

Standing Rules

Houston Chapter ASG

The Houston Chapter of the American Sewing Guild (ASG) shall follow the National ASG By-laws, the ASG Chapter Charter, the latest version of Policies and Procedures as contained in the Policy and Procedures Manual for ASG Chapters, the Leadership Library Guidelines and the current edition of Roberts Rules of Order Newly Revised. Standing Rules are in addition to those governing documents. The Standing Rules must not contradict the above guidelines. These Standing Rules are specific to the Houston Chapter and may be changed only in accordance to processes described below.

Chapter Advisory Board

Chapter Advisory Board (CAB) members are expected to attend all scheduled CAB meetings with a report. If they cannot attend, the report is still required. They are strongly encouraged to attend all Special Events. CAB members who do not follow the Standing Rules or Policies and Procedures are subject to removal from their office.

- Elected officers will include President, Secretary, Treasurer, First Vice President, and Second Vice President. A person may serve up to four (4) consecutive years in ANY one ELECTED position.
- The Secretary will email monthly minutes to CAB members before the next scheduled meeting. CAB meeting minutes will be submitted to CAB members for review within two weeks of the meeting.
- CAB members (elected or appointed) may not use their position to advance their sewing business: ie--no free advertising. They are subject to immediate dismissal from the CAB if this occurs.

Appointed Officers

- Appointed Committee Chairs may include Newsletter Editor, Membership, Web Master/E-Communications, Neighborhood Group Coordinator, Special Events, Retail Liaisons (North and South), Community Service, Publicity, Program/Education, Hospitality, and Historian.
- Additional Chairs will be determined each year based on needs and skill availability.
- First Vice President will work closely with the President and fill in as needed during the year. The Second Vice President may serve in dual positions. For example, 2nd VP+ Membership or 2nd VP+ Special Events, etc.

CAB Meeting

- The CAB must meet quarterly as stated in the National Policy & Procedures. The Chapter President may schedule additional meetings. Scheduled meeting dates, time and location will be emailed to CAB members at least one week prior to meeting.
- Board meeting time and place may be changed as needed by the chapter President.

- Emergency meetings may be called via email or phone call.
- CAB meetings are open to the general membership in an observation capacity only. Remarks during discussion will be limited. Making motions and voting on motions are limited to CAB members only. CAB meeting will be announced on the webpage included in President Notes under Members Only.
- Items for the agenda must be emailed to the President at least 24 hours prior to the meeting. Last minute agenda items may be added at the meeting, time permitting.
- There will be no CAB meeting during the month of the Annual Conference unless specifically called by the chapter President.
- A CAB meeting will be held immediately following the Annual Meeting or scheduled in order to transfer information and contact details in a timely manner from the outgoing to the incoming CAB members. Minutes must be printed with ASG Houston letterhead and include the names and positions of the CAB as required for bank access transfers.

CAB Committees

- The CAB may add and appoint positions to the CAB by majority vote of the current members as long as there will be an odd number of members on the CAB (pg – CAB Membership).
- CAB chairs should recruit committee members from the membership in order to complete their work and to train successors for that position (pg 7-3 – Cab Committees).
- The minimum Required CAB chair positions for the success of the Houston chapter are:
 - Membership
 - Newsletter Editor
 - Social Media Manager
 - Events Coordinator
 - Website Manager
 - Neighborhood Group Coordinator

Annual Meeting, Candidates and Election

- Minutes must be taken at the Annual Meeting. Minutes must be printed with ASG Houston letterhead and include the names and positions of the CAB as required for bank access transfers.
- The first meeting for the incoming CAB will be scheduled at the Annual Meeting.
- The Annual Meeting will be held each year as determined by the CAB.
- The Nominating Committee will consist of three (3) members: one CAB member not seeking re-election and two others.
- A CAB member who wishes to continue in their position must notify the Nominating Committee Chairperson in writing prior to the deadline.
- Candidates for President must have already served at least one (1) full year on the CAB in either an elected or appointed position within the last three (3) years.
- The roster of candidates and voting form will be provided in the Newsletter or by special mailing. The membership will be notified 60-90 days in advance of the Annual Meeting. The membership will be provided a ballot via email. Members without current and subscribed mails on Mail Chimp will need to have a hard copy voting ballot mailed to them. *The chapters must allow their*

members the option of hard copy or electronic communications but must not charge postage to the members (pg 4-17 – Chapter Member Communications).

