Association for Information Science & Technology (ASIS&T)

SIG OFFICERS MANUAL

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A. ORGANIZATION AND PURPOSE

Special Interest Groups are formal organizational units of ASIS&T, created and maintained by members with similar technical interests. In essence, SIGs are societies within the Association – they are semi-autonomous "networks" bodies of members operating within a standard set of 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.

The existence of SIGs is authorized by the ASIS&T Bylaws, which state in Section 8.1: "A Special Interest Group (SIG) consists of a group of Members concerned with a particular field of interest in documentation or information science, and is chartered by the Board of Directors. Groups shall retain their charters at the discretion of the Board of Directors."

The Bylaws, in Section 8.11, also state the purpose of SIGs: "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, inter-disciplinary, and inter-organizational 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."

An additional statement of the purpose of SIGs is included in the Standard Bylaws for SIGs (APPENDIX A): ". . . to provide an organization through which all members of ASIS&T having a special interest in the disciplines covered by the SIG may share their professional activities and studies, through meetings, publications, and other organized activity."

SIGs differ from other organizational units in ASIS&T in some significant ways. SIGs are semi-autonomous "networks" of members, organized by the members themselves to pursue interests in particular, substantive 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. Finally, Chapters 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.

The differences among SIGs, Committees, and Chapters should be considered when planning activities, so that common efforts can be coordinated, and duplication of effort can be avoided. The mutual goal of all three types of organizational units is to maximize the service ASIS&T provides to its members and the information community.

Creating and Modifying SIGs
Creating SIGs
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.

As indicated in Section 8.14 of the ASIS&T Bylaws, 50 or more regular, individual members of ASIS&T may submit to the Cabinet Director an application, in writing, for a new SIG. The application must contain:

- Authenticated signatures of at least 50 current members;
- A list of officers for the proposed SIG;
- An activity plan for the year;
- And a paragraph containing the SIG name, acronym and purpose, including the scope of interest.

All new SIGs must adopt the "Standard Bylaws for SIGs" (APPENDIX A). The application must also include the proposed operating rules (which are consistent with the Standard Bylaws and the Association's Constitution & Bylaws).

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 is then submitted to the ASIS&T Board of Directors for final approval and the issuance of a charter.

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.

Once a SIG's bylaws and operating rules have been approved and the SIG receives its charter, it is important that the operating rules be reviewed periodically by the SIG officers.

Modifying SIGs
The Board approved Standard Bylaws for all SIGs (APPENDIX A) in 1981 and subsequently revised them several times, the most recent being 2008. All SIGs operate under the Standard Bylaws. These bylaws cannot be changed except by vote of the SIG Cabinet, on petition of 10 percent of a particular SIG's membership, or by proposal of a SIG's Executive Committee, the SIG Cabinet, or the ASIS&T Board of Directors. After the Cabinet has approved a specific change, the amendment must be certified by the ASIS&T Constitution and Bylaws Committee and approved by the Board.

Virtual SIGs: Informal Interest Communities
An informal community, known as a virtual SIG is formed by members who wish to begin limited SIG activities prior to formal establishment of a new SIG, or who do not meet the requirements of sustained SIG management. A petition with at least 50 members' signatures must be presented to the SIG Cabinet Steering Committee along with a

proposed description of the community. While informal communities may perform functions similar to chartered SIGs, they do have certain limitations to their operations.

An informal community does not have an annual operating budget other than what the community may raise on its own. The community may request funds from the Project and Reserve Fund, produce and distribute newsletters, maintain a listserv and/or social networking presence, present programs at national meetings under the rubric of SIG programming and apply for Charter at any time.

An informal community may not vote in SIG Cabinet or collect membership dues.

Dissolving SIGs and Virtual SIGs
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: a SIG shows no activity for one or more years; the special interest of the SIG represents a fading interest area; the SIG is unable to retain membership at minimally acceptable levels; the SIG's efforts are duplicated or closely matched by another SIG; or the SIG poses a financial burden for the Association.

Once a recommendation for dissolution or transfer to informal status has been made, the SIG Cabinet Director notifies the SIG's officers and members, and then presents the recommendation to the Cabinet. If the Cabinet concurs, the recommendation is submitted to the ASIS&T Board for its approval. If the Board agrees, the SIG involved is notified of the action and is given a termination date.

SIG Membership Eligibility
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 Special Interest Groups.

ASIS&T members may join SIGs at any time with payment of full membership dues; however,
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.

B. SIG GOVERNANCE

Governance of ASIS&T Special Interest Groups and their activities is performed at several levels by different organizational units and sets of officers. While the ASIS&T Board of Directors retains ultimate authority over the actions of each SIG and all SIGs collectively, the responsibility for oversight is spread among individuals in several units. Those of primary significance are the members of the SIG Cabinet and 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 Director-Elect/Deputy Director, the Immediate Past Director, the SIG Cabinet Steering Committee, and 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.

There are elected Director positions in the SIG Cabinet: the SIG Cabinet Director is a voting member of the ASIS&T Board of Directors; the Director-Elect/Deputy Director serves on the ASIS&T Board of Directors and votes in the Director's absence; and the Immediate Past Director who will attend ASIS&T Board of Directors meetings if the Cabinet Director or Deputy Director is absent, but has no voting rights. The Deputy Director is elected by the Cabinet from among the current cabinet representatives and alternate representatives; any ASIS&T member who has served as a cabinet representative or on the SIG Cabinet Steering Committee during the last three years; and chairs of the various Special Interest Groups. Elections are held every year. The Director may not repeat his/her term immediately upon concluding a prior term as Director because they become the Immediate Past Director. 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.

Director: (some of this language is a listing of duties from elsewhere)
- Preside over the SIG Cabinet, including calling meetings, forming agendas, managing meetings
- Voting representative of SIGs on the ASIS&T Board
- Chair of the SIG Member of the Year Jury
- Coordinate management of officer lists, budgets, annual reports
- Present SIG awards at Annual Meeting
- Serve as the SIGs liaison to ASIS&T Committees at the discretion of the ASIS&T President

Deputy Director / Director-Elect:
- Assist the Director with the above
- Take notes at the Annual Meeting of the Cabinet
- Manage SIG-L listserv
- Chair of the SIG Publication of the Year Jury
- Attend ASIS&T Board meetings as a nonvoting member with voice. In the Director's absence, the Deputy Director / Director-Elect has vote as well.
- Serve as the SIGs liaison to ASIS&T Committees at the discretion of the ASIS&T President

Immediate Past Director:
- Attend the Annual Meeting of the Cabinet
- Chair of the SIG Cabinet Nominations Committee
- Chair of the SIG of the Year Jury
- SIG representative to the Annual Meeting Program Committee.
- Attend with voice and vote at ASIS&T Board meetings only if the Director and Director-elect are both absent
- Serve as the SIGs liaison to ASIS&T Committees at the discretion of the ASIS&T President

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 Cabinet Director, the Director-elect/Deputy Director, the Immediate Past Director, and four other members elected from among the current SIG officers and Cabinet Representatives, each of whom serves a two-year staggered term. One member of the Cabinet Steering Committee is elected in odd years; the other three members are elected in even years. Members of the Steering Committee are responsible for evaluating and approving all Project and Reserve Fund requests, for serving on the SIG Member of the Year and SIG Publication of the Year juries, and for serving as liaisons between the SIGs and the Cabinet Director.

