Special Interest Groups are an essential part of CILIP’s value to its members and are fundamental in creating a vibrant sense of community within the profession. They are strong advocates and are the voice of CILIP within their specialist fields. They provide CILIP Board and staff with knowledge of the concerns and needs of members and with expert advice on policy and developments in the different parts of the profession.

CILIP’s Special Interest Groups provide excellent opportunities for members to engage in continuing professional development and to get involved in professional activities. Being active in Special Interest Groups is key to growing future leaders in the profession.

Rules governing the Special Interest Groups (SIGS) of CILIP

1. The activities and procedures of each Special Interest Group and any sub-Groups shall be governed by the CILIP Charter, Byelaws, General Regulations, Special Interest Group Rules and any guidance issued to accompany them.
2. These Special Interest Group Rules are supplementary to the General Regulations of CILIP and can only be amended by agreement of CILIP Board.

Sphere of interest

3. The sphere of interest of each Special Interest Group shall be confirmed by CILIP Board.

Name of Special Interest Group

4. The name of each Special Interest Group shall be confirmed by CILIP Board.

Memorandum of Understanding

5. The Memorandum of Understanding is an agreement which sets out the key responsibilities of a Special Interest Group and CILIP staff. A copy of this can be found at Appendix 1. Each year, Special Interest Groups agree to these responsibilities as part of the annual business planning process.
Core offer

6. Each Special Interest Group shall further the aims of CILIP by delivering a core offer to members, within available resources, which is to:

- Identify and meet the needs for members interested in the specialism; providing support for members in their continuing professional development throughout their career
- Develop a sense of community amongst members of the Special Interest Group
- Provide leadership within the specialism and inform CILIP of new and emerging themes and developments
- Support CILIP membership recruitment and retention
- To ensure there is visibility of CILIP within the specialism through the activities of the Special Interest Group

Delivery of core offer

6.1. The core offer shall be delivered through:

- Effective governance and management
- Developing plans which support overall organisational aims and objectives
- Up-to-date information on the CILIP website
- Regular communications (newsletter, e-bulletin, web, social media, journal)
- Programme of training and events; ensuring these are advertised via the CILIP website
- Links with Regional Member Networks
- Being advocates for CILIP and the profession within their area of expertise
- Contributing to policy development where appropriate
- Offers and activities aimed at member recruitment
- Answer specific member enquiries relating to the group/specialism

6.2. Where capacity allows, Special interest Groups shall also be encouraged to:

- Make use of CILIP’s Virtual Learning Environment to increase the reach of their offer and widen member participation
- Make links with the Continuing Professional Development Forum
- Make links with accredited learning providers delivering courses specifically relevant to the specialism to encourage students to become active within the profession and the Special Interest Group
Business plan

7. The officers of the committee of the Special Interest Group shall produce a business plan on the proposed work of the Special Interest Group each year.

7.1. The business plan shall be submitted to CILIP Head Office according to the agreed timetable and be no longer than four sides of A4.

8. Payment of capitation to a Special Interest Group is dependent upon the receipt of the annual business plan of the Special Interest Group.

Annual report

9. The officers of the committee of each Special Interest Group shall submit an annual report to CILIP Head Office on the work of that Special Interest Group according to the agreed timetable.

Sub-Groups

10. Subject to approval of CILIP Board a Special Interest Group committee may establish and dissolve sub-Groups to facilitate provision of services to members.

10.1. Each Special Interest Group shall follow any guidance issued by CILIP Head Office regarding sub-Groups.

10.2. The Special Interest Group committee shall take full responsibility for any sub-Groups.

10.3. The Special Interest Group committee shall be accountable for the governance, activities and finances of any such sub-Group or sub-Groups and for adequate reporting by sub-Groups to the parent Special Interest Group committee.

10.4. The Special Interest Group committee shall ensure appropriate CILIP staff are given up-to-date information about any sub-Groups.

Governance

11. The governance year for each Special Interest Group shall be the calendar year; beginning on 1st January each year.

Finance

12. Each Special Interest Group shall use the official banking institution and follow the financial procedures set out in the Member Networks Treasurers’ Guidelines document.

