asis&t

Association for Information Science and Technology

SPECIAL INTEREST GROUP (SIG) MANUAL

2025-2026

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All SIG Leadership Resources are available online: https://www.asist.org/sig/sig-leadership-resources/

Approved by the Board of Directors April 30, 2025

PREFACE

Welcome to your new role as an officer of an ASIS&T SIG. Your election or appointment represents the trust that the members of your SIG place in you and your ability to serve their interests. By accepting your position, you have indicated your willingness to accept their trust and to form another trust with ASIS&T - one that assures everyone that you will work conscientiously to further the goals of ASIS&T and to follow the policies established for the organization.

The purpose of this SIG Manual is to guide and alert new SIG officers to certain procedures regarding SIG organization and administration, to suggest possible SIG activities, and to remind officers of certain deadlines. SIG officers are also encouraged to consult their SIG bylaws for specific rules regarding their SIGs' organization and to review the ASIS&T Constitution and Bylaws.

Working together, the SIG Cabinet Director, Headquarters and all SIG officers will keep the manual up-to-date. As a general rule, Headquarters staff will update the manual each August, before distributing it to all new SIG officers at the beginning of each administrative year.

Comments and suggestions from SIG officers regarding the content, organization, format or any other aspect of the Manual are very much welcomed and should be directed to the SIG Cabinet Director.

ORGANIZATION AND PURPOSE OF SIGS

A Special Interest Group (SIG) consists of a group of members concerned with a particular field of interest in information science and technology. SIGs must be approved and chartered by the Board of Directors in accordance with Board-established policy. SIGs shall retain their charters at the discretion of the Board of Directors, as outlined in this manual.

The purpose of each Special Interest Group shall include but not be limited to:

1. advising the Board of Directors or the Association officers on matters pertaining to the Group's special interest or area;
2. organizing technical programs for such interests and areas including programs at conferences of the Association;
3. collecting and disseminating information concerning its special interest; and
4. representing the Association in international, interdisciplinary, and interorganizational activities, either as a Group or through one or more of its officers or members, at the request of the Board of Directors or such pertinent Committee or Committees established by the Board of Directors.

Special Interest Groups are maintained by members. In essence, they are societies within the Association. They operate as semi-autonomous networks of members operating within a standard set of rules (bylaws). SIGs provide forums for ASIS&T members who share similar interests or specialties within information science. Through the SIGs, members can pursue narrower, substantive subjects, while ASIS&T focuses on the broader interests of the larger membership base.

SIGs differ from other organizational units in ASIS&T in some significant ways. SIGs are organized by the members themselves to pursue interests in particular content areas. Committees, on the other hand, are created by the Board of Directors to provide advice and counsel to the Board on matters of concern to the officers or the Association as a

whole. SIGs are created strictly on a geographic basis, providing a local microcosm of the Association-at-large, and representing members with the same diverse interests as the membership-at-large. Each of these units is a resource to the others, and issues of corresponding interest should be shared freely among them. SIGs, Committees and Chapters are encouraged to work together in developing programs and projects to meet the needs of ASIS&T members.

SIG MEMBERSHIP

All ASIS&T members are eligible to become members of SIGs, upon payment of the prevailing membership dues. Under no circumstances may non-members of ASIS&T be members of a SIG.

ASIS&T members may join SIGs at any time; SIG membership is concurrent with ASIS&T membership, even if a member joins a SIG sometime after joining ASIS&T. Any ASIS&T member whose membership has been discontinued will also no longer have membership in SIGs.

SIG GOVERNANCE

The ASIS&T Board of Directors retains ultimate authority over Special Interest Groups, the responsibility for oversight of the SIGs collectively is the responsibility of the SIG Cabinet and the oversight of each individual SIG is the responsibility of the elected and appointed officers of each SIG.

SIG Cabinet

The SIG Cabinet is the official coordinating body for all SIGs and their activities. The Cabinet consists of:

- The Cabinet Director
- The Deputy Cabinet Director
- The Immediate Past Cabinet Director
- The SIG Cabinet Steering Committee
- The ASIS&T Board Liaison to SIGs (effective October 2021)
- One representative from each SIG

As a body, the Cabinet's purpose is to manage the collective affairs of the SIGs and to advise the Board of Directors about the mutual interests and common problems of the SIGs.

The SIG Cabinet meets four times per year, once at the ASIS&T Annual Meeting and three times via ZOOM. Each SIG should ensure that it's Cabinet Representative or Alternate Representative attends the meetings. If the SIG Cabinet Representative or Alternate is unable to attend, the SIG Chair may designate another individual to represent the SIG.

SIG Cabinet Director

The role of the SIG Cabinet Director is to:

- Lead the SIG Cabinet and SIG Cabinet Steering Committee
- Call, plan and manage SIG Cabinet and Steering Committee Meetings
- Solicit SIG officers lists, budgets, annual reports
- Chair of the SIG Awards Jury
- Present SIG awards at Annual Meeting
- Serve as the SIGs liaison to ASIS&T Committees at the discretion of the ASIS&T President

In addition to representing the interests of the SIGs to the Board, the Cabinet Director must also maintain formal and informal lines of communication with the SIG Cabinet and each SIG.

Deputy Director / Director-Elect
- Assist the Director with the above
- Take notes at the Annual Meeting of the Cabinet
- Serve as the SIGs liaison to ASIS&T Committees at the discretion of the Cabinet Director

Immediate Past Director
- Attend the Annual Meeting of the Cabinet
- Chair of the SIG Cabinet Nominations Committee and manage the election process

ASIS&T Board Liaison (effective October 2021)
One Board at-large Board member is appointed every three years to serve as the Special Interest Group Liaison for a three-year term. This individual is the conduit between the SIGs and the Board of Directors and represents the interest of the SIGs on to the Board.

SIG Cabinet Steering Committee
The SIG Cabinet Steering Committee has the general responsibility of assisting the Cabinet Director in the management of the SIG Cabinet. The committee consists of:

- The SIG Cabinet Director
- The SIG Cabinet Deputy Director
- The Immediate Past SIG Cabinet Director
- The ASIS&T Board Liaison to SIGs
- Four other members elected from among the current and former SIG officers and Cabinet Representatives

The SIG Cabinet Steering Committee is responsible for:

- Serving on the SIG Member of the Year and SIG Publication of the Year juries; and
- Serving as liaisons between the SIGs and the Cabinet Director
- Fielding SIG requests between Cabinet meetings

SIG Cabinet Elections
Eligibility and Terms
Deputy SIG Cabinet Director: The Deputy SIG Cabinet Director serves a one-year term, and the end of which they automatically become the SIG Cabinet Director. The Deputy SIG Cabinet Director is elected by the SIG Cabinet. Any ASIS&T member who has served as a SIG officer or on the SIG Cabinet is eligible to run for election as Deputy Director.

SIG Cabinet Steering Committee: Members of the SIG Cabinet Steering Committee serve two-year terms. Two members of the Steering Committee are elected each year. Any ASIS&T member who has served as a SIG officer or on the SIG Cabinet is eligible to run for election as Deputy Director.

Nomination and Election
In August of each year, the Immediate Past SIG Cabinet Director will issue a call for nominations for the Deputy SIG Cabinet Director and two open SIG Cabinet Steering Committee positions. This call should be sent to all ASIS&T members over the Open Forum in iConnect and through every SIG community. The Immediate Past SIG Cabinet Director will assemble all nominations and work with ASIS&T staff to set up an on-line

election form. Each member of the SIG Cabinet gets one vote. The SIG Cabinet Representative should discuss their vote with the Executive Committee of the SIG they represent before casting it. The SIG Cabinet Elections should be completed no later than August 31.

SIG Officers

Each ASIS&T SIG is managed by a group of elected and appointed officers who carry out the plans and projects for the year. By running for office, SIG members make commitments that, if elected, they will perform their responsibilities in an ethical manner and will develop and manage activities that further the goals of the SIG and of ASIS&T.

At a minimum, each SIG must have a Chair who is the presiding officer and the Cabinet Representative.

In addition, the standard bylaws allow for the election of a Chair-elect, Secretary, Treasurer or Secretary/Treasurer, and other officers as deemed necessary to carry out the work of the SIG. These positions may also be appointed.

Though the responsibilities of SIG officers vary slightly from SIG to SIG, as a general rule, the following guidelines apply.

Chair

The SIG Chair is the most crucial office within any SIG. The Chair sets the tone for what the SIG will provide its members during the year. It is important that the Chair begin the term with an explicit indication of what the SIG is to achieve in the year ahead. The Chair also ensures that all other officers know their assigned duties and helps them accomplish them during the year.