The other members of the SIG Cabinet are the Cabinet Representatives elected or appointed by each SIG to represent them in this body. Each SIG should choose a representative and an alternate representative with the expectation that one of them will attend all Cabinet meetings.

The SIG Cabinet meets once a year at the ASIS&T Annual Meeting. Each SIG should ensure that it's Cabinet Representative or Alternate Representative attends the meetings. According to SIG Policy, if neither the Cabinet Representative nor Alternate Representative is in attendance, an automatic chain of command for representation takes effect. In the absence of the SIG Cabinet Representative and Alternate Representative, the vote reverts to the Chair, then the Chair-elect, then the Secretary-Treasurer. SIG Chair or Chair-Elect may override the sequence by designating the official voting representatives of their choice.

Neither ASIS&T nor individual SIGs may support the travel expenses of attendees to the SIG Cabinet Meeting. These expenses must be borne by the individuals. An individual need not be a registered attendee at the meeting in order to represent a SIG at a Cabinet meeting.

SIG Officers
Each ASIS&T SIG is managed by a slate 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.

In describing the officers of SIGs, the ASIS&T Bylaws, in Section 8.13, specifically requires the selection of one officer: a Chair, who is the presiding officer and the Cabinet

Representative. SIG officers shall serve on the Association's Administrative Year basis which runs Annual Meeting to Annual Meeting.

In addition, however, the standard bylaws allow for the election of a Chair-elect, Secretary, Treasurer or Secretary/treasurer these positions may also be appointed if this option is written into the SIG's Operating Rules. The length of the term served by these officers (one or two administrative years) is determined by the SIG's operating rules. The Cabinet Representative and Alternate Representative each serve varying terms depending on the SIG's operating rules. To determine the requirements of any individual SIG Officer, officers should refer to the SIG's Bylaws and operating rules, and the ASIS&T Bylaws. It should be recognized that the ASIS&T Bylaws always supersede the SIG Bylaws if the two documents are inconsistent.

Though the responsibilities of SIG officers vary slightly from SIG to SIG (as indicated in the SIG's operating rules), as a general rule, the following guidelines apply.

Chair
The SIG Chair is the most crucial office within any SIG. The Chair generally sets the tone for what the SIG will provide its members during the year of office. 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 will know their assigned duties for the SIG and help them accomplish them during the year.

Among the chair's specific responsibilities are the following:

- Set the tone for the SIG's activities, providing 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 planning (which many SIG chairs choose to delegate to Chairs-elect).
- Serve as default Cabinet Representative for the SIG.
- Submit the Annual Budget in conjunction with the treasurer or secretary/treasurer, if the office exists, to the SIG Cabinet Director and Headquarters. This document is due on June 30 and covers the fiscal year from July1st-June 30th.
- 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.
- Submit the Annual Activities Report to the SIG Cabinet Director and Headquarters by June 30th. This report, which doubles as the SIG's nomination package for SIG of the Year Award, 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 June 30. This report covers the period of July 1st through June 30.
- Serve as chair of the SIG's nominating committee.

Assistant Chair

In some SIGs, a position known as Assistant Chair has been created to work with the Chair in carrying out the SIG's activities. According to ASIS&T policies, SIGs may include this position in their operating rules if they wish. Some SIGs refer to this position as Co-chair.

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.

The selection rules for Cabinet Representatives vary among SIGs. The representatives are either elected or appointed for varying terms of office, dependent upon the SIG operating rules. 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 not required by the standard rules and are indicated in the individual operating rules of each SIG. 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, listserv, blog, wiki, 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 Headquarters.

SIG Committees
SIGs should create committees, as needed, to carry out their projects and goals. In addition, all SIGs should have executive committees.

The Executive Committee, which according to the SIG Bylaws consists of the SIG's officers, should work together to conduct and manage the affairs of the SIG, subject to the SIG Standard Bylaws. The Executive Committee should be empowered to fill vacancies in SIG offices, should they occur, until the next regular election for that office.

Nomination and Election of SIG Officers
Many SIGs tend to select candidates using a more informal process than that outlined below. In many cases, SIGs nominate one candidate per office, often among those present at the SIG's planning meeting at the ASIS&T Annual Meeting. While such a process is expedient, it does not fully support the mission of the SIGs "to provide an organization through which all members of ASIS&T having a special interest in the disciplines covered by the SIG may share their professional activities and studies." It is recommended that SIGs 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
In ideal practice, 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 prepare the ballot, with at least two nominees for each office to be filled. Nominations from the membership should be encouraged but must follow the procedures outlined in the SIG's bylaws. Generally, these rules require that names be submitted by petition signed by at least ten members of the SIG and received by the chair at least eight weeks prior to the SIG's annual planning meeting.

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. The best officers are well-versed in the particular interest area of the SIG and also have corporate or organizational support for their professional activities. Individuals without such support find it difficult to attend ASIS&T and SIG meetings and to prepare correspondence to the membership.

Before the nominating committee completes its ballot, all nominees should confirm their willingness to serve and their ability to perform the functions of the offices for which they are being proposed.

SIG Elections
All SIGs should hold their elections six weeks prior to the annual SIG planning meetings, which are 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 mail or online ballot to all voting members of the SIGs. In preparing the ballots, the nominating committee must identify an individual to serve as "teller." This person will receive all ballots from the voting members and will be responsible for counting the votes and reporting the results of the election. The chair of the nominating committee or the SIG secretary could be appointed teller, provided that the person indicated is not running for office. The SIG Cabinet Director and the ASIS&T Executive Director are also available to serve as tellers for online elections. ASIS&T has an email account available for SIGs to use for voting, or SIGs may use an online survey taking tool or other secure online system.

