

SIEC-ISBE HANDBOOK

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SECTION I

Positions & Committees

OFFICE TITLE International President (IP)

RESPONSIBILITIES

The IP will initiate or take part in all international activities of SIEC-ISBE. Such activities may be initiated by the Executive Committee, the Board, the Assembly of Delegates, or by an inside or outside organization.

- On behalf of SIEC-ISBE International, the IP will establish and maintain contacts with individuals, institutions, and organizations inside and outside SIEC-ISBE, thereby doing his/her utmost to promote SIEC-ISBE both nationally and internationally.
- The IP will serve as guarantee that all SIEC-ISBE activities take place within the framework of the Constitution of SIEC-ISBE and within operating policies and procedures.
- The IP will work cooperatively with the General Secretary to ensure the financial health of the organization and to monitor expenditures, financial reports, and the budget approved by the Assembly of Delegates.
- The IP, in cooperation with the General Secretary and other international SIEC-ISBE members, may initiate, review and discuss new ideas or improvements for future development of the Society.
- The IP will ensure effective communication and provide for information sharing within and between the Assembly of Delegates, the Board, and the Executive Committee.

DUTIES

- The IP chairs all meetings of the Assembly of Delegates, the Executive Committee, and the Board. In addition, he/she collaborates with the General Secretary in the preparation of agendas for these meetings and assists as required in the production of Minutes and other papers for and from these meetings.
- The IP chairs two meetings of the Assembly of Delegates, one held at the beginning and one at the end of the International Conference each year.
- The IP chairs all meetings of the Board held during the International Conference.
- The IP chairs all meetings of the Executive Committee held during the International Conference and one optional mid-year meeting each year. At the mid-year meeting, the IP puts forward suggestions for specific tasks to be undertaken by the Vice Presidents. Following the mid-year meeting, the IP, in conjunction with the General Secretary, prepares and distributes to the Board a report on the Executive Committee meeting.

- At the International Conference, the IP will present a brief report to the Assembly of Delegates on the annual activities of SIEC-ISBE and on the yearly meetings of the Executive Committee and the Board.
- The IP will contribute a message/article for each edition of the *International Journal for Business Education*.
- The IP has the right to participate as an ex-officio (non-voting) member at meetings of all SIEC-ISBE international committees (Professional Development Committee, etc.).

OFFICE TITLE General Secretary (GS)

The GS must have a thorough knowledge of SIEC-ISBE, including its history, activities, operations, and direction for the future. He/she must have participated in several SIEC-ISBE activities, including the yearly International Conferences.

RESPONSIBILITIES

The GS will be responsible for the Permanent Office of SIEC-ISBE, including all associated duties hereunder described. See Constitution.

- The GS will establish and maintain a system of accounts and files for SIEC-ISBE, keeping the records and financial situation of SIEC-ISBE in good order according to the budget approved by the Assembly of Delegates. He/she is responsible for obtaining the best financial result for the assets of SIEC-ISBE.
- On behalf of SIEC-ISBE International, the GS will establish and maintain contacts with individuals, institutions, and organizations inside and outside SIEC-ISBE, thereby doing his/her utmost to promote SIEC-ISBE both nationally and internationally.
- The GS will maintain effective communication and provide essential information within and between the International President, Assembly of Delegates, the Board, and the Executive Committee.
- The GS, in cooperation with the IP and other international SIEC-ISBE members, may initiate, review and discuss new ideas or improvements for future development of the Society.
- The GS will attend the mid-year meeting of the Executive Committee, and in conjunction with the IP, prepare and distribute a report to the Board after the meeting. The report shall include the financial status of SIEC-ISBE as well as the activities of the Permanent Office.

DUTIES

- The GS will plan or take part in the planning of all SIEC-ISBE international activities initiated by or requiring the assistance of the Permanent Office. This includes the activities of the Executive Committee, the Board, and the Assembly of Delegates at the yearly International Conference. In conjunction with the IP, the GS will prepare agendas for these meetings, record the minutes, and produce other papers and reports as required for these meetings.
- The GS will attend all meetings of the Executive Committee, the Board, and the Assembly of Delegates at the yearly International Conference. As a member of these groups, he/she may take part in discussions and decisions and bring forward his/her own ideas for strategy, objectives, etc. for SIEC-ISBE. At these meetings, the GS will present a financial report as well as a report on the year's activities involving the Permanent Office. Also, the GS will follow up on decisions affecting the Permanent Office made at meetings within the international bodies of SIEC-ISBE.
- The GS will be an ex-officio (non-voting) member on any Committee appointed by the Board or the Executive Committee.
- The GS will serve as Treasurer for SIEC-ISBE. Annually, in cooperation with the International President, the GS will set up a budget for the coming year and present it to the Board and Assembly of Delegates for approval at the yearly International Conference. As Treasurer, the GS is required to administer the assets of SIEC-ISBE using a system of accounts which are to be submitted to the Assembly of Delegates detailing financial activities from the previous year. The GS will follow up on payment of membership fees and process SIEC-ISBE monetary transactions in a timely manner. He/she will keep accounts according to generally accepted accounting principles and to the auditing principles of SIEC-ISBE.
- The GS will provide Chapters with all requested information and assistance.
- The GS will handle correspondence for SIEC-ISBE, including contacts with the Chapters.
- The GS will arrange for the formatting, content, and updating of the SIEC-ISBE International Website. The GS will maintain the domain name, hire (if necessary) a webmaster, and provide for a server for this website.
- The GS will arrange for the writing, editing, printing, and distribution of *the International Journal for Business Education* according to decisions made by the Assembly of Delegates at the International Conference. The GS can perform this task as part of the GS duties, or the Assembly of Delegates can appoint an Editor separate from the GS. If the Editor is a separate position from the GS, the Editor will report to the GS.
- The GS will establish and maintain archives for all correspondence, financial records,

minutes of all meetings, documents, and reports related to the Executive Committee, Board, and Assembly of Delegates meetings, and activities of the Permanent Office.

