



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

Approved by the CIES Board of Directors
[2022/05]

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 SIGs 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 and eventually Regional Meetings. SIGs exist under the auspices 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 OVERSIGHT COMMITTEE

As specified in the CIES Bylaws, the SIG Oversight 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. The SIG Oversight Committee shall have two Co-Chairs and six regular members. The CIES President appoints a board member to serve a two-year term, first as a regular committee member and then as a Co-Chair. The second Co-Chair will be elected by SIG Officers (Co-chairs or the like, and Secretaries/Treasurers) for a one-year term. To provide continuity, it is encouraged for (but not limited to) current oversight committee members to nominate themselves for the Co-chair position. Any outgoing or current SIG officer may be nominated to run for the Co-chair position. The SIG Oversight Committee Chairs are responsible for selecting the remaining members of the committee, who should be in service, or have recently served, as a SIG officer. One committee member shall be appointed Secretary.

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 SIG Oversight Committee Chair (Appendix 1) by April 30. No funds are collected with this petition.
 - b. The SIG Oversight Committee reviews proposals, and ensures that they meet all requirements, before forwarding its recommendation with the petition to the CIES Board by July 31.

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

- c. The Board of Directors approves or rejects—and may seek modifications to—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 (i. e., two Co-Chairs, Chair and Vice-Chair, or Chair and Chair-elect), and a Secretary/Treasurer. The SIG may elect additional officers or responsibilities based on its needs, including additional Co-Chairs and Co-Vice Chairs, and divide the position of Secretary-Treasurer. Additional elected and/or appointed officers may include SIG Program Committee, 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.

SIGs should establish their leadership succession procedures in their bylaws. There are two systems to govern SIG's.

- a. Individual Officer Election Model: officer elections are staggered to assure the sustainability of SIG projects and management. For instance, if a SIG has two Co-Chairs, they should be elected in alternating terms. This method requires at least two-year terms in office. Elections of other positions can be staggered as well.
- b. Staggered Model: an elected officer in a lower rank moves up to a higher position when there is a vacancy due to term completion or another reason. This happens, for instance, when a SIG elects a Vice-Chair, who will become Chair-Elect and then Chair.

The election of other officers can follow either of these two systems, which will depend on the size and complexity of the SIG. The election model that the SIG chooses shall be specified in its handbook or bylaws. In case an elected position becomes vacant outside the normal election cycle, the OED will support the SIG to hold extraordinary elections and document the situation and process conducted in their Annual Reports.

Note on Bylaw Amendments. If a SIG's leadership aims to amend SIG bylaws, those changes should be put up for a vote by all active members of the SIG, following a procedure similar to that used for elections.

3. **SIG Chairs** (Co-Chairs, Chairs-Elect, and/or Vice Chairs)-are responsible for coordinating and monitoring all the activities of the SIG. These responsibilities include, but are not limited to:
 - a. Representing the SIG at SIG meetings during the CIES Annual Meeting and throughout the year.
 - b. Communicating with the OED.
 - c. Coordinating SIG officer elections (with the SIG’s Nominations Committee or Program and Nominations Committee).
 - d. Completing and submitting the SIG Annual Report and Budgets for the following period starting after the Annual Conference, within six weeks after the annual conference (Appendix 2).
 - e. Coordinating and keeping track of the activities of the SIG-elected and appointed officers, and other duties.
 - f. Preparing for the CIES Annual Meeting, including:
 - Appointing and/or organizing the election of SIG Program Committee/ Program Chair(s) (see section IV.5 and VII.1).
 - Coordinating with the Program Committee/Program Chair(s) the peer-review process of the paper/poster/roundtable proposals.
 - Organizing with the Program Committee/Program Chair(s) highlighted and regular panels and related sessions from among the accepted proposals.
 - Communicating with the CIES Program Committee (Annual Meeting Organizers) to indicate the results of the evaluation of proposals.
 - g. Planning the agenda, along with the Secretary-Treasurer, for the SIG Business Meeting during the Annual Conference.
 - h. Submitting to the OED signed payment/reimbursement request forms with complete information and accompanying documentation, to cover SIG expenses (please refer to OED annual reports for allowed expenses).
4. **SIG Secretary-Treasurer** is responsible for:
 - a. Maintaining and producing meeting minutes at the CIES Annual and other official SIG meetings (to be attached to the SIG Annual Report), including list of attendees.
 - b. Planning SIG Business Meeting at the Annual Meeting with the SIG Chairs.
 - c. Monitoring the SIG’s finances.
 - d. Maintaining, in collaboration with the OED, the historical archives of the SIG (annual reports and other relevant documents).
 - e. Managing and updating the SIG website, listserv or email list, and/or social media outlets unless otherwise assigned to another elected/appointed officer (CIES offers micro pages to SIGs that are managed by the OED, which does not preclude SIGs to have their own websites).
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 a Nominations Committee (with the below responsibilities a.-c. delegated to the Program Committee and