Once the deadline date for receipt of ballots has passed, the teller must count the ballots and report the results to the SIG executive committee, the SIG Cabinet Director, and the ASIS&T 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. The ballots should be retained by the teller until after the newly-elected officers have assumed their positions. At that time, provided no official protest of the election has been registered, the ballots may be destroyed or deleted.

C. SIG FINANCES

SIG Funding Policies
By authority of the ASIS&T Board of Directors, SIG activities are financed during the year through budgets held at Headquarters in the name of each SIG. SIG annual budgets, running concurrently with the ASIS&T fiscal year (July 1st - June30th), are based on the number of members in the SIG as of May 1st of the immediately preceding year, multiplied by a standard allocation, calculated on an annual basis. The budgeted income may be supplemented with other revenue sources, such as workshops and publications, within the restrictions of ASIS&T policies (APPENDIX B).

If a SIG wishes to solicit donations, they are strongly encouraged to do so. Any funds raised on behalf of the Association are the property of the Association and subject to the standard accounting procedures for the Association. The SIG should communicate directly with the Director of Membership & Communication about their plans in order to ensure that SIG activities do not conflict with the other priorities of the Association and that fundraising activities can be coordinated and that contributions can be recognized nationally.

All SIGs must submit their budgets for the year's activities by July 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.

The Board of Directors has instructed that no funds will be released to any SIG until the SIG's financial plan (budget) has been received by the SIG Cabinet Director and Headquarters. The budget should be submitted by July 1st. If a SIG does not submit a financial plan, remaining funds will be released for the year to the SIG Project and Reserve Fund. SIGs may request money from the SIG Project and Reserve Fund for unusual expenses not covered by their annual allocation (see below). At the end of the fiscal year, funds remaining in the Fund will be returned to the Association. This does not apply to money raised by SIGs through fundraising, Annual Meeting workshops or other such activities.

Once a budget has been submitted, each SIG Chair is authorized to approve SIG expenditures each year up to the total of the individual SIG's budgeted funds, except that single expenditures of more than $500 (amended December 2013) must be approved by the SIG Cabinet Director.

SIG Project & Reserve Fund
The SIG Project & Reserve Fund was established by the Board of Directors to assist SIGs that want to undertake worthwhile projects but lack sufficient funds. It also exists as an emergency or loan fund for SIGs that run into financial difficulties. The Fund is administered by the SIG Cabinet Steering Committee. The SIG Cabinet Director regularly reports to the Board of Directors and the SIG Cabinet on each use of the Fund.

Requests for funds from the SIG Project and Reserve Fund may be submitted at any time, but all submissions must follow the approved procedures and guidelines. "General Procedures for Administration of the SIG Project and Reserve Fund" (APPENDIX C) describes types of requests, application procedures, evaluation process, and criteria for project approval, special emergency allocations and administrative reporting.

The SIG Project & Reserve Fund is replenished annually at the start of each fiscal year but never exceeds the Board-mandated ceiling of $10,000 at the end of the fiscal year. At the end of the year, funds above the $10,000 ceiling will be released to the Association for general use.

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. 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.

Please note that the ASIS&T fiscal year is July 1 through June 30. All financial reporting is geared to the ASIS&T fiscal year.

SIG Expenses
While Headquarters bears the primary responsibility for maintaining complete accounts for each SIG, SIG Chairs (or Secretary/Treasurers or Treasurers) are responsible for notifying Headquarters of all financial commitments made on behalf of the SIG. When commitments are made, the SIG Chair and/or Secretary/Treasurer or Treasurer must send written notification of the expense to Headquarters. Single expenditures of more than $1,000 must also 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. Budget reports are due by July 1st. During the first week of May each year, Headquarters will inform SIGs of the amount of money available to them for the coming year, as determined by the SIG funding policy (APPENDIX B); the SIGs must indicate how they think they will spend the funds, specifying certain amounts for various line items.

As a general rule, SIGs may expend their budgeted funds on any activity or project that is consistent with ASIS&T policies. Among the items that are usually acceptable uses of SIG funds are certain expenses associated with technical sessions at ASIS&T and affiliated meetings, webinars, promotional activities, newsletters, telephone and postage expenses and promotional items. Among the expenditures which are not acceptable are reimbursement of travel expenses for any ASIS&T member for any reason and speaker honoraria for ASIS&T members.

When in doubt about the acceptability of specific expenses, SIG officers should contact the SIG Cabinet Director or a member of the SIG Cabinet Steering Committee 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 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.

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, accounting for SIG dues, and maintaining SIG membership lists. In addition, there are no charges to SIGs for minimal assistance in arranging their planning meetings at annual meetings and webinars, nor are there charges for basic audiovisual equipment at these meetings, if what the SIG is requesting can be accomplished within the conference AV budget.

In both preparation and production, emailed newsletters are created and distributed by the SIGs at their cost.

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

- Special events such as workshops, webinars in some circumstances, and receptions at the Annual Meeting
- Preparing special promotional mailings for recruitment or other purposes
- 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.

D. 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. APPENDIX D is an Administrative Calendar, to which you should refer throughout the year.

SIG Reporting Requirements

SIGs are responsible for the following regular reports:
- Annual SIG Budgets and Activities Plans: due to the SIG Cabinet Director and Headquarters not later than June 30.
- 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. (APPENDIX E)
- Annual Activities Reports, which also serve as SIG of the Year submission: due to the SIG Cabinet Director and Headquarters no later than June 30. (APPENDICES F and G)
- Minutes of meetings, any newsletters or ASIS&T information sent to SIG members without the assistance of Headquarters: send to Headquarters whenever appropriate.

Headquarters Reporting Requirements

ASIS&T Headquarters provides the SIG the following information on a regular basis and on request:
- Quarterly membership and financial reports in January, April July, and October.
- Annual membership figures (based on May 1 count) and allocation amount for next fiscal year (on May 15).

- Final financial statements by July 15 of the new Fiscal Year.

Officers Rosters

Up-to-date information on officers is crucial to the successful operation of a SIG. Incoming Chairs are responsible for seeing that this information is always accurate and that rosters are sent to the SIG Cabinet Director and Headquarters immediately following elections. A copy of the SIG Officers Roster form is provided in APPENDIX E.

Member Records

ASIS&T maintains an automated member records system that provides data about SIG memberships which the SIG Chair is authorized to view. Other SIG officers can request access to the electronic membership roster by contacting headquarters. The electronic member records system allows SIGs to generate current and accurate contact information for SIG members. SIGs must use labels generated by Headquarters for all official SIG membership business conducted in print via the mail. Also, please note that SIGs may not make official ASIS&T membership lists available to outside parties without explicit written permission from the ASIS&T Executive Director.

