

**SOUTH PUGET SOUND CHAPTER
American Sewing Guild
STANDING RULES**

The South Puget Sound 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.

Membership

1. Treating others with respect is a core value of the South Puget Sound Chapter of ASG.
2. All ASG members are welcome to attend Chapter and Neighborhood Group meetings.
3. Members may be asked to show their ASG membership card upon arrival at a meeting.

Chapter Advisory Board Members

(If not specified, "CAB" means all members of the Chapter Advisory Board, both elected and appointed.)

1. The Executive Chapter Advisory Board is comprised of the elected Chapter officers:
 - a. President
 - b. 1st Vice President – Education and Program Chair
 - c. 2nd Vice President – Membership Chair
 - d. Secretary
 - e. Treasurer
2. The following positions will be appointed by the newly elected CAB at the first CAB meeting of the year:
 - a. Community Service Chair
 - b. Retail Liaison
 - c. Historian
 - d. Sunshine Chair
 - e. Neighborhood Group Coordinator
 - f. Newsletter Editor
 - g. Website Manager (Webstitcher)
3. The duties of each position are described in the national Policy and Procedures Manual.
4. If a position is shared, only one vote per position is allowed.
5. A person may serve no more than eight consecutive years on the Executive CAB unless assuming the presidency in his or her sixth, seventh, or eighth year of service. In such cases the individual is allowed to complete up to four successive terms (years) as president for a total of up to 12 years service on the CAB.
6. A member of the CAB may be asked to resign for the following reasons: (An abstention is not a vote.)
 - a. Being a disruptive influence on the Chapter Advisory Board,
 - b. Not performing the position duties, or
 - c. Misrepresentation of ASG or the Chapter.

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7. In addition to the reasons for removal of a CAB member from the CAB as stated in ASG Policy and Procedure Manual, as determined by a 2/3 majority vote of those members voting. If a CAB member abstains from voting on a motion before the CAB, that abstention is not considered or counted as a vote nor is it considered as part of any majority vote required.

Chapter Advisory Board Meetings

1. The South Puget Sound Chapter will have six CAB meetings per year. Calendar dates will be set at the first meeting of the new CAB.
2. Notice of CAB meetings will be published in the Chapter newsletter "Forever in Stitches".
3. Only members of the CAB may make motions and vote on motions at CAB meetings. (See last page for more information about Voting from the ASG Bylaws.)
4. If unable to attend a CAB meeting, the member must provide a written report of their position activities to the President prior to the meeting.
5. The Secretary will send the agenda of the coming meeting with copies of the previous meeting minutes to all CAB members and NG Leaders.
6. Non-member visitors are welcome to attend CAB meetings although they may be asked to limit their remarks during any discussion.

Annual Meeting and Elections

1. The Annual Meeting date may vary depending on availability of a location and program. In order of preference, the Annual Meeting will be held in October, September, or November.
2. Members of the nominating committee should include members from various areas of the chapter.
3. All candidates for President must be a member in good standing for at least one year prior to the election and have attended at least one CAB meeting in the previous year.
4. Each member of the CAB will submit an annual report to the President at least three days before the Annual Meeting. These reports will be available for members' review at the Annual Meeting.

Chapter Finances

1. The Fiscal Year for the South Puget Sound Chapter of ASG is January through December.
2. The budget for the coming year will be presented to the CAB in November of each year. The budget is approved by the new CAB in or after January of the following year.
3. CAB members may submit the following expenses for reimbursement:
 - a. Photocopying of ASG related material.
 - b. Postage of ASG related materials
 - c. Long distance charges for ASG related matters
 - d. Approved mileage per the budget for attending to ASG business. (Mileage will be reimbursed at the IRS business rate.)
4. All expenses not listed in the budget must have prior approval of the Executive CAB.

