THE CONSTITUTION AND BYLAWS OF THE
COMPARATIVE AND INTERNATIONAL EDUCATION SOCIETY

CONSTITUTION

ARTICLE I. NAME AND PURPOSE

Section 1. Name. The name of this organization shall be the Comparative and International Education Society, hereinafter identified as the Society. The Society is a constituent and founding member of the World Council of Comparative Education Societies.

Section 2. Office. The principal office of the Society shall be known as the Secretariat.

Section 3. Purpose. The Society is organized exclusively for charitable, educational, and scientific purposes, to contribute to an understanding of education through encouragement and promotion of comparative education and related areas of inquiry and activity. Specifically, the Society shall:

a. Promote teaching and research in comparative and international education in institutions of higher learning in both national and international contexts;

b. Foster application of comparative theories and research in applied settings;

c. Facilitate publication and dissemination of comparative, cross-cultural, interdisciplinary, and international studies contributing to interpretation of developments in the field of education in their broad and interrelated political, economic, and social context;

d. Encourage educational and cultural exchanges; and

e. Promote and foster understanding of how educational policies and programs can improve social and economic development.

ARTICLE II. MEMBERSHIP AND AFFILIATION

Section 1. Membership of full status shall be open to:

a. Teachers of comparative education, foundation subjects in education, and international studies;

b. Individuals engaged in comparative education, international studies, or related activities in organizations other than institutions of higher learning; and

c. Individuals serving in professional education or other disciplines, who demonstrate an interest in the promotion of comparative education, international and development studies, and related activities.

Section 2. Membership of student status shall be open to students for a period not exceeding six years.

Comment [1]: The Constitution should recognize that the Society is an integral component of the worldwide network of comparative education societies known as the World Council of Comparative Education Societies.
Section 3. Membership of emeritus status shall be open to:
   a. Members age 65 and older;
   b. Members who have held membership in the Society for at least 10 consecutive years;
   c. Members who are not full-time employees of a professional institution.

Section 4. Institutional affiliation shall be open to:
   a. Institutions of higher education and their subunits;
   b. Professional, governmental, and nongovernmental organizations; and
   c. General and research libraries.

Section 5. Membership and institutional affiliation fees shall be set by the Board of Directors.

Section 6. The membership year begins at the time of application and runs one full calendar year. Thereafter the membership shall continue in force upon acceptance of the membership fee for each succeeding year.

ARTICLE III. OFFICERS

Section 1. Officers. Officers of the Society shall be the President, the President Elect; the Vice President, the Immediate Past President, nine directors, the Secretary, the Treasurer, the Editor, and the Historian.

Section 2. Selection and Term.
   a. The Vice President shall be elected for a 1-year term and automatically and successively become the President Elect for a 1-year term, the President for a 1-year term and the Immediate Past President for a 1 year term. Thereafter, there shall be a period of at least a year before the same member again shall be eligible for election as Vice President or Board member.
   b. Directors shall be elected each for 3-year terms, 3 annually. After service of a 3-year term, there shall be a break of at least a year before the same member again shall be eligible for election as a Director.
   c. One Director shall be a student elected from among the student members.
   d. The Secretary and the Treasurer shall each be appointed by the Board of Directors for a 3-year term and shall be eligible for one reappointment.
   e. The Editor shall be appointed by the Board of Directors for a 5-year term and shall be eligible for reappointment.
   f. The Historian shall be appointed by the Board of Directors for a 3-year term and shall be eligible for reappointment.
   g. Unless otherwise specified, all terms of elected officers begin and end at the annual State of Society Meeting, when the gavel is passed from the outgoing President to the incoming President. Terms of appointed officers shall begin on July 1 and end on June 30.

Section 3. Vacancies.
a. President. A vacancy in the office of President in the interim between regular elections shall be filled by the President Elect, who shall assume the title and duties of the President for the unexpired term as well as for the immediately following year. In the event of further vacancy, the Immediate Past President shall complete the unexpired term.

b. President Elect. If a vacancy occurs in the office of President Elect that vacancy shall continue until filled at the next regular election, and the President shall immediately appoint a chair of the next Annual Meeting.

c. Vice President. A vacancy in the office of Vice President shall continue until filled at the next regular election.

d. Director. A vacancy in the office of Director shall continue until the unexpired portion of the term is filled at the next regular election. Such election shall be in addition to that for each of the three Directors elected annually for a 3-year term.

e. Editor. If a vacancy in the office of the Editor occurs, the President, upon consultation with the Executive Committee, shall immediately launch a new search and appoint a temporary editor until a regular search for a new editor is concluded.

f. Secretary and Treasurer. If a vacancy in the office of Secretary or Treasurer occurs, nominees for replacement shall come from the Secretariat to the Board of Directors for approval of the new officer.

g. Historian. If a vacancy in the office of Historian occurs, the Board of Directors shall appoint a replacement.