SIG Mailings

SIGs are encouraged to communicate with their members by any reasonable means available. Email 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.

Planning/Business Meetings

All chartered 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 the year just ended 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.

SIG planning meetings are to be conducted according to the latest edition of Robert's Rules of Order, as long as such rules are not inconsistent with ASIS&T policies. According to ASIS&T policy, a majority or 10 members of the SIG, whichever is smaller, will constitute a quorum for a SIG planning 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.

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.

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 properly approved
- 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

As a general rule, "proper approval" requires action by the Board of Directors. In many cases, such as in the production of SIG newsletters and the preparation of awards certificates, blanket approval has been given for the use of the ASIS&T name and logo, pending review in each case by Headquarters. Such review is routine.

When preparing approved 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

While SIG officers will want to maintain files of recent records and communications concerning the SIG, it is not expected that these files, which will continually expand, will be sent from officer to officer, year after year. At the same time, however, it is desirable that we maintain a written history of each SIG.

Therefore, Headquarters bears the burden of maintaining the archival materials, but 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 forwarded regularly. Headquarters is not equipped to receive large shipments of old records and materials from

every SIG.

SIG Descriptions
Each SIG must have a SIG description 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 before the revision is worked into existing promotional materials. Please note that any revision that implies a change in purpose must be approved by the Cabinet and the Board of Directors.

II. 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. They pay their money to join the SIG and they look for 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.

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.

A. 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 more activities than just technical programs at the Annual Meeting. Though these programs are important, the reality is that only a small percentage of any SIG's membership actually attends the Annual Meeting. For non-attendees to feel that they have received something for their membership, the SIG must provide additional services.

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.

B. 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 July/August 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 *JASIS&T* or the *Bulletin* (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 newsletter editor, 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. Then, working with the editor, the officers can find authors, often within the membership, to write them.

While finding the material to include in the SIG newsletter is the most difficult task, the job is only half done at that point. So that the editor's efforts can be focused more carefully on the substantive and content areas of the newsletter, ASIS&T minimizes the production responsibility as much as possible by placing most of the burden for actual production on Headquarters. ASIS&T has prepared a common SIG newsletter masthead and simple copy preparation guidelines for editors. If followed, both the time and expense for SIGs is minimized. All SIG officers are encouraged to review the Newsletter Form and Production Guidelines (APPENDIX H). In addition, budget guidelines and restrictions are listed in Section I, Part C.

In addition to the substantive and business matters that are included in SIG newsletters, all of them must carry the following statement:

The Association for Information Science and Technology assumes no responsibility for statements advanced by contributions to the Association's publications. Editorial views do not necessarily represent the official position of ASIS&T.

If a SIG chooses to produce and distribute its newsletter without assistance from Headquarters, copies must be sent to Headquarters, SIG Cabinet Director, Deputy Cabinet Director, SIG Cabinet Steering Committee and the ASIS&T Board of Directors.

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.

Any publication under consideration by a SIG must be incorporated into the normal ASIS&T publication process, but to do so is not difficult. A SIG officer, preferably the chair, should write a brief outline of the proposed publication, including the author(s)' name(s), what is significant about the publication, who is the audience, how long might the publication be, when would it be ready, and other similar pertinent information and send it to the ASIS&T Monographs Editor, in care of the ASIS&T Executive Director. The outline will then be reviewed by the editor and the ASIS&T publisher(s), as well as a peer review group, if appropriate. The SIG will be notified as soon as possible of the reactions of these individuals.

For the protection of the SIGs, as well as of the Association, material authored for the Bulletin and for the Proceedings of the annual meeting, the author retains copyright. SIGs should not attempt to publish any materials outside the normal process. When in doubt about the process, please contact Headquarters. (See APPENDIX I for ASIS&T policies

regarding publication of works.)

Other Publication Options
JASIS&T

The *Journal of the American Association for Information Science* is the flagship publication of ASIS&T and one of the leading scholarly journals in the information field. Through contributions to the monthly *JASIS&T*, 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 *JASIS&T* editor, whose name and address always appear on the title page of the magazine. All submissions to *JASIS&T* are fully refereed. Instructions for contributors are available from the editor.

The Bulletin

ASIS&T members receive the *Bulletin of the American Association for Information Science*, the ASIS&T bi-monthly online news magazine. The *Bulletin* approaches information from a less research-intensive angle than *JASIS&T*; it contains up-to-date, practical news about information, people in information and ASIS&T, and short articles on topics of greatest interest to information professionals. The Bulletin is an ideal way for SIG members to keep the rest of ASIS&T on top of the most significant events in a particular interest area.

SIGs can consider contributing special columns, opinion pieces or longer articles, but must be aware that not all pieces will be accepted for next issue publication. Articles should be no longer than 1500 words and are ideally 750 to 1200 words. Specific contributions and editorial schedules should be discussed with the Bulletin Editor at ASIS&T Headquarters.

C. 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 Meetings

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, tutorials, workshops, 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 technical sessions for the Annual Meeting. The expectation from the ASIS&T Board and the Conference Planning Committees is that each SIG will propose one or more state-of-the-art presentations focusing on the specific 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 are no arbitrary limits 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. The best SIGs are those that do the best job - quality rather than quantity. 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.

Because the SIG technical programs are such an important aspect of the Annual Meetings, SIGs are asked to begin planning future sessions well in advance. Having good program ideas in mind before the planning deadlines are announced by the conference committee makes it much easier to firm up plans and to secure the commitments of the best speakers.

ASIS&T has adopted guidelines for SIG participation in Annual Meetings that establish the basic relationship between the SIGs and the conference committees. Essentially, the guidelines reaffirm the lack of arbitrary limits on the number of sessions SIGs can offer at meetings, but they also note that the conference committee can establish both quality standards and submission deadlines that SIGs must meet for their programs to be accepted. These guidelines (APPENDIX J) should be reviewed by all SIG officers and program planners. In addition, officers and planners should be aware of the budget guidelines and restrictions that are listed in APPENDIX K.

ASIS&T Summits and Other Meetings
SIGs will continue to be encouraged to participate in ASIS&T Summits. However, these meetings will generally be focused on narrow topics and themes and will require thematically appropriate sessions from SIGs. More often than not, all SIGs, particularly if they work cooperatively with other SIGs, will be able to plan programs that focus on their specific areas of interest, but tie into the overall meeting theme.