d.-e. delegated to the Nominations Committee). SIG nomination 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/panel, poster, and/or roundtable proposals from the respective Conference 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.
- e. Forwarding the position(s) up for election and term(s), names, short biographies (100 words), and statements (100 words) of the nominees for SIG officer elections to the OED.

Program Committees will consist of one or two Program Chairs (or Unit Planners, as they are named by All Academic, the conference platform used to coordinate the evaluation of proposals and organization of SIG sessions) who shall coordinate the evaluation and preparation processes with volunteer peer-reviewers. The evaluation of proposals is double blinded. The SIG officer position serving as Program Chair / Unit Planner must be specified in the SIG's handbook or bylaws. The process for naming a Nominations Committee must also be specified in the SIG's handbook or bylaws.

6. **SIG Awards.** SIGs may distribute up to two (2) awards each year. SIGs with more than two awards shall consult with the SIG Oversight Committee about the sustainability of these awards. All SIG Award winners should be reported to the OED by February 1st. SIGs Awards that distribute funds will include a sustainability plan in their Annual Report (Appendix 2). 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. Awards should be announced widely, including through CIES Weekly Announcements.
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, such as the SIG Oversight Committee. Such agreements should be administered through the OED.
9. **Delegation of SIG Leadership.** When a SIG official is unable to complete their responsibilities, another official shall represent the SIG on their behalf. In the event of a resignation of a SIG officer, another SIG member may be appointed by the other SIG officers to complete the term in consultation with the SIG Oversight Committee. SIGs can also run special elections for vacant positions with support from the OED.

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 December 31 each year.
2. **Annual Member Fee.** The annual SIG member fee is USD\$10 per person.
3. **SIG Fiscal Year.** SIG membership dues are counted on the same fiscal year as the Society's membership dues (from January 1st through December 31st of each year). A CIES member may pay membership in advance and/or more than one year.
4. **SIG Funds:** Funds collected by CIES from the SIGs shall be available to the SIG Oversight 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. Appendix 3 is the form to request payments/disbursements.

VI. SIG REPORTING REQUIREMENTS

1. **Annual Reports.** SIG Annual Reports are due to the OED six weeks after the Annual Meeting of that year. 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/or information about other publications that are sponsored by the SIGs. These reports shall be publicly accessible on the CIES website (Appendix 2). **Failure to submit an annual report shall result in SIG funds being withheld. A hold shall be placed on the SIG's account until such time that the SIG provides the annual report.**

SIG Budgets: Along with the annual reports, **SIGs will submit their annual budgets for the period starting after the Annual Conference.** It should include the balance available from the previous year, estimated income from membership and other sources, and planned expenses (special sessions, receptions, awards, projects and publications, external website and domain, mail, or other activities). Appendix 3 includes a section for annual budgets.

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 renewal process 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, only SIG Chairs or Secretary/Treasurer will submit and advance estimate of SIG expenses for approval by the OED (annual budget). 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 (Appendix 3).