Section 4. The duties of the Officers shall be set forth in the Society's Bylaws.

ARTICLE IV. BOARDS AND COMMITTEES

Section 1. Board of Directors. The Board of Directors shall consist of the President of the Society as Chair, nine Directors, the Vice President, the President-Elect, the Immediate Past President, the Editor, the Secretary, the Treasurer, and the Historian.

Section 2. The regular members of the Executive Committee shall be the President as Chair, the Vice President, the President Elect, the Immediate Past President, the Editor, the Secretary, the Treasurer, and the Historian.

Section 3. The Editorial Staff shall consist of the Editor as Chair, Associate Editors, and Assistant Editors.

Section 4. The Editorial Board shall consist of the Editor and persons selected for their distinction in comparative education or related fields.

Section 5. Standing Committees shall be defined by the Board of Directors. Members shall be appointed by the President in consultation with the Executive Committee.

Section 6. All other committees shall be defined as ad hoc, shall be charged by the President in consultation with the Executive Committee, and shall have a life of one year unless their mandates are renewed.
Section 7. The duties of the Boards and Committees shall be set forth in the Society's Bylaws.

ARTICLE V. PUBLICATIONS AND DISSEMINATION

Section 1. Regular Publications
   a. The Comparative Education Review shall be the professional journal of the Society.
   b. The CIES Newsletter shall be the general information publication of the Society.

Section 2. Other Publications. Other publications, including newsletters and web sites of committees and SIGs as well as electronic and hard copy communications under Society auspices, shall be authorized by the Board of Directors on recommendation of the Publications Committee. The Society shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office. The Society shall avoid activities prohibited (a) for an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or (b) for an organization, which deducts contributions under section 170(c)(2) of the Internal Revenue Code.

ARTICLE VI. ELECTIONS

Section 1. Frequency. Elections shall be held annually to choose the Vice President and three Directors. In the same election, any other post which has become vacant shall be filled as defined in Article III, Section 3.

Section 2. Nominating Committee. The Nominating Committee shall be appointed from among the members who are not holding office in the Society and who shall have been members for at least one year. The committee shall consist of not less than three members including the Chair.

Section 3. Eligibility to Vote. Only full-status, emeritus status, and student-status members are entitled to vote in an election.

Section 4. Requirement for Election. A candidate receiving a majority of the votes cast shall be elected provided at least 20% of members voted in the election. If the vote does not reach this requirement, officers shall be elected by a majority vote of the current Board of Directors.

Section 5. In the case of a tie vote the President shall call immediately for subsequent general elections until the tie for the contested position is broken.

Section 6. Installation. Newly elected officers shall be installed by the President during the Meeting on the State of the Society at the Annual Meeting.
ARTICLE VII. FINANCES

Section 1. The Society may maintain bank accounts and raise funds to conduct its matters of business, in accordance with U.S. Federal laws governing 501 (c) (3) organizations.

Section 2. The Society shall have its accounts audited by a certified agency not less than every three years.

Section 3. No part of the net earnings of the Society shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Society shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

Section 4. Upon the dissolution of the Society, assets shall be distributed in one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Society is then located, exclusively for such purposes or to such organization or organizations, as foresaid Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE VIII. MEETINGS

Section 1. Annual Meeting. The Annual Meeting shall consist of a professional program and shall include at least one session on the State of the Society.

   a. Time and Place. The time and place of the Annual Meeting shall be approved by the Board of Directors upon presentation of content and budget proposals by the incoming President Elect at least one year in advance of that Annual Meeting.

   b. Legislation. At a duly called Meeting on the State of the Society, the members so assembled shall constitute a legislative body to determine policy and act on other business brought before the Society by the President or other officers, the Board of Directors, or the Executive Committee in keeping with their respective authority and any related procedure specified in this Constitution. Nothing in this Constitution shall be construed to prevent any member in such a Meeting on the State of the Society from raising any other matter of business. Action shall be of a preliminary nature pending appropriate investigation and recommendation when such other matters of business are not previously listed on the agenda.

   c. Reports. The Secretary shall distribute formal reports of officers and committee chairs to each member of the Board and Executive Committee member at least 15 days prior to the Annual Meeting. The Secretary shall distribute a summary of the program and business deliberations of the Annual Meeting to members within four months of such Meeting.