In addition, SIGs should consider topics for which they might have special expertise in planning a one- to two-hour webinar, one-to-three day seminar, or workshop for co-sponsorship by the SIG and ASIS&T. As a rule, such plans should be presented to the Executive Director while in a preliminary stage of consideration, but they should be explicit enough that a reasonable assessment of the potential market can be made.

SIG Meetings
SIGs may also consider planning their own physical 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 chapter, 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 three weeks before or after an ASIS&T-sponsored meeting.

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 three weeks before or after an ASIS&T-sponsored meeting.

D. 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 Education 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 and the Education Committee 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.

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. Guidelines for SIG participation in Webinars and Continuing Education courses are provided in APPENDIX L.

E. 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 Public Affairs Committee and the Executive Director.

F. SIG AWARDS
SIG Member of the Year ()
The SIG Member-of-the-Year Award was established in 1991. It 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.

SIG Publication of the Year
The SIG Publication of the Year award was established in 1991. It is administered by the SIG Cabinet. The award shall consist of a certificate to be presented to the Communications Officer and the Chair of the winning SIG and other SIG members associated with the publication. The award shall be presented by the SIG Cabinet Director during the SIG Cabinet Meeting. 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 (August-July). Any type of SIG Publication is eligible, including newsletters, transactions, directories, or other publications. To be considered, a publication must be in a format that is readable/usable by the jury members. Any electronic and/or self-published material should be sent to HQ in order to be considered. Each year, the Jury shall consider publications produced between August 1 of the previous year and July 31 of the current year.

SIG of the Year
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 jury for the SIG of the Year consists of the SIG Cabinet Immediate Past Director, an ASIS&T Past President, and four other members, of whom at least one must be elected by the SIG Cabinet and at least one appointed by the ASIS&T Board. All jury members other than the Chair serve two-year, staggered terms without immediate reappointment.

Appoint a member of the SIG to compile a record of the year's accomplishments. Keep a file of everything that the SIG does, including newsletters, directories, articles, program sessions, participation in other meetings, etc. Be sure to provide the person with the SIG of the Year Award guidelines (APPENDIX F) and the Nominating Package Form (APPENDIX G).

(Revised 1992; 1994; 1998; 2011; 2014; 2016; 2017)

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STANDARD BYLAWS for ASIS&T SPECIAL INTEREST GROUPS
Approved by Board, 2/2/82; Amended 10/2/86; Amended 5/20/87; Amended 5/25/99;
Amended 10/29/08

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

ARTICLE II: NAME AND PURPOSE
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 the special interests; and
(4) 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.
SIG (insert name of SIG)
_____
shall be concerned with the following areas: (insert SIG purpose)
_____
_____

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 are eligible to serve as officers of the SIG. All SIG members are eligible to vote on questions submitted to the 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.
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. Although not required, a SIG can also choose to provide for other 'inter alia' officers such as a Chair-elect, Secretary, Treasurer or Secretary/Treasurer, or Communications Officer in its Operating Rules. (New language making chair-elect, cabinet rep and cabinet alternative rep optional (See Article VI, Section 2, for the filling of vacancies.)

Section 2. Officers should be elected prior to the close of the ASIS&T administrative year and shall serve for terms specified in Article V, to the Associations Administrative Year basis (coinciding with the terms for ASIS&T National Officers). Individuals may be re-elected to an office, or may hold more than one office, except that the Chair and the Chair-elect may not be the same person. The SIG Chair will serve as the Cabinet Representative.

ARTICLE V: DUTIES OF OFFICERS

Section 1. The Chair is elected to serve for a one-year term (unless two-year terms are provided in the SIG' s Operating Rules) and shall preside over all SIG meetings. The Chair shall appoint all committee chairs and members and act as Chair of the Nominating Committee. It is the responsibility of the Chair to develop and implement the SIG's annual activity plan, which shall be filed with the SIG Cabinet Director and headquarters within 30 days after the Chair takes office. In addition, if the SIG does not have a Treasurer or Secretary/Treasurer, the Chair is responsible for submitting the annual activity plan to the SIG Cabinet Director by September 15, and for keeping records of all meetings and activities. At the close of the year, the outgoing Chair must submit an activity report during the SIG's annual business meeting.

Section 2. The Chair as Cabinet Representative shall represent the SIG at meetings of the SIG Cabinet. In the event that 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 3. If a SIG chooses to include among its officers a Chair-elect, Secretary, Treasurer, or Secretary/Treasurer, or other officers this must be indicated in the SIG's Operating Rules whether the position is elected or appointed. The Operating Rules must also indicate the length of time (one or two years) that the person will serve. The Chair-elect, 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 activity plan to the SIG Cabinet Director by September 15.

ARTICLE VI EXECUTIVE COMMITTEE

Section 1. The Executive Committee of the SIG shall consist of the SIG officers plus any SIG member the chair wishes to include. The Executive Committee 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 2. A SIG office can be declared vacant by the SIG Executive Committee 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.

Section 3. In the event that all SIG offices become vacant at one time, the SIG Cabinet Director shall appoint SIG members to serve as Chair until such time as official elections can be held.

ARTICLE VII: MEETINGS

Section 1. The annual planning meeting shall be held during the Annual Meeting of ASIS&T. An activity report for the previous year shall be presented at this meeting by the outgoing Chair. Copies of this report shall be filed with the SIG Cabinet Director and with ASIS&T Headquarters by September 15.

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. (See Article VIII.)

Section 3. Other meetings may be held at the request of the Executive Committee 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 VIII: NOMINATION AND ELECTIONS

Section 1. Elections shall be held each year prior to the close of the ASIS&T administrative year.

Section 2. An open call for nominations for officers of the SIG shall be distributed to membership of the SIG in advance of the annual meeting.

ARTICLE IX: AMENDMENTS

Section 1. Proposal for amendment to these bylaws may be made by petition of ten percent of an individual SIG membership submitted through the SIG's Chair to the SIG Cabinet or by proposal of the SIG's Executive Committee, the SIG Cabinet, or the ASIS&T Board of Directors.

Section 2. The proposed amendment shall be distributed to all SIG Chairs by the SIG Cabinet Director at least six weeks prior to the next SIG Cabinet meeting.

Section 3. The proposed amendment shall be voted on at the next SIG Cabinet meeting. Such proposed amendments must receive an affirmative vote of two thirds of those voting in order to be approved. No approved amendment shall take effect unless and until certified by the ASIS&T Constitution and Bylaws Committee as being consistent with the ASIS&T Charter, Constitution and Bylaws and until approved by the ASIS&T Board of Directors. If so approved, it shall take effect immediately.