Funds requests may be for payments and/or reimbursements. SIGs should not use their funds to pay for memberships, conference registration, discounts, and/or waivers. SIGs may give awards or grants, as long as their purpose, evaluation process, and/or reasons are well documented. Grant/award recipients and other payees should be informed by SIG officers of the required documents, information, and payment process. Payment requests should be submitted through the OED Membership Coordinator, who will review and send them for approval and payment.

4. **Reporting of Membership and Financial Status to SIGs.** The OED will provide three reports each year (January, April, September) of SIG membership and finances via email to SIG Chairs. 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, social media, 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 that send to all CIES members through the Weekly Announcements.

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 SIG 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) to support proposal review and panel organization.

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 Oversight 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 Oversight 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, are 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 4 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 Oversight Committee in consultation with the OED and distributed to all SIG Chairpersons in advance of the meeting.

VIII. SIG WEBSITE MANAGEMENT

1. **SIG Websites:** The CIES website lists SIGs by region and by topic. It also includes links to SIG micro web pages that are managed by the OED and present basic information about the SIG (description, goals, officers, membership, main activities, and online presence) and what SIGs deem important. Providing current and accurate content for the SIG micro pages to the OED is the responsibility of the Secretary-Treasurer, or other elected or appointed position within the SIG. In addition, SIGs can create external websites. Such websites shall have links to the micro pages on the CIES website. The official logo of CIES must be visible on the front of SIG external website.
2. **SIG and CIES Logos and Their Use:** SIGs may create a logo for their use on websites, announcements, and other media. 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.

No images, creative works, or other copyrighted materials may be used on SIG websites without express permission of the artist/author.

IX. CHANGE IN SIG STATUS AND TERMINATION

1. **Change in Status and Termination:** A SIG may petition the SIG Oversight 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 Oversight 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 Oversight Committee. If SIG membership remains below 30 after two inactive years, the CIES SIG Oversight 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, 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

² CIES Bylaws, Article V, Section 1.

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

- (4) how the SIG sees itself as distinct, or complementary toward, existing SIGs:
- a. identifying SIGs with which a potential overlap exists;
 - b. describing in what ways the newly proposed SIG sets itself apart from existing SIGs and expands on area of research; and
 - c. detailing planned forms of collaboration

(5) SIG leadership: outline plans for SIG leadership for the first three years. Please be as specific as possible and explicate your plans beyond stating that elections may be held.

(6) Mentorship Plan: How will the SIG engage in the process of including and mentoring new scholars? Please be as specific as possible and explicate your plans beyond the issuing of awards.

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.			
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29.			
30.			

**Appendix 2
SIG Annual Report Template**

**** This is a sample template. The OED will distribute a digital reporting form. Please contact oad@cies.us with any questions. ****

Chair(s) Name(s):	E-Mail Address:
SIG Name:	Fiscal year:

1. SIG Officers:

Co-Chair: _____
 Affiliation: _____
 Term Begins/Ends: _____
 Email: _____

Co-Chair: _____
 Affiliation: _____
 Term Begins/Ends: _____
 Email: _____

Secretary-Treasurer: _____
 Affiliation: _____
 Term Begins/Ends: _____
 Email: _____

Add additional information, if the SIG has other elected/appointed officers, such as Program Chair(s)/Unit Planner(s), communications person, webmaster, student representative, and so on. Please add to the box below.

2. SIG Financial Information

a. Current calendar year financial report

Income:
 SIG Membership Dues: \$ _____
 Other Income (specify source[s]): \$ _____

Expenses:
 SIG Annual Dues (admin.) \$ _____
 Annual Conference Expenses (specify) \$ _____
 Other Expenses (specify) \$ _____

Total Year Income: \$ _____
Less Total Year Expenses: \$ _____
SIG Ending Balance (as of 12/31): \$ _____

b. Next calendar year budget

Income:

Estimated SIG Membership Dues: \$ _____

Other Expected Income (specify source[s]): \$ _____

Expenses:

SIG Annual Dues (admin.) \$ _____

Annual Conference Expenses (specify) \$ _____

Other Expenses (specify) \$ _____

Total Expected Income: \$ _____

Less Total Expected Expenses: \$ _____

SIG Proposed Budget: \$ _____

3. 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 upload:

1. Most recent business meeting minutes
2. Main/Landing page of the SIG Website (required).
3. (optional) Newsletters, Official Emails, or other SIG member outreach for the CIES Archives.

