

Constitution of the Action Research Network of the Americas (ARNA)

Established in 2012; Constitution Drafted at Highlander Research & Education Center and Introduced at 4th Annual ARNA Conference, Knoxville, Tennessee, USA, June 2016

Revised and approved by ARNA Executive Committee and Coordinating Group in advance of the 5th Annual ARNA Conference & 1st Global Assembly for Knowledge Democracy, Cartagena, Colombia, June 2017

Article 1: ARNA Mission

The mission of the Action Research Network of the Americas (ARNA) is to provide a collegial, practice-oriented, and professional development space where practitioners and students of action research across the Americas can come together to share ideas and develop initiatives that will strengthen the position of action and participatory research around the globe.

ARNA was initially organized in 2012 by five “network initiators” with a vision to support and promote a wide variety of forms of participatory research that would be shared to increase knowledge production, knowledge dissemination and knowledge democracy for critical, social, educational and environmental issues in the Americas and beyond.

ARNA is a professional membership-based organization whose members are committed to taking action locally, regionally, nationally and internationally to promote action research that is conducted with a commitment to honesty, integrity, inclusiveness, multi-vocality, engagement and achievement within sustainable democratic societies.

Article 2: ARNA’s Vision for the Future

Thus, we envision multiple layers of collaborative action where

• local action research efforts improve professional practice, leading to a

demonstrable greater good for all participants;

• practitioner inquiries, where appropriate, are coordinated and celebrated

across regions, extending the benefits of the inquiry to wider constituencies;

• action research methodologies and findings are shared within nations to

form openly accessible data bases of practitioner inquiries and to inform

policy decisions;

• action researchers from diverse points of the Americas and around the world come together both virtually and physically to share action research findings and help one another in promoting local, regional, national, and international agendas supporting action and participatory forms of research.

Article 3: ARNA’s Key Values Guiding Collaboration

In our efforts to engage in meaningful cycles of observation, reflection, action, and

public presentation, we affirm our commitment to

• honesty in sharing what we have learned with wider audiences;

• integrity in gathering and analyzing data;

• inclusiveness so that all may benefit from action research efforts;

• multi-vocality of diverse participants and their unique perspectives;

• engagement of multiple stakeholders in the research process;

• achievement and/or enhanced professional role;

• sustainability of limited and renewable human and material resources;

• democracy as an imperfect but preferable choice to guide decision-making.

Article 4: Membership

4.1 Definition of Member: Any practitioner researcher committed to ARNA’s mission, vision, and values may join the organization for a renewable annual membership fee. Complimentary memberships may be provided on a one-time annual trial basis to students, and the Coordinating Group will set a democratic membership fee structure that keeps membership costs as low as possible, while maintaining the financial viability of the organization. Voting rights are limited to those with paid up-to-date annual membership. ARNA may choose to honor leaders in the action research community as specially appointed honorary members.

4.2 Definition of Student/Reduced Rate Member: Anyone who is enrolled in coursework, or community volunteer activities or whose financial circumstances do not permit payment at the full member rate will have the option of joining at the reduced or student rate.

4.3 Definition of Action Research Communities (ARCs): ARNA members may take action collectively through membership in one or more of ARNA’s action research communities (ARCs), as indicated below. Any member may propose establishment of a new ARC, which must be approved by the Coordinating Group. ARCs may also be discontinued by ⅔ majority vote of the Coordinating Group.

4.3.a. Community-Based Research

4.3.b. Early Childhood Education

4.3.c. Environmental/Sustainability Education

4.3.d. Global Collaboration

4.3.e. Graduate Students

4.3.f. Healthcare Research

4.3.g. Indigenous People’s Knowledge

4.3.h. School Counseling

4.3.i. School Leadership

4.3.j. Supporting the Teaching of Action Research

4.3.k. Teacher Education

4.3.l. Youth Participatory Research (YPAR)

4.4 Definition of Operational Working Groups: ARNA members may support the infrastructure of the organization through participation in one or more Operational Working Groups, as follows:

4.4.a. Awards & Scholarships: ARNA members and specially appointed honorary members may be recognized annually through the following special opportunities for recognition:

4.4.a. i. ARNA Community Development Award: The organization and execution of the annual conference depends upon the ability of leaders to engage and motivate the community and to build strong connections with those knowledgeable others. These efforts require significant investment of both time and energy, as well as a long lasting enthusiasm for ARNA and the recipient of this award is such an individual.

