

**Constitution of the
BRITISH ASSOCIATION
FOR
INTERNATIONAL AND COMPARATIVE EDUCATION**

Date: September 1999 (revised 2000, 2002, 2007 and 2008)

ARTICLE 1: THE TITLE AND AIMS OF THE ASSOCIATION

1.1 Name

The name of the Association shall be the British Association for International and Comparative Education (BAICE).

1.2 Purpose

BAICE aims to:

- (a) promote and improve all aspects of international and comparative education;
- (b) stimulate research in the field and facilitate related publications and their distribution;
- (c) encourage cross-disciplinary approaches to the study of international and comparative education;
- (d) organise conferences and meetings for members and others;
- (e) facilitate other relevant activities on behalf of members;
- (f) enable continuing professional development on behalf of groups such as higher education staff and students and consultants;
- (g) provide a link between institutions active in the field; and
- (h) constitute a resource to policy makers.

The Association will promote the aims of the United Kingdom Forum for International Education and Training (UKFIET), and the World Council of Comparative Education Societies (WCCES).

ARTICLE 2: MEMBERSHIP

2.1 Membership

There shall be individual membership, this being in one of five categories: Full, Student, Retired, Honorary and Associate. Admission to and the privileges of membership in each category shall be defined in the bye-laws.

2.2 Student Membership

Bona fide students of comparative and international education shall, for the period of their studies, be eligible for admission to membership of the Association in accordance with the bye-laws and shall be eligible to receive copies of *Compare*, the official journal of the Association.

2.3 Retired Membership

Retired scholars and other professionals in comparative and international education shall be eligible for admission to membership of the Association in accordance with the bye-laws and shall be eligible to receive copies of *Compare*.

2.4 Honorary Membership

- (a) **Eligibility:** Persons who have distinguished themselves in the field of comparative and/or international studies shall be eligible for election to honorary membership of the Association.
- (b) **Sponsorship:** Candidates for honorary membership shall be nominated by the Executive Committee and admitted in accordance with the bye-laws.

ARTICLE 3: OFFICERS AND COMMITTEE

3.1 Management

The members shall establish the policies of the Association within the framework of this Constitution. The President, the elected and appointed officers and the elected members of the Executive Committee shall manage the day to day affairs of the Association.

3.2 President

The President shall be a person eligible under the provisions of Article 4.1(a) and of recognised distinction in the field of education. He or she shall be invited by the Executive Committee to occupy the position for one year. This period may be extended by mutual consent to two years.

3.3 Elected Officers

The Chair and Vice-Chair shall be officers elected in accordance with Articles 4 and 5 of the Constitution and in accordance with the bye-laws.

3.4 Executive Committee

In addition to the Chair and Vice-Chair, there shall be an Executive Committee consisting of up to eight ordinary members, two student members and *ex officio* the editor of *Compare*. The Executive Committee shall be reinforced if required by no more than three co-opted members.

3.5 Appointed Officers

- (a) The elected officers and the Executive Committee shall appoint, from among Executive Committee members or by co-option, annually, four persons to serve as:
 - i. the honorary Secretary of the Association,
 - ii. the honorary Treasurer of the Association,
 - iii. the honorary Membership Secretary of the Association, and
 - iv. the Web Manager of the Association.
- (b) The elected officers and the Executive Committee members shall have the power to dismiss the four persons appointed under the provisions of Article 3.5(a)

ARTICLE 4: ELIGIBILITY AND DUTIES

4.1 President

- (a) **Eligibility:** Any person whether or not a member of the Association may be invited to occupy the position of President.

- (b) **Term:** One year and normally eligible to be re-invited for a further year.

- (c) **Duties:**

- i. To deliver a Presidential address at the annual conference subsequent to his or her election.
- ii. To contribute to BAICE activities as and when appropriate.