4. 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.

5. SIG Governance:

- a. Did the SIG hold officer elections? ____ Yes ____ No
If yes, briefly describe the process, when they were held, and which succession model the SIG is following.
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, upload minutes to this form.
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 (optional).

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

6. 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.):
-
- a. Other Awards:

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

7. Membership

- a. What is your current SIG membership?

- b. If your SIG has fallen below 30 members, what is your plan for SIG sustainability in the upcoming year?

- c. If your SIG is larger than 100 members, in what ways have you addressed any challenges related to members' seeking more opportunities for visibility or leadership?

d. Any other comments on membership issues?

8. SIG Chair Reflections

Any additional comments, concerns, and suggestions from the SIG to the CIES Board of Directors (attach additional pages if necessary)?



Appendix 3
CIES SIG Funds Disbursement Request Form

SIGS may request the use of allocated SIG funds for the furtherance of their work and activities. Such expenditures must be in alignment with the mission and objectives of the Society. **All SIG purchases will be routed by the OED to the CIES Treasurer** for approval and will be checked against available allocated SIG balances. This form **must** be filled out in its entirety and digitally signed by the SIG Chair. Submit completed forms to accounts@cies.us who will check the request against your account balance and process the disbursement. Please include any supporting documentation as an additional PDF file. Requests for honoraria/awards exceeding \$600 and paid to US Citizens must be accompanied by a completed W9 form (this does not apply to “awards”). Upon approval and presentation of appropriate documentation disbursement will be sent by check in US Dollars to the payee indicated. If an international wire is required a Wire Disbursement Form must also be submitted.

SIG Name: _____

Requester Name: _____

Requester Email: _____

Amount of Funds Requested: _____

Purpose of this disbursement of SIG funds:

Payee Name: _____ W-9 Required? Yes

No

Payee Street Address: _____

Payee Telephone No: _____

Payee E-mail Address: _____

_____ **SIG Chair Signature &**
Date

NOTE: See comments and notes below.

NOTES:

1. SIG disbursement requests submitted for the first time on behalf of any person since the CIES OED is housed at the University of Pittsburgh, should include a W-9 form (if the person resides in the United States). In other cases, it is advisable to include a W-8 form.
2. The preferred payment method is a wired bank transfer for which the following bank information should be included.

Comparative and International Education Society

All requests for International Wire Transfers **MUST** include the following:

If you have any questions, please contact accounts@cies.us

Beneficiary Name	
Complete mailing address:	
City, State, Zip	
Country	
Beneficiary Account Number (Not the IBAN)	
IBAN Number	
Beneficiary Bank Name	
Complete Address	
City, State Zip	
Country	
Swift, BIC or ABA #	
Sort Code (if applicable)	
Intermediary Bank (if applicable)	
Complete mailing address	
City, State Zip	
Country	
Swift, Fed Wire Code or ABA #	
Beneficiary Bank Account #	

Payment Amount	
Currency	

Reference Information	
Added to the wire as comments. Please be brief as space is limited	

CIES Requestor _____

e-mail address & phone # _____

To be completed by the CIES Financial Team ONLY:	
VALUE DATE (next bus. day):	_____
Initiated By:	_____
Date / Time:	_____
Released By:	_____
Date / Time:	_____
Wire Reference #:	_____

Appendix 4

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.
- Consider the best use of the SIG budget (awards, receptions, etc.) and the most effective benefit to the membership.
- Think about mentorship and inclusion of new scholars in your activities, awards, and other operations.