

# **Manual of Procedures for Special Interest Groups**

Updated June 2016

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## **I. Introduction**

The Society of Behavioral Medicine (SBM) is an interdisciplinary organization of professionals interested in the field of behavioral medicine. The objective of the SBM's Special Interest Groups (SIG) Program is to form and maintain forums for open and frequent communication among professionals sharing similar interests in the field. It is SBM's intent to facilitate the creation and continuation of SIGs and, in turn, the primary function of SIGs is to increase interaction among professionals from various disciplines around a particular topic of special interest to the members of the Group.

SIGs may be proposed and focused around any professional theme including but not limited to: (a) specific target problems, populations, or settings; (b) special intervention strategies; (c) theoretical orientations; (d) employment settings; (e) professional categories or concerns. The name of each SIG designates its focal issue. Groups are created and dissolved as particular interests increase or decrease in importance to the membership of the Society. The SIG Program is designed to be flexible, and responsive to new, emerging developments in the field.

The SIG Council was formed in April of 2006 and each of the SIG chairs are members of this council. The SIG Council Chair will be a member of the Board and serve as a liaison between the SIG Chairs and Board members.

A SIG Advisory Committee (comprised of the SIG Council Chair, Co-chair and Member Delegate from the Board) will be formed to review and approve proposals and resolve any conflicts). The terms of this Committee will be established at a future time.

## **II. Proposing A New SIG (Groups-in-Formation)**

Any member of SBM may propose the formation of a new SIG. Individuals who would like to establish a new Group should convey their interest to the SIGs Chairperson. With their letter, the organizer should include the title of their proposed Group as well as a brief (100 to 150-word) description of the focus and intent of their proposed Group's focal area. The name and description of the Group should be specific enough to allow potential members to make educated judgments about whether or not to join.

The proposed Group, including its name and description, if deemed by SBM's Board of Directors and SIG Chairperson to be appropriate, furtherance of and otherwise consistent with SBM's purpose and mission, and clearly distinct from other SIGs, will be approved, subject to SBM's Board of Directors having sole discretion regarding a determination of such approval. Subsequently an invitation to SBM's general membership will be made via a broadcast email as well as in the next possible issue of Outlook.

When the Group-in-Formation organizer efforts have resulted in the successful recruitment of 10 persons, all of whom must be current members of SBM, the organizer may schedule a meeting for the Group at the next SBM Annual Meeting & Scientific Sessions. The meeting can be scheduled upon receipt of the core list of interested persons in the SBM Central Office. Following receipt of a meeting request and list of core members, a specific meeting

time, date, and location will be assigned by SBM's Program Committee for inclusion in the Annual Meeting. Groups-in-Formation, as is the case with SIGs, will determine their meeting content internally. It should be understood, however, that among the primary purposes of the Annual Meeting will be the development of a Group organizational structure (including the designation of a consensually acceptable mechanism for identifying Group leaders) and the development of a consensually acceptable second meeting (usually lunch) to discuss scientific or clinical issues related to the SIG (see section V).

### **III. Establishing a SIG**

A SIG is formed (Group-in-Formation) when six criteria are met:

1. A title and mission statement/purpose has been developed that does not duplicate that of an existing SIG.
2. A minimum of 10 persons, all of whom are current members of SBM, express an interest in belonging to the new Group.
3. The SBM Central Office has received the names and addresses of all members of the new Group (this procedure will be conducted annually in order to maintain the Group's status as a Special Interest Group).
4. A democratic process in which officer and committee selection with a specified plan for rotation of officers is implemented.
5. The Group has held a public, formal meeting at the Annual Meeting.
6. A listserv for membership communications has been established (see guidelines below for listservs).

When the above criteria have been met, the organizer of the Group-in-Formation may submit an Application for SIG Status to the SBM's SIGs Chairperson. (Groups-in-Formation that have been unable to fulfill the six criteria specified above within a two-year period following the date of publication of their initial announcement of the SIG formation will be considered to have generated insufficient interest among the Society's general membership to warrant Society support and will be deleted from the Society's listing of Groups-in-Formation).

### **IV. SIG Financial Support**

Once a Group has earned SIG status it is afforded several opportunities that are financed by the Society and reserved for SIGs. The SIG's name is included in the listing printed in the first annual dues renewal mailing, SBM members can reconfirm their interest to remain a SIG member or to join as many SIG's as they desire. A one-time broadcast email will be sent at the Society's expense for up to a 200-word announcement of the Groups formal acceptance as an SBM SIG to all members of the Society. The SBM website will include all SIG mission statements and contact information for SIG chairs at no cost. Meeting space and time, scheduled by the Program Committee, is provided at the Society's expense during each SBM Annual Meeting. A SIG Chairs Meeting is held during the Annual Meeting to facilitate the sharing of strategies and concerns. The SIG names, mission statements,

and associated activities during the Annual Meeting will be printed in the Annual Meeting Program each year.

