



SPECIAL INTEREST GROUPS HANDBOOK

<https://nabe.org/about-nabe/special-interest-groups/>

NABE Special Interest Groups Handbook

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This document is intended for internal organizational use only.

Table of Contents

Introduction	4
About NABE	4
Overview of NABE SIGs	5
NABE Bylaws Governing SIGs	6
How New SIGs Are Established	7
How SIGs Are Governed	7
NABE's Responsibilities to SIGs	7
SIGs' Responsibilities to NABE	8
SIG Inactivity	8
Existing NABE SIGs	9
Annual SIG Filing Form	10

Introduction to the Special Interest Groups Handbook

This handbook provides information and guidance to support NABE's special interest groups in moving forward strategically and efficiently as we undertake the transformational work that operationalizes our shared values and common purpose. After all, these shared values and common purpose form the foundation for our vision and mission and our strategies, decisions, and actions.

This Special Interest Groups (SIG) handbook is designed to guide NABE SIG leaders when clarity is needed in operating and maintaining Special Interest Groups.

About NABE

Since 1975, the National Association for Bilingual Education (NABE) has been a non-profit membership organization that works to advocate for educational equity and excellence for bilingual/multilingual students in a global society.

Organizational Structure of NABE

NABE is a nonprofit organization incorporated in Washington, DC, operating under section 501 (c)(3) of the Internal Revenue Code. NABE is guided by an Executive Director (or an Interim Executive Director) and an Executive Board that jointly establish policies, set priorities; they work collaboratively to implement and safeguard NABE's Mission through its strategic plan, while maintaining fiscal accountability.

Current NABE Staff

To view the current [NABE Staff](https://nabe.org/about-nabe/nabe-staff/), go to:
<https://nabe.org/about-nabe/nabe-staff/>

Current NABE Executive Board

To view the current [NABE Executive Board](https://nabe.org/about-nabe/nabe-executive-board/), go to:
<https://nabe.org/about-nabe/nabe-executive-board/>

NABE Special Interest Groups (SIGs)

NABE members have organized more than 15 special interest groups, covering all levels of schooling: early childhood, elementary, secondary, and higher education. Some focus on roles within the profession while others are devoted to the education of special populations or interests. Special interest groups advise the NABE Executive Board and membership on issues pertaining to the special interests of their respective constituencies to ensure that NABE is responsive to all its members. This may include trends, advances, challenges, and gaps.

In addition to organizing an academic session and a Business Meeting during NABE's annual conference, SIGs are also encouraged to submit articles for the NABE News and other NABE publications.

For current NABE SIG contact information, please consult the online [Special Interest Group Directory](#).

NABE Bylaws Governing Special Interest Groups

ARTICLE X. SPECIAL INTEREST GROUPS (SIGs)

- (1) The Vice President or designee serves as the liaison to Special Interest Groups (SIGs) and will chair SIG-related activities.
- (2) The mission of each SIG must be aligned with NABE mission and vision
- (3) All SIGs shall maintain a minimum of 8 members. New SIGs shall have 3 years to recruit the minimum 8 members. NABE retains the right to establish or retain SIGs deemed essential to its mission and priorities, regardless of SIG membership numbers.
- (4) Each SIG must have a clear process for determining leadership and rotating leadership.
- (5) SIG Officers: Eligible candidates for SIG Officers include all NABE members in good standing who have designated that SIG as their primary SIG membership. Those eligible to vote include all NABE members in good standing who are members of that SIG.
- (6) SIG Officers Elections and Annual Business Meeting: At the annual NABE conference, each SIG will elect officers during their SIG Business Meeting. Those officers or designee will attend the Annual SIG Business meeting at the NABE conference.
- (7) Each year the SIG officers work together to plan the SIG program for the forthcoming NABE conference. The SIG theme and recommendations for the SIG keynote speaker are discussed at the annual SIG meeting which takes places at the NABE annual conference.
- (8) SIG Advisory Board members volunteer to participate each year. They read abstracts for the SIG program and are invited to participate in other SIG issues that may arise.

How are new SIGs established?