13. The annual accounts of the Special Interest Group shall be prepared by the Treasurer on a calendar year basis according to the agreed timetable.
13.1. The annual accounts shall be inspected by CILIP’s Finance Department.

Contracts

14. The committee cannot enter any contractual agreement (beyond the routine programme of Special Interest Group activities) which carries risk for CILIP, or be in the receipt of grants, without the prior approval of the CILIP Chief Executive or a member of CILIP staff to whom this matter has been delegated by the Chief Executive.

15. Any contracts for services worth a total of £500-£2000 shall be sent to CILIP Head Office for record.

16. Any contracts for services worth a total of £2,000 or more shall be sent to CILIP Head Office and Head Office should be a co-signatory on the contract.

17. Special Interest Groups shall not offer any contracts of employment.

18. Advice, guidance and approval shall provided by CILIP Head Office to a Special Interest Group considering setting up a contractual agreement.

Accountability

19. CILIP is accountable for the actions of its Special Interest Groups and any sub-Groups. Special Interest Groups are therefore required to comply with the requirements of charity governance which regulate CILIP. These require Special Interest Groups and any sub-Groups to demonstrate:

19.1. Conformity with best practice in charity governance

19.2. Compliance with CILIP’s requirements for financial governance

19.3. Activity which is in the public interest and for public benefit

Reporting

20. Each Special Interest Group committee shall provide appropriate CILIP staff each year with:

20.1. The governance of the Special Interest Group including the provision of AGM minutes

20.2. Up-to-date details of committee members

20.3. Financial information

20.4. Business plan and report on activities
Membership of a Special Interest Group

21. Each member of CILIP can be a member of up to two Special Interest Groups without additional charge.

22. Each member of CILIP may also be a member of any number of further Special Interest Groups on payment to CILIP of an additional fee per Special Interest Group, the level of the fee to be determined by CILIP Board.

Group-only members

23. CILIP recognises that there are people interested in the work of one or more of CILIP’s Special Interest Groups who would not wish to become members of CILIP. Where a Special Interest Group identifies that this would be beneficial, they may offer Group-only membership of the Special Interest Group.

24. Group-only members are entitled to the advantages of membership of the Special Interest Group and may vote on matters internal to the Special Interest Group.

25. Group-only members may become members of the Special interest Group committee. However, they cannot hold the officer positions of Chair, Secretary and Treasurer.

25.1. Group-only members may not form the majority of members of the Special Interest Group Committee.

26. Group-only members cannot comprise more than 25% of the total membership of a Special Interest Group.

27. There is a standard charge for Group-only membership which is set annually by CILIP Board.

28. Group-only membership of each Special Interest Groups is administered centrally at CILIP. All records are held and updated on CILIP’s membership database. Special Interest Groups are not permitted to hold any data relating to Group-only members.

CILIP website

29. The website for each Special Interest Group shall be delivered using the CILIP website. This shall be the primary source for CILIP members and non-members to find information about the Special Interest Group and its activities.

Special Interest Group committee

30. The affairs of each Special Interest Group shall be conducted by a Special Interest Group committee.
Essential committee roles

31. The committee shall appoint a Chair, Secretary and Treasurer, by a process of nomination and, if required, secret ballot. These roles are essential for the management of the Special Interest Group.

Role of Chair

32. The Chair is the lead officer of the Special Interest Group and is responsible for coordinating activities, ensuring that the core offer and annual priorities as set out in the business plan are met and acting as key spokesperson for the Group.

Role of Secretary

33. The Secretary of the Special Interest Group is responsible for non-financial governance and administration.

Role of Treasurer

34. The Treasurer of the Special Interest Group is responsible for financial governance and administration.

Committee members

35. The committee may appoint from the members of the Committee a Vice Chair if it is necessary for the effective conduct of business.

