

SOUTH DAKOTA DEMOCRACY IN ACTION – RAPID CITY AFFILIATE MEMBERSHIP GUIDELINES

January 22, 2008

I. NAME

The name of this Affiliate is South Dakota Democracy in Action – Rapid City, hereinafter called SDDIA-- RC. This Affiliate is a part of the non-profit corporation called South Dakota Democracy in Action and associated with the Political Action Committee, Democracy in Action.

II. SDDIA MEMBERSHIP AGREEMENT

SDDIA--RC is an Affiliate of South Dakota Democracy in Action (SDDIA) and agrees to follow the SDDIA Bylaws, Norms, Guidelines for Consensus Decision Making, and Conflict Resolution Model.

Any woman who expresses a desire to become a member and is committed to the purpose of SDDIA—RC is considered a member. Dues and meeting attendance are not required for membership.

SDDIA--RC includes women who request to be on our mailing list. We do not share names with other organizations. Out of respect for individual member, privacy, members may not use SDDIA—RC lists for any personal, financial, organizational, or political purposes without consensus.

III. MEETING TIME AND LOCATION

SDDIA--RC meets every Tuesday morning from 9:00 am to 11:00 am in the Helen Hoyt Room of the Rapid City Public Library at 610 Quincy Street, Rapid City, South Dakota, unless otherwise announced. Alternate meeting times may be provided.

IV. LEADERSHIP

SDDIA--RC leadership will be selected by consensus at the last meeting in June and will include at least four facilitators, four recorders, and a treasurer. To encourage the development of leadership, positions will be rotated among the members. A nominating committee will recommend and recruit leadership for the group.

A. FACILITATORS

1. RESPONSIBILITIES DURING MEETINGS:

- Review agenda for the day.
- Review the norms when new members are present.
- Conduct meetings with a second facilitator or other member to serve as the eyes and ears of the process.
- Monitor, nurture and protect discussion process within the circle.
- Make every effort to maintain an open discussion without imposing personal opinions.
- Restate, reflect and clarify the issues under discussion.
- Summarize and provide closure to discussion.
- Ask for dissenting voices and note for the minutes when consensus is reached.
- In the presence of disagreement:
 - Allow everyone who wishes to address a subject to speak once before anyone speaks again.
 - Call for silence or break from discussion if necessary.

- Employ SDDIA's conflict resolution model to resolve issues that appear to have reached a stalemate.

2. RESPONSIBILITIES BETWEEN MEETINGS:

- Meet on a regular basis.
- Edit weekly minutes for accuracy, omissions, format and typos, privacy and appropriate content.
- Promptly communicate facilitators' or membership decisions to those affected by the decisions.
- Develop weekly agenda based on group priorities, member requests and time sensitivity.
- Determine a schedule of rotation for conducting meetings.
- Make needed time-sensitive decisions between meetings in consultation with other facilitators and appropriate committees/working groups. All such decisions will be reported at the next regular meeting.
- Communicate regularly with all committees and working groups.
- Write or approve SDDIA--RC Action Alerts using template, which are email messages requesting action on behalf of SDDIA—RC. Approve and forward FYIs, which are email messages providing information from an individual or organization. Messages must be based on member issues and activities in consultation with at least two other Facilitators and/or appropriate committees.
- Ensure that members receive by email minutes, agenda, notice of impromptu meetings, events and Action Alerts in a timely fashion.

3. LENGTH OF TERM

- A minimum of four Facilitators will serve staggered two-year terms.
- A Facilitator may serve more than one term, but the terms may not be consecutive.

B. RECORDERS

1. RESPONSIBILITIES

- Record information, decisions and action taken at meetings openly, accurately and with an eye to brevity.
Summarize topics of discussion without disclosure of names.
- Record names of people when there is a specific reason for inclusion. Examples of names to record may include leadership, committee chairs, contact people and guest speakers.
- Record a guest speaker's topic, and additional information, at the discretion of the speaker and Facilitators.
- Record the exact text of an approved proposal when consensus is reached.
- Record expenditures approved by consensus.
- Reflect corrections and additions of the previous meeting's minutes in the current minutes.
- Ask for clarification whenever necessary.
- Within 2-3 days send the minutes to the Facilitators for editing and distribution.
- Determine a schedule for recording meetings.

2. LENGTH OF TERM

- A minimum of four Recorders will serve one-year terms.
- Recorders may serve more than one term.

C. TREASURER/BOOKKEEPER

1. RESPONSIBILITIES

- Balance the checkbook monthly. Present a monthly Treasurer's Report.
- Meet with Finance & Audit Committee members as specified in Affiliate Finance Policy.
- Record all deposits.

- Record all checks and pay all bills on time.
- Make an annual financial report to the membership following the end of the fiscal year and retain hard copy.