Advice and consultation is available as needed from the staff at the SBM Central Office for activities such as recruiting new members, maintaining a mailing list, preparing a newsletter, or dues collecting.

The SBM will also allocate funding from membership dues to support the activities of the SIG. As of July 2006, the following allocation of funds has been approved by the Board but is subject to change.

- A. Membership dues will be raised \$10 with the exception of student membership dues.
- B. The \$10 will be used for SIG related activities.
- C. The money will be distributed amongst the SIGs as follows:
  - 1. \$4 will go to a pool that will be divided equally among all 15 SIGs (including the student SIG).
  - 2. The member will have an opportunity to dedicate the remaining \$6 to: 1 (\$6), 2 (\$3), or 3 (\$2) SIGs of their choice.
  - 3. If a member does not choose any SIG to donate the \$10, the increase of \$10 from that member will go into the pooled amount of monies to be divided between SIGs equally.
- D. Each of the SIGs will request funds using a proposal form that will include:
  - 1. Name of SIG
  - 2. Chair of SIG
  - 3. Date
  - 4. Amount requested
  - 5. Budget and budget justification
  - 6. One page proposal with objectives
  - 7. Request to meet CE requirements and preparedness to meet criteria
  - 8. Other sources of funding (pending or received) for this proposal
- E. Only SIG chairs or co-chairs or appointed representative can submit proposals.
- F. A SIG Advisory Committee (comprised of the SIG Council Chair, Co-chair and Member Delegate from the Board) will be formed to review and approve proposals and resolve any conflicts).
- G. Deadlines (once or twice a year) will be developed with EDI for budget requests.
- H. Dedicated SIG membership monies will not be available until mid-2007 and/or the 2008 annual conference.
- I. Annual reports will be required from SIG Chairs and should reflect how funds were used the previous year. Future funds will not be released if a SIG fails to provide the annual report. The report must be provided to the members of the SIG, Council on SIGs Chair, SBM staff and the SBM Board of Directors.

In addition to the dues money collected on behalf of the SIGs, SIGs may conduct their own fund raising activities. All fund raising activities must be coordinated through the SBM executive office in conjunction with the Executive Director and otherwise in accordance with such rules and procedures as SBM's Board of Directors may from time to time establish. The SIG Chair will work with the Executive Director to ensure that all necessary paperwork is processed prior to submitting named request. Any requests for funds that are for

programmatic initiatives that require continuing education accreditation must also have all materials approved by the SBM executive office prior to such use. This includes any pre-meeting promotions, announcements, onsite materials or post meeting outcomes.

Any grants are considered contractual agreements and therefore obligate SBM legally and financially. Accordingly, any such grants shall be subject to such prior notice and approval procedures as apply to contracts and agreements generally hereunder.

### **Pre-Conference Course Fee Structure**

In order to create uniformity among course registration fees the following fee structure has been implemented for all SIG Courses:

**Timeframes** have been structured into three modules in order to better coincide with the Seminar timeslots, ultimately increasing the possibility of attending multiple sessions. SIG Course leaders will be able to select one, two or all three 2 hour and 45 minute timeframe modules in which to hold a course. Please see the hypothetical example below.

Module 1			Module 2			Module 3		
9 a.m.	10 a.m.	11 a.m.	12 p.m.	1 p.m.	2 p.m.	3 p.m.	4 p.m.	5 p.m.
SIG Course A (1 module ex.)			SIG Course B (1 module ex.)			SIG Course C (1 module ex.)		
SIG Course D (2 module ex.)						SIG Course E (1 module ex.)		
SIG Course F (1 module ex.)			SIG Course G (2 module ex.)					
SIG Course H (3 module ex.)								
			Seminar 01				Seminar 02	

**Base Registration Fees** will be determined based on the number of timeframe modules you select.

Course Length = 1 Module	
<u>Member Type</u>	<u>Base Fee</u>
Student	\$45
Member	\$75
Non-member	\$90

Course Length = 2 Modules	
<u>Member Type</u>	<u>Base Fee</u>
Student	\$57
Member	\$95
Non-member	\$115

Course Length = 3 Modules	
<u>Member Type</u>	<u>Base Fee</u>
Student	\$69
Member	\$115
Non-member	\$140

### **Food and Beverage Additions**

Costs of food and beverage will reflect hotel catering rates; choices will be made by the SIG representative. Note that SBM does not add a mark up to these costs.

The registration fees for SIG Courses will then be determined by adding the appropriate base fee to the food and beverage selections ordered.

