

## OPERATING PROCEDURES FOR SPECIAL INTEREST GROUPS (SIGs) OF THE LINGUISTIC SOCIETY OF AMERICA

(Adapted from the American Anthropological Association)

- I. A Special Interest Group (SIG) of the LSA is a mechanism for creating a network of LSA members who share an interest in issues of intellectual or professional concern to linguists. A SIG is intended to provide LSA members a simple, informal vehicle for coming together to discuss, exchange information, and advance common interests or concerns. SIGs are temporary entities, continuing only so long as there is demonstrated sufficient interest in the topic, and as such a SIG will be authorized for only three years at a time. Upon reapplication, a SIG may be reauthorized as long as sufficient interest can be demonstrated.

Further, LSA Special Interest Groups are creations of and exist at the discretion of the Society, and are subordinate in every way to the Society. For example, a SIG may not make public statements, sign contracts, or make unapproved commitments.

- II. There are specific requirements that must be met and documented in order to create and to maintain a SIG.

### A. Purpose

1. A SIG must have a clearly defined area of important intellectual interest(s) or professional concern(s) consistent with the purposes and missions of the LSA but not otherwise represented in the LSA.
2. A SIG must fulfill a clearly defined need and have a reason for existing (e.g., to create a network of LSA members for the purpose of sharing research ideas/findings in its specific area).
3. A SIG must provide at least one ongoing mechanism for exchange of information (e.g., an Annual Meeting special event, written communications, listserv, web page, etc.).

### B. Membership

A member of an LSA SIG must be a current member of the LSA.

### C. Size

A SIG must have and maintain a minimum membership of six LSA members.

### D. Convener(s)

1. A SIG must have at least one officially designated convener, who will be the contact person for (a) information about the SIG, (b) contact with the Secretariat, and (c) for organizing any SIG activities.
2. The convener(s) may be selected in any way the members of the SIG prefer.

### E. Reporting

1. At its founding, a SIG must submit to the LSA Secretariat a Statement of Purpose that documents these requirements (see Section VI).
2. Each year after its establishment, a SIG submits a written report of its activities to the LSA Executive Committee for consideration at its January meeting. If the Group wishes to continue beyond its three year charter it must also formally request reauthorization at that time, with supporting documentation as in the original application.

### III. SIG ACTIVITIES

#### A. LSA Annual Meetings

1. A SIG may hold one special event at the LSA Annual Meeting, for substantive and/or business discussion, provided meeting space is available.
2. The SIG convener must apply for meeting space to the Director of Membership and Meetings.
3. A SIG may submit proposals for organized sessions at the Annual Meeting for review and acceptance/rejection by the LSA Program Committee. These submissions will be processed in accordance with the normal process for submitting organized session proposals

#### B. Listserv

If desired by the SIG, the Secretariat will facilitate a listserv for use by SIG members.

#### C. Web Page

A web page with basic information about each SIG, its purpose, and its activities will be posted on the LSA website. Changes to this web page content may be made upon the request of the SIG convener.

#### D. Teleconferences

SIGs are encouraged to have periodic teleconferences to discuss current and projected activities. Technical support will be provided by the Secretariat.

#### E. Other

SIGs may engage in any other relevant activities, subject to the restrictions in F., below.

#### F. Prohibited Activities

1. SIGs may not publish journals, reviews or books. However, they may *propose* items such as new eLanguage co-journals, special issues of *Language*, etc.
2. SIGs may not issue advocacy statements, take advocacy positions on issues, or act contrary to the LSA Bylaws, though, as with any LSA subentity, they may make recommendations to the LSA in the person of its staff and its committees, including the Executive Committee.
3. SIGs are not provided with a budget by the LSA, and may not contract expenses on behalf of the Society.

### V. ORGANIZATIONAL SUPPORT

SIGs are entitled to certain kinds of organizational support as units of the LSA.

- A. The LSA Secretariat will maintain a roster of SIG member names and e-mail addresses, as supplied by the SIG convener. Members' e-mail addresses for this roster must be the same as those they use for their LSA memberships.
- B. The Director of Membership and Meetings will assist in scheduling SIG discussion or business meetings at the LSA Annual Meeting
- C. The Secretariat will assist in the drafting and updating of a SIG web page, and will publicize the formation of a new SIG to the membership via e-mail and other media as appropriate.
- D. The Secretariat will provide a Listserv for purposes of communication between members of the SIG.
- E. The Secretariat will provide a staff liaison for each SIG.

## VI. APPLICATION PROCESS

Members interested in creating a SIG must submit an application to the Executive Committee, via the LSA Secretariat, providing information as stipulated herein. The Secretariat will supervise and coordinate the process.

- A. As the first step in organizing a SIG, a representative shall contact the LSA Secretariat for advice on the process. LSA staff may ask for further information and/or consultation with existing entities of the LSA (e.g., Committees, etc.).
- B. If requested, LSA staff shall assist in scheduling one pre-acceptance organizational meeting at an Annual Meeting, on a space-available basis, which can be used to review organizational plans and/or to ascertain interest in starting a proposed group.
- C. As per Section II (above), the SIG convener(s) must submit a Statement of Purpose to the LSA Executive Committee, via the LSA Secretariat, stating:
  - 1. The intellectual topic(s) and/or professional concern(s) around which the Group is to be formed;
  - 2. The need for such a Group, i.e., explanation of what it will contribute that is different from other entities of the LSA;
  - 3. The process for selecting future conveners;
  - 4. Initial plans and process for developing information exchange/special event sessions at an annual meeting;
  - 5. A list of names and addresses of at least 6 current LSA members who have agreed to be members of the SIG.
- D. The LSA President will review the application, and if the decision is positive, authorize the SIG for three years.

## VII. RENEWAL OR DISSOLUTION

As part of its third year annual report, a SIG must indicate whether it is dissolving or requesting renewal of its status.

- A. If at that time the SIG wishes to be renewed for an additional three-year term it should submit documentation as in the original application process (the list of members is not then necessary), as part of the report of its activities. This request will be reviewed as above (Section VI).
- B. If at that time the SIG is being dissolved, a report of its activities shall be filed with the notation that it is so dissolved.
- C. If a SIG wishes to be dissolved prior to the end of three years, it may submit its report with that request at any time earlier.