

Olympia Chapter of the AMERICAN SEWING GUILD STANDING RULES

The Olympia 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. We recognize that we are a volunteer organization and agree to treat others with respect.
2. Any ASG member will be welcomed at all of our chapter and neighborhood group meetings, including seasonal attendees.
3. Members may be asked to show their membership cards upon arrival at a meeting.
4. Non-members may attend no more than one special event per calendar year before being asked to join. Membership Chair shall keep track of this.

Chapter Advisory Board Members:

1. The following will be elected members of the CAB:
 - President
 - 1st Vice President
 - 2nd Vice President
 - Secretary
 - Treasurer
2. The following positions will be appointed by the newly elected CAB at the Transition Meeting:
 - Community Service
 - Retail Liaison
 - Historian
 - Sunshine
 - NG Coordinator
 - Newsletter
3. The duties of each position is as described in the 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 board unless assuming the presidency in his or her sixth, seventh, or eighth year of service, in which case he or she could complete up to four successive terms as president
6. Besides the reasons for removal of a CAB member stated in ASG Policy and Procedure Manual, a CAB member of the Olympia board may be asked to resign from the board for being a disruptive influence on the Chapter Advisory Board, for non-performance of the position duties, or for misrepresentation of ASG or the chapter, as judged by a 2/3 majority of the other members of the CAB.

Chapter Advisory Board Meetings:

1. The Olympia Chapter will have 6 CAB meeting per year, calendar dates will be set at the first meeting of the new CAB.
2. Notice of CAB meetings will be in our newsletter.
3. Non-member visitors will be welcomed although they may be asked to limit their remarks during any discussion and will not vote on any motion.
4. Members of the CAB are to send their reports to the president if they are unable to attend.
5. The secretary will send the agenda of the coming meeting with copies of the previous month's minutes to all CAB members and to group leaders.

Annual Meeting and Elections:

1. The month to hold the annual meeting will vary depending on the availability of a location and program. In order of preference, the months are: October, September, November.
2. Members of the nominating committee should include members from various areas of our chapter.
3. Any candidates for President shall have been a guild member in good standing for at least one year and have attended at least one CAB meeting.
4. Each member of the CAB will submit an annual report to the president three days before the annual meeting. The reports will be included in a notebook to be available for members at the annual meeting.

Chapter Finances:

1. The Fiscal Year is January through December.
2. The budget for the coming year will be presented in November of each year.
3. The following expenses of CAB members may be submitted for reimbursement:
 - Copies of ASG related material, not to exceed the plain-paper rate at Office Depot stores.
 - Postage of ASG related materials
 - Long distance charges for ASG related matters
 - Approved Mileage (SEE BUDGET) for attending to ASG business will be reimbursed to CAB members at the IRS rate

ALL EXPENSES NOT WITHIN THE BUDGET MUST HAVE PRIOR APPROVAL

4. The following national conference expenses will be reimbursed for the president to attend the national conference, **UP TO, BUT NOT TO EXCEED THE BUDGETED AMOUNT:**
 - Air travel, by coach class, by the most direct and economical route. Reimbursement for use of a personal car to drive to the conference shall be for either the exact mileage to and from the conference location at the IRS mileage rate or the cost of a coach round-trip airline ticket, whichever is less.
 - Cost of meals while en-route
 - Travel to and from hotel on first and last day of conference
 - Hotel (2 per room and not to exceed the required days for attendance, i.e. President's day and core conference). Attendee is required to stay at the hotel(s) for which special rates have been negotiated for meetings. Additional nights required to attend optional trips will not be covered.
 - If the President cannot attend, the Designated Representative may be reimbursed depending on their level of service: other CAB members and NG Leaders at 80%, Members at 60%. Final determination by the CAB.
 - All receipts for these items must be submitted within 30 days following the Conference.
6. 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.
7. Expenses should be submitted within the month they were accrued if at all possible. All expenses will be submitted within 30 days, those not submitted within the designated period will be discounted at the rate of 10% per month.
8. The CAB must approve all contracts and the President must sign them.

Special Events:

1. All special events require payment to hold a spot on the list.

2. Deadlines for special events shall be determined by the Special Events Chair on a event by event basis.
3. Refunds for special events will be handled in the following manner:
 - Full refund minus \$2 handling charge for reservations cancelled before the “early bird” cut-off date for the event.
 - Full refund minus \$2 handling charge for reservations cancelled after the “early bird” cut-date if there is a waiting list.
 - No Refunds after the final deadline.
 - The Deadline Schedule and Refund Policy shall be printed with the event description and registration form for each event.

Newsletter:

1. The editor and chapter president may edit submissions, especially for length and grammar.
2. Other chapter members may purchase a newsletter subscription for \$2/mo. or \$10/year. Appropriate shipping labels must be submitted to the newsletter chair.
3. NG Leaders are expected to submit a report on their group's activities and planned programs by each newsletter deadline.

Neighborhood Groups:

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 be given chapter funds for special projects as approved by the CAB. .
4. A neighborhood group leader may serve on the CAB while serving as a group leader as long as he or she was duly elected / appointed to complete a term and as long as he or she is performing adequately in both positions.
5. NG Leaders should have at least the next 4 months Programs planned at any one time.
- 6A. The term limit of the NG Leader is four consecutive years. After such time, it is by appointment of the Chapter President only that a longer term can be assigned.
- 6B. 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 longer enthusiastically fulfill her leadership duties, leaves the chapter, or resigns of her own free will.

Amendment of these Standing Rules:

1. A standing rule may be suspended for a designated period by a 2/3 majority vote of the CAB.
2. The standing rules will be reviewed in January of each year. A change voted on by a 2/3 majority of the new CAB will take effect at the next CAB meeting.