The income generated from each SIG course will be used first to offset course expenses (awards, speaker expenses, printing, food, etc). Any remaining monies collected from the SIG course will be transferred to the respective SIG account for future use. Administration will keep SIG Chairs and course leaders informed about the status of enrollment prior to the

meeting. A SIG course will be cancelled four weeks prior to the meeting if it has fewer than 10 registrants at that time. This will protect the SIG from deficit spending for the proposed course. Assuming the course achieves sufficient enrollment, within 60 days following the meeting the SBM national office will provide the SIG chair with a financial report, reconciling income and expenses.

The SIG may elect to cover non base fee costs for the participants using its own individual SIG funds and thus the actual cost charged to participants may be kept to the base registration fee cost (e.g., \$75 for a member for a 1 module course; \$95 for a member for a 2 module course). No SIG course will be advertised or offered at less than the base rates to assure consistency across the courses.

## **V. Managing SIG Budgets**

Managing a SIG budget is an important SIG Chair role. The information below is intended to help SIG Chairs fulfill this role but questions and concerns can always be directed to the national office or the SBM Secretary-Treasurer.

As indicated elsewhere in this manual (see page 5), SIG funds reflect a portion of SBM member dues and comprise part of the total assets and liabilities of the Society of Behavioral Medicine. As such, SIG funds are subject to all laws and regulations governing the society and decisions regarding use of these funds fall within the SBM Board's purview. Currently, the SBM board has restricted SIG funds to uses that further the missions of SBM's SIGs. While SIG chairs are authorized to request and approve expenditures, such expenditures must fall within the specific expenditure categories that are described in detail on pages 8 to 11. *To spend funds for any purpose falling outside these categories, the SIG chair must submit a written request to the SBM Secretary/Treasurer and Executive Director; requests may be granted at the discretion of the Secretary/Treasurer and/or SBM Executive Committee or SBM Board.*

### **Budgeting Practices**

Sound financial stewardship encompasses the following practices.

- Understanding the budget  
At the beginning of his/her term, the SIG chair and the SBM SIG Council staff liaison and/or executive director need to review the SIG's budget, so as to ensure a sound understanding of net assets, patterns of income and expenditures, and when dues income and annual meeting pre-conference course income is allocated.
- Planning and budgeting for SIG pre-conference courses

#### **Step one: Project attendance / income from pre-conference course participant fees**

Since meeting attendance and pre-conference course participation vary according to annual meeting, it's best to adopt a conservative approach when projecting attendance figures. (The SIG Council staff liaison can provide previous years' attendance figures to help with this budgeting process.)

## **Step two: Project expenses**

After estimating course income, estimate course-related expenses such as food and beverage (if not charged to participants) and non-member speaker expenses including speaker fees, travel, lodging, and annual meeting registration fees (see page 10 for details on travel expense coverage for non-member speakers). Bear in mind there will be a 10% administration charge against the registration income and will appear as an expense.

## **Strategies to Minimize Expenses**

When choosing pre-conference course speakers, strategies to minimize expenses include choosing SBM members as speakers, or, if choosing non-members, finding those who live near the conference venue (whose travel and lodging costs would be minimal). Bear in mind that government speakers cannot accept speaker fees; plus, some non-member speakers might speak for free, especially if they plan on attending the meeting for reasons other than speaking.

- Considering the benefits of a SIG budget surplus

While the goal is not necessarily to use course income to generate a budget surplus or build net assets, a surplus can be helpful for various reasons, including:

- Income from participant course fees sometimes falls below expenses (when attendance is relatively low) so building a surplus, or “cushion,” is desirable.
- Covering non-member speaker expenses for a SIG-sponsored symposium is allowable and can help advance the science, but symposia do not generate income for SIGs. Accordingly, a budget surplus can give SIGs the financial wherewithal to cover expenses for non-member symposia speakers.
- A surplus can support expenses that fall within the “Other” category, such as conferring a SIG-specific award to a junior or senior SIG member, creating or improving a SIG website, creating an infographic, or covering food and non-alcoholic beverages for a SIG social event.

## **USE OF SIG FUNDS**

### **SIG funds may be used for:**

- 1) SIG awards
- 2) SIG pre-conference courses
- 3) SIG-sponsored symposia
- 4) Other expenses, related to:
  - retaining and attracting SIG members
  - course or session marketing

### **1) SIG awards made during or associated with the SBM annual meeting**

#### ***SIG Chair-approved expenditures may include:***

- Monetary awards to individuals: eligibility extends to SBM members only and does not extend to non-members. Individual awards cannot exceed \$500.



