



Policy for Forming and Dissolving Special Interest Groups (SIGs)

I. FORMING SIGs

To form a SIG, ten or more people must indicate to the Board their desire to form the group. Subject to the approval of the Coordinator of SIG Leaders, a new SIG will be formed.

Two people must indicate willingness to assume leadership for the SIG either as co-leaders (suggested) or as leader and deputy. The leader(s) will commit to fulfilling the job of a SIG Leader for two years, including representing the SIG at the annual conference, attending the conference leadership meeting and dinner, organizing a SIG-sponsored presentation and/or event, and leading a SIG meeting at that conference.

The deputy will commit to fulfilling the leader's duties if the leader is unable to fulfill them. Whenever a leader resigns, the deputy becomes the leader, and a new deputy will be appointed by the Coordinator of SIG Leaders.

II. DISSOLVING SIGs

The Board will dissolve a SIG if either of the following conditions exists:

1. The membership falls below 10 members (excluding members of the CRLA Board, who are ex-officio members of every SIG).
2. Neither the leader nor the deputy is able to fulfill the duties of SIG leader, and neither is able to find a substitute leader.

SIGs may be formed or dissolved once a year with approval of the CRLA Board during the first conference-call meeting following the annual conference. Once a SIG is dissolved, the remaining members will have the option to transfer their membership to another SIG. No refunds of SIG membership dues will be made.

Approved by CRLA Board June 25, 2004