

Design Society Special Interest Groups (SIGs) – Guidelines

1 THE DESIGN SOCIETY FOSTERS AND SUPPORTS MEMBERS TO BECOME ACTIVE AND TAKE OVER A TOPIC FOR A LIMITED TIME!

Special Interest Groups (SIGs) address specific topics for a limited time. SIGs have to act in the interest of the Design Society as a whole and therefore have to follow a set of rules.

2 CONSTITUTIONAL BASE (ARTICLE X OF THE DESIGN SOCIETY CONSTITUTION)

Special Interest Groups (SIGs) may be established with approval of the Board of Management. SIGs shall be responsible for the organisation of events and activities within a particular area of interest to furthering the Society's aim and objectives.

A SIG will be managed by one or more chairperson(s) – the SIG-Leader(s) – who will be responsible to the Board of Management for organising SIG activities. Appropriate committees can be established in order to support the SIG Leader(s) in carrying out their tasks.

The SIG Leader(s) will be responsible for reporting the SIG's activities on an annual basis to the Board of Management. Continuation of a SIG is subject to review and approval by the Board of Management.

Members of SIGs must also be members of the Society. SIGs may welcome non-members to participate in their activities.

3 ROLE OF SIGS WITHIN THE DESIGN SOCIETY

SIGs are international groups within The Design Society which are intended to address new and on-going interests flexibly. They are an essential part of The Design Society, working in special fields of design research, practice, education, or management, and creating publications for a deepened understanding of the addressed area. Due to the important contribution of SIGs for the development and perception of The Design Society, the relation between a SIG and the DS is a partnership with mutual support.

Therefore, on approval of the Board of Management, SIGs of the Society may be established and, according to an annual report, the Board of Management has the right to decide when it is necessary to terminate a SIG.

SIG-Leaders are asked to involve themselves actively in the Group of SIG-Leaders who gives advice and support to the Board of Management in all matters related to SIGs.

The Design Society actively supports the foundation of strong SIGs. It offers services that a SIG is free to use without any nominal fee or charge by the Design Society. The Design Society will:

- allow a SIG to operate as part of the Design Society, i.e. referring to the Society in invitations, advertisements and publications;
- involve Design Society members in establishing and running a SIG;
- advertise SIG meetings and events on the Design Society's website;
- provide the Design Society's IT resources (e.g. website, SIG-specific email lists, discussion forum[s] on the website, conference management system);
- help to distribute the products of the SIGs;

- provide a corporate identity for publications, brochures, announcements;
- provide rules, procedures and guidelines for a professional reviewing process;
- exhibit SIG-publications and actions at ICED-conferences.

4 GENERAL REQUIREMENTS OF SIGS

SIGs are agenda-based and project-oriented. They are responsible for the organisation of events and activities within a particular area of interest to members of the Design Society.

Special programmes for young researchers (students, PhD students, and junior researchers) should be organised by SIGs to increase the attractiveness of design and of the Design Society.

There will be no membership fee for the participation in a SIG. However, SIGs may charge participation fees for individual activities and events. Within this framework, SIGs are autonomous in financing and budgeting aspects, but should coordinate their finances with the Board of Management and provide an annual budget report.

SIGs can decide an individual marketing strategy, but should coordinate it with the Board of Management of the DS.

In efforts to raise the quality and reputation of the Design Society and related SIGs, the following policy has been formulated:

SIGs shall:

- comply with the goals of the Design Society (Constitution, Article II) be committed to its objectives;
- deal with specific topics which should be related to industrial, scientific and / or educational needs and efforts; the topics should fit into the Design Society's policy and structure and should be regularly adjusted;
- bring together the world community of engineering designers, product developers, design scientists and design educators to discuss topics of specific interest, and to develop Design Science;
- be visible within the Design Science community;
- be open to anyone with a common interest in the specified SIG activities; therefore, SIG participants need not be members of The Design Society, but membership is encouraged;
- observe the basic policy of non-discrimination; participation will be without regard to race, religion, political philosophy, ethnic origin, citizenship, language or gender;
- represent a community perspective and not only the opinions of single persons;
- assure that meetings are announced to the membership;
- maintain the standard of work and contributions at the best international level;
- exhibit quality management of presentations and published papers in terms of content as well as visual layout.

Further, in exchange for the service offered by the Design Society, SIGs commit themselves:

- to acknowledge the Design Society in publications and events in an appropriate manner;

- to promote Design Society membership (e.g. the DS should be introduced during opening sessions of events, flyers should be available for distribution, etc.);
- to prepare papers, workshops, and sessions for Design Society conferences like ICED to present results of their respective activities.

