

## ALT Policy on Special Interest Groups

### 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.** Depending on the nature of the SIG, this is the grouping, if any, within 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 in line with ALT's mission, currently shown in the ALT Strategy at [http://www.alt.ac.uk/docs/ALT\\_strategy\\_2007-2010.pdf](http://www.alt.ac.uk/docs/ALT_strategy_2007-2010.pdf).
7. SIG Officers will be individual 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 as a minimum keep a brief written note of their decisions, and will ensure that a copy of these notes is lodged with the ALT Operations Manager and sent for information to the Chair of the ALT Membership 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, normally under the domain name "sig.alt.ac.uk" or, possibly, "alt.ac.uk/sig/".
12. SIGs will not bring ALT into disrepute.

### Process for setting up a SIG

13. The ALT Membership Services Committee will consider all proposals to set up a SIG, which will be submitted by the putative SIG Officers to the ALT Operations Manager on the SIG proposal form at **Annex 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

14. 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 the ALT Office. All SIGs are entitled to:
  - a timetabled session at ALT-C, subject to any constraints imposed by the number of SIGs;
  - a brief description of the SIG on the main ALT web site;
  - FTP access to the sig.alt.ac.uk domain, or alt.ac.uk/sig/ directory;
  - an annual funding allocation of £500 – this figure is set annually and cannot be relied upon year-to-year;
  - assistance from the ALT Operations Manager in the annual budget setting process and in the handling of finance on behalf of the SIG;
  - access to ALT's publicity channels, via the ALT Director.

### Review

15. The ALT 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 Committee's decision to the ALT Central Executive, whose decision will be final.
16. This policy and procedure for setting up SIGs will be reviewed by the ALT Membership Committee after its first year of use, and every three years thereafter.

## **Annex A**

Proposal to set up an ALT Special Interest Group (sketch only at this stage)

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, if any, 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

Now send this form to the ALT Operations Manager c/o [alt@brookes.ac.uk](mailto:alt@brookes.ac.uk)