36. The committee shall have no more than 20 members and be composed of:

- The appointed officers of the Special Interest Group: Chair, Secretary and Treasurer.
- A number of appointed members of the Special Interest Group; the number to be approved by the Special Interest Group in General Meeting (generally not fewer than 6 and not more than 17).
- Other co-opted committee members as the committee deems appropriate.

Appointment procedure

37. The committee shall have a transparent procedure for the appointment of its new members and is responsible for:

- Overseeing succession planning
- Reviewing and making recommendations of the composition of the committee
- Making recommendations on a person specification for the person being sought
- Seeking out and making recommendations on new members

38. Officers and members of the committee are appointed for a period of two years
but may be re-appointed.

**Length of service**

39. No officer or committee member should serve on the committee for longer than a period of six consecutive years. A gap in service of at least one year is required before that member can serve again on the committee.

39.1. In an exceptional situation, on request from an officer on the committee, CILIP may grant a temporary waiver of the time limits on the length of service of a committee officer or member, in order to ensure the continuation of the Special Interest Group’s activities.

**Absence from meetings**

40. A member of the committee absent without good reason for three consecutive meetings of the committee may have membership of the committee terminated by the committee.

**Number of committee meetings**

41. The committee may meet together as many times as they deem necessary for the dispatch of business and adjourn or otherwise regulate their meetings as they think fit and may hold meetings in person or by suitable electronic means.

**Procedure at committee meetings**

42. Each Special Interest Group is required to run effective meetings and take a reasonable and responsible approach to procedural propriety.

42.1. Adequate notice should be given of the meeting and its agenda.

42.2. The Chair of the Special Interest Group shall chair the meeting. Otherwise the meeting shall elect a chair from persons present.

42.3. General meetings and committee meetings are deemed to be open meetings unless there is a valid reason for an item or items to be taken in private as reserved business.

42.4. The quorum necessary for decisions to be made at meetings of the committee shall be one third plus one member of the committee present in person or by electronic means.

42.5. The Special Interest Group committee may establish Task & Finish Groups as required for the effective conduct of Special Interest Group business.
Voting

43. Voting at committee meetings shall be determined by a majority of the votes of committee members present in person or by electronic means by a show of hands or secret ballot as appropriate. If there is an equality of votes, the Chair shall have a second or casting vote.

Annual General Meetings

44. The Annual General Meeting (AGM) of each Special Interest Group shall be held once in every year at such place and at such time as the Special Interest Group committee may determine, provided that no more than sixteen months shall elapse between such meetings.

45. AGMs may also be held online for which CILIP will provide guidance.

46. The quorum for a Special Interest Group AGM shall be half the number of serving Special Interest Group committee members plus one.

47. 28 days’ notice in writing at the least of every AGM shall be given to all members of the Special Interest Group specifying the place, the day and the hour of the meeting. The notice is exclusive both of the day on which it is served or deemed to be served and of the day for which it is given. Notice in writing includes email notifications or newsletters and notices in CILIP Update.

48. The business of the AGM shall be to:
   - Confirm the minutes of the preceding AGM
   - Receive the Annual Report of the Special Interest Group committee
   - Receive the Special Interest Group accounts
   - Receive the names of the Special Interest Group officers
   - Consider any motions put to the AGM

49. Voting at an AGM shall be by members present and not by proxy.

General meetings

50. The Special Interest Group membership may also require a general meeting of the Special Interest Group to be convened.

51. On receipt of a requisition signed by 5% or 25 members of the Special Interest Group, whichever figure is lower, and stating clearly the purpose of the meeting, the Special Interest Group committee must convene the general meeting not later than 10 weeks after receipt of the requisition.

52. General Meetings may also be held online for which CILIP will provide guidance.

53. The quorum for any other General Meeting of the Special Interest Group shall be
5% or 25 members of the Special Interest Group, whichever figure is lower.

54. Notice of such a General Meeting, whether convened by the Special Interest Group committee or required by the Special Interest Group membership, shall be given to all members of the Special Interest Group at least 21 days before the date fixed for the meeting. This is exclusive both of the day on which it is served or deemed to be served and of the day for which it is given.

