

## **Society for Adolescent Health and Medicine Special Interest Groups (SIG) Policies and Procedures**

**Purpose:** The primary purpose of Special Interest Groups (SIGs) is to provide a forum for individuals with common interests to network and explore specific topic areas in clinical care, research and public health, as well as to enable the exchange of ideas and the development of collaborative clinical or research projects. The role of SAHM is to facilitate and support these groups, which in turn contribute to professional dialogue and advance the field of adolescent health.

**Establishment of a SIG:** A request to create a SIG must be submitted by a group of SAHM members (minimum of five) to [Ryan Norton](#) at SAHM HQ. The group must submit a brief paragraph describing the title and focus of the group. The description should provide sufficient information so that it can be used as the SIG description should the establishment of the SIG be approved.

Required criteria for a new SIG to be approved:

- SIG application is supported by five or more SAHM members
- Interest area must fit within the mission of SAHM
- Proposed SIG focus does not overlap an area covered by an existing SIG

The SAHM Executive Committee will approve requests to establish a SIG. Once established, the SIG will be provided with its own “Community Page”, and an invitation to join the newly established SIG will be published in *SAHM Matters* (SAHM’s quarterly newsletter) and on the SAHM SIG homepage. Members interested in joining will be directed on how to join via the SAHM website.

**Membership Criteria:** Membership in a SIG is determined by current membership with SAHM and by an interest in the Group’s identified topical concern. Groups may not establish exclusionary criteria for membership. SIG membership will be tracked through the SIG’s unique SAHM “Community” webpage.

**SIG Community Webpages:** Each established SIG will be provided with its own unique “Community Page” on the SAHM website. This feature will allow SIG members to create discussion threads, post documents and create newsfeeds specific to the topic area. The SIG Community will also be used as a directory of members within the SIG and is the portal in which members can join.

**Retiring an Existing SIG:** A SIG may be removed from the Society’s list of SIGs at the initiation of either the SIG organizer or the Board of Directors. SIGs whose membership fall below the required minimum of five members for a full year will also be retired.

**Establishing SIG Lead Organizer:** A SIG lead organizer serves as a coordinator of activities and information. The lead organizer is in charge of making a formal request for a scheduled time for the SIG to meet at the Annual Meeting as well as to organize the agenda for the meeting. The organizer will be in charge of ensuring that all activities and discussion stay within the topic area specific to the SIG and within the Mission of the society. SIGs are permitted to have more than one leader however no person may serve as a SIG leader for more than four years consecutively. SIGs are responsible for electing their own leadership. Elections may be held in person during a SIG meeting held at the SAHM Annual Meeting or electronically. An in-person election can be won with a majority vote of those in attendance. An electronic vote requires participation from at least 50% of the SIG membership.

**Requests for meeting space at SAHM Annual Meeting:** SIGs may request space to meet for a one hour, non-CME/CE business meeting during the Annual Meeting. A SIG must have a minimum of ten members to be eligible to apply for meeting space. SIGs may also submit proposals for Workshop sessions that include CME/CE. Decisions and scheduling of all Annual Meeting submissions will be made by the Program Committee.

Note: SAHM will no longer offer SIG sessions with CME/CE. Additional Workshop slots will be added to compensate for this change.

### **Special Interest Group Responsibilities**

The Special Interest Group Program is maintained by the Society as a service to its members. Therefore, SIGs are accountable to their membership and to the Society.

### Special Interest Group Requirements

1. SAHM requires that SIGs engage only in activities that are compatible with the Society's mission. Where there is concern about the appropriateness of a Group's activities, final determination will rest with the Board of Directors.
2. All SIGs must submit an annual report to the Board of Directors by February 1<sup>st</sup>. Reports will be added to the SIG web community to assist newcomers get informed on SIG activity.
3. No SIG may release any position paper or policy statements on public policy matters in the name of SAHM. A SIG may submit a proposal for a position paper or statement by following the current SAHM [position paper and statement proposal guidelines](#).