**PURPOSE OF THE STANDING RULES**

The Standing Rules of the Indianapolis Chapter of the American Sewing Guild (Chapter) are specific to the needs of the Chapter’s members and provide guidelines for the Chapter Advisory Board’s decision making and for its conducting of the Chapter’s business. The Standing Rules are not to conflict with existing ASG guidelines.

Each chapter of the American Sewing Guild, Inc. (ASG) is bound by the ASG By-laws and the ASG Policies and Procedures. The Chapter must be in compliance with these to remain in good standing.

**MEMBERSHIP AND DUES**

1. Any person interested in or actively promoting sewing at any level of skill is eligible to apply for membership in ASG.
2. An individual member of ASG may choose the Indianapolis Chapter as their chapter affiliation and, in doing so, become a member of the Chapter.
3. ASG membership dues are set by the ASG Board of Directors and may change periodically. ASG headquarters manage the renewal of membership dues.
4. ASG and Chapter memberships and status information are maintained at the ASG national headquarters. It is the responsibility of individual members to keep the information current.

**CHAPTER ADVISORY BOARD MEMBERSHIP**

1. The Chapter Advisory Board (CAB) shall consist of elected and appointed members who are members in good standing of ASG and the Chapter.
2. The following CAB positions are elected by the Chapter membership:

* President
* Vice President/Membership
* Secretary
* Treasurer
* The following CAB positions are appointed as needed by a majority vote of the CAB and serve as committee chairs:
* 4H/Youth Coordinator
* Community Service Chair
* Education Chair
* Electronic Media/Facebook
* Newsletter Editor
* Neighborhood Group Coordinator(s)
* Publicity Coordinator
* Retail Liaison
* Web Mistress
* Special Events Coordinator

1. The CAB shall have an odd number of members and have no fewer than three (3) members consisting of the President, Secretary, and Treasurer. CAB members may perform duties of other CAB positions if needed
2. Each CAB member, elected and appointed, has a vote. If an appointed position is a shared position, only one vote is allowed.
3. The duties and responsibilities of each CAB position are based on the descriptions of the position outlined by ASG.

**ELECTION OF THE CHAPTER ADVISORY BOARD**

1. The President, Vice President/Membership, Secretary, and Treasurer are elected by the Chapter membership at the Annual Meeting to be held on the first Saturday of November.
2. A Nominating Committee shall be appointed by the Chapter President. The appointed Nominating Committee shall consist of four (4) CAB members who are not running for office. In addition, nominations for the members of the CAB may come from any Chapter member.
3. The Nominating Committee shall submit a slate of candidates to the CAB for election at the Annual Meeting.
4. Candidates shall be members in good standing.
5. The slate of candidates shall contain the name, proposed position, resume/bio, and photo.
6. The slate of candidates should contain two (2) or more candidates per position, if possible.
7. The slate of candidates must be reviewed and approved by the CAB. After approval, the ballot and slate of candidates shall be published in the Chapter newsletter and on the Chapter website prior to the annual meeting. Other electronic formats of communication may be used to distribute this information to Chapter members.
8. Anyone seeking the office of Chapter President must have served on the CAB for not less than one (1) year in either an elected or appointed position.
9. The election for CAB members held at the annual meeting shall comply with all ASG policies and procedures.
10. In the event the annual meeting is held virtually, a returned ballot shall serve as a reservation for the meeting.
11. The election results and information about the annual meeting shall be communicated to each Chapter member.

**TERMS OF OFFICE**

1. All members of the CAB, elected and appointed, may serve a maximum four (4) years in one position. CAB members may serve a maximum of 10 (ten) consecutive years on the CAB before at least a one-year break.
2. The Chapter President, Vice President/Membership, Secretary, and Treasurer must be elected each year by the Chapter membership to serve a team of one (1) year beginning on January 1 of the year following the election and ending on December 31.
3. The outgoing CAB shall be responsible for the training of the incoming CAB members. The training shall occur before the new CAB members assume their office on January 1.
4. In the event that any of the CAB members are unable to fulfill her/his term of office, a new CAB member shall be appointed by the remaining CAB. If the outgoing CAB member served less than six (6) months during the term, then the time will not be counted toward the term limit.

