

National Council on Measurement in Education

SIGIMIE Guidelines

Rules for establishing a new SIGIMIE

The requirements for establishing a SIGIMIE are Board approval, based on the submission of a formal request from a voting NCME member.

The request should include:

- (a) Proposed name of the SIGIMIE
- (b) List of at least 50 NCME members who have expressed interest in joining the SIG (names and emails)
- (c) A description of the importance of the SIGIMIE to NCME goals or mission (see ncme.org/about/mission), including what actions the SIG will take within its first three years of existence.
- (d) Any supporting documentation of relevance to the request.
- (e) Contact information for the person filing the request
- (f) The proposed officers for the SIG.

Note: Newly formed SIGIMIEs will receive a one-time \$1000 budget to assist with start-up activities. Board approval is needed on how the funds will be spent. There is no date by which the money must be used.

Rules for retiring an existing SIGIMIE

SIGIMIEs may be retired if a different structure seems better suited to NCME's and the SIGIMIE's function (for example, it is conceivable, if not very likely, a SIGIMIE could morph into a Committee or a Task Force).

SIGIMIEs that cease to function according to the SIGIMIE guidelines, that have a very small membership, that do not seem to be engaged in any activities, that have few active members, and so on may be dissolved. The NCME Board may dissolve a SIGIMIE based on a majority vote, and may specify the timeline for the dissolution.

Two or more SIGIMIEs may formally merge in the future if, as time goes on, they seem to substantially overlap in scope, or it seems to the SIGIMIEs that pooling resources is preferred. The Board liaison(s) for the separate SIGIMIEs should bring this proposal to the full Board for approval.

Multiple separate SIGIMIEs working jointly on initiatives, session proposals, etc. (without formally merging) is encouraged.

Rules of operation for a SIGIMIE

- 1) SIGIMIEs should establish a leadership structure to ensure efficient organization of the group. We assume the default is to have Co-Chairs or a Chair and Incoming Chair (with staggered term limits). If an alternate structure is desired, it should be proposed for Board approval. Yearly changes in leadership (e.g., new Chair, new Co-Chair, etc.) should be communicated (to the Board, the Management Company, updated on the Website, etc.) by the annual meeting.
- 2) SIGIMIE leadership should meet monthly with each other and with their NCME Board liaison. Meeting monthly will help ensure progress on SIGIMIE goals and activities and help keep members engaged. Including the NCME Board liaison on these meetings, or updating the liaison on a monthly basis will facilitate communication of SIGIMIE activities and requests to the Board.
- 3) SIGIMIEs should provide biannual updates to the Board that summarize its activities and progress on meeting its goals. The NCME Board meets quarterly. SIGIMIEs are *invited* to send progress reports for each of these four Board meetings, but are *required* to send progress reports for the July and January Board meetings. A report template will be provided. These reports should be coordinated with the SIGIMIEs' Board liaison.
- 4) SIGIMIE activities must be coordinated with NCME activities. NCME sponsors many virtual sessions, brown bags, receptions, and other events throughout the year. SIGIMIEs are also encouraged to sponsor activities. For NCME and SIGIMIE events not to compete with one another, all SIGIMIE proposed events should be communicated to the Board liaison and to the NCME Executive Director (Ethan Gray) before the dates and times are finalized. Of particular note here are receptions, business meetings, and other activities that may occur during or near the NCME annual meeting.
- 5) Any NCME member in good standing is eligible to join any SIGIMIE.
- 6) The Digital Presence of a SIGIME shall be accessed through the NCME website.
- 7) No SIGIMIE website, newsletter, or other communication may include advertisements. Notices of resources, relevant events by other organizations, etc. must be okayed by the Board liaison.
- 8) SIGIMIEs should be aware of and leverage NCME resources. These resources include announcements via the NCME web site, communicating with SIGIMIE members via the NCME community forum on the web site, the NCME YouTube channel (<https://www.youtube.com/channel/UCBxobaOUJXiyzZgEbW5WrFg>), ITEMS (<https://ncme.elevate.commpartners.com>), management group staff, and other resources.
- 9) SIGIMIEs are expected to propose a coordinated session for the annual meeting that will be of interest to SIGIMIE members and to NCME members in general. The coordinated session should be consistent with the conference theme and will be evaluated by the

program chairs. It is critical that proposed sessions include diversity of perspectives and avoid conflict of interests. Attendance and survey data for SIGIMIE sessions will be among the criteria used for evaluating the effectiveness of the SIGIMIE.

- 10) SIGIMIEs cannot grant awards without Board approval.
- 11) SIGIMIEs receive an initial \$1000 when they are established. Proposals on how to spend this money, and any requests for additional monies, need to be submitted to the Board. If a SIGIMIE wishes to engage in fundraising it must first submit a proposal to the Board for approval to ensure such fundraising is consistent with the mission and goals of NCME, and does not conflict with other NCME fundraising efforts. The coordination of any funds raised would be coordinated by the NCME Treasurer and Management Association.