Section 2. Regional Meetings.

   a. Authorization. Regional Meetings of the Society shall be professional meetings
authorized by the President in consultation with the Executive Committee from proposals received at least four months in advance of the proposed Regional Meeting.

b. Each Regional Meeting shall have a coordinator who shall ensure that the meeting is conducted in accordance with Society standards and purpose.

c. **Transaction of Business.** Only business of a regional nature, and which is consistent with policies of the Society, shall be conducted at Regional Meetings under Society auspices.

d. **Announcement and Report.** The Secretary shall ensure that members receive information on Regional Meetings authorized to be held under Society auspices. Regional Coordinators shall present to the Secretary a summary of activities conducted during the year at least 60 days prior to the next Annual Meeting.

**Section 3.** Roberts' Rules of Order, Revised shall govern meetings of the Society except as otherwise provided in this Constitution.

**ARTICLE IX. REGIONAL CHAPTERS**

Section 1. **Policy, Procedure, and Regulations.** The Board of Directors shall determine policy, procedure, and regulations governing establishment and operation of Regional Chapters, which may be authorized under Society auspices.

Section 2. **Petition.** The Board of Directors shall consider establishment of a Regional Chapter when at least twenty members petition for and comply with policy, procedures, and regulations governing establishment and operation of such chapter.

Section 3. **Finances.** A regional Chapter may maintain a bank account and raise funds to conduct its matters of business. It shall be subject to the same accounting responsibilities and standards as the Society.

**ARTICLE X. ARCHIVES**

Section 1. The Board of Directors shall establish the Archive of the Society, consisting of the Society’s official publications and the papers and documents of the members of the Executive Committee as they pertain to the work of the Society.

Section 2. The Board of Directors shall see that an appropriate institution houses the archives of the Society.

Section 3. The Historian shall ensure the proper maintenance of the Archive.

**ARTICLE XI. AMENDMENTS**

This Constitution shall be amended when the following activities have taken place:

a. A provisional amendment is presented at a duly constituted Meeting on the State of the
Society held during the Annual Meeting;
b. A summary of the discussion and preliminary action together with an official ballot for
evoting on the proposed amendment is sent to the members along with any related
f. recommendation by the Board of Directors or the Executive Committee; and
g. Two-thirds of members responding within three months to a mail poll vote in favor of the
h. proposed amendment; and
i. The President makes a formal announcement of the results of the poll to the membership.

ARTICLE XII. BYLAWS

Section 1. The Society shall have the authority to determine rules and regulations which shall be
called Bylaws. Bylaws shall be consistent with the content and purpose of the Society’s
Constitution.

Section 2. It shall require a two-thirds (2/3) majority vote of a formal quorum of the Board of
Directors to pass or rescind a Bylaw.

BYLAWS

ARTICLE I. GENERAL BYLAW CODE

Section 1. Definition of a Bylaw. A Bylaw shall be defined as any set of rules adopted by the
Board of Directors for governing the affairs of the Society. A Bylaw shall be considered a
definite part of the Society framework and shall carry the full weight of legal and regulatory
power.

Section 2. Creation of Bylaws. Bylaws shall be created and put into effect when legislation is
approved by the Board of Directors with a two-thirds (2/3) majority vote of a formal quorum.

ARTICLE II. MEMBERSHIP RIGHTS AND PRIVILEGES

Section 1. Members of full status shall be entitled to:
a. Attend the Annual Meeting;
b. Vote in all elections;
c. Participate in the Meeting on the State of the Society;
d. Vote on matters being decided by poll of all members;
e. Receive regular Society publications;
f. Be eligible for office in the Society beginning with the second year of membership; and
g. Enjoy other rights and privileges accorded to all members.

Section 2. Members of student and emeritus status shall be entitled to all the rights and privileges
accorded to members of full status. In addition, members of student and emeritus status shall
pay annual membership dues and registration fees at meetings of the Society at half the rate established for members of full status.

Section 3. Institutional Affiliates shall be entitled to participate in Society meetings, receive the Comparative Education Review, and receive the CIES Newsletter.