- The GS will take part in all marketing activities of SIEC-ISBE and in the production of marketing material.

OFFICE TITLE International Vice-President (VP)

RESPONSIBILITIES & DUTIES

VPs will have duties and responsibilities assigned to them by the Executive Committee. The Chairperson of the Professional Development Committee, and of any other Standing Committees, will share those particular responsibilities with the VPs. Other VP responsibilities, which may include Marketing, Membership, Conferences, Research, Educational and Business Contacts, etc. will be assigned by the Executive Committee. VP's will do their utmost to complete all special tasks allocated to them.

- As a member of the Executive Committee and of the Board, the VP has the obligation to take part in all meetings of both bodies and in the Assembly of Delegates.
- VPs will help maintain an effective level of communication and provide essential information within and between the members of the Executive Committee.
- VPs will also maintain a spirit of cooperation within the Executive Committee and with the Board, the International President, and the General Secretary.
- On behalf of SIEC-ISBE International, VP's will establish and maintain contacts with individuals, institutions, and organizations inside and outside SIEC-ISBE, thereby doing his/her utmost to promote SIEC-ISBE both nationally and internationally, especially within the region the VP represents.
- VPs will represent SIEC-ISBE at their regional meetings.
- International Vice-Presidents will deputize, if necessary, for the International President.

OFFICER TITLE Chapter President (CP)

ELECTION TO OFFICE

Each Chapter of SIEC-ISBE will elect a President who will serve as a member of the International Board. The CP serves for a term to be decided by each individual Chapter.

RESPONSIBILITIES

- Each CP is responsible for recruitment and membership in SIEC-ISBE, for encouraging and promoting research in the area of Business Education, and for determining priorities and procedures in the conduct of the Chapter's business.
- The CP, on behalf of his/her Chapter, will be the main official link between his/her Chapter and other Chapters, the International President, and the General Secretary.
- The CP will do his/her utmost to promote SIEC-ISBE nationally and internationally.
- The CP, in conjunction with the Chapter Board, will keep the financial situation of the Chapter in good order.
- The CP guarantees the existence of a Chapter Constitution, in agreement with the SIEC-ISBE International Constitution, whereby the former is to be translated into English, signed by the CP, and filed with the General Secretary. The CP guarantees that all activities chaired by the CP take place within the framework of the constitutions.
- The CP will create and maintain an effective level of communication between the Chapter Board, Executive Committee, International Board, and Assembly of Delegates.

DUTIES

- The CP will plan and chair all meetings of the Chapter Board and the National Assembly of Delegates. In conjunction with Chapter Board members, the CP will prepare the agenda for these meetings. Afterwards, the CP will assist in the preparation of the minutes which require his/her signature of approval.
- Once a year, the CP will present to the International Board a report on national and international activities of his/her Chapter and forward same to the General Secretary.
- The CP will serve as a member of the SIEC-ISBE International Board.
- The CP will represent the Chapter at all meetings of the Board held during the International Conference, or arrange for a substitute.
- The CP will present to the Board a brief written report of the Chapter's activities for the previous year.
- The CP will also represent the Chapter (or arrange for a substitute) at the Assembly of Delegates and at any other meetings for CP's that are requested during the Conference.
- The CP will follow up on decisions made by the international bodies of SIEC-ISBE at

Conference meetings.

- The CP will ensure that members from his/her chapter are appointed to represent the Chapter on all Standing Committees of SIEC-ISBE. He/she will work with Professional Development Committee members from the Chapter to reach objectives and further communication.
- The CP will keep the Permanent Office informed of all activities or contacts of interest to SIEC-ISBE taking place within the Chapter and its geographical area.
- Together with the National Board, the CP will establish marketing activities on a national basis.
- The CP will notify the Permanent Office when there is a replacement within this position.

In addition, each CP will:

- Promote membership at the local Chapter level
- Establish a Chapter handbook for orientation and training of future Chapter presidents and officers.
- Establish a strategy for tracking current members, attracting new members, and regaining lost members.
- Initiate a Chapter newsletter, if not currently distributing one.
- Investigate the possibility of the Chapter establishing and awarding scholarships for use in attending the annual International Conference.
- Encourage Chapter members to write articles for the *International Journal for Business Education*.

PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Development Committee is responsible for providing opportunities for professional development of SIEC-ISBE members throughout the year. The Committee will

- facilitate professional interactions for teaching, research and partnerships in and between education and business,
- organize and support professional development activities at the SIEC Annual International Conference, and
- provide opportunities for professional growth of all SIEC members by supporting formal interactions related to academic programs and opportunities for student and teacher/faculty exchanges.

Committee responsibilities for the Annual International Conference will include, but not limited to, the development of the pedagogical sessions at the Conference and provision for activities for interaction and communication among and between delegates. Ongoing responsibilities will include facilitating interaction among and between SIEC-ISBE members throughout the year.

ELECTION TO COMMITTEE

Each Chapter shall appoint two members to serve on the Professional Development Committee. Each Chapter shall have one vote on the Committee. The Chapter will designate one of their two appointed members to serve as their official voting member on the Committee. The official voting member will be expected to attend the SIEC Annual International Conference; a substitute may be sent as the official voting representative.

