

## ASCILITE SPECIAL INTEREST GROUP (SIG) POLICY AND PROCEDURE

Date approved:	29/06/2015	Date Policy will take effect:	29/06/2015	Date of Next Review:	01/07/2018
Approved by:	ASCILITE Executive				
Custodian title & email address:	Dominique Parrish, President <a href="mailto:dominique_parrish@uow.edu.au">dominique_parrish@uow.edu.au</a>				
Responsible Division:	ASCILITE Executive				
Supporting documents, procedures & forms for this procedure:	ASCILITE Operational Plan 2016 – 2019 ASCILITE Constitution SIG Establishment Form SIG Renewal Form <a href="http://www.ascilite.org/get-involved/sigs">www.ascilite.org/get-involved/sigs</a>				
Audience	ASCILITE current members and potential members				
Expiry date	This policy and procedure is reviewed by the ASCILITE Executive every three years or as frequently as necessary.				

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## Purpose

1. This document describes ASCILITE's policy and procedure for establishing and renewing an ASCILITE Special Interest Group (SIG).

## Definitions

2. SIG: An ASCILITE SIG brings together individuals and/or organisations within ASCILITE around a common topic that informs activities, e.g. an area of practice and/or research.
3. SIG Leader(s): Responsible for the day-to-day running of the SIG. They will be the primary point of contact between the ASCILITE Secretariat/Executive and the SIG.
4. Sub-group of the Executive: Members of the ASCILITE Executive who decide upon the SIG policy and the value and viability of ASCILITE SIGs and their remit.

## Roles and Responsibilities

5. SIGs will have a clearly defined remit enacted through activities designed to engage their members toward meaningful outcomes.
6. A SIG's aims and activities will be broadly in line with (and will not undermine) the ASCILITE Strategic Plan.
7. SIG leaders will be current members of ASCILITE and will be expected to keep their membership up-to-date whilst holding a SIG leadership role.
8. SIG leaders will encourage individual SIG participants to join ASCILITE if they are not already an individual or institutional member. SIG leaders will encourage individual SIG participants to join ASCILITE if they are not already an individual or institutional member.
9. Institutions involved in SIG activities will be strongly encouraged to become institutional members of ASCILITE.
10. SIGs will not bring ASCILITE into disrepute.
11. SIGs, their members and activities will operate in compliance with the ASCILITE constitution.
12. Where possible, SIGs will plan activities to promote engagement and disseminate outcomes at the ASCILITE annual conference. Such activities can also be undertaken at other events.
13. SIG leaders will submit a report on SIG activities to the Secretariat by the end of September each year to be included in the annual ASCILITE President's Report to members. The President's report is distributed with the AGM papers.

## Process for Establishing SIG

14. Proposals for establishing a new SIG are accepted at any time and proposals may be emailed to the ASCILITE Secretariat using the SIG Establishment form.
15. The budget for SIGS will be set annually within the ASCILITE calendar year budget cycle (presented at the AGM in late November) and this may limit the number of new and existing SIGs that can be approved and funded for the coming year.
16. Proposals will be assessed on their value, viability and potential for engaging ASCILITE members and potential members. A sub-group of the Executive will assess proposals and

make a recommendation to the full ASCILITE Executive who will vote on all proposals. Feedback will be provided in a timely manner to the SIG leaders. The sub-group will also consider whether any conditions should be set.

## Process for Renewing a SIG

17. A SIG Renewal Form may be requested from the ASCILITE Secretariat and is due 30 October. This form is separate to a brief narrative report provided for the ASCILITE's annual President's Report (see point 13).
18. The budget for SIGS will be set annually within the ASCILITE calendar year budget cycle (presented at the AGM in late November) and this may limit the number of new and existing SIGs that can be approved and funded for the coming year.
19. Existing SIGs are renewed if their value to ASCILITE and ASCILITE members can be well justified and they have operated in accordance with SIG requirements and if they demonstrate strong vitality and potential.

## Discontinuation of a SIG

20. A SIG can voluntarily choose to be discontinued at any time in consultation with members and the ASCILITE Executive.
21. The ASCILITE Executive has the right to disestablish a SIG at any time if such an action is in the interests of ASCILITE or if the SIG is not meeting the requirements as outlined under "Roles & Responsibilities".

## SIG Special Requirements

22. All SIGs are required to:
  - use the web presence on the ASCILITE website created for the SIG to promote SIG activities and inform ASCILITE members about the SIG.
  - regularly promote SIG activities through ASCILITE social media tools, e.g. Twitter, LinkedIn, Facebook and the ASCILITE bulletin. Promotion beyond these channels is also encouraged.
  - hold at least one interactive ASCILITE webinar annually.

## SIG Entitlements

23. SIGs are expected to manage themselves with only limited input from the ASCILITE Secretariat and Executive.
24. All SIGs are entitled to:
  - access ASCILITE's web based conferencing service to conduct online webinars;
  - submit proposals for a SIG specific session in the ASCILITE Conference program, which showcases the SIG in the context of ASCILITE's mission.

## SIG Budget

25. An annual funding allocation of up to \$1,000 is available to support SIG activities for approved SIG expenditures.

26. Approved SIG expenditure is reimbursed on presentation of receipts and a signed ASCILITE claim form available from the ASCILITE Secretariat.
27. SIG funding requests and the purpose of each proposed expenditure for the year are to be included in the SIG Establishment or SIG Renewal forms which is then considered for approval by the ASCILITE Executive Committee.
28. Once approved, SIG funds may only be used for the activities described in the SIG Establishment or SIG Renewal form.
29. As far as possible, approved expenditure is to be used for activities that benefit the whole group and not individuals. Approved expenditure may include items such as catering for face to face meetings or workshops and/or third party presenter fees.
30. A 30% ASCILITE conference registration discount is available to SIG leaders and co-leaders but only for programmed SIG activities at the ASCILITE conference. The discount may be divided between the SIG leaders involved in the programmed activities. The dollar amount of this discount is to be included in the \$1,000 allocation available to each SIG and should be reflected in the SIG budget request.
31. Activities not supported by SIG funding include items such as salaries of members or research assistants and other individual expenses.

## Version Control Table

Version Control	Date Released	Approved By	Amendment
V2.3	15/05/2017		Updated to reflect Executive decision to change the conference discount available to SIG leaders to 30%.
V2.2*	29/06/2015	Dr Caroline Steel	Updated with revised SIG establishment and renewal dates.
V2.1	31/07/2014	Dr Caroline Steel	Updated to include revised conference registration fee subsidy of 50%.
V2.0	13/03/2014	Dr Caroline Steel	Updated to incorporate feedback from MB & MN.
V1.5*	06/03/2014	Dr Caroline Steel	Formatted and distributed to Executive Committee for final review.
V1.4	03/03/2014	Dr Caroline Steel	Updated to incorporate feedback from LG & JB.
V1.3	07/02/2014	Liz Greener & Janet Buchan	Reviewed with feedback and suggestions for modification provided.

V1.0	09/01/2014	Dr Caroline Steel	Draft Policy and procedure created for distribution and comment.
*Includes SIG Establishment Form v3 and SIG Renewal form v1.			