



POLICY FOR THE ESTABLISHMENT AND GOVERNANCE OF AIB SHARED INTEREST GROUPS (SIGS)

Adopted October 11, 2018

A. DEFINITION AND ORGANIZING PRINCIPLES

1. The Academy of International Business (AIB) would like to foster the development and growth of subunits within the association that are focused on issues potentially of interest to a majority of, or to all, AIB members. These subunits shall be called “Shared Interest Groups (SIGs).”
2. The motivation behind this SIGs Policy Statement is that subunits organized by common interests within the AIB can offer many benefits both to AIB and to its members, for example:
 - a. Networking – the advantage of getting together in smaller groups, getting to know others working in the same area, mentoring opportunities, assistance with job searches, building a community of “same-generation” and “across generations” friends, etc.
 - b. World-wide learning – providing a worldwide forum for scholarly engagement, stimulating innovation in a particular research domain, development of joint research projects, cross-cultural and cross-border learning opportunities.
 - c. Keeping up to date - gaining new skills, continuing education, organizing doctoral training and professional development opportunities for AIB members, providing access to professional and educational resources, assisting in the building the research capacity of new researchers and emerging countries and regions.
 - d. Leadership opportunities at the grassroots level –opportunities for more AIB members to have a voice, get involved by holding a SIG executive position, advance new leadership and pedagogy, etc.
 - e. Recognition opportunities - awards for best papers, scholarship, leadership ability, professional branding, lead scholars, etc.
3. The following principles, which guide the establishment and governance of a SIG, require that a SIG:
 - a. Provide a collaborative environment for a group of AIB members who are interested in one or more of the following goals: (i) networking, (ii) sharing common interests, (iii) co-learning and developing best practices, and (iv) supporting and advocating on matters of interest and concern to the group’s members.
 - b. Be of broad interest to AIB members across the association and across regions.
 - c. Have its membership open to all members of AIB.



- d. Have a clear domain statement that outlines the scope of the SIG's matters, activities, and structures, and that differentiates the SIG from other organizational groups within the AIB.
- e. Have a governance structure consistent with other SIGs at a similar stage of development.

B. CREATION, LAUNCH AND APPROVAL

4. Any group of fifty (50) AIB members in good standing may submit a proposal to create a new Shared Interest Group within the AIB using the "Application for an AIB Shared Interest Group" form. (See Appendix A attached.) A new application must be submitted to the AIB Secretariat at least one month prior to a scheduled meeting of the AIB Executive Board. Late proposals will be held over and discussed at the following Board meeting.
5. The first three (3) years of a new SIG's existence will constitute a probationary period during which its performance will be measured and evaluated by the AIB Executive Board against the original plan outlined in the SIG's Application. If there are shortcomings, they must be rectified and/or justified; otherwise the SIG will be dissolved by the AIB Executive Board at the end of the probationary period.
6. Seed funding may be available from AIB during the probationary period for a new SIG to help support its activities. Such funding requests must be submitted at the planning stage, and at least three months before the scheduled activity. Only expenses approved by the AIB Secretariat will qualify for these funds.
7. At the end of the probationary period, but no later than one month before the AIB Annual Meeting, the SIG Executive Committee must provide to the AIB Secretariat a detailed Progression Report of its activities and accomplishments during the probationary period. The AIB Executive Board will discuss the Report and decide whether or not to formally recognize the SIG as part of AIB's organizational structure. Assessment criteria will include but are not limited to the following metrics:
 - a. Growth in the number of SIG members to at least a one hundred (100) AIB members.
 - b. Comparison of the SIG's completed activities with those in its original proposal.
 - c. Value added of the SIG for AIB members.
 - d. Future plans for the SIG.
8. The following two subunits within AIB will be considered as grandfathered in as SIGs and will not have to apply for status as an approved SIG:
 - a. WAIB (Women in the Academy of International Business)
 - b. RM (Research Methods)

C. POST-APPROVAL

C.1. Activities

9. A SIG's activities are expected to be consistent with the core organizing principles underlying SIGs as outlined in Section A.3.
10. A SIG is expected to hold at least one major activity (e.g., meeting, workshop, reception or session) in conjunction with the AIB Annual Meeting.
11. While holding SIG-sponsored panels as part of the AIB Annual Meeting is encouraged,
 - a. There can be no presumption that a SIG or its officers will have automatic responsibility for any track, or any reserved content space in, the program at the Annual Meeting of AIB; this decision is the responsibility of the AIB conference Program Chair.
 - b. A SIG that wishes to propose one or more panels as part of the AIB Annual Meeting is expected to submit its panel proposals into the competitive submission system, while identifying that they are SIG-sponsored activities in the title of their submissions. All proposals will be evaluated competitively, with an additional emphasis on the value offered by the panel, due to its sponsorship. Only panel proposals meeting the expected quality standards will be approved by the Program Chair and Track Chairs.
 - c. A SIG may submit a request to the pre-program coordinator to hold one or more SIG-sponsored activities as part of the Pre-Conference Activities at the AIB Annual Meeting. These activities will normally be available only to AIB members who have registered for these activities.
12. AIB will not financially sponsor activities of a SIG (e.g., receptions, awards, prizes) at the AIB Annual Meeting; the SIG Executive Committee, however, is encouraged to find sponsors for its activities. AIB also encourages SIGs to sell tickets for any workshops or receptions, as needed, to raise the necessary funds to hold the activity including as part of the AIB Pre-Conference Activities.
13. Should a SIG wish to introduce an award or prize of any description, a proposal to do so must be submitted to the AIB Executive Board for pre-approval. Approval will be based on the quality of the arrangements for judging merit as well as the sustainability of the award. The nature and scope of the award or prize (e.g., monetary awards, certificates, plaques for best papers) must be clearly described in the application and similar in nature and quality to existing AIB awards. In addition, the AIB ethics codes must be followed in the selection, administering, and presentation of awards and prizes.

