



Policies and Procedures Handbook
Special Interest Groups (SIGs) Policy

Approved by the Board October 7, 2016

Section 1. General. SIGs are groups formed by members in good standing of the Coastal Camera Club to pursue a common interest in a particular genre of photography. SIGs are considered to be sanctioned activities and must comply with the Club's Sponsored and Sanctioned Activities Policy.

Section 2. Process. To create a SIG, one or more members in good standing must present to the Board of Directors (BOD) a prospectus describing the SIG and the intended plans for operation, including:

- The genre of special interest.
- The names of the organizers.
- To the extent known or planned, any special requirements or needs to join, any limitations on numbers of members, and any anticipated financial activities that might involve the Club.

The BOD will review the prospectus, request any additional information, and approve or disapprove the SIG as a sanctioned Club activity.

Section 3. Operation of a SIG. Once approved by the Board, the following apply:

- SIGs are considered to be sanctioned activities and must comply with the Club's Sponsored and Sanctioned Activities Policy.
- A SIG is a semi-autonomous body, in general managed by the SIG organizers.
- A SIG operates within the Bylaws of the Club, but is largely free to manage its membership, its own governance scheme if necessary, and to collect any monies necessary to properly pursue its interests.
- Activities must be consistent with the Club mission and vision, be consistent with the 501(c)(3) status of the Club, and operate within the Club Bylaws.
- A SIG may use common assets of the Club, such as projectors and screens, as long as they are not needed for main Club events.
- A SIG is encouraged to provide information on the Club web site about it, including points of contact, information about where and when it meets, and any requirements for participation. A SIG is also encouraged to maintain its own email list but may also place announcements in the Club's e-newsletter when appropriate.
- There is no limit to the number of SIGs that can be formed, unless the Board determines that it has become organizationally impracticable.