

Standing Rules

Sarasota/Gulf Coast Chapter of the American Sewing Guild

Revised/Adopted September 11, 2020

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The following Standing Rules have been established by this Chapter as a supplement to the By-Laws, and The Policy and Procedures manual set forth by the American Sewing Guild National Organization. The intent is to better clarify various areas of our Chapter and to facilitate a more efficient operation of the CAB.

Membership

- To resolve any issues of concern, a member should first approach the committee chair, if applicable. If not possible or the concerns are not resolved, the next step is to speak to the Member Liaison, then the Neighborhood Group Leader, then one or all of the members of the Chapter Advisory Board (CAB), in this order. In extreme cases only, the next step would be the National Board.
- It is a CAB member's obligation to see that a current assignment is completed in a timely manner and may delegate to others to that end.

Chapter Advisory Board Members

- The Sarasota/Gulf Coast Chapter shall consist of an odd number of CAB members, not to exceed eleven (11), duties of which are listed in the Policy and Procedures Manual and By-Laws at the ASG National Website in detail as may be required.
- (1) President
- (2) 1st Vice President-Membership
- (3) 2nd Vice President-Special Events
- (4) Secretary

- (5) Treasurer
- In the event of an illness, bereavement, vacation, any reason for being out-of-town or absent, or during an emergency, if for any reason that the Chapter Advisory Board member is otherwise unable to fulfill the obligations of the office, the following chain of command shall apply and all records, books, materials and equipment shall be turned over/given to the following:
 - President shall turn over records, books materials and equipment to the 1st Vice President, then to the 2nd Vice President, then to the Secretary, then to the Treasurer, in that order.
 - 1st Vice President shall turn over records, books, materials and equipment to the President, 2nd Vice President, then to the Secretary, then to the Treasurer, in that order. The 1st Vice President shall then reside as Secretary.
 - 2nd Vice President shall turn over records, books, materials and equipment to the President, 1st Vice President, then to the Secretary, then to the Treasurer in that order.
 - Secretary shall turn over records, books, materials and equipment to the President, 1st Vice President, 2nd Vice President, then to the Treasurer, in that order.
 - Treasurer shall turn over records, books, materials and equipment to the President, 1st Vice President, 2nd Vice President, then to the Secretary in that order.

Chapter Advisory Board Meetings

- The Chapter Advisory Board shall meet a minimum of four (4) times per year.
- Agenda's for the meeting shall be delivered via e-mail by the President five (5) days before the Chapter Advisory Board scheduled meeting date. New business may be added not later than 2 days before the scheduled Chapter Advisory Board meeting date.
- Participation by a visiting member to the meeting shall be limited to a few comments, suggestions, statements, etc. when called upon to speak.

- All decisions made by the CAB shall be made for the good of the Chapter and not for any one person or group of individuals.
- When a CAB member cannot attend a CAB meeting, they shall notify the President or a member of the CAB and give their report, via e-mail, to the President, no later than forty-eight (48) hours prior to the scheduled meeting unless her absence is an emergency.
- Elected CAB members and appointed Committee Chairs are requested to attend all board meetings. If anyone is unable to attend they should communicate such information to the President. If more than two (2) unexcused absences occur, the officer may be asked to resign from the position.
- The Treasurer's report shall be e-mailed to the President and Secretary the day before the next scheduled CAB meeting.
- The Treasurer shall provide a copy of the current month's bank statement to the president at each scheduled CAB meeting.
- A copy of the quarterly report must be sent to the President at the same time it is sent to National.
- A motion log shall be developed and maintained by the Secretary to have a record of each motion that has been made during the life of the Chapter. The log will prevent duplicate motions and to prevent a new motion that may override a current motion on the record.
- The Secretary's minutes of the previous CAB meeting shall be delivered, via e-mail within 10 days of that previous meeting.

Standing rules Addition: to enable video and phone conferencing in place of in person meetings.

