

STANDING RULES CENTRAL ILLINOIS/PEORIA CHAPTER
AMERICAN SEWING GUILD

PURPOSE

Serving, educating and enriching the community and membership through the use of sewing and fiber art skills.

MEMBERSHIP

The membership chair will send information packet to new members.

The membership chair will send the names of new members to the newsletter chair and the web master for publication.

Members with expired memberships will be encouraged to renew membership dues with reminders from the membership chair.

Members with expired membership dues will not be eligible to attend guild meetings or guild activities at member prices.

Member bereavements or member deaths will be published by the web master and the newsletter chair as quickly as possible to inform the membership.

CHAPTER ADVISORY BOARD MEMBERS

Chairs appointed to CAB include newsletter chair, membership chair, community outreach chair, and web master.

The 1st Vice will oversee neighborhood groups and the annual meeting.

The 2nd Vice will oversee Sew Special.

The membership chair will send out materials to the county fair textile superintendents.

Community outreach chair will be responsible for planning sewing retreat(s), and collecting retail ads.

Membership dues will be paid for CAB members after one year of serving on the board. Renewal cards are to be sent to the guild treasurer in a timely manner.

CAB members and Sew Special Committee may attend Sew Special for the price of the meal. (does not include workshops)

CAB members are required to attend meetings. More than one absence per year may result in review of CAB benefits and withdrawal of said benefits.

CAB members are encouraged to notify chapter president of impending absence and turn in reports in advance of said absence.

The past president is highly encouraged to attend meetings without voting privileges.

CHAPTER ADVISORY BOARD MEETINGS

The CAB will meet at least once each quarter.

The meeting dates will be published in the newsletter and on the chapter website.

Items can be added to the agenda with notice to the chapter president prior to the meeting date.

Guests are welcome to attend CAB meetings. Guests may speak if notice is given to the chapter president prior to the meeting date. Guests may not vote.

Votes may be taken via email if necessary.

CANDIDATES AND ELECTIONS

The annual meeting will be held during the last quarter of the year.

All members in good standing are eligible to run for any office on the CAB.

CHAPTER FINANCES

The CAB will prepare a budget in the last quarter of the year to be submitted for review and approval at the first meeting of the new year.

The registration fee for president's day at annual conference will be paid for the current chapter president.

The president may receive a one-time \$200 stipend to defray the expenses of attending annual conference during a four year term.

Mileage is not a reimbursable expense.

Each guild event will establish a refund policy and such policy will be printed on the registration form.

NEWSLETTER

Publication dates are listed in the chapter newsletter.

Members may submit ads for sewing related items at not cost, providing space is available.

Members may submit ads for sewing related items to the web master for free listing on the chapter web site.

The newsletter will be available in electronic format and posted on the chapter website. Members may receive a hard copy upon request.

NEIGHBORHOOD GROUPS

Neighborhood Group leaders will be responsible to notify the neighborhood group coordinator for the following:

- Monthly program topics
- Changes in meeting places and times of meetings.

Neighborhood Group leaders will be provided with current membership lists.

Neighborhood Groups, as per the National ASG guidelines:

- Are allowed to keep up to \$100 in petty cash.
- Amounts over \$100 **must** be deposited in the chapter's escrow account. All monies deposited in the escrow account can only be used by the original neighborhood group. Deposits and withdrawals must be made through the chapter treasurer.

Neighborhood groups **without** money in the escrow account, may request up to \$100 per year for expenses. Receipts must be presented to the chapter treasurer for re-imbusement.

Membership dues will be paid for Neighborhood Group leaders after one year of serving as leader of a neighborhood group. Renewal cards are to be sent to the guild treasurer in a timely manner.

AMENDMENT PROCESS FOR STANDING RULES

CAB members can propose changes to the existing chapter standing rules.

Changes can take place immediately.

The Chapter Standing Rules will be reviewed yearly.

Chapter Standing Rules will be posted on the chapter website.

Copies of Chapter Standing Rules will be provided to neighborhood group leaders.