THE CHAIRPERSON

The Chairperson facilitates the professional development responsibilities and activities of SIEC-ISBE. The Chairperson shall serve as a member of the SIEC-ISBE Executive Committee and the Board. The Chairperson shall serve a three-year term with the possibility of a second three-year appointment.

The Chairperson must follow up on decisions made at the SIEC-ISBE meetings regarding the activities of the Professional Development Committee, and

The Chairperson has the following duties and responsibilities:

1. keeps SIEC-ISBE's International President and General Secretary continuously informed about the activities both planned and completed of the Professional Development Committee,
2. guarantees that all Professional Development activities follow the Constitution of SIEC-ISBE,
3. develops and facilitates, with Committee members, a Committee structure to accommodate the various responsibilities and activities of the Committee,
4. communicates with Committee members throughout the year to provide direction and assistance in meeting the Committee's responsibilities,
5. compiles a schedule of professional development activities to be held during the Annual Conference,
6. coordinates with Committee members to establish and implement activities approved and sponsored by the Committee at the Annual Conference,
7. attends and presents a report at the mid-year meeting of the Executive Committee,
8. plans, prepares the agenda, and chairs meetings of the Committee during the annual SIEC-ISBE International Conference,
9. conducts the Committee's business by following procedures deemed appropriate by the Committee,
10. communicates with organizers of the International Conference about facilities available to implement Professional Development Committee activities,
11. gives a report from the Professional Development Committee to the Assembly of Delegates at all meetings of the annual conference,
12. maintains a file of all Professional Development Committee agendas, principal papers, and minutes to pass on to a subsequent Chairperson.

COMMITTEE MEMBERS

Professional Development Committee members have the following duties and responsibilities:

1. actively participate in the activities of the Committee,
2. assume responsibility for accomplishing specific duties as assigned by the Committee,
3. follow-up with Committee members regarding assignments,
4. promote Professional Development activities throughout the year, and
5. communicate with Committee Chair and Committee members.

SECRETARY

The Professional Development Committee Secretary takes minutes during all meetings of the Committee and coordinates with the Chairperson in distributing the minutes to Committee members. The Secretary also arranges to send a copy of the minutes to the GS after each International Conference to be published on the SIEC-ISBE International website.

TITLE SIEC-ISBE Editor(s)

The *International Journal for Business Education* Editor is responsible for all aspects associated with its annual publication. The Newsletter Editor is responsible for all aspects of publication associated with publishing the SIEC newsletters.

The editors are responsible for all aspects of publication. The editors may also be responsible for printing and distributing the newsletters and the *International Journal for Business Education*. The newsletter editor writes, edits, and oversees the production of three to four issues of the SIEC newsletter each year. The *International Journal for Business Education* editor writes, edits, and oversees the production of the annual issue of the *International Journal for Business Education*.

It is preferred that the same individual serves as editor of both publications if possible. The term of office for editors will be three years.

Dynamic, self-motivated individual with experience and/or skills in writing and editing newsletters or other publications, strong organizational skills. Must use own computer and be accessible by telephone, fax, and e-mail.

RESPONSIBILITIES & DUTIES

1. Edits the newsletters and/or the *International Journal for Business Education* within the publications guidelines, including soliciting material, writing articles, and editing copy.

2. Produces newsletters and/or the *International Journal for Business Education* and arranges for mailing, preparing text files, proofreading, designing layout and graphics, working with the webmaster.
3. Confers with SIEC Executive Committee to formulate policy, coordinate activities, establish publication schedules, and solve publication problems.
4. Reviews submitted materials and recommends revisions or changes in scope, format, and/or content
5. Insures that publications are prepared on budget and to schedule.

Potential candidates will show evidence of the following:

- an aptitude for the English language;
- correcting spelling mistakes and grammatical errors;
- coding manuscripts for design features, for example hierarchy of headings, for use by the production team;
- creating artwork briefs to detail the content of illustrations;
- ensuring that illustrations, captions and text match;
- producing or working to a style checklist to ensure consistency of presentation, e.g. dates, hyphenation, capitalization and other aspects;
- sub-editing text written by a number of authors ensuring consistent house style;
- a methodical working style;
- concentration, accuracy and great attention to detail;
- the ability to secure articles from various sources;
- tact and diplomacy for negotiating changes with authors;
- the ability to work cooperatively with the webmaster in the publication of the newsletters/*International Journal for Business Education*.
- working with IT-based publishing systems and databases
- communicating regularly with authors and publishers via phone and email;
- checking that the author has provided all the required materials and paperwork;
- resolving queries directly with the author, e.g. style and text inconsistencies;
- assessing the suitability of the text for its intended readership
- working with webmaster regarding layout design;

TITLE: SIEC-ISBE Webmaster

Under direction of the General Secretary, the Webmaster develops and maintains the SIEC-ISBE Web Site, maintains and reviews existing Web pages for accuracy and currency, designs and implements new Web pages, and keeps abreast of current developments of the World Wide Web.

Knowledge of:

Web and graphic design; word processing; digital photography; relational database accessing techniques; the Internet and the World Wide Web; multi-media development

and trends particularly as it relates to the Internet; current trends in web development; appropriate computer software to develop web-based graphics images and of graphics file formats and compression issues related to Internet use; web development tools.

Ability to:

Develop and maintain websites which meet the needs and expectations of SIEC-ISBE; use digital photography and appropriate software to create graphical images; and establish and maintain cooperative working relationships.

SECTION II

Policies & Procedures

Election/Appointment Procedures

NOTE: All published dates in this Handbook may be changed based on circumstances.