1. Chapter Advisory Board Meetings may use phone conferencing and /or video conferencing instead of in-person meetings when necessary.
2. Zoom meetings or other video conferencing venues and phone conferencing with NG/CAB may be used when necessary to stay in contact with members.
3. Annual Chapter slate of officers may be elected by electronic voting and /or paper ballot.

Candidates and Elections and Terms of Office

- The Annual Meeting shall be held in the Fourth (4th) quarter of each year.
- The Nomination Committee shall be appointed by the President. Who in turn will select a member from a Venice NG; a member from a Sarasota NG; and a member from a Bradenton NG, if possible.
- A CAB member will be required to serve at least one year on the CAB before being nominated for President.

Chapter Finances

- The budget for the following year will be presented at the first meeting after the Annual meeting by the Treasurer and the Finance Chair to be appointed by the President.
- It is the wish of the CAB that the current President attends the National Conference each year. The President shall be reimbursed upon her return along with her providing receipts. The President will be expected to give an oral and a written report regarding what she learned at the President's Day Meeting at the National Conference.
- Should the president not be able to attend the National Conference a member of the CAB maybe appointed to take her place at the Presidents' Day Meeting and receive reimbursement for her travel, room and registration costs upon providing receipts.*
- Proceeds from stash sales, raffles, royalties, and any funds from memorials are designated as educational revenue and will be used for membership education.
 - Each Officer and CAB member shall keep receipts for all expenditures incurred in administrating their responsibilities as an Officer or CAB Member. These receipts for budgeted items shall be submitted on the ASG Expense Reimbursement Form. Legitimate expenses incurred by Board Members will be reimbursed by the Chapter with presentation of the required

expense form and appropriate receipts. Any questionable expenses will be decided by the board.

- Mileage for Board members for legitimate Chapter business will be reimbursed via the calculated formula for that time period which is \$.30 per mile as of this date.
- An Annual review of the Treasurer's reports shall be completed by March 1 of each year by an independent third party.
- Expense reimbursements must be handed in to the Treasurer within the following month in which they were spent.
- The Treasurer, President, 1st Vice President and 2nd Vice President are authorized to sign the checks. Two signatures are required, per check. Per the Policy/Procedure Manual.
- Reimbursements for members with reference to prepaid events will be determined by the following:
 - 100% refund minus \$5.00 cancellation fee if cancellation is two (2) weeks prior to the event.
 - 50% refund minus \$5.00 cancellation fee if cancellation is made one (1) week prior to the event.
 - Tickets are transferable.
 - All registrations, payments and cancellations must be made through the Event Chair.

Newsletter

- There will be four (4) issues of the newsletter published each year.
- A final draft of the newsletter shall be emailed to the President, Neighborhood Groups leaders, any other committee members or members who have an article in the newsletter for proofreading the newsletter. Any corrections must be made and returned to the Newsletter Editor, via e-mail within 12 hours of the date/time e-mailed out by the Newsletter editor.

- The Newsletter Editor and the President have the right to edit articles others have written if it is deemed illegal according to any authority, contains improper grammar or is not in the best interest of the chapter.

Neighborhood Groups

- Neighborhood Group Leaders or a representative are expected to attend every CAB meeting even though they do not have a vote. They are expected to report all events of their neighborhood group to the CAB with a positive attitude. If there is a problem that the CAB needs to know about, it shall appear on the pre-CAB meeting agenda.
- The Neighborhood Group Leaders shall go the asg.org website to either read or copy and read the special manual for the Neighborhood Group Leaders to gain ideas and guidelines for making the opportunity of leading many members a more meaningful journey.
- As of March 2010, each CAB member is asked to submit pertinent information (including the name and phone number of a family member, friend or fellow CAB member) as to the location of any and all Chapter business to the Secretary and the President in the event of a long-term illness or death.

Amendment Process for Standing Rules

- Any member may propose a change to the Standing Rules fifteen (15) days before the scheduled CAB meeting and it must appear on the pre-CAB agenda.
- A majority of CAB members present will vote on the proposed change after a second.
- The change will take effect immediately unless voted upon separately, by a majority CAB vote, for another time to take effect.