55. If the Special Interest Group committee fails to act on a requisition from the Special Interest Group membership, then the Special Interest Group members making the requisition may require CILIP staff to convene a general meeting of the Special Interest Group.

56. Voting at a General Meeting shall be by members present and not by proxy.

57. Any resolution put to the meeting shall be decided on a simple majority by a show of hands or secret ballot as appropriate. In the case of an equality of votes, the Chair of the meeting shall have a second or casting vote.

Raising issues

58. Each Special Interest Group is encouraged to raise any issue with CILIP Board. If a Special Interest Group wishes to raise a matter with CILIP Board, the first approach generally should be by one of the officers to an appropriate member of CILIP staff.

Corporate branding

59. Each Special Interest Group must include an appropriate CILIP logo, in addition to any Special Interest Group logo, on any Special Interest Group materials.

60. All Special Interest Groups shall comply with CILIP’s corporate branding policy, including use of logos, issued by appropriate CILIP staff.

Partnership

61. Each Special Interest Group shall work in partnership with appropriate CILIP or CILIPS staff.

62. Activists in Special Interest Groups shall work in partnership with the relevant CILIP or CILIPS staff on all matters that have significance at national (that is, England, Scotland, Wales, or Northern Ireland or UK-wide) levels.

63. Special Interest Group activists are asked not to initiate activity of a national nature without first consulting CILIP or CILIPS staff who will respond to such requests in a timely manner. This helps to ensure that CILIP/CILIPS presents a co-ordinated and coherent face to the world.
64. CILIP staff including staff in Scotland, Wales and Northern Ireland as well as staff at Head Office will work in partnership with Special Interest Group activists on all matters that have significance in their sphere of interest. CILIP staff will notify the relevant Special Interest Group where there are plans or activities which have an impact on their sphere of interest.

Creation, merger and dissolution of Special Interest Groups

65. The creation, merger and dissolution of Special Interest Groups shall be determined by CILIP Board.

66. Groups of CILIP members and Special Interest Groups shall follow the procedures regarding creation, merger and dissolution set out in any guidance issued by CILIP.

Creation of a Special Interest Group

67. CILIP Board may, at its discretion, issue a certificate creating a Special Interest Group.

68. Should a group of CILIP members propose to form a Special Interest Group, a formal application should be made in writing to CILIP Board signed by no fewer than 200 personal members of CILIP.

69. The proposed Group must show in their application that:

   69.1. named members are willing to form a working committee

   69.2. a clear plan has been devised for the proposed Group that fulfils CILIP objectives and is financially viable

   69.3. there is a policy in place for communicating with Group members and promoting the Group to the wider CILIP community

   69.4. the proposed Group has a unique remit and does not duplicate the work of an existing Group.

70. CILIP Board shall assess each request for the creation of a Special Interest Group on the basis of this application.

71. Groups shall be created and authorised by CILIP Board for a probationary period of two years.

72. Any Group seeking to continue beyond the probationary period must send notice to CILIP Board before the end of that period demonstrating that it has successfully met its objectives and obligations over this designated period and that it wishes to be recognised as a permanent Group.
Merger/Separation

73. In the event of two or more Groups wishing to merge, or one Group wishing to separate into two or more distinct Groups, the process shall follow that set down in any guidance issued by CILIP.

74. Merger and separation arrangements between Groups must be approved by CILIP Board.

Dissolution

75. CILIP Board may dissolve a Special Interest Group if:

   75.1. The probationary period for the creation of the Group has expired and the Group has not submitted a satisfactory notice for continuation beyond this period or

   75.2. The Group has repeatedly been unable to fulfil CILIP objectives as agreed by CILIP Board or

   75.3. Membership of the Group has fallen significantly or

   75.4. The Group applies to CILIP Board to be dissolved.
Memorandum of Understanding between CILIP and CILIP's Member Networks (Regional Member Networks and Special Interest Groups)

CILIP has a wide range of Member Networks; comprising Regional Member Networks and Special Interest Groups.