Among the chair's specific responsibilities are the following:

- Provide leadership that assures all SIG members derive benefits from their participation in the SIG. This should include, but not be limited to, regular communication with SIG members and substantive program.
- Serve as default Cabinet Representative for the SIG.
- Submit the Annual Report and Annual Budget (in conjunction with the treasurer or secretary/treasurer, if the office exists).
- Manage SIG affairs, including chairing the annual planning meeting and providing accurate minutes of all SIG meetings with copies forwarded to Headquarters and to the SIG Cabinet Director.
- Appoint chairs and members of SIG committees.
- Serve as chair of the SIG's nominating committee.

Assistant /Co-Chair

In some SIGs, a position known as Assistant or Co-Chair has been created to work with the Chair in carrying out the SIG's activities.

Chair-elect

The Chair-elect, who automatically becomes Chair in the following year, works closely with the Chair in planning and executing SIG programs and serves as the default Alternate SIG Cabinet Representative. The Chair-elect will assume the duties and responsibilities of the Chair in the event of the Chair's absence, resignation, or removal from office. In most ASIS&T SIGs, the Chair-elect assumes the primary responsibility for planning the SIG's programs during the year, including the technical sessions to be proposed for the following Annual Meeting. The Chair-elect is also responsible for ensuring that the officer's roster for the

year he/she will serve as Chair is sent to the Cabinet Director and Headquarters immediately following elections.

Cabinet Representative

The Cabinet Representative is the SIG's official voice in the SIG Cabinet and, therefore, should be intimately familiar with the goals and desires of the specific SIG, as well as the overall SIG and ASIS&T goals. Cabinet Representatives must also be willing communicators, since they must report to the SIGs on all matters addressed by the Cabinet. The most effective representatives are often immediate past chairs of SIGs, since these individuals have spent several years working within their chosen SIGs and observing the actions of other SIGs. Cabinet Representatives may serve in other SIG offices concurrently. If a SIG has only one officer (Chair), this person is by default the Cabinet Representative. It is the Chair's responsibility to ensure that a Cabinet Representative is elected or nominated prior to the next Annual Meeting of the Cabinet.

Alternate Cabinet Representative

The Alternate Cabinet Representative serves as representative to the Cabinet in the event of the Cabinet Representative's absence, resignation or removal from office.

Secretary or Treasurer or Secretary/Treasurer

These positions are recommended not required. In many SIGs, Secretary/Treasurer is a combined position, elected for a one- or two-year term. As a general rule, the Secretary or Secretary/Treasurer keeps records of all meetings and correspondence to members and assists in making logistical arrangements for SIG meetings and activities. Treasurer or Secretary/Treasurer must also be aware of Association policies regarding SIG finances and expenses, as this officer, in cooperation with the Chair, prepares and submits the SIG's budget and receives the SIG's quarterly financial statements.

Communications Officer

The Communications Officer carries out one of the most important functions of the SIG - communicating with members. This officer should be in regular contact with the membership to solicit information for the newsletter, iConnect, Twitter, Facebook page, or whatever regular communication channel(s) are used by the SIG. The Communications Officer should not only be familiar with the subject area but should also understand the procedures and mechanisms of using ASIS&T-owned/sanctioned channels with the assistance of HQ.

Membership Officer

SIGs play an important role in recruiting and retaining ASIS&T members and are asked to communicate with members who have lapsed or about to renew to encourage their continued involvement in ASIS&T. The Membership Officer is responsible for managing those communications on a monthly basis.

Webmaster

Each SIG is provided with a website within the ASIS&T website. These sites can be maintained by HQ staff but it is recommended that each SIG have its own webmaster who can make changes to the SIGs website and continue to build new content.

SIG Committees

SIGs should create committees, as needed, to carry out their projects and goals. In addition, all SIGs should have an Executive Committees comprised of the officers of the SIG. The Executive Committee should work together to conduct and manage the affairs of the SIG. The Executive Committee should be empowered to fill vacancies in SIG offices,

should they occur, until the next regular election for that office.

SIG Officer Elections

While many SIGs prefer to hold elections during the Annual Meeting from among those present at the SIG Business Meeting, this process excludes many SIG members who may wish to serve but are unable to attend the Annual Meeting. Therefore, SIGs should hold their elections at least six weeks prior to the Annual Meeting so that leadership can turn over at the time of the Annual Meeting. SIGs should strive to involve all members in their leadership structure, regardless of their physical presence at the Annual Meeting. Use of social networking and online conferencing tools enables involvement by a geographically broad membership base. The SIG Executive Committee should regularly evaluate the nominations and elections process for their SIG to ensure involvement by a wide range of participants without bias.

Nominations

Ideally, candidates for SIG officers should be nominated by a standing committee consisting of the SIG chair and two other SIG members appointed by the chair. The committee should solicit nominations and prepare the ballot, ideally with at least two nominees for each office to be filled. Nominations from the membership should be encouraged. In identifying candidates to be included on the ballot, the nominating committee should seek individuals willing to commit their time to providing the necessary leadership for the SIG. All nominees must be members of ASIS&T and the SIG at the time of their nominations and agree to maintain their membership through their term.

Elections

All SIGs should hold their elections six weeks prior to the annual SIG planning meeting, which is held in conjunction with the ASIS&T Annual Meeting. Early elections provide new officers the opportunity to begin generating ideas for the following year and to make necessary plans to prepare for attending the all-important planning meetings. SIG elections should be conducted by online ballot to all active members of the SIGs. ASIS&T HQ is available to create and distribute online ballots.

Once the election is concluded, the SIG Chair must notify the SIG Cabinet Director and the Executive Director. New officers should be informed of their election immediately so that they may begin making their plans for office and for attendance at the planning meeting.

CREATING A NEW SIG

Getting Started

The first step in forming an ASIS&T SIG is to determine if there is sufficient interest among the membership to warrant the creation of a SIG. In order to make this determination, a member or group of members may create a community on the ASIS&T iConnect Community Platform to start discussions on the topic. To start a community on the iConnect platform, follow these steps:

1. Log into www.community.asist.org
2. Click on Communities > All Communities
3. Click on "Create a New Community" in the upper right corner
4. Enter the community name as something like "HCI Community"
5. Settings should be:
    a. Who can join? ASIS&T Members
    b. Who can view? ASIS&T Members
    c. Moderation? No Moderation
    d. Member Invitations? Allow
    e. Include a library and discussion
6. Post a message to Open Forum inviting members who are interested to join the informal interest group
7. Invite others who you know are interested to join the group

Using the iConnect platform, members can then start and engage in conversations on the topic of the interest community. If sufficient interest seems to exist, the members of the group can be asked if they are interested in forming a SIG.

Forming a SIG

In order to create a new SIG, interested members must follow a simple, but important, process that is designed to offer some assurance that a chartered SIG will be able to maintain a membership constituency and address a subject area not within the scope of any existing SIG.

To form a new SIG, a member or group of members must submit an application to the SIG Cabinet Director. The application must contain:

- A letter of intent that specifies the SIG name, acronym and purpose statement;
- Authenticated signatures of at least 50 current members;
- Draft Bylaws (approved by the ASIS&T Parliamentarian);
- A list of officers for the proposed SIG; and
- An activity plan for the year.

All proposed SIGs are encouraged adopt the "Standard Bylaws for SIGs" (Appendix A).

The SIG Cabinet Director will submit the application for a new SIG to the SIG Cabinet for its approval. If approved by the Cabinet, the proposal will then be forwarded to the ASIS&T Board of Directors for final approval.

At each stage in the process, the approving authorities (i.e., Cabinet Director, SIG Cabinet, and Board of Directors) will judge the application on the basis of its relevance to ASIS&T interests and needs, uniqueness of the special interest area to be addressed, and the potential ability of the proposed SIG to recruit and maintain an active membership.

DISSOLVING A SIG

Because information science is a dynamic discipline, areas of subject interest change with time. Hence some new SIGs are created, and others reach the end of their life cycle. While dissolution is a relatively infrequent happening, it is a prospect that is faced by all SIGs.

Recommendations for dissolution and/or transferring to informal community status can come from the SIG's leadership or membership, from the Board of Directors, or from the SIG Cabinet, but the final decision to dissolve a SIG is made by the Board of Directors.

The dissolution of a SIG may be considered for a number of reasons, including, but not limited to, the following circumstances:

- The SIG has engaged in no activity for one or more years;
- The SIG is unable to identify any individuals willing to serve as officers;
- The topic that the SIG represents a fading interest area;
- The SIG is unable to retain a membership of 50 or more individuals;
- The SIG's efforts are duplicated or closely matched by another SIG; or
- The SIG poses a financial burden for the Association.

The steps to dissolve a SIG are:

1. The SIG Cabinet Director notifies the SIG's officers and members, providing them the opportunity to request additional time to resolve the issues that have led to proposed dissolution. If there is no interest among the officers and members to work to resolve the situation then
2. the SIG Cabinet Director presents the recommendation to the Cabinet. If the Cabinet concurs then
3. the recommendation is submitted to the ASIS&T Board for its approval. If the Board agrees then
4. the SIG involved is notified of the action and is given a dissolution date.

