



**GATEWAY CHAPTER OF  
AMERICAN NEEDLEPOINT GUILD, INC.**

**STANDING RULES**

*Revised October 2006*

**General**

1. Individuals must be current in their national dues to be eligible for Chapter membership.
2. Members are required to pay Chapter dues 30 days prior to their anniversary date. Current Chapter dues are \$17. Members who fail to pay in a timely fashion will not be granted a grace period and will be dropped from the Chapter membership roster.
3. Chapter dues for ANG Life Patron and Plural members are due January 1.
4. Day meetings shall be on the 4<sup>th</sup> Monday of the month and evening meetings shall be on the 3<sup>rd</sup> Thursday of the month.
5. Guests are welcome at any meeting. Prospective members may attend two membership meetings and receive two complimentary copies of the newsletter before being asked to pay dues.
6. In case of bad weather, meetings may be canceled. Chapter officers will make every effort to notify all members by phone. Questions about whether or not a meeting will be held should be directed to the President or one of the other Chapter officers.
7. Members are required to wear a name tag at Chapter meetings. New members have until their third meeting to stitch a name tag. The fine for failing to wear a stitched name tag is \$1 per meeting, payable to the 2<sup>nd</sup> Vice President (Membership). A temporary name tag will be provided to any member who does not have a stitched name tag.
8. A change of address or other contact information should be sent to the 2<sup>nd</sup> Vice President (Membership).
9. The Chapter membership roster is confidential and is distributed to members only. Members are required to maintain it as confidential information.
10. Upon the death of a current or former member, the Board may approve a donation to the ANG Endowment Fund in his/her memory.
11. All Chapter members are required to adhere to all National policies including the copyright policy (3.06).

**Board Member Responsibilities**

1. All elected officers and standing committee chairs must read and abide by the Chapter Bylaws and Standing Rules.
2. No member shall be eligible to serve more than two consecutive terms in the same office.
3. All elected officers and standing committee chairs are encouraged to maintain a notebook of procedures and ensure that it is passed to her/his successor at the beginning of the successor's term.
4. All elected officers and standing committee chairs agree to facilitate transition by passing materials and information to their successor at the start of the successor's term and to be available for follow-up questions from the successor.
5. All elected officers and committee chairs must prepare a budget for their activities for the coming fiscal year and submit it to the Treasurer no later than April 1.
6. Board members are expected to check their email and voice messages daily and to respond promptly to inquiries from other Board members about Chapter activities.
7. Board members are expected to attend Chapter meetings and to let the President know when they will not be able to do so.

8. If Board members will be unable to check their email and voice messages, either because of travel or some other reason, they are expected to inform other Board members and the President.

### Chapter Record Retention

Document type	Officer(s) responsible	Length of time retained
Chapter Charter	President	Never discarded
Bylaws and Standing rules (Paper)	President and Secretary	Never discarded
Bylaws and Standing rules (Electronic)	President	Never discarded
Correspondence from ANG National	President	Two years
Contracts	President	Five years
Officer Election Report and Annual Chapter Report	President	Never discarded
Minutes of Board and Membership meetings (Paper and Electronic)	President and Secretary	Never discarded
Past issues of <i>NeedleNotes</i>	President and Newsletter Editor	Never discarded
Past Program records	1 <sup>st</sup> Vice President	Never discarded
ANG Chapter Project Books	1 <sup>st</sup> Vice President	Never discarded
Membership database (electronic)	2 <sup>nd</sup> Vice President	Never discarded
Bank account information	Treasurer	Never discarded
Monthly financial reports	Treasurer	Never discarded
Annual financial reports	Treasurer	Never discarded
Expense and Income report forms along with associated receipts	Treasurer	Seven years
Past Public Relations activity records	Public Relations Director	Never discarded
Past Fundraising Activities	Fundraising Director	Never discarded
Past Social activities record	Social Chair	Five years
Historical archive	Historian	Never discarded
Past Philanthropy records	Philanthropy Chair	Never discarded

### President

In addition to the responsibilities listed in the Chapter Bylaws, the President:

1. Facilitates a smooth and orderly transition of officer responsibilities and materials.
2. Keeps the official electronic versions of the Chapter Bylaws and Standing Rules.
3. Prepares an annual calendar of Board activities and distributes it to Board members by May 30 of each year.
4. Is responsible for establishing a calling tree by May 30 of each year and distributing it to other members of the Board of Directors. In the event of meeting cancellation or other emergencies, the President will notify Board members, who will then call their assigned members.
5. Prepares an agenda for each Chapter and Board meeting.
6. Updates the ANG Chapter President's Book whenever new policies, bylaws, or other information are supplied by the national organization.
7. Maintains the following inventory and ensures that it passes to her successor:
  - a. The Chapter President's gavel
  - b. Gateway Chapter President's Book, consisting of current working documents
  - c. ANG Chapter President's Book, including Chapter Charter and ANG Chapter Handbook
  - d. Archive of Board meeting minutes
  - e. Archive of Chapter meeting minutes

- f. Archive of all past Officer Election Reports and Annual Chapter Reports
- g. Archive of all past issues of *NeedleNotes*
- h. Archive of contracts and correspondence from National
- i. Chapter Bylaws and Standing Rules or Policies, both paper and electronic

### **Programs (1<sup>st</sup> Vice President)**

1. In addition to the responsibilities listed in the Chapter Bylaws, the 1st Vice President
  - a. Is responsible for planning the year's programs and arranging for someone to lead and pre-stitch each monthly activity.
  - b. Must present a proposal for the year's programs to the Board for review and approval by July 15 of each year. After the schedule has been approved, the 1<sup>st</sup> Vice President will work with the Philanthropy and Public Relations to produce the annual Chapter brochure.
  - c. Is responsible for organizing workshops taught by national teachers and provides cost estimates for workshops so the Board can set workshop fees.
  - d. Is responsible for organizing enrollment in group correspondence courses.
  - e. Maintains the following inventory and ensures that it passes to her successor:
    - i. Slide projector
    - ii. ANG Chapter Project Books, issued biannually starting in 1989
    - iii. Archive of past program activities
2. Instructional materials may be mailed to members on request if they are unable to attend Chapter events, unless prohibited by the instructor. The requesting member must pay for postage.
3. In the event members cannot participate in an educational event for which they have paid, refunds will be given only if the Chapter has not already ordered the instructions/supplies.
4. The Board will set a minimum number of attendees for each workshop scheduled; if the minimum is not met, the workshop will be cancelled.
5. A member's enrollment in a workshop will be reserved upon receipt of payment for the workshop by the 1st Vice President. A waiting list will be established if the workshop is filled.
6. Workshops are for Chapter members. If the class maximum is not met by the announced deadline, anyone who is interested may sign up. A premium may be charged to ANG members who are not Chapter members and to non-ANG members.
7. In order to receive program materials and/or reserve a place in Chapter activities, members must submit payment on or before the announced deadline. No grace period will be given for late payments.
8. Members who have already taken a specific workshop by a guest instructor (for example at the ANG National Seminar) may, at the discretion of the teacher, attend the local event but must pay the teaching fee.
9. Board-approved Chapter educational activities that have been arranged by the 1<sup>st</sup> Vice President but extend beyond her/his term become the responsibility of her/his successor.

### **Membership (2<sup>nd</sup> Vice President)**

In addition to the responsibilities listed in the Chapter Bylaws, the 2<sup>nd</sup> Vice President:

1. Must have sufficient computer skills to maintain the electronic Chapter membership database and is responsible for ensuring its confidentiality.
2. Maintains the chapter sign-in book and ensures that members sign in for each meeting.
3. Within 30 days of the date on which a new member joins,
  - a. Distributes new member packets to new members;
  - b. Makes personal contact with the new member or arranges for another Board member to do so; and
  - c. Reports back to the board about the new member's interests and objectives in joining.
4. Prints and distributes the membership roster at the September and October meetings. Rosters that are not picked up are mailed to members.
5. Promptly notifies all Board members of new members and changes of address or contact information.
6. Collects \$1 from each member not wearing a stitched nametag at meetings and has temporary name tags available for attendees who do not have a nametag to wear.