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5. The President may be reimbursed the following expenses incurred for attendance at the National Conference. The reimbursement may not exceed the budgeted amount.
 - a. National Conference registration cost at the rate set for Chapter Presidents.
 - b. Air travel by coach class, by the most direct and economical route.
 - c. Use of a personal car to drive to the Conference. The amount that may be reimbursed is the lesser of the exact mileage to and from the conference location at the IRS mileage rate or the cost of a coach round-trip airline ticket.
 - d. Cost of meals while en-route.
 - e. Ground transportation costs for traveling to and from the hotel or airport for the first and last day of the conference.
 - f. Hotel costs (two sharing the room) not to exceed the required days for attendance (i. e. President's day and core conference). The President is required to stay at a hotel for which special rates have been negotiated for conference lodging. Additional nights required to attend optional trips will not be covered.
6. If the President cannot attend the National Conference, the Executive CAB may appoint a Designated Representative. The Designated Representative may be reimbursed for only the expenses allowed to the President.
7. The chapter will reimburse the president's lodging expenses for a shared hotel room for the regional meeting if necessary. (See budget) Further reimbursement for the president and other attendees will be decided upon on a year by year basis by the CAB.
8. Reimbursement requests made for committee and/or event expenditures must carry an approval signature of the Chair of said committee or event.
9. Any and all expense reimbursement requests and receipts must be submitted no more than 60 days after they are incurred. Expenses not submitted within the designated period will be discounted at the rate of 50%.
10. The Executive CAB must approve all contracts and the President must sign them.
11. The Treasurer has the authority to deny expense reimbursement requests and refund requests which are not provided in these Standing Rules. Disagreements with the Treasurer's decisions may be taken before the Executive CAB for redress.

Education and Program Events

1. All scheduled events for which the Chapter charges a fee will require attendees to provide a deposit or full payment to reserve a seat. Upcharges for non-ASG members will be at the discretion of the Event Coordinator.
2. The Program and Education Chair will establish deadlines for registration and payment for events.
3. With prior notice to the event, registration payments paid by cash or check will be refunded in full if the member is unable to attend the event. If paid by credit or debit card, the member will receive a full refund minus the transaction fee charged by the card issuer with prior notice to the event.
4. The Treasurer will not approve any refund request made after the final deadline.
5. The deadline schedule and refund policy must be printed with the program description and registration form for each event.

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Newsletter Editor

1. Submissions for publication may be edited for length and grammar by the Editor and Chapter President.
2. Members of other chapters may purchase a newsletter subscription for \$10 per year.
3. NG Leaders are expected to submit a report on their group's activities and planned programs by each newsletter deadline.

Neighborhood Groups (NG)

1. Neighborhood Groups are expected to follow all ASG Policies and Procedures and these Standing Rules.
2. Neighborhood groups may be assigned responsibilities for 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 Group Coordinator.
3. Neighborhood Groups may request reimbursement of a maximum of \$50.00 each year from the Chapter Treasury to fund miscellaneous supplies needed for NG programs. The reimbursement request must be submitted in accordance with "Chapter Finances" in these Standing Rules.
4. NGs may be provided with additional Chapter funds for special projects as approved by the full CAB.
5. A neighborhood group leader may also serve on the CAB as long as she or he was duly elected or appointed to a position, and is performing adequately in both positions.
6. NG Leaders should have at least the next 4 months Programs planned at any one time.
7. The term limit for NG Leaders is four consecutive years. The person may continue as NG Leader at the President's discretion.
8. Neighborhood Groups, with the assistance of the NG Coordinator, will be responsible for finding a successor for their leader, if said leader becomes ill, can no longer enthusiastically fulfill her or his leadership duties, leaves the chapter, or resigns.

Amending the Standing Rules

1. The CAB may suspend a Standing Rule for a designated period by a 2/3 majority vote of those CAB members voting.
2. The standing rules will be reviewed by the CAB in January of each year. A change passed by a 2/3 majority of those voting of the new CAB will take effect at the next CAB meeting.
3. The Standing Rules or changes made to the Standing Rules will be published in the issue of "Forever in Stitches" immediately following approval by the CAB. The Standing Rules will also be made available to members on the Chapter website.