
American Sewing Guild



The American Sewing Guild, Inc.'s
Policies and Procedures Manual
for ASG Chapters

An ASG Leadership Library Publication

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This manual is a revision of previous versions of the *ASG Policies and Procedures Manual for ASG Chapters*, the first version having been written in 1985, and supersedes all previous versions. Please discard any other versions of this manual.

This publication is intended to help American Sewing Guild, Inc., leaders do their jobs. Chapter presidents and other advisory board members are encouraged to consult this manual before seeking additional help from other leaders or ASG national headquarters. In addition, guides are available to detail the activities of a number of chapter advisory board positions. These are downloadable from the Leadership Only area of the ASG website, www.asg.org. If there is conflicting information between a guide and the P&P, information in the P&P should be the governing document.

This manual will be updated and maintained by the Board of Directors. The Board of Directors would like to thank the original *P&P* Task Force for their hard work in creating this manual.

For questions about parliamentary procedure not spelled out in this manual, please refer to the chapter's standing rules and then the latest edition of *Robert's Rules of Order, Newly Revised*.

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Section 1
About this Manual

This Manual

In 2003, a task force was established by the Board of Directors of the American Sewing Guild, Inc., to review the *Policies and Procedures Manual for ASG Chapters* and bring it up to date. The task force members decided that the whole manual needed to be reorganized as well as significant portions rewritten.

In 2018 the Board of Directors realized that the manual needed another major review and update with goals to streamline and simplify for readers and for those maintaining and updating the manual in the future.

Manual Organization

This manual is organized into sections by organizational entities and into sub-sections by major topics:

Section 1.	About This Manual
Section 2.	About the American Sewing Guild, Inc.
Section 3.	Governing Documents of the American Sewing Guild, Inc.
Section 4.	Policies and Procedures of the American Sewing Guild, Inc.
Section 5.	About ASG Members
Section 6.	About ASG Chapters
Section 7.	Chapter Advisory Board (CAB)
Section 8.	Chapter Advisory Board (CAB) Position Descriptions
Section 9.	Chapter Functions and Activities

Who Should Be Reading This Manual?

This manual is for the leadership of ASG—chapter presidents and the rest of the Chapter Advisory Board (CAB). Download it from the ASG website, www.asg.org.

How Should This Manual Be Used?

All chapter leaders should read the ASG By-laws and the section containing ASG policies. The policies pertain to the whole organization and all members. By-laws are located on the ASG website.

An individual new to ASG leadership may want to skim the entire manual to get an overview of contents and arrangement before returning to read thoroughly those sections that are directly applicable to their positions. **Chapter Advisory Board members** are encouraged to review and be familiar the *Policies and Procedures Manual for ASG Chapters*.

The chapter president is responsible to make sure that all CAB members have all the information they need.

To answer a specific question, the reader should look first in the index or table of contents to find the section(s) that discuss the topic.

Periodically a change notice for this manual will be posted to the ASG website. The list will contain pages that have been changed or added.



Section 2
About the American Sewing Guild, Inc.

Benefits of Membership

Networking Opportunities:

National → interaction with sewing enthusiasts across the country at national conference, online communities, and access to all chapters for learning opportunities.

Local → programs and community service opportunities through neighborhood/special interest groups and chapter meetings.

Communications: Communication distributed by the local chapter as well as national headquarters.

Portable Membership: Members in good standing may participate in any chapter activities or neighborhood group meetings anywhere at the established member price/fee. A member may transfer to another chapter at any time.

Discounts: For the current list of national retailers that offer ASG members a discount, go to the Members Only area on the ASG website. Each chapter may have established discounts with local retailers.

About the ASG

The American Sewing Guild, Inc., (the ASG) is an organization of sewing enthusiasts who enjoy coming together to learn more about sewing, to improve their sewing skills, and to enjoy each other's company. The organization is a national organization, with members who live in almost every state. The basic unit of organization is a chapter, and as this is written, there are well over 100 chapters. Chapters range in size from brand new chapters with perhaps 15 members to a few large chapters with over 700 members. Many chapters also have smaller groups, called neighborhood groups or special interest groups, which foster more frequent, informal group meetings.

Membership is open to all levels of sewing expertise and all sorts of sewing interests. Chapters and neighborhood groups hold programs about many different aspects of sewing. Members learn from others in their group as well as from speakers who are brought in. Informal learning takes place as friends come together to sew at meetings and chapter-sponsored sewing retreats, sew-ins, and community service sewing days. Many chapters and individual members enjoy doing their sewing for others, and each year the ASG contributes tens of thousands of sewn items and sewing hours to their communities.

Volunteers provide the leadership at all levels of the organization – from committees that provide refreshments at a neighborhood group meeting, perhaps, through the members of the Chapter Advisory Board (CAB) who plan fun events and keep the chapter functioning and to the directors who are planning the course of the organization.

History of the ASG

The Home Sewing Association (HSA) [formerly known as American Home Sewing and Craft Association (AHSCA)] started the American Sewing Guild, Inc. (ASG) in 1978 as a pilot project with chapters in Indianapolis and Denver.

The pilot program was expanded and various types of chapters were tried. On March 18, 1983, the ASG reorganized and made two major changes. The first change incorporated the ASG as an independent not-for-profit educational organization. The second change established the first full-time executive director to manage the organization. At this point, there were about 30 chapters, with each chapter retaining its local flavor while operating under the direction of ASG national headquarters.

At this time it was now easier to start chapters, and by the middle 1990's, the guild was composed of about 80 chapters. The business of the national organization was directed by the ASG Board of Directors and the day-to-day operations were handled by an executive director, under the auspices of various association management firms. During these years, the ASG's "national headquarters" was located wherever the management firm was located.

On March 1, 2001, the American Sewing Guild, Inc., opened its own ASG national headquarters at 9660 Hillcroft Street, Suite 510, Houston, TX 77096-3866. An executive director and staff dedicated to managing the ASG activities were hired.

In the fall of 2003, the directors and regional representatives met in a joint session to discuss the objectives and future of the organization. They developed a new mission statement, which incorporates the core aim of the ASG:

Advancing sewing as an art and life skill.

ASG Structure

ASG is governed by a ***national Board of Directors***; one or two directors are elected each year for a three-year term. A director may serve a maximum of two terms. The national board elects officers – a chair, a secretary, and a treasurer – each year. It makes policy, sets goals and objectives for the organization, and initiates programs through assignments and task forces or committees. In addition, it keeps the organization running by hiring the executive director.

The ***executive director*** is responsible for the overall management of the business affairs of the ASG and also serves as our representative to the sewing industry. The executive director is responsible for hiring and supervising the ASG national headquarters staff.

The ***national headquarters staff*** fulfills the day-to-day management of the ASG, which includes maintaining the membership data base, assisting chapters, chapter start up and development, planning the national conference and other official meetings, maintaining the ASG website, accounting, public relations, advertising, communication, obtaining insurance, and filing taxes.

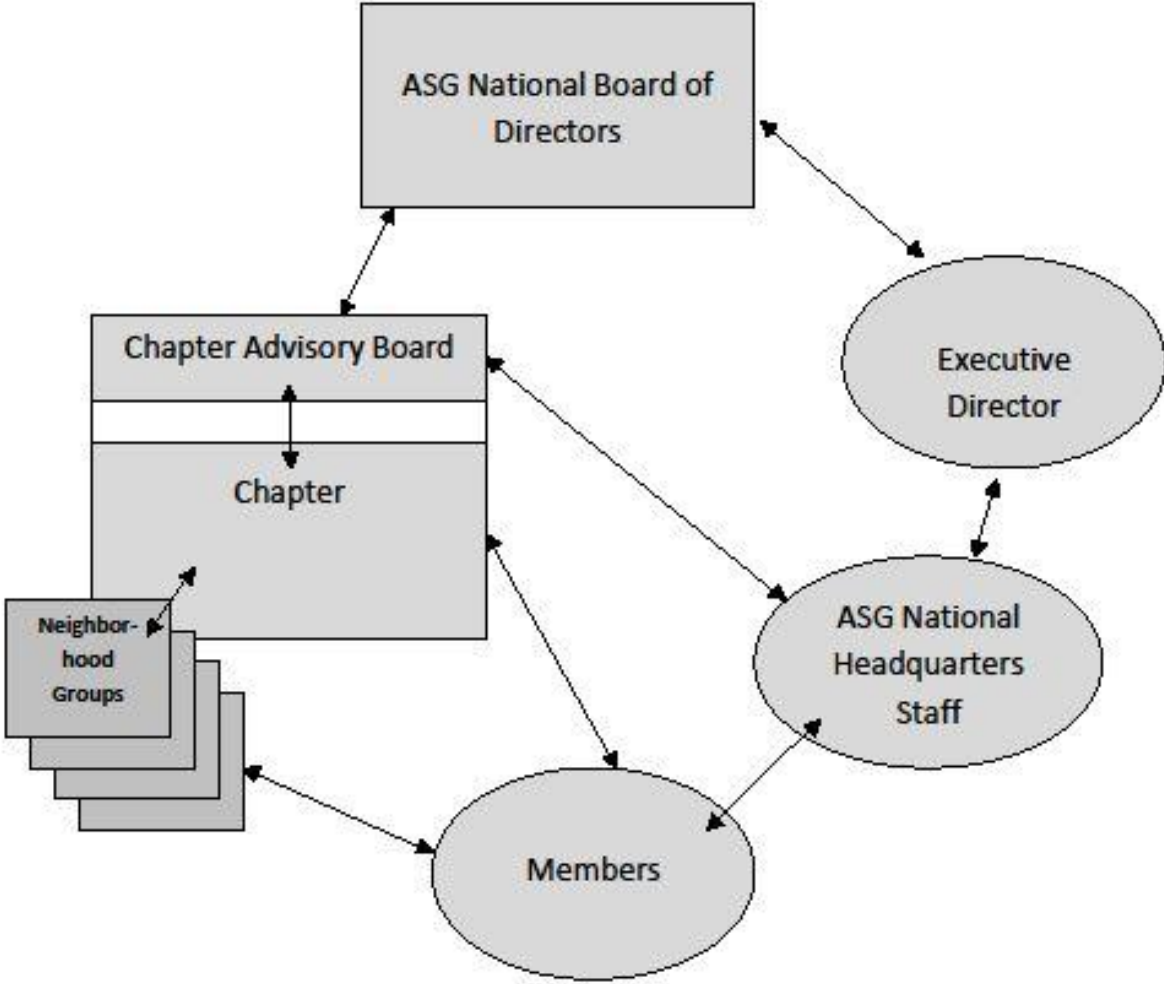
Leading each chapter is a ***President*** and a ***Chapter Advisory Board (CAB)***. The CAB shall have no fewer than three (3) members. A chapter can decide whether or not it needs additional positions (following the guidelines discussed in this manual). The CAB must meet at least four times a year, but probably more, to plan and conduct the business of the chapter, such as setting up educational programs – all for the benefit of ASG Members.

ASG members are members of the whole organization. They can attend ASG meetings anywhere in the country. Members may designate a particular chapter to receive the part of their dues that comes back to chapters (the “rebate”). Usually this chapter will be the nearest one to where they live and from which they will receive communications about chapter activities, but it can be any chapter at all.

In many chapters, people in a particular area or town or with a specific interest will also form a ***neighborhood/special interest group***. A group may be as small as three or four or have more than 40 regular attendees. Neighborhood/Special interest groups are part of a chapter, and chapter members may attend as many different neighborhood/special groups as they wish.

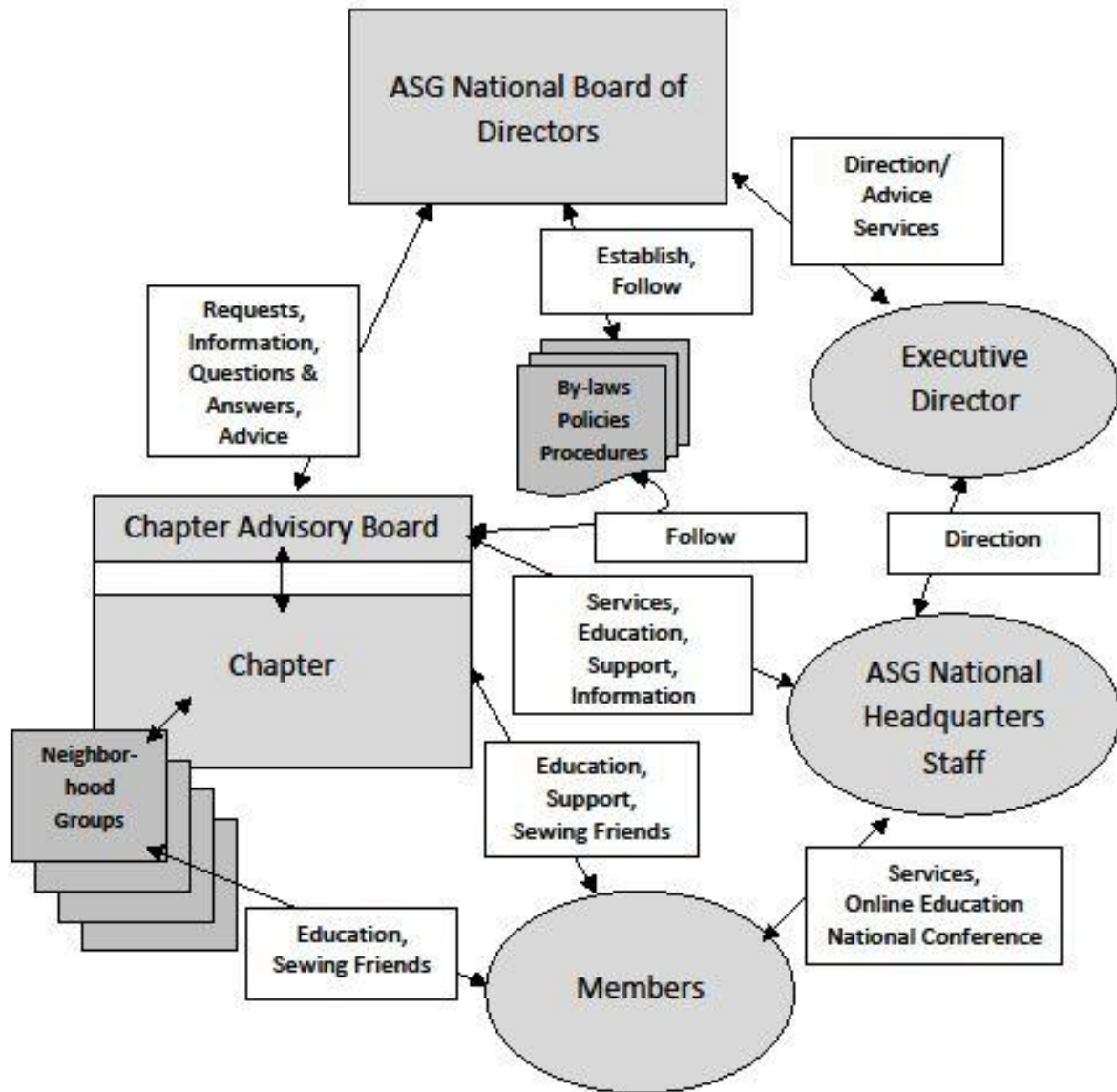
American Sewing Guild, Inc.

ASG Organizational Chart



American Sewing Guild

ASG Functional Flow Chart



The ASG Board of Directors

Composition

A national Board of Directors (BOD) governs ASG. The national board is composed of at least three (3) directors, who are elected by the corporate members of the ASG (see the ASG By-laws, Article III and Article IV. The election of directors occurs at the annual business meeting of the ASG, called the “Annual Meeting of the Corporate Members,” held during the annual American Sewing Guild, Inc., National Conference.

The directors determine the number of directors on the national board. Likewise, the chair of the national board names a nominating committee that sets the qualifications for candidates for the director position and the election procedures; the national board then approves these.

There are an uneven number of directors on the BOD. Each director is elected to a three (3)-year term and can serve a maximum of two (2) terms. Terms are staggered so that approximately one-third of the number of directors is elected each year.

Vacancies

Vacancies on the BOD, whether due to resignation, termination, or death, will be handled in accordance with the ASG By-laws, Article IV, Section 4, and a new director will be appointed by the remaining directors.

Remuneration

- Directors receive no salary or payment for serving on the BOD.
- Directors’ expenses associated with serving on the BOD are reimbursed as outlined in the *ASG Board of Directors Manual*.
- During the years that a director serves, her/his membership dues are complimentary.

Responsibilities

Directors have the ultimate legal and financial responsibility for the American Sewing Guild, Inc. (ASG). As such, directors provide the leadership, governance; decision-making and oversight needed to fulfill the mission of the organization. The responsibilities of the directors, working collectively as the BOD, are the following:

- Ensure that the organization meets legal requirements and is operating in accordance with its mission and for the purpose for which it was granted tax-exemption and its not-for-profit status
- Provide oversight of the organization and assure that the organization meets the needs of the members.
 - Determine the organization’s mission, purpose, vision, and philosophy.
 - Draft and support the organization’s vision, mission, core values, guiding principles, position statements, policies, goals, procedures, and programs.
 - Create a written plan for the long-term future of the organization through Goals and Objectives.
 - Provide leadership to the organization and ensure effective organizational planning.
 - Determine, monitor, and strengthen the organization’s programs and services.
- Assure that organizational structure and board operations are appropriate and adequate.

