



**HANDBOOK FOR
SPECIAL INTEREST GROUPS (SIGs)
OF THE
COMPARATIVE AND INTERNATIONAL EDUCATION SOCIETY**

Approved by the CIES Board of Directors
May 2017

I. INTRODUCTION AND OVERVIEW OF CIES SPECIAL INTEREST GROUPS

1. Comparative and International Education Society (CIES) Special Interest Groups (SIGs) provide a forum for the involvement of individuals drawn together by common interest, such as in a field of study or geographic region. The initial decisions to introduce Special Interest Groups into CIES occurred in 2004 under the Presidency of Kassie Freeman, with the first SIGs approved in 2005/2006. The goals of SIGs include enhancing the comprehensiveness and diversity of CIES by promoting new research, collaborative opportunities, and mentoring of novice educational researchers. SIGs also provide a platform for continuing, long-term research interests, and allow more members to assume an active role in CIES during and between Annual Meetings. SIGs exist under the auspice of CIES. Membership is open to all registered CIES members. SIGs are required to conform to the Constitution and By-Laws of CIES¹ and to this Handbook for SIG Officers in CIES.

II. THE SIG STANDING COMMITTEE

As specified in the CIES Bylaws, 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.

III. ESTABLISHING A NEW SIG

1. Per the CIES Bylaws, “Any group of 30 or more active CIES members may petition to establish a SIG” (CIES Bylaws Article V).
2. The process of establishing a new SIG:
 - a. The requisite number of CIES members completes and sends a petition for a new CIES SIG to the CIES Standing Committee Chair (Appendix 2) by April 30. No funds are collected with this petition.
 - b. The SIG Committee reviews proposals, and ensures that it meets all requirements, before forwarding its recommendation with the petition to the CIES Board by July 31.
 - c. The Board of Directors approves or rejects new SIG petitions by December 31.
 - d. SIGs approved by the Board of Directors are officially accepted into the Society at the next Annual Meeting, and hold their first business meeting and formally elect officers at the same Annual Meeting.
 - e. SIGs solicit panels at the Annual Meeting after their first Business Meeting and election of officers.

IV. SIG LEADERSHIP AND RESPONSIBILITIES

1. **SIG Officers.** Each SIG will have a minimum of three elected officers: Two chairs, and a Secretary-Treasurer. The SIG may elect additional officers or responsibilities based on its needs, including co-chairs and co-vice chairs, and divide the position of Secretary-Treasurer. Additional

¹ The most recent version of the CIES Constitution and Bylaws are available online at the CIES website.

elected or appointed officers may include Awards Manager, Webmaster, Communications Manager, or others determined by the SIG.

2. **Elections and Terms.** SIG Officers are to be elected to staggered terms of two or three years. SIGs may determine the term lengths of additional elected officers. Elections shall be organized by the Office of the Executive Director (OED) and held online within six weeks of the end of the Annual Meeting.

3. **The SIG Chairs** are responsible for coordinating and monitoring all the activities of the SIG. These responsibilities include, but are not limited to:

- Representing the SIG at SIG meetings during CIES Annual Meeting and throughout the year;
- Communicating with the OED;
- Working with the Secretary-Treasurer and any other offices to plan and chair the SIG Business Meeting at the Annual Meeting;
- Coordinating SIG officer elections (with the SIG's Nominations Committee or Program and Nominations Committee);
- Completing and submitting the SIG Annual Report by December 31;
- Coordinating and keeping track of the activities of the SIG-elected and -appointed officers, and other duties;
- Receiving the paper/poster/roundtable proposals from the respective Meeting organizers and making arrangements for the peer-review process;
- Organizing highlighted and regular panels and related sessions from among the accepted proposals;
- Communicating with the Meeting organizers to indicate the results of the evaluation of proposals; and
- Planning the agenda, along with the Chair and Secretary-Treasurer, for SIG Business Meetings.

4. **The SIG Secretary-Treasurer** is responsible for:

- a. Maintaining and producing meeting minutes at the CIES Annual and other official SIG meetings (to be included in the SIG Annual Report);
- b. Planning the SIG Business Meeting at the Annual Meeting with the SIG Chairs;
- c. Monitoring the SIG's finances; and
- d. Managing and updating the SIG website, listserv or email list, unless otherwise assigned.

