

## **GUIDELINES FOR EMDRIA SPECIAL INTEREST GROUPS**

EMDR International Association (EMDRIA) is a membership organization of mental health professionals dedicated to the highest standards of excellence and integrity in EMDR. EMDRIA's purposes are: a) to establish and uphold standards of practice, training, certification, and research; b) to provide information, education, and advocacy; and c) to assist practitioners in fulfilling their responsibilities to the public.

The basic purpose of EMDRIA's Special Interest Group ("SIG") Program is to form and maintain forums for open, regular communication among professionals sharing an interest in a particular area of the field and consistent with the objectives of EMDRIA. It is EMDRIA's intent to facilitate the creation and continuation of SIGs that, in turn, have as their primary intent to provide access to communications forums so that EMDRIA members experience support for development of knowledge areas of special interest and experience support of their professional practices.

SIGs may be proposed and focused around any professional theme: specific target problems, populations or settings, theoretical orientations, professional categories or concerns and/or employment settings. The name of each SIG designates its focal issue. SIGs are created and dissolved as particular interests increase or decrease in importance to the membership of the Association. The SIG program is designed to be flexible, and thus quickly respond to new, emerging developments in the field.

### **FORMING NEW SPECIAL INTEREST GROUPS**

Any member of EMDRIA may propose the formation of a new SIG. Individuals who would like to establish a SIG should convey their interest to the EMDRIA Executive Director in a letter that includes the name of the proposed SIG, as well as a brief (100-150 word) description of the SIG's focus; it should be specific enough so that potential members have enough information to decide whether or not to join. The proposed SIG's name and description should be clearly distinct from areas covered by existing SIGs and reflect the goals and philosophy of both EMDRIA and the SIG program.

If the information provided is acceptable, it will be published as an invitation to EMDRIA'S general membership in the next issue of the EMDRIA Newsletter and the next EMDRIA E-Newsletter. In the description/announcement, persons interested in joining the proposed SIG would be instructed to write directly to the EMDRIA member proposing the new SIG.

When the organizer's efforts have resulted in 10 EMDRIA members expressing interest in joining, the SIG the organizer may schedule an initial meeting.

To summarize, a new SIG may be formed when the following criteria are met:

1. Organizer submits a brief (100-150 word) description of the focus and intent of the proposed SIG's focal area and it should not duplicate that of an existing SIG.
2. Ten EMDRIA members express an interest in belonging to the SIG.
3. The EMDRIA Office has received the names of all members of the new SIG.
4. The SIG has held a formal meeting.

### **SIG ORGANIZATIONAL STRUCTURES**

There can be diversity in the organizational structures observed among SIGs. Some SIGs may elect Chairs (or if large enough, slates of officers with special responsibilities) at regular intervals for specified terms of office. There should be a process of election that would enable a change in chairs and more participation.

## **SIG RULES AND RESPONSIBILITIES**

The SIG program is maintained by EMDRIA as a service to the Association's members consistent with EMDRIA's objectives. SIGs exist to serve subsets of the Association's members, fostering communication among and between them. Therefore, SIGs are accountable to their memberships and all SIG participants must be EMDRIA members. Because SIGs are associated with and therefore reflect on EMDRIA, SIGs are principally accountable to the Association.

No SIG may release any position or policy statements on public policy matters on behalf of EMDRIA. Public statements must receive prior approval of the EMDRIA Executive Director.

SIGs are permitted to use the Association's logo only if the materials have been reviewed and approved by EMDRIA. Any request to create new materials must be submitted to the EMDRIA Executive Director.

No SIG may license or certify its members.

No SIG may obligate the Association to any financial commitments.

No SIG may publish a referral directory.

A SIG may be dissolved by EMDRIA if it fails to operate according to these guidelines, but only after sufficient warning of a violation. A SIG may dissolve itself by a majority vote of its membership, with that vote communicated to the EMDRIA Executive Director by the SIG Chair.

SIG workshops held outside the EMDRIA Annual Conference must be high quality, affordably priced, and marketed to all members of the SIG. The SIG must apply to be an EMDRIA Credit Provider and then submit a Program Application for EMDRIA Credits and must meet EMDRIA requirements for credit workshops. SIG workshops must operate financially independent of EMDRIA. The SIG will be responsible for all expenditures if expenditures are incurred. EMDRIA Provider and Program fees will be waived for SIG sponsored workshops. The SIG will be provided, upon request, an email list and/or mailing labels, at no cost, for the region that the workshop is being presented to facilitate marketing.

## **ANNUAL EMDRIA REQUIREMENTS**

To continue to be recognized as an EMDRIA SIG, the SIG must:

- a. Maintain a minimum of ten members. SIGs will demonstrate that they meet this criterion by providing a current list of their SIG members with their annual activity report. It is the SIG's responsibility to verify that all members are current EMDRIA members. A SIG, whose membership drops below the criterion number, may request and will automatically be afforded a one-year Special Status period. During this time, it can work on increasing its membership.
- b. Submit an Annual SIG Activity Report to EMDRIA by December 31 of each year.
- c. Engage in activities that are compatible with the mission, purposes and policies of EMDRIA. Where there is concern about the appropriateness of a SIG's activities, final determination will rest with the EMDRIA Executive Director.

## **SPECIAL INTEREST GROUP ACTIVITIES**

The activities of the SIGS can vary a great deal. Communications may occur by conference call, Internet or in person at the EMDRIA Conference. Each SIG determines its own meeting agendas and scope of work provided they are compatible with EMDRIA's policies.

SIGS can participate in other aspects of the EMDRIA Conference by conducting workshops or developing posters. These presentations are submitted to, and reviewed by the Conference Committee, using the same criteria used to select other Conference presentations.

Other potential SIG activities may include:

1. Collecting and sharing information on topics of interest
2. Maintaining regular communication with other professional organizations of similar relevance to a SIG's topical area, including holding meetings at their convention
3. Networking with leaders in the field related to SIG's topical area (e.g., listservs or meetings)
4. Submitting articles for review to the EMDRIA Newsletter
5. Compiling an annotated bibliography of references related to the SIG's area of focal concern
6. Preparing a cooperatively written or edited paper or text.
7. Developing materials for dissemination to the general public, as long as:
  - a. They are relevant to and consistent with EMDRIA's purposes and policies;
  - b. They are approved by the EMDRIA Executive Director; and
  - c. The materials do not promote individual members.
8. Conducting a workshop at the EMDRIA Conference or other location if approved by EMDRIA; workshops must be high quality and affordably priced.
9. Engaging in research applications of EMDR in the SIG's topical area.
10. Creating and facilitating a case discussion Listserv that follows EMDRIA Listserv guidelines. Such Listserv must receive approval from EMDRIA before implementation.
11. Maintaining a SIG member directory.

## **SPECIAL INTEREST GROUP OPPORTUNITIES**

New SIGs are afforded several opportunities:

1. Listing on the EMDRIA web site, with the option of submitting reports and updates.
2. Space provided for announcements in the EMDRIA Newsletter and in the monthly EMDRIA E-Newsletter.
3. Availability of meeting room, if requested, during EMDRIA Annual Conference.
4. Consultation and support from EMDRIA by contacting the Executive Director.