

## **Jardineros de Placitas Interest Group Guidelines V.5-26-2027**

### **Definition**

An Interest Group is a group of Jardineros de Placitas members who organize to pursue a special interest, hobby, activity, or entertainment.

### **Membership**

Participation is restricted to Jardineros members. If appropriate for a specific Interest Group, spouses or partners of members may be included. Interest Groups that allow a spouse or partner are marked with an asterisk (\*) on the Jardineros de Placitas New Member application. Out-of-town visitors or relatives who are not eligible for membership are considered guests.

Guest participation—for those eligible to become members of Jardineros—is limited to twice annually. The same considerations for participation apply to relatives living with a member as for a spouse or partner. Please use common sense and ensure fairness when including a guest at an event. Questions can be directed to the Jardineros Membership Interest Group Liaison (IG Liaison) for guidance.

Some Interest Groups limit their membership, while others do not. New members indicate their choices on their applications, and that information is forwarded to the chairs and the IG Liaison. New and existing members may also sign up for an Interest Group during the October–November Membership Drive meetings using the IG/Committee sign-up sheets or by contacting the group chair at any time to receive notifications of activities, schedules, and plans.

Each Interest Group Chair will maintain an up-to-date list of their members and waitlist. They will coordinate with the IG Liaison regarding any changes resulting from member or chair resignations, as well as the addition of new members who join by contacting the chair. The waitlist is kept updated by the IG Liaison Chair and the group chair.

Interest Group updates—including schedules, events, and photos—should be shared with the IG Liaison via email. The Liaison is responsible for forwarding this information to the Jardineros webmaster for posting on the Interest Group's webpage.

### **New Member Notification**

Interest Group Chairs will be notified by the Membership Committee when a new member has joined or expressed interest in their group. The Chair is responsible for promptly contacting new members to welcome them to Jardineros, provide an overview of the Interest Group, and answer any questions they may have.

If there is a vacancy in the group, the Chair should invite the new member to join. If the group is full, the Chair should offer to place the person on the waiting list.

The Chair must also notify or copy the Jardineros Membership IG Liaison on the status of the new member to ensure that the online member list and waitlist remain accurate and up to date.

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### **Announcements**

To ensure fairness, Interest Group information and upcoming activities should be shared with group members first, giving them the initial opportunity to participate. If an activity has space available after group members have had a chance to respond, the Chair may request that an announcement be made to the broader Jardineros membership. Such announcements can be made by the President and posted on the website.

To request an announcement, the Chair should contact the Jardineros Membership IG Liaison or the President via email before the general meeting.

### **Vacancies**

Vacancies in Interest Groups must be filled from the group's waiting list in the order in which names were added. Chairs are responsible for maintaining an accurate list that reflects the correct order of sign-up to ensure fairness.

If the first person on the list is offered a spot and declines, the next person will be offered the vacancy. The original individual will remain on the list but move to the bottom if they still wish to join.

Members who leave an Interest Group that has a waitlist and later wish to rejoin will also be placed at the bottom of the list.

### **No Donations for Interest Groups**

Interest Groups may not solicit donations, gifts, or door prizes without prior approval from the Board of Directors. Any such requests must directly benefit Jardineros' designated charities or the organization itself.

Interest Groups are welcome to host speakers, demonstrations, or similar activities, provided that the individuals involved are not representing or being asked to participate on behalf of Jardineros as an organization.

### **Individual Group Guidelines**

Beyond the shared guidelines above, each Interest Group Chair is responsible for determining how their group operates. This includes setting expectations for members, establishing group goals and rules, defining the maximum number of members, and deciding how often, when, and where the group will meet.

All of this information should be submitted to the IG Liaison to be posted on the group's individual webpage, ensuring transparency and accessibility for both current and prospective members.

Each Interest Group Chair should visit their webpage to ensure the information is correct and refreshed with current content and photos. Any information that needs correction, contact IG Liaison

***If you have any questions about the Guidelines, please contact the Jardineros Membership IG Liaison.***

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