-
- Periodically propose changes to structure of organization.
 - Annually, evaluate board performance.
 - Select and evaluate the executive director.
 - Set policies for the executive director and staff to implement and achieve.
 - Assure that appropriate and adequate administrative and support systems are in place.
 - Identify the financial resources necessary to support the mission in the short and long term.
 - Ensure that the organization has adequate resources and manage those resources effectively.
 - Develop and monitor the organization's operating budget.
 - Ensure that the financial records are either audited or reviewed annually by a reputable CPA knowledgeable in accounting for tax-exempt organizations.

In addition, each individual director is personally responsible for the following::

- Act in ways that will not likely be perceived as a conflict of interest with the organization or as self-serving.
- Expand personal knowledge about the ASG, nonprofits in general, and board responsibilities through orientation, hands on participation, and ongoing education.
- Attend all board meetings and Conference, and be prepared by reading the advance materials.
- Participate in any scheduled conference calls.
- Actively participate in task forces or subcommittees of the BOD as needed and follow up on any tasks assigned.
- Compile a written report of work two weeks prior to each board meeting and as needed.
- Ensure legal and ethical integrity and maintain accountability.

Officers of the National Board and the ASG

Within three (3) days of the Annual Meeting of Corporate Members, the new Board of Directors has its annual meeting. The new BOD is composed of the directors starting the second or third years of their terms and the newly elected directors. At this meeting, the directors elect the three (3) officers of the BOD: the chair, the secretary, and the treasurer. The officers who are elected are, by virtue of their election, the officers of the ASG, which is a corporation.

These newly elected officers begin serving immediately upon election. Their terms are for approximately one (1) year, that is, until the next annual meeting of the BOD or, if an officer is in the last year of her/his term as director and is not re-elected to the Board, until the end of the day of the annual meeting of the ASG, which is the end of her/his service as a director.

ASG National Headquarters

The ASG national headquarters is where the day-to-day management of the ASG takes place.

Some of the primary activities at ASG national headquarters include the following:

- Process membership forms and payments and enter the information into the database.
- Prepare new member packets and create membership cards for mailing.
- Generate and mail renewal notices.
- Receive and handle mail, email, and phone calls that come into the office daily.
- Maintain Chapter files and records on chapter good standing.
- Prepare chapter mailings.
- Receive and process product orders.
- Conference planning and preparation goes on year-round, working up to three years in advance to find appropriate facilities and to provide a unique conference experience incorporating education, leadership sessions, tours, exhibitions, and shopping opportunities for attendees.
- Manage the ASG website and social media presence.
- Process accounts receivable and payable weekly.
- ASG national headquarters creates initial budgets for BOD approval, manages the finances of the ASG and files the corporate income tax returns.
- ASG national headquarters secures the liability insurance to cover the ASG and chapter and neighborhood/special interest group meetings and events.
- ASG national headquarters sets up meetings and conference calls for the Board of Directors, in addition to supplying information, advice, and other support to the directors.
- Oversees the development of new chapters.
- Headquarters, usually the executive director, represents the ASG to the sewing industry, to the national media, and to the general public.
- Sewing education programs are developed and overseen by ASG national headquarters.
- ASG national headquarters acts as the long-range memory as well as the central repository for the files and information of the ASG.

Headquarters Staff

The Executive Director

Relation to the Board of Directors

The BOD hires, directs, pays, and evaluates the executive director. Authority is given in the ASG By-Laws Article IV, Section 8. The executive director's "boss" is the chair of the national Board.

The executive director works closely with the chair to plan BOD meetings and on matters relating to governance. The executive director provides the directors with regular financial and operations reports and works with the national Board in the development of programming and strategic planning. The executive director serves as an advisor to the BOD in areas of governance, leadership, industry and media relations, budgeting, and association practices.

The BOD reviews and assesses the ASG national headquarters' operational performance annually.

Relation to the Headquarters Staff

The executive director hires, directs, pays from an allocation in the ASG budget, and evaluates the staff. Because she is responsible for ASG national headquarters' performance, she is responsible for how the staff members perform in their jobs.

Other Staff Members

There are paid staff positions at the ASG national headquarters, in addition to the executive director, to handle the headquarters functions outlined previously.

Contacting ASG National Headquarters

Mailing address:

ASG National Headquarters
9600 Hillcroft Street, Suite 510
Houston, TX 77096-3866

Phone/Fax numbers:

713-729-3000 (phone)
713-721-9230 (fax)

Although the headquarters staff answers numerous phone calls from chapter leaders daily, many of the questions can be answered by reading the material that is either in the current *Policies and Procedures Manual for ASG Chapters* or in the materials sent out in the monthly mailings. If a question remains, the most efficient method of inquiring of headquarters staff is to send an email note addressed to info@asg.org with the subject of the question in the address line. The question can then be directed to the right person.

What Headquarters Doesn't Do

Sometimes chapter presidents or others ask ASG national headquarters to do something that is not part of their duties.

Following is a list of some things that headquarters does not do for ASG chapters or for ASG members:

- **Keep track of multiple addresses per member.** Members are responsible for updating their personal information each time it changes, whether from a name change, a seasonal move, or updated email address.
- **Research individual state laws** that affect whether chapters can hold raffles or “opportunity drawings” or secure a state or city sales tax license if one or both are needed.
- **Act as the complaint department** for members who are unhappy with their retail stores.
- **Act as the answer department** for questions that can easily be found by reading leadership materials
- **Arbitrate “out of control” situations.** A situation arising within a CAB where outside intercession is needed is handled as described in the section “If a Conflict Arises on the CAB”.
- **Issue dues refunds.** If members decide at some point during the year that they do not want to be members any longer, the ASG does not refund membership dues. Members have the option to choose not to renew, but they cannot get money back.

ASG National Conference

The American Sewing Guild, Inc., holds a national conference annually, rotating among locations across the United States. The conference consists of educational classes and optional tours.

ASG national headquarters staff primarily the conference administrator, does most of the planning and production of each conference. The BOD plans the corporate annual meeting and leadership training sessions. The host chapter is primarily responsible for hospitality, and volunteer functions. They also consult with staff on tours and other geographical matters.

Annual Meeting of Corporate Members

The Annual Meeting of Corporate Members includes the annual State of the Guild Report and financial reports on the completed fiscal year, an election of directors and voting on any proposed by-law changes as well as other presentations. Only chapter presidents and directors of the ASG may attend the Annual Meeting of Corporate Members.

Only directors and presidents of chapters in good standing may vote. Candidates for the position of director will also be invited to the Annual Meeting of Corporate Members but are not eligible to vote unless they qualify under the above definition.

If a chapter president is unable to attend the conference, another member of that chapter's CAB may apply to represent the chapter as a non-voting delegate at the Annual Meeting of Corporate Members. The procedure for applying is outlined in conference mailings.

Fees

The fee schedule for each conference is outlined in the conference brochure. Non-members pay higher fees than ASG members to attend. Reduced fees are offered to those who register before an early-registration deadline. Lodging and some meals are not included in the conference fee.

Reduced Fees for Presidents

Chapter presidents and members of the BOD will be offered a reduced fee if they register before the early-bird deadline. To qualify for the reduced fee, the chapter must have met the January 31st deadline for 4th quarter Chapter Financial reporting. Reduced rate attendees must attend the Annual Meeting of Corporate Members and any additional leadership training sessions, and, if required, perform additional minor duties assigned to them. Duties would not interfere with any classes or workshops.

Presidents not present at the annual meeting or failing to perform an assigned duty will be invoiced for the difference between the full registration fee and the reduced rate. It is important for chapter presidents to attend and represent their chapters whenever possible and it is recommended that chapters include an item in their budget to cover either all or part of the president's expenses to attend.

Legal and Tax Structures of ASG

The following information is intended to provide a general understanding of the legal and tax structure of the American Sewing Guild, Inc., and to explain certain related procedures.

Nonprofit Corporation

The American Sewing Guild, Inc., is a New York not-for-profit corporation that was created on March 18, 1983, when a Certificate of Incorporation, was filed with the State of New York. Generally, when people ask if ASG is a *nonprofit*, they are not referring to the corporate legal formation; instead they are referring to the *federal IRS tax-exempt status*.

Federal Tax-Exemption

A nonprofit corporation (based on the legal formation status described above) is *not necessarily* a tax-exempt corporation for federal tax purposes. Only nonprofit corporations can file for Federal IRS tax-exempt status, but not all nonprofit corporations are granted such status.

There are many categories of tax-exempt status, but most common are the "charity" and "educational" categories defined by Internal Revenue Code section 501(c)(3) [thus the common reference as "a 501(c)(3) corporation"]. The ASG is considered an educational and a charitable organization.

501(c)(3) Determination Letter

Non-for-profit corporations must go through a lengthy application process in order to receive the IRS judgment that it is a 501(c)(3) organization. Once this is determined, the IRS issues the organization a *Determination Letter*. Once the Determination Letter is issued, donations to the group are tax-deductible by the donors.

The American Sewing Guild, Inc., was issued a Determination Letter by the Internal Revenue Service on March 14, 1986. The ASG Inc. has a tax-exempt status. **Protection of this status is the reason for the Good Standing Policy.**

Each chapter should have a copy of this in its files and may obtain a copy, if necessary, from ASG National Headquarters. Since the Determination Letter held at Headquarters has been copied multiple times, it is not reproduced in this book.

Subordinate Entities (Chapters)

An ASG chapter is a *subordinate* of the American Sewing Guild, Inc., that is, a part of the whole. In order for subordinates of the corporation (in the ASG's case, chapters) to qualify for *the same* nonprofit determination, the corporation must submit the chapter names to the IRS with the annual tax return.

Including chapters in the national ASG income tax return relieves each chapter from filing its own application for 501(c)(3) status and from filing tax returns every year. In order for a chapter to "reflect" the 501(c)(3) status of the national organization, the chapter president or the chapter treasurer **must complete and submit the Group Exemption Application Form** by December 15 of each year to ASG national headquarters. **This is a Good Standing Policy Checklist item.**

Benefits of receiving the IRS 501(c)(3) determination include:

-
- Potential qualification to use nonprofit bulk mail rates;
 - Ability to receive acceptable tax-deductible donations;
 - Potential qualification to purchase goods and services for use in one's operation without paying sales tax on them (based on state and local law);
 - Ability to apply for and receive grants from private foundations.

EIN – Federal Tax Identification Number

Every chapter must have an Employer Identification Number (EIN). The chapter development administrator at national headquarters applies for a chapter's EIN when a new chapter is organized. All existing chapters already have one.

This tax identification number is used by chapters to open their chapter bank accounts and by the IRS to keep track of which "groups" within the organization are covered by the ASG's annual tax return, which is filed by ASG's national headquarters each year.

The correct EIN must also be used on the Chapter Financial Report. This number begins with two numbers followed by a dash and then seven numbers (for example, 12-1234567). A chapter's files should include the letter from the IRS that identifies the EIN assigned to that chapter. Contact ASG national headquarters to obtain the EIN if your chapter's letter has been lost.

Insurance

The American Sewing Guild, Inc. organization carries general liability insurance that includes coverage for individual chapters for ASG meetings, programs, and events. Each fall ASG national headquarters places a copy of the new Certificate of Liability Insurance (referred to as a *COI*) on the ASG website. If asked to show proof of insurance, download, and print/email this form for the requestor.

If the chapter receives a request to add a specific venue (additional insured party) or to name the specific chapter, the chapter must contact ASG headquarters.

If the event is in a member's home, the homeowner's policy is considered the primary coverage.

The ASG insurance policy does not cover incidents related to the serving of alcohol. Therefore, if the chapter holds an event of this nature, all liability rests with the local chapter and the elected CAB members. The American Sewing Guild, Inc. is not responsible.



Section 3
Governing Documents of the
American Sewing Guild, Inc.

Governing Documents

The ASG is governed by a number of laws and documents. The BOD, executive director and headquarters staff, and chapters must comply with these laws and documents. ***Chapters must not change these governing documents in any way because they are legal documents.***

These documents include:

- **Federal law** governing nonprofits including the Internal Revenue Code, particularly section 501(c)(3) of the Internal Revenue Code. This also includes any relevant regulations.
- **New York law**, under which the ASG is incorporated (particularly Chapter 35 of New York Law). This also includes relevant regulations.
- **ASG Certificate of Incorporation** and its amendments. The Certificate of Incorporation is a document issued by the state of New York. It gives legal status to the ASG and establishes the basic framework for the ASG, including its purpose.
- **ASG By-laws**. The By-laws were rewritten and adopted in March 2004 and were amended in July 2005 to merge the chapter by-laws and corporate by-laws into one document for ease of use for everyone. Further amendments to clarify the corporate structure were approved in August 2009, August, 2011, and August 2012. By-laws are rules adopted by the ASG for the organization's governance. They represent the most important legal document drafted by an organization and specify what duties and responsibilities are assigned to the different groups in the ASG (such as the Board of Directors, chapters, members, etc.). The Bylaws document is available on the ASG website.
- **Chapter Charter**. The Chapter Charter is a contract between an individual chapter and the ASG. It is granted when a chapter has met certain conditions established by the ASG Board of Directors; it outlines the chapter's rights and responsibilities as part of the ASG. The charter may be reviewed and changed by the National Board of Directors periodically and *all chapters are governed by the Chapter Charter that is the most recent revision, not by the version of the Charter that was in effect when the chapter became chartered.*
[Note: The certificate issued when a chapter becomes chartered is not the "chapter charter" document, although it may have been referred to in that manner.]
- **Chapter Letter of Agreement**. The Letter of Agreement is a contract between a person or group wishing to start a chapter of the American Sewing Guild, Inc., and the ASG. It outlines the rights and responsibilities of the unchartered chapter.
- **Policies and Procedures Manual for ASG Chapters**. This manual governs chapter policies, operations, elections and other procedures, as well as ASG members. The manual is reviewed and updated by the Board of Directors.

Hierarchy of Governing Documents

The ASG's governing documents should be consulted in the following order, from highest to lowest authority:

1. Laws of the United States of America and the laws of the State of New York
2. The Articles of Incorporation for the American Sewing Guild, Inc.
3. The By-laws of the American Sewing Guild, Inc.
4. The latest version of the ASG Chapter Charter **or**, if the chapter is not yet chartered, the ASG Letter of Agreement, which was signed when the chapter was organized
5. The latest version of the policies and procedures of the American Sewing Guild, Inc., as documented in the *Policies and Procedures Manual for ASG Chapters*
6. A chapter's standing rules, if any, which are not in violation of or contradiction with any of the above. Chapters must take care to put in writing any standing rules that deviate from *Robert's Rules of Order* as cited below.

The current edition of *Robert's Rules of Order, Newly Revised*

In practice, ASG leaders would probably consult only the *Policies and Procedures Manual for ASG Chapters* (this manual), and the chapter's standing rules.

Section 4
Policies and Procedures
of the American Sewing Guild, Inc.

Non-Discrimination and Sensitivity Policy

What Is Discrimination?

Discrimination occurs when someone is treated differently based on as race, creed, color, age, sex, sexual orientation, gender identity, disability, religion, or national origin. The American Sewing Guild does not discriminate as found in By-laws, Article II, Section 2.

When people wish to join the ASG, they fill out a membership application form. ASG national headquarters has the option to refuse membership but it cannot turn down someone's membership request on the basis of race, creed, color, age, sex, sexual orientation, gender identity, disability, religion, or national origin.

What Is Sensitivity?

The American Sewing Guild, Inc., (ASG) is committed to equal access and opportunity for all. To foster the spirit of community within the ASG and between ASG and the community at large, we will demonstrate respect and sensitivity toward one another through word and deed. While representing the ASG or participating in an ASG activity, we will not promote or endorse divisiveness regarding any of the above or any other area that may fall into the category of sensitive subject matter.

As a nonsectarian, nonprofit organization, the ASG and ASG members must be kind and considerate of others. There are members of the ASG as well as our communities who have different cultural backgrounds, different religious beliefs, and different abilities. Because it is easy to offend without intention, the leadership of the ASG and ASG members will lessen the opportunity for that by ensuring that nothing done under the auspices of the ASG can be in any way interpreted as exhibiting or endorsing any personal beliefs or prejudices.

Use of ASG Name, Logo, Trademarks, and Copyright Policy

The American Sewing Guild, Inc., name and logos are the exclusive property of the American Sewing Guild, Inc., and may not be used in whole or part, by any individual or entity, for profit. ASG members may use digitized ASG logos for personal use only. These logos include the official ASG logo (Needle-and-Thread), the ASG “Sewing Friends,” the “Pattern for the Future” logo, and ASG conference logos, as well as any other ASG designs. ASG chapters may use ASG logos for chapter materials such as banners, business cards, bookmarks and other promotional materials.

ASG chapters wishing to produce merchandise for sale using an ASG logo must submit a written proposal to the ASG executive director, outlining the purpose for the project and requesting written permission to use the logo for the specified purpose.

The ASG executive director may grant permission to use an ASG logo for joint venture projects, fundraising, advertising and marketing, or publicity purposes. Any proposed requests that do not fall within these guidelines will be referred to the BOD for review.

Violations of this policy will be considered a violation of the copyright laws and be subject to prosecution to the full extent of the law.

The ASG respects the logos, trademarks, and copyrights belonging to other corporations, partnerships, and individuals and will not knowingly use or otherwise violate their ownership. The ASG does not condone the copying or sharing of designs or intellectual property owned by others.

What Are Trademarks and Copyrights?

A trademark is any mark, word, name, symbol, device, or slogan that serves to identify an organization or company. Trademark law prevents one from using another’s trademark (such as the name of a musical group) on merchandise. Basically, a trademark is someone’s brand.

Copyright laws protect original and creative works (e.g., images, text, audio, video, graphics, etc.) from being copied, distributed, transposed into a different medium or used to create a derivative work without permission from the author.