International President

Process:

1. The announcement of the election for International President will be made at the International Conference, Assembly of Delegates meeting, and prior to the year of the election.
2. A notice of the election and the position announcement will be sent to all National Presidents by December 1 of the year prior to the election.
3. The position announcement will include the qualifications for the SIEC International President as well as the process and procedures for submitting the nomination. (See Appendix)
4. The position announcement will be formally published in the SIEC publication, *International Journal for Business Education*, which will be forwarded to all SIEC members. Also, the announcement will appear in the SIEC newsletter and will be sent to all Chapter Presidents.
5. All nomination papers must be sent to the General Secretary at the Permanent Office by 31 March.
6. Copies of the IP candidates' nomination forms will be sent to the Chapter Presidents by 15 May.
7. An announcement of the candidates and a brief overview of their backgrounds will appear in the May or June edition of the SIEC electronic newsletter.
8. The formal nominations papers will be copied and distributed at the First Assembly of Delegates meeting at the International Conference.
9. Each candidate will be given five-seven minutes to address the delegates at the First Assembly of Delegates.
10. The election will be held at the Second Assembly of Delegates at the International Conference. One ballot will be distributed to each chapter president (or authorized

substitute) for recording their votes. The number of votes per chapter will be identified according to the rules of the association.

11. The individual receiving a majority of the votes will be the new international president. The term of office will begin immediately following the International Conference.

General Secretary

Appointment Process:

1. Announcement of the opening of the General Secretary position appears in the *International Journal for Business Education* and in the SIEC Newsletter and is sent to the Chapter Presidents.
2. Applicants submit nomination papers (maximum of two pages) to the General Secretary at the Permanent Office address by March 31 of the year of appointment.
3. Nomination papers sent to the SIEC President and Executive Committee by May 1.
4. International President, with approval of the Vice Presidents, appoints an Election Committee comprised of three members of the Executive Committee.
5. The Election Committee interviews the candidates for the General Secretary position and communicates/recommends an individual for appointment to the Executive Committee.
6. The appointment is presented to the Assembly of Delegates for approval.

Reappointment Process:

If the Executive Committee wishes to reappoint the General Secretary, it will announce its intention at the Assembly of Delegates meeting the year prior to the appointment. Other nominations may be considered.

The General Secretary will be presented to the Assembly of Delegates at the following year's (designated year for appointment) International Conference for approval of the reappointment.

International Vice Presidents

The Board, subject to the approval of the Assembly of Delegates, appoints the Vice Presidents.

The Vice Presidents serve a two-year term and may be re-elected to another term. For the Vice Presidents position, the terms are indicated on the "Election/Appointment Schedule" as

maintained by the General Secretary

The Chapter(s) represented by the Vice President shall forward the name of its nominee to the General Secretary. (See Appendix) The nominee will be presented at the Board meeting at the International Conference. The nomination will be brought before the Assembly of Delegates for approval.

Committee Chair – Professional Development Committee

Appointment Process:

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1. Announcement notice for the opening of the Professional Development Committee Chairperson will appear in the SIEC Newsletter and is sent to the Chapter Presidents.
2. Applicants submit nomination papers (maximum of two pages) to the General Secretary at the Permanent Office address by May 1 of the year of appointment.
3. Nomination papers sent to the SIEC President and Executive Committee by May 15.
4. International President, with approval of the Vice Presidents, appoints an Election Committee comprised of three members of the Executive Committee.
5. The Election Committee interviews the candidates for the PDC position and communicates/recommends the individual for appointment to the Executive Committee.
6. The appointment is presented to the Assembly of Delegates for approval.
7. If the chairperson cannot complete his/her term, the Executive Committee will appoint an individual to complete the term of office.
8. The term of office will be three years. An individual may be re-appointed for one additional three-year term.

Inactive Chapter Identification/Notification Process

An inactive chapter is defined as a chapter that does not have a Board and does not pay its membership fees. Although the Executive Committee is committed to working with chapters in maintaining their active status, it realizes that sometimes maintaining an active chapter is not possible. They also realize that some situations of inactivity may be only for a short period of time. Therefore, the Executive Committee has established guidelines for the inactive status of chapters.

Process:

SIEC-ISBE will consider a chapter as inactive for a maximum period of three consecutive years after its last membership dues payment.

The last identified president of the inactive chapter will be notified each year of its inactive status and of the time remaining for its inactive status. The General Secretary will volunteer to assist the Chapter in reactivation.

After three (3) consecutive years of being in the inactive status, the chapter will be notified that it will no longer be recognized by SIEC-ISBE and that its charter is being revoked.

The Chapter name will be removed from all official SIEC-ISBE documentation including the SIEC-ISBE website.

Reactivation of Chapters

At any time during a Chapter's three-year period in the inactive status, the Chapter may seek to be reactivated as a Chapter. Interested persons need to express the desire to reactivate their SIEC Chapter by contacting the SIEC General Secretary for information.

To be reactivated, the Chapter must identify their chapter's officers and must submit membership fees to the Permanent Office. The reactivation process is delineated in the "REACTIVATION OF CHAPTERS—GUIDELINES" found in the Appendix. The General Secretary will work with the Chapter throughout the process. The process may be adjusted depending on the length of time in the "inactive status" and the needs of the chapter.

The Chapter will be required to show the activities for and the results achieved in its membership recruitment.

Upon reactivation of the Chapter, membership fees must be paid annually to the Permanent Office of SIEC. The membership fees are due October 31 of each year. The amount of the membership fees will be communicated by the General Secretary.

International Conference Bid Procedures

See most recent edition of the Conference Planning Handbook.

