



## 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 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 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 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".
12. SIGs will not bring ALT into disrepute.

### Process for setting up a SIG

13. The ALT Membership 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 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 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 ALT staff. All SIGs are entitled to:
  - a brief description of 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 Elluminate 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 within the ALT strand of 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**

15. The ALT Membership 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.

### **Appendix A**

All proposals to ALT 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](mailto:admin@alt.ac.uk) for the attention of the ALT 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