In order to qualify for copyright protection, the work must be fixed in a tangible medium and must concern expression of ideas rather than mere facts. Facts are not protectable under the copyright laws. Most textual works include protectable expression as well as facts. Typically, graphics, photographs, and pictures are protectable.

Copying may be established by showing that the accused infringer had access to the original work and that the accused copy is substantially similar to the original work.

The concept of fair use may be invoked as a defense to copyright infringement, but is difficult to establish when the accused use is for commercial as opposed to educational purposes. In determining fair use, courts look to the purpose and character of the use, including commercial vs. nonprofit educational purpose, nature of the copyrighted work, the amount and substantiality of the portion used in relation to the work as a whole, and the effect of the use on the potential market or value of the work. The fair use exception may permit the use of small portions of a protected work for limited purposes so long as the value of the original work is not impacted.

ASG Logos and Copyrights

The ASG logos currently in use are the Needle-and-Thread logo (**the official logo of ASG**), the “Pattern for the Future” design, and the “Sewing Friends Together” graphic. These are trademarks in that they are often applied to products or used in connection with ASG advertising, correspondence, and communications – they are used to identify ASG.

Copyright law applies to the artistic aspect of our logos and to written documents. ASG copyrights include this manual, all Leadership Library guides, and chapter newsletters.

Why Are Trademarks and Copyright Important?

Trademarks and copyrights are part of what makes an organization identifiable to the public and distinguishes the products and services the ASG offers from those of other organizations and businesses.

It is very important that ASG’s trademarks be used in a way that helps the public view the ASG in the most positive way possible. The official ASG logo should be used on chapter newsletters. Chapters can use any of the three (3) logos on their stationery to identify and add legitimacy to chapter correspondence. People in leadership positions within the ASG can use the logo on their business cards.

Protecting others’ copyrights is also important to ASG members to ensure the livelihood of authors of patterns, books, and embroidery designs. The ASG does not condone or encourage shared use of patterns or designs or the use of copyrighted material in chapter newsletters without the author’s written consent.

Selling Items with Logos

Many chapters offer goods for sale to members and to the public with an ASG logo on them. To ensure that the ASG’s image is protected on these items and that the ASG is being presented to the public in a consistent and professional manner, anything with the ASG logo on it that will be offered for sale by a chapter must be approved by the executive director of the ASG.

Digitized ASG Logos

The ASG also has digitized logos downloadable by members from the Members Only area at the ASG website. Members may download these logos and use them without permission from the ASG for their own personal use. But members must not sell items with ASG logos on them without permission from the ASG executive director.

Fair Use of Copyrightable Works Guidelines

The following are guidelines to avoid claims of copyright infringement when making fair use of copyrightable works for educational purposes in connection with classes and seminars offered by chapters/members of the American Sewing Guild, Inc.:

- Educational instructors may make one (1) copy of any of the following for her/his use in teaching or preparation to teach a class:
 - A chapter from a book;
 - An article from a periodical or newspaper;
 - A short essay; and

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- A sewing pattern, chart, graph, diagram, drawing, or image from a book, periodical or newspaper.
 - Educational instructors are permitted to make multiple copies for classroom use or discussion, subject to the following conditions:
 - The copying is brief:
 - **for works of prose** - a complete article, story or essay if less than 2,500 words, or an excerpt from any prose work where such excerpt is not more than 1,000 words or 10% of the work, whichever is less and provided it is not the “heart of the work”; or
 - **for illustrations** - one sewing pattern, chart, graph, diagram, drawing, or image per book or per periodical issue.
 - The copying is spontaneous:
 - The idea to make the copies must come from the instructor, not from administrators or other higher authority.
 - The idea to make copies and their actual classroom use must be so close together in time that it would be unreasonable to expect a timely reply to a permission request.

For example, if the instructor finds a news article on sewing methods two days before presenting a lecture on the subject, then copying said article for classroom distribution would likely be permissible.

However, if it is reasonable to expect a timely reply to a permission request from the copyright holder, then the instructor is required to make every effort to attain the copyright holder’s permission before copying.

The copying of the material is for only one course offered by a given chapter of the American Sewing Guild, Inc.

Not more than one (1) short article, story, essay or two excerpts should be copied from the same author, nor more than three (3) from the same collective work or periodical volume (e.g., a magazine or newspaper) during one class.

The number of copies cannot exceed more than one copy per pupil; a notice of copyright must be affixed to each copy; and for courses that may extend over the term of a year or require multiple classes over several months, only nine (9) instances of copying for classroom distribution should be permitted.

- Restrictions on making a single copy for use by an instructor (#1 above) and multiple copies for classroom use (#2 above):
 - Classroom copying cannot be used to create, replace, or substitute for anthologies, compilations or collective works;
 - Still, replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.
 - There shall be no copying from workbooks, exercises, and similar “consumable” materials used in the course/seminar or teaching;
 - Copying shall not: (i) substitute for the purchase of books, publisher’s reprints or periodicals; (ii) be directed by the American Sewing Guild, Inc., or a particular chapter; or (iii) be repeated by the same teacher each year.

In other words, educational instructors may not, without permission, photocopy sewing patterns, workbooks, texts, or other materials that were created for educational use, if the copying provides replacements or substitutes for the purchase of sewing patterns, books, reprints, periodicals, workbooks.

However, just making a copy of a couple of pages out of a textbook would not provide a replacement for the entire book because there would be much more in the book that was not in the copies of the couple of pages. Thus, even if the students were to get copies of 2 pages of a textbook, they may still want to purchase the workbook to see the rest of the book. The 2 pages would not be a "replacement or a substitute for the purchase" of the textbook in any meaningful sense.

- Pupils cannot be charged more than the actual cost of photocopying.

Additional Comments

- It is permissible to use facts taken from any source, but instructors must express those facts in a different way.
- It is permissible to use works that are in the public domain, that is, no longer protected by copyright laws.
- Attribution of source does not avoid copyright infringement.
 - However, it is permissible to quote small segments from another source to make a particular point, provided that attribution of source is given. For example, it is permissible to quote a particular statement about a sewing pattern or technique to critique that statement or expression.
- If using the name of another sewing expert or his/her technique, particularly to market or advertise a particular course or seminar, permission or authorization from that expert should be obtained to avoid violating his/her right of publicity/privacy.
- When in doubt, assume that there is copyright protection and seek permission before duplicating any substantial portion of a work.
 - Any questions or concerns regarding the lawful copying of copyrighted material should be directed to the executive director, American Sewing Guild, Inc. (713-729-3000).

Good Standing Policy

What is Good Standing?

Good standing is defined as conformity in fulfilling official requirements. The ASG is dependent on each of its chapters to provide the necessary information as listed below so that the ASG will be in good standing with the guidelines for maintaining our 501(c)(3) status.

Internal Revenue scrutiny of nonprofit organizations makes it imperative that chapters make every effort to comply by providing the needed information to ASG national headquarters.

501(c)(3) Status

The Internal Revenue Service issued a Determination Letter to the American Sewing Guild, Inc., on March 14, 1986, designating the ASG as an IRS Code 501(c)(3) non-profit corporation. Non-profit corporations must go through a lengthy application process to receive this determination, and the ASG must continue to file routine financial reports in order to keep this status current.

Group Exemption

The American Sewing Guild, Inc., is recognized as the central organization with affiliated subordinates (chapters) under its control. A chapter must file a Group Exemption Application Form by December 15 of each year to request that the ASG include that chapter as a subordinate entity for that year. Then the ASG receives group exemption status for all chapters so doing.

Another requirement for inclusion under the central umbrella is that all subordinates have the same fiscal year as the central organization.

Fulfilling these two requirements relieves a subordinate (a chapter) from filing its own application for 501(c)(3) status and from having to file annual tax returns.

Annual Tax Return

Certain information from each chapter must be verified annually by ASG national headquarters (central organization) in order to retain this group exemption and to file the ASG federal tax form. In order for the ASG federal income tax return to be filed, financial information contained on the Chapter Financial Report for each of the subordinates must be available.

Chapters that do not provide this information by the scheduled due dates may then be responsible for filing individual tax returns for their chapter and/or may be liable for audit by the IRS.

Chapter Good Standing Checklist

To be in good standing:

- By December 15 of each year, each chapter must mail a hard copy of the Group Exemption Application Form to ASG national headquarters. Either the chapter president or the treasurer can submit this form. This form requests that the chapter be included in the American Sewing Guild, Inc., organizational income tax filing.
- A chapter's Employer Identification Number (EIN) must be on file at ASG national headquarters and used on its Chapter Financial Reports.
- A chapter must set its fiscal year to correspond to the calendar year.
- All chapters must file accurate Chapter Financial Reports quarterly, including the source of income and nature of expenditures. These are to be provided to ASG national headquarters **no later than** the end of the month following the end of the quarter.
- All chapter bank accounts must have three authorized signors who are CAB officers and should include the president and treasurer. Payments require documented approval of at least two authorized signors. Refer to Finances in Section 9 for additional information.
- A chapter must send current banking information via the CAB/Banking Information Form to ASG national headquarters every time the chapter's bank accounts change. This information shall include the bank's name and full mailing address and the account number(s).
- Chapters **shall** communicate with all chapter members at least **quarterly**), as stated in the Chapter Charter and Letter of Agreement.
- All chapter advertising revenue must be sewing related. Since advertising revenue is considered an income source, documentation of these ads, or lack of ads, must be on file for income tax filing purposes in the event that ASG, is audited.
- A chapter must have at least three (3) CAB members: including a chapter president, a secretary, and a treasurer.
- A chapter must have a current CAB/Banking Information Form on file at ASG national headquarters listing at least the three (3) required CAB members and the communications chair in addition to information about the chapter's banking institution and accounts.

Good Standing Policy

Only a chapter in good standing as a corporate member may vote in elections for national directors or in any matters brought before the corporate members, including proposed amendments to the ASG By-laws. The BOD may subject a chapter that is not in good standing to disciplinary action and/or a period of probation until the causes of the loss of good standing are corrected.

Each year the national Board of Directors will establish the date for notifying chapters of their ineligibility to vote at the annual meeting of corporate members. Voting rights are extended only to chapters that maintain a minimum of twenty members.

The following procedure has been adopted by the BOD to protect the American Sewing Guild, Inc.'s IRS 501(c)(3) status.

Definitions

Chartered Chapter: A chartered chapter is one that has been in existence for one year and has fulfilled all of the requirements to become chartered, as outlined in the Chartering a Chapter Checklist (on the ASG website). A chartered chapter shall have full rights as a corporate member of the ASG as long as the chapter remains in good standing/good standing.

Unchartered Chapter: A new chapter that has not fulfilled all of the requirements to become chartered will be considered "unchartered." The unchartered chapter will attain voting rights on national matters when it becomes chartered.

Chapters Not in Good Standing

The following procedures will be implemented if either a chartered or unchartered chapter is out of good standing/not in good standing:

1. National headquarters will notify the three (3) required elected Chapter Advisory Board (CAB) officers via email. The email will contain a list of why the chapter is out of not in good standing, i.e.: missing or incorrect documents, not complying with ASG policies, etc.
2. The chapter has 30 (thirty) days from the date the email is sent in which to correct the deficiencies. If a chapter finds that it cannot come back into good standing within the 30-day period, the chapter president, on behalf of the CAB, should respond to the chapter development administrator with a plan for correcting these deficiencies.
3. The chapter development administrator has the option of approving and/or modifying the chapter's plan for returning to good standing, with or without penalty.
4. If the chapter cannot return to good standing or does not respond to the chapter development administrator within the 30-day period, national headquarters will send certified letters, return receipt requested, to the required three (3) elected CAB officers stating the consequences of remaining out of good standing/not in good standing.

Starting at the next direct deposit cycle after the 30-day period, the chapter's dues rebates will be withheld and placed in escrow for the chapter. **A chapter that is not in good standing may be required to file its own federal income tax return and obtain its own insurance coverage.**

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5. If the chapter returns to good standing within 90 days from the date of the initial notification, the rebates will be withdrawn from escrow and returned to the chapter.
 6. If the chapter does not return to good standing within the period covered by this procedure, the national Board of Directors will be notified and will determine whether to place the chapter on probation or dissolve the chapter.

Financial Policies

Fiscal Year

The ASG fiscal year shall be from January 1 through December 31. All chapters must use the same fiscal year as the ASG. **This is a Good Standing Policy item.**

Audits

As good financial management, a chapter may want to appoint an audit committee of financially-savvy chapter members who have not been CAB members recently to audit the chapter's books annually and each time the treasurer changes. If the CAB votes to have an outside review of its books, the review is at the expense of the chapter.

Reserve Monies

It is strongly recommended that chapters keep six (6) months of operating expenses in reserve for use in emergency situations or for special purposes. This money should be kept in a savings account or money market fund in an FDIC insured bank for ease of access. If money is withdrawn for a purpose approved by the Chapter Advisory Board (CAB), then steps should be taken to replace the funds in a timely manner.

Guest and Visitor Policy

Chapters shall not change this policy.

- A visitor or guest is welcome at any regular chapter or neighborhood/special interest group meeting.
- Visitors may attend a total of two such meetings after which they must decide to join the ASG if they wish to continue attending any more regular chapter or neighborhood group meetings.
- The CAB will monitor neighborhood group attendance periodically to ensure that all attendees are current ASG members. If it is found that some attendees are not ASG members or they have let their membership lapse, they will be asked to join/re-join or will be asked to stop attending.
- All are welcome at chapter special events. A non-ASG visitor should be charged a higher attendance fee than an ASG member.

Neighborhood/Special Interest Group Policy

- All neighborhood/special interest groups are open to all members of the ASG.
- After a visitor has attended two neighborhood/special interest group meetings, she/he must join the ASG to attend subsequent meetings.
- Neighborhood group leaders will ensure that attendance is taken at all meetings and events.
- No neighborhood/special interest group may open its own bank account.
- Neighborhood/special interest groups may hold petty cash funds up to \$100.00. Any funds in excess of \$100 should be turned over to the chapter treasurer for deposit into the chapter treasury and earmarked for that group's use.
- Neighborhood/Special interest group leaders are not members of the CAB, although a person may be a CAB member and also serve as a group leader, unless this has been changed by a chapter's standing rules.

Chapter Member Communications/Newsletter Policy

In response to the number of chapters publishing their newsletters electronically and to the heightened awareness of privacy concerns, the national Board of Directors has established the following policy concerning newsletters of the chapters of the ASG.

Form

Chapters may communicate with chapter members in the format of choice: hard copy newsletters, electronic newsletters, or another form of communication. The content, including advertising, in all forms must be **identical** for all ASG members.

Chapters shall communicate with all chapter members at least **quarterly** as stated in the Chapter Charter and Letter of Agreement. **This is a Good Standing Policy item.**

Distribution

Chapters must deliver communications to national headquarters for each chapter's permanent file by the end of each quarter. Sending links or location of communications does not meet good standing requirements. **This is a Good Standing Policy item.**

Chapters may allow their members the option of hard copy or electronic communications, but may not pass the postage cost onto members. This should be one of the expenses supported by the chapter's membership rebates.

Who Gets Communication	Required/Optional	Form of Communication	Comments
National headquarters	Required	Hard copy or electronic attachment sent as an email	Required for each chapter's permanent file
Board of Directors	Required to all	Hard copy or electronic attachment sent as an email	
Chapter members	Required to all	Hard copy or electronic attachment sent as an email or notification that it is posted on the chapter website	Must send hard copy if member requests it
Advertisers	Required	Determined when advertising contract is signed	Hard copy or electronic attachment sent as an email
ASG website	Optional	Upload of their chapter communication to the "Members Only" area of the ASG website	Chapter is responsible for making sure their current communication is on the ASG website – not Headquarters

Since chapter communications are a **member benefit**, full versions of any communications **shall not** be made available to the general public. That is, if the communication is posted to a website, access to it must be protected so that only members may read it.

A partial version of the communication may be posted for general access to advertise activities of the chapter and benefits of joining ASG.

Each chapter must produce its own-communication, and **cannot** combine efforts with another chapter.

Password(s) and user name for accessing a chapter's website shall be emailed to members only for security reasons.

Content

Each chapter is required to communicate with its members at least four times per year. This communication can take the form of a newsletter or other communication document that the chapter chooses. It may be a hard copy, an electronic copy, or a direct link to the communication but every member must receive the communication in one form or another. In addition to the chapter members, each member of the ASG Board of Directors as well as the national ASG office must receive a copy. This can be in a hard copy or an electronic copy. Each communication should contain:

1. Chapter name
2. Date of communication
3. President's message
4. CAB members names and contact information
5. Neighborhood groups, locations, and contact information for the leaders
6. Any upcoming chapter event announcements

In addition, once a year, information about the chapter's annual meeting and election documents must be sent to each member.

The above items are the minimum requirements, but the chapter is free to include other information that often appears in newsletters or is of interest to your chapter. Some ideas for optional items include:

- Event reports
- Member spotlight
- Instructions for projects
- Community service articles
- Short stories on sewing
- Product reviews
- Book or video reviews
- Favorite sewing websites

This is a Good Standing Policy item

Social Media Policy

The purpose of this policy is to prevent the posting of information that may jeopardize the safety and invade the privacy of the ASG and/or its members.

Chapter standing rules should outline parameters of best practices for Social Media. Those rules should address whether or not a neighborhood group can have social media accounts and whether these accounts should be public or private.

- The Social Media Coordinator is responsible for posting.
- The Social media content should align with the intentions and goals of the chapter as guided by the CAB. Each CAB member should monitor the chapter's Social Media posts.
- All posts should promote a positive image of the chapter and ASG.
- All posts must comply with ASG policies and all applicable federal, state, and local laws.

