

THE LONE STAR CHAPTER OF AMERICAN NEEDLEPOINT GUILD, INC. STANDING RULES

STANDING RULE I -Dues

The Membership Chair will collect chapter dues annually by May 31, after which they will be delinquent. An additional fee will be required to cover the cost to have the bi-monthly newsletter delivered by mail rather than email. This fee will be set each year by the Communication Chairman.

STANDING RULE II - General Meetings

- A. Day meetings for the general membership shall be held on the first Thursday of each month, with the exception of December.
- B. Night meetings for the general membership shall be held on the Wednesday night preceeding the first Thursday of each month, with the exception of December.
- C. Special meetings may be held at the request of the executive board, after proper notification to all members.
- D. In consideration of the liability exposure of ANG, children under the age of 6 may not be brought to meetings.
- E. The presiding officer of the night and day meeting will be provided with an agenda by the President on Monday prior to the night meeting.
- F. Minutes for general meetings (both day and night) must be recorded and will be published in the *Canvas Star* newsletter.

STANDING RULE III – Policy and Procedure

Section 1. Prospective and New Members

Prospective members may attend one regular meeting as a guest before joining.

Section 2. Nametags

All members are requested to wear a nametag to meetings.

Section 3. Program Kits

A. Only Chapter members may sign up for kits which are included in meeting programs. The First Vice-President shall handle reservations for kits and collect the necessary fees by a specified date. Any additional kits will be made available (at cost) on a first come basis. After three (3) months, if pre-paid kits are not distributed, they will revert to the Guild. If a member is unable to attend for these three months she/he may request that it be picked up by someone else.

B. If there is a shared willingness by both the Program Chairman and the Workshop Chairman to utilize a teacher for both purposes, allocation of the travel expenses will be shared between the workshop

participants and the chapter on a 50/50 basis. Teaching fees for workshop and programs will be itemized separately on the teaching contract and invoice.

C. A free program may be offered once a year to members of the Lone Star Chapter of the ANG. The kit cost for the free program shall be determined by the First Vice President and Treasurer and approved by the Executive Board. Any member desiring his/her kit to be sent will be charged mailing costs.

Section 4. Workshops

A. The kit fee is set by the teacher and it is due at registration. The teacher establishes the kit fee and it pays for project materials. The teaching fee will be paid by the money raised with the annual stash sale. The teaching fee includes room rental fees, travel costs, teaching fee, and any other teacher related expense as negotiated in the teacher contract plus hotel room and taxes. If the teaching fees are more than the money raised by the annual stash sale the amount will be split by the workshop participants.

B. Workshop and Program Combination

If a teacher is used for both a workshop and a program, the Program and Workshop Chairmen will negotiate travel expense allocation between the workshop participants and the chapter. Teaching fees for workshop and program will be itemized separately on the teaching contract and invoice.

C. Registration

Workshops are open to all Lone Star members in good standing. The workshop will be announced in the newsletter. At a date set by the Workshop chairman members may sign up at meetings or mail a check to the Workshop Chairman. Members will not be signed up for the workshop until the check has been received by the Workshop Chairman. Places will not be held without a check.

The Workshop Chairman will announce the maximum and minimum number of places available in each workshop. There will also be a cancellation date if not enough members are signed up. If Lone Star doesn't have enough participants to make the class, registration will be opened to other area ANG guilds. Members of other guilds will pay a \$35.00 non-member registration fee.

When the workshop is full members will be added to the wait list in the order the registrations are received. Vacant class slots will be filled from the wait list in the order they were received. Checks of the wait list persons will be held by the Workshop Chairman and deposited as slots open up. Any checks remaining will be returned to the members or destroyed.

D. Hosting Duties and Privileges

Certain amounts of hosting duties occur when a visiting teacher is conducting a Lone Star workshop. Those duties, listed below, are the responsibility of the Workshop Chairman or a designated Lone Star member, and/or the hosting member when applicable. The teacher contract provides for either lodging in a Lone Star member's home with all meals provided during the stay **or** a Per Diem reimbursement directly to the teacher for hotel lodging and meals. Anything above and beyond those limits, with the exception of hotel room taxes, is the responsibility of the teacher or member, whoever incurs the cost.

Workshop Chairman or a designated individual:

- (1) Is responsible for transportation to/from the airport and to/from the workshop.
- (2) Is responsible to tidy the classroom at the end of each day.
- (3) Will collect receipts for all meals provided by members to the teacher during the stay and submit to the Treasurer for proper reimbursements up to the Per Diem limits stated in the teacher contract.
- (4) Will ensure that appropriate payment has been made to the teacher and to the facility for any required classroom fees.

