



2.3 Setting up a new Special Interest Group (SIG)

Introduction

IATEFL SIGs are for the professional development of the association's members in a specific aspect of ELT and aspire to have a global reach. Membership of SIGs is open to IATEFL members only. Any IATEFL member can join any SIG.

Procedure

Any member of IATEFL can propose to set up a new SIG provided that they have been an IATEFL member for the previous 12 months.

Anyone who wants to set up a new SIG (that is, a group concerned with a professional area of ELT for which there is no IATEFL SIG already in existence) should first notify the [SIG Rep](#) and the [IATEFL President](#) of their wish to do so with:

- the name of the SIG and a brief statement about the aims *and*
- the names of those IATEFL members who agree to be on the SIG Committee in accordance with this Handbook, including the name of the proposed Coordinator.

Procedure following notification of application

- a) The SIG Rep notifies the Trustees and the Coordinators of existing SIGs via email of:
 - the name of the proposed SIG
 - the statement giving the title and aims of the proposed SIG and
 - the names of those IATEFL members who agree to be on the SIG Committee in accordance with this Handbook, including the name of the proposed Coordinator
- b) If objections are raised these will be collated by the SIG Rep and forwarded to the proposer(s).
- c) If no objections are raised, by either the Trustees or the SIG Coordinators, concerning the scope of the proposed SIG or the professional integrity of the proposer(s), the member named as Coordinator of the proposed SIG should supply evidence of at least 50 IATEFL members who have financially committed to joining the new SIG and have signed a document confirming this.

Once point 'c' is reached, the proposer will be emailed by the IATEFL SIG Rep with the rest of the process.