



**INS SPECIAL INTEREST GROUP  
FORMATION APPLICATION**

Special Interest Groups (SIGs) are assemblies of INS members with common research/clinical specialties or interests. SIGs provide a forum for networking and education, offer mentoring and career guidance for early career scientists, and help researchers and practitioners share the latest techniques and information. SIGs are composed of at least 20 individuals and are open to INS members only. The Chair and Co-Chair will initially be key proposers of the SIG, but will be elected by the SIG membership thereafter. Chair terms will be fixed to 2 years. A Chair can serve for a maximum of two terms.

1. Name of proposed Special Interest Group: \_\_\_\_\_

2. Name, Address, Phone Number, and E-Mail of SIG Chair:

3. Name, Address, Phone Number, and E-Mail of SIG Co-Chair:

4. Please add the names and e-mail of SIG Members to Addendum I:

5. Describe the scope and intent of your proposed Special Interest Group, and how it relates to INS, in detail or attach a statement (limit 250 words):

6. Does the SIG have a specific focus (e.g., clinical, research, training, policy, etc.)?

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7. Please describe your tentative plans for the initial meeting of the SIG (content, format, etc.):

8. Describe goals for the SIG and how they will be measured (limit 300 words):

9. If the group has a written statement of purpose or by-laws, please attach a copy (optional). Thank you.

***In our capacity as Chair/Co-Chair of the organization named above, we hereby apply for INS Special Interest Formation (SIG) status. We confirm that the information provided above for said purpose is accurate. We confirm that the activities and purposes of said organization are not in conflict with the printed By-Laws of INS and agree to abide by the INS SIG Guidelines. We acknowledge that no one other than the President of INS is authorized to make statements on its behalf.***

***I hereby recognize that by typing my name below, I am signing this document***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this completed application to:

**Dr. Lena Dobson, INS Liaison to the SIG Program**

**Email: [INSScientificCommittee@gmail.com](mailto:INSScientificCommittee@gmail.com)**

**ADDENDUM I: SIG MEMBERS.**

Please enter the names and email addresses for members. The application requires **at least 20**, but you may list more. Ask each member to indicate the number of years of experience post-degree. Please check all boxes that apply for each member.

	Name	Email Address	Years of post-degree experience	Current Postdoc	Current Student	Country
1.	_____	_____	_____			
2.	_____	_____	_____			
3.	_____	_____	_____			
4.	_____	_____	_____			
5.	_____	_____	_____			
6.	_____	_____	_____			
7.	_____	_____	_____			
8.	_____	_____	_____			
9.	_____	_____	_____			
10.	_____	_____	_____			
11.	_____	_____	_____			
12.	_____	_____	_____			
13.	_____	_____	_____			
14.	_____	_____	_____			
15.	_____	_____	_____			
16.	_____	_____	_____			
17.	_____	_____	_____			
18.	_____	_____	_____			
19.	_____	_____	_____			
20.	_____	_____	_____			
21.	_____	_____	_____			

Name	Email Address	Years of post-degree experience	Current Postdoc	Current Student	Country
22.	_____	_____			
23.	_____	_____			
24.	_____	_____			
25.	_____	_____			
26.	_____	_____			
27.	_____	_____			
28.	_____	_____			
29.	_____	_____			
30.	_____	_____			

## **ADDENDUM II: SIG RULES.**

### **1. SIG FORMATION.**

SIGs may be formed by a group of members of the INS. The INS Science Task Force approves the formation of each SIG and periodically reviews the activity of all SIGs to ensure they are fulfilling their mission.

The official name of any SIG is: INS [SIG NAME] Special Interest Group (INS [SIG ABBREVIATION] SIG) (e.g. INS Dementia Special Interest Group).

SIG membership is an optional addition to INS membership. To belong to a SIG, the individual must be a current INS member and choose SIG membership when renewing/joining INS. All SIG memberships are valid for the same period of time as the INS membership. SIGs will not receive monetary support from INS. They may choose to collect modest dues for their activities. They are not permitted to pay speakers, so as to avoid competition with the INS meetings.

All SIGs must go through the following steps to be approved by the INS Board:

1. Contact the SIG Liason.
2. Collect twenty (20) signatures of INS members who support forming the SIG.
3. Write a mission statement for the SIG and background information showing how the proposed SIG will support the INS mission and goals.
4. Upon approval of the SIG, it will be established on probationary status for two (2) years. During this time, the SIG needs to:
  - a. Conduct meetings at the Annual and/or Mid-Year INS Conference.
  - b. Maintain at least 20 members (SIGs that fail to maintain 20 members for the year will also enter probationary status for one (1) year).
  - c. Elect SIG Chair and Co-Chair.
  - d. Provide evidence of ongoing SIG activity (at a minimum, at least one SIG meeting).

At the end of the 2 years, the INS Board will review the progress of the SIG and determine if it is ready to proceed to regular SIG status or remain on probationary status.

### **II. SIG RESPONSIBILITIES**

To be vital components of INS membership services, SIGs need to facilitate information and knowledge sharing throughout the year among the SIG members. The following minimum expectations are established for SIGs, but activities beyond these are encouraged:

1. Maintain an up-to-date written mission statement consistent with the INS mission statement.
2. Facilitate networking and information sharing among SIG members.
3. Maintain at least twenty (20) current members of the SIG.
4. Conduct an annual meeting at the Annual and/or Mid-Year INS Conference.

5. Prior to forming a social media group bearing the SIG name (e.g., INS Dementia SIG Facebook group), contact the current INS Liason to the SIG Program for any regulations.

All SIG members must be current active members of INS for the entire duration of their SIG membership.

### III. SIG OFFICERS AND DUTIES

1. Chair

Term: Two-year

Duties: Solicit and organize the annual SIG meeting, assist the SIG in articulating and disseminating its issues and concerns to INS, chair the SIG meetings, and act as the liaison between the SIG and INS.

2. Co-Chair

Term: Two-year (staggered with Chair)

**Please note that the founding Chair and Co-Chair will not be staggered. Therefore, the founders may choose to serve for a three- and two-year term, or a two- and one-year term as decided by the SIG (e.g., Chair serves three years and Co-Chair two years, or vice versa).**

### IV. SIG ELECTION GUIDELINES

1. Calls for nominations for candidates will be distributed to members. Election will be conducted via email.
2. Each candidate must submit a bio/vision statement of 250 words or less.
3. Elections will be open for voting for a two week period.
4. Newly elected officers will take over the positions on January 1 of the next year for a 2 year period (example, if elected in November 2015, the term would run from January 1, 2016 – December 31, 2017).