Hosting Member

- (1) Will be guaranteed a slot in the class.
- (2) Will receive \$50.00 toward the cost of the workshop.
- (3) In the event the host member does not participate in the workshop, the host will receive compensation for hosting the teacher in the amount of \$50.
- (4) Will receive reimbursement for all meals provided to the teacher up to the Per Diem limits stated in the teacher contract.

E. Workshop Cancellation Policy

- 1) The member can cancel without penalty up to the date the final class number goes to the teacher. This date to be determined by the teacher and will be announced in the newsletter.
- (2) If the member cancels after this date and their slot cannot be filled refund of the kit fee will be left to the discretion of the teacher.
- (3) If a member does not attend the class, it is the teacher's discretion as to whether or not he/she will allow the member to keep the kit without being in the class. There shall be no refund of the kit fee.
- (4) If a pilot class for national seminar is chosen as a Lone Star workshop, only those who actually attend the workshop will be allowed to keep the kit. If the member does not attend the workshop and did not notify the Workshop Chairman in sufficient time, there will be no refund of kit or applicable teaching fees. The kit will be returned to the teacher.
- (5) All changes to the participant list must be approved through the Workshop Chairman. Any exceptions to these rules will be at the discretion of the Workshop Chairman.

F. Interest List

An interest list is available only to ascertain if there is enough interest to pursue contracting a teacher for a workshop. This is not the official signup list for that workshop. It will be clearly labeled as an "Interest List".

Section 5. Field Trips

Field trips are open to members by reservation. Replacements are transferable only through the appropriate chairman. The full cost of the field trip will be collected at the time the reservation is made. In the event a member cancels and their place cannot be filled, that member is responsible for the field trip fee.

Section 6. Stars

A gold star will be awarded to members in good standing for completion of the following:

- A. Program projects of two or more meetings
- B. Guild sponsored workshop (must be enrolled)
- C. Finishing School Piece within the time frame
- D. An ANG sponsored Correspondence Course, Workshop by Mail, Cyber Workshop or Stitch of the Month
- E. ANG National Seminar Class
- F. Participation in Guild sponsored community projects
- G. Completing an Original design or stitching a painted canvas without a stitch guide (you select the threads and stitches) during the previous year to the April meeting. This star is awarded to encourage creativity and stimulate additional stitching. Program projects, ornaments and /or supervised study are excluded.

To receive a star a member must present the completed piece to the Education Chairman or in the case of the chapter-sponsored community project, be listed as a participant by the Community Outreach Chairman. If there is a case in question, the final decision of whether or not to award a star is left to the discretion of the Executive Board.

Charms are distributed at the general meetings and announced in the newsletter.

Section 7. Stitch-away

Stitchaway is a long weekend of stitching and socializing open to all Lone Star members in good standing. It is held at various venues from year to year. An official announcement for Stitch-away will be placed in the newsletter each year along with a registration form.

Participants will register for Stitch-away each year. The full cost of the Stitch-away will be collected at the time the registration is submitted. This registration fee covers the cost of the hotel stitching rooms for all days of the retreat, any prizes awarded during daily drawings, daily beverages, and any extra events that may be contracted with the retreat facility.

Each registrant is responsible for their hotel reservation based on the information supplied each year via the official announcement and/or subsequent email blasts or chapter meeting announcements.

The cancellation date will be announced by the Stitch-away Chairman. Registrations may be canceled without penalty up to the cancellation date. No registration refund will be made after the cancellation date.

The number of participants will be set by the Stitch-away Committee.

Section 8. Community Outreach Project

The Community Outreach Committee should research potential projects and possible recipients then present the options to the members for selection of the project and recipient they would like to support. If the project is large enough, a separate budget of expenditures should be prepared prior to starting the project. Chapter projects for education and benefit of the community can be in a number of forms. We have the following opportunities available to us for annual projects stitched for: 1) donations to possible charities for fund raisers, 2) presentations to community hospitals, museums, schools, or churches for permanent display or use, or 3) stitching a community organization's existing stitch project.

Section 9. Memorial Donations

Lone Star Chapter will make a memorial donation of \$50.00 on behalf of a Lone Star member to the National ANG.

STANDING RULE IV - Exhibitors

Exhibitors in any Lone Star Chapter exhibit must be a member in good standing.

STANDING RULE V - Board Meetings

A. Board Meetings shall be held at least quarterly, except for a meeting in April of the outgoing and incoming officers for the new fiscal year. Any officer may request the President call a meeting with 30 days advance notice.

B. All board members are expected to attend the meetings. If unable to attend, a report should be filed with the President on any business activity.