Chapter Website Policy

The purpose of this policy is to prevent the posting of information that may jeopardize the safety and invade the privacy of the ASG and/or its members.

Chapter websites:

- must be registered (Web address and contact person) with and receive approval from the executive director of ASG national headquarters prior to going active.
- must not be used for commercial, religious, or political purposes.
- must not contain paid advertisements except for paid advertising appearing in the chapter newsletter.
- must comply with ASG policies and all applicable federal, state, and local laws.
- must not include copyrighted material or trademarks owned by other sources without written authorization of the copyright/trademark owner.
- should promote a positive image of the chapter and the ASG.
- should protect the privacy and safety of the chapter and its members by not publicizing personal information (name, mailing address, or email address).
- must include a link to the ASG website, www.asg.org, where membership information is available under the *Join Now* option.
- should include a contact email address for website visitors to submit comments, suggestions, complaints, and questions.
- should not include links to websites that are not consistent with ASG policies.
- should use discretion when determining the appropriate content to be posted on its web page(s).
- should be updated regularly to reflect current information.

ASG reserves the right to require that a chapter make changes to its website or that the website be terminated if deemed inappropriate for the ASG.

Records Retention Policy

Keep permanently

All legal documents pertaining to the chapter:

- Current copy (only) of the ASG By-laws
- Chapter Charter and certificate
- Chapter Letter of Agreement (signed before a chapter had its charter)
- A copy of the Determination Letter, the statement of 501(c)(3) determination for ASG, if there is one in the chapter's files
- Chapter EIN (Employer Identification Number)
- Minutes of all CAB meetings with treasurer's report(s) attached
- Yearly election tally sheets attached to the minutes of the annual meeting
- Year-end financial reports and summary ledgers
- Important Papers File which should be kept updated with the latest copies of:
 - Copy of Liability Insurance certificate
 - Chapter standing rules (if the chapter has written standing rules)
 - Any correspondence dealing with other legal or important matters
- Any donations/gifts to the chapter, that have restrictions on them, especially, if it will take the chapter several years to use the donation

Records can be kept in paper or digital format, but care should be taken to ensure that the chosen method produces records that are permanent and accessible. Back-ups are strongly suggested for digital records.

Keep seven (7) years

The majority of the other financial records need to be kept for seven years for tax purposes:

- Accounts payable and receivable ledgers
- Expense reimbursement reports with attached receipts
- Invoices
- Records of bank transactions

Keep for three (3) years

Most contracts with facilities, speakers, newsletter advertisers, etc., and other correspondence can be eliminated after three (3) years unless it is something that will help a future CAB member plan an event.



Section 5
About ASG Members

About Members

Types of Membership

The ASG By-laws establish two classes of membership – corporate and individual. These are defined in Article II, Sections 1 and 2, of the ASG By-laws.

Corporate Members

Corporate members include directors and presidents of chartered chapters in good standing.

Individual Members

Individual members are any persons, who pay all dues, and observe all obligations of membership. For the purposes of determining how much dues to pay and for reporting to the chapters, members are classified into these categories:

Members – are those who join the ASG for the first time.

Junior Members – are young people through 17 years of age or, if holding a student ID, through 22 years of age. Junior members have the rights as other members but are not allowed to hold elected or appointed CAB offices, host ASG-sponsored events/activities without an adult sponsor present for the event, represent ASG in public forums without an adult sponsor present.

Dues

Dues amounts are set by the national Board of Directors and may change periodically. Members have the option to pay dues for one or more years and to select auto-renewal which prevents a lapse in membership. The membership year extends from the first day of the month following the month the person's membership form is processed at the national headquarters until the last day of the same month one year later. Headquarters sends current members one renewal reminder approximately two (2) months prior to the expiration month. Dues are not transferrable to another person.

Part of the dues of individual members, called a *rebate*, is distributed to the chapter that the person has designated.

As of May 1, 2010, ASG dues are:

New Members:	\$50	Dues rebate: \$20
On-Time Renewals:	\$45 (10% discount if received by headquarters before expiration date)	

		Dues rebate: \$15
Late Renewals:	\$50 (if received by headquarters after expiration date)	
		Dues rebate: \$15

As of August 15, 2012, Junior membership and renewal are as follows:

Junior member and renewal:	\$25	Dues rebate: \$10
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Complimentary Memberships

Complimentary memberships are granted to chapter presidents and directors during their tenure in office.

To receive a complimentary membership, these members must write “Complimentary – Chapter President” (for example) on their renewal notices when returning them to the national office each year.

Membership Affiliation

Chapter Membership

Individual members may designate a chapter to affiliate with when joining. The member is then added to that chapter’s roster and the rebate is sent the following month.

Once processed these members are referred to as chapter members of the selected chapter. They should begin to receive communications about chapter events. These individuals are eligible to hold office or membership on the Chapter Advisory Board of their chapter.

Changing Chapter Affiliation

It is the individual member’s responsibility to contact headquarters if she/he wishes to associate with a different chapter. In this case, the rebate amount is not pro-rated; the member’s next rebate will be sent to the new chapter.

Members-at-Large

Members-at-large are members of the American Sewing Guild, Inc., who are not affiliated with a local chapter and therefore have no chapter member-related rights or benefits provided by a local chapter; such as early bird registration, chapter voting, and subsidy for events. Members-at-large have full access to all national level member benefits of the American Sewing Guild, Inc. Members-at-large are valued members of the ASG. Members-at-large may visit chapters as guests when traveling and can attend chapter events at member prices.

A chapter member in good standing who chooses to disaffiliate from the chapter to become a member-at-large forfeits chapter member rights.

A chapter member not in good standing who disaffiliates may not attend any chapter event or program or any neighborhood group or special interest group affiliated with that chapter. If the individual wishes to re-affiliate/re-associate with the chapter, after a one-year period of non-affiliation, the member may contact the chapter president in writing and request that the chapter leadership consider the request for re-affiliation. Such determination will be at the discretion of the Chapter Advisory Board and with consideration of the conflict involved. All communication regarding the request and the CAB’s decision is to be in writing.

Membership Cards

ASG headquarters sends membership cards upon receipt of the applicable dues. Members should sign their card and are encouraged to carry it with them to present to the retailers for ASG member discounts.

Members may print their own membership card for free by going to their member profile.

There is a service charge for replacement of membership cards if processed by headquarters. For headquarters replacement, members should send their request to info@asg.org with the subject line “New Membership Card” or contact ASG national headquarters directly, by writing:

ASG National Headquarters
Attn: Membership Card
9660 Hillcroft Street, Suite 510
Houston, TX 77096-3866

Contact Information

Every member is responsible for ensuring their personal contact information is up to date with mailing and email addresses. Chapter presidents and membership chairs are not able to update member contact information. Changes in personal information are done by accessing their member profile on the ASG website.

Member in Good Standing

A member in good standing of the American Sewing Guild, Inc., is someone who demonstrates the following characteristics:

- Supports the ASG’s mission to “Advance sewing as an art and life skill” at the local and national levels and engages in behaviors that support the mission statement, goals, policies, activities and fellow members of the ASG at all levels.
- Upholds the letter and spirit of the national and chapter governing documents of the ASG.
- Fosters the spirit of community within the ASG and between the ASG and the community at large by demonstrating respect and sensitivity toward one another through word and deed.
- Respects other members. Whether representing the ASG or participating in an ASG activity, does not promote or endorse divisiveness regarding age, race, color, religious creed, national origin or ancestry, sex, disability or handicap, gender identity or any other area that may fall into the category of sensitive subject matter.
- If holding or having held a leadership role, does not use that position or the knowledge gained therefrom in a manner that would constitute a conflict of interest with, undermine the policies of, or cause damage to the ASG.
- Is compliant with Robert’s Rules of Order at meetings.

If a member’s behaviors are determined and documented (minutes or email) by chapter members, NG/SIG leaders and/or the chapter CAB to be in conflict with the above, every effort should be made to settle the problem at the chapter level and in a mutually agreeable manner.

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1. If the issue cannot be resolved at the chapter level, then a member of the chapter's CAB should request via email that the ASG chapter development administrator attempt to facilitate a solution.
 2. The chapter development administrator may, at her/his discretion, attempt to facilitate a solution directly or refer the issue for mentoring or for resolution by the national Board of Directors. If a referral is made, the chapter development administrator will notify the chapter president of this action as soon as it is taken.

If the matter comes to the national Board of Directors, the following steps will be taken:

1. The national Board of Directors will notify the member.
2. The member has 7 (seven) days from the date of the notification in which to respond.
3. If the member does not respond or feels that she/he cannot change or refrain from the specified behaviors, then her/his membership in the American Sewing Guild, Inc., will be terminated immediately, along with all rights and privileges of membership. The member will be notified of such termination via a certified letter, return receipt requested. The member's chapter president will also be notified via email of the termination. Any dues that the member has paid will be forfeited.
4. If, after a minimum of one year, the person wishes to re-join the American Sewing Guild, Inc., she/he must apply in writing for reinstatement directly to the chair of the national Board of Directors. The chair will subsequently apprise the applicant of the directors' decision.
5. If the application is accepted, the applicant will be considered a "new member" and will be assessed "new member" dues. Previously-forfeited dues may not be applied toward this payment.
6. A subsequent violation of any of the behaviors of a Member in Good Standing will result in immediate membership termination.

Member Grievance Procedure

The following is the procedure if a member chooses to dispute a decision or an action that has been made by her/his chapter's Chapter Advisory Board (CAB).

Notes to the Member Grievance Procedure:

- Persons investigating the grievance should be disinterested parties, unacquainted with the participants, if at all possible.
- Detailed notes should be kept of all conversations with the dispute participants.
- Face-to-face meetings should be arranged to be held in public places.
- CAB members and the member filing the complaint should not comment on the situation to other chapter members.

Level I

1. A member who challenges a decision or action made by her/ his Chapter Advisory Board (CAB) must make-her/his concern(s) known in writing to the chapter's president and at least one other CAB officer.
2. The concern will then be placed on the agenda to be discussed at the next scheduled CAB meeting. If the issue is time sensitive, a special meeting or conference call shall be scheduled within thirty days of the president's receipt of the written concern. The CAB may interview other ASG chapter members who have information about the situation.

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3. The CAB will undertake reasonable efforts to investigate the situation and will keep notes on any interviews or information gathered as documentation. Upon reaching a decision on the grievance, a CAB officer will speak with the member filing the grievance.
 4. The CAB will also send a letter stating their decision to the member.
 5. A copy of the original letter stating the grievance and all other documentation will be filed with the minutes in the secretary's notebook.
 6. Hopefully, the grievance procedure will **stop here** and the CAB meeting minutes will reflect the solution.
 7. Every effort should be made to settle the problem at the chapter level and in a mutually agreeable manner. If this is not possible, then the member may proceed to the next level.

If the concern has not been resolved satisfactorily, then:

Level II

1. The member may contact the chapter development administrator by email within thirty (30) days of her/his receipt of the CAB's written decision and request that the chapter development administrator a) confirm receipt of the request, b) contact both the chapter president and the member, c) review all grievance documentation, and d) attempt to facilitate a solution.
2. The ASG chapter development administrator will send a written response documenting the resolution to the member and the member's CAB within fifteen (15) days of the last communication with the member. All written documentation of the grievance will be kept in the chapter's file at national headquarters.
3. Alternatively, the ASG chapter development administrator may, at her/his discretion and within thirty (30) days of her/his receipt of the member's grievance, refer the grievance directly to the Board of Directors (BOD). If this action is taken, then Level III, Step 2 will be initiated. The ASG chapter development administrator will notify the member filing the grievance of this action as soon as the referral to the BOD is made.
4. Every attempt will be made to move through this process as quickly as possible, ideally within thirty (30) days.

If the concern has not been resolved satisfactorily, then:

Level III

1. The member may contact the Board of Directors by submitting a written grievance within thirty (30) days of her/his receipt of the written communication from the ASG chapter development administrator.
2. The chair of the Board of Directors will appoint a director to review the grievance investigation and do any additional investigation into the matter.
3. This director will review the concern(s), all documentation, and prior decision(s).
4. This director will contact the member within fifteen (15) days of receipt of the written grievance by the chair of the Board of Directors to discuss the grievance and request any additional information.
5. This director will contact as needed other chapter members with unique knowledge of the situation, the ASG chapter development administrator, and, if necessary, an attorney chosen by the American Sewing Guild, Inc.
6. This director will outline the situation and make a recommendation for a resolution to the chair and remaining directors within thirty (30) days of the receipt of the grievance.

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7. The ASG Board of Directors can uphold, modify, or repeal previous decision(s) or reject the member's grievance. The member bringing the grievance will receive a written statement regarding the board's decision. The board's decision will be binding on the member.

Resolutions may include but are not limited to termination of ASG membership of one or more of the parties involved, probation of the ASG chapter, and/or dissolution of the chapter.

Termination of Membership

Memberships renew annually. ASG has no obligation to annually renew member rights for individuals deemed not in good standing.

Membership shall be terminated

- by written resignation,
- by default in payment of dues,
- as a result of a grievance procedure or arbitration,
- for violation of any laws governing the ASG or for violation of the ethics set forth in the ASG By-laws or in the policies and procedures of the ASG, or for any action /behavior resulting in a loss of good standing as a member, or.
- by the death of the individual holding the membership.

Dues are not returned to members who resign or whose memberships are terminated.

Section 6 About ASG Chapters

What Guides a Chapter's Operation?

By virtue of signing the Letter of Agreement (as a start-up chapter) or the Chapter Charter, each ASG chapter agrees to be bound by the ASG By-laws, policies, and procedures and to follow the guidelines of the ASG, and remain in good standing. Otherwise, chapters can operate quite autonomously in program offerings and structure of Chapter Advisory Board (CAB) beyond the required three positions.

Chapters can and should draft their own **standing rules**, which are the policies and procedures the chapter will follow on matters not specifically covered by the ASG documents. The standing rules may not be in conflict with or adapt the ASG by-laws, policies and procedures. Once adopted, the standing rules must be adhered to. Chapters are further expected to follow normal parliamentary procedures unless a compelling reason to the contrary exists and such is reflected in the standing rules.

ASG members are not to use name and contact information of other ASG members for purposes other than ASG business unless specifically authorized by the individual ASG member.

Documents

Due to legal and tax ramifications, a chapter **must not change** any of these items:

- Any item that is labeled **policy** or **procedure**. Policy statements are labeled as such and are usually stated using the words *must* or *shall*. Procedures are labeled as such also.
- Those documents listed and discussed in the section "Governing Documents of the ASG".
- The election procedures described in "CAB Election Procedures".
- The accounting and bookkeeping practices described in the section "Finances".
- The qualifications for membership as set forth in the ASG By-laws.
- The rights or privileges of any category of membership as stated in the ASG By-laws and explained in Section 3.

Guidelines

The descriptions, suggestions, and guidelines found in this manual are based upon the experience of ASG chapters. Chapters are **strongly urged** to follow the information in this manual as written.

Chapter Standing Rules

- A Chapter Advisory Board (CAB) may draft and change its own standing rules. Standing rules further define the specific policies and procedures of a particular chapter. They are specific to a chapter and must be changed only in accordance with the change or amendment process in those standing rules.
- A chapter's standing rules **must not contradict** any of the documents or By-laws identified earlier and laws already listed in "Hierarchy of Governing Documents".

Responsibilities of ASG Chapters

- Maintain an average chapter membership of at least twenty (20) over the course of a year.
- Communicate to all chapter members, BOD, and headquarters via email or newsletter at least quarterly.
- Hold Chapter Advisory Board (CAB) meetings at least quarterly, documented with minutes that include a treasurer's report.
- Each year, within the last four (4) months of the year, hold an Annual Meeting at which elections are held.
- Keep minutes from all CAB and Annual Meetings.
- Hold at least one (1) special event per year.
- Hold at least nine (9) chapter **or** neighborhood/special interest group meetings per year.

Chapter Requirements Calendar

The following chart lists a set of minimum chapter requirements to remain **in good standing** and meet the other requirements of a chapter.

Due Date	Item	Who	Comments
December 15	CAB/Banking Information Form	Outgoing/current secretary or outgoing/current president	Submit form to headquarters. To get on the Chapter Presidents Discussion List on Jan. 1 and to receive mailings <u>Good Standing Item</u>
December 15	Group Exemption Application Form	President or treasurer	<u>Must</u> mail the Group Exemption Application Form to Headquarters <u>Good Standing Item</u>
December 31	Turn over position's files	Last year's CAB members	To new CAB members
January 1	New CAB takes office	Incoming CAB members	
January	Hold at least one CAB meeting during the first quarter	CAB members	Appoint CAB committee chairs and record in chapter minutes. Make plans for chapter for the year
January thru December	Hold at least one special event during the year	Special Events chair	
January thru December	Create at least quarterly chapter communications during the year.	Communications chair	Mail or email to chapter members, BOD, and to headquarters
January thru December	Hold at least nine regular chapter or neighborhood/special interest group meetings during the year	Education (Program) chair and Neighborhood /Special interest group leaders	
January thru December	Reference <i>P&P</i> from ASG website	New CAB members	Needed by CAB members to do their jobs
January 31	Chapter Financial Report	Chapter treasurer (chartered and unchartered)	Mail, fax, or email financial report to ASG national headquarters <u>Good Standing Item</u>
January 31 (postmark date)	Form 1099-MISCs to individuals, if necessary	Treasurer	Mail form to individuals chapter paid \$600 or more during previous calendar year

February 28	File Form 1096, if necessary	Treasurer	File form with IRS if chapter filed any Form 1099s
April/May	Register for conference at early bird rate	President, all members	
April 30	Chapter Financial Report	Treasurer of all chapters (chartered and unchartered)	Mail or email financial report to headquarters <u>Good Standing Item</u>
July/August	National conference – Annual Meeting of Corporate Members	Presidents, ASG members, public	Annual Meeting of Corporate Members for presidents only
July 31	Chapter Financial Report	Treasurer of all chapters (chartered and unchartered)	Mail or email report to headquarters <u>Good Standing Item</u>
September – December	Chapter CAB elections, chapter Annual Meeting	CAB nominating committee of all chapters (chartered and unchartered)	Hold CAB elections per <i>P&P</i>
October 31	Chapter Financial Report	Treasurer of all chapters (chartered and unchartered)	Mail or email report to headquarters <u>Good Standing Item</u>
December 15	CAB/Banking Information Form	Outgoing/current secretary or outgoing/current president	Mail, email, or fax form to headquarters. To get on Chapter Presidents Discussion List on Jan. 1 and to receive mailings <u>Good Standing Item</u>

New Chapters

Every new chapter starts out as an unchartered chapter until it has met all the requirements to be a chartered chapter. New chapters of ASG are formed in two ways:

- By organizing a chapter in an area where no chapter currently exists. The steps for starting a new chapter are outlined in a start-up guide available from ASG national headquarters.
- Current members choosing to form a new chapter from an existing chapter.