- Awards to organizations local to the annual meeting venue whose mission and/or activities align with the mission and activities of a particular SIG. Such awards cannot exceed \$300 and the recipient organization must be vetted by the SBM executive director before contact is made with the prospective award recipient.  
*Note: If a non-member representing a local organization attends the SBM annual meeting for the sole purpose of receiving the award and will not be attending any conference sessions, a registration fee payment is not necessary; however, a complimentary one-day guest pass is necessary, which the SIG chair can secure through the SBM SIG Council staff liaison.*
- Costs of plaques, framed certificates, and the like; maximum of \$100 per award item. (SBM does not cover the cost of plaques, framed certificates, and the like but the SIG Council staff liaison can work with the SIG Council chair or his/her designee to design and order them.)

**Note:** SIG funds may not be used to cover travel, lodging, or SBM annual meeting registration fees for SBM-member SIG award recipients. As noted above, however, such funds may be used for monetary awards to SBM members.

## 2) SIG pre-conference courses

### **SIG Chair-approved expenditures may include:**

- A/V costs  
SBM defines and covers basic A/V costs for SIG pre-conference courses; expenses for added A/V, as requested by the SIG chair, fall to the SIGs.
- Food and beverage  
Can be charged to participants as part of course fee (see page xx) or ordered by the SIG chair and paid for with SIG funds
- Speaker fees (speakers include pre-conference course chairs, co-chairs, and presenters). Fees vary according to course length, number of speakers, and speaker's member-status.
- Printing or purchasing course materials

### **SPEAKER FEES**

	Course length	Fee		
		1 speaker	2 speakers	3 speakers
SBM member	1 module*	Up to \$500	Up to \$300 per speaker	Up to \$250 per speaker
	2 modules	Up to \$650	Up to \$350 per speaker	Up to \$300 per speaker
	3 modules	Up to \$750	Up to \$450 per speaker	Up to \$400 per speaker
Non-member	1 module	Up to \$600	Up to \$400 per speaker	Up to \$350 per speaker
	2 modules	Up to \$750	Up to \$450 per speaker	Up to \$400 per speaker
	3 modules	Up to \$850	Up to \$540 per speaker	Up to \$500 per speaker

\*see page 6 for explanation of modules

Speaker travel – for non-members only

Maximum of \$600 per speaker. Travel expenses include and are limited to coach air or train fare, mileage at prevailing SBM rates, travel-related parking, and travel-related meals.

Speaker lodging – for non-members only

Maximum of one night at conference hotel or another hotel charging comparable or lower rates.

Speaker annual meeting registration fee – for non-members only

Note: If a non-member speaker's sole purpose in attending the SBM annual meeting is to speak at a pre-conference course and s/he will not be attending any conference sessions, a registration fee payment is not necessary; however, a complimentary one-day guest pass is necessary and the SIG chair must arrange for it through the SBM SIG Council staff liaison.

**Note:** SIG funds may *not* be used to cover travel, lodging, or annual meeting registration fees for SBM-member pre-conference course speakers. As noted above, however, such funds may be used for SBM-member speaker fees.

## **Procedures**

Travel and/or lodging

When a SIG makes an award (to an SBM member) or covers travel, and/or lodging fees for a non-member, pre-conference course or symposium speaker, the SIG chair must inform the recipient or speaker that such expenses are reimbursed (rather than paid up front) or paid after the conference. The chair should also mention to speakers that the reimbursement will not exceed \$600 total, and reimbursement occurs only after the recipient or speaker submits expense receipts to the SBM national office; processing takes up to 30 days. The SIG Chair shall inform the non-member speaker that transportation may (but does not have to be) booked through the travel agency associated with SBM; in this instance all charges will be automatically billed to SBM. When a non-member speaker wishes to use the travel agency associated with SBM, the SIG chair must provide the SIG Council staff liaison with the recipient or speaker's name and contact information before the speaker contacts the travel agency.

Pre-conference course fee waivers

At his/her discretion, a SIG chair (or SIG chairs if more than one SIG is offering a course) may – but is not obliged to – offer course fee waivers as follows:

- to all presenters

Plus, the SIG chair may offer a course fee waiver to:

- The course chair, or
- If the course is co-chaired by two or more co-chairs, up to two co-chairs; and
- A course fee waiver to one course planner

Note:

- Waivers cannot be exchanged; e.g., if the SIG chair decides against offering a course fee waiver to a course planner s/he cannot, then, give waivers to three course co-chairs.

- In total, waivers for course chairs, co-chairs, and planners cannot exceed three for any one course.

#### Annual Meeting registration fees

When a SIG covers annual meeting registration fees (permissible for non-member speakers only), the chair must convey such information to the SIG Council staff liaison who will transfer funds from the SIG expense account to the annual meeting registration income account.

### **3) SIG-sponsored symposia**

SIG funds may be used to cover travel, lodging, or annual meeting registration fees for non-member, SIG-sponsored symposia speakers; speakers include chairs, presenters, and discussants. SIG funds may *not* be used to cover any expenses (speaker fees, travel, lodging or registration fees) for symposia speakers who are SBM members.

#### Speaker travel – for non-members only

Maximum of \$600 per speaker. Travel expenses include and are limited to coach air or train fare, mileage at prevailing SBM rates, travel-related parking, and travel-related meals.

#### Speaker lodging – for non-members only

One night of lodging at the conference hotel or another hotel charging comparable or lower rates

#### Annual Meeting registration fee – for non-members only

If a non-member symposium speaker's sole purpose in attending the SBM annual meeting is to speak during a symposium on a single day and s/he will not be attending any conference sessions, a registration fee payment is not necessary; however, a complimentary one-day guest pass is necessary and the SIG chair can secure it through the SBM SIG Council staff liaison.

### **4) Other expenses associated with**

- advancing the SIG-related science
- retaining and attracting SIG members

Examples:

- costs associated with improving SIG pages on the SBM website
- offering webinars
- designing/publishing an electronic newsletter or infographic
- food and non-alcoholic beverages for SIG-sponsored social events.

## **VI. SIG Activities**

There is a great deal of diversity in the activities of the various SIGs. The two most common activities, which SBM urges all Groups to engage in, are holding meetings during each SBM Annual Meeting and distributing semiannual or quarterly newsletters.

### **A. Meetings**

Meetings held during the SBM Annual Meeting often have two components: a business meeting (where officers are elected, Group goals are set for the coming year, and Group accomplishments over the past year are reviewed) usually held at a breakfast or lunch roundtable and a research/clinical component (where new research or service programs are described, an invited speaker presents an address, or a conversation hour is held). SIG meeting contents are determined by the membership of the individual SIGs, as are SIG contributions to the SIG Social Hour. There has also been diversity across Groups' contributions to the latter event. Some Groups have prepared displays publicizing the year's activities of their Group, while others have arranged and publicized presentations of internally solicited and selected research papers.

Many SIGs participate in other aspects of the Annual Meeting as well, with symposia, papers, and workshops provided by subsets of their members. These additional activities are not arranged autonomously. They grow out of the collaboration fostered by the communication that the SIG has arranged; they are submitted to, and reviewed by, the Program Committee, using the same selection/rejection criteria that are used in the case of submissions received from any individual or group of individuals affiliated with the Society. Activities that are submitted and selected in this manner are peer-reviewed Annual Meeting components and as such are included as regular entries in the body of the Annual Meeting Program.

The SIGs play an important role in the programming of the Annual Meeting. SIG chairs and their members will be asked to nominate/volunteer to be involved in the abstract review process, nominate expert consultants and mentors from their SIG and organize activities around the SIG Social Hour.

### **B. Newsletters**

Newsletters, financed most often by SIG members' contributions and secondarily by subsidies from Group members' employing institutions, are the second-most common SIG activity. Newsletters can be electronic or in paper form. While newsletter content varies across Groups, it generally includes at least two of the following:

1. Announcements concerning the Group's meeting at SBM's Annual Meeting.
2. Current research of special interest to the Group's membership.
3. Relevant news items regarding the SIG area of interest.
4. Announcements of employment and training opportunities.
5. Group business announcements or calls for information.
6. Membership surveys.
7. Announcements of meetings of related professional organizations.

### **C. Additional Group activities have included:**

1. Circulating and updating Group member directories.
2. Systematically recruiting new members through personal invitations, announcements in other organizations' newsletters, and letters sent to potentially interested groups or organizations.
3. Serving as an information clearinghouse on the Group's topic of interest
4. Sponsoring symposia organized for and accepted by other professional organizations' Program Committees.
5. Maintaining regular communication with other professional organizations of special relevance to a Group's topical area, including holding meetings at their conventions.
6. Networking with non-SBM members who are leaders in fields related to the Group's topical area.
7. Submitting extended articles for review to the Annals of Behavioral Medicine; articles that provide detailed descriptions of Group activities or activity product
8. Compiling an annotated bibliography of references related to the Group's area of focal concern.
9. Compiling a directory of settings with programs relevant to the Group's special concern.
10. Preparing a cooperatively written or edited paper or text.
11. Maintaining a Web site.
12. Development of an award and/or travel grant system for students, young and senior investigators within the SIG.

### **VII. SIG Membership Criteria**

SIGs, like SBM, are not certifying bodies. Membership in an SBM SIG rests on, and reflects, only having an interest in the Group's identified topical concern. Groups may not establish exclusionary criteria for membership, except that SIG members must also be members of SBM.

