



**Sociological  
Association of  
Ireland**

## **Formation of a new Study Group**

The support of study groups by the SAI is pursuant to a motion approved at the 2019 AGM.

1. Proposals for new study groups must be submitted to the minutes secretary ([lorcan.byrne@lit.ie](mailto:lorcan.byrne@lit.ie)) who will circulate to SAI Exec Committee for approval.
2. Proposals for new study groups (max 2000 words) must include the following:
  - a. an outline of the field to be covered, briefly explaining why a new group is needed;
  - b. a statement of the proposed aims of the group;
  - c. the support of at least *five* current members of the Association, the names of the convenor(s), who must be a paid-up member(s) of the SAI at the time of proposal, and any other officers and committee members who have volunteered to support the group.
3. Proponents of new study groups should ensure that the proposed field of study is not likely to be deemed by the SAI Exec Committee to be already covered by an existing study group.
4. Study groups will be supported through promotion in the SAI membership and events, and through an annual subsidy to support events. The subsidy is valid for one year. Further subsidies will be by annual application only.
5. Supported study groups will be required to organise a panel at the SAI conference and to make at least one submission a year to the Irish Journal of Sociology.

### **Date for 2019/20 Submission - 30th of October 2019. Feedback by the November 30th.**

These deadlines are to facilitate the support of study groups in the current academic year. Five study groups may be supported in 2019/20. The subsidy for 2019/20 will be 500 euro.

Application for 2020/21 will be submitted by 1 July 2020, with feedback by 1 August 2020. The number and amount of subsidies will be confirmed prior to the application date.

## Tips for running a Study Group

- ◆ Have an extensive, up-to-date mailing list which includes SAI members and also non-SAI group members. JISCMail is a useful way to set up and manage such a list.
- ◆ Although the term of office of study group officers is not limited, it is good practice for the convenor to seek the approval of the members of the study group for officers to continue in role at least once every three years.
- ◆ It is good practice for the convenor to ensure that at least one meeting of the group is held each year to deal with elections, finances, and to plan activities. Wherever possible the meetings of the study group should not clash with the SAI's key events, for example the Annual Conference.
- ◆ Get a group of volunteers, particularly postgraduate students, from within the study group to help divide the workload.
- ◆ When holding an event, ensure you cover your costs and try to make a small surplus to put in your designated funds so you can plan for future activities.
- ◆ Use venues/catering facilities with minimal cost
- ◆ Treat your speakers like VIPs but do not pay them a fee; it is flattering to be acknowledged as a revered authority on a subject and speakers should welcome the opportunity to promote their work and engage with a specialist audience.
- ◆ Think carefully about the focus of the events and make them of interest/accessible to a wide audience of academics and practitioners as this will help to ensure a bigger audience.
- ◆ When organizing an activity/event, watch out for hidden costs – make sure you are clear about rates that will be charged (including VAT) at the outset and plan to cover these accordingly.