4.2 Elected Officers (Chair and Vice-Chair) and Executive Committee Members

- (a) **Eligibility:** Any member of the Association whose dues are paid for the current year shall be eligible to stand as Chair, Vice-Chair or a member of the Executive Committee. The Chair shall normally be selected from serving members of the Executive Committee.
- (b) **Term:** Elected officers (Chair and Vice-Chair) shall serve for two years and other elected members for three years. They shall normally be eligible for re-election for one further consecutive term, in accordance with the bye-laws.
- (c) **Duties:** The Chair shall act as Chair of Executive Committee meetings and in his or her absence the Vice-Chair shall preside. The Chair or Vice-Chair shall have the power to authorise the Treasurer to make payments on behalf of the Association.
- (d) The editor of *Compare* shall be an *ex officio* member of the Executive Committee for the period of his/her editorship. In the case of there being two editors, *ex officio* membership of the Executive Committee shall extend to both of them.
- (e) Up to two members of the Executive Committee are to be elected by the student membership at the BAICE annual conference.

4.3 Executive Committee

- (a) **Annual General Meeting:** The Executive Committee shall be responsible for planning the Annual General Meeting.
- (b) **Conferences and other activities:** The Executive Committee shall appoint conference organisers who will be responsible for the organisation of conferences and other activities agreed by the

membership. The Executive Committee may approve regional activities proposed by members of the Association.

- (c) **Relations with other societies and organisations:** The Executive Committee shall maintain relations with the World Council of Comparative Education Societies, the United Kingdom Forum for International Education and Training and other professional associations as appropriate.
- (d) **Powers of co-option:** The Executive Committee may, at its discretion, co-opt at any time no more than three additional members of the Executive Committee whose membership shall be considered for renewal annually.

4.4 The Secretary

- (a) **Eligibility:** Any member regarded as competent to perform the duties of Secretary to the Association may be appointed to this post under the terms of this Constitution.
- (b) **Duties:** The Secretary shall be responsible for:
 - i. maintenance of the records of the Association;
 - ii. arranging details of the business sessions of the Annual General Meetings, and notifying members of the time, place and preliminary programmes of these meetings;
 - iii. calling, in consultation with the Chair or Vice-Chair, Executive Committee meetings;
 - iv. notifying members of all meetings and all publications in the name of the Association;
 - v. circulating to members the minutes of Annual General Meetings;
 - vi. liaising with the Treasurer; and
 - vii. such other duties as are assigned by the Executive Committee.

4.5 The Treasurer

- (a) **Eligibility:** Any member regarded as competent to perform the duties of Treasurer to the Association may be appointed to this post in accordance with the terms of this Constitution.

(b) **Duties:** The Treasurer shall work closely with the elected officers in the organisation of the affairs of the Association. In particular he or she shall be responsible for:

- i. arranging payments on behalf of the Association and seeking the authority of the Chair or Vice-Chair for payments;
- ii. reporting at Annual General Meetings and at meetings of the Executive Committee on receipts, expenditure and the financial condition of the Association;
- iii. collecting, on the advice of the Membership Secretary, the dues of members, issuing receipts where required and maintaining up-to-date lists of members;
- iv. arranging for an annual review of the financial accounts by an independent accountant prior to each Annual General Meeting;
- v. receiving from the organiser of any event, or the person responsible for the sale of publications, in the name of the Association a full balance sheet of such events or sales; and
- vi. such other duties as are assigned by the Executive.

4.6 The Membership Secretary

- (a) **Eligibility:** Any member regarded as competent to perform the duties of Membership Secretary to the Association may be appointed to this post in accordance with the terms of this Constitution.
- (b) **Duties:** The Membership Secretary shall work closely with the officers in the organisation of the affairs of the Association. In particular he or she shall be responsible for:
 - i. the maintenance of the membership records of the Association;
 - ii. organising procedures associated with the admissions of candidates for membership;
 - iii. liaising with the treasurer regarding payments from members;
 - iv. liaising with the journal publishers regarding members entitled to journals; and
 - v. such other duties as are assigned by the Executive.

ARTICLE 5: ELECTIONS

Approval of the Executive Committee's nominations for President and for honorary membership shall be sought, and the election of officers (Chair and Vice-Chair) and members of the Executive Committee shall be held, at the Annual General Meeting as appropriate, in accordance with the bye-laws.

ARTICLE 6: ANNUAL GENERAL MEETINGS

6.1 Organisation and Frequency

An Annual General Meeting shall be held, normally in September or at such time as is agreed by a majority at the preceding Annual General Meeting, and shall normally include reports from the Chair of the Executive Committee, the Membership Secretary and the Treasurer. Due notice of an Annual General Meeting shall be given to members by the Secretary.

