

Constitution and Bye-Laws of the

British Association for International and

Comparative Education

(BAICE)

First published at the Association's Annual General Meeting in: September 1998

Revised at the Association's Annual General Meeting in: September 1999
September 2000
September 2002
September 2007
September 2008
September 2009
September 2014
September 2015
and September 2018

CONSTITUTION of the
BRITISH ASSOCIATION
FOR INTERNATIONAL AND COMPARATIVE EDUCATION

ARTICLE 1: THE TITLE AND AIMS OF THE ASSOCIATION

1.1 Title

The title 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), the World Council of Comparative Education Societies (WCCES), and the Academy of Social Sciences (AcSS).

ARTICLE 2: MEMBERSHIP

2.1 Membership

There shall be individual membership in one of four categories: Full, Student, Retired and Honorary. Admission to, and the privileges of, membership in each category are as 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 international education and who have over time made a substantial contribution to the activities of the Association shall be eligible for election to honorary membership of the Association and shall be eligible to receive copies of *Compare*.
- (b) **Sponsorship:** Candidates for honorary membership shall be nominated by the Executive Committee and shall be admitted in accordance with the bye-laws.

ARTICLE 3: OFFICERS AND COMMITTEE

3.1 Management

Through the Annual General Meeting members shall establish the policies of the Association within the framework of this Constitution. 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 this honorary position for one year. This period may be extended by one further year by invitation of the Executive Committee.

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 eight ordinary members and two student members elected to the Executive Committee and, *ex officio*, the Editor of *Compare*. The Executive Committee shall be reinforced as required by no more than three co-opted members.

3.5 Appointed Officers

- (a) The Executive Committee shall appoint from among its members or by co-option from the wider membership:
- 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 honorary Communications Officer of the Association.

- (b) The Executive Committee shall have the power to dismiss any members who fail to fulfil their terms of office or otherwise disrupt the smooth management of the organisation under the provisions of Article 3.5(a).

ARTICLE 4: ELIGIBILITY AND DUTIES

4.1 President

- (a) **Eligibility:** Any person distinguished in the field of comparative and international education may be invited to occupy the position of President. The President shall be a member of the Association.
- (b) **Term:** One year and eligible to be 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 appropriate.

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

- (a) **Eligibility:** Any member of the Association whose dues are paid for the current year shall be eligible to stand for election to the Executive Committee. Any paid up member may stand for election as Chair or Vice-Chair, but will normally be past or present 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. Exceptionally they shall 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 shall

have the power to authorise the Treasurer to make payments on behalf of the Association.

4.3 Executive Committee

Purpose and functions: The Executive Committee is responsible for the orderly management of the Association and shall have the following functions, among others:

- i) **Annual General Meeting:** The Executive Committee shall be responsible for planning the Annual General Meeting.
- ii) **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.
- iii) **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.
- iv) **Sub-committees:** The Executive Committee may create standing and *ad hoc* committees for specified purposes, answerable to the Executive Committee.
- v) **Editor of Compare:** The Executive Committee in consultation with the publisher shall appoint the Editor(s) and editorial board of *Compare*. The Editor will serve *ex officio* as a member of the Executive Committee.
- vi) **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, the Academy of Social Sciences and other professional associations as appropriate.

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 their time, place and preliminary programmes and circulating agendas and minutes of these meetings;
 - iii. calling Executive Committee meetings and circulating their agendas and minutes in consultation with the Chair or Vice-Chair;
 - iv. liaising with the Treasurer; and
 - v. 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 orderly and timely organisation of the financial affairs of the Association. In particular, he or she shall be responsible for:
- i. arranging payments on behalf of the Association to be authorised by the Chair;
 - ii. reporting at Annual General Meetings and at meetings of the Executive Committee on income, 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 accounts by an independent accountant prior to each Annual General Meeting;

- v. receiving from the organisers of events and other activities undertaken in the name of the Association, an initial, fully-costed proposal for approval by the Executive Committee and accurate accounts of income and expenditure, at agreed moments thereafter; and
- vi. such other duties as are assigned by the Executive Committee.