Forming a New Chapter from an Existing Chapter

Sometimes a neighborhood/special interest group grows large enough that its members want to become an independent chapter. Frequently, this is the result of geographic distance.

Prior to contacting the chapter development administrator, the group contemplating becoming a chapter should assess the feasibility of taking this step – do they have a consensus of the group members to do so? Do they understand the greater responsibilities involved? Ideally, the existing chapter will take an interest in supporting and mentoring the group that is branching off to develop a new chapter and, while not an obligation, it is suggested that the existing chapter's advisory board determine an amount from the chapter treasury to donate to the new chapter to seed its development.

Refer to your chapter standing rules which may contain information on how a split should occur and how the chapter will divide funds. If those particular standing rules don't exist, consult with the Chapter Development Administrator at HQ for possible options.

Understanding the Level of Commitment

The group interested in starting chapter needs to have a full understanding of the difference in level of commitment and responsibilities between being a neighborhood/special interest group and being chapter:

- The members of the new group will have to have at least three (3) people ready to take leadership positions in the new chapter.
- The new chapter will be unchartered and will have to meet the requirements of the Chartering a Chapter Checklist in order to receive its charter.
- The original chapter is under no organizational (ASG) obligation to split the chapter's funds with the new chapter, although some chapters do this as a good will gesture. ASG national headquarters supplies a small amount of seed money to the new chapter.

The group forming the new chapter should relay its decision to the existing chapter president and the chapter development administrator. The group should request a copy of the *Starting a New ASG Chapter* series of guides and follow the steps outlined in them.

Relationship with the Existing Chapter

This change is more successful if it is done amicably with the existing chapter. A group should be extremely cautious in considering starting a new chapter if it is not in an outlying area and/or is close to some of the existing chapter's current neighborhood/special interest groups. In this case, it should be pursued only with in-depth discussions with the chapter development administrator, and the chapter president of the existing chapter. The two groups, with the help of the chapter

development administrator, may want to define the areas in which each chapter will recruit new members and form neighborhood groups.

The existing chapter should be proud that it has fostered and nurtured a group strong enough and with enough commitment to want to “go it on their own.”

The Next Step

Existing neighborhood/special interest groups or chapter members are not obligated to go with the new chapter, but rather can choose which chapter to belong to. Each member from the affected chapter(s) will receive a communication from ASG HQ (or an agreed upon neutral 3rd party) explaining the chapter split, the names of the two chapters and their locations. The communication will be impartial and factual, and will in no way attempt to influence members' choice. Each affected chapter member will have 30 days to respond to ASG HQ and signify their chapter choice going forward.

Members can:

- respond to ASG HQ using the same email address the notice was sent to (the email that is registered with HQ), or
- call HQ and verify their identity to the membership administrator and then indicate their chapter choice, or
- send a letter to ASG HQ identifying themselves and verifying their membership. In the letter they must state their chapter choice.

If the member doesn't respond or choose, they will remain with the original chapter. Members can also call the ASG office and speak with the membership coordinator any time after the deadline and transfer their membership to any chapter of their choice or to an at-large membership. No member can submit a chapter choice for another member.

Once the 30-day determination period is over, ASG HQ's membership administrator will finalize a list of members for each chapter and share it with the chapter development coordinator. The list will then be shared with the leadership of each chapter. The initial chapter determinations by ASG HQ are final in regards to the split of members and funds.

Chapter Probation

If a chapter fails to maintain good standing, the ASG may institute a period of probation, during which time the chapter will work to rectify the cause/conditions which resulted in the probation. The cause(s) may have been:

- continued failure to meet chapter financial reporting deadlines,
- failure to have the required three (3) CAB officers, or
- if the chapter or anyone acting on its behalf violates or refuses to operate in accordance with the Certificate of Incorporation and its amendments, with the ASG By-laws, the Chapter Charter, or the policies and procedures of the ASG.

The terms and conditions of probation will be established or approved by the ASG's Board of Directors and individualized to the specific problems involved. A specific time period will be established for the probation, and throughout the probation period, the chapter development administrator will maintain contact with the chapter and offer assistance in whatever ways are needed. During the probation period, chapter dues rebates may be held in escrow at ASG national headquarters until the chapter has met the terms set for rectifying the problems and has returned to good standing.

The national Board of Directors will determine when the chapter has successfully completed the probation with input from the chapter development administrator and any funds held in escrow for the chapter will be released to the chapter.

Dissolving a Chapter

The ASG has the right to dissolve a chapter if the efforts made during a probation period do not return the chapter to good standing. The decision to dissolve a chapter will be made by the national Board of Directors.

A final financial report and all funds in chapter bank accounts are to be sent to ASG national headquarters. This money will be held in the chapter's name for two (2) years. In the event that the chapter reorganizes and again becomes fully operational, the funds will be returned to the chapter. If this does not happen within two (2) years, the money will go into the ASG's operating fund. The handling of all other assets, including property and official chapter records, will be addressed with the chapter development administrator.

Disbanding a Chapter

Each chapter contemplating disbanding should follow the steps below.

1. The chapter and the chapter development administrator discuss the chapter's situation and options and determine that the chapter is to be disbanded. The discussions should include:
 - a. Documenting the motion to disband in the chapter's CAB minutes.
 - b. The chapter president oversees the disbanding process. If there is no president, another CAB officer may serve in this role.
 - c. Determining chapter assets.
 - Specific bank account information, including name, address, and telephone and fax numbers of bank, account number(s), and signatories on the account(s)
 - Identify property/equipment/assets of the chapter and the disposal process.
 - d. A plan to notify chapter members of the chapter's disbandment and their options as ASG members—affiliation with another chapter or becoming members-at-large. Another option may be for the disbanding chapter to affiliate as a neighborhood group of another chapter.
 - e. The decisions reached in these discussions will be noted by the chapter development administrator and kept in the disbandment file.
2. The leader of the disbanding chapter notifies national headquarters by letter or by email that the chapter will disband.
3. The chapter must send a final financial report and close its bank accounts, with the proceeds made payable to "American Sewing Guild, Inc.," and sent to national headquarters. The monies will be held in escrow for two (2) years, and if the chapter is revitalized within this period, the funds will be forwarded to it. If the chapter has material assets, such as sewing machines, irons, etc., it will be determined by the chapter development administrator how to handle the chapter assets.



Section 7
Chapter Advisory Board (CAB)

What is the CAB?

The Chapter Advisory Board (CAB) is the governing body of an ASG chapter. It is responsible for managing the chapter's business, property, and affairs in accordance with the ASG By-laws, the Certificate of Incorporation, the Chapter Charter or Letter of Agreement, the *Policies and Procedures Manual for ASG Chapters*, and any standing rules developed by the chapter.

The duties of the CAB collectively are:

- to keep the chapter vital and worthwhile for the chapter members,
- to remain in good standing,
- to appoint other CAB members as appropriate,
- to exercise fiscal responsibility in the use of chapter funds for the benefit of its chapter members,
- to conduct programs and events for the benefit of its chapter members,
- to evaluate the CAB's and chapter's operations annually, and
- to uphold the standards of the ASG.

A person may serve up to four (4) consecutive years in one position.

The chapter may establish a standing rule to limit the number of total consecutive years a person may serve on the CAB.

Robert's Rules of Order, Newly Revised shall be the parliamentary authority used by chapters in all matters not already detailed in any of the above referenced documents.

CAB Membership

Each person filling a CAB position must be an ASG member of that chapter. Additional requirements for CAB membership or for a specific position may be made by a chapter in its standing rules as long as these rules do not contradict the ASG governing policies and procedures.

- The CAB shall have an odd number of members and shall have no fewer than three (3) members. The CAB must consist of at least the chapter president, the chapter secretary and the chapter treasurer. These three (3) positions are elected as outlined in the *Policies and Procedures Manual for ASG Chapters* for a term of one year starting on January 1 of the year following the election and ending on December 31.
- If desired, vice presidents may also be elected to the CAB. There can be 1 or 2 vice presidents, as needed. Additional elected positions may be added to the CAB as described in the chapter's standing rules. Optional members may be used to ensure the CAB has an odd number of members. Regardless of make-up, each CAB member has a vote (only one vote if the position is shared).
- The CAB may add and appoint positions to the Chapter Advisory Board by a majority vote of the current members as long as there will be an odd number of members on the CAB. People who are interested in serving on the CAB should be provided with position descriptions and any other information to help them gain realistic expectations of a particular position.

Appointments are one year in length and run from January 1 until December 31. If an appointment is made after January 1, the term still ends on December 31. Additional members to be appointed as CAB members or committee chairs may be these:

-
- Communications Coordinator
 - Community Service
 - Education (Program)
 - Email Manager
 - Historian
 - Hospitality
 - Industry Liaison
 - Librarian
 - Member Liaison
 - Membership
 - Neighborhood/Special Interest Group Coordinator
 - Newsletter Editor
 - Publicity
 - Retail Liaison
 - Social Media Manager
 - Special Events
 - Website Manager

CAB Committees

CAB chairs should recruit committee members from the membership in order to complete their work and to train successors for that position. Committee members are not voting members of the CAB but the chair may vote if they have been appointed to the CAB.

Reimbursement of CAB Members/Committee Chairs

Reimbursement of CAB members' expenses should be decided by each chapter. The items to be reimbursed should be described in the chapter's standing rules and budget.

CAB Vacancies

A CAB member may resign or be removed from the CAB (see "Removing CAB Members,"). In this case, the remaining CAB members appoint a chapter member to the position. A majority of the remaining CAB members is needed to confirm the appointment.

As a guideline, if the appointee serves less than six months during the term, then the time will not be counted toward the term limit.

When to Appoint to the CAB

During the period between elections and taking office, the elected members of the CAB should work together to recruit CAB members for the following year's CAB from:

- the previous year's CAB members who are still eligible to hold a position
- individuals who have served on committees
- individuals who have expressed an interest
- other chapter members known to the elected CAB members.

These "recruits" should be officially appointed by vote of the elected CAB members in the first CAB meeting of the new year. Then the full CAB is in place as long as there is an odd number of members.

Splitting and Combining Duties

The three core officers (president, secretary, and treasurer) must be three individual members. These core officers may perform duties of other CAB positions, if needed.

All other CAB members may hold one position and have duties of another position. As examples:

- A second vice president (if a chapter has one) might be assigned to be the chair of the education (program) committee one year and the membership committee the next.
- A first vice president (if a chapter has one) might always be assigned to chair the county fair in a particular chapter, even when there is a special events chair.
- A membership chair might assume some or all of the duties of the hospitality position.
- Some of the duties of one position may be spread across various members of the CAB; for example, the president might also put together the newsletter's contents, the first vice president handle distribution, and the treasurer obtain advertising.

CAB Meetings

The CAB must meet at least once per calendar quarter. CAB meetings are not to be held during or in place of chapter meetings, although they may be held prior to or after a chapter meeting.

It is suggested that a CAB schedule a regular meeting date and time and a year's schedule at their first meeting. CAB members should have at least 10 (ten) days' advance notice of meetings.

Electronic meetings are also possible. The same notice requirements stated above hold for electronic meetings.

Emergency meetings of the CAB may be scheduled by the chapter president with less notice, but no actions to appoint or dismiss CAB members may be taken at such a meeting.

Special meetings of the CAB to cover a specific subject may be called by two (2) members of the CAB with 10 (ten) days' written or email notice to all members of the CAB. Only the topic to be covered in the meeting may be discussed.

The president is responsible for creating an agenda for each meeting; the agenda should be sent to each CAB member at least five (5) days in advance of the meeting. A sample agenda is available on the ASG website.

The CAB quorum is a majority of the elected and appointed positions of the CAB. A quorum must be present to hold a meeting and to conduct any chapter business.

Attendance

CAB members are expected to attend all CAB meetings. Two (2) consecutive unexcused absences from scheduled CAB meetings constitute grounds for termination from the CAB. CAB members should mail or email their reports to the president and notify the president when they cannot attend.

If desired, CABs can make arrangements for digital meetings, with members attending virtually. If a vote is to be taken, CAB members must be able to participate and votes must be identifiable.

Any chapter member may attend a CAB meeting as a silent observer. To address the CAB a member must submit a request prior to the meeting and the item must be on the agenda. A chapter's standing rules may spell out additional requirements for attendance.

Voting

Anyone who is either appointed or elected to serve on the CAB has a vote. Each CAB member, whether elected or officially appointed, has one vote on all CAB matters. If two people are sharing a position, only one person may vote. Visitors, neighborhood/special interest group leaders, and committee members do not vote.

A majority of those voting members present at the meeting at which a quorum is present carries a vote except in two cases:

- Any additions or temporary suspensions of a chapter's standing rules for the duration of a meeting require a two-thirds majority of the quorum present.
- Any creation of, appointment to, or dismissal of a CAB member requires a majority vote of all CAB members (not just a quorum present).

Minutes

The chapter secretary shall take minutes of all CAB meetings (including emergency and special meetings) and the Annual Meeting. The secretary should mail or email the draft minutes to the chapter president for review, editing, and approval within 14 (fourteen) days after the CAB meeting. After the president's approval, the draft minutes should be sent to all other CAB members for review, along with the agenda for the next CAB meeting, at least five (5) days before the next CAB meeting. At the next CAB meeting, the CAB shall vote to approve the minutes. The treasurer's reports should be attached to the approved minutes and filed.

Treasurer's Report

The chapter treasurer should prepare a written treasurer's report each month. The contents of this report are detailed in the *Treasurer's Guide*. The treasurer's report is attached to the approved minutes and filed in the official papers of the chapter.

Committee Reports

Each committee chair should report on committee activities at each CAB meeting. The report may be brief. Decisions about details should be made in committee and presented to the CAB for approval. A chair who will be absent from a CAB meeting should send a written committee report to the president to present at the meeting.

CAB Election Procedures

Chapter elections shall be held in accordance with the ASG By-laws, this *Policies and Procedures Manual for ASG Chapters*, and any standing rules adopted by individual chapters that are not in violation with the above.

Each individual chapter can select the election methods which best suits the needs of the chapter and corresponds with their standing rules.

- Proxy ballot
- In-person at the annual meeting
- Use of an online service to collect votes from eligible members

There must be provisions made for all members in good standing to vote.

Nominating Committee

Each year, the current chapter president will appoint the chair for the nominating committee for the forthcoming election from members of the CAB who are not running for re-election. If all CAB members are running for election again, a nominating chair may be selected from the chapter membership. The CAB should appoint two other chapter members to the nominating committee. These appointees do not have to be members of the CAB and, if possible, should represent different areas of the chapter than does the nominating committee chair. Should any member of the nominating committee become a candidate, the CAB must replace her/him with a non-candidate member.

Duties of the nominating committee are to:

1. establish the schedule for the election;
2. distribute the call for nominees through the chapter communication system;
3. solicit candidates for the offices open for election;
4. screen nominees for eligibility and skills required for the position;
5. request short candidate biographies or answers to the same set of questions;
6. create the proxy ballot, the election ballot and any other forms needed;
7. distribute the proxy ballot in time for the ballot to be returned by mail or electronic medium for verification of vote;
8. conduct the election or, if conducting an online election, announce the election results, at the Annual Meeting. For elections at the Annual Meeting:
 - verify that the ballots are valid,
 - count the ballots,
 - announce the results at the meeting and through the chapter communication system, ,
 - submit the tally sheet to the secretary to be attached to the minutes; and
9. ensure that all candidates are treated equally and that the election is carried out fairly.

Election Schedule

The election must be held during the months of September, October, November, or December.

Time prior to Annual Meeting	Task	Vehicle
12 weeks	Call for nominees and interested parties with nomination period close date	Chapter communications system
8 weeks	Vet nominees for eligibility and skills match	
6 weeks	Request bios or answers from nominees	Phone or email
5 weeks	Create and distribute proxy ballot with return date deadline and signature line along with nominee information	Chapter communications system
3 weeks	Deadline for proxy ballot return to Nominating Committee Chair	USPS mail or electronic medium
Annual Meeting	Count and verify ballots, announce results, and make a motion to destroy ballots (unless there is a situation that requires the election documents to be retained). For chapters conducting elections online, the results of the election are announced at the annual meeting.	

Candidates

Chapter members may nominate themselves within the nomination period.