Membership Dues Review Procedures

The membership dues for each category (see Constitution) will be reviewed annually by the Executive Committee. Any changes in the amount or structure of the dues will be shared with the Board prior to the annual conference and will be presented to the Assembly of Delegates for approval.

Process:

The Executive Committee will review the dues for the membership categories and make appropriate recommendations. They will share this recommendation with the Board prior to the annual conference. The Executive Committee will submit their recommendation to the Assembly of Delegates for approval by the delegates. Voting on any dues increase will occur at the First Assembly of Delegates meeting at the International Conference.

EC Members Attendance at Meetings

It is the responsibility of Executive Committee members to attend all EC and Board meetings. If an EC member cannot attend a meeting, there will be no substitute for the absent EC member. In addition, the reimbursement policy for the mid-year meeting states that EC members must be in attendance for the entire EC meeting to receive reimbursement for travel and room.

Chapter Presidents Attendance at International Conference

Although all Chapter Presidents are expected to attend the International Conference, including the SIEC Board and Assembly of Delegates meetings, there may be times when there are extenuating circumstances which prevent his/her attending. If a Chapter President is unable to attend the International Conference, the Chapter President will notify the General Secretary in writing, at least 30 days prior to the conference, as to his/her absence and designating an individual who will represent him/her at the Board meetings and at the Assembly of Delegates. (See Appendix for form)

The Chapter President is responsible for communicating all information received about the conference from the President, General Secretary, and Committee Chairs to the designated representative in sufficient time to allow the representative to effectively represent the chapter.

Travel and Reimbursement Procedures for EC Members

Reimbursement Guidelines -- Executive Committee

Members of the Executive Committee shall be reimbursed for attending a mid-year Executive Committee meeting if one is held. Committee members will be reimbursed for their travel (airline, train, or mileage) to the meeting and for two nights lodging. No other expenses shall be reimbursed. In addition, SIEC-ISBE will pay for two meals (lunch & dinner or two lunches) when the Committee eats together.

Reimbursements will be given to Executive Committee members at the Executive Committee meeting. No reimbursements will be given prior to the meeting. Requests for reimbursement must be submitted on a SIEC reimbursement form and must include receipts for flights, etc. Requests are to be submitted to the General Secretary.

Hotel Room Reservations -- Executive Committee

For Executive Committee Meetings, the General Secretary will make hotel reservations on behalf of the committee members. Two nights lodging for each committee member will be paid for by SIEC-ISBE. Additional nights and/or upgrades to the rooms will be the responsibility of the individual committee member.

Travel Guidelines -- Executive Committee

Travel to Executive Committee meetings may be done by plane, train, or personal vehicle, depending on the location of the meeting and the committee member's home.

Flights should be booked to take advantage of the lowest available fares. SIEC will cover the lowest fare cost. If upgrades are made or if travel includes multiple stops, these costs are the individual's responsibility. In either case, a copy of the coach (lowest) fare from the home of the committee member direct to the meeting location on the travel dates must be attached to the actual flight receipt. Request (or print) a copy of the flight information for coach fare going directly to the meeting site when you book your flight. Committee members will be reimbursed for the lower of the two fares.

Reimbursement will be given at the Executive Committee meeting. The original airline ticket showing time of departure, return, and ticket amount is required to be attached to the request as documentation.

Airline travel for travel distance less than 200 miles must be approved in advance by the General Secretary.

Committee members using their own automobile are eligible for expense reimbursement at 40 cents a mile. The total reimbursement at 40 cents per mile plus any parking charges incurred shall not exceed the cost of a round-trip, lowest air fare to the same destination.

For any questions regarding travel reimbursements or for clarification, contact the General

Secretary.

Required Attendance for Reimbursement

To receive reimbursement for travel and room costs to the mid-year EC meeting, the EC member must be in attendance for the entire EC meeting.

Reimbursement Guidelines -- International Conference

At the International Conference, SIEC-ISBE will reimburse lodging expenses for the International President and the General Secretary only. SIEC will pay for the lodging at the posted conference rate (to include the Executive Committee meeting through the last day of the conference). Additional nights and/or upgrades to the rooms will be the responsibility of the individual. No meals will be reimbursed.

The International President and the General Secretary will be reimbursed for their travel to the conference. The “Travel Guidelines—Executive Committee” apply to the IP and GS travel to the International Conference (see above).

Website Administration Procedures

The General Secretary will administer the website information and will work directly with the webmaster.

