

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

Standing Rules Reviewed by Executive CAB: 5/8/2022. Standing Rules Approved by CAB: 5/15/2022.

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 (NG) meetings. (NG and NGs will be used in place of Neighborhood Group and Neighborhood Groups respectively within this document).
3. Members may be asked to show their ASG membership card upon arrival at a meeting.
4. Non-members may attend no more than two NG meetings before being asked to join ASG.
5. Members who are officially a member of another ASG chapter and who donate financially to the South Puget Sound Chapter in an amount equal to (or greater than) the annual Rebate amount received from National (\$15) may be considered an official member of the SPS Chapter. The ASG Member must specifically request that the amount donated (\$15) is for the purpose of obtaining full membership rights in the SPS chapter. Any donation in excess of \$15 will be considered “unspecified” and used for general chapter purposes. The member must remain current in their ASG Annual Dues.

Chapter Advisory Board (CAB) 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. NG Coordinator

- f. Newsletter Editor
 - g. Website Manager (Webstitcher)
 - h. Communications Chair
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 of service on the CAB
 6. A member of the CAB may be asked to resign for the following reasons:
 - a. Being a disruptive influence on the Chapter Advisory Board,
 - b. Not performing the position duties, or
 - c. Misrepresentation of ASG or the Chapter.
 7. In addition to the reasons for removal of a CAB member from the CAB as stated in ASG Policy and Procedure Manual, removal is 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 five 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 five (5) days in advance of the meeting.
6. Non-member visitors are welcome to attend CAB meetings although they may be asked to limit their remarks during any discussion.
7. Agenda items, including new business, must be submitted to CAB President seven (7) days prior to the CAB meeting.

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. 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.
3. Members of the nominating committee should include members from various areas of the chapter.

4. A candidate for President must:
 - a. Be a member in good standing with ASG (current in membership dues).
 - b. Have served for at least two years as a member of the CAB in either an elected or appointed position.
 - c. Be able to consistently communicate effectively and diplomatically at all levels of the organization and externally.
5. A candidate for Treasurer must have previous bookkeeping or accounting experience. Computer literacy is strongly encouraged.
6. To ensure a smooth transition to members newly elected to a position, the outgoing member shall serve as a mentor to the incoming member for a period of six (6) months (3 CAB meetings).

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 January of each year. The budget is approved by the new CAB in or after January of the new year.
3. CAB members may submit the following expenses for reimbursement:
 - a. Photocopying of ASG related material "not to exceed the plain-paper rate at office supply stores".
 - b. Postage of ASG related materials.
 - c. 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.
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. Reimbursement requests made for committee and/or event expenditures must carry an approval signature of the Chair of said committee or event.
8. 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 may be discounted at the rate of 50% at the discretion of the President or Treasurer.
9. The Committee Chair must approve all contracts and the President must sign them.
10. The Treasurer has the authority to deny expense reimbursement requests and refund requests which are not provided for in these Standing Rules. Disagreements with the Treasurer's decisions may be taken before the Executive CAB for redress.
11. All checks written to cover expenses of SPSASG require the signatures of two CAB members.
12. An audit of the books is to be conducted after the new year begins and completed by the March CAB meeting.

Education and Program Events

1. All events for which the Chapter charges a fee will require full payment to reserve a seat. The Chapter does not accept deposits for any event.
 - a. Payments made by credit card will incur a surcharge in an amount to sufficiently cover the credit/debit card transaction fee.
 - b. Upcharges for non-ASG members will be at the discretion of the Event Coordinator.
2. The Education and Program Chair will establish deadlines for registration and payment for each event.
3. The registration deadline schedule and refund policy will be printed with the program description and registration form for each event.
4. Reservation cancellation
 - a. If you cancel your reservation PRIOR TO the "Registration Deadline" date for registration, you will receive full reimbursement if you paid by cash or check. If you paid by credit or debit card, you will receive a full refund minus the credit/debit card transaction fee.
 - b. If you cancel your reservation AFTER the "Registration Deadline" date for registration, the Treasurer will not approve any refund request. However, another member may attend the event in your place with notification to the Event Coordinator prior to the date of the event. Negotiations as to which member will bear the cost of the event are solely between the attending and non-attending member.
5. If an event is cancelled all registrations will be refunded. You will receive full reimbursement if you paid by cash or check. If you paid by credit or debit card, you will receive a full refund minus the credit/debit card transaction fee.
6. All Events (including Spring Fling, Annual Meeting, Christmas in July, and Retreats) will have a Program Production Budget Form submitted to CAB for approval prior to opening of registration.

7. Announcements: Registration for all Events will be announced to the entire chapter at the same time. The registration announcement will be delivered to all members of the Chapter via MailChimp email delivery system (or current email delivery system). No special notice will be provided to prior attendees.
8. Registration: Once an Event open for registration, members may register by paying the full cost of the event.

Newsletter

1. Submissions for publication may be edited for length and grammar by the Editor and Chapter President.
2. NG Leaders are expected to submit a report on their group's activities and planned programs by each newsletter deadline.

Neighborhood Groups (NG)

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, the distance of the group from the event, and other factors brought up by the NG Coordinator(s).
3. NGs may request reimbursement of a maximum of \$60.00 each year from the Chapter Treasurer to fund miscellaneous supplies needed for NG programs or to help defray the cost of baskets for the Annual Meeting. 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 if pre-approved by the full CAB.
5. NGs as per National policy cannot open a bank account or maintain a kitty over \$100. If a NG does maintain a kitty a simple ledger shall be maintained showing income and expenses. A copy of the ledger will be provided to the treasurer twice yearly, January and July, to assure compliance with National policy.
6. A NG leader may concurrently 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.
7. NG Leaders should have at least the next 4 months Programs planned at any one time.
8. The term limit for NG Leaders is four consecutive years. The person may continue as NG Leader at the President's discretion.
9. NGs, with the assistance of the NG Coordinator, will be responsible for finding a successor for their leader when needed.

Chapter Dollars

1. Chapter Dollars will be issued only to ASG members on the South Puget Sound Chapter Roster.
2. Members who transfer out of the South Puget Sound chapter will have 6 months to use their remaining Chapter Dollars.

3. Chapter Dollars shall be awarded and redeemed in accordance with the Chapter Dollar Awards Sheet.
4. Executive CAB may make changes to the Chapter Dollar Awards Sheet as needed.
5. The current Chapter Dollar Awards Sheet will be posted on our Website.

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 Executive CAB in January of each year and presented to the full CAB as “reviewed”. A change passed by a 2/3 majority vote of the new CAB will take effect at the next CAB meeting.
3. Changes made to the Standing Rules will be published in the next issue of “Forever in Stitches” immediately following approval by the CAB. The Standing Rules will be available to members on the Chapter website.