C. The board is authorized to meet by telephone conference or through other electronic communications so long as all the members may simultaneously hear each other and participate during the meeting. Such meetings shall be deemed equivalent to in person meetings.

D. The board members will be presented with an agenda no less than five (5) days prior to the meeting.

E. Minutes for all Executive Board meetings must be recorded and the **approved** minutes will be published in the **Canvas Star** newsletter

STANDING RULE VI - Appointments

The President shall appoint Committee Chairmen as needed. All Chairmen shall search for chapter members to serve on their committees.

STANDING RULE VII – Standing Committees

1. Communications

A. Newsletter

- Shall serve as Chairman of the Communications Committee
- Publish the Chapter newsletter, **Canvas Star**, six (6) times a year on or about the following dates: April 1, June 1, August 1, October 1, December 1, and February 1.
- Solicit articles from committee chairmen, officers, interested members, and research and write various articles for inclusion in the issues.
- Publish the minutes from the following meetings: Day Meeting, Night Meeting and Executive Board Meetings. Indicate if they are DRAFT or APPROVED.
- Ensure all articles are well written, free of grammatical errors, and content is accurate and does not conflict with chapter and national policies.
- Provide an electronic version of the newsletter to the Webmaster for posting and the Circulation Committee for email and snail mail distribution.
- Coordinate with the advertising committee for inclusion of advertisers that have paid for ads. Make sure Circulation sends them a hard copy or digital copy of each issue in which their ad appears.
- Prepare a budget for expenditures and receipts for the coming fiscal year and present it at the Executive Board Meeting for inclusion in the budget.
- Prepare an annual report and submit to the president at the April board meeting.
- Maintain a “Newsletter” notebook to house all specifics of the newsletter layout and annual reports. Pass on this notebook on to the next Newsletter Editor.

B. Website

- Shall keep the web site current and up to date. This includes newsletters, membership directory and meeting information.
- Will add items to the web site at the direction of the Executive Committee.
- Prepare an annual report and submit to the current president at the April board meeting.
- Maintain a Website notebook to house all duties of the members of the committee, general correspondence and annual report statements. Pass this notebook to the next Website Chairman.

C. Circulation

- Email and/or Snail Mail the **Canvas Star** newsletter
- Maintain a current email address list coordinated with the Membership Committee
- Divide emails into two groups, Newsletter and Notice Only
- Maintain list of current advertisers on the signature of all email blasts.
- Maintain a current snail mail address list coordinated with the Membership Committee for mailing labels. Print and prepare copies of the newsletter issue for mailing. Mail paper newsletter issues to mail-only members and to all advertisers.
- Submit properly completed Check Requests for printing and mailing supplies expenses to the Treasurer.
- Prepare a budget for expenditures and receipts for the coming fiscal year and present it to the Executive Board for inclusion in the Chapter operating budget prepared at the beginning of a new fiscal year.
- Prepare an annual report and submit to the current president at the April board meeting.

- Maintain a Circulation notebook to house all duties of the members of the committee, general correspondence and annual report statements. Pass this notebook to the next Circulation Chairman.
- D. Advertising and Publicity
- Contact potential vendors for advertising in the **Canvas Star** newsletter and yearly directory.
 - Invoice vendors for advertising and collect payments. Forward payments with properly completed Transmittal Sheet to the Treasurer.
 - Contact advertisers for camera ready images to be placed in the newsletter.
 - Notify membership/yearbook, webmaster, and circulation (email) of additions and/or deletions for current year advertisers.
 - Submit articles to the Chapter newsletter regarding Shop Notes section.
 - Prepare a budget for expenditures and receipts for the coming fiscal year and present it to the Executive Board for inclusion in the Chapter operating budget prepared at the beginning of a new fiscal year.
 - Prepare an annual report and submit to the current president at the April board meeting.
 - Identify and implement opportunities to publicize Chapter activities.
 - When appropriate, prepare press releases and stories about Chapter events for distribution in timely fashion to the media, including *Needle Pointers*. Press releases and stories must be reviewed and approved by the Board prior to distribution. If the Board is unable to meet to give approval, the President can approve them.
 - Compose a Chapter business card and present to Board for approval.
 - Print the Chapter business cards and brochures and distribute to local shops.
 - Prepare a budget for expenditures and receipts for the coming fiscal year and present it to the Executive Board for inclusion in the Chapter operating budget prepared at the beginning of a new fiscal year.
 - Maintain an Advertising and Publicity Notebook with all information on the advertisers with ad sizes, dates of renewal, contact information, business card templates and annual report statements. Pass this notebook on to the next Chairman.

