

# Special Interest Group Creation and Dissolution Guidelines

## Developing a Special Interest Group

Applications to become a Special Interest Group (SIG) will be reviewed once a year, prior to the fall Board of Directors meeting. This would give the SIG the opportunity to create programming for the Annual Meeting and utilize special project/operations budget in their development.

Application should include:

- A mission statement
- Goals and objectives
- Standing Rule and Procedures
- A letter to the SIG Cabinet and Board expressing why the SIG is necessary and why their needs are not met by an existing SIG or Academic Section
- The letter should be signed by the proposed chair and chair-elect and should include a list of no less than 25 AACP members who have expressed interest in becoming members of the proposed SIG
- Materials should be submitted by September 1

Application review process:

- SIG Cabinet
  - Verifies all materials have been submitted
  - Determines if there is an existing SIG can met the needs of the proposed SIG
  - Votes (online) whether the SIG application has met the requirements of becoming a SIG and why their needs are not met by an existing SIG or Academic Section
- Board of Directors
  - Review application and recommendation of SIG Cabinet and takes actions
  - Actions consists of
    - Approving the application
    - Rejecting the application
    - Defer the application and request more information from new SIG proposers
- Upon approval by the AACP Board of Directors the proposed chair and chair-elect will be notified and provided information on annual meeting programming and budgets.

## Dissolving a Special Interest Group

A Special Interest Group is automatically dissolved according to Article V, Section 8 of the AACP Bylaws, if the SIG is inactive for three consecutive years. This includes having programming at the AACP Annual Meeting.

A Special Interest Group should consider dissolving if one or more of the follow occurs:

- Current leaders are unable to identify new leaders (i.e. the chair-elect position cannot be filled or the Chair has had to serve for numerous years)

- The listserv is inactive. Listservs are a forum for SIGs to discuss topics of interest or concern
- Limited participation by members at the SIGs annual meeting program or business meeting
- The SIG's focus is no longer deemed pertinent. This can be determined through an online survey of current SIG members

To dissolve a Special Interest Group

- The Chair must submit a letter to the Board of Directors expressing why the SIG is no longer necessary or viable; letter will be sent to SIG Cabinet for information
- Board will take action based on the recommendation of the Chair
- A SIG can be dissolved during any one of the four Board meetings held through the year