ARTICLE III. OFFICER DUTIES

Section 1. The President shall:
   a. Represent the Society in keeping with its purpose;
   b. Serve as Chair of the Board of Directors and as Chair of the Executive Committee;
   c. Within 60 days of assuming office, and after consultation with the Executive Committee, appoint or reappoint the members and chairs of standing committees or permit the members of selected committees to designate their own chairs;
   d. After consultation with the Executive Committee, appoint the Nominating Committee chair from among members not holding office in the Society;
   e. Establish ad hoc committees and appoint chairs of these committees;
   f. Serve as ex officio on Committees other than the Nominating Committee;
   g. Preside at the Annual Meeting and give the Presidential Address;
   h. Plan the business agendas and conduct the Meeting on the State of the Society at the Annual Meeting;
   i. In consultation with the Secretary, authorize those regional meetings, which may be held under Society auspices;
   j. Sign or authorize warrants on the Treasurer for disbursements other than those fixed amounts authorized by vote of the Board of Directors or the Executive Committee;
   k. Appoint a minimum of three tellers to tally election ballots and count other votes at the Annual Meeting.
   l. Appoint Society representatives to organizations with which the Society is affiliated; and
   m. Perform other duties consistent with the office.

Section 2. The President Elect shall:
   a. Perform the duties of the President in the absence or incapacity of the President;
   b. Plan and organize the professional program for the Annual Meeting;
   c. Perform such other duties on delegation by the President, the Board of directors, or the Executive Committee as shall be mutually agreed upon.

Section 3. The Vice President Shall:
   a. Perform the duties of the President Elect in the absence or incapacity of the President Elect;
   b. Plan, organize, and present, at least one year in advance, for approval by the Board of Directors, the content and budget of the professional program of the Annual Meeting taking place when the person holds the office of President Elect;
   c. Instruct the Secretariat on administering the evaluation of the annual conference and
sharing the results of the survey with the Board of Directors and

Perform such other duties on delegation by the President, the Board of Directors, or the Executive Committee as shall be mutually agreed upon.

Section 4. The Secretary shall:

a. See that minutes of the Society’s meetings and of its Board of Directors and Executive Committee are kept and, when approved, made a part of its permanent records;

b. Coordinate information on regional meetings authorized to be held under Society auspices;

c. Compile, edit, and publish a newsletter and issue it to the members;

d. Serve as Society liaison in connection with information dissemination networks;

e. Prepare and disseminate the annual membership directory;

f. Prepare the call to the Annual Meeting;

g. Receive sealed ballots by the date specified on the ballot, and present them to the tellers for tally during the Annual Meeting;

h. Receive and tabulate returns on any special poll authorized by the Board of Directors, or the Executive Committee;

i. Serve as custodian of records of the Society at the Secretariat other than those entrusted to the Treasurer, and to the Archive under the supervision of the Historian; and

j. Perform other duties consistent with the office.

Section 5. The Treasurer shall:

a. Receive and deposit in the Society’s bank account the proceeds from membership fees, separate subscription fees, grants, and all other monies of the Society;

b. Make Society disbursements on the basis of the warrants signed by the President and authorizations by the Board of Directors or by the Executive Committee;

c. Ensure that membership renewal notices are prepared - and sent to members and affiliates of the Society;

d. See that membership rosters are kept current;

e. Draft the annual budget and present it to: (1) the Executive Committee, and (2) the Board of Directors, for their recommendation to the membership;

f. Report any requests to the Board of Directors and the Executive Committee and annually to the membership on the Society’s finances;

g. Make provision for the Society’s triennial audits, and open the Society’s books to audit on demand of the Board of Directors or its authorized agent; and

h. Perform other duties consistent with the office.

Section 6. The Editor, with advice and assistance of the Editorial Staff and the Editorial Board, shall see that the professional journal of the Society is prepared for publication on a quarterly basis unless authorized differently by the Board of Directors.

Section 7. The Historian shall:

a. Serve as advisor to Society officers on matters of historical fact and process and ensure that the historically significant documents and records of the Society are collected by the archives;

b. Supervise the work of organizing and cataloguing the Society’s archival files and records.
c. Report annually to the Board of Directors, and on special request, about the state of the Society archives;

d. Supervise the collection of new documents, facilitate research projects, and coordinate communications with other collections related to the archives of the Society; and

e. Serve as parliamentary.

f. Ordinarily be appointed by the President to chair the Constitution Review Committee.