- Each candidate must be a member of the chapter and an ASG member in good standing.
- Additional requirements may be reflected in the Chapter's standing rules.
- **Only if** there is a position with no candidates, will nominations with two seconds be accepted from the floor at the annual meeting to protect the rights of those voting by proxy ballot. This is not possible for chapters holding online elections.
- Only the short candidate biographies or other information gathered by the nominating committee will be allowed. Campaigning is **not allowed** by any individual.

Voting for CAB Positions

Eligibility to Vote

The membership chair shall prepare the chapter membership list no more than four days prior to the election. Each chapter member shall have one (1) vote for each elected CAB position of that chapter. When the election takes place during the annual meeting, votes may be cast then or by a properly executed proxy ballot prior to the meeting. The quorum for a valid election during an annual meeting is participation by at least 15% of the chapter's membership voting in person or by proxy ballot. For chapters conducting elections online, 15% of the membership must participate in the election for a valid election.

If both proxy ballots and in-person ballots are accepted, every ballot must be examined for voter/member name and date voted. All ballots should be checked against the chapter membership list to assure that only one vote per member is accepted. Use the ASG

membership number to check valid voters and/or ballots. If a person has submitted two ballots, the ballot with the later date is the one used.

Proxy Ballots

Proxy ballots will be sent in advance of the Annual Meeting and will clearly state the name and address of the chair of the nominating committee to whom the ballots should be returned.

A proxy ballot must have the signature of the member casting the ballot in order to assign the proxy to the chair of the nominating committee. The chair of the nominating committee is the only person who may accept proxy ballots and is bound to cast these votes as submitted. Proxy ballots are to be returned by mail in accordance with the ASG By-laws. All proxies received after the stated deadline, which are not replaced by ballots cast in person, should be destroyed without opening. A sample proxy ballot is on the ASG website.

Proxy ballots cast by members who then attend and vote at the annual meeting should be set aside without opening.

In-Person Ballots

The ballot used for voting at the Annual Meeting does not need to have lines for name and signature **as long as** each person who returns a ballot has been checked for eligibility and any proxy ballots from that person are destroyed before counting.

Online Elections

If a chapter chooses, it can run CAB elections using an online service. CABs must vote to run elections in this manner and should consider a change to their standing rules to allow this if it will become permanent. CABs must also be aware that some online voting services charge a fee to run an election, while others are free. If there is an expense, the CAB must approve the expense.

Verifying the Ballots

All ballots should be verified by a current membership list.

Ballots cast by ASG members of other chapters or at large members are not counted.

Counting the Ballots

All members of the nominating committee should be present when the ballots are counted during the annual meeting. Proxy ballots are counted along with the ballots cast at the Annual Meeting and not ahead of time.

If the election has the potential for causing problems with the chapter, the CAB may want to appoint two or three independent observers who watch the counting but who do not do the actual tallying. Candidates with the most valid votes for each position shall win.

Emergency Elections

In the event of an emergency that prevents a physical meeting from taking place on the day of chapter elections, any member of the CAB can request a vote by email, postal mail, or postponement of the election. If the election proceeds by electronic medium or postal mail the CAB should establish a closing date for ballots to be returned. Once ballots are received, normal election procedures apply.

Transition to the New CAB

During the period between the election and the start of the new year, the elected members of the incoming CAB should meet to discuss appointments to other CAB positions and to recruit these members. Between elections and January 1 people new to the CAB may wish to attend meetings of the outgoing CAB as non-voting observers.

The outgoing CAB members should provide pertinent information and files to the newly elected officers. This information should be transferred to the new CAB members by **December 31**.

Notify ASG National Headquarters

As soon as elections are held (or at least by December 15th), a CAB/Banking Information Form (reports@asg.org) should be furnished to ASG national headquarters with the contact information for each of the three (3) required CAB members and the newsletter editor/communications coordinator. The president will be given access to the Chapter Presidents Forum promptly when she/he takes office on January 1, and information to the chapter will not be misdirected to the outgoing president. This should be done via the CAB/Banking Information Form located on the ASG website.

The treasurer/president must also file this form each and every time any of the banking accounts changes. **This is a Good Standing Policy item.**

For convenience, every member of the CAB should get a full listing of all members of the CAB with their contact information.

This is a Good Standing Policy Item .

Review the P&P

The elected chapter president is responsible to see that all CAB members have the information needed to understand the responsibilities of the positions to which they were appointed or elected.

In practice, this means that the president should **strongly encourage** CAB members to access the ASG Leadership area at the ASG website and download the whole or any sections of the *Policies and Procedures Manual for ASG Chapters (P&P)* other documents and forms that might assist them with their duties. If there is a discrepancy between information in Guides or other documents, information in the P&P takes precedence.

Appointment of the Rest of the CAB Members

At the January CAB meeting (or at the first CAB meeting of the new year), the elected CAB members should vote to appoint all of the members who have been recruited to fill the rest of the CAB positions. This motion should be shown in the minutes of the meeting. Prior to January 1, the newly elected CAB members do not have the voting authority to appoint other CAB members to the CAB.

Removing CAB Members

If Duties Are Not Performed

If members of the CAB are not performing their jobs, the president should speak with those people privately. In these conversations, the president should attempt to understand how these people see their performance, such as

- too little information to do job,
- being overwhelmed by the responsibilities of the job or amount of effort,
- personal responsibilities or illness,
- poor fit for the position,
- missing too many CAB meetings,
- thinking their efforts are adequate when they are not, and/or
- lack of or a different vision of what their job could/should be

Each of these reasons might suggest its own solutions. Suggestions should include specific actions and a specific time frame. For example, if a CAB member's personal situation has changed since taking the position, the president might suggest that he or she resign until the situation changes sufficiently. Again, records of all conversations and suggested actions taken should be kept.

If Conflict Arises on the CAB

The chapter president and other members of the CAB should address conflicts as soon as they are recognized, before the conflicts grow into big problems.

Sometimes discord arises when individuals or sub-groups want to make their own rules in order to do things "their" way or the source of conflict may be human dynamics.

In either case, the chapter president should speak with the individuals privately and attempt to discover the source of the problem. The president should point out solutions and/or ask for specific behavior changes within specific time frame. The president should document the conversations and the solution or plan and talk with the chapter development administrator for objective suggestions.

Conflict Handling Procedure

If a conflict on the CAB is recognized, it should be handled with this general procedure:

1. Chapter president discusses situation with each person privately and individually.
2. Chapter president writes down key points of all conversations and any plans or solutions put forth.
3. Chapter president speaks with the chapter development administrator either before step 1 or after, especially if it seems that the situation will continue.
4. The chapter president follows up conversations, as needed, with specific plans and time frames, and documents all conversations and events and/or missed deadlines.
5. If the solutions do not work within the specific time frame, the president may bring the matter up before the CAB. A majority vote of the entire CAB is necessary to remove a CAB member from the CAB.

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6. The president should send a written request to the CAB member asking for a written resignation.
 7. As an alternative to steps 5 and 6, the CAB may call for a National Arbitration Panel (see the next section).

Note: If the chapter president is the cause of the conflict within the CAB, two of the other elected CAB members should address the situation. Start with calling the ASG national headquarters.

If any situation causes resignations from the CAB, the remaining members of the CAB must be extremely careful not to discuss what has happened. They may wish to prepare a neutral statement that can be used for inquiries by chapter members. Likewise, any wording in the chapter communication should be carefully drafted, probably only thanking the former CAB member for their service and asking for volunteers to fill the vacant position.

National Arbitration Panel

The National Arbitration Panel (Panel) may be used by chapter presidents or Chapter Advisory Board members who cannot resolve conflicts on their own or with help from the chapter development administrator. Only disputes among CAB members (including the president) concerning chapter activities will be heard by the Panel.

Procedure

1. Both sides to the arbitration will sign The National Arbitration Panel Agreement indicating they will abide by the final decision of the Panel. Failure to sign the agreement may result in termination of ASG membership of the person(s) refusing to come to the arbitration.
2. The Panel will be formed only as needed. The chair of the Board of Directors will appoint the panel members. The Panel will consist of one (1) current ASG director and two (2) from the following: past or present directors, chapter development administrator, or chapter presidents. The director will serve as chair. Panel members will serve for the duration of a case and may be assigned to more than one case concurrently or consecutively.
3. All arguments must be presented in writing to the chair of the Panel within one month of being notified that the Panel has been formed to hear this case. The Panel will not consider information received outside the determined time frame.
4. Once the dispute enters into arbitration, the parties involved in the arbitration may not initiate calls or emails to Panel members. Panel members may initiate phone calls or emails for clarification of details. The opinion of the executive director of the ASG may be requested.
5. A written decision of the Panel will be sent to the parties involved within five (5) days of the resolution by the Panel. The decision of the Panel may include, but is not limited to, asking one or more individuals to resign from the CAB, terminating the ASG membership of one or more individuals, and/or probation for the chapter.



Section 8
Chapter Advisory Board (CAB) Position
Descriptions

Responsibilities of all CAB Members

Program planning and goal setting is the main purpose of the leadership of an organization. A CAB may decide to set goals for the chapter, especially at the beginning of a year, to decide what it wants to achieve and what steps it must take to achieve these goals.

Goal setting is the formal process of planning for the chapter. Goals give a direction and a method to measure how a chapter and its CAB are doing.

All members of the CAB have these common responsibilities.

- Attend all CAB meetings. If a member cannot attend a CAB meeting, she/he should call the president before the meeting and send a report. If the president cannot attend, she/he should call, in order of preference, the first vice president, the second vice president (if the chapter has these positions), the treasurer, or the secretary to arrange for that officer to preside at the meeting. Each chapter should establish its own preference order in their standing rules.
- Arrange for someone else to take over their responsibilities when they are going to be absent for a period of time.
- Make decisions and take actions for the good of the chapter as a whole, not just for the good of one or several individuals.
- Gracefully exit the position by turning over their files, supplies and property associated with the position to their successors in the position within two weeks of the changeover. All end of term transfers must be completed by **December 31**.

The above items will not be repeated in individual position descriptions.

“Additional Duties as Assigned”

A chapter may decide to elaborate upon these descriptions and/or assign special duties to CAB committees. If this is done, these detailed descriptions and special duties should be fully described in the standing rules written for the chapter. Detailing such information aides the transition from one CAB member to the next individual to hold that position and may prevent misunderstandings that may arise from uncertainty or misinformation.

Required CAB Positions

Chapter President

The president is one of the three (3) elected and required positions on the Chapter Advisory Board (CAB). This person serves as the official representative and presiding officer of the chapter and has the overall responsibility to keep it running efficiently and effectively for the good of all chapter members and the ASG organization.

The responsibilities of a chapter president are the following:

- Act as the primary link between the chapter, ASG national headquarters, and other chapters.
- Ensure the good reputation of the chapter by keeping the chapter in good standing.
- Provide all CAB members with job descriptions and ASG website Leadership Only area access.
- Preside at all chapter meetings and CAB meetings, including:
 - Prepare and distribute a detailed agenda in advance of each CAB meeting.
 - Arrange for another presiding officer to fill in at CAB meetings in her/his absence.
 - Proof, review, and approve the minutes before they are distributed to the rest of the CAB for approval.
 - Initiate and supervise, with the assistance of the CAB, the planning and implementation of chapter business, programs, and projects.
 - Set the tone at chapter events appropriate to the occasion.
- Exercise financial responsibility for the chapter, including:
 - Review finances with the treasurer via the monthly treasurer's report.
 - Sign the signature card for all chapter bank accounts.
 - Sign chapter checks, as required.
 - Work with the treasurer to develop the annual budget and submitting it to the CAB for approval.
 - Ensure that all chapter financial reports are submitted to headquarters on time.
 - Sign all contracts.
 - Initiate steps, with the rest of the CAB, to decrease expenses or increase income if the chapter is facing financial difficulties.
 - Inform neighborhood/special interest group leaders of financial policies and working with them to ensure that chapter financial goals are met and procedures followed.
- Encourage participation of chapter members in running the chapter:
 - Work with the rest of the CAB to identify and appoint committee chairs.
 - Ask and encourage chapter members with skills to chair or join committees and run for CAB positions
- Ensure good communications occur:
 - Write a column for each issue of the newsletter or other communication vehicle chosen by the chapter (at least quarterly).
 - Proofread and give final approval to the chapter's newsletter/communications, chapter website, and publicity.
 - Share information about announcements, events, activities, programs, and services received from other ASG chapters or from headquarters with the CAB and chapter members via the communications vehicle, neighborhood group coordinator, monthly general meetings, email messages, or the chapter website.
 - Share chapter news with directors, headquarters, and *Notions* blog.
- Represent the chapter:

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- Speak for the chapter, for example, answer questions to the chapter from ASG national headquarters or respond to newspaper reporters.
 - Appear at community events, if asked.
 - Attend the ASG national conference, if possible.
 - Cast the corporate vote for the chapter in any matters brought before the corporation at the Annual Meeting of Corporate Members, if the chapter is chartered and in good standing.
 - Call special meetings of the CAB, its committees, or the general membership when necessary.
 - Encourage constant outreach to the community so that others may enjoy the benefits of ASG membership.
 - Work with the treasurer to file the CAB/Banking Information Form with ASG national headquarters. File the same form each and every time one of the three (3) required CAB members, communications coordinator or newsletter editor changes.
 - Keep all user names and passwords (at least one other core officer should also have this information).

The president is the chief representative of the chapter at the ASG Annual Meeting of Corporate Members. As the only chapter representative eligible to cast the chapter's vote, it is strongly suggested that the chapter budget funds for the president to attend. The chapter's finances will determine the extent to which the chapter may be able to cover the cost of attendance.

Secretary

The responsibilities of a chapter secretary are the following:

- Create the minutes of CAB meetings and the chapter Annual Meeting for approval
- Keep the minutes in the records of the chapter as required in the Records Retention Policy
- Preside over meetings if the president, optional vice president(s) or treasurer cannot preside at a meeting. If there is a vacancy in the presidential term, the secretary is in line to complete the term (first any vice-president(s) the chapter may have, then the treasurer, then the secretary).
- Respond to all correspondence received by the chapter as directed by the CAB.
- Sign the official notice of the chapter Annual Meeting and provide a copy to all members in accordance with the ASG By-laws Article VI, Section 6, Item B. If the notice is to be published in the communications vehicle, provide a copy to the communications coordinator/newsletter editor with sufficient time for it to be published at least fifteen (15) days prior to the chapter's annual meeting.
- Certify minutes of CAB meetings as necessary. Certify election results from annual meeting and submit new officers' names to the bank(s) used by the chapter as well as any government offices that require such notice.

Minutes

Minutes are the legal record of the business of the chapter and need to be kept for each CAB meeting (including emergency, online, email and special meetings) and for the chapter's Annual Meeting. Minutes become historical fact. They are what actually happened at the meeting and not feelings or emotions. It is the responsibility of the secretary, or designee, to be certain that the minutes of the chapter meeting are accurate, clear, and brief.

Normally, they are written by the secretary; in the secretary's absence from a CAB meeting, the president should appoint someone to take the minutes.

Contents

The minutes should be succinct and not contain editorial comments. They should include the following information:

- Clearly identify the chapter name, day, date, time and location of the meeting.
 - Record attendance with full names and positions
 - List names and positions of CAB members absent and submitting a report
 - List names and positions of CAB members absent without a report
- Include income, expenses, and balance of chapter treasury in the minutes.
- Motions for action should be written as stated. Include in the minutes the outcome of the vote on each motion. Also, include the name of the CAB member who made the motion and all those who voted for it if the vote is not unanimous.
- Include summary reports of chapter events after they have been held, such as number attending, income, expenses, and profit or loss.
- Minor event details do not have to be included in the minutes.
- Do not include notes on discussions on a subject prior to a vote. However, notes that support the rationale for a particular decision may be attached as an addendum for future reference.

Approval

A draft copy of the minutes will be sent to the president for review, proofing, and approval within fourteen (14) days after the CAB meeting. After the president's corrections are made, the

secretary distributes the draft minutes to each CAB member prior to the next meeting for their review. The draft minutes and agenda should be emailed or mailed at least five (5) days prior to the next CAB meeting.

There should be a motion to approve the draft minutes by the CAB at its next meeting. During review, and before approval by the CAB, the secretary will amend current minutes if needed. The treasurer's report for that month should be attached to a copy of the approved minutes (some chapters also attach the committee reports) and then filed and kept in the chapter's permanent files as required in the Records Retention Policy. The minutes may be sent to the neighborhood/special interest group leaders after they have been approved by the CAB.

