

SLAS Special Interest Group Charter & Application – Updated as of November, 2015

SLAS is an international community of more than 15,000 individual scientists, engineers, researchers, technologists and others from academic, government and commercial laboratories. SLAS provides unique forums such as Special Interest Groups (SIGs) for education and information exchange to encourage study and advance laboratory science and technology.

What is a Special Interest Group?

SLAS members with a common interest in a specific discipline or topic may be identified as a SIG. SLAS encourages the creation of SIGs to foster and promote emerging areas of interest from the grass roots level within the educational scope and strategic vision of the organization. SIGs also may serve as vehicles to determine the interest in particular disciplines.

Special Interest Group Guidelines

Groups interested in organizing a new SIG may petition the SLAS Short Course/SIG Committee for recognition and recommendation as a SIG by submitting a statement of purpose, justification for formation, detailed plans and proposed activities along with a minimum of 15 signatures from current SLAS members who pledge to participate and support the group's activities. The recommendation is reviewed/approved by the Scientific Program Advisory Committee.

The purpose of the petition is to verify that the group has an established core of SLAS members that are interested in its formation and are willing to actively participate in the group on an ongoing basis. Additional non-SLAS members may be members of a SIG.

To remain as a recognized SIG, SIG Chairs are required annually to agree to the policies and procedures set forth within the SIG Planning Manual. The SLAS Professional Team will work with individual SIG chairs on a continual basis to evaluate a SIGs relevancy. SIGs no longer deemed relevant or necessary to SLAS members can be disbanded at any time. Additionally, in the event that there is change in SIG leadership (Chair), a revised copy of the SIG charter with changes must be completed by the new Chair.

- SIGs are authorized and maintained under the legal and organizational framework of SLAS, which provides authorization, financial and Professional Team support.
- A designated member of the SLAS Professional Team is available for all administrative support of the SIGs.
- SIGs may request project funding through the SLAS Professional Team for Board of Directors approval. A complete and detailed project proposal and budget will be required.
- SIGs are encouraged to submit ideas to the SPAC through the SLAS staff liaison for programs and projects.
- SIGs are not authorized to raise money, sponsorships, expend funds, make legal commitments or speak as a group with any outside bodies without prior approval of the SPAC.
- SLAS approval is required prior to any SIG conducting publicity, advertising or marketing and/or disseminating product or policy statements to the membership or public.

SLAS GLOBAL HEADQUARTERS

100 Illinois Street, Suite 242
St. Charles, IL 60174, USA
P: +1.630.256.7527
US Toll Free: +1.877.990.SLAS (7527)
slas@slas.org
www.SLAS.org

SLAS EUROPE OFFICE

300 Avenue de Tervueren
B-1150 Brussels, Belgium
P: +32.2.739.3026
europe@slas.org
www.Europe-SLAS.org

SLAS Organization Information

- SLAS is an Illinois not-for-profit corporation organized and operated exclusively for educational and scientific purposes under Section 501(c) (3) of the United States Internal Revenue Code. SLAS’ exempt purposes are to advance the science and technology of laboratory automation and screening through educational and scientific programs, and serve as a forum for the exchange and dissemination of information related to laboratory sciences;
- SLAS is a proactive, forward-thinking scientific society **that understands member priorities and recognizes appropriate opportunities to realistically pursue and develop the organization in alignment with evolving global educational and business strategies and technology advancements;**
- SLAS is uniquely positioned to act as a catalyst for innovation and excellence, and is recognized worldwide as a scientific society with subject-area expertise, advancing creative venues for scientific discussion, training and development; and
- **SLAS seeks to nurture connectivity in the scientific community and** promote and expand its global membership;
- Therefore, in consideration of the SLAS educational mission and strategic vision, and for other good and valuable consideration the sufficiency of which is hereby acknowledged in this document, SLAS and the SIG agree as follows:

Special Interest Group Name: _____

Special Interest Group Chair (Must be a current SLAS Member in good standing):

Name: _____
Company: _____
Telephone: _____
Email: _____

Alternate, Or Co-Chair Contact Information (Optional):

Name: _____
Company: _____
Telephone: _____
Email: _____

Statement of Purpose (Approximately 50 words, possibly include information about annual goals, metrics for success, and long-term objectives):

Justification for Forming (50 words):

First-Year Activities:

Special Interest Group Members (at time of origin):

	NAME	EMAIL ADDRESS
2)	_____	_____
3)	_____	_____
4)	_____	_____
5)	_____	_____
6)	_____	_____
7)	_____	_____
8)	_____	_____
9)	_____	_____
10)	_____	_____
11)	_____	_____
12)	_____	_____
13)	_____	_____
14)	_____	_____
15)	_____	_____

SIG REPRESENTATIVE SIGNATURE:

PRINTED NAME:

DATE SUBMITTED:

Note to Signee:

This charter need only be completed once by the current SIG chair. Annually, each SIG will be evaluated individually on a case-by-case basis and SIG Chairs must agree to the policies and procedures set forth in the SIG Planning manual, which is updated annually. By signing this charter, you agree (as SIG Chair) to adhere to the guidelines set forth within.

FOR OFFICE USE ONLY

SLAS Scientific Program Advisory Committee APPROVAL: YES [] NO []

DATE APPROVED: _____

