

# EMDRIA SPECIAL INTEREST GROUP (SIG) PROGRAM POLICIES & PROCEDURES

## PROGRAM OVERVIEW

EMDR International Association (EMDRIA) is a membership organization of mental health professionals dedicated to the highest standards of excellence and integrity in EMDR.

EMDRIA's purposes are to ...

1. Establish and uphold standards of practice, training, certification, and research
2. Provide information, education, and advocacy
3. Assist practitioners in fulfilling their responsibilities to the public.

The basic purpose of EMDRIA's Special Interest Group ("SIG") Program is to form and maintain forums for open, regular communication among professionals sharing an interest in a particular area of the field and consistent with the objectives of EMDRIA. EMDRIA's intent is to facilitate the creation and continuation of SIGs that provide EMDRIA members support for development of knowledge areas of special interest and experience support of their professional practices via communication forums.

SIGs may be proposed and focused around any professional theme: specific target problems, populations or settings, theoretical orientations, professional categories or concerns and/or employment settings. The name of the SIG should designate its focal issue. SIGs are created and dissolved as particular interests increase or decrease in importance to the membership of the Association. The SIG Program is designed to be flexible, and thus quickly respond to new, emerging developments in the field.

## FORMATION

Any member of EMDRIA may propose the formation of a new SIG. Individuals who would like to establish a SIG should convey their interest to EMDRIA by completing an [application form](#).

The SIG's focus should be specific enough so that potential members have enough information to decide whether or not to join. The SIG's proposed name and description should be clearly distinct from other existing SIGs and reflect the goals and philosophy of both EMDRIA and the SIG Program.

If the information provided is acceptable, a Topic Forum community will be created and advertised to the EMDRIA membership. The applicant will become the Topic Forum moderator whose role is to facilitate growth of the potential SIG by starting new threads and participating in discussions. Once the Topic Forum reaches 100 members and 50 discussions, it may then be transitioned into a SIG with the moderator becoming the SIG Chair.

## ORGANIZATIONAL STRUCTURE

The member initiating the formation of the SIG will be considered the SIG Chair. However, there can be flexibility in the organizational structure. For example, rather than one member having full responsibility of a Chair position, a Co-Chair may be considered. Larger SIGs may elect Chairs (or slates of officers with special responsibilities) at regular intervals for specified terms of office. If this approach is used, there should be a process of election that would enable a change in Chairs and more participation among SIG members.

## GUIDELINES

The SIG Program is maintained by EMDRIA as a service to the Association's members consistent with EMDRIA's objectives. Because SIGs are associated with and therefore reflect on EMDRIA, SIGs are principally accountable to the Association. SIGs exist to serve subsets of the Association's members, fostering communication among and between them. Therefore, SIGs are accountable to their memberships.

- SIG communities, resources, and activities must be made available to all EMDRIA members. SIGs may not be restricted by geographic area.
- SIG members must be active EMDRIA members in good standing. Non-Members are not eligible to participate. Access to SIG Communities and community notifications will be automatically suspended if a member's EMDRIA membership expires.
- SIGs must use the EMDRIA Online Community for all SIG communications. SIGs may not set up or maintain any outside listservs or forums.
- SIGs are permitted to use the Association's logo only if the materials have been reviewed and approved by EMDRIA.
- SIGs may not establish any additional policies or guidelines for its members unless approved by EMDRIA.
- SIGs may not release any position or policy statements on public policy matters on behalf of EMDRIA.
- SIGs may not license or certify their members.
- SIGs may not obligate the Association to any financial commitments.
- SIGs may not publish a referral directory.

## CHAIR RESPONSIBILITIES

SIG Chairs must:

- Subscribe to SIG community discussion notifications (Real-Time or Daily Digest)
- Assure that SIG members adhere to [EMDRIA Online Community's Code of Conduct](#)
- Moderate all discussions of the SIG Online Community flagging any inappropriate content or violation of the Code of Conduct for EMDRIA's review
- Participate in and foster communication in the SIG's Online Community
- Be a point of contact to SIG members and potential members regarding questions or issues relating to the SIG or SIG Community. (Technical issues may be directed to the EMDRIA Online Community Manager.)
- Be a member of the EMDRIA SIG Chairs online community
- Respond in a timely manner to any EMDRIA staff communication regarding the SIG

## REQUIREMENTS FOR MAINTENANCE OF ACTIVE STATUS

To continue to be recognized as an EMDRIA SIG, it must:

- Maintain a minimum of 100 members
  - If membership drops below 100 members, a one-year "Under Review" status (see DISSOLUTION section for more information) will automatically be granted, in which the SIG can work on increasing its membership.
- Engage in activities that are compatible with the mission, purposes, and policies of EMDRIA

- Where there is concern about the appropriateness of a SIG's activities, final determination will rest with the EMDRIA Executive Director.
- Have a minimum of one discussion thread (posts and responses) per month
  - If requirement is not met, the SIG will fall into "Under Review" status (see DISSOLUTION section for more information) to allow more time for activity.