Treasurer

The responsibilities of a chapter treasurer are the following:

- Serve as the financial officer of the chapter.
- Preside over meetings if the president or optional vice president(s) cannot preside at a meeting. If there is a vacancy during the presidential term, the treasurer is in line to complete the term (first any vice-president(s) the chapter may have, then the treasurer).
- With the president, make sure the financial items in the Good Standing Policy Checklist are correct and timely to keep the chapter in good standing.
- Sign the signature form at the bank for all bank accounts.
- Provide bank account information for the CAB/Banking Information Form
- Obtain the approval of the CAB for any bank account changes and supply the new banking information for the CAB/Banking Information form to the chapter president or secretary.
- Work with the president to prepare the chapter's annual budget for January 1st through December 31st of the next year. Secure approval of current CAB for the budget.
- Hold all funds of the chapter, including funds that are raised for special purposes, in approved bank accounts, and distribute as directed by the CAB.
- Verify expense reimbursement forms received before issuing a chapter check. Assure that expenses are reimbursed in accordance with the chapter's standing rules.
- Verify receipt of contractor/service invoice prior to issuing a chapter check.
- Work with neighborhood/special interest group leaders on any events involving money or petty cash.
- Deposit checks and cash received into bank accounts promptly.
- Reconcile bank statements monthly and present a treasurer's report at CAB meetings.
- Report to the CAB any inappropriate expenditures discovered.
- Prepare a quarterly Chapter Financial Report and mail, fax, or email it to ASG national headquarters on time.
- Validate monies received from ASG national headquarters against the new and renewal member listings each month.
- Possibly receive reservations and checks for chapter programs and events.
- File Form 1099-MISC and Form 1096 when required.
 - o To download the 1099-MISC and 1096 forms and instruction visit IRS the website at www.irs.gov.
 - o On the 1099-MISC payments to the individual will be reported in box 7. The treasurer will also need the chapter's Employer Identification Number (EIN), the individual's social security number and home address to complete the form. You can complete the 1099 at any time.
 - o Keep Copies A and C and send or give the remaining copies to the individual along with their check before January 31 of the following year. Submit copy A along with form 1096, which is a summary of all 1099-MISC forms that are issued by the chapter, to the IRS no later than February 28 of the following year. Copy C is for the chapter's records.
- Provide cash at chapter events requiring it.
- Work with communications coordinator/newsletter editor/retail liaison to bill all advertising placed in the chapter publications; sends a copy of the ad along with the bill, and validates the receipt of payments.
- Keep the financial records of the chapter as required in the Records Retention Policy.
- Maintain and provide a complete list of all chapter assets and their locations, whether cash, bank accounts, savings accounts, equipment, or software, etc.

Chapter standing rules should determine:

- The requirement for two signatures on checks.
- The custodian(s) of bank card(s).
- Authorization process for expenditures on bank card(s).
 - A second officer should be made aware of expenditures prior to the purchase.
OR
 - Full CAB approval prior to purchase.

For additional information on finance policy, refer to Finances in Section 9.

Optional CAB Positions

Chapters may decide to include the following CAB positions and may designate them as either elected or appointed. Such determinations should be stipulated in the chapter's standing rules.

First Vice President

The responsibilities of the first vice-president may include the following:

- Work closely with the president on all chapter matters.
- Be in line to succeed the chapter president, taking over duties of the president if the president cannot preside at a meeting, or serving to complete the president's term.
- Serve as a signatory on chapter bank accounts and thus being able to sign checks written by the chapter.
- Assume or share a committee chair position or be switched from assignment to assignment, depending upon the size and needs of the CAB and chapter.

If a chapter chooses to have a first vice president, there is no presumption that the first vice president will become the next president or even run for chapter president, although this position may be training for it.

The CAB and chapter may assign different responsibilities to this position each year depending upon the needs of the CAB.

Second Vice President

The responsibilities of a second vice-president may include the following:

- Work closely with the rest of the CAB on all chapter matters.
- Preside over meetings if neither the president or first vice president (if the chapter has one) can preside at a meeting. Assume the duties of the president if both the president and first vice-president are unable to complete the remainder of the presidential term.
- Serve as a signatory on chapter bank accounts and thus being able to sign checks written by the chapter.
- Assume or share a committee chair position or be switched from assignment to assignment, depending upon the size and needs of the CAB and chapter.

The CAB and chapter may assign different responsibilities to this position each year depending upon the needs of the CAB.

If a chapter chooses to have a second vice president, there is no presumption that the second vice president will become the next president or the next first vice president, or that this person will eventually run for chapter president, although this position may be training for those positions.

Chapter Advisory Board Committee Chairs

These position descriptions are arranged in alphabetical order.

This is not an exhaustive list but includes some of the most common committees found in chapters. Each chapter will determine which committees and committee duties are needed to accomplish the goals of their chapter.

Communications Coordinator

This position is an optional CAB position. Communications is a recommended chapter responsibility and can be tailored to meet the needs of a particular chapter. In some cases, the Communications coordinator will be the umbrella for the way the chapter communicates with members. For example, the newsletter editor, publicity, social media chair, and webmaster are all part of this committee. Other chapters may choose for each of these (or as many as the chapter has) to stand as individual committees.

Chapters may find it beneficial to coordinate publicity, chapter events, and messages so there is a consistent message without unplanned duplication.

The responsibilities of the communications coordinator may include the following:

- Coordinate all chapter communications
- Oversee, if positions exist in the chapter: newsletter editor, social media manager, webmaster, and publicity chair
- Ensure that all communication to chapter members is consistent and accurate
- Assist in drafting messages for distribution to chapter members

Chapters may elect to have the communications coordinator prepare and distribute the chosen chapter communications (at a minimum quarterly) to chapter members in lieu of having a newsletter and newsletter editor.

Community Service Chair

Community service is a recommended chapter responsibility. Although reporting information to headquarters is not a good standing issue, this information is useful for obtaining grants, support, and donations within the community.

The responsibilities of the community service chair and committee may include the following:

- Propose and plan community service projects for the chapter and present them to the CAB for approval. The CAB should approve the plans for chapter-wide community service projects before they are launched, including any expenditure of chapter funds.
- Help neighborhood/special interest groups and other chapter members plan projects.
- Oversee plans for the projects.
- Arrange the distribution of completed items to appropriate people and organizations.

Community service is not a requirement placed on any chapter by our not-for-profit status, by the ASG By-laws, or by direction from the national Board of Directors. Rather, community service is a choice each chapter makes to give back to its community.

Types of Community Service Projects

The type of project is decided upon by a chapter or a neighborhood/special interest group, depending on the interests of the members and the needs of its communities. Refer to the ASG website for project ideas.

Hospitality Chair

The responsibilities of the hospitality chair and committee may include the following:

- Work with the membership chair and committee to make all members feel part of the chapter.
- Welcome new members and guests at chapter meetings and events.
- Contact new members in advance of the meeting to personally invite them to attend.
- Provide refreshments at chapter meetings and/or special events, e.g., coffee and small pastries, etc., or recruit others to furnish them.
- Organize a chapter orientation event or publication for new members.

The hospitality chair proposes and the CAB approves methods of paying for refreshments, if they are furnished.

Member Representative

The responsibilities of the member representative may include the following:

- Act as the voice of the general membership at the CAB meetings.
- Act as an ombudsman responsible for the “health” of a chapter.
- Work as a liaison between the chapter and another organization that would benefit from a mutual working relationship.
- Explore various issues with the general membership based on questions posed by the CAB.
- Possibly conduct an annual job performance review of the chapter president and members of the CAB, as directed by the CAB.

The member representative may be asked to substitute for a committee chair during an extended period of absence of that chair.

Membership Chair

The responsibilities of the membership chair and committee may include the following:

- Be familiar with reports available on the ASG website; such as, new members, expiring members, and renewing members.
- Maintain up-to-date membership records for the chapter utilizing the information downloaded from ASG national headquarters at least monthly.
- Make a membership list available to CAB members as needed.
- Interact with other CAB members and Neighborhood Group Leaders regarding membership.
- Welcome new members and determine areas of interest and expertise.
- Recruit other chapter members to serve as a membership or hospitality committee. They will be responsible for assisting in welcoming attendees to meetings and special events, making welcome phone calls to new members and following up with lapsed members and being part of the team that staffs a chapter booth at local sewing expos and community events.
- Contact non-renewing members to determine withdrawal reasons.
- Keep the membership application and membership brochure current and available and oversee its distribution throughout the area served by the chapter.
- Develop and implement plans to increase chapter membership, with the approval and help of the CAB.

Neighborhood/Special Interest Group Coordinator

The responsibilities of the neighborhood /special interest group coordinator may include the following:

- Function as a liaison between the CAB and the chapter's neighborhood /special interest group leaders.
- Organize and conduct a meeting each year of all the neighborhood/special interest group leaders to enhance their leadership skills and share program ideas.
- Help neighborhood/special interest group leaders with program ideas and coordinate members who will present programs to various neighborhood /special interest groups.
- Initiate new neighborhood/special interest groups as the need is identified or as membership growth dictates.
- At the request of a neighborhood/special interest group, help recruit new leaders.
- Coordinate the involvement of neighborhood/special interest groups in chapter activities.

Newsletter Editor

The newsletter editor must understand the Chapter Member Communications/Newsletter Policy in Section 4.

If the chapter chooses to produce a newsletter as their communication vehicle, the responsibilities of the newsletter editor include:

- Plan newsletter production:
 - Chapters shall publish a minimum of four (4) newsletters per year, evenly distributed throughout the year (such as quarterly), as stated in the Chapter Charter and Letter of Agreement. **This is a Good Standing Policy item.**
 - Develop procedures to produce and distribute the newsletter.
 - Form committee(s) to help complete tasks, as needed.
- Confer frequently with the chapter president and other CAB members to get articles, information, and to allocate newsletter space.
 - Edit all copy for content, length, spelling, grammar, and punctuation.
- Obtain approval from the chapter president for each issue of a chapter newsletter/publication prior to its distribution.
- Ensure that chapter members' privacy is protected in the newsletter.
- Work with the retail liaison to secure advertising for the newsletter.
 - If the retail liaison position is not filled, fulfil the duties of the retail liaison with respect to obtaining advertising
 - Obtain suitable copy from advertisers to place in newsletter.
 - Ensure that paid advertising is *only* sewing related.
- If the newsletter is printed:
 - Present printing/reproductive services bids to the CAB for approval.
 - Use the current membership list and prepare the mailing labels.
 - Prepare the newsletter for mailing (either first class or bulk mailing).
 - After each issue submit an income and expense reporting to the CAB.

Chapters **must send** hard copy or an electronic file (as an email attachment) of each newsletter to ASG national headquarters for each chapter's permanent file by the end of each quarter and a copy to each BOD member. Chapters **shall not** send links to a copy of their newsletters on a website. Chapters should also upload their newsletter to the ASG website each time a new issue is printed/published.

Publicity Chair

The responsibilities of the publicity chair and committee may include the following:

- Develop and implement a publicity program to obtain local media coverage for the chapter and its events and to make the chapter known within its geographic area.
- Obtain chapter president approval on all publicity.
- Develop an email list to submit media releases.
 - Prepare contact list for publicity sources such as local newspapers, radio stations, television stations, etc., including publication deadlines, contact names, email addresses, and fax numbers.
- Write press releases and other publicity materials.
- Develop and produce posters, flyers, and other publicity materials for chapter events as required.

Retail Liaison

The responsibilities of the retail liaison may include the following:

- Act as the primary link between the chapter and area retailers.
- Encourage members to patronize and show appreciation to local and national retailers.
- Negotiate and secure discounts from local retailers for chapter members. Use the Retailer Discount Agreement (on the ASG website) for the agreement with each retailer. (Only the chapter president or retail liaison may negotiate discounts with area retailers.)
- Communicate with the area retailers regularly to keep them current on chapter's activities and to promote general good will between the retailer and the chapter.
- Secure paid newsletter advertising from local sewing related retailers. If a chapter has no retail liaison, the newsletter editor or chapter president may do this (refer to the ASG website for the Newsletter Advertising Agreement).
- Make a list of area retailers, including contact names and phone numbers, for inclusion in the chapter newsletter and for keeping in contact with retailers.
- Request door prizes and favors for chapter events and encourage members to thank the retailer for the donations.

Using the Retailer Discount Agreement

Use this agreement with a local retailer who agrees to offer chapter members a discount on their purchases. Refer to the Retailer Discount Agreement on the ASG website.

Not all of the clauses in this agreement are applicable to all situations. Any clauses that refer to the American Sewing Guild, Inc., refer to the national organization and shall not be changed by a chapter. These clauses are intended to protect the national organization.

To use the Retailer Discount Agreement, a chapter should use the following steps:

- Download the agreement from the Leadership Only area of the ASG website.
- Before printing the agreement:
 - Delete any paragraphs that do not apply.
 - Fill in the blanks and information indicated by words in parentheses, such as the name of the newsletter. Spell out numbers and use numerals as well; for example, "two (2)" to indicate a number in a contract.
- Print out three (3) copies of the agreement: one copy is for the retailer, one for the chapter president, and the third for the retail liaison.
- If the copies are mailed to the retailer who is renewing the agreement with the chapter, send an addressed, stamped envelope and instructions. Or provide an email address or fax number and instructions for scanning and sending the agreement electronically.

If this is the first time that the retailer will offer a discount, the retail liaison or chapter president should make the call in person and have copies of the agreement ready for the retailer to sign.

Information about Discounts

Information on local and national discounts received should be printed in every issue of the chapter newsletter. If the chapter has not started publishing a newsletter, a list of participating retailers and the discounts being offered may be printed to distribute to chapter members at events.

Chapters may also choose to provide links from their websites to their supporting retailers' websites. This should be discussed with each retailer. Discounts from retailers offered nationwide can be found on the Members Only area of the ASG website.

Advertising

The chapter may use the retail liaison or the newsletter editor to ask local retailers to advertise in the chapter communications. Refer to "Newsletter Advertising," and the Newsletter Advertising Agreement on the ASG website.

Special Events Chair

The special events chair and committee work with other chapter committees to present fun and educational opportunities that meet the needs of chapter members. The special events chair and committee usually have responsibility for those events that are not regular chapter programs/meetings. A chapter may want “sub-chairs” to be in charge of one (or one type) of special event, for example, one person chairs the retreats and another, the guest speaker events.

The responsibilities of the special events chair and committee include the following:

- Develop preliminary plans for an event and recommend to the CAB for approval.
- Use the Program Production Budget Form on the ASG website first to plan the event and then to budget for the event once more details are known.
- Develop detailed plans for the event and develop a budget, including:
 - Arrange for facility/locations.
 - Secure speakers and make their travel and hotel arrangements (chapters may use the ASG Speaker Agreement or the agreement provided by the speaker and approved by the CAB).
 - Make arrangements for other facilities, food, equipment, and personnel, as required.
 - Ensure the president has signed all the agreements (speaker, facilities, caterers, etc.)
 - Develop publicity for the event.
 - Enlist help from chapter members for the event, as needed.
 - Implement the plans for the event.
- If the speaker or other non-incorporated individual is paid \$600 or more over the course of the calendar year, the chapter should issue Form 1099-MISC to the speaker before January 31 of the next year. Contact headquarters for guidance in completing the required paperwork.
- Evaluate the success of each event and determine final costs, profits, attendance figures, and suggestions for improvements. Report this information at the next CAB meeting for the minutes and place the information in the files for future reference.

What Is a Special Event?

Chapters must hold at least one special event a year. A special event gives members an opportunity to become better acquainted and to experience a different sort of meeting from the usual chapter or neighborhood / special interest group meeting.

In ASG jargon, “special events” are those get-togethers of chapter members that are not regular chapter meetings. They are “special” because they usually require finding a different place to hold the event, planning a different sort of program and/or speaker, requiring reservations, and so on. Refer to the Special Events Tip Sheet on the ASG website for ideas.

Special events don’t necessarily require an elaborate and expensive setting, nor do they require that chapters charge a fee to attend. Whether a fee is required depends upon the event that is held. If a fee is charged, the ASG member price should be less than what non-members pay.

Event Cancellations

The special events chair and committee should establish a procedure to use to notify chapter members if a special event needs to be cancelled at the last minute.

Chapter Refund Policy

The CAB should establish a refund policy for chapter events that have a prepaid fee. The policy may be different for different kinds of events. The chapter's refund policy for a particular special event should be published along with the information about the event or program.

The chapter's refund policy should be documented in the chapter's standing rules.

Website Manager

If the chapter decides to have a website, it should be developed under the chapter name rather than an individual's name. The president and at least one other core officer should keep all user names and passwords. The responsibilities of the website manager may include the following:

- Ensure that the chapter president reviews the website for final approval.
- Ensure that content complies with the ASG Chapter Website Policy.
- Make changes, if any, suggested by ASG national headquarters in order to gain its approval.
- Ensure that the chapter website links to the ASG website.
- Propose changes in the host, style, use, and major content of the chapter website to the CAB for its approval.
- Work to ensure the privacy of all persons shown or mentioned on the website.
- Implement a procedure to update the website to keep its contents current.



Section 9
Chapter Functions and Activities

Annual Meeting

Each chapter is required to hold an annual meeting each year sometime during the months of September, October, November, or December. The meeting does not have to be in the same month each year.

For more information, refer to the ASG Bylaws, Article VI, Section 6 located on the ASG website.

Purpose

There are two main purposes for holding an annual meeting:

- To hold elections to fill Chapter Advisory Board positions (if the chapter has chosen to hold elections at the annual meeting).
- To report to the membership on the state of the chapter, including its financial state.

Meeting Notice

The ASG By-laws Article VI, Section 6, Item B, state, “The secretary of the chapter shall provide at least fifteen (15) days’ notice of this meeting to chapter members, either as a separate notice mailed directly or as an article in the chapter newsletter.” If using the chapter newsletter to inform chapter members of the meeting, the delivery of the newsletter or communication must be timed so that it reaches members at least fifteen (15) days before the meeting.

Alternatively, the secretary could send out the official notice of the meeting to each chapter member in a separate first class mailing that is appropriately timed.

Annual Meeting Quorum

The ASG By-laws, Article VI, Section 6, Item C, state, “At the chapter annual meeting, a quorum shall be fifteen (15) percent of a chapter’s total individual members. If quorum is not reached, the meeting may be adjourned for up to three (3) weeks. The secretary shall give notice of the rescheduled meeting to all chapter members who were not present at the original meeting, either by letter or by newsletter.”