The memorandum of understanding sets out the responsibilities of the Member Network and the responsibilities of CILIP Head Office to that Member Network. Each year, Member Networks agree to these responsibilities as part of the annual business planning process.

IT IS AGREED:

1. Responsibilities of CILIP

1.1 General: CILIP will work with and support Member Networks to enable them to deliver core offers to their members.

1.2 Development Officer (Member Networks): The Development Officer (Member Networks) will provide support, guidance and information to Member Network committee members. S/he will raise issues on behalf of the Member Networks, where appropriate, to other CILIP staff. S/he will also endeavour to attend one committee meeting or event of each Member Network per year.

1.3 Induction support: CILIP will provide support and advice and develop induction materials for all incoming committee members.

1.4 Member Networks Toolshed: CILIP will maintain and develop the Member Networks Toolshed on CILIP’s Virtual Learning Environment in order to provide a place for the key documents, guidance, support and tools for members working on behalf of the Member Networks.

1.5 Capitation: CILIP will provide annual capitation to Member Networks, as long as that Member Network satisfies the finance conditions, has a CILIP Unity Trust Bank account, and has submitted its annual business plan.
1.6 **Finance support:** CILIP’s Finance Department will provide help and guidance in relation to the financial administration of Member Networks and their annual financial return. CILIP’s Finance department will carry out the year-end independent examination for all Member Networks.

1.7 **Membership support:** CILIP will provide information, membership data and support in using *Communicator* to assist Member Networks in the delivery of communications and activities to members.

1.8 **Website:** CILIP will host a content management system and appropriate web functionality for the provision of the Member Network website. CILIP shall also provide appropriate support through the Online Information Manager, Development Officer (Member Networks) and IT Team.

1.9 **Member Networks Forum:** CILIP shall provide two meetings a year for a representative (usually an officer) of each Member Network to come together with other Member Networks to discuss issues and network.

1.10 **Accountability:** CILIP, as a charity and professional body, will work for members and for the public good. CILIP will comply with the requirements of charity governance and demonstrate conformity with best practice in charity governance. CILIP will be accountable for the actions of all Member Networks.

1.11 **Partnership:** CILIP staff will work in partnership with Member Networks on all matters that have a regional or special interest significance. CILIP staff will notify Member Networks where there are plans or activities which have an impact on their sphere of interest or region.

1.12 **Conduct:** CILIP Head Office staff will act reasonably and with care to all members involved in the activities of Member Networks. CILIP will show respect and value the members of Member Networks who freely give their time to be active participants and will be mindful that they have other demands on their time.

2. **Responsibilities of the Member Network**

2.1 **Regulations:** Member Networks will act in accordance with the Charter, Bye-Laws, General Regulations and any guidance notes issued to accompany them.

2.2 **Member Offer:** Member Networks will further the aims of CILIP by delivering a core offer to their members, within available resources.

2.3 **Business Plan:** Member Networks will produce an annual business plan and submit it to CILIP Head Office as a requirement to receive capitation.
2.4 **Report on activities:** Member Networks will report annually on its activities either by completing the 'outcome' column on the business plan and resubmitting it or by ensuring that CILIP Head Office receives an annual report with a summary of activities and achievements.

2.5 **Finance:** The Treasurer, working with other officers, will undertake financial administration and produce and submit the annual year-end return.

2.6 **Membership support:** Member Networks will comply with CILIP’s data protection protocol and any committee members or activists who handle data will sign CILIP’s Member Networks’ Data Protection Agreement.

2.7 **Governance:** Member Networks will provide key governance information including AGM minutes and up-to-date details of committee members.

2.8 **Accountability:** Member Networks will comply with the requirements of charity governance and demonstrate conformity with best practice in charity governance, compliance with CILIP’s requirements for financial governance and activity which is in the public interest and for public benefit.

2.9 **Partnership:** Member Networks will work in partnership with appropriate CILIP staff on all matters that have significance at national levels.

2.10 **Conduct:** Committee Members will act reasonably and with care in all matters relating to CILIP and must always bear in mind the interests of CILIP and its objectives.