



## Psychological Association of the Philippines, Inc.

### Guidelines in Organizing a Special Interest Group (SIG)

I. Controlling provision in the PAP By-laws:

#### **Article VII Section 3 (b)**

Special Interest Group. The Board may, from time to time, create any number of Special Interest Groups (SIGs) to be headed by qualified members of the Association, the purpose of the same being to advance the interests of a group of PAP members. These SIGs may be inter-disciplinary in nature. Members may also request the Board to create a special interest group provided that they have at least twenty (20) PAP members who signified interest in joining the new Special Interest Group.

#### **II. Purpose**

The main purpose of establishing a Special Interest Group is to "...advance the interest of a group of PAP members". In this connection, the interest stated must be in the ambit of the stated purposes of the Association Article III section 2 (a to e) specifically letter e - "To promote and protect the welfare of the members and represent its collective interest".

SIG creation is an extraordinary act. The created SIG must state clearly in its formation how the interest of their members is served by becoming a PAP SIG.

#### **III. Types of formation:**

##### A. Board-Initiated SIG

This refers to SIGs that are created thru a resolution by the PAP Board. The resolution must state in clear terms the purpose of the creation and the need addressed. A 2/3 vote shall be required for its creation.

Aside from the stated purpose, the resolution shall also appoint an interim coordinator as well as four other members who shall have a common bond of interest in relation to the stated purpose of the formed SIG to serve as its core group.

The task of the core group is to gather at least 20 PAP members of good standing, signing a document manifesting their interest to be part of the SIG upon its creation. The creation of a Board-Initiated SIG must be used sparingly and only when there are no initiatives to organize from the members.



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#### B. Member-Initiated SIG

A PAP SIG that is member-initiated is formally organized upon conferment in an appropriate ceremony, preferably during the PAP Convention, announcing its stated purpose, presenting its set of officers as well as its members.

The process undertaken leading to the conferment are as follows:

1. Submission of an application for the creation of a PAP SIG addressed to the PAP Board. The application shall contain

- a. Tentative Title - The title must have a direct bearing to the purpose of the SIG
- b. Stated Purpose - The purpose of the SIG must be stated clearly including the need of the members it is intended to address. A brief background contextualizing the need to organize is also required.
- c. Signatures of at least 20 PAP members in good standing after stating their interest to be part of the SIG upon its creation.

The IRO shall receive the application and upon finding the same as sufficient in form and substance shall forward the same to the PAP Board for deliberation. The Board upon receipt of the document shall then evaluate the application in terms of its merits. If the Board finds the application meritorious it shall then direct the applicants to organize by electing the Chair and recommending a Co-Chair subject to the approval of the Board. Other officers may also be elected.

2. Submission of the act of organization document which shall contain

- a. Set of officers
- b. Stated Purpose
- c. Strategic Plan (including VMG)
- d. Annual Plan

The IRO shall receive the act of organization document and upon finding the same as sufficient in form and substance shall forward the same to the PAP Board for deliberation. The Board shall then issue a probationary period of not less than 3 months and not more than 1 year before finally deciding to approve or disapprove conferment of SIG status. A 2/3 vote of all members is required to approve the resolution.