ARTICLE IV. DUTIES OF COMMITTEES AND BOARDS

Section 1. The Board of Directors shall:

a. Approve the appointment of the Secretary, the Treasurer, the Editor, and the Historian;

b. Approve the appointment of the Editorial Staff and the Editorial Board after receiving names of nominees by the Editor;

c. Allocate appropriate resources to the President, the President Elect, the Editorial Office, the Secretariat, the Editor, and the Historian to conduct the operations of the Society;

d. Determine the maximum level of disbursements the President and other officers may make without approval of the Board of Directors;

e. Cause the accounts of the Society to be audited not less than once every three years;

f. Serve, as individuals, and on appropriate standing or ad-hoc committees;

g. Review and approve nominations for Honorary Fellows;

h. Designate an individual responsible for the Society Web Site and other electronic communication forums; and

i. Otherwise manage the affairs of the Society within the framework of general policy and procedure established by this Constitution and the Bylaws and specific decisions voted by the members.

Section 2. The Executive Committee shall:

a. Administer the affairs of the Society;

b. Make decisions in the interim between the Meetings on the State of the Society on those matters not otherwise covered by this Constitution and the Bylaws; and

c. Serve as an advisory body to the Board of Directors.

Section 3. The Editorial Staff shall manage the affairs of the Society's professional journal.

Section 4. The Editorial Board shall advise and otherwise assist the Editor in the performance of duties incident to preparation of issues of the Society's professional journal.

Section 5. Standing Committees shall be limited to the Nominations Committee, the Awards Committee, the New Scholars Committee, the Gender and Education Committee, the Investment Committee, and the Under-represented Racial, Ethnic, and Ability Groups Committee.

a. The Nominations Committee shall select a slate of candidates as outlined in BYLAWS, ARTICLE VIII. Elections.

b. The Awards Committee shall (1) select the winner of the George Z. F. Bereday Award for the outstanding article in the CER during the past year, (2) select the Gail Kelly...
Dissertation Award, and (3) nominate candidates for Honorary Fellowships, in a manner consistent with guidelines approved by the Board of Directors.

c. The New Scholars Committee shall promote scholarship during the early phases of members’ career development.

d. The Gender and Education Committee shall foster attention to gender issues in the CIES and promote the inclusion and professional development of women.

e. The Investment Committee shall select instruments for the CIES endowments and general funds consistent with the broad risk and income objectives of the Board of Directors, and will liaise with the CIES Treasurer and President as new investment opportunities arise.

f. The Under-represented Racial, Ethnic, and Ability Groups Committee (UREAG) shall conduct activities to increase participation and representation of under-represented groups in the CIES, and promote scholarship.

g. The Constitution Review Committee shall recommend amendments to the Constitution, By-laws, and operating guidelines consistent with the By-laws that are approved by the Board of Directors. Ordinarily, the President shall appoint the Historian to chair this committee.

h. The Publications Committee shall be a liaison between the CER Editor and the publisher, especially in regard to contractual and other business matters. It will assess and recommend to the Board of Directors any revisions to CIES contracts with publishers, as needed. This committee may advise the Board of Directors on sponsorship of new publications and changes as needed to existing CIES publications. This committee is also charged with assessing and making recommendations on proposals for committee and SIG newsletters, web sites, and other media carrying the Society’s name.

i. The SIG (Special Interest Group) Committee shall advise the Board of Directors on approval of new petitions for SIGs and on conveying to the Executive Committee and Board of Directors requests and concerns of SIGs. This committee shall also communicate policy changes and concerns from the Board of Directors to SIGs. Normally the President shall appoint a member of the Board of Directors to chair this committee.

Section 6. Ad Hoc Committees shall carry out investigations and development activities as charged by the President and submit, upon completion of their work, their report to the Executive Committee and Board of Directors.

Section 7. Responsibilities of all committees and committee chairs shall commence on the date of their appointment by the President and end at the State of the Society Meeting subsequent to the date of their appointment.

ARTICLE V. SPECIAL INTEREST GROUPS

Section 1. Special Interest Groups (SIGs) promote new research and mentor educational researchers.

Section 2. Any group of 15 or more active Society members may petition the Board of Directors,
through the President, to establish a SIG.

Section 3. Petitions are accepted or rejected by the CIES Board of Directors and must be received by July 1 prior to the next CIES annual meeting.

Section 4. SIGs are formally installed at the State of Society Meeting subsequent to their accepted petitions by the Board of Directors.