14. Activities and innovative events by a SIG at other times of the year are also welcome and encouraged, particularly those to be held at the AIB Chapter conferences.
15. The SIG Executive Committee will be eligible to propose and request funding for AIB SIG Conferences under the broad rubric of AIB Special Conferences. Such proposals must meet the criteria established for AIB Special Conferences.

C.2. Governance and Review

16. Each SIG will be under the guidance of one of the AIB Vice Presidents for Administration; that VP Admin will act as the liaison between the SIG and the AIB Executive Board. Communication between the SIG and the AIB Executive Board will be handled by its VP Admin.
17. No later than one month prior to the AIB Annual Meeting, an Annual Report detailing the past year of activities of the SIG and its forthcoming year plans shall be provided in writing to the AIB Executive Secretariat for presentation at the AIB Executive Board meeting held in conjunction with the Annual Meeting. A Financial Report that provides a financial accounting for the past year's activities and a budget for the forthcoming fiscal year shall also be provided.
18. The AIB Executive Board may decide that a more extended review of the SIG is necessary (for example, once every three-to-five years). The more in-depth review could cover, for example, changes over time in the SIG's number of members and its value-adding activities (both quantity and quality) together with a survey of the SIG's membership (to gauge the value of the SIG to its members).

C.3. Financing

19. The core financial principles for a SIG are financial independence and sustainability. AIB will not be held financially responsible for activities of a SIG should its costs exceed its revenues.
20. A SIG may choose to finance its activities in one or more of the following ways:
 - a. Voluntary contributions by its members and other supporters.
 - b. Mandatory collection of dues.
 - c. A combination of "a" and "b."
21. AIB will make it possible for individuals to make voluntary contributions to the SIG by including a donation option on the form that individuals use for joining or renewing their membership in AIB. Such donations may, or may not be, considered as charitable donations for the donor.
22. If a SIG decides on mandatory collection of dues from its members:
 - a. The amount of membership dues will be established annually by the SIG Executive Committee in consultation with the AIB Secretariat and the AIB Executive Board.



- b. The collection of dues for the SIG will take place at the same time and on the same form that individuals use for joining or renewing their membership in AIB.
 - c. Any dues collection must take place at the AIB Secretariat level. SIGs cannot directly collect dues from members.
23. Funds collected from AIB members for a SIG, any financial gifts or donations to the SIG, and any funding provided to the SIG by the AIB will be held at the AIB Secretariat and disbursed for appropriate and approved expenses.

C.4. Termination

24. Members of a SIG may voluntarily decide, on a majority vote of its members, to disband the SIG (for example, should its membership drop, and/or the SIG is no longer perceived as useful by its own members).
25. The AIB Executive Board, by majority vote, may vote to no longer formally recognize a SIG; reasons for so doing include but are not limited to one or more of the following:
- a. Failure to maintain the required minimum number of members over a three-year period.
 - b. An unsatisfactory performance evaluation by the Board.
 - c. Failure to adhere to the core organizing principles for a SIG.
 - d. Failure to adhere to AIB policy statements such as the Mission, Vision and Values Statement and/or the AIB ethics codes.
 - e. Financial problems or excessive demands placed by the SIG on the AIB Secretariat and/or Executive Board in terms of resources, financing and/or time commitment.
26. If a SIG is placed under probation, it will be subject to a formal review at the end of the probationary period. If there has been no material improvement, the AIB Executive Board may vote to no longer formally recognize the SIG.
27. A SIG that loses its status as a recognized AIB subunit will lose the privileges that come with SIG status (e.g. right to submit SIG-sponsored panels for the Annual Meeting). A SIG that has lost its formal status may re-apply as a new SIG after two years using the form in Appendix A (Application to Create a New SIG).

APPENDIX A

APPLICATION FORM TO CREATE A NEW AIB SHARED INTEREST GROUP (SIG)

1. Name and acronym (if relevant) of the proposed SIG.
2. A Domain Statement for the SIG.
3. Rationale for establishing the SIG including how the proposed SIG fits with the core organizing principles underlying SIGs as outlined in Section A.3.
4. Explanation of the proposed SIG and where it sits in terms of roles and responsibilities relative to other organizational units inside and outside of AIB.
5. A proposed governance structure for the SIG.
6. Acknowledgment that the SIG Executive Committee will:
 - a Adopt the AIB's Mission, Vision and Values Statement.
 - b Comply with the AIB's ethics codes.
7. Names and short bios of proposed members of the SIG Executive Committee.
8. List of proposed activities for the first three years (the probationary period) of the SIG, including activities within the AIB Annual Meeting.
9. Evidence of materials and/or relevant activities (including previous activities at AIB meetings) that support the establishment of the SIG.
10. Founding members of the SIG (name, institution and AIB membership status) – minimum of fifty (50) members.
11. Any request for seed funding during the first year of the probationary period for the SIG (please attach itemized budget).