

SUA Cultural Interest Group (CIG) Guidelines Policies and Procedures

Purpose

1. Cultural Interest Groups (CIGs) are small groups of members within the larger Slovenian Union of America organization that share a common interest in a particular area and meet separately to pursue their specific subject more in depth.
2. Examples of CIGs are (but not limited to) the following: SUA members throughout the country who meet on Zoom (or another meeting platform) to sing Slovenian songs, a group interested in exploring Slovenian cuisine and/or wine, and a book group which meets to discuss immigrant or Slovenian-related books.
3. These guidelines outline CIG creation, maintenance, leadership duties, and dissolution.

Policies and Procedures to Establish a New CIG

1. The prospective CIG group might have had informal meetings to explore areas of common interest before applying to be an SUA CIG.
2. At least four current SUA members of any branch (in addition to the CIG Leader) must express an interest in the formation of the new CIG.
3. The CIG leader(s) must be a current SUA member who agrees to uphold SUA Policies and Procedures.
4. Potential CIG leaders can contact a current SUA Board member and ask him/her to be a proposed CIG's SUA Board Liaison or ask the SUA Board to assign an SUA Board member to the proposed CIG.
5. The potential CIG will complete a CIG application form and submit it to the assigned SUA Board Liaison. The SUA Board Liaison will review the application and ensure that it meets the CIG criteria set out in the CIG Policies and Procedures. The SUA Board Liaison will submit the completed and vetted application to the SUA Board President.
6. Once the CIG application is signed by the SUA President, the application will be presented to the SUA Board for final approval. At this point, the prospective CIG application will have been fully vetted, and the SUA Board votes for the final approval.
7. The new CIG's SUA Board Liaison will make a yearly report to the SUA Board regarding the CIG.

Policies and Procedures to Maintain an Approved CIG

1. CIGs are supported by the SUA Board but operate independently from branches and the SUA Board.
2. The CIG members decide how to conduct meetings and may have one leader or possibly co-leaders.
3. CIGs are meant to operate as informal groups with little funding needs. CIGs will not normally hold fundraising activities; all fundraising originates with the SUA

Board, and any CIG fundraisers must be done in coordination with the national SUA Board. The SUA

4. The SUA Board provides CIGs with use of the SUA Zoom account for meetings and promotes CIG activities in *Zarja–The Dawn*. CIGs may also promote their activities on SUA social media accounts and on the SUA website.
5. Regular CIG meetings are to be held yearly and are open to all SUA members. Meeting times and places are to be advertised through the usual SUA news outlets (i.e. Feature Friday newsletter, *Zarja*, the SUA website, general meeting announcements, emails, or SUA social media).
6. The SUA Board will maintain a contract with an online meeting platform entity (e.g. Zoom) to facilitate virtual meetings held by CIGs.
7. Every effort will be made to keep a CIG going if it has good attendance and commitment from leadership.
8. The SUA's official address is to be used for official correspondence with vendors or other outside entities. CIGs do not conduct official SUA business.
9. Assets obtained by a CIG belong to the SUA and not the leader(s) of the CIG or other individuals (as defined by the IRS requirements for a 501c3 organization).
10. CIG leaders will report to their aligned SUA Board Liaison regularly on their status, accomplishments, and future goals. The SUA Board Liaison will present updates at board meetings on behalf of the CIG.
11. Non-SUA members may take part in CIG functions as guests to facilitate inclusion and future involvement in SUA but are encouraged to join SUA for long-term participation.

Policies and Procedures to Terminate a CIG:

1. The board may terminate a CIG at any time with or without cause.
2. A CIG shall be terminated if a CIG leader(s) resigns and no qualified replacement is found.
3. Any leftover funds and/or equipment belonging to the CIG shall be turned over to SUA in a timely manner (as required by the IRS to meet SUA's 501c3 regulations).
4. A final report on attendance and accomplishments will be reported by the CIG leader to the aligned SUA Board Liaison.
5. The aligned SUA Board Liaison will then forward the report to the board.

CIG SUA Board Liaison:

1. Is an appointed position by the board and serves as a Director on the SUA Board.
2. Helps SUA members launch CIGs by connecting interested participants with each other and assists with initial organization and meeting specifics.
3. Coordinates with the board and other committees to see that CIGs are supported and their needs are being met to the extent possible.
4. Sees that SUA and CIG Policies and Procedures are adhered to.

5. Sees that the CIG leader(s) provides pertinent information about the CIGs to the *Zarja* editors, webmaster, and other media in a timely manner.

CIG Leader(s):

1. Coordinates CIG activities and keeps others informed.
2. Conducts CIG meetings that are focused on a regular basis and that meet the needs of the CIG participants.
3. Is responsible for promoting attendance at CIG meetings.
4. Implements CIG and SUA policies and procedures outlined here and above.
5. Arranges for a substitute leader, if needed, and informs the aligned SUA Board Liaison in a timely manner.
6. Makes every reasonable effort to inform all interested parties if a meeting must be cancelled or moved.
7. Provides pertinent information about the CIGs to the SUA Board Liaison, media, *Zarja* editors, and webmaster in a timely manner.
8. Should provide an occasional article for the *Zarja* and *Feature Friday* newsletter and should keep SUA website content regarding the CIG up-to-date.
9. Reports to the board yearly on CIG status, attendance, accomplishments, and future goals. This is to be done by July 1st of every year to satisfy IRS non-profit requirements.

Pre-Approval Advertising:

1. If a member wishes to establish a CIG but is not well enough connected within SUA to easily recruit members in order to reach the four-person requirement for establishment of a CIG, the member may request advertising through the SUA social media or website.
2. The member must submit content including a written advertisement and image through the [SUA Content Submission Form](#) or the currently used method.
3. If approved, the potential CIG will be advertised no more than three times.

CIG Advertising:

1. Information about each approved and formed CIG will be hosted on the SUA website.
2. Any website updates, information, or advertising for CIGs must go through the [SUA Content Submission Form](#) or the currently used method.
3. CIGs may also post information and advertisements to social media accounts as needed. All requests must go through respective social media managers.