In order to establish a new SIG, the following must be met by the interested persons:

1. Send a letter to the NABE Executive Board via the VP explaining the rationale for establishing the SIG, its proposed goals, how it is different and non-duplicative from other SIGS, and its expected impact in the professional field. It is in the interest of the NABE board to have strong SIGs and attention will be given to non-duplicated SIGS.
2. The letter must be signed by at least 15 current members of NABE.
3. The NABE Executive Board will take action on the request to establish the new SIG at the first duly called Executive Board meeting.
4. Once the SIG is approved it can plan an institute or seminar, and a business meeting at the next NABE annual conference.

How are SIGS governed?

Each SIG has a chair and one or two co-chairs. These persons are elected by plurality of votes preferably at the SIG business meetings during NABE's annual conferences. It is strongly recommended that the leadership changes at least every three years to bring new leadership and create a legacy. Priority can be given to recruiting emerging leaders in the SIG's interest area. The names, addresses, emails, and telephone numbers of the chairs and co-chairs must be submitted to the NABE Vice-President within fifteen days after the conference using the SIG's Annual Filing Form. The NABE VP is the person assigned to work closely with the SIGs and to share information about the SIGs with the rest of the Board.

What are NABE's Responsibilities toward the SIGs?

1. Provide a room at the annual conference for the SIGs business meetings, institutes, seminars, and/or presentations.
2. Include the SIGs schedule of activities in the annual conference program.
3. Organize a SIGs' meeting at the annual conferences to report activities to the NABE board via the NABE VP.
4. Publish the SIGs contact information in the NABE website.
5. Publish SIGs announcements or any other information of interest to the membership in NABE's Global Perspectives Magazine.
6. Assist SIGs with the advertisement of their activities via NABE's Weekly E-News.
7. When possible, assist SIGs financially to pay for presenter fees (up to \$250 per SIG per conference year).

What are the SIGs Responsibilities toward NABE?

The chairs and co-chairs are expected to attend the SIG meeting at the annual conferences to provide a verbal report about their SIG Institute and any other activities.

1. Make sure that the chairs and co-chairs are active members of NABE.
2. Organize an institute, seminar or academic presentations to be implemented at the NABE Conference.
3. Submit an agenda with presentation titles and descriptions for the annual conference agenda.
4. Hold a SIG Business Meeting during the annual conference to elect leaders and/or to establish yearly goals and activities.
5. As much as possible, secure sponsors to pay for speaker fees and meals if applicable.
6. Inform the Executive Board via the VP about current trends in policy, practice, and research of their special interest area during the SIG meeting at the annual conference.
7. Submit announcements and information as needed for publication in the NABE's Perspectives magazine.
8. Submit to the VP the updated chair and co-chairs' contact information.
9. Promote the NABE annual conferences.

When does a SIG become inactive?

NABE considers a SIG inactive when it has not submitted to the NABE office the New and Existing SIGs' Annual Filing Form after the annual conference or if it has not organized an institute or a professional development event at the NABE conference for two years in a row. In this case the NABE board will appoint new leadership to reactivate the SIG, or the SIG will be automatically dissolved.

NABE Special Interest Groups

Asian & Pacific Islanders
Bilingual Education Student Organization
Critical Pedagogy
Dual Language Immersion
Dual Language in Higher Education
Early Childhood Education
Elementary Education
EL Newcomers/Refugees
EL Secondary Education
ESL and Bilingual Education
Gifted and Talented Bilingual Education
Indigenous Bilingual Education
Instructional Technology (inactive)
Paraprofessional Educators (inactive)
Parent and Community Engagement
Policy Makers
Research and Evaluation
Seal of Biliteracy (inactive)
Special Education
STEM+ Dual Language Learners
World Languages and Cultures



NEW AND EXISTING SIG ANNUAL FILING FORM

(Due 15 days after NABE's Annual Conference)

YEAR: 20 _____ TO 20 _____

Special Interest Group: _____			
New SIG?: <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Name	Phone #	Email
Chair			
Co-chair 1			
Co-chair 2			
Co-chair 3 (If applicable)			

Please email this completed form to the NABE Office at info@nabe.org.