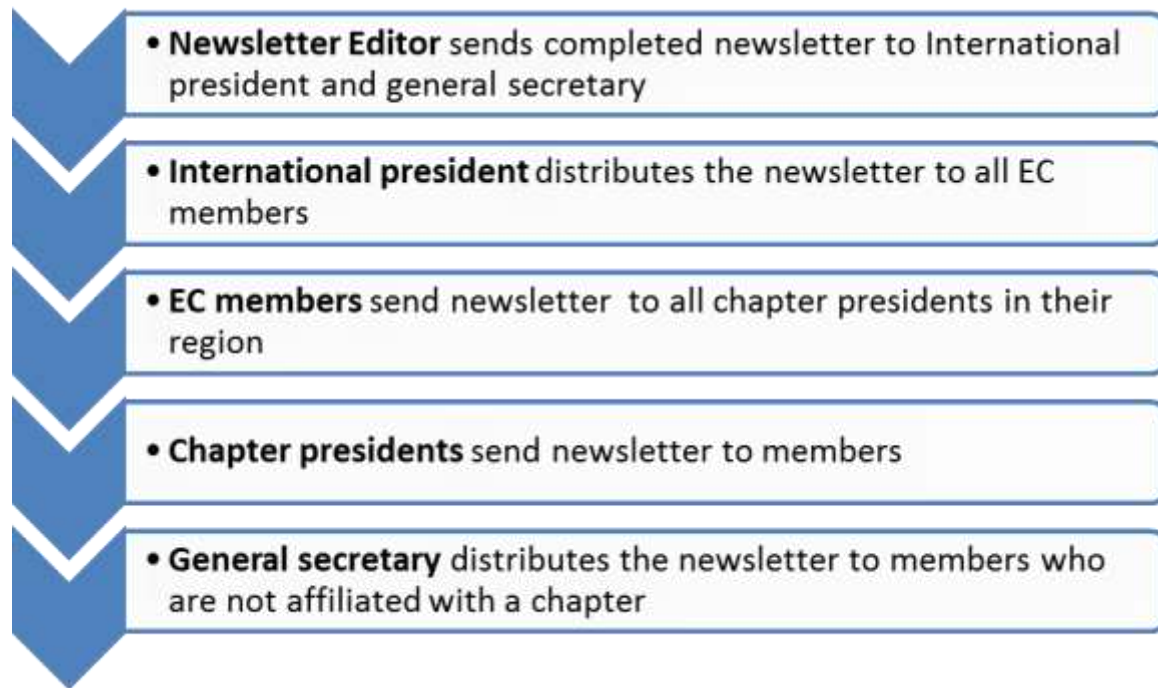
All new and/or updated information to be placed on the website will be sent (emailed) to the General Secretary. All information must be submitted “website ready” format for placement on the website.

Updates will be done periodically and in a timely manner. (The General Secretary will need to work out an arrangement with the webmaster as to updating processes and appropriate times, etc.)

“Members’ Only” access requires a “user’s name and password.” These elements will be reviewed yearly. Any changes in name and password will be communicated to Chapter Presidents for distribution to their members. Changes in this information will occur in October of each year. The change will be announced at the Assembly of Delegates meeting at the International Conference.

Newsletter Distribution Procedure (Communication Chain):

The completed newsletter is sent to the International President. He/she in turn distributes the newsletter to the members of the EC. EC members then distribute the newsletter to their chapter presidents for distribution to members. The general secretary distributes the newsletter to all members who are not affiliated with a chapter. This process aims to facilitate communication among those directly responsible at all levels.



SECTION III

Appendix

**ELECTION OF SIEC-ISBE INTERNATIONAL PRESIDENT
(Term)**

SIEC-ISBE is seeking nominations for the position of **International President**. _____ will have fulfilled his/her second two-year term as SIEC-ISBE International President at the ___ SIEC-ISBE Conference in _____. Individuals interested in being a candidate for the office of International President should send their nomination to the Permanent Office no later than **31 March**. Candidates for the SIEC-ISBE International President must be an individual member of SIEC-ISBE and a member in good standing of their chapter and have the following qualifications:

- a) knowledge and experience of SIEC-ISBE and of Business Education,
- b) active involvement in SIEC-ISBE conferences and activities,
- c) ability to relate well to members from different countries,
- d) ability to chair meetings of the Executive Committee and Board Committee effectively,
- e) willingness to devote time and energy to SIEC-ISBE,
- f) willingness to ensure that the work of SIEC-ISBE continues between International Conferences, and,
- g) in all ways, be representative of the organization.

All nomination papers (maximum of two pages) must be sent to the General Secretary at the Permanent Office address by 31 March. Profiles of the candidates should cover the above qualifications. You may provide other background information or experiences which will provide additional information regarding your qualifications for the position. These nominations will be sent to the Chapter Presidents by 15 May. The Chapter Presidents will inform their chapter members of the candidates before the election. Each nominee will make a five-minute presentation at the 1st Assembly of Delegates; the election will be held during the 2nd Assembly of Delegates in _____.

The Permanent Office may be contacted by either of the following options:

**Lila Waldman
SIEC-ISBE General Secretary
P.O. Box 84
Pardeeville, WI 53954 USA**

E-mail: waldmanl@uww.edu

NOTICE OF APPOINTMENT OF SIEC-ISBE GENERAL SECRETARY

SIEC-ISBE is accepting applications for the position of General Secretary. The General Secretary will be appointed by resolution of the Assembly of Delegates at the International Conference. The individual is appointed for a maximum term of five (5) years and may be re-nominated by the Executive Committee to serve one additional maximum five-year period, subject to approval by the Assembly of Delegates. Candidates for the SIEC-ISBE General Secretary must be a member in good standing of their chapter.

Candidates for the SIEC-ISBE General Secretary must have the following qualifications:

- a. a thorough knowledge of SIEC-ISBE, including its history, activities, operations, and future direction
- b. active participation in several SIEC-ISBE activities, including the annual International conferences
- c. the ability to:
 - maintain the Permanent Office of SIEC-ISBE and perform all communication and financial duties as well as other duties assigned by the President, Executive Committee, and/or the Board
 - work cooperatively with the International President in establishing agendas, budgets, and activities
 - maintain effective communication and provide essential information between and among the International President, Assembly of Delegates, the Board, and the Executive Committee
 - maintain archives for SIEC-ISBE
 - communicate effectively with individuals, institutions, and organizations, both internally and externally
 - promote SIEC-ISBE both nationally and internationally
 - commit time and energy to SIEC-ISBE
- d. commitment to attend all meetings of the Executive Committee, the Board, and the Assembly of Delegates at the yearly International Conference

All applications (no longer than two pages) must be sent to the International President by _____. Profiles of the candidates should cover the above-mentioned points. Additional background information or experiences regarding qualifications for the position may be included. Candidates will be interviewed by the Election Committee at the International Conference; the nomination will be presented to the Assembly of Delegates for approval.

