

CSR/SC Chapter, Aiken, SC of the American Sewing Guild Standing Rules—2018

The CSR/SC Chapter of the American Sewing Guild (ASG) follows the ASG Chapter By-laws and all policies and procedures contained in the Policy and Procedures Manual, which is located on the ASG website asg.org. This document sets forth the policies and procedures that apply specifically to the CSR/SC Chapter, Aiken, SC.

Membership

1. The CSR Chapter will follow membership rules as outlined in the Policy and Procedures Manual and adhere to the Guest Policy. P&P, p. 4-10
2. A membership directory is available on the chapter website www.asgsouthcarolina.com and is accessible to all members.
3. The Membership Coordinator will contact lapsed members to determine their reasons for non-renewal and encourage them to renew. The Coordinator will then report this information to the CAB at the next CAB meeting or by e-mail if the reason is of a serious nature.
4. Problematic members will be taken aside in an effort to solve the issue. The CAB will decide who is best fit to start the discussion, but the President has the responsibility to ensure the conversation takes place. If the issue cannot be solved locally, it should be referred to National. It may be best for the member/members to seek another chapter.
5. Memorial remembrances/gifts.
 - a. CAB members (to include elected, appointed and committee heads): In the event of illness, the Secretary will send a card or other appropriate item as determined by the CAB on an individual basis. In the case of a death, the Treasurer will send a donation, not to exceed \$25, to the memorial fund designated by the family. The memorial fund will fall under miscellaneous expenses in the annual budget. In the event of the death of a spouse/close family member, the Secretary will send an appropriate card from the chapter.
 - b. Other members: Individual Neighborhood Groups (NGs) will determine the action to be taken. If deemed appropriate by the individual/family member, this information may be shared via the e-mail communications chain for individual responses to the situation.

Chapter Advisory Board (CAB) Members

1. Elected positions/sole voting members. There **MUST** always be an odd number of voting members. The chapter may function with only a President, Secretary and Treasurer. P&P, p. 7-3; By laws, Article VI, Sec. 5A , p. 3-9; P&P, Chapter Charter, p. 3-13
 - a. President
 - b. 1st Vice President—Outreach/Communications
 - c. 2nd Vice President—Programming
 - d. Secretary
 - e. Treasurer
2. Appointed committee positions (non-voting) headed by the 1st Vice President:
 - a. Newsletter Editor
 - b. Website Coordinator
 - c. E-mail Coordinator
 - d. Retail Liaison
 - e. Advertising & Publicity
 - f. Social Media Coordinator
 - g. Nominations: Chair + 2 others representing the various areas in the chapter
3. Appointed committee positions (non-voting) headed by the 2nd Vice President:
 - a. Education Programmer
 - b. Special Events Coordinator
 - c. Membership Coordinator
 - d. Neighborhood Group Coordinator
 - e. Historian
 - f. Social Events Coordinator (if needed)
4. Neighborhood Group (NG) leaders are non-voting members.
5. The duties for each position are located in the ASG Policy and Procedures Manual.
6. Elected members cannot serve more than four years in the same position. (See more in Elections.)

CAB Meetings

1. There will be a minimum of four CAB meetings per year.
2. If a CAB member cannot attend a meeting, they should notify the President and give their reports no later than two days prior to the meeting, with the exception of illness or emergency situations. The President, Secretary and Treasurer together shall determine excused/unexcused absences. Two consecutive unexcused absences from scheduled CAB meetings constitute grounds for termination from the CAB. Termination shall be implemented by a majority vote of the CAB.
3. When an item needs to be voted on immediately, voting can be done by e-mail and the vote ratified at the next CAB meeting. The President will propose the item to be voted on, and the Secretary or President will keep track of the e-mail responses for ratification.
4. Dates for the CAB meetings for the year will be set during the last meeting of the previous year and published in the newsletter. Follow-up e-mails will be sent. Those attending the CAB meetings are asked to RSVP the President, for planning purposes.
5. The President (or Secretary) will issue the meeting agenda no less than ten days prior to the meeting and share with chapter members. Items needed to be added to the agenda should be sent to the President at least five days prior to the meeting. Additions to the agenda at the CAB meeting will be done at the discretion of the CAB and if time allows.
6. Prior to a CAB meeting, the Secretary will send copies of the minutes of the previous meeting to all chapter members and group leaders. They may be e-mailed as an attachment to the agenda and reminder notification.
7. NG leaders are encouraged to attend all CAB meetings, report on their group activities and contribute to the discussion.
8. Non-members are welcome to attend, although they may be asked to limit their remarks during any discussion. No voting privileges will be extended.
9. Disruptive behavior will not be tolerated. If someone cannot act in a civil/professional manner, they will be asked to leave the meeting until such time that they can participate calmly.

