

ADDENDUM 1

INTEREST GROUP PROCESS

(Approved 2/15/07)

The President-Elect will coordinate the interest groups and keep the master calendar of meetings.

- When a new member joins and indicates the interest groups that she would like to participate in the Membership Vice President(s) should immediately contact the interest group leader who should immediately invite the new member to attend the next meeting of the interest group. This ensures quickly involving the new member.
- Expenses for the interest group will be the responsibility of the members of the group.
- Preferably the meeting date should not overlap with any existing meetings as scheduled on the master calendar though there will be situations where it will be necessary.
- Generic e-mail addresses for the website will be assigned to all officers and interest group leaders for privacy protection of our members. These should be used in the Thumb Sketch calendar and articles announcing activities. The generic e-mail address will automatically forward e-mail messages to the member's normal e-mail address.
- Any changes in meeting dates or leaders as well as the formation of new groups should be communicated to the President-Elect. Notify her if the group disbands.
- Interest groups are formed based on the interest of enough members to maintain the group (usually 5 or more). The interest group leader is determined by the group and may serve as long as the group chooses.
- When a new group is being formed, the leader of the proposed group should contact the President-Elect. Essential information will be completed by the President-Elect for board approval. The President-Elect should present the proposed interest group information before the board and, if approved immediately notify the leader and schedule the meeting on the master calendar. She will provide the leader with the Interest Group policy.

INTEREST GROUP GUIDELINES

(Approved 9/16/10)

Because interest groups are such an important and vital component of AAUW Prescott, and because of our rapid growth in membership, the Board recognizes the need to create guidelines to be sure that the process to become a member of an Interest Group is clear and fair for all concerned; new members and current members alike, need to feel welcome and included. For those reasons, the Committee is proposing the adoption of the following Guidelines for Interest Groups.

1. It is recommended that each summer the Interest Group Leaders (IGL) contact each member of their Interest Groups (IG) and ask her to "recommit" to the group by September 1st. This will enable each IG to maintain a current and active membership list.

2. The preferred minimum size for an interest group before membership can be limited is 10-12 members. Each group can determine its own maximum # of participants and notify the President-Elect (PE) of that number. A group may remain active, but is encouraged to accept new members until it reaches its maximum. For each event, a hostess can determine the number of members she can comfortably host. As a courtesy to the hostess, participating IG members are strongly requested to RSVP.
3. Any paid member may call an IGL and ask to join an IG. If the group is full, the member will be waitlisted in chronological order with all other persons on the list. No priority or preference is to be given anyone except chronological order. If an IGL is notified by membership that a new member is interested in joining the group, it is the responsibility of the IGL to call the new member with either an invitation to join or, if the group is full, advise the new member of the waitlist based on chronological order.
4. Each quarter, the PE will ask each IGL for the number of people waitlisted for their IG. The PE will share this information with the Membership Chair. If any groups of similar interest have enough people waitlisted, those members on the waitlist plus current members of the at-capacity groups will be invited to create a new IG. When a new IG is formed, the PE or her appointees will serve as mentors for the new IG for 1-3 months to insure a successful launch of the new group. That group may meet at the same time as the existing group or members can select a new time.
5. Each fall the Treasurer will notify the PE (cc Membership) with the names of members who have NOT renewed their membership. The PE will notify all IGL that "the following people have elected NOT to re-join AAUW Prescott this calendar year. Please remove them from your distribution list." It is the responsibility of the IGL to inform any non-renewing member attending an IG that she is ineligible to participate in the IG until her membership is paid. If the IGL is unwilling to do so, she may ask the PE to contact the unpaid member regarding this matter. Because the Great Decisions (GD) Interest Group discussion calendar starts in or about February and continues until the book is completed, non-renewing members should be allowed to participate in the GD discussions for that term. They still may not participate in any other IG or attend the general meetings. They also may not continue in GD (i.e. buy the books for the up coming year) unless they pay their dues before the new books are ordered. The GD Interest Group chair must confirm those dues have been paid before ordering the new books.
6. With IGs that are open to couples/partners/significant others, the right to participate stays with the paid member. If the paid member decides to leave the interest group, the other person must either join AAUW (if eligible) or drop out of the group.