Section 4. Amendments and/or changes to the SIG standard bylaws that are a result of changes in the ASIS&T Constitution and Bylaws and/or Board approved policies will

automatically be incorporated into these bylaws so that they will not be inconsistent with ASIS&T policy.

ARTICLE X: OPERATING RULES
A SIG may establish Operating Rules which are not inconsistent with these bylaws or the ASIS&T Charter, Constitution, and Bylaws. In the absence of properly-filed Operating Rules, the SIG must abide by specific conditions set forth in these bylaws.

ARTICLE XI: 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.

APPENDIX B
SIG FUNDING POLICIES

The yearly budget income for each SIG will be equal to the number of Members on record for that SIG on May 1st of the preceding Fiscal Year times the current per-member allocation of the SIG membership dues rate. This rate is calculated by dividing the Board-budgeted SIG allocation by the total number of members in all SIGs, summed (members of multiple SIGs will be counted once for each SIG in which they are a member). (amended November 2009)

The budgeted income for the year may be supplemented from other sources. (amended 5/19/79) Each SIG Chair will be authorized to approve annually SIG expenditures up to the total of the individual SIG's budgeted funds except that single expenditures of more than $500 (amended December 2013 – Board approval) be approved in advance by the SIG Cabinet Director.

The SIG Project and Reserve Fund is not to exceed $10,000 (Board Motion 5/26/83). All membership allocation funds not encumbered for the fiscal year by the December 1st budgeting deadline are returned to the Fund for use by any SIG in the fiscal year. (amended November 2009)

The SIG Project and Reserve Fund will be administered by the SIG Cabinet Steering Committee. The SIG Cabinet Director will report each allotment from the SIG Project and Reserve Fund and its purpose at the following Board and Cabinet meetings. The following policy will govern the administration of the SIG Project and Reserve Fund: All requests for expenditures from the fund must initiate from a SIG Chair in the form of a written description of the proposed use, with a breakdown of costs involved.

Substantial time spent by Headquarters professional staff members on an approved SIG project will be charged against that project.

The basic policies were approved by the SIG Cabinet on 4 October 1976 and by the ASIS Board of Directors on 9 October 1976. Subsequent Board actions that affected these policies are noted in the text.

(Approved by ASIS&T Board, 5/19/79)
**GENERAL PROCEDURES FOR ADMINISTRATION OF THE
SIG PROJECT AND RESERVE FUND**

BACKGROUND AND PURPOSE
The SIG Project and Reserve Fund was established by the ASIS&T Council (now Board) in 1971 to assist those SIGs wishing to undertake worthwhile projects but lacking sufficient funds. It also exists as an emergency or loan fund for SIGs which run into financial difficulties as a result of annual operations. The Fund is administered by the SIG Cabinet Steering Committee.

TYPES OF REQUESTS
There are five general types of requests which can be made.
1. Loans as front end money to be paid back at the completion of a money- making project.
2. Cost-sharing projects between the SIG and the Fund.
3. Direct Grants from the Fund for special projects with high technical merit.
4. Emergency loans to SIGs which run into financial difficulties as a result of annual operations.
5. Emergency grants to SIGs which run into financial difficulties. (In only special cases will money be given as a direct grant not requiring repayment.)

APPLICATION PROCEDURES
Any SIG wishing to apply for a loan or grant from the Fund may submit a written request to the SIG Cabinet Director at any time, but at least 90 days before the money is to be used. The request must be signed by the SIG Chair and must also contain a statement indicating that the SIG Treasurer has reviewed and approved the proposal. A request must contain the
following specific items:
1. SIG(s) making request.
2. Purpose, amount requested, type of request, and description of the project for which funds will be used.
3. The SIG's resources that will be used to complete the project, e.g. technical experts, management capabilities, other sources of additional funds.
4. If it is a loan, the proposed terms of repayment.
5. Financial Statement from the SIG including latest treasury balance, and expected itemized expenses for the remainder of the fiscal year.
6. Any special circumstances or considerations to the request.
7. Date before which a final decision regarding the request is required.

CABINET STEERING COMMITTEE EVALUATION PROCESS
Upon receipt of the request, the Cabinet Director will forward copies to the Cabinet Steering Committee with any appropriate comments or recommendations. The Cabinet Steering Committee will either approve or disapprove the request by a majority vote with the Director only voting to break a tie.

CRITERIAL FOR APPROVAL

The Steering Committee will use the following considerations in making a decision.
1. Is the project technically valuable?
2. Does the SIG have the resources to bring it to successful completion?
3. How much money is in the Project and Reserve Fund?
4. Is the amount requested reasonable for the Fund to handle and is it reasonable for the
   value of the project?
5. The special considerations submitted in the SIG request.

SPECIAL EMERGENCY ALLOCATIONS
Under special circumstances the SIG Cabinet Director will have discretionary authority to make emergency allocations of up to $200. These may either be in the form of a grant or loan.

ADMINISTRATIVE REPORTING
1. For those SIGs receiving allocations, the Chair of the SIG is required to submit a financial report at the end of each fiscal year indicating how much has been spent for what purposes and how much remains to be spent in the next fiscal year. The money remaining must be earmarked for special purpose in order not to be handled as
   end-of-the-year money in the SIG treasury.
2. The Cabinet Director will submit to the Cabinet a written report of all Project and Reserve Fund allocations since the previous report at each SIG Cabinet Meeting (i.e., at Annual).
3. A copy of the written report will also be submitted to the Board for information purposes.

RESTRICTIONS
The SIG Project and Reserve Fund will not be used to compensate ASIS&T members for
1. Travel expenses unless they are an intrinsic part of an approved SIG project and are specifically outlined in the original request.
2. Expenses incurred at an ASIS&T national or regional meeting unless they are part of an approved project
3. Expenses for breakfast, lunch and dinner meetings.
4. Honoraria to speakers at an ASIS&T national or regional meeting unless they are part of an approved project
5. Professional time spent on a project.

These procedures supersede all other policies regarding the SIG Project and Reserve Fund.

SIG ADMINISTRATIVE CALENDAR

Items in *italics* are required as a condition of maintaining the SIG's charter with the Association.

JULY
Beginning of the fiscal year. On July 1 any unused allocation from the previous year is zeroed out unless a carryover has been approved by the Cabinet Director.
July 15: Based on yaer-end reports, allocation for the new Fiscal Year is credited to the SIG accounts. This amount, along with any earned funds carried forward froom previous years (e.g. income earned from publications, workshops or webinars) constitute the funds available to the SIG for the new Fiscal year.
July 15: SIG Member and SIG publication of the Year nominations due.
July 15: Year End financial statements and new member listings Sent to SIG Chair and Treasurer

SIX WEEKS PRIOR TO ANNUAL MEETING:
SIG's hold elections for new officers and appoint a cabinet representative if appropriate. Results of elections and appointments must be reported to the SIG Cabinet Director, Deputy Director, and Headquarters no later than two weeks prior to Annual Meeting.