Annual Meeting and Elections

1. The Annual Meeting shall be held in October, November or December of each year (the last third of the year—Sept.-Dec.). Officers will be elected at this meeting by a vote of members who are present and proxy ballots sent to the Nominations Chair.
2. Notification of the meeting will appear in the newsletter prior to the date the proxy ballot must be received.

3. Members of the Nominations committee should represent different areas of the chapter. One member will chair the committee and receive proxy ballots mailed in before the election.
4. The candidate nominated for the position of President must be a member of the CSR/ SC CAB for at least one full year within the previous three years.
5. CAB members should be rotated so that not all members are new to the board at the same time.
6. In the event the Annual Meeting has to be canceled at the last minute (for any reason: weather, venue issues, illness, etc.), the E-Mail Coordinator will send a mass e-mail with a ballot. An e-mail vote will be taken and the responses sent within five days to the Nominations Chair, who will then tally the votes and announce the results. E-mail documentation will be kept on file. Fifteen percent of the total chapter membership must reply and vote, for a quorum.

Chapter Finances

1. The annual budget will be submitted for CAB approval at the first CAB meeting of the new year.
2. An amount equivalent to six months' expenses (as defined in the current budget) or \$2,000, whichever is larger, shall remain in the treasury at all times.
3. CAB members will not be reimbursed for travel-related expenses unless specifically budgeted or otherwise previously approved by the CAB. P&P, p. 9-12
4. The President, or the designated chapter representative attending the National Conference, will be reimbursed for the following expenses: registration fees, lodging for required days at the conference, transportation to and from the conference location (coach air fare, local public transportation or IRS mileage rate for private vehicles). These expenses will only be reimbursed up to the amount approved by the chapter budget. Additional class fees are not reimbursed by the chapter.
5. Only those items that have been approved in the budget or those subsequently approved by the CAB will qualify for reimbursement. Documentation must be presented within 30 days of the expense or the event date covered by the expense. Failure to comply could result in nonpayment. Disputes will be addressed by the CAB.
6. Receipts for reimbursements and **and an Expense Reimbursement Form must be submitted to the Treasurer no later than two weeks after the event for which the supplies/items were purchased. (The form can be found on the ASG.org website, Manuals and Guidelines section, under Policies & Procedures.)** must be submitted to the Treasurer no later than two weeks after the event for which the supplies/items were purchased. If expenses are for general items not related to an event (paper, postage, etc.), the receipts must be submitted within the same quarter the purchases were

made. This procedure allows for accurate bookkeeping and reporting of the chapter's financial status at quarterly CAB meetings. If receipts are not submitted within the designated time frame, the CAB will review the reimbursement request at the following quarterly meeting and decide to approve or disapprove.

