

### GUILD GROUPS POLICY

Authority	Content
<p>Clause 13</p> <p><i>Handweavers, Spinners and Dyers Guild of Tasmania Inc. Constitution of 2021</i></p> <p><i>Approved by Committee: 9 December 2021</i></p> <p><i>Reviewed by Committee and Tabled AGM: 14/03/2023</i></p> <p><i>Reviewed by committee 14<sup>th</sup> May 2026 and tabled at AGM March 2027</i></p>	<p><b>Introduction</b></p> <p>Groups of members can be formed and seek approval from the Guild Committee to operate as a recognised Guild Group and for members to be covered by Guild insurances in that setting.</p> <p><b>Criteria for approval</b> as a Guild Group:</p> <ul style="list-style-type: none"> <li>a) Groups should have the objects and purposes of the Guild as outlined in Clause 3 of the Constitution which is ‘promote the crafts of handweaving, spinning, dyeing, felting and related skills in Tasmania;</li> <li>b) Groups should comprise at least five (5) financial members of the Guild;</li> <li>c) Groups falling below five (5) financial members are deemed affiliated with the Guild unless the Committee is advised of the formal dissolution of the Group; and</li> <li>d) Groups must nominate a Group convenor who is a member of the Guild.</li> <li>e) The Committee may consider special circumstances where necessary.</li> </ul> <p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>a) Non-Guild members are permitted to attend from time to time as guests;</li> <li>b) Attendance at more than three (3) meetings is considered grounds for membership. Non-members in regular attendance are NOT covered by the public liability insurance policy provisions of the Guild.</li> </ul> <p><b>Responsibilities of Guild Groups:</b></p> <ul style="list-style-type: none"> <li>a) Promote the objects and purposes of the Guild including membership of the Guild;</li> <li>b) Act as the Guild’s representatives in local communities;</li> <li>c) Be accountable for any Guild assets used in the Group;</li> <li>d) Report to and provide advice to the Committee concerning the operation of the Group and the Guild in that area;</li> <li>e) Be represented at the AGM of the Guild; and</li> <li>f) Carry out activities in a responsible, respectful and inclusive manner. (See Clause 13 of the Constitution)</li> </ul>

### **Group Conveners**

- a) Nomination of Group Conveners is determined within Guild Groups by whatever process deemed appropriate by the Group; and
- b) The role of Group Convenor has the following expectations:
  - i. Be the spokesperson of the Group to the Guild Committee and to the local community outside the Group;
  - ii. Agree to have their contact number made available subject to the Guild's privacy policy and be the first point of contact for enquiries relating to the Group;
  - iii. Attend or ensure representation of the Group at AGM and State-wide meetings of the Guild;
  - iv. Account for any Guild assets in use within the Group; and
  - v. Maintain an Attendance Book for every meeting and activity in accordance with Clause 10 of the Constitution; and
  - vi. Report to the Committee on matters concerning the Group as required, and provide a short annual report of activities and attendance prior to the AGM.

### **Dispute resolution**

- a) Dispute resolution should occur within the Group;
- b) Any criminal activity must be reported to the Police and the Executive;
- c) Strategies for resolution can be found in the Conflict Resolution Policy of the Guild;
- d) In the event of no resolution, Groups found to be acting contrary to the aims of the Guild may have their Group approval status rescinded.

### **Advertising**

Groups will be listed separately in the Guild newsletter.

### **Affiliated groups**

Groups will be listed separately in the Guild newsletter. Non-members are NOT covered by the public liability insurance policy provisions of the Guild.