SEPTEMBER

OCTOBER/NOVEMBER
ASIS&T Annual Meeting, including the annual SIG Cabinet Meeting, falls during this time period. Every SIG should have a representative at the Cabinet meeting.
October 15: First Quarter Financial Statement sent to SIG Chair and Treasurer by HQ

JANUARY
January 15: Second Quarter Financial Statement and current roster sent to SIG Chair and Treasurer by HQ

JANUARY – APRIL
Annual Meeting planning, including the call for proposals and proposal deadlines for tutorials, workshops, papers, panels and visual presentations.

APRIL
April 15: Third Quarter financial statements sent to SIG Chairs and Treasuerer by HQ.

MAY
Annual Meeting acceptances distributed.
May 1: SIG rosters pulled for membership count
May 15: Amount of SIG allocations for next FY distributed to SIG leadership

JUNE

June 15: Submissions open for SIG of the Year, SIG Member of the Year, and SIG Publication of the Year.
June 30: End of Fiscal Year. SIG budgets and Year-End Reports for next FY are due.

JULY

<div align="center">

APPENDIX E

SIG Officers Template

</div>

Please return to the SIG Cabinet Director, at or before the close of the Annual Meeting.

<div align="center">

SIG: _____

</div>

Include name AND email address for each officer. Only the Chair is a required office, but we also need to know who will manage your listserv.

Chair   (required):
_____

Listserv   manager   (required)   :
_____

Chair-elect/Vice-Chair:
_____

Secretary:
_____

Treasurer   (may   be   same   as   above):
_____

Cabinet   Representative:
_____

Other officers (give function as well as name/email):

_____
_____

_____

_____

_____

_____

_____

_____

_____

_____

All elected officers will be added to the SIG-L email list, a closed list for SIG officers only, unless you request otherwise.

APPENDIX F
SIG OF THE YEAR AWARD GUIDELINES

The SIG of the Year Award was established in 1975. It is administered by the SIG Cabinet.

1. Nature of the Award
1.1 The award shall consist of certificates to be presented to each member of the governing body of the SIG by the SIG Cabinet Director at the banquet of the ASIS&T annual meeting.

2. Purpose of the Award
2.1 The purpose of this award is to recognize outstanding professional accomplishments and activities of an ASIS&T Special Interest Group.

3. Eligibility
3.1 All active ASIS&T SIGs are eligible to receive this award. More than one awardee may be chosen in a given year. The same SIG may receive the award in consecutive years.

4. Administration
4.1 The SIG of the Year Award is sponsored by the Association-at-Large and is administered by the SIG Cabinet.

5. Nominations
5.1 The SIG Annual Activities Report and SIG of the Year Criteria and Check-list and attached documentation shall comprise the nomination package.
5.2 Nominations shall be submitted electronically by August 15.

6. Jury Committee
6.1 The SIG of the Year Award Jury is composed of six members (five voting), with the SIG Cabinet Director serving as Jury Chair. Two members of the Jury are to be chosen by the SIG Cabinet; one member to be appointed by the ASIS&T Board of Directors; one Past President appointed by the SIG Cabinet Director; and the ASIS&T Executive Director (ex officio without vote). Appointments are for a term of two years.
6.2 Members of the Jury cannot be reappointed to serve successive two-year terms.
6.3 If a Jury member is part of the governing body of a SIG which has been nominated for this award, the Jury Chair shall appoint another member of the SIG Cabinet (SIG Representatives or Alternates) to serve on the Jury in her/his place.

7. Selection of the Awardee
7.1 The Award shall be judged on outstanding performance of one or any combination of the following factors:
(a) A single publication for the SIG membership (newsletter);
(b) 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);

(c) A single publication for an audience outside of ASIS&T;

(d) An innovative form or medium of information presentation;

(e) A public service or participation in a public effort, such as, a legislative hearing, standards committee, or other program;

(f) A program at the annual meeting of the Association;

(g) Special projects;

(h) Other noteworthy activities not explicitly named above; and

(i) 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; (performance should be the major criterion)].

7.2 The Jury shall make their decision based upon the documentation submitted.

7.3 If the vote is not unanimous, the Jury shall then decide if more than one award should be given. If necessary, run-off votes may be taken or the Jury Chair may convene a conference call to resolve the decision.

7.4 The Jury Chair shall notify the Chair of the Awards and Honors Committee and the ASIS&T Executive Director that a winner has been declared by 30 days prior to the start of the ASIS&T annual meeting.

7.5 The Jury Chair shall provide a 50-250 word abstract, stating why the award was given. This abstract will be used to publicize the award. Material for this abstract can be taken from the voting rationales provided by the members of the jury.

7.6 The Jury Chair shall submit the nomination packets and the results of jury deliberations to ASIS&T Headquarters, after selection of the awardee(s) has been completed.

8. Presentation of the Award

8.1 The Award shall be announced and be presented to the governing officers of the SIG(s) by the SIG Cabinet Director at the banquet of the annual meeting of the Association.

8.2. The Award abstract shall be printed in the Annual Meeting program.

9. Publicity

9.1 The award shall be publicized through the *Bulletin of the American Association for Information Science and Technology* and the Association website. Publicity is the responsibility of ASIS&T Headquarters.

10. Deadlines

10.1 Appointments to the Jury Committee shall be made in advance of the award year and not later than the start of the ASIS&T annual meeting.

10.2 ASIS&T Headquarters and the Jury Chair shall solicit nominations by June 15.

10.3 Nominations shall be submitted electronically by August 15.

10.4 Selection shall be made and the Chair of the Awards and Honors Committee and the ASIS&T Executive Director shall be notified that a winner has been declared by 30 days before the start of the ASIS&T annual meeting.

APPENDIX G
SIG ANNUAL ACTIVITIES REPORT
and SIG-OF-THE-YEAR CRITERIA AND CHECKLIST

Please use this form and checklist to file your SIG Activities Report and to apply for SIG-of-the-Year. SIGs wishing to be considered for SIG of the Year must submit this form by August 15th; all other SIGs must submit by September 15th.