2. EDUCATION

A. Education

- Shall serve as the Chairman of the Education Committee.
- Plan and facilitate stitch-ins and other educational activities held outside normal Chapter meetings.
- Advertise to Chapter members additional educational activities provided by national through the *Needle Pointers* magazine and/or the national website.
- Encourage Chapter members to stretch their creative talents, participate in projects at the national level, and attend and complete Chapter workshop projects.
- Adhere to **Standing Rule III, Section 7 - Stars** policies.
- Maintain a master list of members earning Stars.

- Prepare a budget for expenditures and receipts for the coming fiscal year and present it to the Executive Board for inclusion in the Chapter operating budget prepared at the beginning of a new fiscal year.
- Prepare an annual report and submit to the current president at the April board meeting.
- Maintain an “Education” notebook to house all correspondence, duties of all members for the committee, and annual report statements. Pass on this notebook to the next Education Chairman at the end of the term.

B. Field Trips

- Propose Field Trip opportunities to the Executive Board and membership.
- Make all arrangements for each Field Trip.
- Adhere to policies stated in **Standing Rule III – Section 6.**
- Keep financial information and report to Treasurer. Unless authorized by the Executive Board, all Field Trips will be self-supporting.
- Prepare an annual report and submit to the current president at the April board meeting.
- Maintain a notebook with all information on all field trips. Pass this notebook on to the next Chair-

C. Workshops

- Organize workshops taught by national teachers.
- Publicize scheduled workshops in the Chapter newsletter and at all Chapter meetings.
- Timely submit official announcement and subsequent articles to publicize all workshops to the Chapter newsletter and the webmaster for posting to the Chapter website. Include particulars about the workshop, pictures, associated costs, and all deadlines for registering.
- Follow all workshop policies found in **Standing Rule III, Section 5 Workshops.**
- Follow all workshop related policies found in the **Treasurer’s Handbook.**
- Review and suggest any changes to the Teacher Contract for workshops.
- Maintain files or notebook of workshops researched, scheduled, and presented to the members for historical purposes. This should include description of workshop, picture of projects, sign-up lists, costing worksheets, and key calendar dates for workshop.
- Prepare a budget for expenditures and receipts for the coming fiscal year and present it to the Executive Board for inclusion in the Chapter operating budget prepared at the beginning of a new fiscal year.
- Prepare an annual report and submit to the current president at the April board meeting.

3. COMMUNITY OUTREACH

A. Community Outreach

- Shall serve as Chairman of the Community Outreach Committee.
- Act as liaison between Lone Star ANG and various civic organizations that invite us to appear at their functions to demonstrate needlepoint.

- Organize and coordinate chapter projects for education and benefit of the community.
- Choose possible charity recipient of the needlework project and present to the members for approval.
- Adhere to **Standing Rule III – Section 9 – Community Outreach Projects** policies.
- Prepare a budget for expenditures and receipts for the coming fiscal year and present it at the April Board meeting.
- Prepare an annual report and submit to the current president at the April board meeting.
- Maintain a “Community Outreach” notebook to house all of the committee records. Pass this on to the new Community Outreach Chairman at the end of the term.

4. Historian

- Keep and maintain Chapter history and record of activities, including written descriptions and photos.
- Prepare a budget for expenditures and receipts for the coming fiscal year and present it to the Executive Board for inclusion in the Chapter operating budget prepared at the beginning of a new fiscal year.
- Prepare an annual report to be presented to the current president at the April board meeting.
- Pass on all the historical records to the next Historian at the end of the term. An inventory of all materials of previous years should be taken and updated when given to the next historian.

5. Membership

A. Membership Chairman

- Shall serve as the Chairman of the Membership Committee
- Process renewals and new memberships.
- Prepare and distribute membership packets to new members. This includes the current Membership Directory, information regarding the Chapter, current copy of Bylaws and Standing Rules documents, where to obtain Chapter information via the website, login and password information for “Members Only” section of the website and nametag stitching kit.
- Make personal contact with the new member or arrange for another Board member to do so.
- Provide a dues reminder to members at least 60 days before the Chapter dues are due. This can be published in the February and April **Canvas Star**.
- Collect all membership dues based on **Standing Rule I - Dues**. Forward dues payments to the Treasurer with a properly completed Transmittal sheet and a recap of who has paid; identify if it is for dues or dues and newsletter postage.
- Send and receive membership information to and from National.
- Maintain an electronic database of all members and ensure its confidentiality.