5. **Program and Nominations Committee(s):** Each SIG shall either have a single Program and Nominations Committee, or shall have both a Program Committee and Nominations Committee (with the below responsibilities a.-c. delegated to the Program Committee and d.-e. delegated to the Nominations Committee). SIG nominations processes must follow the CIES Conflict of Interest for Awards and Nominations Committees found in the Society bylaws. A SIG's Program and Nominations Committee is responsible for:

- a. Receiving paper/poster/roundtable proposals from the respective Meeting organizers;
- b. Organizing and completing the peer-review of proposals;
- c. Organizing highlighted and regular panels and related sessions from among the

- accepted proposals;
 - d. Selecting the nominees for SIG officer elections according to the process determined by the SIG; and,
 - e. Forwarding the names and short biographies (100 words) of the nominees for SIG officer elections to the OED.
6. **SIG Awards.** SIGs may distribute up to two (2) awards each year. SIGs with more than two awards as of March 1, 2017 shall consult with the SIG Standing Committee about the sustainability of these awards. All SIG Awards winners should be reported to the OED by February 1st. SIGs Awards that distribute funds will include a sustainability plan in their Annual Report. New awards must be approved by the CIES Board of Directors. SIG Award Committees and processes must follow the CIES Conflict of Interest for Awards and Nominations Committees found in the Society bylaws.
7. **SIG Publications.** Any SIG publications beyond newsletter bulletins to members must be approved by the CIES Publications Committee and Board of Directors.
8. **SIG Agreements/Contracts with External Partners:** All SIG agreements and contracts with external partners must be approved by the CIES Board of Directors or by an entity delegated by the Board.
9. **Delegation of SIG Leadership.** When a SIG official is not able to complete their responsibilities, another official shall represent the SIG on their behalf. In the event of a resignation of a SIG officer, the SIG Standing Committee may appoint another SIG member to complete the term in consultation with the other SIG officers.

V. MEMBERSHIP

1. **SIG Status and Membership.** SIG membership requires current CIES membership. To remain an active SIG in good standing, a minimum of 30 active CIES members must be paid members of the SIG as of January 15 each year.
2. **Annual Member Fee.** The annual SIG member fee is US\$10 per person.
3. **SIG Fiscal Year.** SIG membership dues are collected and counted on the same fiscal year as the Society's membership dues (from January 1st through December 31st of each year).
4. **SIG Funds:** Funds collected by CIES from the SIGs shall be available to the SIG Standing Committee to organize special sessions, receptions, or other activities that benefit the SIGs and the Society as a whole. Expenditure of SIG funds must be approved by the OED and must conform to advancing CIES' 501(c)(3) non-profit purpose.

VI. SIG REPORTING REQUIREMENTS

1. **Annual Reports.** SIG Annual Reports are due to the OED by December 31st. If available, SIGs should also include in their annual reports additional details such as copies of newsletters,

meeting minutes, copies of newly-created webpages, and information about other publications that are sponsored by the SIGs. These reports shall be publicly accessible on the CIES website.

2. **Annual Dues to CIES.** Annual dues are established by the CIES Board, taking into consideration the costs incurred by the Society for administration, management and oversight of SIGs. SIG Annual Dues are \$150 for SIGs up to 60 members, and \$300 for SIGs over 60 members. SIG annual dues are deducted from all membership fees collected before the end of the fiscal year (December 31), either from the money received through the CIES membership process via UC Press or alongside the Meeting registration system. Each SIG may access attributed funds (membership fees) minus SIG annual dues.

3. **Access to SIG funds.** To access available funds, the SIG Chair will submit and advance estimate of SIG expenses for approval by the OED. Expenditures so identified will be paid to beneficiaries in the case of awards or reimbursed on the basis of receipts submitted with a request for reimbursement. The available funds are to be used for SIG-related business and program expenses, including SIG-sponsored awards, SIG-sponsored projects, postage for newsletters, and other operating expenses.

4. **Reporting of Membership and Financial Status to SIGs.** The OED will provide two reports each year of SIG membership and finances via email to SIG Chairpersons. Interim reports may be requested from the OED. The reports are for information and review.

5. **Member Communications.** Additional reporting options include the distribution of annual business meeting minutes, calls for papers, and other important announcements to SIG members. These may be communicated via e-mail, newsletters, websites, and other SIG-sponsored publications. In the interest of good governance, these communications should include a detailed summary of the annual Business Meeting. SIGs shall also share member communications with the OED.

VII. CIES ANNUAL MEETING RESPONSIBILITIES

1. **SIG Program:** Each SIG is required to have a Program Committee (or Program and Nominations Committee as indicted in Article IV, Section 5 above). It is the responsibility of this committee to coordinate the SIG's Annual Meeting submission reviews and panel formation. The Program Committee shall have at least one Program Chair who shall serve as the SIG's unit planner responsible for managing the SIG within the Society's online submission software. The SIG Program Chair(s) must be regularly available via e-mail and phone for the duration of the Meeting preparation process (typically six months before the Annual Meeting).