7. With Board approval, facilitates contact with our members on behalf of other organizations.
8. Continually reviews and updates the new member packet to ensure it contains information needed to assist new members.
9. Maintains the following inventory and ensures that it passes to her successor:
  - a. The electronic Chapter membership database
  - b. New membership packets
  - c. Paper copies of the most recent September membership roster.

### **Secretary**

In addition to the responsibilities listed in the Chapter Bylaws, the Secretary:

1. Prepares the initial draft of meeting minutes and gives it to the President for corrections and additions. The resulting second draft is emailed to Board members for review and comment. The secretary incorporates suggested corrections to generate the final draft.
2. Completes all minutes no later than two weeks following the meeting.
3. Incorporates changes to final draft minutes suggested at the subsequent meeting.
4. Retains a hard copy of all approved minutes in the Secretary's Book.
5. Maintains an electronic archive of Chapter and Board meeting minutes.
6. Maintains the following inventory and ensures that it passes to her successor:
  - a. The archive of all past Chapter monthly membership meeting minutes (paper and electronic)
  - b. The archive of all past Chapter Board of Director meeting minutes (paper and electronic)
  - c. The stitched Chapter logo and stand

### **Treasurer**

1. All Chapter financial transactions are recorded electronically in Quicken.
2. If a newly elected or newly appointed Treasurer does not have Quicken software, the Chapter will purchase it for her.
3. In addition to the responsibilities listed in the Chapter Bylaws, the Treasurer
  - a. Must have sufficient computer skills to maintain the Chapter financial records electronically.
  - b. Maintains a bank account containing all of the funds of the Chapter.
  - c. Provides a receipt to individuals who make donations of cash or goods to the Chapter.
  - d. Maintains the following inventory and ensures that it passes to her successor:
    - i. ANG Guidelines for Chapter Treasurers
    - ii. Electronic and paper archives of the Chapter's past financial records, including monthly and annual financial reports, bank statements, and expense/income receipts
    - iii. Documentation from the IRS stating the Chapter Tax ID number
2. Requests for expense reimbursement must be submitted before April 30 of the fiscal year in which the expenses are incurred. Requests submitted after this date will not be paid.
3. Expenses incurred by Committee members must be approved by the Committee Chair before submission to the Treasurer for reimbursement.
4. All bills, reimbursements, and payments must be accompanied by an income or expense reporting form. The Treasurer will update these forms regularly so they accurately reflect Chapter budget categories. The forms are available on the Chapter web site.
5. The budget for each fiscal year must be approved by the Board of Directors no later than May 31 of that year.
6. The Audit Committee will consist of the President, the immediate Past President (in odd-numbered years), the 2nd Vice President (Membership), and the Secretary. The Treasurer (in odd years) or immediate past Treasurer (in even years) is not a member of the Audit Committee but must attend the review of the records by the Committee.
7. Bills and expense reimbursements exceeding \$100 require advance approval by the Board of Directors.

### **Newsletter**

1. In addition to the responsibilities listed in the Chapter Bylaws, the Newsletter Editor
  - a. Publishes *NeedleNotes* six times a year on or about the following dates: January 1, March 1, May 1, July 1, Sept 1, and November 1.

- b. Provides an electronic version of the newsletter to the Webmaster for posting on the Chapter web site as soon as each issue is ready.
  - c. Maintains a notebook of newsletters exchanged with other chapters. These are made available for members to view at Chapter meetings. Shared newsletters are kept for one year.
  - d. Coordinates with the 2<sup>nd</sup> Vice President (Membership) to ensure that the mailing list for each issue of *NeedleNotes* has current addresses for every member.
  - e. Maintains the following inventory and ensures that it passes to her successor:
    - i. Archive of all past issues of *NeedleNotes*
    - ii. *Robert's Rules of Order Newly Revised*
2. Newsletter advertisers receive one complimentary copy of each newsletter issue during the year they advertise.
  3. The advertising rates for a year (6 issues) are:
    - o \$30 for business card size
    - o \$60 for quarter-page
    - o \$80 for half-page.

