

Study Group Guidelines

1. Definition: A study group **affiliated** with the RMWG is a group of RMWG members who wish to explore a fiber-related interest together. An affiliated study group gains the benefits of being allowed to use guild space and equipment, having access to the guild libraries, being able to provide input to the Programs and Workshops committee, and being listed in the guild yearbook, on the guild web site, and in the guild newsletter. An **unaffiliated** study group does not gain these benefits.
2. An affiliated study group must provide the following:
 - a. The name of a contact person, and contact information (phone, email).
 - b. The primary focus of study group (shared interest, topics to be explored)
 - c. Planned meeting frequency and location
 - d. Membership details, including the following: a list of names of guild members who have indicated an interest in the study group, and whether membership in the group is limited (by number of participants, study topic or date, for instance) or unlimited.
 - e. Note that members of the study group must be current RMWG members. Guests who have attended more than three meetings of the study group must become guild members.
3. Guild assets that an affiliated study group might need to use
 - a. Meeting location – Meetings at the Spirit of Hope Church must be coordinated with the Church Liaison using the Facility Use Request Form available on the web site. Groups must sign in and out on a white board located near the entry door of the church as required by the church. Off-site meeting schedule and location should be described in the proposal.
 - b. Equipment -- Some guild equipment is available for rent. Individual guild members may rent guild equipment for a limited period of time and share it with the study group. Rent payments should be made to the Equipment Chair.
4. Affiliated study groups may sponsor a speaker separately from the regular guild programs provided they are able to cover the associated expenses. Like any member, study groups may also propose speakers to the Education Coordinator for inclusion in the guild programs and workshops calendar. Note: The Rocky Mountain Weavers Guild is not responsible for expenses incurred or by any study groups unless approved by the RMWG Board. Addendum per Board Meeting 4/14/16: – If a workshop is being sponsored by a study group and it is not open to the rest of the membership the money needs to be handled by the study group and not go through the Guild Treasurer. Also, Study groups are overseen by the Education-Elect Coordinator.
5. Fundraising-- Plans for and sources of fundraising require prior approval by the RMWG Board. Non-affiliated study groups must have permission of the RMWG board before using the Rocky Mountain Weavers Guild name and logo in their fundraising.
6. Effective date: 6/1/2015