SIG Administration

The effective administration of Special Interest Groups requires a commitment on the parts of the SIG officers, the SIG Cabinet Director and Headquarters to perform their administrative and programmatic responsibilities in line with ASIS&T policies and specific guidelines and policies established for SIGs. To achieve the common goal of serving ASIS&T members, the relationship requires open communication and timely accomplishment of responsibilities among all parties involved in the process. Below is the SIG Administrative Calendar, to which you should refer throughout the year.

SIG Annual Calendar

Links to reporting forms can be found at https://www.asist.org/sig/sig-leadership-resources/

Fiscal Year Starts	October 1
Hold SIG Business Meeting	Annual Meeting
SIG Cabinet Meeting at Annual Meeting	Annual Meeting
SIG Leadership Handoff	Annual Meeting
HQ Sends Quarterly Financial Statement	January
SIG Cabinet Meeting via Remote Conferencing	January
HQ Sends Quarterly Financial Statement	April
SIG Cabinet Meeting via Remote Conferencing	April
HQ Sends Quarterly Financial Statement	July
SIG Cabinet Meeting via remote Conferencing	July
Allocations determined based on membership at 8/1	August
HQ sends budget template	August 15
SIGs submit Annual Report and Budget	September 1
Awards Deadline	September 1
Hold SIG Cabinet Elections	August/September
Hold SIG Officer Elections	August/September
Select SIG Award Winners	September/October

SIG Reporting Requirements

SIGs are responsible for the following regular reports:

- Annual SIG Budgets: due to the SIG Cabinet Director and Headquarters not later than September 1.

- Officers Rosters: due to the SIG Cabinet Director and Headquarters immediately following elections (no later than two weeks prior to Annual Meeting), and whenever there is a change in officers.

- Annual Activities Reports: This report should include both qualitative and quantitative information about the SIG's activities during the year, including descriptions of conference sessions, publications, planning meetings, etc. The report is submitted online through the electronic submission form, on or before September 1. This report covers the prior twelve month period. (Appendix B)

- Minutes of meetings, any newsletters or ASIS&T information sent to SIG members without the assistance of Headquarters: send to Headquarters whenever appropriate. These should be uploaded to the SIG's iConnect Library.

Headquarters Reporting Requirements

ASIS&T Headquarters provides the SIG the following information on a regular basis and on request:

- Monthly lists of members who have joined, those that are due to renew in the coming month, and those that have lapsed in the last month.

- Quarterly membership and financial reports in January, April July, and October.

- Annual membership figures (based on August 1 count) and allocation amount for next fiscal year (on August 15).

- Final financial statements by August 15

Member Records

ASIS&T maintains an automated member records system that provides data about SIG memberships. This list is visible to all SIG members on iConnect. Designated SIG officers with administrator authority for their SIG on iConnect can download the roster with contact information at any time. SIGs may not make ASIS&T membership lists available to outside parties without explicit written permission from the ASIS&T Executive Director.

SIG Communications

SIGs are encouraged to communicate with their members by any reasonable means available. The SIG website, email via iConnect, and online newsletters are usually the most efficient ways of communicating with widely dispersed memberships.

Print SIG mailings are routinely handled by Headquarters, when requested. Current and accurate membership lists are maintained at Headquarters. However, SIG officers are free to handle mailings themselves, as long as Headquarters is notified of the plans. When official SIG business (such as annual elections) is being conducted via print mail, labels generated by Headquarters must be used.

SIG Descriptions

Each SIG must have a SIG description published on their website and is encouraged to review that description occasionally to determine whether it continues to describe the scope of interest of the SIG. Descriptions can be revised at any time; however, it may take some time. Please note that any revision that implies a change in purpose must be approved by the Cabinet and the Board of Directors.

SIG Websites

Each SIG has a sub-site on the ASIS&T website. SIGs may opt to host and maintain a site separate from the ASIS&T site if they so wish, but all SIGs are encouraged to use the ASIS&T site to ensure consistency of branding and ease of access by ASIS&T members. SIG webmasters are granted access to edit their sites and are asked to keep their sites current.

iConnect Community

Each SIG has a community within the ASIS&T online community platform called iConnect. This is a member-only site and when a member joins a SIG they are automatically added to the iConnect community. Discussion posts sent out on iConnect are received via email by each SIG member, so this is the most effective way of reaching your members. The iConnect site also houses a library, a blog space, and a calendar where you can post upcoming SIG events. SIGs officers will be given administrator access to their community so that they may access member lists and other useful reports.

Planning/Business Meetings

All SIGs are required to conduct annual planning/business meetings during the ASIS&T Annual Meeting. These meetings are scheduled by the SIG Cabinet Director, based on

preferences provided by each SIG. At the planning meeting, the outgoing chair of each SIG presents the annual activities report for prior year and the incoming chair reviews plans for the upcoming year and conducts any other SIG business that might be necessary. Among the most critical items for SIG action at the planning meeting is determination of and/or initial planning for the technical programs that the SIG will propose for the next ASIS& Annual Meeting. Minutes of the meeting are to be prepared and copies must be sent to the SIG Cabinet Director and to Headquarters and distributed to the SIG's membership electronically. The minutes must also be saved to the SIG iConnect library.

Business/planning meetings can also be held at other times during the year if petitioned by 20 members of the SIG or as called by the leadership of the SIG. Headquarters will set up a Zoom meeting for any SIG upon request.

Use of ASIS&T Logo

SIGs, as official units of ASIS&T, are both entitled and encouraged to identify themselves with ASIS&T through the use of the ASIS&T acronym and logo. However, in order to protect the legal standing of ASIS&T and the exclusive rights to the acronym, certain guidelines must be followed.

The ASIS&T acronym in any form (including the logotype version) is a registered service mark of the Association. Essentially this protects the Association from others using the mark "in promoting the interests of information transfer research for scientific, literary and educational purposes." Along with the protection, however, come a number of responsibilities that ASIS&T must consider at all times. Specifically, the Association can lose its exclusive right to use the mark and/or can be held liable for its misuse if it is improperly used. Therefore, ASIS&T has a policy that allows SIGs use of the ASIS&T service mark within the following guidelines:

- On the headings of all official print and electronic newsletters
- On official stationery
- On programs for meetings, seminars, etc., that have been approved by the Executive Director
- On award certificates that have been properly approved
- On publicity for all ASIS&T-recognized/approved functions
- On technical publications that have been properly approved
- Webinars and social media

When preparing materials on which you plan to use the ASIS&T logo, please make sure you are using the current approved version. All previous versions and styles should be discarded. Reproducible copies of the logo are available from Headquarters.

Any uses of the name and/or logo that are not mentioned here require specific approval by the Board of Directors. When in doubt, descriptive materials of the intended use of the name should be sent to the Executive Director for review.

SIG Archives

Headquarters maintains the archival materials for each SIG in the SIG's iConnect Library. Headquarters must rely on SIGs to provide the pertinent correspondence and other records that help tell the SIGs' stories. Materials deemed to have archival value should be uploaded to the SIG's iConnect library regularly. Any SIGs holding materials that are not currently housed in their iConnect library should transfer those materials as soon as possible. SIGs wishing to maintain these materials in a library that is not accessible to all SIG members may request an officer-only community separate from the SIG community.

SIG PROGRAMS/ACTIVITIES

When ASIS&T members join Special Interest Groups, they do so because they have personal and professional interests in the technical and substantive aspects of the SIG. Many ASIS&T members join in order to become a part of a SIG and expect some benefit in return. SIGs enjoy a great deal of latitude in planning their activities and determining the types of projects, activities, and programs they will conduct. But for all of them, the overriding consideration must be that the members of the group receive value for their membership. All SIGs must be conscientious in their planning and consistent in their implementation of activities.

One of the best ways to keep members interested in the SIG, in addition to providing valuable services, is to involve as many of them as possible in the activities that are planned. As with any organization, SIGs find that a personal appeal to someone who can help provide service is usually the best way to get help. Headquarters solicits volunteers annually and many express interest in working with a SIG. These names will be forwarded to SIG leadership upon receipt.

While SIGs have engaged in numerous different activities and they are encouraged to think creatively when making plans. The most frequent and successful activities are in the areas of broadening the membership involvement, programs and publications, meetings, and continuing education courses. Examples of SIG activities include:

- Workshops at Annual Meeting
- Receptions at Annual Meeting
- Webinars
- JASIST Special Issues
- Books
- Online Meet-Ups
- Robust online conversations
- Awards programs

Membership Involvement

For most SIGs, membership retention is the result of good planning and valuable service to the members. The most successful SIGs are those that provide visible activities such as technical programs at the Annual Meeting and webinars. Involving members in SIG activities is one of the most effective ways to keep the members interested and to keep the SIG active. Appoint people to committees, choose some to serve on special projects, and ask members to give papers at meetings, organize webinar/tutorial/seminar topics, evaluate SIG programs, or prepare newsletter feature articles. All of these projects help put members in the limelight and give them strong encouragement to continue their involvement.

