



## **ATLANTA CHAPTER STANDING RULES**

The Atlanta Chapter of the American Sewing Guild follows the ASG Chapter By-Laws and all policies and procedures as contained in the Policy and Procedures Manual. Any deviations are purely unintended.

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## **Atlanta Chapter Standing Rules**

These standing rules further define the specific policies & procedures of our Chapter.

These standing rules shall be made available to the Chapter membership through the website in a password protected area.

## **Amendment of the Atlanta Chapter Standing Rules:**

A standing rule may be suspended for a designated period by a 2/3 majority vote of the CAB.

The standing rules are to be reviewed at the first annual CAB meeting so new members know of the rules and to suggest any necessary changes. A change voted on by a 2/3 majority of the new CAB will take effect as designated by the CAB.

## **CAB MEMBERS**

The following CAB positions which comprise the CAB Executive Committee are elected by the Chapter membership:

- President
- 1<sup>ST</sup> Vice President/ Education
- 2<sup>nd</sup> Vice President/ Special Events
- Secretary
- Treasurer

Committee Chair positions are voted on and appointed by the CAB. Those positions may include:

- Community Service
- Historian
- Membership
- Neighborhood Group Coordinator
- Newsletter Editor
- Nominating
- Publicity
- Retail Liaison
- Volunteers
- Ways and Means
- Web Master

The duties of each position are as described in the Policy and Procedures Manual and as further developed by the Atlanta CAB. Refer to the current and up-to-date ASG P&P Manual.

The CAB shall have an odd number of members and have no fewer than five (5) in order to conduct the business of the Chapter.

## **Term Limits**

Each elected and appointed term on the CAB starts on January 1 of the year following the election and ends on December 31 of the same year.

Members that fill in for the remainder of a positions term serve only until December 31<sup>st</sup> of that calendar year.

## **Length of Service on the CAB**

Individuals may serve for four consecutive years in one position on the CAB, followed by four consecutive years in another position. When an individual has served for eight consecutive years she must step down from the CAB for one year before serving again.

### **CAB Executive Committee Meetings**

The CAB Executive Committee shall meet no later than ten (10) days prior to the meeting. The purpose of this meeting is to set the agenda.

### **CAB Meetings**

CAB meetings are six (6) times annually and will take place during the odd months of the calendar year, in order to synchronize with the newsletter deadline.

Notices of the meetings are to be sent seven (7) days in advance to all CAB members. An agenda will be posted no later than 6 days in advance of the meeting. All CAB members can submit changes or additions to the agenda to the President up to four (4) days prior to the meeting.

CAB members are expected to post their reports no later than the Wednesday prior to the meeting to the location designated by the President. CAB members are expected to read all reports prior to the meeting.

Chapter Advisory Board meetings are OPEN to all ASG members and invited guests and will be posted in the Atlanta Chapter newsletter and on the website. All board members, elected and appointed, have voting privileges. Guests may be asked to limit their remarks during any discussion and will not vote on any motion.

### **Meeting Minutes**

Minutes taken by the Secretary in draft form are to be mailed or emailed to the Chapter President for review, editing and approval within seven (7) days after the CAB meeting. After proofing, and making necessary changes, draft minutes should be posted for other CAB members to review. Approval of the minutes will be done at the next CAB meeting.

### **Meeting Attendance**

All CAB members are expected to attend CAB meetings. Members of the CAB are to send their reports to all CAB members no later than the Wednesday prior to the CAB meeting utilizing the CAB Leadership area of the Yahoo Groups. If a member is unable to attend a report MUST be sent prior to the meeting and President must be notified. Neighborhood Group Leaders are encouraged to attend.

### **Disruptions on the CAB**

A CAB member of the Atlanta board may be asked to resign from the board for the following:

- a) being a disruptive influence
- b) for non-performance of the position duties
- c) following two unexcused absences from CAB meetings as determined by the President
- d) purposeful misrepresentation of ASG or the Chapter

as judged by a 2/3 majority of the CAB. The Chapter President or an appropriate elected board member will provide counseling to the individual prior to any board action.

### **Annual Meeting**

The annual meeting is held in the last quarter of the year. A fifteen (15) day notice is given to the membership via mass email, the newsletter, website, flyers or calling post.