Submit this form online: http://www.softconf.com/asist2/SIG_of_the_Year/

SIG NAME (and acronym): _____
REPORT SUBMITTED BY (name):_____ (office)_____
ACTIVITY PERIOD:
CURRENT OFFICERS:
Chair (required): _____
Other Officers: _____

Do you wish to be considered for SIG of the Year? _____ Yes _____ No

1. Did your SIG hold a planning meeting at the last annual meeting? __ Yes __ No

2. Who represented your SIG at the SIG Cabinet meeting at the last ASIS&T annual meeting?
Name _____ Office _____

3. Please list the names of new leaders in your SIG who may be interested in getting involved in other areas of ASIS&T:

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

5. What programs, including those presented at ASIST Annual, did your SIG sponsor or cosponsor during the activity period? (e.g., webinars, continuing education programs, regional meetings, 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 organizations or ASIS&T units, if applicable.

6. 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.

7. 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.).

8. Please include any other comments you would like to make about your SIG's activities during the period.

APPENDIX H
GUIDELINES FOR COMMUNICATION WITH MEMBERS

Newsletters provide one vehicle through which Special Interest Groups can distribute information about particular areas of interest to their memberships. All SIGs are urged to produce at least one newsletter or substantive correspondence each year to provide evidence of a viable SIG. Although newsletters can include information on the Association and technical and business meetings, SIGs are encouraged to concentrate on specific topics of interest to the SIG membership rather than items of interest to the membership-at-large.

Examples of content:
- Notices of forthcoming SIG meetings and events
- Calendar of meetings of organizations in the SIG subject area
- Announcements of CE programs in the SIG subject area
- Reviews of SIG meetings
- Reports from SIG Committees and officers
- Ballots
- Questionnaires
- Book reviews, list of new publication or bibliographies
- Reports on current R&D
- Description of new technologies, equipment, databases, resources, etc.

APPENDIX I
POLICY CONCERNING PUBLICATION AND DISSEMINATION

1. ASIS&T shall have the right of first refusal for the publication or dissemination by any medium of any writing or audio or audio-visual creation presented at a meeting of the Association or any of its chapters, special interest groups, or other sub-units.

2. Those submitting works for publication or dissemination by the Association shall obtain any needed permission, including security clearance and permission to use portions already published. ASIS&T assumes no responsibility for obtaining such permission. Further, statements or opinions expressed by contributors in any work published or disseminated by the Association do not necessarily reflect the position or official policy of ASIS&T. "Work" is defined as: (a) a writing (including a paper, address, chapter, monograph, or other publishable material); and (b) an audio-visual creation (including a recording or transcription of audience comments and statements in public floor discussions).

3. For material authored for publication in the Proceedings from the annual meeting or in the Bulletin, the Association will obtain author permission to use material. The author retains copyright.

4. The Association will grant permission to authors for certain uses without fee or charge. The uses, specified in the "Transfer of Copyright Agreement," are:
    4.1 The right to make further copies of all or part of the published article for the author's use for educational purposes.
    4.2 The right to re-use all or part of this material in a compilation of the author's own works or in a textbook by the author.
    4.3 The right to reproduce or have reproduced copies for the author's personal use or for the internal use of the author's employer provided that the copies are not offered for sale.
    4.4 The right to make oral presentation of this or similar material in any forum.
    4.5 The right to any patentable or proprietary subject matter which may be contained in the work.

5. The Association may make royalty arrangements which supplement but do not supersede the transfer of copyright.

6. The Association shall appropriately publicize these policies in its publications, in communications to authors of submitted works, and in communications relating to meetings. No work shall be accepted for inclusion in an ASIS&T publication or presentation at an ASIS&T meeting which does not comply with this policy unless an explicit waiver is authorized by the ASIS&T Board or its designated representative.

APPENDIX J

GUIDELINES FOR SIG PARTICIPATION IN ANNUAL MEETINGS
(Revised 11-85, 10-11)

It is generally acknowledged that the Special Interest Groups of the Association represent the disciplines and subject areas of primary interest to the membership of ASIS&T. The technical sessions presented by SIGs at Annual Meetings have historically served as the core of the technical programs. Because the SIGs bring to an Annual Meeting special expertise as to the latest issues affecting the profession, and contacts that reach beyond ASIS&T into related disciplines, SIG sessions have traditionally been major contributors to the program, both in quality and in number.

To ensure the continued participation of the SIGs as major contributors to Annual Meeting technical programs, while at the same time allowing for sound planning and management of the meetings by the conference committee, the following guidelines are proposed.

1. SIGs are encouraged to plan and present technical sessions at Annual Meetings. No limit shall be imposed by the conference committee as to the number of sessions that may be proposed by any SIG.

2. The Immediate Past Cabinet Director or his/her designee shall serve as the SIG representative to the Annual Meeting Program Committee.

3. The conference committee shall provide a detailed schedule enumerating all deadlines in the program planning process. The schedule will include, at a minimum, deadlines for:
   (1) the submission of proposals;
   (2) a final program, including a program summary and names of committee speakers;
   (3) submission of camera-ready copy for full papers and abstracts for the Proceedings.
This schedule will be made available at the SIG Cabinet meeting at the previous year's Annual Meeting, so that the SIGs can begin their program planning at that time.

4. Ultimate responsibility for the quality of the technical program rests with the conference committee. The conference committee should make every effort to integrate the proposed SIG sessions into a cohesive technical program by identifying duplicative or similar sessions and suggesting joint sessions; noting any contributed papers that might be appropriate for inclusion in a SIG session; recommending speakers who might strengthen a SIG program; and providing any other recommendations.

5. The conference committee may, at its discretion, accept into or exclude from the program any SIG session.

6. SIGs who comply with the requirements set forth by the conference committee and secure a place in the program are responsible for fulfilling their commitments to present that program. The SIG is responsible for notifying the conference committee immediately of any circumstances that may affect the SIG's ability to present the session as planned.

APPENDIX K
TRAVEL GUIDELINES

The following policy decisions were made by the ASIS&T Board of Directors:

a) Travel expenses may be provided only to Banquet or plenary session speakers when these speakers cannot otherwise pay these expenses; but no travel expenses should be paid for ASIS&T members. Exceptions can be made by consultation with the Executive Director (July 1970). Subsequently, the Board agreed that the policy also applies at SIG sessions (January 1971).

b) Speakers at Annual Meetings will not be offered an honorarium except in special cases. In the absence of outside funding for expenses of a given speaker, ASIS&T should not pay honoraria to persons outside the field of information science except when they have been especially invited to address ASIS&T meetings (October 1968).

c) Any invited non-ASIS&T member speaker to the ASIS&T Annual Meeting, upon approval of the Technical Program Chair be given a complimentary one-day registration (for the day of the individual's presentation).