Each SIG will be managed by one or more chairperson(s) – the SIG-Leader(s) – responsible for:

- reporting to the Board of Management on an annual basis;
- organising the SIG activities;
- administrate SIG-specific email lists and moderate SIG-specific discussion forum(s), or appoint somebody as an administrator/moderator;
- promoting and maintaining a professional standard.

The SIG-Leader(s) must be member(s) of the Design Society.

For each SIG an appropriate committee (steering committee) can be established in order to:

- support the SIG activities and carry out its tasks;
- take responsibility for promoting, organising, maintaining a professional standard of the SIG.

5 STARTING, APPROVING, ESTABLISHING A SIG

Any member of the Design Society may propose the formation of a SIG to the Board of Management at any time. Proposers are requested to use the appropriate application form, provided via the Design Society website, and to give information about:

- the title of the proposed SIG;
- contact(s), proposer(s), provisional SIG-Leader(s);
- the goals and objectives (the agenda) of the proposed SIG;
- planned activities and results of the proposed SIG, if applicable including special programmes for young researchers and their time-line;
- planned duration of the SIG;
- planned publications;
- financial/business mode of operation of the proposed SIG (if applicable); opportunities and risks;
- a steering committee and its provisional members;
- an estimation of active members of the proposed SIG (besides the SIG-Leader(s) and the steering committee);
- planned means of communication (e.g. an own website) of the SIG;
- any other information, suggestions, criticism, etc. the proposer(s) would like to bring forward for consideration of the SIG-Leaders Group, the Advisory Board or the Board of Management.

The formation of a new SIG within the Design Society requires a formal confirmation by the Board of Management and ends with a written agenda agreement between the Design Society and the SIG, represented by its Leader(s).

The criteria that the Board of Management will consider for approval are as follows:

- fulfilment of the general requirements as stated in section 4;
- clearly stated goals and objectives with the proposed SIG's activities addressing these;
- openness of the SIG and its meetings to all interested participants; efforts made to publicise the activities of the SIG and to engage new members in these activities;
- publicising the SIG and its activities clearly as Design Society SIG activities; announcement of activities and events at least through the Design Society website;
- planned mode of operation – at least one SIG meeting required every year;
- planned publication strategy and availability of outcomes from SIG activities to the design community at least through the Design Society website;
- initial size (at least 10 people) and estimated increase of participants;
- internationality of participants;
- membership of SIG participants in the Design Society;
- overlapping with existing SIGs.

6 REPORTING AND REVIEWING

The Design Society requires all SIGs to submit an annual report for review by the Board of Management before the end of January. This report should address the following:

- the title of the SIG; current SIG-Leader(s);
- the goals and objectives (the agenda) of the SIG; if these have changed, this should be highlighted; proposals to change the current goals and objectives (agenda), change of leadership, activities, publications;
- activities of the SIG (e.g. meetings, events, discussion forum[s], special programmes for young researchers) during the last year and their relation to the SIG's agenda;
- crucial statement on progress and further duration;
- publications of the SIG;
- financial statement; financial or other concerns in running the SIG;
- the steering committee (changes to be highlighted);
- an estimation of the number of active members of the SIG (besides the SIG-Leader(s) and the steering committee);
- means of communication (e.g. an own website) of the SIG;
- any other information, suggestions, criticism, etc. the SIG-Leader(s) would like to bring forward for consideration of the SIG-Leaders Group, the Advisory Board or the Board of Management.

Based on the reports submitted, the Board of Management will review each SIG annually and decide about its continuation, modification or termination. The review process will take place at the "Rigi" meeting of the Board of Management (usually mid of March every year).

The criteria of reviewing SIGs are the same as for the approval of a SIG.

7 SIG PUBLICATIONS

SIGs are bound to the Design Society rules of publication. Consequently, a SIG shall keep itself informed about the Design Society's current rules of publication and apply these rules.

In particular, a SIG-publication:

- should be published in English;
- should undergo an anonymous review process where appropriate;
- should, if a review process is carried out, have reviews done by at least 2 independent reviewers;
- should make appropriate references to current and international literature;
- must have an editor;
- should have an ISBN-number and must have a DS-number (available on request from secretary@designsociety.org);
- must comply with the house style of the Design Society on publications and carry the DS-logo on all official correspondence (e.g. programmes, invitations, posters);
- should be thematically defined with an introduction by the editor(s) and a conclusion (summary);
- should be made available to attendees of the respective event;
- must be accessible free of charge for all members of the Design Society through the website.