The President shall give the state of the Chapter report

The Treasurer shall present a financial report

The 1<sup>st</sup> Vice President shall present a slate of events for the following year.

### **Annual Meeting - Elections**

Annual meeting voting privileges are limited to Chapter members in good standing. The annual meeting is FREE to

the Chapter members.

Presidential nominees should serve at least one year as a CAB member or Neighborhood Group Leader before running for President

Each year, the Nominating Committee Chair shall recruit a committee of at least two other Chapter members in good standing to serve for the forthcoming election. It is preferable that the committee members represent different areas of the Chapter than the Chair. If a member of the Nominating Committee becomes a candidate, the Nominating Chair or CAB must replace him/her with a member who is not a candidate.

Nominating Chair shall present the slate of candidates at the July CAB meeting. Chair shall submit the ballot for publication in the September/October newsletter by the August 1 deadline.

The Nominating Committee shall count the ballots and record on a master tally sheet. The master tally sheet shall become a part of the minutes of the Chapter's annual meeting and the ballots destroyed by motion.

Notification to National should be made as soon as the elections are held, or latest December 15<sup>th</sup>, with contact information for each of the 5 required CAB members.

Additional CAB Committee Chairs need to be recruited between the election and taking office. Recruits should be officially appointed by vote of the elected CAB members at the first CAB meeting of the new year.

Each member of the CAB and Neighborhood Group Leaders will submit an annual report to the President/NG Coordinator for NG reports a minimum of one week before the annual meeting.

## **CHAPTER FINANCES**

### **Budget**

All CAB members are required to submit budget request no later than the November CAB meeting to the Treasurer. If budget requests are not submitted, then that Committee shall operate without a budget and may only receive reimbursements for Chapter costs at the discretion of the CAB and availability within the budget.

The full calendar years budget is presented at the first CAB meeting of the new year for all CAB members to review and approve. The budget incorporates the programs planned for the entire calendar year ensuring sufficient money is available for both programs and normal operations.

## **CHAPTER EXPENSES**

Each officer and committee chair will know their yearly budget amount at the time the new budget is reviewed. Any concern or confusion should be addressed at that time.

Each officer and committee chair shall keep receipts for all expenditures incurred in administering their responsibility as an Officer or CAB member. These expenses shall be submitted within 30 days, or at the next CAB meeting from the date incurred. Proper documentation on forms provided to each CAB member for approval and payment must be used. These expenses **may** include if budgeted, but not limited to:

- a) Copies made of ASG forms and information sheets.
- b) Postage for mailing information and letters to Chapter members and special mailings etc.
- c) Mileage and parking incurred while conducting ASG business such as visiting new NG formation meetings, setup of new member registration booths, meeting with retailers and seeking locations.
- d) Payment of deposits for facilities or food for events

### **National Conference Expenses for the President**

The cost for the President to travel to the conference are covered by the CAB and are budgeted.

If the President is unable to attend, these same expenses will be covered by the CAB for the 1<sup>st</sup> Vice President to attend as the President's representative.

The Chapter Presidents expenses for attending the National Conference shall be paid or reimbursed as follows:

- Cost of conference registration excluding any kit fees for classes or additional events such as tours. The only exception would be if the CAB requests the President to attend a particular event for the Chapter purposes
- Air travel, by coach class, by the most direct and economical route
- Cost of parking at airport
- Travel to and from hotel on the first and last day of the conference either via airport/hotel shuttle
- Use of a personal car to drive to and from the conference (instead of flying) reimbursement shall be for the exact mileage to and from the conference location at the IRS mileage rate for that calendar year
- Cost of meals while traveling to and from the conference
- Hotel - Attendee is required to stay at the hotel for which special rates have been negotiated for meetings.

If the President wishes to attend the extra programs offered on the last day of the conference this will be at her own expense. This would include cost of room, food, and event.

All receipts for these items must be submitted within 30 days of end of the conference.

If the 1<sup>st</sup> Vice President attends the national conference in addition to the President, the CAB will only reimburse for the conference registration.

At the next CAB meeting the President will provide an in depth report on the National Conference.

