

QRCA Special Interest Group (SIG) Policy

The Board of Directors recognizes the many ways that members can connect with each other and derive value from their membership. To enhance the membership experience, QRCA hereby establish the ability for the formation of Special Interest Groups (SIGs).

A Special Interest Group is defined as any group that is not geographically based that wishes to focus attention on a particular special interest. SIGs will give members an outlet to network with others who have similar interests and share in-depth information and resources.

SIGs may be functional in nature (related to a particular methodology or type of research or aspect of the research process), may focus on a particular segment of the industry (such as qualitative research conducted among specific demographic targets or in specific industries), may be oriented around the lifestyles of the SIG members, or may have some other focus.

QRCA Special Interest Groups are for QRCA members in good standing. Membership in a Special interest group is optional – QRCA Members may belong to as few or as many SIGs as they wish, or none at all.

For the creation of a Special Interest Group, the members desiring to form the group must submit an application to the Board of Directors for review. This application must include:

- ◆ The names of at least four QRCA members in good standing who intend for the group to become a SIG.
- ◆ The stated intention that these people plan to have at least four meetings a year and the tentative schedule for the first year's meetings.
- ◆ The name of the person(s) who will act as SIG Chair, Co-Chairs, or Vice Chairs and be the liaison with the Board of Directors.
- ◆ A brief description of the intended focus and purpose of the SIG and the need or desire within QRCA membership for its formation.

Beyond the requirement that each SIG have a Chair or two or more Co-Chairs, SIGs have the option to determine their own internal leadership structure. SIGs may use the titles Chair, Co-Chair, Vice Chair, and SIG Treasurer or other titles approved by the Board. Special Interest Groups may not use the terms Officer, Director and/or Board with respect to SIG leadership. SIGs may not adopt policies or practices that are in conflict with the Association's Bylaws or policies established by the Board of Directors.

SIGs can be created only by the QRCA Board of Directors and can be dissolved only by the Board of Directors. The Board of Directors may approve the creation, termination, renaming, or restructuring of a SIG at any meeting of the Board of Directors. Assets of any dissolved SIG remain the property of the Association.

The Board of Directors has the final authority on all matters regarding SIGs. Should disputes arise between the Board of Directors and SIGs as to Association activities and policies, the decision of the Board of Directors will prevail.

Special Interest Groups must obtain prior approval of the Board with respect to the following:

- ◆ Adoption of policies and procedures with respect to the operation and activities of the SIG;
- ◆ Public statements of any kind;
- ◆ Entering into contracts exceeding \$500;
- ◆ The purchase, sale, lease, or other disposition of any assets or improvements with a value greater than \$250;
- ◆ The use of the name “Qualitative Research Consultants Association” or any derivative thereof or the logo of the Association not available to all Members of the Association.

Special Interest Groups are responsible for submitting information on SIG activities to the Board that may be distributed to the entire Membership.

Special Interest Group meetings will be open to all Members and qualified non-members. However, after attending four (4) meetings, non-members who wish to continue attending meetings will be required to join QRCA.

QRCA will inform all new Members of existing SIGs. It will also inform Members that they are invited to participate in SIG activities.

The President and Vice President of QRCA will be ex-officio members of all Special Interest Groups of the Association. The Vice President will be responsible for supervising and coordinating the activities of SIGs in accordance with the Standing Rules and Bylaws of the Association.

Financial matters:

- ◆ SIGs are responsible for any direct costs associated with SIG meetings or activities.
- ◆ SIGs may have access to funds from the QRCA Treasury to finance suitable and approved costs connected to SIG activities. Any such funds will be in the form of an Annual SIG Allotment.

- ◆ Suitable costs are those reasonable expenses associated with activities designed to enhanced attendees' professional knowledge or abilities. The Board of Directors will determine what allotment, if any, is available to each SIG on an annual basis. Any such allotment is subject to the same terms and conditions as the QRCA Chapter Allotment Policy. Unused allotment cannot be carried over for use in the next year.
- ◆ A SIG, at its discretion, may raise funds to augment any Annual SIG Allotment. Such funds must be deposited in an account in the name of the Association pursuant to policies and procedures established by the Board.
- ◆ SIGs shall provide a SIG Financial Report once per year or at any time requested to do so by the Board of Directors. Properly maintained SIG books and records shall be available to the Board on request. The Board of Directors may establish other SIG financial policies at its discretion.