Conduct of the Annual Meeting

1. The chapter president should declare the meeting “the Annual Meeting of the _____ chapter of the American Sewing Guild, Inc., for the year 20__.” The secretary should likewise take minutes and show this statement in the minutes.
2. The president should introduce the members of the current CAB.
3. The president should report on the state of the chapter.
4. If the election is held at the annual meeting, the nominating committee chair should:
 - a. Introduce the candidates and the positions for which they are running.
 - b. Explain the election process (why a vote is needed even if there is only one candidate for a position, that only chapter members may vote, that a proxy ballot will not be counted if a member who is present votes). Three members, including the nominating committee chair, should count ballots).
 - c. Distribute the ballots.
 - d. Collect the ballots.
 - e. Validate the ballots and the proxy ballots.
 - f. Count the votes for each position.

-
5. The chapter president can recess the business part of the annual meeting (unless there are other business items on the agenda) until the votes can be validated and counted.
 6. The program could now be presented or continued.
 7. When the election committee has the results of the election, the president will call the meeting back to order. The nominating committee chair will announce the results. The president will ask for a vote to destroy the ballots.
 8. The president adjourns the Annual Meeting.

State of the Chapter Report

These are the items that should be reported to the membership:

- Membership growth
- Chapter activity, including special events
- Neighborhood group/Special interest highlights
- Community service

The treasurer should give a brief report stating the financial viability of the chapter and refer interested persons to a written report. This report includes the financial health/status of the chapter and the total income and expenses as well as net gains or losses

Donations

Because the ASG is a 501(c)(3) organization, chapters can receive donations of money and goods.

Thank You Letters

All gifts should be promptly acknowledged by the chapter in a letter to the donor(s) on ASG letterhead. The donors can then claim the donations on their income tax returns, using this letter as proof of donation. IRS rules do not allow the chapter to place a value on a donation of goods or services. That is the responsibility of the donor.

The chapter must issue a thank you letter for any single contribution of \$250 to conform to IRS regulations.

If chapter members are donating many items at a particular time (for example, for a community service project), the chapter may wish to print multiple copies of a form letter that the chair of that community service project could fill in, sign, and hand to the donor at the time of the donation.

Samples of thank you letters are provided on the ASG website.

Monetary Donations

Any money received by a chapter should be reported by the treasurer in the chapter's financial accounts ("the books") and on the Chapter Financial Report, line **B6**, under Income.

In thanking the donor for the gift, the amount of the check should be mentioned. If possible, in the letter thanking the donor, explain how the gift will be used. A sample letter is provided on the ASG website.

"In Honor Of" and "In Memory Of" Donations

Monetary gifts that are given to honor or in memory of someone require that the chapter send two letters.

The first letter should be sent to the donor and should include wording why the donor has sent the gift. The second letter should be sent to the person being honored or to the family of the person in whose name the gift was made. The second letter does not include the amount of the gift. Refer to examples provided on the ASG website.

In-Kind Donations

In-kind donations are those that are not cash, even if cash was spent by the donor. For example, both the donation of 10 yards of fleece and not claiming the cost of making copies are "in-kind" donations. The chapter might not know about the second of these donations.

In-kind donations are not reported on the Chapter Financial Report.

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.

In thanking donors for in-kind donations, list the items received but do not put a value on them in the letter. The valuation of the items is left to donors if they claim the donations when doing their income tax returns.

The list of items should be fairly specific but when many items are received from one donor (for example, someone cleaning out a sewing room), it is all right to group and approximate the items received.

As an example, the letter might say the following:

- Approximately 6 yards of assorted wools
- Steam iron
- Medium box of miscellaneous laces, zippers, elastic, and other sewing supplies
- White sewing machine, serial number 123-4-56, missing foot pedal

If the list of donated items is long, it may be attached to the body of the letter, rather than included within it.

Gifts with Restrictions

Sometimes gifts will be made with restrictions. The chapter **must** use the gift as directed, or it may choose to turn down the gift.

If it will take more than one year to use the gift, the restrictions should be well documented so that future CAB members will know how the gift should be used.

Donations of Sewing Estates

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. This can be a sensitive topic, as families are often unaware of the value- or lack of value- of the items they are donating. The CAB does not want to burden the chapter with the donation of outdated items that must be stored or repaired. The possible cost of disposal should also be considered.

Finances

Chapter funds should be spent prudently for chapter operation and members' education. Chapters may never use funds for alcohol or other controlled substances.

A reserve of at least six (6) month's operating expenses should be maintained so that the chapter has a positive cash flow for upcoming and/or unexpected expenses. However, building a very high reserve should not be the aim of the chapter.

Unless a special event or program is planned specifically with the goal of a member "give back" or as an event to attract members, it should be planned and priced with an expectation that it brings in a reasonable profit for the chapter.

The chapter's fiscal year must be the same as that of the ASG., that is, January 1 – December 31. **This is a Good Standing Policy item.**

Each month, rebates for new and renewing members processed during the previous month will be deposited electronically in each chapter's bank account.

Budget

Each year the presiding president and treasurer should identify items for the following year's CAB to consider. At the beginning of the fiscal year, the budget is finalized by and approved by the current CAB. The budget is used to guide and check the financial state of the chapter.

Bank Accounts

Payments require documented approval of at least two authorized signors. All chapter bank accounts must have three authorized signors who are CAB officers and should include the president and treasurer. Payments require documented approval of at least two authorized signors.

Chapters with bank cards must observe the following:

- The chapter standing rules must reflect the custodian(s) of all bank card(s).
- The standing rules may also address the approval method required before making expenditures. For example, all bank card expenditures should be approved by two authorized officers.
- Expenditures to the bank card(s) should be reconciled monthly. If inappropriate charges are discovered, the CAB must take immediate action to recover funds.

No neighborhood/special interest group can open its own bank account.

CAB/Banking Information Form

The chapter must provide a copy of the CAB/Banking Information Form to ASG National Headquarters by December 15 of each year and any time any of the information contained within the form is changed. **This is a Good Standing Policy item.**

Bank Statement

Bank statements and other bank correspondence should be received by the chapter treasurer, who should provide the information to the president.

Reserves / Savings Accounts or Investments

Money for the chapter's reserve may be put into a money market account, a savings account, or a short-term bank certificate of deposit as long as it is insured by FDIC. This information is required on the chapter Financial Report.

Chapter Financial Report

Each chapter (chartered and unchartered) must file an accurate Chapter Financial Report to ASG national headquarters at the following times: January 31, April 30, July 31, and October 31. The chapter's proper EIN must be used on the report. A copy of the report form is available for download in the ASG Leadership area (Forms/Reports tab) of the ASG website. **This is a Good Standing Policy item.**

This report can be filled out and filed electronically. An electronic receipt is sent when the report is received at ASG national headquarters.

Reimbursement

All requests for reimbursement should be submitted via a completed Expense Reimbursement Form and include original receipts.

No chapter member should be issued a chapter check without providing a completed Expense Reimbursement Form and original receipts. Samples of this form can be found on the ASG website. These forms should be submitted to the treasurer in the month the expense is incurred in order to keep the chapter's books accurate. The CAB can deny payment if expense reimbursement forms are not submitted in a timely manner.

Taxes

Federal Income Tax Returns

ASG national headquarters files the ASG federal tax return for chapters that have submitted the Group Exemption Application Form and are in good standing (refer to the *Treasurer's Guide*).

The chapter must have mailed a Group Exemption Application Form to ASG national headquarters for the year of the tax return (**by December 15 of each year for the coming year**) in order to qualify as a subsidiary group of the ASG. **This is a Good Standing Policy item.**

Internal Revenue Service Correspondence

A chapter receiving correspondence from the Internal Revenue Service should promptly call the executive director on what to do.

Local and State Taxes

A chapter is responsible for collecting any sales taxes that may be levied on merchandise it sells to the public. There may be local and state taxes due, and the chapter should check with the venue at which it is selling to see what is due and how it is to be remitted. Merchandise should be priced to include the taxes. The chapter will need to keep track of what is sold and the prices in order to calculate the tax owed.

State Sales Tax Exemption

The federal designation of ASG as a 501(c)(3) organization may exempt chapters from paying state and/or local sales tax on items purchased for use by the chapter. In some states, 501(c)(3)

organizations are an "automatic" exemption, while in other states that is not the case. Sales tax exemption requirements can vary widely from state to state. To receive the special exemption, many states require the nonprofit organization to go through an application process to receive sales tax exemption status. Check the state's Department of Revenue website for information and application. Other chapters within the same state may have already been through the exemption process and could offer guidance. Check with the president or treasurer.

Considering the varying state processes for obtaining a sales tax exemption along with specific requirements, it can be a challenging process. Many states require annual filings that can incur penalties if not filed by the due date

Fundraising

A chapter may want to find sources of revenue other than membership dues rebates and newsletter advertising, especially new or smaller chapters, which may not have built up a reserve.

The goal of any fundraising should be to increase the value of the chapter to its members, never to raise money for the sake of raising money.

Service for Donation

There may be opportunities for other types of donations such as teaching for other organizations or volunteering at expos. Chapters are free to explore these possibilities in exchange for in-kind donations.

Opportunity Drawings

Although raffles and/or chance drawings are one of the easier ways to raise funds, chapters must make certain they follow all state regulations. The chapter must investigate its state's laws governing such raffles, whether a permit is needed, and what other rules must be followed to conduct the raffle properly. To start the research, search the Internet using the name of the state and the word "raffles." This should locate the state agency that is in charge of raffles for that state.

Grants

Chapters pursue grants for a specific purpose. If a chapter receives a grant it must:

- spend the money only as required by the terms of the grant. (The chapter may have to set up a separate checking account or separate accounting procedures for this purpose.)
- report the money as income on the Chapter Financial Report in the period in which the money is received.
- refer to the "Writing a Grant Proposal" on the ASG website under the "Manuals and Guidelines" tab of the Leadership Only area.

Membership and Growth

This section highlights the guidelines for chapters regarding memberships. Much more information about maintaining membership records, attracting and involving new members, retaining current members, and conducting membership drives is detailed in the *Membership Chair's Guide*, which can be found under the ASG Leadership area (Manuals/Guidelines tab) of the ASG website.

Chapter Membership Procedures

All membership forms are processed by the ASG national headquarters.

- Chapters must direct prospective members to use the Membership Application Form found at www.ASG.org or the official membership application printed form. It is important that chapters fill in the chapter name section of the form with the complete and proper name of their chapter.
- All printed applications must be sent directly to ASG national headquarters. If new members pay at a chapter event/program, then the chapter should send the membership applications and checks to headquarters no later than one week after the event.
- If a member writes one check for both membership dues and program admission, deposit the check in the chapter's account and issue a check for the dues only to ASG national headquarters.

Membership Records

ASG membership and status information is maintained at ASG national headquarters.

Chapters may want to remind seasonal members frequently to update their contact information at headquarters. It is the responsibility of individual members to keep the information current:

- enter the change information directly on the website in the Members Only area.
- email changes of address, phone number, and/or email address to info@asg.org, if unable to complete online.

Membership Reports

The following reports must be downloaded and distributed to the appropriate CAB members monthly.

- Accounting Report with itemized dues collected and rebates against each new and renewing member
- New Members Report
- Renewal Report
- Expiration Report
- Renewal Notice Report
- Transfer Report
- Full membership listing

Membership Lists

Lists of chapter members or lists of neighborhood/special interest group members may be provided to other members as a convenience. All members should be given the opportunity to opt out if they wish not to be included.

ASG members are not to use name and contact information of other ASG members for purposes other than ASG business unless specifically authorized by the individual ASG member.

- The chapter must not give or sell the membership list and should contact the executive director if there is such an inquiry. Members must not use their lists for business purposes. Lists should not be provided in copies of the newsletter or other communications that go to non-chapter members, such as retailers.
- Membership lists must not be posted online, in chapter websites, or on Facebook pages unless the lists are password protected and available to members only.

Neighborhood/Special Interest Groups

Any chapter – large or small – may form one or more neighborhood/special interest groups. Groups may vary in size and may be formed to accommodate special interests, location, and/or meeting times. All chapter members should be encouraged to attend as many groups as they wish.

The Neighborhood/Special Interest Group (NG/SIG) Policy states the following:

- All neighborhood/special interest groups are open to all members of the-ASG.
- After a visitor has attended two (2) neighborhood/special interest group meetings, she/he must join the ASG to attend subsequent meetings.
- No neighborhood/special interest group can open its own bank account.
- No neighborhood/special interest group may hold petty cash funds over \$100.00. Any additional funds the NG has should be deposited in the chapter treasury and designated as funds for that particular NG.
- CABs may set a yearly budget for NG/SIG expenses if desired. This amount should be written in to the chapter's standing rules.

A chapter may outline the sort of interactions expected of a neighborhood/special interest group with the chapter in its standing rules. A chapter may also set term limits for neighborhood/special interest group leaders in their standing rules.

Neighborhood/Special Interest Group Leader

This is not a CAB position. However, a person may be a CAB member and also serve as a group leader, unless this has been changed by the chapter's standing rules.

Neighborhood/Special Interest Group leaders may be selected by common consent of the group, elected by the a neighborhood/special interest group, or volunteer, depending on the group and the traditions of the chapter. This position does not have a term limit, except as stated in a particular chapter's standing rules.

Leadership responsibilities may be shared, and a committee formed within the neighborhood/special interest group as outlined below.

Responsibilities of neighborhood/special interest group leaders include the following:

- Preside at neighborhood/special interest group meetings.
 - Guide the group in planning neighborhood/special interest group programs.
 - Involve guests and new members in the meeting and the ASG.
 - Handle group dynamics to allow all members to be heard, to be shown respect, and to enjoy the meeting.
 - Coordinate the logistics of the meeting, such as meeting location, with help from the whole group.
- Manage the group's petty cash fund, if it has one.
- Function as the liaison between the neighborhood/special interest group and the CAB, through the neighborhood/special interest group coordinator, if the chapter has filled this position.
 - Attend the neighborhood/special interest group leaders' meetings.

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- Submit information concerning the neighborhood/special interest group's activities and schedule to the appropriate CAB member in a timely manner.
 - Announce chapter functions at each meeting and encourage participation in chapter events and leadership.
 - Serve as an ASG contact person for interested new members and guests.
 - Maintain and update lists of current neighborhood/special interest group attendees and provide these lists to the next group leaders.

Neighborhood/Special Interest Group Leaders' Meeting

If a chapter has more than three (3) neighborhood/special interest groups or if the groups are widely separated, the chapter should hold a neighborhood/special interest group leaders' meeting at least once a year.

The purpose of the meeting is to bring the neighborhood/special interest group leaders together to share ideas and to provide help in how to lead a neighborhood/special interest group.

The neighborhood/special interest group coordinator, if the chapter has one, is in charge of planning and conducting the meeting. Otherwise, the president should plan the meeting or invite the neighborhood group leaders to a special CAB meeting devoted to their issues and concerns. All CAB members are invited to attend, and their role is to listen to the group leaders' ideas and concerns, if any, about the chapter.

More information may be found in the *Neighborhood/Special Interest Group Coordinator's Guide*.

Websites

ASG Website

The ASG website, www.ASG.org, serves as an advertising tool for ASG and as a communications link between our members and chapters and between the public and ASG national headquarters or chapters.

The website was designed and is maintained by a website company with oversight by the executive director.

Password Protected Areas

Two areas of the ASG website are password protected. These contain information of interest to and applicable only to ASG Members. The following descriptions identify current content, subject to change for each area.

Members Only Area

This section of the website contains information such as

- ASG logos for various uses, including digitized for machine embroidery, and the ASG Logo, Trademarks, and Copyright Policy
- *ASG Notions*-archived issues
- chapter newsletters
- special offers and discounts
- awards
- contests
- educational information

The passwords for this area are provided to members as part of their welcome letter. Members must follow the on-screen directions to establish their passwords and should be sure to use the email address they used initially to establish their membership.

ASG Leadership Area

This section of the website contains information such as

- ASG Logos for use on documents and printed material
- ASG By-laws
- ASG videos and webinars
- lists of chapters, directors, and headquarters personnel
- master calendar listing when certain reports are due
- forms
- *Chapter Media Kit*
- information about obtaining a Certificate of Insurance
- ASG By-laws
- leadership manuals/guides
- the list of Board of Directors
- several tip sheets
- resources for annual programs, such as award forms

All passwords are case-sensitive, so they should be typed as they appear with respect to capitalization. Access to the Leadership Only area can be given to all CAB members and neighborhood/special interest group leaders.

Chapter Websites

Review the Chapter Website Policy and read the Suggestions for Chapter Websites.

Important points from the Chapter Website Policy and “suggestions” to emphasize/include the following:

- The chapter’s website must be approved by the executive director before it can be posted for public viewing.
- The website should be positive about ASG.
- The chapter’s website should link to the ASG website.
- Members’ privacy and identities should be protected.
- The website should be updated regularly.

Chapter Newsletters on Websites

The chapter’s newsletter, which must match what was distributed to members can be placed on the chapter’s website only if it has a *password protected* area. Only chapter members would get the password. Any information that is only for members would go in this area and could include newsletters. If a chapter decides to set up an online forum the newsletter could be made available here for access to members.

Parts of the newsletter may be excerpted for the chapter’s website especially those emphasizing chapter and neighborhood group activities.

Member privacy must be safeguarded on the website. Do not list contact information for members on the website without permission.

Youth Programs

The TAG (Teach Another Generation) tab in the ASG Leadership area of the ASG website provides the *TAG Guide* for chapters wanting to begin a youth program. A chapter is not required to have a youth program. Some chapters have chosen to work with young people to fill the void left as schools drop their sewing programs and family members no longer have the time or sewing skills to pass on.



Index

To locate a specific topic or page cited in the index, use your computer's **Search**, **Find**, or **Go to** function. If you are unable to do this, then simply scroll through the manual to locate the desired page.

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