

Society of Pediatric Psychology (Division 54, APA)

Governing Procedures and Policies for Special Interest Groups

Purpose: The purpose of Special Interest Groups (SIGs) is to facilitate national networking of the Society of Pediatric Psychology (SPP) members in an identified subspecialty, disease, or interest area. SIGs are a structural unit of SPP and a reflection of the needs and activities of the members. Any member can participate in these groups.

Procedure to Establish a SIG

Any group of ten or more SPP members may apply for the formation of a SIG. The letter of application (max. 2 pages) should include the name of the proposed SIG group, the description of the proposed activities of the SIG, as well as the names and e-mail addresses of the founding members and leadership. The SIG Chair should email the letter of application to the Member at Large (MAL)-Membership and to the SPP Administrative Officer for subsequent approval by the SPP Board of Directors. The MAL Membership will provide verbal or written (email is sufficient) notification of the decision to the SIG Chair.

SIG Responsibilities

Every SIG has a responsibility to uphold the image and advance the mission of SPP through the advancement of pediatric psychology-related research, education, treatment, and professional practice. SIGs should serve as a forum for communication within the interest area and be a resource in the dissemination of knowledge and information related to pediatric psychology.

- 1) No SIG shall communicate an opinion or position in the name of SPP without expressed consent or approval from the SPP Board of Directors.
- 2) Any SPP member can join one or more SIGs. Requests to join SIGs should be sent to the SPP Administrative Officer who can confirm whether the individual is indeed an SPP member and then provide approval to the SIG Chair and/or SIG Membership Coordinator that the individual is eligible to join.
- 3) Participation in a SIG is a benefit of SPP membership, SPP membership will be verified annually by the SPP Administrative Officer. The deadline for SPP membership renewals

is currently January 31. The SPP Administrative Officer will verify current SPP membership of all SIG members on or before February 15 and will then notify by email all SIG members who are not current SPP members that they will be removed from their SIG membership list, the SIG listserv and any other SIG members-only activities unless they renew their SPP membership. On or after May 1, the SPP Administrative Officer will verify SPP membership again and notify the SIG Chairs of those SIG members who have still not renewed their SPP membership. Those SIG members will then be removed from the SIG membership list, the SIG listserv, and any other SIG members-only activity.

- 4) Fundraising by a SIG to support SIG activities is discouraged as there is no existing structure to assist with these activities. However, reasonable requests for funding with specific objectives will be considered by the SPP Board of Directors. To make a funding request please refer to the SIG Funding Policies section in this document.

In order to remain in good status each SIG in SPP must:

- 1) Maintain a minimum of 10 SPP members;
- 2) Maintain appropriate leadership as noted below;
- 3) Submit annual reports on time to the MAL Membership and SPP Board of Directors. Once per year in January, the leader of each SIG will be required to supply the MAL Membership with a report of their activities over the previous year. These reports will be requested and compiled by the SPP Administrative Officer. On time submission is required for the SIG to remain active and apply for/receive funding. SIGs who do not submit reports on time will be on probation and lose funding for the calendar year (or the following calendar year if funds for the year have already been spent).
- 4) Provide to the MAL Membership and SPP Administrative Officer the current list of Officers for the SIG as new officers are elected.
- 5) Periodically provide updates as needed regarding their activities on the SPP Listserv and/or the SPP Newsletter.
- 6) Maintain the accuracy of SIG information made available on the SPP website.

Procedure for Dissolving a SIG

If a SIG has been unable to fulfill or is considered to be noncompliant with any of the criteria specified for SIG membership (see SIG Responsibilities above), the SIG will be put on probation and must demonstrate compliance within one calendar year. If a SIG does not address deficiencies within one year following notice of probation, the SIG will be considered to not have sufficient interest among the SPP general membership to warrant further support from SPP and, as such, will be dissolved. In the event a SIG is dissolved, all records are to be forwarded to the MAL Membership.

A SIG may appeal the decision of the SPP Board of Directors within 30 days of notification by submitting written documentation to justify why dissolution should be rescinded. If the SIG does not exercise its appeal option, the SPP Board of Directors' decision to dissolve is final and cannot be appealed. If the SIG does submit an appeal, the SPP Board of Directors will review the SIG's appeal and make a decision consistent with the process for establishing a SIG. A proposal to re-establish a new SIG may be submitted after one calendar year. A SIG can be dissolved during any one of the SPP Board of Directors' meetings held through the year.

SIG Leadership

In the interest of uniformity in the leadership across SIGs, SPP mandates that every SIG should have a Chair (or Co-Chairs) that is/are *elected* by the SIG membership for a specified term. In the event that SIGs are newly forming, founders/co-founders will serve as Chair (or Co-Chairs) for a period of the first term and elections will be held thereafter. In addition, each SIG should have a succession plan in place, which includes a method for electing a new chair (either due to term expiring or the chair(s) opting to step down). As such, SIGs are encouraged to consider board positions of chair-elect and past-chair (for a term specified by the SIG) to facilitate smooth transition of leadership responsibilities. Chair (co-Chair) terms can commence at any interval decided upon by each SIG.