**CHAPTER ADVISORY BOARD MEETINGS**

1. A quorum of CAB members must be present to hold a meeting and to conduct any chapter business. A quorum is defined as a majority (more than half) of the elected and appointed CAB members currently on the CAB
2. The CAB shall meet on a quarterly basis at a minimum. These meetings shall be scheduled in advance of January 1 and shall be published in the December/January issue of the Chapter newsletter and on the Chapter website. The incoming President is responsible for scheduling the meeting dates.
3. CAB meetings may be held in a face to face or virtual format. The Chapter President is responsible for creating the agenda for each meeting. The agenda shall be sent to each CAB member at least five (5) days in advance of the meeting. Any CAB member or Chapter member may request an agenda item be added to the meeting by contacting the President prior to the scheduled meeting.
4. At each CAB meeting, the CAB members shall provide a report for his/her assigned duties and responsibilities. If a CAB member is not able to attend the meeting, a written report shall be submitted to the President at least two (2) days prior to the meeting.
5. CAB members are expected to attend all CAB meetings. Two (2) consecutive unexcused absences from a scheduled CAB meeting shall constitute grounds for termination from the CAB.
6. A majority of those CAB members present at the meeting at which a quorum is present carries a vote except in two cases:
7. Any additions or temporary suspensions of the Chapter’s Standing Rules for the duration of a meeting require a two-thirds majority of the quorum present.
8. Any creation of, appointment to, or dismissal of a CAB member requires a majority vote of all CAB members - not just a quorum present.
9. Special meetings of the CAB may be called by the Chapter President or at the request of at least two (2) CAB members. The Chapter President will be responsible for scheduling the meeting and adhering to the guidelines regarding establishing an agenda outline in these Standing Rules. Special meetings of the CAB shall be restricted to CAB members only.
10. Chapter members may attend the quarterly CAB meetings and shall notify the Chapter President of their plan to attend in advance of the meeting. Chapter members may address the CAB during the meeting. Chapter members may not vote during the quarterly CAB meetings.
11. The Chapter President shall preside at all CAB and Chapter meetings. In the event the President is unable to preside at a meeting, the President shall appoint a CAB member to preside at the meeting in the following order of preference:

* Vice President/Membership
* Secretary
* Treasurer

**CHAPTER FINANCES**

1. The CAB shall prudently manage the finances of the Chapter in good faith and adhere to a fiscal year of January 1 – December 31.
2. All Chapter income, regardless of source, is available for general use unless solicited, donated or designated for a specific purpose.
3. The Chapter Treasurer and Chapter President shall comply with ASG guidelines for submitting forms for banking, financial reporting, and taxes to ASG’s national headquarters.

**Budget Management**

1. The Chapter budget shall reflect a realistic calculation of anticipated income and expenses and shall reflect the goals of the Chapter. The CAB shall manage income and expenses within the budget.
2. The budget shall include the expenses for the Chapter President or designated representative to attend the annual ASG conference and Region 3 meeting if sufficient funds are available as determined by the CAB. The following expenses incurred by the Chapter President while attending these meetings are reimbursable:
   1. Transportation
   2. A shared room
   3. Meals and tips during the convention
   4. The Chapter President or designated representative shall submit an expense report, with receipts, to the Chapter Treasurer for reimbursement at the meeting directly following the National Conference.
3. By October of each year, each CAB member shall submit to the Chapter Treasurer, a budget for their position/committee for the following year.
4. By the end of each year, the Chapter Treasurer will submit a Chapter budget to the CAB for review and approval.
5. The budget may be reviewed and adjusted by the CAB, if necessary, at any given time.

