ILTA Special Interest Groups (SIGs) Guidelines

1.1 General Policies
A. All Special Interest Groups (SIGs) of the Association must comply with the following general policies:
   I. Commit to and be in compliance with all legal requirements, including ILTA bylaws, and any ILTA Policies and Procedures
   II. Be fully accountable to the ILTA Executive Board (EB). Since the ILTA EB is ultimately responsible for all association actions, the ILTA EB will review and approve all SIG procedures, benefits, activities, and reports.
B. ILTA has one set of Bylaws, which apply to all organizational entities. SIGs may not have their own bylaws. They may have procedures provided they are consistent with ILTA policy and procedures and approved by the ILTA EB.
C. SIGs have one Chair and may have one or more Associate Chairs.
D. SIGs must hold an annual business meeting (ABM) either virtually or face-to-face. SIGs must also hold an annual election, also either virtually or face-to-face, at which a Chair and Associate Chair/s are elected for a one-year term. Elections may be held at or prior to the ABM. Nominations are solicited and elections are administered through an anonymous online vote by volunteer members of the SIG at arm’s length from the Chair and Associate Chair.
E. SIGs must send minutes of their ABM to the ILTA Secretary within 30 days.
F. In addition to working with the outgoing Chair(s) to assure a smooth transition, new SIG Chairs must attend a brief orientation session following their election with a representative from the ILTA management company
G. A Group page will be set up for the SIG by the ILTA Management Company. The content for the page will be provided by the SIG. Through this page, members can join the SIG and the SIG can utilize the page to create a group blog or forum, messaging, calendar, and group directory.

1.2 Budget and Financial Procedures
A. There is no allocated budget for SIGs.
B. SIGs that wish to apply for external sponsorship or grants should first discuss the funding source with the ILTA EB.
C. No SIG can award grants.

1.3 Reporting and Communication Requirements
A. A brief written report should be sent to the President with copy to the ILTA Secretary two weeks prior to ILTA’s Annual Business Meeting including the name, e-mail address, and telephone number of the Chair and Associate Chair(s); a description of activities completed and those planned for the upcoming year; and date for the ABM of the SIG;
B. The scheduling of any meeting or activity to be held in conjunction with annual LTRC should be negotiated with the Conference Chair.
C. Announcements about upcoming meetings, activities or elections can be sent out by the SIG directly through email, through their SIG page on the ILTA website or by the ILTA Management Company. If being sent directly by the SIG, a membership list will be sent to SIG leadership quarterly.

D. Webinars should be coordinated through the ILTA Management Company. All registration for webinars must go through the ILTA website. The description of the webinar, speaker information and information to set up the registration will be sent to the ILTA Management Company, and the webinar will be marketed by the ILTA Management Company. In that information, note if the webinar is for SIG members only or if the webinar is open to all ILTA members and non-members. If the webinar is open to anyone, the announcement for the meeting and registration link will be sent to ILTA members first by the ILTA Management Company. After the announcement has been sent to the ILTA members, an invitation can go out through L-TEST-L. There is typically a small fee for non-member attendance unless approved in advance by the ILTA EB.

E. Reports on activities should be sent to the ILTA Secretary for inclusion on the ILTA website and/or in ILTA newsletters as appropriate.

1.4 Membership

All members join ILTA as the legal entity and choose to participate in various other groups of ILTA, including but not limited to the SIGs. Therefore, ILTA membership requirements, as approved by the ILTA Executive Board, apply to all SIGs.

1.5 Establishing a SIG

A. Any group of members desiring to initiate a SIG within the mission and purposes of the Association may submit a proposal to the ILTA EB via the ILTA President.

B. The ILTA EB shall review and vote on the proposal to establish a new SIG at its next regularly scheduled meeting.

C. Proposals, in the form of a memorandum, should include:

   I. Endorsement for the SIG from 2-3 ILTA members in good standing, preferably with institutionally diverse representation. These members may offer to share responsibilities as Chair and Associate Chair/s of the SIG for the initial year until the first annual election of officers takes place. Chairs and Associate Chairs for the first year may also be suggested by these members or by the EB.

   II. The proposed name of the Special Interest Group.

   III. A mission statement indicating the Group’s purpose and how this aligns with ILTA’s mission

   IV. A tentative plan indicating how the Group might function to fulfill its purpose.

1.6 Minimum Criteria for a SIG’s Status, Consolidation, or Dissolution

A. SIGs must maintain the following activities:


   II. Compliance with the above policies.

   The ILTA Executive Board reviews SIGs each year to determine whether they meet the above criteria and may dissolve groups not meeting the criteria.