2. **SIG Highlighted Panels and Business Meeting.** Each SIG in good standing (see CIES Bylaws Section V), is allocated one Business Meeting time slot and one SIG Highlighted Panel at the CIES Annual Meeting. SIGs with 60 or more members in good standing as of July 31st of the preceding year shall have a second SIG Highlighted Panel. No SIG shall have more than two SIG Highlighted Panels.

3. **SIG Symposia and other Special SIG Panels.** The SIG Standing Committee may

organize SIG Symposia or other Special Multi-SIG Panels in consultation and coordination with participating SIGs. SIG participation in these symposia and special panels shall not be considered as a SIG Highlighted Session. The SIG Standing Committee shall make an effort to encourage broad and innovative participation by a variety of SIGs in these symposia and special panels.

4. **Annual CIES SIG Chairs Meeting.** The SIG Chairs, or a duly-appointed representative of the SIG, is required to attend the CIES SIG Chairs Meeting at the Annual Meeting. This meeting will be held to discuss key issues related to SIGs, including providing a venue of networking between SIGs, mentoring for new SIG Chairs (see Appendix 3 for advice provided from past SIG leaders for new or recently appointed/elected SIG Chairs), and discussing issues, proposals, and suggestions to be presented to the CIES Board of Directors. The agenda for the Annual CIES SIG Chairs Meeting should be drafted by the Chairs of the SIG Standing Committee and distributed to all SIG Chairpersons in advance of the meeting.

VIII. SIG WEBSITE MANAGEMENT

1. **SIG Website:** SIGs are required to establish and maintain a SIG website. CIES SIG websites shall have links posted on the primary CIES website. The official logo of CIES must be visible on the front of the SIG website. Management of the SIG website is the responsibility of the Secretary-Treasurer, or other elected or appointed position within the SIG. However, if the SIG decides to use a CIES template and house its website on the CIES server, SIG representatives may receive technical support from the OED, and the SIG Secretary-Treasurer may submit monthly updates to the website. No images, creative works, or other copyrighted materials may be used on SIG websites without express permission of the artist/author.

2. **SIG and CIES Logos and Their Use:** SIGs may create a logo for their use on websites, announcements, and other media. No images, creative works, or other copyrighted materials may be used on SIG websites without express permission of the artist/author. The CIES logo must be visible on the front page of all SIG websites, and be used in accordance with CIES Bylaws. In accordance with CIES Bylaws, SIGs may also use the CIES logo with online or print publications with advance approval from the CIES Board of Directors. The CIES logo must not be altered or distorted in any way, including no artificial effects such as drop shadow, transparencies, emboss, or glow; nor combined with another logo. The CIES logo can be requested from the OED or downloaded at the CIES homepage.

IX. CHANGE IN SIG STATUS AND TERMINATION

1. **Change in Status and Termination:** A SIG may petition the SIG Standing Committee to change its name, combine with another SIG, or to disband as a Special Interest Group. The SIG Standing Committee shall review these requests, and will present these petitions and their recommendations to the Board of Directors for final approval.

2. **SIG Inactive Status:** A SIG will be considered Inactive when:

- a. SIG membership falls below 30 for two consecutive years, or
- b. the SIG fails to elect its three required officers for two consecutive years, or
- c. the SIG fails to prepare a program for the Annual Meeting or execute assigned

submission reviews in preparation for the Annual Meeting

Once in Inactive status, the SIG Officers or others appointed by the SIG Standing Committee are responsible for submitting a two-year plan to reinstate the SIG into good standing, which is to be approved by the CIES SIG Standing Committee. If SIG membership remains below 30 after two inactive years, the CIES SIG Standing Committee, in conjunction with SIG leadership, may recommend that the SIG be disbanded, combined with another similar SIG, or reorganized to expand its reach. All changes to the status of a SIG require final approval from the CIES Board of Directors.

APPENDIX 1
Petition for a New CIES Special Interest Group

A. PROPOSED SIG TITLE: _____

B. SIG Petitioners (minimum of three, maximum of five)

***Petitioner #1 Name:** _____

Institution & E-mail: _____

CIES Member since: _____

*Petitioner #1 is primary contact during the petition process.

Petitioner #2 Name: _____

Institution & E-mail: _____

CIES Member since: _____

Petitioner #3 Name: _____

Institution & E-mail: _____

CIES Member since: _____

Petitioner #4 Name: _____

Institution & E-mail: _____

CIES Member since: _____

Petitioner #5 Name: _____

Institution & E-mail: _____

CIES Member since: _____

C. Statement of Purpose: Please attach a 500-1000 word statement describing the (1) purpose of the SIG;

(2) scope of the SIG, including connections to existing and developing academic and professional infrastructure; and

(3) how the SIG contributes to the goals and purposes of Special Interest Groups, which are:

- a. to “promote new research and mentor educational researchers”², and
- b. “...enhancing the comprehensiveness and diversity of CIES by promoting new research, collaborative opportunities, and mentoring of novice educational researchers. Likewise,

² CIES Bylaws, Article V, Section 1.