6.2 Date and Place

The date and place of the Annual General Meeting shall be determined by the Executive Committee.

6.3 Quorum

Ten percent of full, student and retired members whose dues are paid for the current session shall constitute a quorum.

6.4 Legislation

When a quorum is present at a business meeting, the members so assembled shall act as the legislative body of the Association. They shall determine general lines of policy regarding activities and policy proposals to amend the Constitution in accordance with the Association's bye-laws. Nothing in this Constitution shall prevent any member in such business meetings from bringing before the Association a matter of business not listed on the agenda.

ARTICLE 7: SPECIAL MEETINGS

7.1 Professional Conferences

Meetings for the purpose of discussing items of academic and professional interest, including day conferences and joint meetings with other professional bodies, may be arranged on a national or general basis by members of the Association with the concurrence of the Executive Committee.

7.2 Special Business Meetings

Special business meetings of the Association may be called by the Executive Committee or on the written request of at least ten of the members to the honorary Secretary, in which case the meetings shall be held within three months of the request being received by the Chair. Such meetings shall be conducted in accordance with Articles 6.3 and 6.4 of this Constitution and in accordance with the bye-laws.

ARTICLE 8: PUBLICATIONS

Publications may be supported or initiated by the Executive Committee.

ARTICLE 9: FINANCES

9.1 Financial Year

The financial year of the Association shall begin on August 1st and end on July 31st of the next calendar year.

9.2 Subscription Rates

The amounts of the annual subscription for the various categories of membership shall be determined by members at the Annual General Meeting on the basis of proposals from the Executive Committee.

9.3 Changes in Subscription Rates

Proposals to change the annual subscriptions shall be brought to the attention of members at least three months before the Annual General Meeting at which the proposal is to be put. Unless otherwise decided, the rates of subscription determined by the Annual General Meeting shall prevail for the financial year following that in which the Annual General Meeting is held.

9.4 Payment of Subscriptions

Subscriptions are due on 1st January and are payable to the Treasurer. Paid-up members shall be entitled to those rights and privileges defined in the bye-laws.

9.5 Cost of Publications

The cost to members of all publications of the Association shall be determined by the Executive Committee.

ARTICLE 10: BYE-LAWS

The Articles of this Constitution may be elaborated in bye-laws drawn up by the Executive Committee. They shall be presented to the membership of the Association at an Annual General Meeting and approved by a simple majority. The bye-laws shall not include any provisions which run contrary to this Constitution.

ARTICLE 11: AMENDMENTS

This Constitution may be amended at an Annual General Meeting or special meeting held in accordance with Article 6 or 7 of this Constitution and the bye-laws. The Constitution must be ratified finally by the membership following the Annual General Meeting by disseminating it to all members for a period of four weeks. If any member objects to any part of the Constitution, they will need to collect a minimum of 20 signatures in support of the objection which will then be considered at the next Annual General Meeting together with the objector's proposed amendment. If no objections are received after the four-week consultative period, the Constitution shall pass into force. If objections are received, the Constitution shall pass into force, with the exception of the material that has caused the problem. This shall be considered by

the Executive, and put to the Annual General Meeting again the following year with a recommended solution.

ARTICLE 12: ENTRY INTO FORCE

This Constitution shall enter into force at the time and in the form in which it is adopted through acceptance by the membership following a period of consultation involving all full members of the Association.

**Bye-laws of the
BRITISH ASSOCIATION
FOR INTERNATIONAL AND COMPARATIVE EDUCATION**

ARTICLE 1: MEMBERSHIP ADMISSION AND PRIVILEGES

1.1 Admission to membership

- (a) **Full, Student, Retired or Associate membership:** by application to the Membership Secretary and approved by the Executive Committee.
- (b) **Honorary membership:** by nomination of the Executive Committee and by the consent of members at an Annual General Meeting.
- (c) Members whose renewal subscriptions have not been received within six months of the start of a calendar year shall normally be deemed to have resigned.