### **VIII. SIG Election Protocol and Formation of Committees**

There has been, and continues to be, tremendous diversity in the organizational structures observed across SIGs. Some Groups elect a Chair, with or without a Co-Chair. In some situations, if the Groups are large and active enough, slates of officers might be elected with specific responsibilities. Most often the officers include a Chair, Newsletter Editor, SBM Annual Meeting Activity Coordinator, and Membership Director. SIGs might hold their nominations and elections by listservs, email, mail ballot, or in person at the SBM Annual Meeting. Alternatively, SIGs might simply unanimously appoint a Chair/Co-chair/officer.

Each SIG should establish a process for election, succession and term limits for their SIG. These processes must be approved by each SIG's membership with a simple majority vote. No Chair, Co-Chair or other SIG officer should serve in their role for more than three consecutive years. All Chair/Co-Chair/officer terms must commence directly following an

Annual Meeting and terminate either at the SIGs' business meetings held at the last Annual Meeting of their term or on the last day of that Annual Meeting if a business meeting is not held. The election process and the results of such should be included in the SIG Annual Report to the Board of Directors and the members of the SIG.

SBM recognizes that there are certain constraints that may preclude the use of a fully democratic process in electing Group leaders. In general, however, SBM encourages building in as much democracy as is functional for a given Group. Where Chairs (or officers) are not elected, it is expected that volunteers interested in Group leadership positions will be publicly invited through announcements in Outlook and announcements made during the business portion of the Group's annual meeting at the SBM Annual Meeting. As previously noted, in no event shall one person remain Chair of a Group for a period exceeding three consecutive years.

## **IX. Interorganizational Linkages**

SIGs have permission to form limited informal interorganizational links with non-SBM members; however, the benefits associated with SBM membership only apply to members of SBM--not to members of the linked organization. Linkage to other national or international organizations may involve joint websites or satellite meetings at annual conferences. The SIGs that form limited informal interorganizational linkages are required to abide by the same requirements as SIGs that do not form Interorganizational ties. No SIG may enter into any contract or legal or financial arrangement without adequate prior notice to SBM's Board of Directors and the Board of Directors shall have the right to approve or disapprove of any such contract or arrangement in its sole discretion. Any such requests can be made through the Annual Report or through contacting the Executive Director.

## **X. SIG Responsibilities:**

The SIG Program is maintained by SBM as a service to the Society's members. SIGs exist to serve subsets of the Society's members by fostering communication among those who share a specified common interest. Therefore, SIGs are accountable to their memberships. By virtue of the fact that SIGs are associated with, and therefore reflect on, SBM and by virtue of the fact that many SIG opportunities are financed by monies approved and drawn from general SBM membership dues, SIGs are also accountable to the Society.

A Group may be deleted from SBM's list of SIGs at the initiation of either the Group or the Society's Board of Directors.

From the point of view of the Society, to remain an SBM SIG, individual Groups must meet each of the following criteria, all of which are designed to index one of the two areas of the Group's accountability. Failure to meet any criterion for two consecutive years, except under extraordinary or unusual circumstances as evaluated by SBM's Board of Directors, will result in the Group's deletion from the SBM SIG Program.

**SBM has criteria that each SIG must comply with on an annual basis:**

1. Because the SIG Program is supported by the dues of the general SBM membership, the first criterion is having a minimum of 10 members, all of whom are current SBM members. Groups will demonstrate that they meet this criterion by attaching a current list of their Group members, with addresses and SBM membership status indicated, to their Group's Annual Activity Report. If the membership of the SIG drops below the criterion number (10), the SIG chair may request, and will automatically be afforded, except under extraordinary and unusual circumstances as determined by the Society's Board of Directors, a one-year Special Status period. During this year, more than the ordinary amount of assistance will be provided to the Group by the national organization, and the Society will send two broadcast emails to members with specific specialties indicated of the Group Chair's choice.
2. SBM requires that SIGs engage only in activities that are compatible with the aims, purposes, mission and practices of the Society. Where there is concern about the appropriateness of a Group's activities, final determination will rest with the Society's Board of Directors. All activities of the SIG's shall at all times be the oversight review and control by SBM's Board of Directors as it deems appropriate.
3. SIG chairs must be available for the majority of conference calls organized by the SIG chairperson (>50%) and respond to the requests of the Board, EDI, and/or SIG Council chair in a timely manner (within two weeks of receiving the email). If the SIG chair is unable to meet these requirements, she or he is expected to appoint a co-chair or temporary chair to meet the requirements of the SIG chair.
4. Each SIG chair is required to complete an Annual Report and include a current membership listing (of which all of the members are also members of SBM) annually. Officers should be specified in the report. Failure to comply with this request will result in the SIG automatically being dropped from the SBM SIG Program. SBM will provide a template for this Annual Report. It will be provided to the SIGs in early December prior to the Annual Meeting. Completed Reports are due weeks prior to the Annual Meeting.
5. No SIG may release any position or policy statements on public policy matters in the name of SBM. Any effort in this area shall be approved by the SBM Board of Directors, and conducted in cooperation with the Health Policy Committee or the Evidence-Based Behavioral Medicine Committee, based on the subject matter, as advised by the Board. The final product shall be approved by the SBM Board of Directors prior to release.
6. SIGs are permitted to use the Society's logo only if the materials have been reviewed and approved by the SBM Executive Director.