Other officers may be elected or appointed at the discretion of each SIG. If this is the case, responsibilities for each office should be clearly detailed in a position description document. Among those elected or appointed, at least one board member should be assigned the task of managing SIG membership and communicating this information, as needed, with the SPP

Administrative Officer and the MAL Membership. In addition, SIGs are strongly encouraged to consider including student representatives among the board leadership.

All non-Chair officers are elected or appointed for a specified term with the option for remaining in the position for one additional term. Each of the individual officer terms can commence/terminate in a staggered fashion so as to maximize board experience and facilitate smooth transition of leadership responsibilities. Each SIG is responsible for holding its own elections and (self- or other-) nominations by listserv, by email, or in person at the SIG meeting during the SPP Annual Conference. The SPP administrative officer is available to help with elections as needed.

The SPP President with approval from the SPP Board of Directors has the power to divest any SIG leader of their position should that individual consistently fail to fulfill their chair responsibilities. Failure to fulfill chair responsibilities may include: failure to respond in a timely fashion to emails and/or requests for information, failure to provide bi-annual review forms to the SPP Board of Directors, failure to annually renew SPP membership, and/or any concerns regarding misconduct or failure to serve the SIG membership in the spirit in which the office is intended. Concerns regarding SIG Chair responsibilities or behavior will be discussed directly via email and/or phone and an attempt at successful resolution of concerns will be made prior to divesting the individual from their leadership role. The SIG leader may appeal the decision of the SPP Board of Directors within 30 days of notification by submitting written documentation to justify why removal should be rescinded. If the SIG leader does not exercise its appeal option, the SPP Board of Directors' decision to remove them from the leadership role is final and cannot be appealed. If the SIG leader appeals the decision, the SPP Board of Directors will review the SIG leader's appeal and make a decision after careful reflection and discussion. A SIG leader can be removed from their role during any one of the SPP Board of Directors' meetings held through the year.

SIG Listserv Policy

SIGs are permitted to utilize SIG specific email listservs to facilitate communication among members. Requirements for the use of a SIG specific listserv are as follows:

- 1) Only active members of SPP are permitted to participate in a SIG-specific listserv. Non-SPP members will be identified by the SPP Administrative Officer on or before February 15 after the deadline for renewals passes (January 31) and will notify the SIG's elected/appointed Membership Coordinator who will then remove those people from the SIG listserv by May 1 if they have not renewed their SPP membership.
- 2) It is the responsibility of the SIG Chair (or Co-Chairs) to monitor the content and activity of listserv posts. All listserv posts/communication must be consistent with APA's Listserv Policy.
- 3) If a SIG chooses to utilize a separate listserv for communication purposes, this must be reported to the SPP Board of Directors through the Annual Report.

SIG Conference Participation

SIGs are encouraged to hold annual meetings in conjunction with the SPP Annual Conference or APA Convention. As available, SPP will provide space and time for SIGs to hold these meetings. Audio/visual technology may be requested but is not guaranteed. SIGs are encouraged to plan activities in conjunction with their meetings. Ideas include: SIG poster awards, sponsoring speakers, hosting a research blitz or case presentations, and other SIG- related social activities. SIGs should develop their own processes for selecting presentations and other programming content. Once each SIG determines its needs for the meeting, these should be shared 6 months or more in advance of the meeting with the SPPAC conference program chair. The MAL Membership can facilitate this conversation. Any new SIG created after January 1 and before the SPPAC of the same year will not be guaranteed meeting space at the SPPAC.

SIG Resources Provided by SPP

SIGs will have the following support from SPP:

- 1) The SPP listserv and the SPP website (as per the editor's discretion) are appropriate venues for communicating SIG activities and updates. SPP will host SIG information on the SPP website (see related section of this document).
- 2) The SPP Administrative Officer will verify that any person requesting to join a SIG is a current SPP member and will annually verify SPP membership of all SIG members.
- 3) SIG programming time will be provided at the SPP Annual Conference as available (see

related section of this document).

- 4) Other requests from SIGs for support from SPP should be forwarded to the MAL Membership who can forward them to the SPP Board of Directors for consideration. Such requests may be made on the board report form (see attached).

SPP Logo Use

SIGs may request to use the SPP logo on their brochures, posters, or other materials. This is acceptable to the SPP Board of Directors as long as the materials are professional in nature. This does not require pre-approval of the SPP Board of Directors. The SPP Board of Directors would like to track the use of the logo on such materials; as such, electronic copies should be sent to the SPP Administrative Officer for presentation to the SPP Board of Directors (e.g., at the time of submission of the SIG biannual report). To receive a high resolution copy of the logo, SIGs can contact the SPP Administrative Officer.

Publication Guidelines

Many SIGs are working on research projects together that may result in presentation and publication. The SPP Board of Directors recommends that SIGs follow the APA guidelines for authorship (<http://www.apa.org/research/responsible/publication/index.aspx>) in all presentations and publications. SIGs may also use the logo (see section above on use of the SPP logo) on presentations and publications where appropriate, and are also welcome to identify themselves as a “Special Interest Group of the Society of Pediatric Psychology (Division 54, American Psychological Association)” if appropriate.