1.2 Privileges of Full Members

- (a) to have full voting rights in the Association;
- (b) to receive notice of all meetings of the Association;
- (c) to be eligible to stand for elected Executive office under the Constitution;
- (d) to attend conferences of the Association at membership rates;
- (e) to receive all publications of the Association at membership rates;
- (f) to receive all other publications at such discount rates as may be negotiated by the Association.

1.3 Privileges of Student and Retired Members

To have all the privileges of Full Members.

1.4 Privileges of Associate Members

To have all the privileges of full members *except* (a), (c), and (e);

1.5 Privileges of Honorary members

To have all the privileges of full members *except* (a) and (c).

ARTICLE 2: ELECTED OFFICERS AND EXECUTIVE COMMITTEE MEMBERS

2.1 An elected officer (Chair or Vice-Chair), at the expiration of his or her term of office, shall not be prohibited from standing for election as an Executive Committee member, and an Executive Committee member, at the expiration of his or her term of office, shall not be prohibited from standing for election as an officer (Chair or Vice-Chair).

2.2 An officer or member may be re-elected to the same position on one consecutive occasion, for a further period not exceeding three years for the member and two years for the officer.

2.3 On the occasion of the coming into force of this article, Executive Committee members shall be elected in a manner which will provide for the election of no fewer than two persons annually.

2.4 If a vacancy for an officer or an Executive Committee member arises during the period of office, the following procedures will be adopted.

- (a) **For replacement of the Chair:** the Vice-Chair to take over from the Chair for the remainder of the period and to be eligible for re-election under Article 2.2 of the bye-laws.
- (b) **For replacement of the Vice-Chair:** an election to be held at the next Annual General Meeting, the period of office to be the remainder of the period of two years in question. The person would be eligible for re-election under Article 2.2 of the bye-laws.
- (c) **For Executive Committee members:**
 - i. For those to be replaced during the third year of their term of office, the powers of co-option will be used as long as the total permitted size of the Executive Committee is not exceeded.
 - ii. For those to be replaced during the first or second year of their term of office, an election will be held at the next Annual General Meeting, the period of office to be for the remainder of the three-year period in question and the person elected to be eligible for re-election under Article 2.2 of the bye-laws.

2.5 Executive Committee

2.5.1 Conferences

- (a) The Executive Committee shall approve the proposed theme of any conference organised in the name of the Association, and shall appoint a conference organising Committee, the Chair of which shall be a member of the institution where the conference is to be held.
- (b) The organising Committee shall always include one person who is a member of the Executive Committee.
- (c) The organising Committee shall always include one person who is either a member of, or in close personal communication with, the institution where the conference is to be held.
- (d) The organising Committee shall:
 - i. prepare a budget for prior approval by the Executive Committee;
 - ii. unless otherwise authorised by the Executive Committee, budget so that the minimum assured income shall cover the maximum committed expenses; and
 - iii. present a final balance sheet to the Executive Committee normally within six months of the conference.

2.5.2 Financial Control

The Executive Committee shall determine the amounts above which the Treasurer is required to obtain the approval of the Chair or Vice-Chair before making payments.

ARTICLE 3: ELECTION OF ELECTED OFFICERS AND COMMITTEE MEMBERS

- 3.1** Elected officers and Executive Committee members shall be elected at the Annual General Meeting in accordance with the provisions of Articles 4.2 to 4.4 of the bye-laws.
- 3.2** A candidate for election as Chair or Vice-Chair or Executive Committee member must be proposed and seconded by paid-up members of the Association who shall first have ascertained from the nominee that he or she is eligible under the provisions of the Constitution.

3.3 The Chair shall normally be selected from serving members of the Executive Committee and approved by the membership at the Annual General Meeting. The person selected shall make available to the membership a *curriculum vitae* and a Statement of Intent at least one month prior to the Annual General Meeting.

3.4 Nominations for the election of Executive Committee members shall be received by the Secretary at least two calendar months before the date of the Annual General Meeting. In the event of nominations exceeding available positions, the Secretary will then publish them by circulating voting papers to all members. Voting papers will be sent out to all members at least one calendar month before the election.

3.5 All completed voting papers must be received by the Secretary before the election count at the Annual General Meeting. The votes shall be counted at the meeting by the Secretary, the Treasurer and one other member of the Association who is not a candidate for election.