***All materials and publications created by the SIGs are a representation of SBM. Any of these materials must be approved by the Executive Director prior to their distribution.***

7. No SBM SIG may license or certify its members.
8. No SBM SIG may obligate, or otherwise enter into any financial or legal commitments without adequate prior notice to the SBM Board of Directors, the Board having the right, if it determines to be necessary or appropriate in the interests of SBM, to approve or disapprove of such agreement or arrangement in its sole discretion
9. No SBM SIG may publish a referral directory. However, SIGs may publish a membership directory that indicates the members' specialty areas, populations served, and other appropriate biographical data. The SIG must collect permission to publish from its members or they may not use that member's information. The following disclaimer must be included:

"This directory is intended to provide a list of members of the (name of the SIG), to facilitate exchange of information among its members concerning the common interest of behavior therapy. It should be noted that this Directory is not intended to provide a list of individuals who are considered qualified by (name of the SIG) to practice behavior therapy. (Name of the SIG) is not an accrediting agency."

10. No SIG may engage in any lobbying efforts unless prior approval of SBM's Board of Directors is obtained before undertaking any such activities. The request must include the issue(s) they will be addressing, the course of action they plan to pursue, and the amount of financial resources (to determine legal and tax liabilities) they intend to put into the effort.

Lobbying includes: Contacting a legislature to propose, support or oppose legislation is direct lobbying if it includes advocacy of the adoption or rejection of legislation. Lobbying also includes grassroots communications to the public that urge action to support or defeat legislation. Legislation is defined broadly to include most anything that legislatures resolve, such as bills, constitutional amendments, referenda, and so forth.

We believe it is important that you are aware of potential liability issues not only with regard to SBM, but also with regard to individual groups and the members of their leadership. We will continue to inform you of our findings in this area and we reserve the right to make changes in our SIG Program as new information comes to light.

### **Resolution of Conflicts**

In the case of a conflict or issue pertaining to a SBM SIG arises, the SIG chair or co-chair is recommended to:

1. Discuss the issue/conflict with involved SIG members to reach a resolution.
2. If a resolution is not able to be reached between the SIG chair and members, the SIG chair is recommended to request input from the SIG Council Chair and/or SIG Council.



3. If the SIG Council or SIG Council Chair is unable to resolve the issue/conflict, the SIG chair shall approach the SIG Advisory Committee to resolve the issue. If, after, consultation with the SIG Advisory Committee, such issues cannot be resolved, SBM's Board of Directors shall have final authority to determine a resolution of said issues, such determination to be binding on all parties.

## **XI. Communication with Board of Directors**

Two-way communication with the SBM Board of Directors is essential. The method of communication that will be most effective includes communication from the SIG members to the SIG chairs. The SIG chair then communicates the members' ideas, concerns, and suggestions to the SIG Chairperson who then conveys the information to the Board of Directors. Communication directly from the Board of Directors to the SIG chairs or its members may occur under some circumstances.

The Society of Behavioral Medicine is eager to assist individuals and groups interested in developing SIGs. Please feel invited to contact us to discuss your interest in establishing an SBM SIG. Please write or email us at:

Society of Behavioral Medicine  
555 East Wells Street, Suite 1100  
Milwaukee, WI 53202  
Phone: (414) 918-3156 | Fax: (414) 276-3349 | Email: [info@sbm.org](mailto:info@sbm.org)

Mary Dean, Executive Director  
[MDean@sbm.org](mailto:MDean@sbm.org)

## **XII. SBM Listservs Terms and Conditions**

The SBM Listservs are intended to facilitate communication among the membership concerning scientific and administrative issues of professional interest and importance. This medium is an important forum that derives its utility from open access to information related to the scientific and professional mission of the Society. The following guidelines have been approved by the SBM Executive Committee:

- A. Messages must be signed with the author's full name, institutional or professional affiliation, and email address at the end of the message.
- B. Messages should be of sufficient professional interest or importance that they warrant delivery to the several hundred users of the listserv.
- C. Redistribution, electronically or otherwise, of the material posted by other members is not permitted without the express written permission of that member.
- D. The following types of submissions are prohibited:

