



ALT Special Interest Groups (SIGs) Policy

This policy summarises ALT's policy and procedure for setting up a Special Interest Group (SIG).

What is a ALT Special Interest Group (SIG)?

1. SIG. An ALT SIG brings together individuals or organisations within ALT around a common theme.
2. SIG Officers. The Chair or Co-chairs and Secretary of a SIG, who are between them responsible for the day-to-day running of the SIG. The Chair or one of the co-Chairs will be the primary point of contact between ALT and the SIG.
3. Decision-making Committee. The grouping with an ALT SIG which steers the SIG and decides upon the SIG's activities and policy.

Requirements for SIGs

4. SIGs will have a clearly defined remit.
5. A SIG's remit will be broadly in line with (and will not undermine) the ALT Strategy.
6. SIG Officers will be ordinary or certified members of ALT.
7. Individual participants in SIG activities will be strongly encouraged to become individual members of ALT.
8. Organisations involved in SIG activities will be strongly encouraged to become organisational members of ALT.
9. SIGs will keep brief written minutes of their decisions, and will ensure that a copy of these minutes is lodged with the Membership Services Manager and sent for information to the Chair of the Membership Services Committee.
10. SIGs will maintain a current web-presence that will have a similar look and feel to the ALT web site and be hosted by ALT.
11. SIGs will not bring ALT into disrepute.
12. Participation in an ALT SIG will be encouraged from across different educational and commercial sectors and should reflect the diversity of ALT's community of members in the UK and internationally.

Support for SIGs

13. Except when a SIG has been deemed to be sufficiently important to ALT's long-term development and/or funding to warrant a substantial level of support, SIGs are expected to run themselves with only limited input from ALT staff. All SIGs are supported through:
 - sign up/joining mechanism via alt.ac.uk that is administrated by ALT staff;
 - dedicated space on ALT's online infrastructure including the main alt.ac.uk site;
 - access to ALT's communication channels to help promote their activities;
 - a dedicated division within the ALT Open Access Repository;
 - access to ALT's online conferencing service to set up online events within the limitations set by other ALT activities;
 - dedicated time within event programmes including the Annual Conference;
 - a yearly allocation of £500 (approved by Trustees annually) to be used for agreed purposes to further the aims of the SIG.

How to set up a SIG

14. The Membership Development Committee will consider all proposals to set up a SIG, which will be submitted by the putative SIG Officers to the Membership Development Manager on the SIG proposal form below. The Membership Development Committee will decide whether or not to recommend to the ALT Central Executive that the SIG should be established, and whether any conditions should be set. The SIG will have the right of appeal against the Membership Development Committee's recommendation to the ALT Central Executive, whose decision will be final.
15. The Membership Development Committee will review with the SIG Officers the activities of a SIG one year after its establishment, and every three years thereafter. The primary purpose of the review will be to decide whether or not the SIG should continue in operation and whether any conditions for continuing operation should be set. The SIG will have the right of appeal against the Membership Development Committee's decision to the ALT Central Executive, whose decision will be final.
16. This policy and procedure for setting up SIGs is reviewed by the Membership Development Committee every three years or more frequently if necessary.

Proposal to set up a new ALT SIG

All proposals to set up a new ALT Member Group should use the template provided below. Completed proposals should be sent to enquiries@alt.ac.uk for the attention of the Membership Development Manager.

Proposal to set up an ALT Special Interest Group

- Name and contact details of SIG Officers
- Planned remit of the SIG
- Brief outline of how the planned remit supports the ALT Strategy
- Planned arrangements for a Decision-making Committee
- Confirmation that any SIG Officers who are not already ALT individual members will join, that the SIG, if established will not bring ALT into disrepute, and that all individuals and organisations involved in the SIG will be strongly encouraged to join ALT.
- Signature and date

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