SIGs should also identify people in their areas of interest -- or even in peripheral areas -- who are not currently members of the Association, but who would have something to contribute to and to gain from involvement in the SIG and in ASIS&T. Some of these people will be known personally to members of the SIGs, and others will be known from their writings in the literature. In their newsletters or special mailings, SIGs could encourage members to identify potential members and either invite them to join or ask the SIG chair to do so.

Each month, ASIS&T Headquarters will supply SIG Chairs with a list of the members in their region who have joined, those who have lapsed, and those who are due to renew.

SIGs are asked to communicate with these members—to welcome newcomers, to invite lapsed members back, and to remind those due to renew of the value of their membership.

Publications

Newsletters

The most prevalent publication from the ASIS&T SIGs is the SIG newsletter, which has become the most effective way to communicate with the SIG membership about the interests of the SIGs. All SIGs are encouraged to produce at least one newsletter or alternative form of substantive correspondence per administrative year. Suggestions are to aim for one substantive correspondence in November/December summarizing activities at the Annual Meeting, and another in April/May summarizing any midyear activities and promoting programming and other events at the coming Annual Meeting.

The content of SIG newsletters should vary widely, but they should always be written with consideration for the professional interests of the members. While SIG business matters certainly can be discussed in the newsletter, it is best to emphasize substantive issues that help to keep the SIGs visible in the fields they represent.

In addition to the inclusion of such obvious items as reports from the SIG officers, reviews of recent SIG activities and ballots, some of the following ideas should be considered for the newsletter:

- Announcements of meetings, workshops and seminars that focus on the specific interests of the SIG, whether sponsored by the SIG or not.
- Solicited articles on specific subjects within the field of interest, written by SIG members or others who may have knowledge to contribute.
- Excerpts from and/or links to papers delivered at ASIS&T meetings or in JASIST (be sure that copyright permission is granted).
- Descriptions of new technologies, equipment, databases, resources, etc., that pertain to the field.
- Book reviews and lists of recent publications pertaining to the special interest.
- Case studies.
- Reports on current research and development.
- Questionnaires that might help the SIG and ASIS&T understand the directions the specific interest area may be heading.

SIG newsletters are a highly visible evidence of membership value, but they must include valuable information if they are to serve member needs. While the primary responsibility for preparing the newsletter generally falls to the communications officer if the SIG has one, all SIG officers should assist in planning the issues for the year. Every officer should be able to offer suggestions that will lead to a couple of good articles each year.

Technical Publications

While SIG newsletters are an excellent medium for the dissemination of limited amounts of information to the SIG membership, some SIGs find that they have new or updated substantive information of great interest to a much broader audience. For these publications, SIGs may consider preparing special monographs or books for consideration in the ASIS&T Monographs Series, or analysis pieces for quick dissemination by ASIS&T.

Sources of editorial matter for Technical Publications might be the combined papers of speakers in the SIG technical sessions at an ASIS&T Annual Meeting, summit, or webinar series; collected papers by various authors on several aspects of a single topic; or a collaborative effort by several people to write a "how-to" in some specific area of interest.

JASIST

The *Journal of the Association for Information Science and Technology* is the flagship publication of ASIS&T and one of the leading scholarly journals in the information field. Through contributions to the monthly JASIST, SIGs have the opportunity to address in scholarly detail subjects of interest to their SIGs and are, thus, able to achieve one aspect of the SIG purpose - dissemination of information concerning its special interest. SIG members are encouraged to submit manuscripts to the JASIST editor, whose name and address always appear on the title page of the magazine. All submissions to JASIST are fully refereed. Instructions for contributors are available from the editor.

Public Affairs

Although ASIS&T is limited by its Constitution and Bylaws and by its status as a non-profit educational (501(c)(3)) organization, occasionally it is appropriate for ASIS&T to comment on the activities of both local and national policy-making bodies. SIGs are encouraged to assist in the formulation of comments that ASIS&T presents in the public arena.

From time to time, ASIS&T will request input from the membership on particular issues. As a center for expertise in a particular subject area, a SIG is often the ideal forum within ASIS&T to formulate responses. SIG members should also be aware of issues and concerns to the Association as a whole and be prepared to initiate the process of public comment through the appropriate channels. All public comment should be made through the Executive Director.

SIG Meetings

SIGs are in many ways the representation of the substance of ASIS&T; they are the embodiment of the specific interests of the whole of ASIS&T and can attract leading experts in a particular field. As an Association, ASIS&T looks to its SIGs as a source of information and knowledge and uses that resource in a variety of ways. One of the more important ways to share this expertise is through technical meetings, not only the regularly scheduled Association-wide meetings, but also through special, focused meetings and seminars.

ASIS&T Annual Meeting

Among the many contributions that SIGs can make to their members and to ASIS&T, the most important are often the technical programs presented at Annual Meetings. SIG technical sessions have taken many different formats: the traditional platform presentation with three or four speakers, a formal lecture followed by a panel discussion, skills building tutorials, debates, demonstrations, rap sessions, and other formats in the "unconference" model.

As with other aspects of SIG management, SIGs enjoy significant freedom in planning their sessions for the Annual Meeting. The expectation from the Board and Conference Planning Committees is that each SIG will propose one or more state-of-the-art presentations focusing on the interest of the SIG and providing needed information to the SIG membership, as well as the ASIS&T membership and the professional information community-at-large. While there is no limit on the number of sessions that a SIG may propose for an Annual Meeting, SIGs are encouraged to propose fewer sessions in a superior way, rather than more sessions that do not meet the audience expectations. SIGs are also encouraged to work together in planning jointly-sponsored technical sessions. Quite frequently, the interests of two or more SIGs overlap and, by combining program plans, a far better program session may result.

SIGs have three primary venues for presenting at the Annual Meeting.

Workshops/Symposia: Workshops and symposia take place before and after the Annual Meeting. SIGs are encouraged to offer a workshop or symposium at every Annual Meeting. This is an opportunity for the SIG to engage and attract members, promote the interest area of the SIG, and earn revenue for the SIG. The revenue-sharing model for SIG workshops and tutorials is determined annually by the Executive Director. Workshops and symposia are evaluated independent of the rest of the meeting content and typically 80-90% of proposed workshops and symposia are accepted.

Panel Presentations: Panel presentations take place during the body of the meeting. SIG-submitted panel proposals are evaluated using the same criteria as all other panel presentations and the fact that it is submitted by a SIG does not impact the decision of the program committee unless the involvement of the SIG in the presentation is demonstrated to add significant value in the proposal. Typically, 50-60% of all panel presentations are accepted.

SIG Business Meeting: While the SIG Business Meeting is intended as an opportunity to discuss SIG business, it is also an opportunity to engage new SIG members. Promoting this meeting and inviting prospective members is encouraged. Each SIG will be offered a one-hour time block during the Annual Meeting when they can meet. SIGs must provide their own equipment if they wish to allow members to participate by Zoom.

SIG-Organized Meetings

SIGs may also consider planning their own physical or virtual meetings during the year, but they are cautioned about the complexities of meeting planning. More often than not, it is to the SIG's advantage to focus its energies on the technical aspects of the meeting and request co-sponsorship from ASIS&T to handle the logistical elements. Cooperative meetings with ASIS&T chapters provide an excellent opportunity for ASIS&T members in a local area. Generally, the local arrangements are handled by the SIG, and the technical presentations are the responsibility of the SIG.

As a general rule, SIG meetings must be supported by SIG funds and they should not be scheduled within a period of six weeks before or after an ASIS&T-sponsored meeting.

It is of utmost importance that SIGs comply with the ASIS&T Content Policy. The most important aspect of this policy is the following paragraph:

> ASIS&T may set a cost for all content developed by members on behalf of ASIS&T and may offer that content for sale at a fee. ASIS&T may, at its sole discretion, decide to provide a discount on or waiver of that fee to current members. Content developed by members on behalf of ASIS&T shall not be offered to non-members for free without prior approval of the Board of Directors. Authors/creators of content retain copyright to the content and may use or distribute that content themselves through whatever means they choose.

If a SIG wishes to offer content for free to non-members must comply with the following:

> The Board of Directors will consider requests by members to make content developed by members on behalf of ASIS&T available to non-members for free. Such requests must include a detailed explanation of how this offering will compel non-members to join and the steps to be taken by the relevant component group (Chapter, SIG, Committee) to recruit new members as a

result of making the content free to non-members.