- i. Commercial advertisements or solicitations of any sort (including "SPAM"). This also applies to promotion or mention of commercial products that is not in response to a pertinent inquiry.
  - ii. Topics not relevant to the SBM community.
  - iii. Personal communications between individuals.
  - iv. Replies to individuals' requests for information that are not of significant importance to all members. Replies should be limited in distribution, whenever possible.
  - v. Personal or confidential information about others.
  - vi. Messages whose content might present legal problems for the SBM or its members. As a 501(c)(3) organization SBM is prohibited from lobbying for political candidates or pending legislation.
  - vii. Messages of inconsequential or non-substantive content, such as merely posting "I agree" without contributing substantively to the discussion. (Such replies should be sent directly to the author of the original message.)
  - viii. Messages devoted solely to humor or light conversation.
  - ix. Endorsement, discussion, or sharing of opinions, positive or otherwise, of SBM candidates standing for election or re-election to the Board of Directors or any other position in the Society to be filled by vote of the membership.
- E. Exceptionally long messages (i.e. many pages in length) are discouraged because they cause problems for some subscribers with limited email storage. Our listserv support system automatically rejects messages over 100 KB and returns them to senders for alteration. It is recommended that individuals wishing to share large documents, such as draft manuscripts or position papers, should instead announce that they are available so that individuals can request that they be sent directly to the interested parties' email addresses.
- F. Replies to online surveys or to requests for information should be sent directly to the inquirer, NOT the entire listserv. When appropriate, the inquirer can later post a single summary of multiple responses to the listserv.
- G. Messages must be civil and professional in tone. Communication via SBM cannot provide the same freedom of expression as would be possible in a private conversation among confidants. Personal criticism or endorsement of members or other individuals, or even substantive contributions that violate professional comity should not be circulated through the Listservs; for example, endorsement of SBM candidates standing for election, commenting on an individual, or the dissemination of personal opinions or rumors.
- H. Please note that the opinions expressed in postings are solely those of the author, and do not reflect the opinions or policy positions of the SBM, its officers, committee members, Special Interest Groups, or Councils. Neither the Society of Behavioral Medicine nor the administrators of the listserv can verify the content of postings for accuracy or be held accountable for message content. Parties submitting messages ***bear sole responsibility and liability*** for the content of their postings.

## **Violation of Guidelines:**

- 1) Communications or postings that violate these guidelines will result in an admonition from the Listserv Administrator, together with a reminder of the pertinent Listserv terms and conditions and an explanation of the violation. The Listserv Administrator may consult the Executive Committee in determining whether a violation has occurred.
- 2) In the case of a second violation, the Listserv Administrator may, in his or her discretion, preliminarily suspend the user's Listserv privileges by delivering written notice of same to such user together with an explanation of the violation, in which event the Listserv Administrator will refer the matter to the Executive Committee at its next scheduled meeting or conference call. After consultation with the Executive Committee, the Listserv Administrator will communicate to the suspended user the length of such suspension, which may be up to one year after delivering written notice.
- 3) In the event a user's Listserv privileges have been suspended for one year, the user may request reinstatement of his or her privileges by making written request to the Listserv Administrator. The Listserv Administrator may grant or deny such request in his or her discretion after consultation with, and with the approval of, the Executive Committee. Once reinstated, any further violations of these terms and conditions may result in additional suspension of Listserv privileges in accordance with the procedure described in Section 2, above. In the event of three or more such violations, the Listserv Administrator may permanently revoke such user's Listserv privileges after consultation with, and with the approval of, the Executive Committee, upon delivering written notice of permanent revocation to the user. The notice shall include an explanation of the violation giving rise to such action.
- 4) The Listserv Administrator shall provide a user whose Listserv privileges are to be suspended or revoked as described in Sections 2 or 3, above, a reasonable opportunity to submit a written statement in support of the user's position prior to the Listserv Administrator's consultation with the Executive Committee regarding such suspension or revocation. Additionally, a user may appeal to the SBM Board of Directors any suspension or revocation of such user's Listserv privileges under Sections 2 or 3, above, by delivering written notice of same to the Listserv Administrator and the Board of Directors not later than fifteen (15) days after user's receipt of notice of such suspension or termination. The Board of Directors shall promulgate to such user the procedures for such appeal.

As experience dictates, the Executive Committee will revise these guidelines from time to time. Feedback is welcome through any of the members of the Executive Committee or chairs of Special Interest Groups.

Please do not hesitate to contact the SBM Listserv Administrator with any questions or problems you might have: [info@sbm.org](mailto:info@sbm.org).

The Manual and Procedures for Special Interest Groups was:  
approved December 14, 2007  
updated September 2008,  
updated February 16, 2011, and  
updated June 17, 2011  
updated June 23, 2016