### **Public Relations**

1. In addition to the responsibilities listed in the Chapter Bylaws, the Public Relations Director:
  - a. When appropriate, prepares 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.
  - b. Composes the annual Chapter brochure by August 15 of each year and presents it to the Board of Directors for approval.
  - c. Prints the annual Chapter brochure and distributes it to local shops by September 1 of each year.
  - d. Ensures that the Chapter brochure is available at all Chapter meetings.
  - e. Prepares a summary of the fiscal year's public relations activities by April 30, and presents it to the Board.
  - f. Maintains the following inventory and ensures that it passes to her successor:
    - i. Archive of past public relations activities
    - ii. Paper and electronic versions of past trifold brochures.
2. Exhibits of members works can be held only in venues that satisfy the following criteria:
  - a. A locked exhibit case, inaccessible to the public and with limited access by those who own/operate the enterprise hosting the exhibit;
  - b. Restricted hours of access to the general public; and
  - c. Liability, hazard, and theft insurance that will cover the pieces on display.
3. Gateway Chapter is not responsible for thefts or damage during exhibits.

### **Fundraising**

In addition to the responsibilities listed in the Chapter Bylaws, the Fundraising Director shall:

1. By August 15 of each year, prepare a proposed list of fundraising activities for the coming year and present it to the Board for approval.
2. Within 30 days following any fundraising activity, provide the Board with an accounting of the expenses, revenue, and net income to the Chapter.
3. Prepare a summary of the fiscal year's fundraising activities by April 30, including expenses, revenue, and net income, and presents it to the Board.
4. Maintain the following inventory and ensures that it passes to her successor:
  - a. Archive of past philanthropic and public relations activities

### **Standing Committees**

Standing Committee chairs serve a term of one year which shall run from August 1 through July 31. They are appointed by the President, approved by the Board, and serve at the Board's discretion. Standing Committees specified by the Bylaws are: Social, Historian, Webmaster, and Programs.

*Social Committee:*

1. The Chapter Social Chairman:
  - a. Sends sympathy/get well cards to members when the need arises or when notified by another member. Upon the death of a member, the Board may chose to make a donation to the ANG Endowment Fund.
  - b. Notifies the Newsletter Editor and the President of the illness or death of a member or in a member's family.
  - c. With the advice and approval of the Board, makes arrangements for social activities of the Chapter, including the annual Holiday party and Spring Luncheon.
  - d. Maintains the following inventory and ensures that it passes to her successor:
    - i. Archive of past social activities
2. In the event a member cannot participate in a social event for which she/he has paid, refunds will be given only if the Chapter has not already paid for the event.

*The Historian:*

1. Keeps and maintains Chapter history and record of activities, including written descriptions and photos.
2. Ensures that the Chapter historical records are given to his/her successor.

*The Chapter Webmaster:*

1. Maintains the Gateway Chapter web site.
2. Posts updates to the web site from board members in a timely manner, after review and approval by the President.
3. Works with the Newsletter Editor to post *NeedleNotes* to the site.
4. Works with the Secretary to post Chapter meeting minutes.
5. Updates the home page after the last event of each month.
6. Moves outdated pages to the Archives folder, and updates other Web pages as events change.
7. Checks links on the Chapter site on a monthly basis, and updates as necessary.
8. Includes the ANG copyright statement somewhere on every Chapter web site page.
9. Does not post copyrighted material directly to the site without written permission from the copyright holder.
10. Serves as the Chapter primary contact for the web hosting company and the domain registration company, and works with the Treasurer to arrange payment of fees. In both cases, the backup contact will be the President.

*The Philanthropy Chair:*

1. Proposes philanthropic activities for approval by the Board of Directors and once approved, is responsible for their completion.
2. Once a philanthropic activity is completed, prepares photographic and written documentation of it for inclusion in the Chapter historical archive. This documentation may, at the discretion of the Board, be sent to *Needle Pointers* for the Chapter News section of the magazine.

**Adopted by Gateway Chapter ANG Board of Directors on 10/14/06**

Denise Beusen, President  
Anne Freeman, 1<sup>st</sup> Vice-President  
Linda Elkow, 2<sup>nd</sup> Vice-President  
Sylvia Howard, Secretary

Brenda Ramsdell, Treasurer  
Janine Webb, Newsletter  
Donna Halloran, Public Relations  
Mickey Knutson, Fundraising