- Submit articles to the Chapter newsletter regarding new members, changes in member contact information, and status of yearbook.
- Notify Circulation Chairman of any changes to mailing addresses and emails.
- Prepare a budget for expenditures and receipts for the coming fiscal year and present it to the Executive Board for inclusion in the Chapter operating budget prepared at the beginning of a new fiscal year.
- Prepare an annual report and submit to the current president at the April board meeting.
- Maintain a “Membership” notebook to house all Membership records. This will include sign-in sheets from the chapter meetings, printout of electronic membership database contents, masters of the membership packet contents and sign-in list, and annual report statements. This will be passed onto the next Membership Chairman.

B. Hospitality

- Shall be responsible for the hospitality at regular business meetings and any other events as directed by the President.

C. Sunshine

- Send out correspondence of the membership concerning congratulations, get well and condolences.

B. Yearbook

- Publish and distribute the annual Membership Directory to current members.
- Prepare a budget for expenditures and receipts for the coming fiscal year and present it to the Executive Board for inclusion in the Chapter operating budget prepared at the beginning of the new fiscal year.
- Prepare an annual report and submit to the current president at the April board meeting.

6.. **Stitchaway**

- The Stitchaway Chairman will create a committee to help putting on Stitchaway.
- Shall follow policies and procedures set out in **Section III – Section 8 Stitchaway.**
- Turn in all registration money collected and expense receipts to Treasurer.
- Prepare a budget for expenditures and receipts for the coming fiscal year and present to Executive board for inclusion in the Chapter operating budget.
- Prepare an annual report and submit to the current president at the April board meeting.
- Maintain a “Stitchaway” notebook to house all of the committee records. Pass this on to the new Stitchaway Chairman at the end of the term.

7. Programs

- Timely submit articles to publicize all monthly programs to the Chapter newsletter and the webmaster for posting to the Chapter website. Include particulars about the program, pictures if possible, and kit costs, contents, and deadline to register.
- Collect member's registration and their payments for all program kits. Forward all payments received with properly completed transmittal sheet to the Treasurer.
- Submit properly completed Check Requests for reimbursement of supplies to the Treasurer.
- Prepare required kits for programs and distribute at the meetings.
- Adhere to **Standing Rule III, Section 4 - Program Kits** policies.
- Conduct the program or assign an individual to teach the program at chapter meetings.
- Coordinate with the Executive Board for total costs of the annual "free" program.
- Monitor money collected and spent for each program to ensure that sufficient fees are collected to cover the costs budgeted for Programs.
- Collect donations for the Stash Sale. A committee to run the Stash Sale may be formed with the Program Chairman in charge.
- Maintain the Chapter Project Book (CPB) provided by National in odd years for possible programs.
- Prepare a budget for expenditures and receipts for the coming fiscal year and present it to the Executive Board for inclusion in the Chapter operating budget prepared at the beginning of a new fiscal year.
- Prepare an annual report and submit to the current president at the April board meeting.
- Maintain a "Programs" notebook to house all records regarding to programs, pictures of the programs, number of members that participated and total monies collected for each program, total expenses paid for each program, and annual report statements. Pass on this notebook to the next Programs Chairman at the end of the term.

8. Past President

- Shall serve on the Executive Board to provide continuity.
- Undertake any special assignment at the direction of the current President.
- Shall order and present the current President with her Presidents Pin at the end of her/his term.

9. Parliamentarian

- Ensure that the business of the Chapter is conducted as outlined in Robert's *Rules of Order Revised* where it is not inconsistent with the Bylaws.
- Update the Standing Rules and obtain approval by the Executive Board.
- Chair the Bylaws Committee with the sole purpose of amending the Bylaws.
- Amend the Bylaws as approved by the Membership according to **Bylaws Article XII - Amendments, Section 1**.
- Coordinate with the Newsletter Editor to publish revised Bylaws and/or Standing Rules in the **Canvas Star**.
- Obtain approval of amended Bylaws by National.

- Coordinate with the webmaster to post amended Bylaws and/or Standing Rules on the Chapter website.
- Prepare a budget for expenditures and receipts for the coming fiscal year and present it to the Executive Board for inclusion in the Chapter operating budget prepared at the beginning of a new fiscal year.
- Prepare an annual report and submit to the current president at the April board meeting.
- Maintain a “Parliamentarian” notebook to house all records, copies of publications where notice has been given to members of changes to the documents, current copies of the Bylaws and Standing Rules, and annual report statements. Pass on this notebook to the next Parliamentarian at the end of the term.

STANDING RULE VIII - Amendments

Amendments to the Standing Rules shall be made by a quorum of the Executive Board. A majority of the voting members of the Executive Board shall constitute a quorum.