### **Classes and Special Events**

Announcements for all classes and special events will contain a date and time for the opening of registration. Online and mail reservations will not be allowed nor accepted before this time. Each registration transaction, electronic or manual, may be for one and only one person. When registering for another person, that person's name and membership status must be included in comment section during payment process.

Once a class or event has reached its maximum capacity of registrants, a notice will be sent out alerting the membership that the class/event is full and a wait list has been formed. Additional registrants will be notified that they have been added to the wait list. Once five people have been wait listed, payment buttons will be taken down and registration will be closed. Additional wait list requests will only be accepted via email to the event coordinator. Should a cancellation occur, a refund will be issued and the next available wait listed person will be offered the space. If space becomes available for someone who wait listed via email, they will be put in touch with the person who cancelled to make payment arrangements. Any necessary refunds will be made in accordance with the guidelines set forth under the 'Special Events Refund' section of the Standing Rules

### **Special Events Refund**

Refunds to Chapter members for special events will be handled in the following manner:

- Refunds will be made for all cancellations occurring five days or more prior to a scheduled event.
- No refund will be given for cancellations that occur within five days of a scheduled event unless there is a waiting list.
- Refunds issued via a credit from a payment agency (e.g., PayPal or GoDaddy), will be less any fees charged to the Chapter by the payment agency.
- Refunds issued via a check from the Chapter Treasurer will incur a \$2 handling charge.

### **Chapter Handling of Returned Payments**

Payments that are returned will be handled as follows:

- The Treasurer will alert the payer via email or phone that the payment was returned.
- The Treasurer and the payer will develop a plan and timeline to remit the payment plus any fees charged by the bank to the Chapter.
- Individuals with outstanding debts to the Chapter will not be allowed to attend any Chapter events until the

payments plus all fees have been made in full.

### **Additional Expenses**

All additional expenses, regardless of the amount, that have not been included in the Annual Budget must be approved by a vote of the Chapter Advisory Board prior to payment or commitment of payment.

### **SPECIAL EVENT PLANNING**

For special events, the planner has the option to select the location nearest to her/him for convenience and efficiency.

### **MEMBERSHIP**

Membership dues are set by the National Board of Directors.

Rebates from membership dues are sent back to the Chapter that the person has designated.

Automatic renewal of your membership can be selected on the renewal notice. Subsequent annual renewal payments will be transferred directly from the members checking or credit card account on the 15<sup>th</sup> day of their anniversary month. This option may be cancelled at any time.

Upon receipt of the applicable dues, ASG membership cards are sent directly from Headquarters to each member.

Any ASG member will be welcomed at all of our Chapter and neighborhood group/meetings.

Members will be required to show their current membership cards upon arrival at any Chapter meeting or event.

Non-ASG members may attend up to two Neighborhood Group meetings in any 12 month period before being asked to join. Neighborhood Group Leaders will be expected to record meeting attendance fees on the sign-in sheet and submit to NG Coordinator.

Non-members may attend special events of the Atlanta Chapter by paying an added percentage of the registration fee up to fifty percent (50%) which will be determined by the discretion of the event planner.

### **Membership Directory**

A membership directory will be published and distributed to current members no later than the end of February of each year. The membership directory will include the name, address, phone and email address as of the end of December. It is the responsibility of all members to update and insure that their information is current with National Headquarters.

Any member not wishing to have their name/address/telephone/email listed may choose to be excluded.

### **NEWSLETTER**

The newsletter is published 6 times per year.

The editor and Chapter President may edit submissions, especially for length and grammar.

Special events will be advertised in at least one newsletter to ensure full participation of Chapter membership and guests. Exceptions include events scheduled to take advantage of unexpected opportunities as approved by the CAB.

The CAB sets advertising rates that are reviewed annually.

The newsletter is distributed to members, sponsors, Chapter Presidents and the National Board of Directors. Distribution is done in a combination of mailed hard copies and electronic delivery. The newsletter is posted on the website for viewing by members including those in other Chapters, and is password protected. In addition, each newsletter is posted on [www.ASG.org](http://www.ASG.org) in the password protected members only section.

Members are entitled to 4 free classified ads in the newsletter per calendar year. The ad must be 30 words or less, and

sewing-related. The ad will run for one issue only.