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. establishing and activating procedures associated with the admission of candidates for membership;
 - iii. liaising with the Treasurer regarding payments from members;
 - iv. liaising with the journal publishers regarding members entitled to receive journals;
 - v. organising activities to encourage membership of the Association; and
 - vi. such other duties as are assigned by the Executive Committee.

4.7 The Communications Officer

- (a) **Eligibility:** Any member regarded as competent to perform the duties of Communications Officer of the Association may be appointed to this post in accordance with the terms of this Constitution.
- (b) **Duties:** The Communications Officer 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. oversight and routine updating of all the content of the Association's website and associated social media pages;
- ii. the promotion of BAICE through other media to increase and sustain membership and event participation;
- iii. developing and implementing a pro-active communication strategy to engage all members in the activities of the Association;
- iv. receiving and posting information to the website concerning all activities of the Association as agreed by the Executive Committee for the benefit of members and the public at large; and
- v. such other duties as are assigned by the Executive Committee.

4.8 Administrative Support

The work of the Executive Committee will be supported by paid assistance as funds permit.

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. It shall determine general lines of policy regarding activities and proposals to amend the Constitution, in accordance with the Association's by-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 at the written request of at least ten members

sent to the Chair and copied to the honorary Secretary. A special business meeting shall be held within three months of a decision to hold it. 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

BAICE Publications should 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 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 operational 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 by an Annual General Meeting or special business 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 seeks to change any part of the Constitution, they should submit a proposal detailing the proposed amendment to the Chair, endorsed by a minimum of 20 signatures, which will then be considered at the next General Meeting. If no objections are received after a four-week consultative period, the Constitution shall pass into force. If objections are received, the existing Constitution shall pass into force, with the

exception of the provisions contested. These will be considered by the Executive Committee and put to the next Annual General Meeting 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 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 or Retired 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 Honorary members

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

ARTICLE 2: EXECUTIVE COMMITTEE MEMBERS AND OFFICERS

- 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 to the Executive Committee, 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 conference organising Committee shall always include at least 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 for the minimum assured income to cover the maximum committed expenses;
 - iii. prepare and agree a contract between BAICE and the institution where the conference is to be held; and
 - iv. present a final balance sheet to the Executive Committee normally within three 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 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 nominees that they are willing and eligible to stand 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 short *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 an election will be held. The Secretary will then circulate to members candidate names, brief biographies, statements of intent and voting papers, 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: THE ANNUAL GENERAL MEETING

- 4.1** Normally, the Secretary shall give members 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 officers, and confirmed by the Executive Committee, at least 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.

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 a member of the Executive Committee. The Chair of BAICE shall normally serve as the Chair of the *Compare* Editorial Board.
- (c) Members of the editorial board shall normally serve for three years and shall be eligible for re-appointment for one further term only.
- (d) The Executive Committee shall appoint normally one or more members of the editorial board to serve as Editor or co-editors.
- (e) The Editor will not normally be an elected or appointed officer of the Association.

5.5 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), in the event that such publications are not available to members free of charge.

ARTICLE 6: SUBSECTIONS OF THE ASSOCIATION

- 6.1** A sub-committee, sub-section 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).
- 6.2** The requirements for a sub-committee, special interest group or other 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.
- 6.3** 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.
- 6.4** When appropriate, convenors and other representatives of the subsections may be co-opted on to the Executive Committee.

ARTICLE 7: MISCELLANEOUS

- 7.1** 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).
- 7.2** 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.
- 7.3** The Association shall have one representative on the UKFIET Executive Committee.
- 7.4** The Association shall be a member of the Academy of Social Sciences of the United Kingdom.
- 7.5** The Association shall be a member of the World Council of Comparative Education Societies and be represented at its meetings.

