



## CAA Division Bylaws

Bylaws of the Curriculum, Assessment and Administration Division of the BEA

Presented for ratification by CAA Division through this Web site, August, 2004 (name change proposed April 2011, accepted by BEA board November 2011.)

**Article I - Name:** The name of the division shall be the Curriculum, Assessment and Administration Division. The initials CAA will be used to denote the division in these bylaws.

**Article II - Purpose:** The mission of the CAA Division is to provide a forum and community for persons with an interest in all aspects of teaching and program, department, and school administration.

The goals of the division are as follows:

- 1) To stimulate the development and sharing of ideas and knowledge about teaching, course and curriculum development, and about the administration of teaching and learning environments.
- 2) To encourage dissemination of ideas and knowledge about teaching, course and curriculum development, and about the administration of teaching and learning environments.
- 3) To foster and promote the further research of teaching, course and curriculum development, and about the administration of teaching and learning environments.

To this end, the CAA Division shall provide the following:

- 1) A forum for:
  - a) the exchange of ideas and knowledge and research
  - b) the presentation of juried and non-juried scholarly research
- 2) A means of evaluation through juried competition of scholarly research.

**Article III - Officers:** The governing body of the Division shall be called the Leadership of the CAA Division and shall consist of: a chair, a vice chair, a membership coordinator, and a website manager. The chair shall be the senior coordinating officer of the Leadership.

**Section 1 - Chair.** The vice-chair shall succeed the chair on even-numbered years to a two-year term. The duties of the chair shall include:

- 1) Representing the CAA Division in all BEA convention meetings,
- 2) Chairing the Business Meeting at the annual BEA convention,
- 3) Handling Division business in the interim between BEA conventions,
- 4) Serving as panel coordinator, overseeing Leadership evaluation and ranking panel proposals, and
- 5) Authorizing expenditure of CAA Division funds.

Section 2 - Vice-Chair. The vice-chair shall be elected on even-numbered years to a two-year term. Duties of the vice-chair include:

- 1) Representing the Division in all BEA convention meetings in absence of the chair, or as designated by the chair,
- 2) Assisting the chair during the business meeting at the annual BEA convention,
- 3) Assisting the chair in handling Division business in the interim between BEA conventions,
- 4) Managing the Division's competitive paper competition,
- 5) Assuming the chair's position at the end of the two-year term.

Section 3 - Membership Coordinator. The membership coordinator shall be appointed on odd-numbered years to a two-year term. The duties of the office shall include:

- 1) Prior to the convention:
  - a) Working with the BEA staff and Board of Directors and Leadership of the CAA Division to promote the activities of the division and the benefits of membership in the division.
  - b) Reporting of all activities to the membership through the Web site and/or listserv.

Section 4 - Website Manager. The website manager shall be appointed by the leadership on odd-numbered years for a two-year term. The duties of this office shall include:

- 1) Writing or editing all materials for the website,
- 2) Hosting the site on the chair's university website or other appropriate forum,
- 3) Publishing, maintaining, and regularly updating the site.

Section 5 - Procedures for the Election of Officers. Nominations will be taken from the floor for each vacant position at the business meeting and at the annual BEA convention. Normally, the vice-chair moves into the chair's position at the end of the two-year term. Therefore, the chair's position is generally not open for election. After nominations are closed, the candidate getting the most votes of the CAA members who are present and voting will be elected to the office for each vacant position.

Section 6 - Filling unexpired terms. Should the Chair of the Division resign before the expiration of his/her term, then the Vice-Chair shall assume the Chair's duties until the next scheduled business meeting. The membership then present shall elect a new Chair to complete any part of the unexpired term. Should the Vice-Chair of the Division resign before the expiration of his/her term, then the Chair will appoint a Vice-Chair to handle the Vice-Chair's duties until the next scheduled business meeting. The membership then present shall elect a new Vice-Chair to complete any part of the unexpired term.

Article IV - Paper Competitions: The purpose of the paper competition shall be to provide a juried evaluation of faculty work. The competition shall be open to both members and nonmembers of the BEA. However, all competition winners shall be required to attend the paper convention or forfeit their award and all presenters are required to be members of the BEA. The paper competition shall follow the BEA guidelines and shall consist of both open and debut categories. The debut competition shall have a cash award for first place and a cash award for second place, which funds come from BEA. The amounts of the awards are determined by BEA. The open competition shall be available to anyone who would like to submit a paper. There shall be first and second place winners. There shall be a cash award for first place and a cash award

for second place, which funds come from the division budget. The amounts of the awards are determined by CAA at its annual business meeting. The responsibility for operating the competition shall fall to the vice-chair. There shall be at least three (university) judges for each entry, with the co-chair making every effort to balance the judges by their interest in CAA activities. The paper competition shall follow the deadlines established by the BEA.

Article V - Division Panels: Panel proposals shall be submitted to the chair of the CAA Division. Both members and non-members of the BEA are eligible to submit panel proposals with the understanding that all panel members are planning to attend the BEA annual convention. The chair shall then forward copies of the proposals to the vice-chair and shall coordinate the rank ordering of the proposals. The chair shall then submit the final panels in rank order to the convention coordinator by the deadlines established by the BEA. Upon receipt of the final recommendation of the convention coordinator, the chair shall notify the panel conveners of the decision regarding their proposals.

Article VI – Bylaw Changes: CAA Division members may propose bylaw changes up to 30 days prior to the annual business meeting with a “second” from one additional division member. Motions may be discussed prior to the meeting (e.g., via e-mail) and are also discussed at the meeting (if seconded). When discussion is closed at the meeting, a vote is taken. To pass, a proposed bylaw change must receive a majority of votes from the division members who are present and voting at the annual meeting.

Note: Bylaws of the Curriculum, Assessment and Administration Division comply with the BEA Interest Division Policies and Guidelines