Advertising in the Newsletter is open to ASG sponsors and other sewing related businesses. Reference the newsletter for the cost of advertising.

## **NEIGHBORHOOD GROUPS**

Neighborhood Groups are expected to follow all ASG policies and procedures and these standing rules.

Neighborhood Groups may be asked to assume responsibility for certain Chapter events based on the size of the group, the distance of the group from the event, and other factors brought up by the Neighborhood Groups Coordinator.

Neighborhood Groups may be given Chapter funds for special projects as approved by the CAB.

Neighborhood Groups cannot have a bank account.

Neighborhood Groups cannot have petty cash funds over \$100.

Neighborhood Group Leaders have the responsibility to inform the Newsletter Editor of group program topics for three months before the newsletter deadline.

A Neighborhood Group Leader can simultaneously serve on the CAB, as long as she was duly appointed, either for a full term or completion of a term. The NGL can continue in both positions as long as her performance meets Group and CAB parameters.

Individuals may serve as Neighborhood Group Leader for four consecutive years. When an individual has served for four consecutive years she must step down for one year before serving in that capacity again

Mileage reimbursement for the Neighborhood Group Coordinator's visits to Neighborhood Group meetings, or establishment of a new Neighborhood Group, will be reimbursed at the IRS rate effective at the beginning of the calendar rate. This does not include reimbursement for mileage to Chapter meetings or events.

## **WEBSITE**

The Chapter maintains a Website for the benefit of the membership and sewing community. The Chapter budgets the funds to support the Website (including hosting fee).

There will be an internet discussion group for ASG Atlanta established and maintained by the web mistress. Also supports ASG CAB information.

The website must be registered (web address (URL) and contact person) with National Headquarters.

The website should include a link to the ASG website [www.asg.org](http://www.asg.org) where membership "Join Now" info is available.

The website should include a contact email address for website visitors to submit comments, suggestions, complaints, and questions.

The website should not include links to other websites that are not consistent with the ASG policies.

If working with a private web designer or provider, it is recommended that Chapters have all agreements and contracts reviewed by an attorney at the Chapters expense.

Website additions, deletions and/or changes are the responsibility of the Webmaster and the Chapter President. Submissions for the website must go through the Webmaster. The President is consulted as needed.

The website contains ASG related material only. This includes announcements of ASG events, neighborhood groups, sponsors and general information regarding the American Sewing Guild.

Advertising on the website is open to ASG sponsors. Sponsors are provided four free advertisements per calendar year as part of their sponsor relationship with the Atlanta Chapter. Sponsors requesting additional ads will be charged the full current advertising rate.

Members are entitled to 4 free ads on the website per calendar year. The ad must be 30 words or less, and sewing-related. The ad will run for the month of posting only.



The Chapter will encourage members to join the ASG Atlanta Chapter Yahoo group as a means of improved communication within the Chapter

## **DONATIONS**

Donated items should be used by the Chapter to further its aims, (that is, to use in doing community service or to be sold by the Chapter to add money to its treasury) and must not be kept by Chapter members for their personal use.

If a Chapter is asked to dispose of a sewing room, the CAB and heirs should come to an understanding beforehand as to the terms of the donation, specifically how much, if any, the heirs expect to receive, what share the Chapter will receive, and what should be done with items that cannot be sold or used.

All persons who wish to donate sewing related items will be referred to the Community Service Committee Chair or the Ways & Means Chair for disposition of the items.

If the Guild cannot use the donation, the donor will be referred to agencies or charities that can use the items.

## **CHAPTER ASSETS:**

The account of Chapter Assets will be maintained by the Treasurer.

The equipment shall be stored and managed by the 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents.

The educational materials shall be stored and managed by any designated CAB member as determined by the CAB.

Current Chapter assets and the CAB members who manage them shall be published in the January/February edition of the Chapter newsletter each year.

Check-out procedures for either shall be as follows:

- Any Chapter member in good standing may reserve any of the Chapter holdings for use with Chapter related meetings or events.
- The reservation period shall not exceed fifteen (15) days for equipment or forty-five (45) for educational materials.
- Should the holdings be damaged or lost while in the possession of a Chapter member, that member will be responsible for reimbursing the Chapter for the cost of the item or providing a comparable replacement.