3.6 If for any reason an Annual General Meeting cannot take place as announced, then the electoral count shall be held by the Executive Committee at a meeting to be organised at the earliest possible date after the cancelled Annual General Meeting. The new officers and Executive Committee will then take office with effect from the declaration of the election result, and their first duty will be to inform members in writing of the outcome, and to make arrangements to ensure that business on the agenda can be presented to all members at an early date for discussion and resolution, whether by postal or electronic communication or the calling of a special business meeting.

ARTICLE 4: ORGANISING THE ANNUAL GENERAL MEETING

- 4.1** Normally, the Secretary shall give at least one month's notice of the date, place and agenda of the Annual General Meeting.
- 4.2** The agenda shall be drawn up by the Secretary, in consultation with the Chair or Vice-Chair, and confirmed by the Executive Committee, one month in advance of the Annual General Meeting.
- 4.3** Members who wish to raise a matter of business at the Annual General Meeting must normally inform the Secretary at least one month before the

meeting. Items raised less than one month in advance of the meeting may have to be placed under 'Any Other Business'.

- 4.4 A general or special meeting may resolve to submit a motion to the entire membership by instructing the Executive Committee to organise a postal ballot within a specified period.

ARTICLE 5: PUBLICATIONS

- 5.1 A decision to publish in the name of the Association shall require the approval of the Executive Committee.

- 5.2 All income from the sale of publications in the name of the Association shall be paid to the Treasurer, and an annual account shall be rendered of all such transactions.

5.3 Proceedings of the Annual Conference

The Executive Committee shall make arrangements for the proceedings of the Annual Conference to be published on the Internet.

5.4 Compare

- (a) The Association shall arrange for the publication of the journal, *Compare*, in the name of the Association.
- (b) The Executive Committee shall appoint an editorial board of no fewer than three persons, one of whom shall be member of the Executive Committee. The Chair of BAICE shall normally serve as the Chair of the *Compare* Board.
- (c) Members of the editorial board shall normally serve for three years, and shall be eligible for re-appointment.
- (d) The Executive Committee shall appoint normally one or two members of the editorial board to serve as editor or co-editors.
- (e) The editor(s) will not normally be an elected or appointed officer of the Association.

ARTICLE 6: SUBSCRIPTION RATES AND PUBLICATION PRICES

6.1 Subscription Rates

The BAICE subscription for Associate Members shall not be more than one-third of the rate for Full Members.

6.2 Price of Publications

Full, student and retired membership rates for publications of the Association shall not be more than two-thirds the published public price of the publication (post free in the UK).

ARTICLE 7: SUBSECTIONS OF THE ASSOCIATION

- 7.1 A subsection of the Association, or special interest group, may be quite small and highly specific (e.g., it might be a group of three or four members who take charge of seeking external funds to support student travel and attendance at conferences) or it may be larger and less specific (e.g., a group of 30 members or so with general interests in the teaching of international students in UK universities).

- 7.2 The requirements for a special interest group or subsection shall include:

- (a) a specific title;
- (b) a named convenor who is a member of the Association;
- (c) a brief written statement of remit, indicating the appropriateness of the subsection to the aims of the Association and the financial implications (if any) of the subsection;
- (d) approval of the above by the Executive Committee; and
- (e) the annual forwarding to the Annual General Meeting of a written report and financial statement (if appropriate) for formal approval.

- 7.3 In principle, subsections shall be open to all members. The Executive Committee shall retain overall financial control, but may decide to advance floats or, less frequently, subsidies to support and encourage relevant activities. These may be channelled through a development fund operating under rules decided by the Executive Committee and circulated to members.

- 7.4 When appropriate, convenors and other representatives of the subsections may be co-opted on to the Executive Committee.

ARTICLE 8: MISCELLANEOUS

- 8.1** The Association shall hold one annual conference. In alternate years, this shall be incorporated within the biennial conference of the United Kingdom Forum for International Education and Training (UKFIET).
- 8.2** In addition the Association shall seek to hold one or more conferences at other times of the year, one of which shall address student research interests.
- 8.3** The Association shall have one representative on the UKFIET Executive Committee.
- 8.4** The Association shall be a member of the Academy of Social Sciences of the United Kingdom.