

# AUSTIN STITCHERY GUILD

## STANDING RULES

February 2020

1. For the purposes of the Austin Stitchery Guild, embroidery is an embellishment done with a threaded needle, by hand or machine, regardless of background.
2. Dues shall be set by the Board of Directors with approval at a general meeting. Dues shall be due by April 30th of each year. Membership runs from June 1<sup>st</sup> to May 31st of the following year. For new members making pro-rated dues payments after May 31<sup>st</sup>, membership runs from the month of payment to May 31<sup>st</sup> of the current dues payment cycle. Appropriate amounts will be sent to The Embroiderers' Guild of America and to the South Central Region of EGA.
3. Each member will stitch or bead a name tag to be worn at meetings. A fine of \$1.00 will be charged for failure to wear name tags, except to new members who will have two months to complete their name tag. Proceeds will go to the Modena Lyons Scholarship Fund.
4. Guests who attend two consecutive meetings will be asked to become a dues-paying member upon their third visit.
5. Library Policy: A member may borrow a book from one general meeting to the next without charge. A book may be renewed for one month if there is not a hold on that book by another chapter member. The charge for renewal is \$1.00. Proceeds go to the Modena Lyons Scholarship Fund.
6. Two signatures are required on all checks. Individuals authorized to sign checks are the President, Vice-President, the Vice-President for Membership, and the Treasurer.
7. The Day, Night and each Chapter Satellite shall be allotted a budget amount each year. These funds are for the administration of the group for the calendar year and will not carry over to a later year. If the budget amount is not spent the remaining money will go back to the Chapter General Fund at the end of the year. Every group will submit their annual spending plan to the BOD before the February BOD meeting. Any budget overage shall come out of any funds a group has raised. If a group goes over budget they must appear before the Board of Directors to determine what action will be taken to replace those funds. The Day, Night and each Chapter Satellite may accumulate additional monies by fundraising and these shall be held separately in the Treasury. They do not revert to the Chapter General Fund at the end of the year. These funds may be spent by a vote of a quorum of the members of that group. The only restriction on expenditures of these other monies are those contained in the Chapter by-laws Article VIII, Fiscal Policies, Section 5, Donations.

8. Any class design and written instructions belong to the individual teacher and are not to be copied or taught for remuneration unless written permission is granted by the teacher.
9. Any member who hosts an out-of-town workshop instructor may attend one workshop by that teacher (includes the kit), and the cost of that workshop will be pro-rated among workshop attendees. This includes Gift of Stitches workshops.
10. The chapter shall pay \$200.00 toward the expense of attending the Embroiderers' Guild of America national seminar meeting to the chapter's official representative, this being the President. If the President does not attend, the Chapter's representative will be a chapter member designated by the president for this duty. The chapter will pay \$75.00 each toward expense of the Region Representative and the President to attend the region mid-year board meeting. The chapter will pay \$250 each toward expenses of the Region Representative and the President to attend the region annual meeting. If the Region Representative or the President cannot attend either of the region board meetings, the chapter's representative will be a board member designated by the President for this duty.
11. No smoking will be permitted at any chapter activity.
12. Chapter activities are intended for members. Children may occasionally be permitted to attend an activity suitable to their level of interest and skill by prior arrangement with the President or the coordinator of the specific activity. Children under the age of fourteen (14) are not allowed at any chapter function classes, unless they are members of the chapter and accompanied by an adult member of the chapter. Children's skill level must be at an appropriate level for any chapter activity.
13. Duties of Officers:  
All officers shall work together in the performance of their duties to coordinate the activities of the chapter and to serve the chapter as a whole. All duties shall be performed in a timely manner and in such a way as not to delay another officer or committee in the fulfillment of their duties. Any officer unable to perform a specific duty shall inform the president in advance. Each officer shall turn over all materials of her office to her successor and furnish any records as may be required from time to time to the membership.

President – presides at all general meetings and at the board of directors' meetings; appoints chairmen to standing committees; creates and appoints special committees except for the nominating committee; serves ex officio on all committees except for the nominating committee; appoints the parliamentarian; and performs such other duties as apply to the office. The president is the official representative from the chapter to the national organization.

Vice-President – presides at general meetings in the absence of the president; serves ex officio on all committees except for the nominating committee; secures meeting places for regularly scheduled general meetings. She shall perform the duties of the president in her absence, and should a vacancy occur in that office, she shall become president for the unexpired term.

Vice-President for Membership – keeps a current roster of members; collects dues and makes a yearly report, forwarding payments to the national and regional organizations as necessary; furnishes lists of new members as necessary; maintains an up-to-date mailing list for the chapter; provides a new member packet to new members.

Vice-President for Education – chairs the education committee, made up of the Assistant Vice-President for Education and the Events Coordinator; and plans and executes programs.

Assistant Vice-President for Education – serves on the education committee; plans and executes programs in coordination with the Vice-President for Education.

Secretary – keeps accurate minutes of the business proceedings of the general meetings and of the Board of Directors' meetings; make those minutes available at subsequent meetings for the approval of the membership; sends copies of the minutes as required to the South Central Region Director.

Assistant Secretary – keeps accurate minutes of the business proceedings of the general meetings in the absences of the Secretary; transfers those minutes to the Secretary to be included in the records of the chapter.

Treasurer – keeps an itemized account of all receipts and disbursements to be made available at board of directors' meetings and general meetings, furnishes copies to the president and to the secretary; serves as chairman of a budget committee to prepare an annual budget for the board of director's approval; furnishes the required annual report to The Embroiderers' Guild of America, Inc.; ensures that an annual audit is performed; pays all appropriately submitted bills in a timely manner; maintains all Satellite financial reports; receives and acknowledges contributions to the Memorial Fund and the Modena Lyons Scholarship; and keeps records of designated funds.

