

American Educational Research Association

Special Interest Group:

Systematic Review and Meta-Analysis

Article I.

Systematic Review and Meta-Analysis

The name of this Special Interest Group (“SIG”) is *Systematic Review and Meta-Analysis* (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.

PURPOSES OF THE SIG: *Systematic Review and Meta-Analysis*

The purposes of the SIG are:

- 1. To promote the use of systematic review and meta-analysis to answer critical educational-focused questions.*
- 2. To foster the development of systematic review and meta-analysis methods specific to applied research in education.*
- 3. To educate researchers and practitioners on the best practices of meta-analysis.*

Article V.

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 the AERA 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 VI.

OFFICERS

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

Section 2. Other Officers. The SIG shall also have a Treasurer and Graduate Student Representative At-Large.

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 be appointed as officers for any office within the SIG.

Section 4. Length of Term of Office. Unless otherwise specified in these Bylaws, the term of each officer shall be for two 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 next AERA Annual Meeting.

Section 5. Eligibility to Succeed to the Same Office for Consecutive Terms. Unless otherwise specified or restricted in these Bylaws, individuals shall be eligible to be nominated and to succeed themselves, if elected, to the same office for consecutive terms (a total of four years in a row).

Section 6. Automatic Succession of Offices. There shall be an automatic succession of the following offices, from Program Chair to Chair, in that order such that the person elected as Program Chair shall automatically assume the office of Chair following the completion of one term. Should the Program Chair wish not to assume the role of Chair, an election shall be held to determine the Chair. In addition, there shall be an automatic succession of Treasurer to Secretary, in that order such that the person elected as Treasurer shall automatically assume the office of Secretary following the completion of one term. Should the Treasurer wish not to assume the role of Secretary, an election shall be held to determine the Secretary.

Section 7. Limit to Length of Service in One Office. No person may serve in the same office for more than two consecutive terms. 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 VII.

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 between 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. The Chair is also responsible for participating in the organization of the annual American Education Research Association meeting.

Section 2. Program Chair. The Program Chair shall be responsible for managing and organizing the program for the annual American Education Research Association meeting. The Program Chair, in coordination with the other elected officials, is responsible for soliciting abstract submissions, finding appropriate reviewers, and determining the accepted program. Should the SIG determine to develop awards for outstanding reviews, early career or graduate student scholars, or some other means, the Program Chair will be responsible for coordinating the submissions as well as determining the winners. The elected Program Chair may appoint a Co-Program Chair to assist in the preparation of the SIG program.

Section 3. Secretary/Treasurer. The Secretary shall be responsible for managing and reporting the sustainability of the SIG as well as communicating with SIG members about upcoming events and awards. The Secretary is also responsible for conducting votes and taking notes during annual business meetings. The Secretary is responsible for participating in the organization of the annual American Education Research Association meeting. Should a Treasurer not be elected, the Secretary will assume all of the roles and responsibilities of the Treasurer.

Section 4. Treasurer. The Treasurer shall be responsible for managing and reporting on the financial accounts of the SIG and the safe keeping of all financial documents of the SIG. The Treasurer is also responsible for participating in the organization of the annual American Education Research Association meeting, assisting in the communication of the SIG, and developing awards. Should no Treasurer be elected, these responsibility fall to the Secretary/Treasurer.

Section 5. Graduate Student At-Large. The Graduate Student At-Large shall be responsible for engaging with and communicating SIG activities to graduate students. The Graduate Student At-Large is responsible for participating in the organization of the annual American Education Research Association meeting, including assisting the Program Chair with preparing the SIG program. Unlike other SIG Officers, the Graduate Student At-Large may only hold the position for one term (2 years).

Article VIII.

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.

Article IX.

EXECUTIVE COMMITTEE

Section 1. Membership. There shall be an Executive Committee consisting of the SIG Chair, Secretary (or Secretary/Treasurer), Program Chair, and Treasurer (if applicable).

Section 2. Responsibilities and Powers. The Executive Committee shall have responsibility and powers to provide leadership and to direct and review the general affairs of the SIG within the limits set forth in these Bylaws.

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

Article X.

NOMINATIONS AND ELECTIONS

Section 1. Oversight of the Nominations and Elections Process. The Executive Committee 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 the Chair, Secretary (or Secretary/Treasurer), Program Chair, and Treasurer (if applicable).

Section 3. Nominations and Nomination Process.

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

Section 5. Notification of Results. The SIG Chair shall be responsible for reporting the results to the membership.

Article XI.

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 official business 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 XII.

DUES AND OTHER FISCAL CONCERNS

Section 1. Dues. The amount of dues for the SIG shall be decided by the SIG's Executive Committee.

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 SIG 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 SIG Chair and the 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 XIII.

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 XIV.

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. A message of the results of this ballot shall be sent 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 Association.

Article XV.

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

Article XVI.

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 dates of Council's approval and membership adoption included. The SIG Chair shall send an electronic communication to all SIG members announcing the posting of the Bylaws on the SIG website.