SIGs provide a platform for continuing, long-term research interests. SIGs allow more members to assume an active role in CIES during and between Annual Meetings.”³

D. Member Data. Collect the following information from at least 30 current CIES members:

As a member of the Comparative and International Education Society, I support the establishment the proposed Special Interest Group (SIG),

PROPOSED

TITLE _____

Printed Name	Signature	Institution and E-mail Address	Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			

³ Handbook for CIES SIG Officers, Article I, Section 1.

Appendix 2
SIG Annual Report Template

Due: December 31 to the CIES Office of the Executive Director: oed@cies.us

Chair Name:	E-Mail Address:
SIG Name:	Fiscal year:

1. SIG Officers:

Co-Chair: _____

Term Begins/Ends: _____

Email: _____

Co-Chair: _____

Term Begins/Ends: _____

Email: _____

Secretary-Treasurer: _____

Term Begins/Ends: _____

Email: _____

Add additional elected officer information if the SIG has more than the required Co-Chairs and Secretary-Treasurer.

2. SIG Annual Meeting Program Information

a. Briefly describe the process and outcomes of the SIG Program at the Annual Meeting, including SIG Highlighted Sessions.

b. Briefly describe special speakers or symposia affiliated with the SIG at the Annual Meeting, including how the selections for participation was determined. Please attach any related announcements or printed materials in an appendix.

c. Briefly describe outreach activities to the SIG membership. Check all applicable lines below.

_____ SIG Website (required). Web address: _____

_____ Official E-mail Updates. How frequently? _____

_____ Newsletter. How many issues this year? _____

Who is responsible for the Newsletter? _____

_____ Other

Please describe:

d. Attach PDF copies in an Appendix of:

1. Main/Landing page of the SIG Website (required).
2. Newsletters, Official Emails, or other SIG member outreach for the CIES Archives.

2. SIG Activity outside the Annual Meeting:

a. Include a brief list or description of academic or professional events, publications, collaborations, mentoring, or other activity the SIG or its members coordinated during the year.

3. SIG Governance:

a. Did the SIG hold officer elections? ____ Yes ____ No

If yes, briefly describe the process and when they were held.

If no, briefly explain why officer elections were not held.

b. Did the SIG hold its Business Meeting at the Annual Meeting? ____ Yes ____ No

If yes, attach minutes to this report.

If no, briefly explain why a business meeting was not conducted.

c. Did the SIG officers hold any other meetings during the year?

If yes, attach minutes to this report.

d. Include any reflections about challenges with the governing structure of the SIG, its relationship with the SIG Standing Committee, or general comments.

3. SIG Awards

Please complete the following for all awards given by the SIG during the year.

- a. Award Name:
- b. Award Winner:
- c. Description of the Award (Certificate, Monetary Prize, etc.)

- a. Award Name:
- b. Award Winner:
- c. Description of the Award (Certificate, Monetary Prize, etc.)

SIGs are limited to two awards per year, unless approved by the SIG Standing Committee.

4. SIG Chair Reflections:

a. Comments, concerns, and suggestions from SIG to the CIES Board of Directors (attach additional pages if necessary):

b. Improvements, suggestions, input, etc. are solicited for the Policies and Procedures for Development and Activities of CIES SIGs:

5. Appendices and Attachments (PDF Format please):

- a. SIG Business Meeting Minutes, and other officer meetings (required)
- b. SIG Website Main/Landing Page (required)
- c. SIG Newsletters, Official Emails, or other official materials produced by the SIG, especially those with the SIG- or CIES-logos included.

APPENDIX 3

Advice from Past SIG Leaders to New CIES SIG Leaders and Chairpersons

Advice offered to incoming and recently elected/appointed SIG Chairpersons:

- Set goals and objectives as soon as you come into the position that are manageable and doable by all the members in the leadership group
- Have e-meetings with your officers throughout the year to determine if objectives have been met, and keep basic minutes of these meetings.
- Keep your listserv up-to-date. Communicate often with all members of the SIG to establish networks and cohesiveness.
- Keep an updated spreadsheet of paid members by year, a contact list of potential members, and reviewers. This includes their affiliations.
- Use social media (Facebook, Twitter, etc.) to communicate and reach out to new members.
- Do satisfaction/suggestion surveys for SIG improvement.
- Plan your elections early so they can be effectively carried out.
- Have lobbying strategies in place for interacting with CIES on behalf of SIG(s). In other words, don't miss the business meetings at the Annual Meetings.