Associate Chairs may seek a second term. The leadership of the CC is appointed by the President.

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 SIG 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 SIGs and other members where necessary; holding an annual meeting at the conference; and conducting other business as members see fit. The Chairs 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 serve as a member of each Council.

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 (international) 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. The Council serves as an advisory board to the President.

The scope of duties within the mission of the Consultative Council includes:

- New initiatives such as grant submissions and innovations
- Publications: Editorial support and quality/standards for publications
- Academic integrity issues, such as plagiarism and intellectual property
- International relations
- Awards

The Consultative Council consists of the immediate Past President, all publication editors, and ad hoc members appointed by the President as needed, a Chair, an Associate Chair and an Assistant Chair. All Past Presidents and Founders are ex officio members of the CC.

The Chair, Associate Chair and Assistant Chair typically have a track record in SITE leadership. The President appoints an Assistant Chair each year and also appoints a Chair and/or Associated Chair if any position is vacated before the 3-year term on the Council is completed. Council members should represent the broad range of constituencies mainstream to the mission of SITE, with preference of at least one member with international affiliations.

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 are found here <https://site.aace.org/sigs/#information-technology>.

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 and technology. The current list of Special Interest Groups in the Teacher Education Council are found here <https://site.aace.org/sigs/#teacher-education>.

SITE Executive Board

The Executive Board is the governing body of the Society, responsible for the academic affairs of the Society, and chaired by the President. This governing 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.

The membership of the Executive Board comprises:

- The President
- Executive Director
- Director of Conferences
- President Elect (if applicable)
- Chairs (3) of each Council

- Lead editors of the four scholarly publications
- NTLS Chair
- 'At Large' appointees (by Presidential discretion)
- Founders
- Past Presidents

Non-voting Members

- Council Chairs Emeriti

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 and/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 Council, 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. Input, recommendations, and proposals from each of the three Councils will be forwarded through the Council Chairs, 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.

SITE President

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

The SITE President will serve a three-year term and is elected by the Executive Board. 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. 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 Group, Chair of one of the three SITE Councils, and current membership of the Society. A President is not eligible for re-election.

Executive Director

The Executive Director of SITE 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.

Director of Conferences

The Director of Conferences for SITE is responsible for developing and executing conference and event strategy which includes conference logistics and planning. The Director of Conferences leads efforts in selecting conference locations and venues, inviting keynote and featured speakers, leading promotional efforts, updating the organization's webpage and assisting with other related organizational planning. The Director of Conferences also serves on the Executive Board.

NTLS Chair

The NTLS Chair is responsible for planning and organizing the annual National Technology Leadership Summit which brings together national leaders from educational associations, educational technology journal editors, non-profit foundation directors, federal policy makers, and corporate representatives. SITE serves as the organizing body for the Summit so the NTLS Chair is a recognized leader in SITE who is responsible for building relationships and connections between the various associations and foundations involved. The NTLS Chair also serves on the Executive Board.

Founders

The Founders are those recognized individuals who played a seminal role in the founding of the organization. The Founders take active roles and interest in the continued success of SITE and provide institutional memory as well as continued expertise and leadership in the area of technology and teacher education. The six recognized Founders of SITE include: Jerry Willis, Deanna Willis, Glen Bull, Gina Bull, LaMont Johnson, and Cleb Maddux. The Founders also serve on the Executive Board.

Revision of this Governance Document

Each outgoing 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 Ad Hoc Committee of David Slykhuis, Kevin Graziano, and David Rutledge. Passed by vote of the Executive Board, April 2020. Denise Crawford and Liz Langran completed friendly amendment suggestions per the Executive Board August 2020.
- Modified by President, 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