4.4.a. ii. ARNA Social Justice Award: ARNA members are committed to taking action locally, regionally, nationally, and internationally to promote action research that is conducted with a commitment to honesty, integrity, inclusiveness, multi-vocality, engagement, and achievement within sustainable democratic societies. The realization of such a commitment requires individuals working together to build relationships that are respectful of cultural and linguistic diversity.

4.4.a.iii. Promising Researcher Award: As indicated in the mission statement, ARNA unites college and university students and faculty conducting practitioner inquiry into teaching and learning with fellow action researchers in public schools, private schools, community settings and workplaces throughout the Americas. This award acknowledges an individual who has demonstrated a commitment to rigorous action research as well as valuing the importance of developing knowledge in situ.

4.4.a.iv. Eduardo Flores-Kastanis Leadership Award: As one of the founders of ARNA, Eduardo Flores-Kastanis not only worked diligently to improve education in Mexico but was instrumental in building the initial structures of ARNA. Eduardo’s work to build an inclusive ARNA in both Spanish and English, as well his incredible support for the initial conference in San Francisco, mean that he had a significant impact on the future of ARNA despite being involved for only a short time. This award acknowledges an individual who embodies Eduardo’s leadership.

4.4.a.v. Eduardo Flores-Kastanis ARNA Conference Scholarship: The ARNA Coordinating Group has established a Scholarship Fund to honor Eduardo Flores-Kastanis and his contributions to practitioner research and to education in general. The scholarship will be used to support dissemination of action research through presentations at the annual ARNA Conference by practitioners from Mexico and Latin America. In February of each year, a call for applications will be posted on the ARNA site. Preference is given to applicants who have been ARNA members in previous years, who have demonstrated a history of commitment and impact in action research, and who work with marginalized populations or in particularly challenging research contexts. ARNA seeks high-impact, difference-making individuals for this scholarship, and no single recipient may receive this scholarship more than once.

4.4.b. Knowledge Mobilization: ARNA established the Knowledge Mobilization Operational Group to facilitate the involvement of ARNA members and the ARNA network in general in dialogue and action regarding the role of action research and participatory forms of research in general in knowledge mobilization associated with a wide range of public policy areas. In addition, the KMb group is responsible for facilitating the development of ARNA as the key hub of action research in the Americas by providing mutually beneficial resources for both producers and users of knowledge produced by action researchers throughout the Americas.

4.4.a.i. Digital Storytelling

4.4.a.ii. ARNA Historian

4.4.a.iii. Proceedings

4.4.a.iv. International Video Greetings

4.4.a.v. Research Coordination & Dissemination

4.4.c. Memberships & Sponsorships

4.4.d. Web & Technology

4.4.c.i. ARNA website: [arnawebsite.org](http://www.arnaconnect.org)

4.4.c.ii. ARNA wiki: [www.arnaconnect.org](http://www.arnaconnect.org)

4.4.c.ii. ARNA Social Media

4.4.c.iii. ARNA digital archives [public]:

4.4.c.iv. ARNA digital archives [private]:

4.4.c.v. Action Research Resources

4.5.c.vi ARNA Videographer

Article 5: Organizational Structure & Governance

5.1. ARNA is governed by a Coordinating Group, comprised of a five-member Executive Committee and additional members, as follows:

5.1.a. Chair, Executive Committee, Coordinating Group

5.1.a.i. Position Description: The ARNA chair assumes primary responsibility for overall implementation of the ARNA strategic plan, develops the agenda and chairs each monthly meeting of the Coordinating Group, and serves as lead editor of the Annual Report. The ARNA Chair works to ensure that ARNA’s actions are in alignment with its stated mission, vision, and values and supports members of the Coordinating Group in fulfilling their responsibilities to the organization.

5.1.a.ii. Term of Service: One year as Chair-Elect, two years as Chair, one year as the immediate Past-Chair

5.1.b. Knowledge Mobilization Chair, Executive Committee, Coordinating Group

5.2.b.i. Position Description: The ARNA Knowledge Mobilization Chair assumes primary responsibility for implementation of the knowledge mobilization component of the ARNA strategic plan, convenes and chairs regular meetings of the Knowledge Mobilization Operational Group, and serves as lead author of the Knowledge Mobilization section of the Annual Report. The Knowledge Mobilization Chair works to ensure that ARNA’s actions are in alignment with its stated mission, vision, and values and supports members of the Knowledge Mobilization Operational Group in fulfilling their responsibilities to the organization.

