

Special Interest Group Policy

AARE Policy and Guidelines on Special Interest Groups

Special Interest Groups (SIGs) can be formed by members of AARE who have an interest in a specialist research domain. See 'Formation of new SIGs' below.

SIGs are a benefit of AARE membership. All members of SIGs must be members of AARE.

SIGs must have a minimum of 15 AARE members and a convenor who is also a member and who is responsible for the SIG and for liaising with the AARE Executive.

SIGs must be registered each year with the AARE Executive. The SIG convenor should liaise with the designated SIG Coordinator on the AARE Executive. This registration requires the yearly completion of the AARE SIG proforma available on this web site.

The SIG proforma will be completed each year by the SIG convenor and returned to the AARE SIG Coordinator on the AARE Executive by the 30 June.

SIGs may wish to develop and conduct face-to-face workshops outside of the conference for SIG members and other members of AARE to develop their area of interest. Non-AARE members should be strongly encouraged to join the Association to help support the infrastructure provided to SIGs by AARE.

SIGs are eligible for support from the AARE Office (e.g. web support, advertising of events).

Up to \$800 pa is available to support SIG activities upon application to the AARE SIG Coordinator for approval due by 30 June.

SIGs registered by the end of June are entitled to apply for the annual competitive grants.

AARE will make available on-line registration pages for SIG events at no cost to SIGs. For details of e-commerce, taxation compliance and registration fee requirements contact AARE Office.

SIGs are encouraged to seek sponsorships to support their activities. To avoid inadvertent duplicate approaches to sponsors, SIGs are requested to liaise closely with the SIG Coordinator. AARE has a policy of exclusion of some potential sponsors.

SIGs are allocated program time for meetings, symposia etc at each Annual AARE Conference. SIG convenors work with the Conference Convenor to program sessions at the annual conference.

The SIG convenor is responsible for updating and maintaining the entry for their SIG on AARE's website. The SIG convenor should liaise with the designated SIG Coordinator on the AARE Executive on this matter.

SIGs are encouraged to maintain a regular presence in the AARE NEWS with reports, advertisements and SIG membership details etc.

SIGs are encouraged to develop academic excellence in their special interest area by proposing candidates for the AARE awards

Establishing a New SIGs

Any group of 15 or more active financial members of AARE may apply to establish a new SIG related to a specific topic or area of research that is not a primary focus of any existing AARE SIG.

The proposal form on the website should be completed and submitted to the AARE office by 30 June.

The proposal will be considered by a small group of Executive members convened by the SIG coordinator.

Once approval has been obtained, the inaugural convenor and co-convenor will serve in their respective roles for a 2-year term, after which an election will be held prior to the SIG annual meeting.

Continuation of SIGs

The continuation of SIGs depends on quantitative and qualitative assessments of their vitality.

The quantitative criterion is SIG membership of at least 15 members and the number of submissions of abstracts to the SIG strand at the annual conference.

SIGs can demonstrate strong vitality by meeting the following qualitative criteria:

Meaningful activities as reflected in the annual conference, newsletters, or other initiatives.

An annual meeting to be held in conjunction with the annual AARE conference.

A democratic nominations and election process.

Timely submission of the annual **SIG registration form**.

Discontinuation of a SIG

A SIG may voluntarily choose to be discontinued after existing members have consulted with other members.

Two or more SIGs may decide after consultation with members to merge with another SIG. (Such mergers are encouraged.)

Where a SIG appears to be inactive or has an insufficient number of active members, the process for discontinuing a SIG will be as follows:

If a SIG has a membership that is below 15 at the end of any membership year, that SIG will be notified and informed that it will have until the end of the following membership year to recruit a sufficient number of new members to meet the minimum membership requirement to continue to exist.



If a SIG appears to be inactive through failure to meet the criteria for continuation, the AARE SIG coordinator will write to the existing SIG convenor in the first instance to seek clarification on SIG activities. In the event of a non-response the SIG membership will be consulted.

Decisions to discontinue a SIG will be made by the AARE Executive at its next meeting.

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Updated: Approved and/or updated at AARE Executive Meetings in 1996, 2000, 2001; 2008; 2009, 2011