7. Refunds: Each event—which has its own budget—should state the refund policy for that event (e.g., no refunds, refund up to two weeks in advance, etc.). This is not included in the chapter budget. P&P, pp. 9-35, 9-47
8. Discounts:
 - a. CAB members will pay full price for all events with no discount or reimbursement, except for supplies or items purchased as a part of the event budget.
 - b. Chapter members will be given no discount for special events unless the discount has been approved by the CAB and is a part of the event plan.
9. Donation of Sewing Estates: Terms of the donated items from an estate will be negotiated on an individual basis with the heirs, with a prior determination of how any funds received from the sale of the items will be split with the chapter (e.g., all donated to chapter, 50-50 split, 80-20, etc.). The CAB will have the final decision on how the donated items will be used or sold. The chapter will not accept items if there is no beneficial gain to the chapter and will not run estate sales on behalf of the family.
10. The chapter checkbook will be maintained by the Treasurer, and all checks issued will have two signatures from those on the bank signature cards. P&P Chapter Charter, p. 3-14
11. Non-sufficient Fund/Returned Check: The individual writing the check will be responsible for paying the full amount of the check plus any service fees from the bank incurred by the chapter. (The Treasurer will notify the individual of the exact amount.) The individual will be permitted to write checks for events, but if this situation occurs a second time, all future payments must be in cash, a bank-issued check or money order. To remain a member in good standing and to participate in future events, all issues must be resolved before additional registrations can be sent in.

Newsletter

1. The newsletter will be published bi-monthly on the first of the month (Jan., Mar., May, July, Sept., Nov.).
2. Articles for the newsletter, including NG updates from NG leaders are due to the Editor no later than the 15th day of the month preceding the issue, except for December, which will be the 10th day (Feb. 15, Apr. 15, June 15, Aug. 15, Oct. 15, Dec. 10).
3. The Newsletter Editor and chapter President may edit submissions for length/grammar/dates.

4. Current advertising rates are published in the chapter newsletter and rates will be addressed annually at a CAB meeting.
5. The newsletter will be sent out by e-mail to members. If a member does not have an e-mail, they will be sent a hard copy. Advertisers will be sent the newsletter by e-mail only.

Neighborhood Groups (NGs)

1. NGs are expected to follow all ASG policies and procedures and these standing rules.
2. NGs may be assigned responsibilities for chapter events based on the size of the group, distance of the group from the event, etc.
3. NG leaders are required to provide the Newsletter Editor with a summary of the past two months' activities, as well as scheduled events and programs for the next two months.
4. An NG leader may serve on the CAB while serving as a group leader as long as both positions can be performed adequately.
5. The NG leader is to maintain for three years a sign-in sheet for attendance and records of monthly meetings. This sign-in sheet also serves as authorization for using photos in ASG-related articles, which should be noted as such on the sheet. Members should be reminded of this policy at NG meetings. This information is vital for input at CAB meetings, newsletter information and support for future group leaders.
6. NGs should meet monthly and are encouraged to complete at least one community service project during the year.
7. NGs will receive a stipend each year, as approved in the annual budget. It will be sent by the Treasurer upon request from the group leader.
8. NG leaders should be in contact with the chapter NG Coordinator for guidance, information and planning purposes, and to report issues/concerns/problems.
9. NG leaders have no term limits. Individuals are encouraged to share the responsibilities of the NG leader, but upon mutual agreement of the leader and the group members, the leader may continue in the position with the goal of training a replacement.

Education

All educators/instructors/speakers conducting a program for the chapter will be required to sign a standard ASG Speaker Agreement (located in the Policies and Procedures Manual, Appendix A, on the ASG website). The agreement may be adjusted for specific events,

excluding paragraphs that refer to ASG Inc. Two copies will be filled out, both signed by the President of the chapter, and sent to the speaker for their signature (speaker keeps one/one is returned to chapter). Cancellation/refund policies and expense reimbursements will be detailed in the agreement.

Amendment to These Standing Rules

1. A standing rule may be suspended for a designated period by a majority vote of the CAB.
 - a. Any member may request a suspension/change of the Standing Rules.
 - b. The suspension/change will be in effect immediately after the vote.
2. The Standing Rules will be reviewed annually in January and presented at the following CAB meeting. The changes will be discussed and a vote taken. If the changes are approved, they will go into effect immediately. If more discussion is needed and the changes were not approved, they will be placed on the agenda at the next CAB meeting for final approval. If necessary, voting to change a rule may be done by e-mail, as this policy was previously approved by the CAB.
3. A copy of the Standing Rules can be found in the Members area of the chapter website.