5.2.b.ii. Term of Service: Three years

5.1.c. Treasurer, Executive Committee, Coordinating Group

5.1.c.i. Position Description: The ARNA Treasurer assumes primary responsibility for financial oversight of the organization in its daily operations and implementation of the strategic plan, prepares an organizational budget with support from the Administrative Support Staff Assistant, and serves as lead author of the financial section of the Annual Report. The Treasurer ensures fiduciary responsibility in alignment with ARNA’s stated mission, vision, and values and ensures that all accounts are in good standing and that incoming invoices have been paid upon authorization of the Executive Committee .

5.1.c.ii.Term of Service: Two years with term beginning at the conclusion of the annual conference in even-numbered years

5.1.d. Memberships & Sponsorships Chair, Executive Committee, Coordinating Group

5.1.d.i. Position Description: The ARNA Membership and Sponsorships Chair assumes primary responsibility for recruiting new members and sponsors, while supporting the needs of existing members and sponsors in alignment with the strategic plan; maintains a current and past Membership and sponsorship database with support from the Administrative Support Staff Assistant; and serves as lead author of the Membership & Sponsorship section of the Annual Report. The Memberships & Sponsorships Chair ensures that members and sponsors have a current and up-to-date roster of benefits in alignment with ARNA’s stated mission, vision, and values and coordinates and chairs the regular meetings of the Memberships & Sponsorships Operational Group.

5.1.d.ii. Term of Service: Two years with term beginning at the conclusion of the annual conference in odd-numbered years

5.1.e. Web & Technology Chair, Executive Committee, Coordinating Group

5.1.e.i. Position Description: The ARNA Web & Technology Chair assumes primary responsibility for oversight of ARNA’s web sites, public and private document and video archives, and social media presence in alignment with the ARNA strategic plan; convenes and chairs regular meetings of the Web & Technology Operational Group; and serves as lead author of the Web & Technology section of the Annual Report. The Web & Technology Chair works to ensure that ARNA’s public web and social media presence is in alignment with its stated mission, vision, and values and supports members of the Web & technology Operational Group in fulfilling their responsibilities to the organization.

5.1.e.ii. Term of Service: Three years

5.1.f. Action Research Community (ARC) Coordinator, Coordinating Group

5.1.f.i. Position Description: The ARNA ARC Coordinator assumes primary responsibility for oversight and support of the ARNA Action Research Communities in alignment with the strategic plan; maintains a current roster of active and dormant ARCs, along with rosters of membership and chairs; and serves as lead author and editor of the ARC Update section of the Annual Report. The ARC Coordinator ensures that ARCs are operating in alignment with ARNA’s stated mission, vision, and values and encourages regular meetings of each ARC.

5.1.f.ii. Term of Service: Two years with term beginning at the conclusion of the annual conference in even-numbered years

5.1.g. Lead Conference Co-Chair, Coordinating Group

5.1.g.i. Position Description: The lead ARNA conference chair assumes primary responsibility for overall preparation, sponsorship, organization, and implementation of the ARNA annual conference. The lead chair agrees to serve as associate chair for the conference one year in advance or his or her serving as Lead Conference Co-Chair. In careful cooperation with the ARNA Coordinating Group and as detailed in the ARNA Conference Planning Handbook, the Lead Conference Co-Chair prepares a conference budget for approval, identifies and organizes keynote speakers, and prepares the conference program in alignment with ARNA’s strategic plan and stated mission, vision, and values. In addition to serving as on-site head of the annual conference, the Lead Conference Co-Chair writes an introduction to the conference program and serves as lead author of the Conference section of the Annual Report.

5.1.g.ii. Term of Service: One year with term beginning at the conclusion of the annual conference preceding his or her service

5.1.h. At Large Member, Coordinating Group

5.1.h.i. Position Description: The at-large member of the Coordinating Group ensures that the point of view of regular ARNA members is taken into consideration in deliberations by the Coordinating Group.

5.1.h.ii. Term of Service: One year with term beginning at the conclusion of the annual conference preceding his or her service

5.1.i. ARNA en Español Chair, Coordinating Group

5.1.i.i. Position Description: The ARNA en Español Chair ensures that the point of view of Spanish-speaking ARNA members is taken into consideration in deliberations by the Coordinating Group.