Notification Form

**International Vice President Appointment
to SIEC Executive Committee**

This is to officially notify the SIEC General Secretary that the

_____ **Chapter(s) has/have selected**
_____ **of** _____ **(country)**

to represent their chapter(s) on the SIEC Executive Committee.

**This individual will be presented to the Assembly of Delegates for
approval at the International Conference.**

_____ **(Individual Submitting Form)**

_____ **(Individual's Position)**

_____ **(Date)**

Please return this form to:

**Lila Waldman
SIEC-ISBE General Secretary
P.O. Box 84
Pardeeville, WI 53954 USA
E-mail: waldman@uww.edu**

Return by: May 31

Notification Form

**Chapter President Designee
for
International Conference & Board Meetings**

_____, President of the _____
Chapter, will not be attending the SIEC International Conference. The President is
appointing _____, a member of his/her Chapter, to officially
represent him/her and their Chapter at all meetings at the International Conference
and to be the official designee in all voting matters in the Board and the Assembly
of Delegates meetings. _____ currently serves as _____
of the Chapter. His/her e-mail is: _____

_____(President) _____(Date)

If no member from the Chapter is in attendance at the International Conference, the Chapter President may designate an individual from another chapter as the designee.

This form must be received 30 days prior to the International Conference. The form is to be sent to:

Lila Waldman
SIEC-ISBE General Secretary
P.O. Box 84
Pardeeville, WI 53954 USA

E-mail: waldmanl@uww.edu

It is the responsibility of the President to share all communications received from the Permanent Office regarding the International Conference’s meetings.

Notification Form

Professional Development Committee Representative

**for
International Conference Committee Meetings**

_____ **Chapter**

Professional Development Committee Representative: _____

_____ will be attending the SIEC-ISBE International Conference and will officially represent the Chapter at the Professional Development Committee meetings at the Conference. His/her e-mail is:

_____ (President) _____ (Date)

It is the responsibility of the President and the Chapter Representative(s) to share all communications received from the Permanent Office and the Committee Chair regarding the International Conference's meetings.

This form must be received 30 days prior to the International Conference. The form is to be emailed or sent to:

**Lila Waldman
SIEC-ISBE General Secretary
P.O. Box 84
Pardeeville, WI 53954 USA**

E-mail: waldmanl@uww.edu

NOTICE OF APPOINTMENT OF SIEC-ISBE'S PROFESSIONAL DEVELOPMENT COMMITTEE CHAIRPERSON

SIEC-ISBE is accepting applications for the position of Professional Development Committee (PDC) Chairperson. The PDC Chair will be appointed by resolution of the Assembly of Delegates at the International Conference. The individual is appointed for a maximum term of three (3) years and may be re-nominated by the Executive Committee to serve one additional three-year term, subject to approval by the Assembly of Delegates.

Candidates for the SIEC-ISBE PDC Chairperson must have the following qualifications:

- a. must be an individual member of SIEC-ISBE and a member in good standing of his/her Chapter
- b. must be knowledgeable about SIEC-ISBE's structure, objectives and activities
- c. must have actively participated in SIEC-ISBE activities and should have attended three of the last six international conferences prior to appointment
- d. must commit to attend all meetings of the Executive Committee and all meetings of the Board and the Assembly of Delegates at the yearly International Conference

Candidates for the SIEC-ISBE PDC Chairperson must have the ability to:

6. Develop and facilitate a Committee structure to accommodate the various responsibilities and activities of the Committee
7. Communicate with Committee members throughout the year to provide direction and assistance in meeting the Committee's responsibilities
8. Compile a schedule of professional development activities to be held during the Annual Conference
9. Coordinate and implement, with Committee members, activities approved and sponsored by the Committee during the year and at the Annual Conference

All applications (no longer than two pages) must be sent to the General Secretary by 30 April XXXX. Profiles of the candidates should cover the above-mentioned points. Additional background information or experiences regarding qualifications for the position may be included. Candidates will be interviewed by the Election Committee at the International Conference; the nomination will be presented to the Assembly of Delegates for approval.

Email applications to:

Lila Waldman

SIEC-ISBE General Secretary

P.O. Box 84

Pardeeville, WI 53954 USA

E-mail: waldmanl@uww.edu

NEW CHAPTER DEVELOPMENT GUIDELINES

Thank you for your interest in establishing a SIEC Chapter. The following information has been developed to aid you in the formation of a new Chapter in the Société Internationale Pour L'Enseignement Commercial (SIEC), also known as the International Society for Business Education (ISBE). These guidelines are for the use of business educators, business professionals, or anyone with an interest in fostering cooperation between business education and the business world in our global environment.

When there are ten or more individual members from one country, the following guidelines should be followed to form a new SIEC Chapter.

Steps in Chapter Development:

1. Interested persons express desire to investigate/develop a SIEC Chapter and contact SIEC General Secretary for information.
2. Interested persons form an interim Chapter Board with officers to assist with the initial start-up phase of establishing a chapter.
3. Interim Board engages in three specific activities:
 - a. Developing a Chapter Constitution.
 - b. Developing and implementing a marketing plan for the recruitment of members.
 - c. Creating a structure for the Chapter.
4. Interim Board maintains contact with the SIEC General Secretary on progress and for assistance.
5. Interim Board submits their Chapter Constitution to the SIEC Executive Committee for approval.
6. Interim Board holds a general membership meeting or conference at which a formal election is held for the Officers for the Chapter Board.
7. Upon approval of the Constitution, the President of the Chapter shall submit the names of the officers and the names of the members of the chapter to the General Secretary. In addition, the following will also be submitted:
 - Minutes of the first meeting of the membership.
 - List of all persons attending the membership meeting.
 - Verification of officers (place of employment)
 - Potential list of activities for the first year

8. The Chapter will be recognized as an official SIEC Chapter and will be presented with its SIEC Charter at the General Assembly at the SIEC International Convention.
9. Upon establishment of the Chapter, a yearly fee must be paid to the Permanent Office at SIEC. The yearly fees per member are currently as follows: Individual members, US \$25; Collective members, US \$55. Membership fees are due on October 31 of each year.

