

ii. SPECIAL INTEREST GROUPS (pp A38-A42 of the Policy Manual)

1. Purpose

Special Interest Groups aid the Association in meeting the objectives in the Bylaws "to provide a forum for the active interchange of ideas and information among library and information science educators." Their primary purpose is to provide a vehicle for Association members to share with one another ideas, plans, news, and opinions related to a particular area of interest. The groups are distinct from the usual committee structure in that participation is voluntary rather than appointive, and there is no obligation to produce anything. Special Interest Groups can parallel Association Standing Committees, but the two serve distinct functions and should guard against confusing these functions. Members of Standing Committees are appointed and are charged with specific tasks. Special Interest Groups are encouraged to hold discussion meetings for the exchange of ideas.

2. Formation of the Special Interest Groups

a. Members seeking to establish a new Special Interest Group may forward a petition to the ALISE Board through the President requesting approval. The petition must be endorsed by a minimum of 25 Association members representing at least four Institutional Member schools/programs and should define the area of interest to be considered by the group and explain the need for the group's establishment.

b. To be included on the program of the annual conference the petitions to establish a new Special Interest Group should be received by the ALISE Board prior to the Board's Spring meeting. For a new Special Interest Group to be included on the annual program after the Board's Spring meeting, the approval of the President and the Conference Program Planning Committee Chair will be necessary.

c. Following the first meeting of a new Special Interest Group as described in 1 and 2 above, the approval of the ALISE Board will be requested by the Special Interest Group convener elected by its members for the continuation of the group. The request should indicate interest of Association members (attendance at the first meeting), and further define the scope of the Special Interest Group if any change is indicated from the original petition.

d. The ALISE Board also may create new Special Interest Groups when there is an indicated interest of membership for their creation. To determine interest areas of the membership the Board may query membership through a questionnaire or by other means.

3. Identification of Members of a Special Interest Group

a. On-going Special Interest Groups are listed annually on the membership application and members are requested to check the groups to which they have the greatest affinity. This designation of interest will not necessarily relate to actual attendance at Special Interest Group meetings.

b. A list of individuals and their schools/programs is requested from members attending a Special Interest Group meeting.

c. These lists of individuals expressing interest in the Special Interest Groups are provided to the group convener.

4. Operational Procedures

a. At the annual Special Interest Group meeting a convener will be elected for each group from those attending the Special Interest Group meeting.

b. The elected convener has the responsibility to plan the group's activities following annual conferences, and may plan other activities for the group. The convener has the responsibility to report to the President and Executive Secretary.

c. It is recommended that the convener appoint one member of the Special Interest Group to act as recorder for the meeting. A record should be maintained of elements of any discussion, the activities, possible recommendations and the election of the new convener. This information should be provided to the succeeding convener, to the President, and the Executive Director.

d. Since Special Interest Groups have been created to provide a forum for discussion, conveners in planning activities should give consideration to means of generating discussion within the area of interest, and where possible to insure the involvement of the total group in discussion. When relatively large attendance is expected consideration might be given to dividing the group reports that they submit after they have their meetings at the annual conference. The two items of discussion are program ideas for the next conference (2014) and other SIG activities (website, newsletters, etc.).

e. Special Interest Groups may make recommendations for action by the Association. However, the purpose of the groups is to permit and create discussion, and not necessarily to serve as "action" elements within the Association. f. Should a Special Interest Group wish to make a recommendation for action that relates to the areas of responsibility of a Standing Committee, the recommendation should be directed to that committee. A recommendation can be forwarded directly to the Board for action. However, if the recommendation is considered to fall within the area of responsibility of a Standing Committee, the Board will seek the recommendation of that committee.

g. The convener of a Special Interest Group that is related to a Standing Committee will be invited to participate in the Standing Committee's activities.

h. Each annual meeting's program chair will allocate time on the program for the convening of Special Interest Groups. The various Special Interest Groups will normally meet simultaneously.

i. The incoming Special Interest Group conveners will be expected to meet with the President and Board members at each annual meeting to exchange ideas for continued effectiveness of the Special Interest Groups.

j. Any Association expenses related to the activities of a Special Interest Group must receive prior approval from the ALISE Board.

k. Any fees charged for Special Interest Group activities such as workshops or special programs should be based on actual expenditures. Any profit from such fees shall revert to the ALISE treasury and any losses shall be subsidized by ALISE.

l. Special Interest Groups may, for special projects, apply for funding to outside agencies with permission of the Board. Such requests to the Board should come with appropriate documentation of the proposed project including a proposed budget.

5. Dissolution

a. A Special Interest Group which is indicated on the annual membership application to be of concern to fewer than 30 members will be requested to justify its continuance to the Board.

b. A Special Interest Group which has fewer than 25 members attending its meeting in two successive annual meetings will be requested to justify its continuance to the Board.

c. Special Interest Groups may be dissolved by any of the following means:

(1) Special Interest Group may recommend to the ALISE Board that the group be dissolved.

(2) A Special Interest Group can dissolve itself by failing to have a group meeting for two successive annual meetings.

(3) Special Interest Group can be dissolved by the ALISE Board if it is not by membership and its continuation cannot be justified as described in 20 or 21 above.

(4) On the recommendation of the Special Interest Group Director

(5) A Special Interest Group can be dissolved at the request of the convener

(6) A Special Interest Group can be dissolved if no convener can be found

(7) A Special Interest Group can be dissolved if fewer than 12 people sign up for the SIG as part of the membership

process

6. Existing Groups

The Special Interest Groups currently sponsored by the Association are as follows:

Roles and Responsibilities Cluster:

Assistant/Association Deans and Directors

Doctoral Students

New Faculty

Part-time and Adjunct Faculty

Teaching and Learning Cluster:

Continuing Education

Curriculum

Distance Education

Teaching Methods

Topics and Courses Cluster:

Archival/Records Management Education

Gender Issues

Historical Perspectives

Information Ethics

Information Policy

International Library Education

Multicultural, Ethnic, and Humanistic Concerns

Preservation Education

Research

Technical Services Education

Youth Services

7. Timetable

January/February: Annual Conference; elect new conveners; Request attendance list from those attending Special Interest Group meeting; report to Board at Orientation meeting during the annual conference.

February: Report summary of Special Interest Group meeting to the President for reporting to the membership.

March: Have plan made for year's activities for the group and submit any requests or reports to the President and Executive Director for Board consideration.

Summer: Board of Directors meets immediately prior to ALA. Send preliminary plans, including estimated attendance, for annual conference to 2nd Year Director and Executive Director.

September: Complete plan for annual conference activities.

October: Board of Directors meets; format may vary. Submit to the 2nd Year Director updated requests for any audio-visual equipment necessary for annual conference. Submit abstract of program to Executive Director.

November-December: Notify Special Interest Group members of upcoming activities. Prepare annual report for submission to Board of Directors.

Revised October 14, 1990; January 11, 1991; May, 1997