Chapter Finances

- Chapter fiscal year will be from January 1 through December 31.
- The signatories for the chapter checking account will be the Treasurer and President, as required by the Policy and Procedures (pg 4-11 – Chapter Good Standing Checklist).
- The Treasurer will work with the President to develop a budget after the National Conference of each year for the following year. The budget will be submitted to the CAB at the September CAB Meeting for approval.
- The Treasurer will reimburse expenses only with original receipts and the proper ASG expense form.
- Treasurer is required to file quarterly reports in a timely manner as requested by National Headquarters.
- The chapter will pay for the President's expenses to attend the ASG National Conference (as chapter finances permit) as follows:
 - Travel to the National Conference: Air travel reimbursed for coach class, by the most direct and economical route. Use of a personal car to drive to the conference may be reimbursed at either the exact mileage to and from the conference location at the IRS mileage rate or the cost of a coach round-trip airline trip, whichever is less.
 - Added travel reimbursement will only be for travel to and from hotel on first and last day of conference. Additional travel expense at the conference is the responsibility of the President.
 - Hotel reimbursement will be made at rate of two (2) guests per room, and will cover the required days for attendance. Bonus day activities are not covered. In order to receive reimbursement, attendee is required to stay at the hotel for which special rates have been negotiated for meetings. *NOTE: The Policy and Procedures (pg 2-12) states that the chapter presidents will be offered a reduced fee if registered before the early-bird deadline.*
 - All meals not included in the conference will be reimbursed up to \$50.00 (fifty dollars) total per day.
 - The President will initially pay for all expenses, and then submit all original receipts for reimbursement.
- Mileage for CAB members during their regular duties as board of volunteers will not be reimbursed except by special vote of the CAB. No tax statements will be given for volunteer work done for the Chapter.
- All invoices must be submitted to the Treasurer within 45 days of the date of the receipt. They are not to be held or delayed.
- Committee Chairs are responsible for spending in their area of the budget.
- All personal expenses must be submitted within ninety (90) days for reimbursement.
- Budgeted line items do not need prior CAB approval unless they exceed the budgeted amount.
- Expenses outside the budget must be approved by the CAB prior to the expenditure being made.

- Reimbursement policies for canceled reservations at Special Events will be determined for each event by the Event Chair in coordination with a CAB vote.
- Disputes of reimbursements will be handled in the same manner as any other grievance procedure.
- The chapter President shall sign all contracts. All contracts must be approved in advance by the CAB.

Membership

Membership Chair will email a list of all members to the Neighborhood Group Coordinator every Quarter. The Coordinator will forward lists to the Neighborhood Group leaders.

Newsletter

- Newsletters must be published four times annually. The Newsletter Editor will strictly enforce deadlines as published and will balance news and photos to include various Neighborhood Groups.
- The Newsletter Template belongs to the Chapter and the Newsletter Editor is responsible for the template. The template will only be used by the editor and will pass it to the next editor.
- There will be four Newsletters published per year dated approximately – mid March (Spring), mid June (Summer), mid September (Fall) and mid December (Winter).

E-Communications/Blasts

This form of communication can only be used for chapter business and must have the approval of the chapter President. In the event that the president is not available the First Vice-President may give approval for an eblast.

Social Media

- Each CAB member should monitor the chapter's Social Media posts (pg 4-19 - Social Media Policy).
- Chapter website should protect the privacy and safety of the chapter and its members by not publishing personal information such as name, mailing address or email (pg 4-20 – Chapter Website Policy).

Neighborhood Groups and the NG Coordinator

Follow policies as listed in the P&P Manual and the Special Guides list for Neighborhood Groups and the Coordinator.

The Neighborhood Group Leaders need to be encouraged to list the member emails under blind copy (Bcc:) and not (To:) when sending communications to their attendees.

Special Events

- A Special Event is defined as an event where the speaker's fee costs over two hundred dollars (\$200.00) and is coordinated by the Special Events Chair. If it is under two hundred dollars (\$200.00), it is considered a workshop or educational event.
- At all events there shall be a price differential between members and non-members.
- There shall be at least one (1) Special Event annually.
- The Special Events Chair will not pay for her admission to the event or associated workshop that she/he plans and coordinates. Her net admission (admission fees and any associated supplies) may be included in the expenses for the event as long as Standing Rules are followed.
- Refunds for special events will be spelled out for each event and posted on the website and on the registration form. No exceptions to the policy will be allowed.
- Non-members are charged a higher attendance fee than members. If the attendee joins the ASG within two months and the registration is confirmed, the difference in fees can be reimbursed.

Amendment of these Standing Rules

- A designated standing rule may be suspended or suspended for a designated period of time by a 2/3 vote of the CAB.
- Standing rules will be distributed to the CAB at the January meeting. They are to be reviewed for discussion and approval at the next CAB Meeting.
- A change approved by a 2/3 majority will take effect the first day of the following month.
- The Secretary shall keep an updated copy of the Standing Rules in the CAB Meeting Minutes book.
- The standing rules will be posted on the chapter web site in the private members only area.