

Special Interest Group Creation, Change 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.

Substantive Changes to a Special Interest Group(SIG)

Substantive Changes to a Special Interest Group (SIG) that require SIG Cabinet and Board of Directors approval include changes to the SIG's:

- Name
- Purpose
- Group representing

The leaders of the SIG must bring these changes to their SIG members and receive affirmation. The change(s) will then we sent to the SIG Cabinet for a recommendation to the Board of

Directors who will make the final decision regarding approval or rejection. Changes to SIG standing rules of procedure, mission, goals and objectives should be approved by SIG's leaders and members but do not have to be approved by the Cabinet or Board of Directors.

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 discussion 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