Region Representative – serves as the chapter's representative to the regional organization; administers the Modena Lyons Scholarship.

Satellite Representative – serves as liaison between the satellite and Board of Directors.

Parliamentarian – ensures that meetings are conducted in an orderly manner and in accordance with parliamentary procedure; serves as chairman of the bylaws committee, when necessary.

#### 14. Standing Committees:

The work of all committees shall be presented to the board of directors as needed.

Advertising – secures advertising copy for the newsletter.

Events Coordinator – ascertains interest in correspondence courses and administers them for the chapter; coordinates workshops for the chapter with both local and traveling teachers;

serves on the education committee; keeps a calendar of all chapter events; appoints (with board approval) Gift of Stitches and Retreat Chairmen and works with them on those events.

Historian/Librarian – keeps pictures, articles and accounts of chapter activities; shall maintain the Library and have books and magazines available for the members at all general meetings as appropriate.

Hospitality/Hostess – contacts new members, serves as contact person to send cards as needed and secures volunteers for the hostess-of-the-month table at each meeting.

Newsletter – edits, publishes and distributes the newsletter. Cooperates with the VicePresident for Membership to produce and distribute the yearbook, which will be published in July; sends e-mail blasts to members at the direction of the President.

Community Outreach – communicates with newspapers and periodicals about chapter activities, manages the chapter's community service projects and maintains social media outlets for the chapter.

Exhibit Chairman – assumes responsibility for coordinating any needlework exhibit or display approved by the board of directors.

Web Page – maintain the chapter's website.

15. Satellites – submit monthly meeting minutes to the chapter President and Secretary and remit monthly all fees collected to the chapter Treasurer; submit notices of all satellite activities to the Newsletter and the Web Page chairmen.
16. Any member who has two or more returned checks in a one-year period must make any subsequent payments to ASG by money order or cashier's check.
17. Kits will not be mailed. Anyone who has signed up and paid for an ASG-sponsored activity and cannot attend must designate someone to pick up the handouts or kits for them. Otherwise, they forfeit the material. There will be no refund. This rule does not apply to ASG-sponsored workshops with contracted teachers. After three months, any unclaimed kits will be sold at an ASG-sponsored meeting and money will be put into the Education budget.
18. Announcements regarding the activities or programs of other non-profit organizations which may be of interest to members may be inserted in the newsletter one time at the discretion of the Newsletter Editor, on a space available basis. Announcements from for-profit organizations or individuals shall be in the form of a paid advertisement.
19. All matters of policy shall be presented to the Board of Directors before being submitted to the general membership.

20. ASG enters into a reciprocal agreement with the Bluebonnet Chapter, ANG and the San Antonio Needlework Guild to allow members of all three chapters to attend workshops and any other chapter related activities on an equal basis. This agreement does not include Gift of Stitches. Notices of activities shall be placed in all three newsletters at no charge.
21. Modena Lyons Scholarship Fund – to be used for attendance by ASG members at any EGA or SCR event. A coupon to enter a drawing for scholarships will be placed in the newsletter, and the drawing for the scholarships will be held at the combined meeting in December. At least one scholarship each year shall be designated for a member who has never attended a SCR Seminar. The Board of Directors will determine each year during the budget process how many scholarships shall be given that year. The recipient has two years in which to use the scholarship.

22. Workshop procedure:

The Board will approve all workshops, upon presentation by the Events Coordinator. Fees will be negotiated by the person delegated to be in charge of the workshop, in consultation with the Events Coordinator.

**Announcement:** When a workshop is scheduled, it will be announced simultaneously in the ASG, SANG and Bluebonnet ANG newsletters. Registration will be first-come, first-served among these members. A specified date will be set for start of registration, and all registrations postmarked on or before that date will be treated equally. If a class over-fills by the start date, spaces in the class will be determined by lottery, and a wait list will be formed. At a later date, if spaces are available, a non-member may register.

**Registering/deposit:** Participants will be required to pay a \$25 non-refundable deposit *plus* the kit fee to register. Paying these fees constitutes a commitment to pay the rest of the class fees when they come due.

**Class fees:** Prior to the date of the class, the remaining expenses – teacher fee, location cost, teacher expenses, such as food and transportation, etc. – will be divided between all the participants equally. Every participant must pay these fees before the class.

**Housing the teacher:** If a participant houses a teacher, he/she will receive one class free taught by that teacher, including the kit fee. That expense will be included in the class fees divided among the remaining students.

**Cancelling the class after registering:** A student is obligated to the class after registration, but may sell his/her place in the class to another member, with those on the wait list having first chance.

No refund will be made of the \$25 non-refundable fee, but the rest of the fees can be refunded in this event.

A student who cancels a class after registration, and who has not paid the balance of fees due or transferred their spot in the class to another participant, shall be barred from signing up for

another workshop for two years. This may be appealed to the Board if unusual circumstances exist.

**Non-attendance/class fees:** No refund will be made of deposit or class fees if a substitute participant is not available.

**Non-attendance/kit:** If a participant does not attend the class, it is up to the teacher to decide about kit distribution.

a. Assuming class fees are paid in full, if the teacher releases the kit, there will be no refund to a non-attending student, and the kit will be delivered to that participant, who will be responsible for paying any postage fees.

b. If the teacher chooses not to release the kit, then the kit fee only may be refunded to the participant, assuming all class fees are paid. If that person's class fees are not paid, the kit fee will first be applied to the class fees.

c. Kits released by the teacher, but not given to a participant will be delivered to the Events Coordinator for disposition.