



UDL-IRN Special Interest Group (SIG) Basic Guidelines

The UDL-IRN is seeking to provide a mechanism for social and project engagement via the UDL-IRN Web Site, as well as at Summit events and activities. The goal of UDL-IRN SIGs are to network, collaborate, share, and develop materials and ideas for supporting UDL implementation and research.

UDL-IRN SIG Formation Guidelines

Proposals for the formation of SIGs can be submitted at any time. They will be reviewed by the UDL-IRN Operations Team. Proposals may be accepted, declined, or invited for resubmission subject to revision/recommendations of the UDL-IRN Operations Team. A minimum of 4 members are necessary to form a SIG.

- A proposal to form a SIG should include the following:
 - Names and contact information for the initial SIG Leader(s)/Participants
 - An 100 to 200 word abstract that provides background information and includes a mission statement that reflects how this SIG will support the UDL-IRN's strategic goals.
 - A description of the SIG's area of interest and why it is distinctive and timely.
 - Activities that will support the stated areas of interest.
 - A statement defining geographic reach and potential impact (e.g., regional or international).

Conditions of Acceptance

- SIG proposals will be assessed directly by the UDL-IRN Operations Team.
- The UDL-IRN Operations Team has the authority to override any recommendation by the SIG if it believes there are important issues at stake.
- Approved SIGs will proceed into probationary status for one (1) year. Within this year, the SIG needs to:
 - Identify 10 members., (The UDL-IRN recognizes that some vital areas of interest may not be able to collect 10 signatures and maintain 10 members. In these cases, exceptions may be presented to the UDL-IRN Operations Team for review.
 - Hold a formal election for SIG officers.
 - Conduct an official SIG business meeting at the next annual UDL-IRN Summit, and every year thereafter.
 - Summarize and submit evidence of year activities to the UDL-IRN Operations Team.
- UDL-IRN Operations Team will review all probationary SIG's progress and determine if it is ready to proceed to regular SIG status or remain on probationary status.

UDL-IRN SIG Operational Guidelines

- SIG Leaders are responsible for overseeing the operations of the SIG, reporting to the UDL-IRN Operations Team, and performing the following major functions:

- Reviewing SIG proposals for sessions at annual Summits
- Making recommendations to the UDL-IRN Operations Team regarding SIG business and operations, that include providing semi-annual updates on SIG's goals and activities.
- Organization and Reporting Guidelines. Each SIG will:
 - Have an assigned liaison who is a member of the UDL-IRN Operations Team.
 - Will have its own list serv (or equivalent function).
 - Be self-sustaining and look to raise any income it needs. The general principle is to be low-cost to run, low-cost to participate in, and to seek any basic support needed.
 - Keep an accurate record of SIG membership.
 - Provide up-to-date SIG-related content for the UDL-IRN website .

UDL-IRN Organization Responsibilities

- To support SIG's throughout the year, the UDL-IRN staff supports the SIG Officers as they perform the activities outlined by the SIG and approved by the UDL-IRN Operations Team. This support includes, but is not limited to, the following. The UDL-IRN Operations Team will:
 - Share annual updates to the UDL-IRN's strategic goals
 - Endorse the activities of the SIG, promote it to members and beyond, provide opportunities to publicize activities and report SIG areas on the UDL-IRN website
 - Provide basic tools that will enable SIG members to communicate and collaborate
 - Provide a designated Operations Team member to act as the liaison with the SIG Lead(s) and provide some staff support for SIG activities.
 - Track SIG membership and budget records shared by SIG Lead(s)
 - Recognize UDL SIG leaders on the UDL-IRN website
 - Post SIG information to the SIG web page on the UDL-IRN web site as needed throughout the year
 - Include SIG information in periodic social media and other publications
 - Conduct a yearly SIG Leaders meeting at annual UDL-IRN Summit
 - Conduct three to four SIG Leaders conference calls throughout the year
 - Help distribute SIG information to SIG members (via print or electronic means)
 - Provide, as available, space at the UDL-IRN Annual Summit for SIG activities

Group membership

All SIG members must be current members of UDL-IRN while members of the SIG.

Other General Operation Policies

SIG's may not undertake or participate in any outside projects without UDL-IRN's approval and any participation must be listed as UDL-IRN [SIG name] SIG.