5.1.i.ii. Term of Service: Two years with term beginning at the conclusion of the annual conference in odd-numbered years

5.1.j. Liaisons from Partner Action Research Organizations (Share one vote)

5.1.j.i. Position Description: The liaisons ensure ARNA’s mission and vision are carried out in alignment with affiliated action research organizations around the world.

5.1.j.ii. Term of Service: One year with term beginning at the conclusion of the annual conference preceding his or her service

5.1.j.iii. Eligibility

5.1.j.iii.a. CARN Representative

5.1.j.iii.b. CAARE Representative

5.1.j.iii.c. AERA Action Research SIG Representative

5.2. The members of the Executive Committee will meet in a virtual setting on a monthly basis and in person at the annual ARNA conference. Members of the Coordinating Group who do not serve on the Executive Committee will meet in a virtual setting on a bi-monthly basis and in person at the annual ARNA conference.

5.3. Actionable items must be approved by a simple majority of the Coordinating Group. Financial items must be approved by a majority of the Executive Committee of the Coordinating Group.

5.4 Agendas for Coordinating Group and Executive Committee meetings are prepared by the ARNA chair.

5.5. Private archives of all meeting minutes and internal reports are maintained by the Webmaster on a shared drive and backed up for archival purposes.

5.6. The Coordinating Group prepares an Annual Report to the ARNA membership at each annual conference and makes the report publicly available on arnawebsite.org.

5.7 The Coordinating Group meets in person annually in advance of the ARNA conference at a leadership retreat.

5.8 On or before September 1 of each year, the ARNA Chair, with approval by the Executive Committee, shall appoint an Election Committee of not fewer than three active members. The Election Committee shall elicit nominations from the ARNA membership of one or more eligible members for the offices included in that year’s election. The slate of Nominees shall be presented to the ARNA Coordinating Group for approval, and where multiple nominations have been made and accepted for the same office, the ARNA membership shall be provided with each candidate’s brief biography and platform statement in advance of the election.

5.8.a. The Election Committee shall finish the election by December 31 of each year.

5.8.b. Only active members in good standing shall be entitled to vote.

5.8.c. The ARNA Chair, or her or his designee, shall be responsible for the tabulation of votes. The Election Committee will certify the results. In the case of a tie, the election will be determined by lot and witnessed by at least two members of the Election Committee. The ARNA Chair shall announce the final result of election to all members via email.

Article 6: Annual Conference

6.1. The membership shall have the opportunity to convene physically on an annual basis at a conference to be held in mid-June at diverse points throughout the Americas.

6.2. The annual conference shall be preceded by a CARN Study Day.

6.3. The annual conference shall be headed by a lead conference chair, who also serves as a member of the Coordinating Group and by a co-chair, who shall become the next lead conference chair after serving a year in the junior co-chair role. The lead conference chair shall prepare a conference budget for approval of the Coordinating Group a minimum of one year in advance of the conference date. The lead conference chair shall consult with the Executive Committee to recommend keynote speakers for approval to the Coordinating Group. The conference lead chair shall have responsibility for following ARNA conference procedure guidelines and timelines as outlined in the ARNA Conference Handbook.

6.4. Attendees of the annual conference and CARN Study Day will have the opportunity to provide feedback to ARNA in the form of a conference survey, and the lead conference chair will provide a summary of this feedback along with conference and Study Day attendance data within his or her final conference report to the Coordinating Group.

Article 7: Conference Proceedings

7.1. The Proceedings of the annual conference shall be published electronically within one year of the conclusion of the annual conference and shall, periodically, be compiled and amended into book-length volumes in accordance with ARNA’s Knowledge Mobilization efforts.

7.2 Proceedings Editorial Team: The ARNA Proceedings Editorial Team shall be comprised of six members. The Lead Editor will be approved by the ARNA Coordinating Group based on the recommendation of the Knowledge Mobilization Coordinator. Prior to recommending a candidate for the Lead Editor position, the Knowledge Mobilization Coordinator shall consult with the ARNA Executive Committee to review prospective candidates. The five Associate Editors of the ARNA Proceedings Editorial team will be approved by the ARNA Coordinating Group based on the recommendations of the Lead Editor. Tasks of each member of the team are outlined, as follows:

7.2.a. The Lead Editor shall have responsibility for following ARNA Conference Proceedings guidelines and timelines as outlined in the ARNA Proceedings Handbook with primary responsible for the following tasks:

7.2.a.i. interacting with the ARNA Coordinating Group and Executive Committee and attending Coordinating Group meetings on behalf of the ARNA Proceedings Editorial Team;

7.2.a. ii. coordinating meetings among Editorial Team Members;

7.2.a.iii. facilitating the work of the Editorial Team/directing the work of the team;

7.2.a. iv. making executive decisions on behalf of the Editorial Team, as needed;

7.2.a.v. communicating (making transparent) to the ARNA members about the Proceedings review processes and procedures by making announcements on the ARNA Connect website and the ARNA Proceedings pages on the ARNA Connect website, including posting (1) the manuscript review and Proceedings publication due dates; (2) Editorial Team Screening Rubric; (3) Guidance to Authors; and (4) Rubric for Manuscript Peer Review;

7.2.a. vi. serving in the review process

7.2.a. vii. securing ISSN/ISBN approval;

7.2.a.viii. maintaining formal communications with the ARNA members;

7.2.a.ix. developing a database of the ARNA Proceedings potential reviewers and their areas of expertise/knowledge, and

7.2.a.x. serving as ex-officio (consultant) at the conclusion of her/his 2nd year as the Lead Editor.

7.2.b. Associate Editors will have primary responsibility for:

7.2.b.i. attending Editorial Team meetings;

7.2.b.ii. participating in and making decisions pertaining to ARNA Proceedings processes and procedures;

7.2.b.iii. contributing to the development of the ARNA Proceedings database of potential reviewers and their areas of expertise/knowledge, and

7.2.b.iv. serving in the review process as outlined in the Review Process section, Part III of this proposal, including serving as managing editors for individual submissions within the peer and blind review processes.

7.2.c. Each member of the Proceedings Editorial Team will also serve as a Managing Editor and will be responsible for:

7.2.c.i. disseminating his/her set of manuscripts to peer reviewers and

communicating with peer reviewers as needed;

7.2.c.ii. participating in the review by reviewing his/her assigned manuscripts;

7.2.c.iii. compiling feedback provided by the peer-reviewers with his/her own reviews for each assigned manuscript;

7.2.c.iv. seeking additional input/consulting with the other members of the ARNA Proceedings Editorial team in regard to a compiled review decision (feedback to the author) if needed. If needed/recommended, seeking input from a second peer reviewer.

7.2.c.v. corresponding with each assigned manuscript author by sending the reviewers’ combined feedback communicating about revisions, acceptance, rejection;

7.2.c.vi. collecting revised manuscripts from authors and confirming requested revisions have been completed;

7.2.c.vii. obtaining signed copyright form from each author;

7.2.c.viii. making final recommendations to Publish/Not Publish;

7.2.c.ix. notifying each author of decision, and

7.2.c.x. corresponding with/keeping the Editorial Team members informed throughout the entire review process.

7.2.d. Webmaster/Associate Editor will be responsible for the following tasks:

7.2.d.i. attending the Editorial Team meetings;

7.2.d.ii. participating in and making decisions pertaining to the ARNA Proceedings processes and procedure, including the ARNA Website/online proceedings development;

7.2.d.iii. maintaining the ARNA Conference Proceedings website/webpage and online publication, as determined by current structure of the Proceedings;

7.2.d.iv. contributing to and maintaining the ARNA Proceedings database of potential reviewers and their areas of expertise/knowledge.

7.2.e. Applications to serve as the ARNA Proceedings peer reviewers will be reviewed by the Proceedings Editorial Team members. Eligible reviewers should have experience in the field of action research as researcher/practitioner/author/ presenter/reviewer. All attempts will be made to develop a broad, multilingual group of peer reviewers with expertise representing various fields of research and practice in which action research is conducted. Peer reviewers will remain on the list of active reviewers unless they or members of the Proceedings Editorial Team request removal. Any disputes are to be resolved by the Executive Committee of the Coordinating Group.

Article 8: Ratification & Amendments

8.1. This document shall become the Constitution of the Action Research Network of the Americas upon ratification by 2/3 of those holding non-complimentary memberships in the organization.

8.2. Constitutional changes or amendments may be proposed by any member of the organization for acceptance, revision, or rejection by the Coordinating Group. With the support of the majority of the Coordinating Group, the change or amendment will be placed on the ballot and be approved upon ratification by 2/3 of those holding non-complimentary memberships in the organization.