



ALT Special Interest Groups (SIGs) Policy

Purpose

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

Definitions

2. SIG. An ALT SIG brings together individuals or organisations within ALT around a common theme.
3. 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.
4. Decision-making Committee. The grouping with an ALT SIG which steers the SIG and decides upon the SIG's activities and policy.

Requirements

5. SIGs will have a clearly defined remit.
6. A SIG's remit will be broadly in line with (and will not undermine) the ALT Strategy.
7. SIG Officers will be ordinary or certified members of ALT.
8. Individual participants in SIG activities will be strongly encouraged to become individual members of ALT.
9. Organisations involved in SIG activities will be strongly encouraged to become organisational members of ALT.
10. 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.
11. 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.
12. SIGs will not bring ALT into disrepute.
13. 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.

Process for setting up a SIG

14. The Membership Services Committee will consider all proposals to set up a SIG, which will be submitted by the putative SIG Officers to the Membership Services Manager on the SIG proposal form in Appendix A. The Membership Services 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 Services Committee's recommendation to the ALT Central Executive, whose decision will be final.

Entitlements of SIGs

15. 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 entitled to:

- a section for the SIG on the main ALT web site;
- access to their web-presence on the ALT website;
- 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;

- the opportunity to receive help to set up a Crowdvine networking site for the SIG;
- submit proposals for a SIG-specific session for the ALT-C Conference programme, which showcases the SIG in the context of ALT's work;
- an annual funding allocation of £500 – this figure is set annually and cannot be relied upon;
- assistance from ALT in the annual budget setting process and in the handling of finance on behalf of the SIG;
- access to ALT's publicity channels.

Review

16. The Membership Services 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 Services Committee's decision to the ALT Central Executive, whose decision will be final.
17. This policy and procedure for setting up SIGs is reviewed by the Membership Services Committee every three years or more frequently if necessary.

Appendix A

All proposals to set up a new Special Interest Group should be structured according to the following headings. Completed proposals should be saved in .doc or PDF format and send to admin@alt.ac.uk for the attention of the Membership Services 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