No exceptions will be made to this policy.

SIG Co-sponsorship with Other Organizations

SIGs are encouraged to co-operate with other professional societies and/or educational institutions in considering ideas for joint meetings. In many cases, Board approval is required, so planning should begin early, and the Executive Director should be kept informed.

When a SIG co-sponsors a meeting with another organization, it is important that the sponsorship status be clearly indicated and that ASIS&T not be indicated as a sponsor unless specific approval has been given. And, as with SIG meetings, co-sponsored meetings should not be scheduled within a period of six weeks before or after an ASIS&T-sponsored meeting.

Continuing Education Courses & Webinars

SIGs are also encouraged to assist in the planning and development of webinars and continuing education programs directed at meeting the professional and scholarly needs of their constituencies. Since SIG officers and members are knowledgeable in specific fields of interest, they may be called on by the ASIS&T Professional Development Committee to help identify the leading professionals in particular fields and to recommend individuals to lead webinars or seminars or to teach courses.

In addition, SIGs can and should initiate the development of webinars and other continuing education courses. If SIG members perceive a need in a particular area, they are encouraged to explore and develop the idea, outline the course and identify potential markets. This outline can be submitted to Headquarters with an indication of all costs, including the extent of ASIS&T involvement in development costs. Proposal and budget guidelines and timelines are available from ASIS&T Headquarters. A unique continuing education event may be eligible for support from the ASIST Project Grant.

The incentive for a SIG to sponsor a webinar or other continuing education course is that it can help meet the needs of the SIG's constituency and broaden the SIG's potential membership base by promoting and publicizing SIG activities to a larger group of people. In addition, the financial incentive should not be overlooked; a well thought out and publicized program that meets the needs of a clearly-defined group could provide extra income to the SIG. SIGs can also subsidize course fees for SIG members, thereby providing yet another tangible benefit to the SIG membership.

Please see the Guidelines on How to Propose a Webinar for more information.

SIG-Sponsored Awards

SIGs often manage awards programs within the SIG to recognize their members for outstanding achievement. SIGs may make awards at their discretion if they meet the following requirements:

1. The award must be listed on the "Awards" page of the SIG's website before the award is offered. The criteria for the award and deadline for application must be explicit.
2. The call for nominations/applications for all awards must be shared on the SIG's iConnect email list and in Inside ASIS&T.

3. Awards to individuals who are not ASIS&T members are strongly discouraged. No award may be given to an individual who is not an ASIS&T member unless membership in ASIS&T is an explicit part of the award.
   o ASIS&T memberships, when given as part of an award, may only be funded with retained earnings. SIGs may not use allocation funds to award memberships.
   o SIGs may only award ASIS&T membership to non-members. SIG awards may not be used to pay for membership for a current or recently (within the last 5 years) lapsed member.
   o If membership is offered as part of an award to a non-member, it must be spelled out on the website whether the cost of membership is provided in addition to the value of the award or if it will be deducted from the total amount of the award.
   o Memberships may only be paid out of a SIG's retained earnings, not out of their allocation.
4. Requests for award funding must be submitted to ASIS&T Central at least 30 days prior to the end of the fiscal year (not later than June 1) for inclusion in the current fiscal year. Requests received after June 1 will be processed out of the following fiscal year's funds.

SIGs typically make their awards in conjunction with the Annual Meeting. Headquarters will poll SIG leaders in early September to ascertain any planned awards so that payments can be arranged, and certificates created if they are needed.

Awards not meeting the above stipulations will not be supported by ASIS&T Central.

GLOBAL SIG AWARDS

Awards Jury

The jury for the SIG Awards is chaired by the SIG Cabinet Director and is comprised of an ASIS&T Past President and four additional members appointed by the SIG Cabinet Director. Members of the jury may not be a leader of an SIG nominated for an award.

SIG of the Year Award

Each year since 1976, ASIS&T has honored the SIG whose professional accomplishments have made the greatest impact on the field of information science.

The SIG may nominate itself for the SIG of the Year Award by indicating they wish to do so on their Annual Report Form. It is important that an officer of the SIG be given the responsibility to track the SIG's accomplishments each year so that the report can be as thorough as possible.

The jury will look for the following when making its selection:

- Uniformly high performance over a year in member services and in contribution to the Association [this can be a combination of newsletters or other publications, conference programs, or other activities;
- An innovative form or medium of information presentation;
- A public service or participation in a public effort, such as, a legislative hearing, standards committee, or other program;
- A program at the annual meeting of the Association;
- A single publication for the SIG membership (newsletter);
- A single publication or professional development event for the Association, such

as, a program at a regional or national non-ASIS&T conference, a paper published in a journal, or a monograph (emphasis is placed on content, not the fact of publication);

- A single publication for an audience outside of ASIS&T;
- Special projects; and
- Other noteworthy activities not explicitly named above.

The award consists of a certificate to be presented to the SIG Chair at the SIG Cabinet Meeting and recognized at the Awards Ceremony.

SIG Member of the Year

The SIG Member-of-the-Year Award is administered by the SIG Cabinet. The purpose of the award is to recognize the service of an individual to the program of a particular SIG. It is given for significant contributions to the membership of the SIG through participation in and support of its events at the annual meeting, its publications, and its other activities. Any ASIS&T member who is currently a member of the nominating SIG is eligible to receive the award. More than one awardee may be chosen in a given year. The same person may not receive the award in two consecutive years.

The award consists of a certificate to be presented to the SIG Chair at the SIG Cabinet Meeting and recognized at the Awards Ceremony.

SIG Publication of the Year

The SIG Publication of the Year Award is administered by the SIG Cabinet. The purpose of this award is to recognize the best publication produced by a SIG (or jointly by two or more SIGs) during the previous year. Any type of SIG Publication is eligible, including newsletters, transactions, directories, or other publications.

The award consists of a certificate to be presented to the SIG Chair at the SIG Cabinet Meeting and recognized at the Awards Ceremony.

SIG FINANCES

SIG activities are financed through funds held at Headquarters in the name of each SIG. SIG annual budgets run concurrently with the ASIS&T fiscal year (October 1st – September 30th). SIGs have three sources of funds available to them each year.

[SIG Budgets]

All SIGs must submit their budgets for the year's activities by September 1. Based on the total income expected for the SIG, activities should be identified, and expenses estimated within the total amount of money available for the SIG. This plan includes any financial implications from the Annual Meeting held in that fiscal year, including revenue raised and expended. SIG allocations will be issued upon approval of the SIG budget and annual report. SIGs that fail to submit a budget and annual report by the September 1 deadline will lose their annual allocation and may be considered for dissolution.

Headquarters will send SIGs their budget form in late June. The form will indicate any carry-over funds from the prior year as well as the SIG's actual vs. budgeted revenue and costs for the prior year. SIGs are responsible for entering anticipated revenue and costs for the coming year into the budget form and submitting it to Headquarters. Once a budget has been submitted and approved, each SIG Chair is authorized to approve SIG expenditures each year up to the total of the individual SIG's budgeted funds. Single expenditures of more than $1,000 must be approved by the SIG Cabinet Director.

SIGs are not to commit any expenses prior to their submission of annual budgets to Headquarters and to the SIG Cabinet Director.

[Sources of Revenue]

[SIG Allocation]

In August of each year, HQ staff will run a list of current paid members of ASIS&T who have indicated they are members of a SIG. That roster serves to document the number of members of that SIG used for the purpose of determining SIG allocations each year. The Board will budget a set amount each year to be distributed throughout the SIGs as their allocation. The amount of that fund will be determined based on overall ASIS&T membership and the financial priorities of the organization. The total fund is divided among the SIGs based on the number of members each SIG has. The greater the number of members of a SIG, the larger their allocation. SIGs will be notified of the amount of their allocation in August of the preceding fiscal year so that they may create their budget for the coming year. SIG allocations must be spent within the fiscal year for which they are allocated, or those funds are forfeited at the end of the fiscal year.

SIGs that have not spent any of their allocation in the prior year will not receive an allocation in the subsequent year if the amount of the allocation due is less than the amount of retained earnings held by the SIG. SIGs that fail to submit an annual report and budget by September 1 each year will not receive an allocation for the subsequent fiscal year.

[Earned Revenue]

Throughout the year, SIGs can earn revenue through the following types of activities:

- SIG Workshop Registration Revenue
- SIG Webinar Registration Revenue
- Sponsorship and other contributions
- Royalties on publications

Revenue earned by the SIG is retained by the SIG at the end of the Fiscal Year and may be held by the SIG for up to 5 years after the funds are earned.