## ACTIVITIES

The activities of the SIGs can vary a great deal. Communications may occur by conference call, online via the EMDRIA SIG Community, and/or in person at the EMDRIA Conference. Each SIG determines its own meeting agendas and scope of work provided they are compatible with EMDRIA's policies.

SIGs may participate in other aspects of the EMDRIA Conference by conducting workshops or developing posters. These presentations are submitted to and reviewed by the Conference Committee using the same criteria used to select other Conference presentations (Call for Presentations and Call for Posters).

Other potential SIG activities may include:

- Collecting and sharing information on topics of interest
- Maintaining regular communication with other professional organizations of similar relevance to a SIG's topical area, including holding meetings at their convention
- Networking with leaders in the field related to SIG's topical area
- Submitting articles for review to the EMDRIA Newsletter
- Compiling an annotated bibliography of references related to the SIG's area of focal concern
- Preparing a cooperatively written or edited paper or text
- Developing materials for dissemination to the general public, as long as they:
  - Are relevant to and consistent with EMDRIA's purposes and policies
  - Are approved by the EMDRIA Executive Director
  - Do not promote any individual member
- Conducting a workshop at the EMDRIA Conference or other location if approved by EMDRIA
  - Workshops must be high quality and affordably priced
- Engaging in research applications of EMDR in the SIG's topical area

## SIG Workshops

SIG workshops held outside the EMDRIA Annual Conference must be high quality, affordably priced, and marketed to all members of the SIG. The SIG must first apply to be an EMDRIA Credit Provider. Once approved, the SIG must submit a Program Application for EMDRIA Credits that meets EMDRIA requirements for credit workshops. EMDRIA Credit Provider and Program fees will be waived for SIG sponsored workshops.

Additional guidelines:

- SIG workshops must operate financially independent of EMDRIA.
- SIGs are responsible for all expenditures if they are incurred.
- SIGs may request an email list from EMDRIA to facilitate marketing.

## **EMDRIA CONTRIBUTIONS**

- All SIGs are provided with an EMDRIA Online Community where members may participate online and by email on SIG discussions topics.
- All SIGs are listed on the SIG home webpage of the EMDRIA website.
- Upon request by the SIG Chair, SIGs may be provided a dedicated webpage on the EMDRIA website.
  - It will be a sub-page of the SIG home webpage.
  - Content (and any subsequent updates) must be provided by the SIG Chair to EMDRIA
- Upon request by the SIG Chair, space can be provided for announcements or reports in the quarterly EMDRIA Newsletter and in the monthly EMDRIA E-News.
- SIG Chairs will receive support from EMDRIA staff including assistance with the SIG webpage, SIG online community home page, community library, and community emails.
- Upon request by the SIG Chair, availability of a meeting room during EMDRIA Annual Conference will be made.

## **DISSOLUTION**

Dissolution of a SIG may be initiated by either the SIG Chair, SIG Members, or EMDRIA.

### **By SIG Chair / SIG Members**

- If a SIG Chair wishes to step down, every effort should be made to find a replacement Chair before dissolving the SIG, especially if it is currently active.
- A SIG may dissolve itself by a majority vote of its membership with the vote communicated to EMDRIA so it may remove the SIG from the website and online community.

### **“Under Review” Probationary Period**

- If a SIG fails to operate according to the aforementioned guidelines, policies, or requirements, a warning of dissolution will be sent to the SIG Chair.
- The SIG will then enter a one-year probationary period in which its status will be considered “Under Review” so that it may work on fulfilling requirements or correcting any guideline or policy violations.
- Once the requirements have been met, the SIG will return to “Active” Status.
- If the requirements have not been met after a year, the SIG will be dissolved by EMDRIA. (see below)

### **By EMDRIA**

- If a SIG still fails to meet requirements after a one-year “Under Review” probationary period, the SIG Chair will be notified that EMDRIA is dissolving the SIG.
  - SIG Members will then be notified either by the SIG Chair or EMDRIA.
- The SIG will be removed from the EMDRIA website and EMDRIA Online Community.