Additional information regarding the steps in chapter development follows:

Minimum number of members required. In order to be successful and viable as a chapter, a minimum of ten members is required.

Express desire to investigate/develop a SIEC Chapter. The SIEC General Secretary will share information on the process to develop a chapter.

Form an interim National Board with officers. One of the first requirements is to elect or appoint a Board of interim officers. Normally, this should include at least the following positions: President, Secretary, and Treasurer. If possible, at least one or two of the Board members should have a close connection to an institution, i.e., college, university, or business education society. This connection should be willing to help with practical support during the initial phase start-up of establishing a Chapter.

Minutes of these meetings will be forwarded to the General Secretary.

Develop a Chapter Constitution. A Constitution is created, following the aims and objectives of the International SIEC Constitution. A copy of the International Constitution will be provided by the SIEC General Secretary. However, it is the prerogative of the interim Board to write the Constitution according to customs and traditions native to its own country.

Develop and implement a marketing plan for the recruitment of members. Upon completion of the Constitution, the marketing for memberships in the Chapter should take place. There are two types of memberships available in the SIEC Constitution. The first is the “individual” membership which is a single (personal) membership within the organization. The second type of membership is the “collective” membership. This is a membership for organizations such as business schools, universities, business or non-business enterprises, chambers of commerce, etc. Boards should encourage all individuals to join as individual/personal members. The interim Board will decide how to reach potential members. SIEC information brochures and other membership information may be obtained from the General Secretary.

Create a structure for the Chapter. The interim Board should decide how the Chapter will be structured. Many countries have a centralized organization encompassing the entire country. A country such as the United States, because of its large geographic size, has developed a number of regions affiliated with one national business organization.

Maintain contact with the SIEC General Secretary. The General Secretary will be a resource for you in the process and your contact with the SIEC Executive Committee.

Submit Chapter Constitution to SIEC. The Chapter's Constitution will be reviewed by the Executive Committee to ensure that the aims and objectives of the International SIEC Constitution have been followed. The Executive Committee will then recommend the chartering of the Chapter.

Hold a formal election for the Officers for the Chapter Board. After a membership base is established, an agenda for a meeting or conference should be developed. At the meeting or conference, an election of officers for the Chapter should be held. The Chapter should also elect representatives to the SIEC Professional Development Committee. These names should be forwarded to the Permanent Office at the time fees are paid to SIEC International. A copy of the form used for this purpose will be provided by the General Secretary of SIEC.

Submit the names of the officers and the names of the members of the chapter to the General Secretary. The General Secretary will provide a form for the submission of these names.

Present Charter to Chapter. The SIEC President will present the President of the Chapter with their Charter at the General Assembly meeting at the SIEC International Conference.

Submit Annual Dues. Annual dues are submitted yearly to the General Secretary. A form will be provided for reporting. These fees are used to pay for International SIEC activities, the Permanent Office of SIEC, and administering to the Chapters. Most chapters also assess a chapter membership fee; the SIEC fee and the chapter fee will determine the total membership fees charged for an individual and a collective membership.

**Lila Waldman
SIEC-ISBE General Secretary
P.O. Box 84
Pardeeville, WI 53954 USA**

E-mail: waldmanl@uww.edu

REACTIVATION OF CHAPTERS--GUIDELINES

Steps in Chapter Reactivation:

1. Interested persons express desire to reactivate a SIEC Chapter and contact SIEC General Secretary for information.
2. Interested persons form a Board with officers to assist with the reactivation of the chapter.
3. Board engages in specific activities:
 - Reviewing of the previous Chapter Constitution (or develops a new Constitution).
 - Creating a structure for the Chapter.
4. Board maintains contact with the SIEC General Secretary on progress and for assistance.
5. Board submits its Chapter Constitution to the SIEC Executive Committee for approval.
6. Board recruits members and develops a membership base for the Chapter.
7. Board holds a general membership meeting or conference at which a formal election is held for the Officers for the Chapter Board. The Chapter should also elect representatives to the SIEC Professional Development Committee.
8. Upon approval of the Constitution, the President of the Chapter will submit the names of the Chapter officers and the names of their representatives to the Professional Development Committee to the General Secretary.
9. Upon approval of the Executive Committee, the Chapter will be reactivated as an official SIEC Chapter and will be so recognized at the General Assembly at the SIEC International Convention.
10. Upon reactivation of the Chapter, a membership fees must be paid to the Permanent Office at SIEC. Membership fees are due on October 31 of each year.

Membership Base – Critical:

Development of a membership base is critical to the reactivation of a Chapter. The interim Board must decide how to reach potential members and actively engage in recruiting new members. To ensure a Chapter's future vitality, it is important to have members from various backgrounds, institutions, and geographic areas. SIEC information brochures and other membership information may be obtained from the General Secretary.

(Approved by the SIEC-ISBE Executive Committee, January 27, 2008.)

Handbook Revisions:

September, 2003

Revised: August, 2009

Revised: January, 2010

Revised: July, 2015

Revised: August, 2016

Revised: February 2017

Revised: March 2018