Section 5. Each SIG must:
   a. Assess dues of $10, per member.
   b. Present an annual report to the Board, which shall include:
      (1) a listing of the minimum of 15 required members who are certified as current CIES members,
      (2) a list of officers,
      (3) activities for the current year,
      (4) a financial report.
   c. Present annual membership dues of at least $150 to the Board.
   d. Follow the policies and procedures of the SIGs mandated by the Board of Directors.
   e. Report to the Chair of the SIG Committee any requests or concerns it may have relating to its purpose, structure, or relationship to the Society.

Section 6. Each SIG is allocated at least one business meeting time slot and one regular substantive session at the Annual Meeting. Additional sessions are allocated on the basis of the number of CIES members active in the SIG.

ARTICLE VI. BOARD AND EXECUTIVE MEETINGS

Section 1. The Executive Committee shall:
   a. Convene before and at the site of the Annual Meeting;
   b. Meet at other convenient times on call of the President or any two of its regular members;
   c. Constitute a quorum for the transaction of business if three members are present;
   d. Meet, when convenient, by electronic means, such as by internet, videoconference, or phone conference, for transaction of business if notice to convene such meetings is given at least 5 days in advance. Voting at such meetings is binding if at least 7 members are present or participate by means of electronic media.

Section 2. The Board of Directors shall:
   a. Convene before and after and at the site of the Annual Meeting;
   b. Meet at other convenient times on call of the President or any five of its members; and;
   c. Constitute a quorum for the transaction of business if at least seven members are present or participate by means of electronic media.
   d. Meet, when convenient, by electronic means, such as by internet, videoconference, or phone conference, for transaction of business if notice to convene such meetings is given at least 5 days in advance. Voting at such meetings is binding if at least a quorum is convened and the vote occurs within 48 hours of a call for a motion to vote.

(4) a financial report.
(3) activities for the current year,
(2) a list of officers,
(1) a listing of the minimum of 15 required members who are certified as current CIES members,
ARTICLE VII. ANNUAL MEETINGS

Section 1. Following approval by the Board of Directors, the President Elect shall announce the exact time and location of the next Annual Meeting at least nine months in advance of that Annual Meeting.

Section 2. At least nine months in advance, the Secretary shall issue the first call for papers and related materials for the Annual Meeting.

ARTICLE VIII. ELECTIONS

Section 1. The Nominating Committee shall:
   a. Seek two candidates for each elective office;
   b. Receive nominations from members (including its own members);
   c. Prepare the slate for the annual election after obtaining the consent of those included; and
   d. Submit the slate, related brief biographical sketches, and the draft ballot to the Secretary in time for communicating it to all members.

Section 2. Balloting
   a. The Secretary shall disseminate ballots, information about the candidates for elective office, and directions for voting to all full, student, and emeritus members at least six weeks prior to the Annual Meeting.
   b. For those who prefer paper, information about the election and paper ballots shall be sent via first class post within the USA, Canada, and Mexico, and via air mail to all others.
   c. Each mailing shall contain a return address label, addressed to the CIES Secretariat with the word Ballot clearly marked on it.
   d. Each paper ballot shall contain the address of the CIES Secretariat and the following instructions: “In order for you to vote in the CIES election for officers and members of the Board of Directors, we are sending you a ballot and information about each candidate. To vote, use the attached ballot. Place the enclosed pre-addressed label on the return envelope. If your preaddressed label is misplaced, please send the ballot to the CIES Secretariat with CIES Ballot written clearly on the return envelope. If the word Ballot does not appear on the return envelope, it will not be counted. The ballot must reach the CIES Secretariat no later than the date specified in order to be counted.
   e. The results of electronic balloting shall be sent FedEx, signature required, to the Secretariat by a date specified by the President.
   f. The Secretariat shall hold all mailed ballots unopened, plus the unopened envelope containing the electronic voting results, until delivery to the Tellers at the Annual Meeting at the time and place designated by the President.
   g. The Tellers, appointed by the President, shall receive the sealed paper ballots and the unopened envelope containing the results of electronic voting from the Secretary. They
shall tally the votes and report the results to the President. Any posts for which no candidate received sufficient votes for election must be reported to the President, together with the names of the members receiving the highest number of votes. Tellers shall be designated by the President to tally the votes in any necessary run-off for election and report the results to the President. When ballots are contested, the decision to exclude or include them is determined by the collective decision of the Tellers.

h. The President shall announce the names of those elected for specified posts at the Business Meeting of the Annual General Assembly on the State of the Society.