2. LENGTH OF TERM

- The Treasurer will serve a two-year term.
- The Treasurer may serve more than one term and these may be consecutive.

V. ADMINISTRATION

The SDDIA-RC Administration will be established at the last meeting in June from among volunteers who indicate willingness and ability to carry out the responsibilities described. Administration will include at least the following:

A. EMAIL & LIST MANAGEMENT

1. RESPONSIBILITIES

- Maintain and update all current email addresses and contact information of current members.
- Maintain and update all current email addresses and contact information of prospective members.
- Email weekly Affiliate minutes and agendas to all SDDIA—RC members.
- Email Action Alerts and FYI's.

2. LENGTH OF TERM

- Email & List Managers will serve two-year terms.
- Email & List Managers may serve more than one term.

B. WEBSITE MANAGEMENT

1. RESPONSIBILITIES

- Promote, maintain and update SDDIA website and blog/bulletin board in consultation with facilitators and Communications Committee.
- Inform Facilitators of website-generated correspondence for action or response.
- Receive training as needed from webhost technical support.
- Function as communication link between technical support and DIA leadership/communications committee.

2. LENGTH OF TERM

- Website Managers will serve two-year terms.
- Website Managers may serve more than one term.

C. FINANCIAL MANAGEMENT

- The fiscal year shall be from January 1 through December 31 of each year.
 - Consensus is required for any purchase and approval should be noted in the meeting minutes; a receipt is required for the Treasurer.
 - Two signatures are required to write a check. The signatories are the Treasurer and Facilitators.
 - Bank paperwork must be completed once a year as new signatories are chosen.
 - Authorizations for loans, leases, or additional accounts are not allowed.
- Donations to this Affiliate should be made payable to *South Dakota Democracy in Action – Rapid City*.

D. HISTORIAN/ARCHIVIST

A member(s) will collect and maintain a hard copy of all SDDIA—RC’s official documents; each meeting’s agenda and minutes, with attachments; relevant correspondence, memorabilia of SDDIA—RC events and projects, including photos and newspaper articles.

E. NOMINATION OF LEADERSHIP

The Nominating Committee will include Facilitators and volunteers to recruit and recommend a slate of candidates for Facilitators, Recorders, and a Treasurer to be selected by consensus during the last meeting in June. Members are encouraged to submit their own names or those of others to the Nominating Committee and nominations from the floor are allowed. The Nominating Committee will recommend members to fill vacancies in leadership positions as needed.

VI. COMMITTEES

Much of the outreach, education and action work of SDDIA--RC is accomplished through Committees and *ad hoc* Working Groups. Each Committee and Working Group will have rotating co-chairs and report periodically to SDDIA--RC.

1. **STANDING COMMITTEES:** The following shall be the Standing Committees of SDDIA--RC:

A. MEMBERSHIP

The Membership Committee will develop and update handbooks and volunteer information cards to be given to new members. The Membership Committee will take special care with new members and will coordinate membership outreach, membership drives and orient new members.

B. FINANCE & AUDIT COMMITTEE

The Finance & Audit Committee will include at least three volunteer auditors and the Treasurer and will meet periodically to audit financial records at least once a year.

C. COMMUNICATIONS COMMITTEE

Working closely with leadership and other committees, the Communications Committee is responsible for building relationships with the media, managing publicity and coordinating posting on the website. The SDDIA name and logo shall be used for all SDDIA—RC sponsored activities.

2. **Ad Hoc COMMITTEES:** Working Groups develop organically around areas of interest and shall meet for as long as there is active interest. Each Committee will have leadership and report periodically to SDDIA--RC. Committees may create position statements on topics relevant to their work for presentation to SDDIA--RC. These must be adopted by consensus before being presented to the press, printed under the name of DIA or put on the SDDIA website or blog/bulletin board.
3. **COMMITTEE CONFLICT RESOLUTION:**
 - A. If a committee member knows she will be unable to attend a meeting or succession of meetings, that member is responsible for communicating in writing her concerns/views/ideas/proposals with rationale. This communication should be sent to all committee members for consideration by the committee when it next meets.

- B. If there are disagreements within a committee, these should be addressed within the committee for resolution using the SDDIA Conflict Resolution Model prior to bringing the situation to the larger SDDIA—RC group. Failing resolution, the committee should present alternative courses of action on the topic to the larger SDDIA—RC group for discussion and resolution.

VII. AMENDMENTS

The provisions of these SDDIA--RC Affiliate Membership Guidelines may be suspended or amended by consensus during a meeting. Amendments shall be consistent with SDDIA's purpose and Bylaws.

DATE ADOPTED AND APPROVED BY SDDIA—RC -- _____

OUR SIGNATURES HERE: