

Policy of  
Greenville Woodworkers Guild, Inc.

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<b>Title:</b>	Development, Adoption and Dissemination of Policies of Greenville Woodworkers Guild, Inc.	Policy No.: 1 Revision: 1 Date Adopted: Jul 14, 2003 Resolution: 2003-17 Date Effective: Jul 14, 2003
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**Statement of Policy:**

The Board of Directors of Greenville Woodworkers Guild, Inc. (the "Guild") shall adopt, by resolution, policies as necessary to effectively and efficiently manage the business and affairs of the Guild. All such policies shall meet the requirements of this policy in their development, adoption, format and dissemination.

**Reason for Policy:**

A standard process for the development, formatting, adoption and dissemination of Guild policies is necessary to insure compliance with the Articles of Incorporation and Bylaws of the Guild.

**Policy Requirements:**

Any individual member, officer, director, or group of such individuals may suggest or propose a new policy or modification to an existing policy.

Suggested and proposed policies shall be forwarded to the Secretary. Suggestions and proposals shall include material sufficient for a Title, a Statement of Policy, a Reason for the Policy and Requirements related to the policy.

The Secretary shall prepare a draft of the policy in a standard format using the format of this policy as a guide. The Secretary will review the draft with the originator(s) of the proposal to insure that the draft accurately reflects the intent of the originator(s).

The Secretary shall provide copies of the draft to all members of the Board of Directors for review.

The Board of Directors shall consider adoption of the proposed policy at a regular meeting and the Secretary will record the decision of the Board of Directors in the minutes of the meeting.

If adopted, the Secretary shall disseminate copies of the policy as appropriate and shall file a copy of the policy in the policy book of the Guild.