Retained Earnings

Retained earnings are any SIG funds that were earned in a prior fiscal year and carried forward into a new fiscal year. SIGs should maintain a modest level of retained earnings to support ongoing activities, but are encouraged to develop a plan for the expenditure of significant retained earnings on a project or undertaking that will grow the SIG and create value for its members. Retained earnings carry forward to future fiscal years if not spent, up to a maximum of 5 years at which time unspent retained earnings will revert to the ASIS&T retained earnings account. The oldest retained earnings will be spent first.

Sponsorship and Contributions

If a SIG wishes to solicit donations, they are strongly encouraged to do so. Any funds raised on behalf of the Association are subject to the standard accounting procedures for the Association and the IRS rules that govern donations to a 501(c)3 organization. SIGs should communicate directly with the Executive Director about their plans to solicit contributions in order to ensure that SIG activities do not conflict with the ongoing fundraising activities of the Association and contributions are recognized appropriately.

SIG Expenditures

Throughout the year, SIG activities may require financial support. Typically, SIGs will expend funds on the following:

- Workshop-related expenses (food & beverage, audio-visual equipment, administrative fees)
- Speaker expenses (travel, honoraria)
- Awards (see stipulations on award expenditures under "SIG-Sponsored Awards"
- Marketing and Promotional Materials
- Printing
- Postage
- Social events

SIGs have wide discretion as to how they spend their funds. However, SIGs may not spend their funds on the following:

- Member dues (unless included in an award, and then only for new or significantly (more than five years) lapsed ASIS&T members) and only from retained funds, not allocated funds.
- Travel support for an ASIS&T member (unless included in an established award)
- Annual Meeting Registration (unless included in an established award)
- Speaker honoraria for an ASIS&T member
- Any other form of financial support that benefits an ASIS&T member

When in doubt about the acceptability of specific expenses, SIG officers should contact the SIG Cabinet Director or Executive Director for guidance.

Reimbursement to individuals for SIG expenses will be made by Headquarters only after receipt of (1) authorization of the expense from the SIG Chair or Secretary/Treasurer or Treasurer (and SIG Cabinet Director, if necessary) and (2) an explicit, detailed invoice or receipt from the individual or organization that rendered the service. SIGs may work with ASIS&T Headquarters staff to arrange for direct billing to the Association by the vendor, bypassing the need for individual reimbursement. Reimbursement of expended funds or

requests for payment should be sent to the ASIS&T Executive Director using the [ASIS&T Check Payment Form](). ASIS&T HQ will issue a check or funds transfer to reimburse such expenditures within 10 business days of receipt of the request. The SIG will bear the cost of any fees association with funds transfer outside of North America.

Cost of Headquarters Support

Many of the routine administrative tasks of SIGs are performed by ASIS&T Headquarters at no charge to the SIGs. This includes preparation of financial and membership reports, maintaining SIG membership lists, updating SIG websites, processing reimbursements, and supporting elections. In addition, there are no charges to SIGs for minimal assistance in arranging their planning meetings at annual meetings and webinars.

Other activities performed by Headquarters at the request of SIGs may be considered extraordinary and, in these cases, the SIGs may be charged for costs incurred for the staff time devoted to the effort. Examples of items considered to be extraordinary include the following:

- Special events and receptions at the Annual Meeting
- Preparing special promotional materials or publications
- All other special projects

When special assessments will be made, beyond those indicated in this manual or specified in other SIG communications, the SIG Chair or Secretary/Treasurer or Treasurer will be notified in advance of the expenditure.

Financial Reporting and Responsibilities

Since all SIG accounts are accumulated and held at Headquarters as dedicated funds, Headquarters bears the primary responsibility for annual reporting of SIG financial activities to the Board of Directors. Headquarters routinely handles such matters as the filing of federal tax reports and the compliance with auditor's requests for SIG financial data.

In addition, Headquarters prepares quarterly SIG financial statements which are sent to SIG Chairs and Secretary/Treasurers or Treasurers as well as the SIG Cabinet Director upon request. The SIG officers are expected to review the statements for accuracy and to assure that sufficient funds exist to cover the anticipated expenses of other projects to be undertaken during the fiscal year. No SIG officer should approve expenditures that exceed the available funds as indicated in the quarterly reports.

SIG Dissolution

In the event of a dissolution of a SIG, any retained earnings revert to the ASIS&T retained earnings account.

ASIS&T PROJECT GRANTS

Purpose of the Fund

ASIS&T Project Grants are established by the Board of Directors to assist member components (SIGs, Chapters, Committees) that want to undertake worthwhile projects but lack sufficient funds. The Grant is administered by ASIS&T Central. The liaison responsible for representing the grant recipient regularly reports to the Board of Directors on the use of the granted funds. Grants may not exceed $5,000 and projects should be completed within a 12-18 month timeframe.

Applications for ASIS&T Project Grants may be submitted at any time but may not be

eligible for funding until a future budget cycle. Applications may be submitted through the online application form.

Eligibility Criteria

In order to be eligible for funding under the Project Grants, the component entity must:

1. Lack the funds in its own retained earnings to undertake the project without financial support. If a component needs funds over and above its retained earnings, it may apply for a grant in the amount of the difference between its own funds and the need.

2. Be uniquely qualified to undertake the project. Component groups may wish to partner and collaborate to meet this criterion.

3. Be able to demonstrate involvement and commitment of at least five (5) component members.

4. Agree to the terms and conditions of the grant.

Further, projects funded under the grant must:

1. Further the ASIS&T Strategic Plan.

2. Promote membership and engagement in ASIS&T.

3. Be sustainable beyond the life of the grant. Will the project create a product (event, publication, service, etc.) that ASIS&T can continue to offer beyond the life of the project term?

Application Procedures

Any component wishing to apply for a grant may submit an application to ASIS&T at any time, but funds may not be available until the subsequent fiscal year. The request must be submitted by the Chair of the component. A request must contain the following specific items:

1. Component(s) making request.

2. Project description and timeline not to exceed 18 months.

3. Detailed budget (template provided) for entire project with indication of the amount requested from ASIS&T Central vs. that provided by the component. The amount requested from ASIS&T Central may not exceed $5,000.

4. Component non-financial resources that will be used to complete the project, e.g., technical experts, management capabilities, sources of additional funds, etc.

5. A detailed description of any ASIS&T staff resources that will be needed.

6. A detailed explanation of how the component meets the eligibility criteria.

7. Any special circumstances or considerations to the request.

The application form can be found at: https://www2.asist.org/ap/Form/Fill/p82E8hEL

Evaluation Process

Upon receipt of the request, ASIS&T Central will review the proposal for completeness and compliance with the eligibility criteria. If additional information is required, the component will be contacted and asked to provide that information. Once the application is complete,

meeting the criteria noted above, it will be forwarded to the Board of Directors for funding consideration. Proposals that do not meet the criteria will not be considered further. Should a component require an initial opinion on eligibility, they may contact the ASIS&T Executive Director for a consultation.

Criterial for Approval

ASIS&T Central and the Board will use the following considerations in deciding to fund a request.

1. Will the project increase the visibility of and membership in ASIS&T?

2. Will the project create a product (event, publication, service, etc.) that ASIS&T can continue to offer beyond the life of the project.

3. Is the project technically valuable and viable?

4. Does the component group have the resources to bring it to successful completion?

5. How much money is available in the current or future fiscal year?

6. Is the amount requested reasonable and is it justified by the value of the project to ASIS&T?

Reporting

Components that receive support through the ASIS&T Project Grant must submit a report to the Board of Directors each quarter outlining the progress towards accomplishing the goals of the project and expenditures to date. At the conclusion of the project, a final report must be submitted to the Board.

Handling of Funds

Upon approval of an application for funding from the Special Project Fund, the requested amount will be added to the ASIS&T budget. No funds will be transferred to the component. Instead, expenditures against the project will be reimbursed upon submission of a request for reimbursement to the Executive Director. Requests for reimbursement should not deviate from the proposed and approved project budget without the approval of the Executive Director.

Any unexpended funds will be returned to the ASIS&T budget.

Revenue from the project, up to the amount originally granted and expended, will go to ASIS&T Central to reimburse the original grant. Any excess revenue once the grant is paid back will be credited to the component group for the remainder of the project term. Upon conclusion of the project term, the ongoing maintenance of the project and any resulting revenue and expense will be negotiated between the component and ASIS&T Central.

Restrictions

ASIS&T Project Grants may not be used for the following:

1. Travel expenses, unless they are an intrinsic part of an approved project and are specifically outlined in the original request.

2. Expenses incurred at an ASIS&T global, regional, or virtual meeting, unless they are part of an approved project and are specifically outlined in the original request.

3. Honoraria to speakers at an ASIS&T global, regional, or virtual meeting unless they are part of an approved project and are specifically outlined in the original request. ASIS&T members are not eligible to receive honoraria unless approved by the Executive Director.

4. Registration to any ASIS&T meeting for an ASIS&T member.

5. Time spent on a project by an ASIS&T member.

Substantial time spent by Headquarters professional staff members on an approved project will be charged against that project and should be included in the original request if anticipated. Please contact ASIS&T Central for an estimate of this expense.

ASIS&T SPECIAL INTEREST GROUP

BYLAWS

ARTICLE I: GOVERNANCE

These bylaws shall be the operating standard for all Special Interest Groups (SIG) of the Association for Information Science & Technology (ASIS&T). The term "SIG" is used throughout to apply to each SIG individually and its constituency.

ARTICLE II: NAME AND PURPOSE

The name of the SIG is XXX

The purpose of all ASIS&T SIGs shall include but not be limited to

1) advising the Board of Directors or the Association officers on matters pertaining to the Group's special interest or area;
2) organizing technical programs and publications for such interests and areas including programs at conferences and webinars of the Association;
3) engaging SIG members by creating dialogue and collaboration via SIG online communities and social media;
4) collecting and disseminating information concerning the special interests; and
5) at the request of the Board of Directors, either as a Group or through one or more of its officers or members, representing the Association in international, interdisciplinary and interorganizational activities.

The unique purpose of the XXX Special Interest Group is to:

XXX

ARTICLE III: MEMBERSHIP

Section 1. Membership in the SIG shall be open to any member of ASIS&T who elects to join and who satisfies the dues requirements established by ASIS&T.

Section 2. All SIG members, who have been members of ASIS&T for at least twelve months prior to their nomination are eligible to serve as officers of the SIG. All SIG members are eligible to vote on questions submitted to the SIG membership by formal ballot or at official meetings.

Section 3. Members shall be informed of the activities of the SIG and are entitled to receive publications of the SIG.

Section 4. Any member whose membership in ASIS&T has been terminated shall no longer be a SIG member. An individual who is not a member of ASIS&T may not be considered a member of a SIG.

Section 5. SIG memberships shall always run concurrently with the member's ASIS&T membership.

ARTICLE IV: OFFICERS

Section 1. Officers of the SIG shall include, at a minimum, a presiding officer to be known as the Chair, an Immediate Past Chair and a Chair-elect. Although not required, a SIG can

also choose to appoint other officers such as a Secretary, Treasurer or Secretary/Treasurer, Communications Officer, and Membership Officer.

Section 2. Officers should be elected prior to the ASIS&T Annual Meeting each year and shall serve for a one-year term. (November 1-October 30) Individuals may not serve two consecutive one-year terms in the same office. Individuals may run for an office more than once so long as at least one year elapses between terms.

Section 3. SIG officers may not concurrently serve as an officer in another SIG or Chapter, nor may they serve on the SIG Cabinet Steering Committee during their term as a SIG officer.

Section 4. Every effort will be made to ensure geographic diversity of SIG officers, particularly in the Chair and Chair-Elect Role.

Section 5. The officers shall conduct and manage the affairs of the SIG, subject to these bylaws and the ASIS&T Bylaws and existing policy and shall possess all powers necessary or incidental to that purpose, including the right to appropriate and expend SIG funds.

Section 6. If all SIG offices become vacant at one time, the SIG Cabinet Director shall appoint a SIG member to serve as Chair until such time as official elections can be held. If a SIG member cannot be identified to serve as Chair, the SIG will be deemed dormant for the remainder of the year.

ARTICLE V: DUTIES OF OFFICERS

Section 1. The Chair is elected to serve for a one-year term (November 1-October 31) and shall preside over all SIG meetings. The Chair shall appoint all non-elected officers and members of the SIG Nominating Committee. It is the responsibility of the Chair to develop and implement the SIG's annual report, which shall be filed with ASIS&T Central on such date as may be designated by ASIS&T Central. In addition, if the SIG does not have a Treasurer or Secretary/Treasurer, the Chair is responsible for submitting the annual budget by such date as may be designated by ASIS&T Central, and for keeping records of all meetings and activities in iConnect. At the ASIS&T Annual Meeting, the outgoing Chair must submit an activity report during the SIG's annual business meeting. The Chair shall represent the SIG at meetings of the SIG Cabinet. If the Chair cannot attend a SIG Cabinet meeting, the Chair shall appoint a substitute and notify the Cabinet Director in advance of the meeting.

Section 2. The Immediate Past Chair shall serve as the Chair of the SIG Nominating Committee and oversee annual officer elections.

Section 3. The Chair-elect shall assume the responsibilities of the Chair when the Chair is unable to perform their duties, including representing the SIG at the SIG Cabinet if the Chair is unable to attend.

Section 4. The SIG may include among its officers a Secretary, Treasurer, or Secretary/Treasurer, and any other officers required to accomplish the mission of the SIG. These officers will be appointed by the Chair. Each officer will serve a one-year term and may be re-appointed for up to three consecutive terms. The Secretary or Treasurer, or Secretary/Treasurer shall carry out the customary functions of these offices and shall execute the decisions and policies of the Executive Committee. The Secretary or Secretary/Treasurer shall keep records of all meetings and activities and submit an annual

report to the SIG Cabinet Director by such date as may be designated by ASIS&T Central.

Section 5. A SIG office can be declared vacant by the SIG Chair or by the SIG Cabinet Director. In the event of a vacancy in a SIG office other than that of the Chair, the SIG Executive Committee shall appoint a member to the office until the next regular election for that office, but an appointee filling a vacancy in the position of Chair-elect shall not become Chair as provided in Article V, Section 2; rather, a Chair shall be elected at the next regular election. If the office of Chair becomes vacant, the Chair-elect shall immediately become chair for the remainder of the vacated term in addition to the term for which they were elected, and the position of Chair-Elect shall be appointed by the Executive Committee to complete the Chair-Elect term. The position of Chair-Elect shall be elected at the next regular election.

ARTICLE VI: MEETINGS

Section 1. The annual business meeting shall be held either at the ASIS&T Annual Meeting or within two weeks before or after the Annual Meeting. An activity report for the previous year shall be presented at this meeting by the outgoing Chair.

Section 2. Notification of meetings shall be distributed to the membership at least six weeks prior to the date of the meeting along with the recommendations of the Nominating Committee and a ballot.

Section 3. Other meetings may be held at the request of the officers or on the petition of ten percent of the membership. The membership shall be given at least six weeks' notification prior to the date of such a meeting.

ARTICLE VII: NOMINATION AND ELECTIONS

Section 1. Elections shall be held each year six weeks prior to the start of the ASIS&T Annual Meeting.

Section 2. An open call for nominations for Chair-Elect candidates shall be distributed to membership of ASIS&T at least six weeks in advance of the annual meeting with the assistance of ASIS&T Central. The election shall be concluded no less than four weeks in advance of the Annual Meeting.

Section 3. A nominating committee shall be appointed by the Chair. It shall be chaired by the Immediate Past Chair and consist of up to four additional SIG members. The Committee is responsible for presenting a slate to the membership. There may be no less than one and no more than three candidates for Chair-Elect.

Section 4. Elections will be held electronically, conducted by ASIS&T Central, using a platform that ensures that only members of the SIG can vote, and that each SIG member only gets one vote.

ARTICLE VIII: DISSOLUTION

The SIG retains its charter at the discretion of the ASIS&T Board of Directors. In the event of the dissolution of the SIG, the assets of the Group shall, after satisfaction of all just liabilities and obligations thereof, be paid into the general treasury of ASIS&T.

ASIS&T SPECIAL INTEREST GROUP

BYLAWS

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The unique purpose of the XXX Special Interest Group is to:

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ARTICLE III: MEMBERSHIP

Section 1. Membership in the SIG shall be open to any member of ASIS&T who elects to join and who satisfies the dues requirements established by ASIS&T.

Section 2. All SIG members, who have been members of ASIS&T for at least twelve months prior to their nomination are eligible to serve as officers of the SIG. All SIG members are eligible to vote on questions submitted to the SIG membership by formal ballot or at official meetings.

Section 3. Members shall be informed of the activities of the SIG and are entitled to receive publications of the SIG.

Section 4. Any member whose membership in ASIS&T has been terminated shall no longer be a SIG member. An individual who is not a member of ASIS&T may not be considered a member of a SIG.

Section 5. SIG memberships shall always run concurrently with the member's ASIS&T membership.

ARTICLE IV: OFFICERS

Section 1. Officers of the SIG shall include, at a minimum, a presiding officer to be known as the Chair, an Immediate Past Chair and a Chair-elect. Although not required, a SIG can

also choose to appoint other officers such as a Secretary, Treasurer or Secretary/Treasurer, Communications Officer, and Membership Officer.

Section 2. Officers should be elected prior to the ASIS&T Annual Meeting each year and shall serve for a one-year term. (November 1-October 30) Individuals may not serve two consecutive one-year terms in the same office. Individuals may run for an office more than once so long as at least one year elapses between terms.

Section 3. SIG officers may not concurrently serve as an officer in another SIG or Chapter, nor may they serve on the SIG Cabinet Steering Committee during their term as a SIG officer.

Section 4. Every effort will be made to ensure geographic diversity of SIG officers, particularly in the Chair and Chair-Elect Role.

Section 5. The officers shall conduct and manage the affairs of the SIG, subject to these bylaws and the ASIS&T Bylaws and existing policy and shall possess all powers necessary or incidental to that purpose, including the right to appropriate and expend SIG funds.

Section 6. If all SIG offices become vacant at one time, the SIG Cabinet Director shall appoint a SIG member to serve as Chair until such time as official elections can be held. If a SIG member cannot be identified to serve as Chair, the SIG will be deemed dormant for the remainder of the year.

ARTICLE V: DUTIES OF OFFICERS

Section 1. The Chair is elected to serve for a one-year term (November 1-October 31) and shall preside over all SIG meetings. The Chair shall appoint all non-elected officers and members of the SIG Nominating Committee. It is the responsibility of the Chair to develop and implement the SIG's annual report, which shall be filed with ASIS&T Central on such date as may be designated by ASIS&T Central. In addition, if the SIG does not have a Treasurer or Secretary/Treasurer, the Chair is responsible for submitting the annual budget by such date as may be designated by ASIS&T Central, and for keeping records of all meetings and activities in iConnect. At the ASIS&T Annual Meeting, the outgoing Chair must submit an activity report during the SIG's annual business meeting. The Chair shall represent the SIG at meetings of the SIG Cabinet. If the Chair cannot attend a SIG Cabinet meeting, the Chair shall appoint a substitute and notify the Cabinet Director in advance of the meeting.

Section 2. The Immediate Past Chair shall serve as the Chair of the SIG Nominating Committee and oversee annual officer elections.

Section 3. The Chair-elect shall assume the responsibilities of the Chair when the Chair is unable to perform their duties, including representing the SIG at the SIG Cabinet if the Chair is unable to attend.

Section 4. The SIG may include among its officers a Secretary, Treasurer, or Secretary/Treasurer, and any other officers required to accomplish the mission of the SIG. These officers will be appointed by the Chair. Each officer will serve a one-year term and may be re-appointed for up to three consecutive terms. The Secretary or Treasurer, or Secretary/Treasurer shall carry out the customary functions of these offices and shall execute the decisions and policies of the Executive Committee. The Secretary or Secretary/Treasurer shall keep records of all meetings and activities and submit an annual

report to the SIG Cabinet Director by such date as may be designated by ASIS&T Central.

Section 5. A SIG office can be declared vacant by the SIG Chair or by the SIG Cabinet Director. In the event of a vacancy in a SIG office other than that of the Chair, the SIG Executive Committee shall appoint a member to the office until the next regular election for that office, but an appointee filling a vacancy in the position of Chair-elect shall not become Chair as provided in Article V, Section 2; rather, a Chair shall be elected at the next regular election. If the office of Chair becomes vacant, the Chair-elect shall immediately become chair for the remainder of the vacated term in addition to the term for which they were elected, and the position of Chair-Elect shall be appointed by the Executive Committee to complete the Chair-Elect term. The position of Chair-Elect shall be elected at the next regular election.

ARTICLE VI: MEETINGS

Section 1. The annual business meeting shall be held either at the ASIS&T Annual Meeting or within two weeks before or after the Annual Meeting. An activity report for the previous year shall be presented at this meeting by the outgoing Chair.

Section 2. Notification of meetings shall be distributed to the membership at least six weeks prior to the date of the meeting along with the recommendations of the Nominating Committee and a ballot.

Section 3. Other meetings may be held at the request of the officers or on the petition of ten percent of the membership. The membership shall be given at least six weeks' notification prior to the date of such a meeting.

ARTICLE VII: NOMINATION AND ELECTIONS

Section 1. Elections shall be held each year six weeks prior to the start of the ASIS&T Annual Meeting.

Section 2. An open call for nominations for Chair-Elect candidates shall be distributed to membership of ASIS&T at least six weeks in advance of the annual meeting with the assistance of ASIS&T Central. The election shall be concluded no less than four weeks in advance of the Annual Meeting.

Section 3. A nominating committee shall be appointed by the Chair. It shall be chaired by the Immediate Past Chair and consist of up to four additional SIG members. The Committee is responsible for presenting a slate to the membership. There may be no less than one and no more than three candidates for Chair-Elect.

Section 4. Elections will be held electronically, conducted by ASIS&T Central, using a platform that ensures that only members of the SIG can vote, and that each SIG member only gets one vote.

ARTICLE VIII: DISSOLUTION

The SIG retains its charter at the discretion of the ASIS&T Board of Directors. In the event of the dissolution of the SIG, the assets of the Group shall, after satisfaction of all just liabilities and obligations thereof, be paid into the general treasury of ASIS&T.

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Submitting Entity

Component Submitting Application *

Individual Submitting Application *

Email Address of Individual Submitting Application *

Total amount of funding requested in $US *

Page 2/4

Project

Project Description *

Please provide a detailed desription of the proposed project.

Project Timeline *

Project Budget *

Using THIS TEMPLATE please upload the project buget

20MB max

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Resources *

Please detail the non-financial resources that the group will put towards the project (e.g., technical experts, management capabilities, sources of additional funds, etc.)

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Eligibility

What makes your group uniquely qualified to conduct this project? *

Amount of funds currently available in SIG retained earnings *

Group Member Participants *

Please list all of the members of your component who have committed to work on this project. Please remember that member time spent on an ASIS&T project is provided as a volunteer and cannot be compensated.

Staff Support

What, if any, ASIS&T staff support will you require to undertake this project? Please discuss this need with staff so that you may include an appropriate expense in the budget if needed.

How does this project further the ASIS&T Strategic Plan? *

How does this project promote membership and engagement in ASIS&T? *

How will this project be sustainable beyond the life of the grant? *

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Other Information

Other Information

Please provide any additional information not requested above that will help the Board make a decision on this grant.

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SIG *

SIG-ED ⌄

Form Submitted By: *

x

Submitter Email *

x

Current SIG Chair *

x

Current SIG Chair Email *

x

SIG Chair-Elect Name *

x

SIG Chair-Elect Email *

x

Did your SIG hold a planning meeting at the last annual meeting? *

☑ Yes

☐ No

If you held a meeting, how many SIG members attended, either in person or virtually?

x

Who represented your SIG at the SIG Cabinet meeting at the last ASIS&T annual meeting? *

x

Previous   Next

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Budgeted Activities

If your SIG did not carry out the activities budgeted for the year, or if your actual activities varied more than 20% from what was budgeted, please provide an explanation for this below:

x

Expenditure of Retained Earnings

If your SIG is holding retained earnings that must be expended in the next 12-24 months, please explain your plan for spending down these funds.

x

Membership *

Describe any efforts your SIG made especially designed to recruit new ASIS&T members or retain existing ASIS&T members (e.g., welcome letters, calls or visits, etc.).

x

Communication *

Please describe the frequency of communication and methods used to communicate with your members.

x

Programs *

What programs, including those presented at the ASIS&T Annual Meeting, did your SIG sponsor or cosponsor during the fiscal year? (e.g., continuing education programs, regional meetings, webinars, promotional activities for your SIG or ASIS&T, career guidance, ongoing services, etc.). Please list the name of the program, speakers involved, date and location, estimated attendance, revenue and expenses, a brief description of each program, and other participating organization or ASIS&T units, if applicable.

x

Collaboration *

Describe ways in which your SIG engaged with other SIGs or Chapters (including student chapters) this year.

x

Future Collaboration *

Describe below your plans for the coming year to engage with other SIGs as well as Regional and Student Chapters:

x

Other Activities *

Describe your SIG's participation in other noteworthy activities during the period (e.g., participation in a public effort, such as, legislative hearing, standards committee, representation at meetings of other organizations, etc.).

x

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Publication(s) *

Describe the publications your SIG produced during the activity period (e.g., newsletters, technical publications, pathfinders, joint publications, etc.). Briefly describe those publications here, indicate the publication frequency and intended audience, and enclose a copy of each publication (or provide the URL) with this report.

x

Publication Upload

Please upload the publication(s) described above.

20MB max

Choose File | No file chosen

Second Publication Upload

20MB max

Choose File | No file chosen

Third Publication Upload

20MB max

Choose File | No file chosen

4th Publication Upload

20MB max

Choose File | No file chosen

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Please include any other comments you would like to make about your SIG's activities this year.

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Budget

FY24 Budget *

Using the template sent to you, please upload an .xlsx spreadsheet of your FY24 budget, being sure to provide detail for any awards and expenses under "other".

20MB max

| Choose File | No file chosen |

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