SIG Website Policy

Information about SIGs will be made available on the SPP website. There will be a section that discusses general information on the SIGs and has a link to each SIG’s webpage. Each SIG will have a dedicated web page where it can include information regarding its SIG.

SIG Web Template Form

The web template is the information that will be published on your SIG page. This information is available to the general public as well as members of SPP.

All SIGs must complete the information below to be included on the website.

Mandatory:

- ❖ Name of SIG
- ❖ Purpose or Mission Statement
- ❖ Leadership (this should include all contact information and the identified contact for the group for those who wish to join; pictures of SIG leaders may be uploaded)
- ❖ Conferences/Events (this may be updated as needed)
- ❖ Documents/Resources/Related Links

Attachments: request for funding from SIG fund, report to the SPP Board of Directors on SIG activities that is completed every 6 months.

SIG Funding Policies

- I. The SPP Board of Directors will allocate a yearly budget which runs from January 1 – December 31 to fund SIG expenses.
 - A. SPPAC A/V spending is covered with funds outside of this allocation. However A/V may not be available for all SIG meetings.
 - B. Each SIG in good standing has at their disposal a base amount to spend (\$100) at their (reasonable) discretion.
 1. SIGs should complete the Funding Request Form to request their allotted \$100 for reasonable use AT ANY TIME in the budget year.
 2. The Funding Request Form should be emailed to the MAL Membership who will approve or deny funding within one week. The Administrative Officer should also be copied.
 3. Once approved and spent, an email requesting reimbursement including the name and address of the individual to be reimbursed along with a copy of the receipt should be sent to the SPP Treasurer for reimbursement. For services provided to the SIG (e.g., speaker fees), an invoice should be sent to the SPP

Treasurer for payment (see sample invoice). The SPP Administrative Officer should also be copied.

- C. The remainder of the funds is pooled and available for SIGs to apply for funding.
 - 1. Applications for funding should be submitted by February 15 of the budget year for full consideration.
 - 2. SIGs should complete the Funding Request Form to request funds from this pool of money.
 - 3. Requests affecting the current year's SPPAC planning **must** be submitted by this date
 - 4. The Funding Request Form should be emailed to the Mal Membership who will convene the Funding Request Approval Committee to approve or deny funding. The SPP Administrative Officer should also be copied.
 - 5. Once approved and spent, an email requesting reimbursement including the name and address of the individual to be reimbursed along with a copy of the receipt should be sent to the SPP Treasurer for reimbursement. The SPP Administrative Officer should also be copied.
- D. If there are any funds remaining after the February 15 deadline, these funds may be requested at any time during the budget year.
 - 1. SIGs should complete the Funding Request Form to request funds from this pool of money.
 - 1. The Funding Request Form should be emailed to the Mal Membership who will convene the Funding Request Approval Committee to approve or deny funding. The SPP Administrative Officer should also be copied.
 - 2. Once approved and spent, an email requesting reimbursement including the name and address of the individual to be reimbursed along with a copy of the receipt should be sent to the SPP Treasurer for reimbursement. The SPP Administrative Officer should also be copied.
- E. Funds remaining at the end of the budget year will NOT be rolled over to the following budget year.
- F. Funding Request Approval Committee

- a. Chairs of SIGs not requesting funds for a given deadline will be asked to volunteer to review applications in conjunction with MAL Membership and to award funds (preference for applications aligning with priorities).
- b. Two SIG Chairs will be selected by the MAL Membership to serve on the Funding Request Approval Committee.
 - 1) In order to balance representation, only one member from any SIG may be on the committee.

December 18, 2015: Prepared and policies implemented by Wendy Ward (SPP Member at Large, Membership), Karen Roberts (SPP Administrative Office), and the SIG Chairs.

April 10, 2016: Revised by Karen Roberts. SIG Responsibilities, Section 3. Described in greater detail the process for membership verification in the spring and removal from SIG membership lists if non-renewing.

March 13, 2017: Revised by Karen Roberts. Funding Policies added, approved by SPP Board at the Mid Winter Meeting, January 2017. Funding policies developed by the SIG Funding Sub Committee: Courtney Fleisher, Susan Tran, Robert Dempster, and Eli Getzoff, and approved by the SIG chairs. December 19, 2016

April 2018: Revised by Karen Roberts and Katie Devine. Minor edits made to document. Deadline for verifying SPP membership of all SIG members moved to February 15. SIG funding request procedures revised, did not wait until 2019 to revise as indicated in initial plan. Removed description of phase-in plan for 2017.

July 2019: Revised by Karen Roberts and Katie Devine. SIG requirements clarified to note that on-time submission of reports required to be in good standing and apply for/receive funding. Deadline for additional pool of funding moved to February 15.

May, 2021: Revised by Eleanor Mackey to indicate change in bi-annual reporting to annual reporting to the Board in January of each year and to use gender-inclusive language throughout.