

# SUBGROUP POLICY

## Document Control

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| <b>Document ID. Version:</b>  | 101.1                              |
| <b>Last Edit Date:</b>        | October 24, 2011                   |
| <b>Last SC Approval Date:</b> | October 26, 2011                   |
| <b>Next Review Due Date:</b>  | October 24, 2012                   |

## STATEMENT OF NEED AND DEFINITION

Article VII of the Guild's bylaws provide for the formation of Subgroups within the Guild subject to the oversight of the Guild steering Committee.

## PURPOSE

This policy has been developed to guide and define the organization and operation of Guild Subgroups and to provide clear guidance to the Subgroups on a number of operational activities.

## POLICY STATEMENT

*Formation of Subgroups* - Subgroups may be formed to address special interest areas consistent with the Guild's overall mission and are subject to approval by the Guild Steering Committee.

*Subgroup Rules and Policies* - Subgroups may, but are not required to, develop their own operating rules and policies to facilitate management of the subgroup however these operating rules and policies may not be in conflict with the Guild Bylaws and must be approved by the Guild Steering Committee.

*Subgroup Affiliation* - Subgroups may have an affiliation with other organizations that share a common interest with the subgroup (i.e., American Association of Woodturner's) and such an affiliation shall be permitted. In all meetings and events that have a Guild association (publicity, advertising, sponsorship, insurance, etc.), all applicable Guild policies, including those within this policy, must be adhered to and in the event of a conflict with an affiliated organizations policies, the Guild's policies shall take precedence.

*Leadership* - Subgroups, consistent with their own operating rules and policies, shall select leadership for the Subgroup.

The Subgroup leadership must be members in good standing of the Guild.

This leadership shall be responsible to operate the Subgroup in a manner consistent with the Subgroup's Operating Rules and Policies and with the Guild's Operating Rules and Policies and with the Guild's Bylaws.

The Subgroup leadership is also responsible to meet with the Guild Steering Committee or it's designated representative(s) in order to ensure effective communication between the Subgroup and the Guild steering Committee.

The Subgroup and the subgroup leadership does not have the authority to enter into any contract or legal agreement on behalf of the Guild or the Subgroup. Such authority is only permitted as described in section X of the Guild Bylaws.

*Meetings* - Subgroup are encouraged to hold meetings on a regular basis and the Guild will make Guild media resources available to the Subgroup to provide advance notice of meetings, pre-publicity of meetings and news articles of meetings. These resources include the Guild web-site, print and on-line publications, the Guild calendar, Guild based e-mail, and other resources as may be suitable.

Meetings shall be open to both Guild and non-Guild members at no-charge.

Membership in a sub-group is not required.

Due to the size of a venue, attendance at a meeting may be limited and advance registration may be required. In the event that a Subgroup has developed a series of meetings (i.e., a project based activity) where it is advantageous to participants to be able to attend the entire series of meetings, the subgroup membership may reserve seats at future meetings for these participants however they must provide for some number of open registration seats at all meetings.

Fees may be collected for optional items such as materials, food service, etc., however payment of such fees can not be a pre-condition to attend a meeting.

*Fundraising* - Subgroups may raise money on behalf of the Guild to be used for purposes specific to the subgroup. Such fundraising is subject to the approval of the Guild Steering Committee. Funds may be raised via auction or sales of donated items; through general donations; via Grant from the Guild Scholarship Fund; and other means consistent with the subgroups Operating Rules and Policies and The Guilds Operating Rules and Policies and Bylaws. In no case shall funds be raised by an admission charge to a meeting.

Funds collected shall be turned in to the Guild treasurer who will deposit the funds in the appropriate Guild accounts and shall maintain a line item balance for the subgroup.

Disbursement of funds to the subgroup for approved uses shall be by the Guild Treasurer and shall require the submission of appropriate documentation (receipts, etc.) and a note of explanation as to the nature of the expense.

The Guild Treasurer shall approve or deny all disbursement of funds to the Subgroups.

Subgroups may use funds raised for the purpose of paying meeting expenses including venue expenses, speaker or demonstrator expenses, travel fees, and other incidental expenses, or for other purposes consistent with the Subgroups purpose so long as such purpose is not in conflict with the Guild's policies or Bylaws.

Subgroups shall not use funds raised for the purpose of the purchase of tangible assets without the prior approval of the Guild Steering Committee.

*Privacy* - The Subgroup may maintain for its own purposes membership listings which may include non-Guild participants. In all cases the Subgroup must comply with the Guilds policies on Privacy and membership lists and associated information may not be provided to any other party. The Subgroup may develop "opt-in" lists where the participating member has expressly chosen to have their information made available to others. The Subgroup shall maintain documentation of any such "opt-in" lists and make it available to the Guild steering Committee on request.

## **REMEDIES**

The Guild Steering Committee is the sole governing body of the Guild. In the event of a Subgroup failing to operate in a manner consistent with the Guild Bylaws and policies, the Steering Committee retains the right to dissolve the Subgroup. The Guild Steering Committee also retains the right to remove a Subgroup lead from that position if the Steering Committee feels that action is in the best interest of the Guild.

In the event of the dissolution of any Guild Subgroup, for any reason, all funds in the Guild treasury associated with that Subgroup shall revert to the Guild's general fund, and any supplies or assets belonging to that subgroup shall revert to the Guild and the steering Committee shall determine how to reassign or dispose of them.