**Expenses and Reimbursement**

1. Each CAB member shall submit expense reports with receipts to the Chapter Treasurer for all approved expenditures incurred while performing their duties as a CAB member. CAB members are to use the approved ASG expense form found under the Leadership Section at www.asg.org. Expense reports should be submitted within 30 days after the incurred expense, unless previously approved by the Chapter Treasurer. The following are allowable expenses:

* Mileage and parking fees incurred while conducting ASG business such as visiting Chapter meetings,
* Set-up of new member booths,
* Meeting with retailers,
* Seeking locations for events

(The above expenses shall be paid when these trips cannot be made while conducting personal business or errands and must exceed ten (10) miles per trip. The mileage rate for travel of a CAB member to and from an approved activity is per the Internal Revenue Service rates for charitable organizations for each given year).

* Postage for conducting ASG business
* Meals - There may be an occasion when an Officer or CAB member might be in a situation (such as checking the food at a proposed location for a special event) that they might need to purchase a meal.

1. A CAB member who is a chairperson of a committee is allowed to authorize expenditures, and/or be reimbursed, for items as approved in the budget. If an expense is expected to exceed the budgeted amount of the item, or was not part of the approved budget, the CAB member must obtain approval by the CAB. Approval may be obtained via an electronic vote, if necessary.
2. Non-budgeted items shall be presented to the CAB for approval prior to expenditure. An expense report, with receipts, shall be submitted to the Chapter Treasurer for approved, non-budgeted amounts.

**CHAPTER BANK ACCOUNT MANAGEMENT**

1. The Chapter shall maintain a bank account and must have three (3) authorized signors who are CAB members and shall include the Chapter President and Chapter Treasurer.
2. Payments made by the Treasurer require approval of at least two authorized signors. This requirement will be met by the minutes of the CAB meetings reflecting the designated signors approval of the initial budget and approval of subsequent changes to the budget approved by the CAB.
3. The Chapter Treasurer shall be the recipient of the Chapter’s bank statements and other bank correspondence. The Chapter Treasurer shall include a summary of the information from the statements and correspondence within the Treasurer’s report at CAB meetings.
4. If the CAB approves the use of a debit card associated with the Chapter’s bank account, the Chapter Treasurer shall be the sole custodian of the card. The debit card shall be used solely for the purchase of postage and stamps required for Chapter business.

**COMMUNICATION AND CHAPTER MEMBER BENEFITS**

1. The CAB shall communicate with all Chapter members at least quarterly. Communication may be in the format of one or more of the following:

* Electronic newsletters sent via email and/or posted online,
* Hard copy newsletters for those Chapter members who do not have an email address,
* Announcements at Chapter Neighborhood Group meetings.

1. The quarterly communication to Chapter members is considered a member benefit; therefore, full versions of this communication shall not be made available to the general public. Partial versions of the communication may be posted for general access to advertise activities of the Chapter and benefits of joining ASG.
2. The following events shall be offered to Chapter members on an annual basis:

* Annual meeting
* Educational seminar
* If possible, shopping trip

1. No refund will be issued for a Chapter event after the documented registration deadline. No-shows are ineligible for a refund or credit. In cases of illness or other emergency cancellations, the designated CAB member may authorize a refund.
2. If a non-sufficient funds check is received for an event the Chapter member must send a money order or cashier’s check to the Treasurer for the amount of the event registration plus the fee charged by the Chapter’s bank before attending any other Chapter sponsored event.

**CHAPTER MEMBER CONDUCT AND GRIEVANCES**

1. All Chapter members are expected to demonstrate the characteristics of and follow the guidelines documented in the “Member in Good Standing” section in the *ASG Policy and Procedures Manual* found under the Members Only section at www.asg.org.
2. Any Chapter member who feels the Chapter is being managed inappropriately or who feels he/she is being ill-treated shall follow the “Member Grievance Procedure” in the *ASG Policy and Procedures Manual* found under the Member Only section at www.asg.org.

**AMENDMENTS TO THE STANDING RULES**

1. The Chapter Standing Rules shall not supersede or be in conflict with established ASG documents.
2. The Chapter’s Standing Rules shall be reviewed and amended, if required, every January and approved by a majority vote of the CAB within the month of February.
3. The Standing Rules may be amended after February, if necessary, by a majority vote of the CAB at a CAB meeting following the presentation of the proposed amendment.
4. The date of the current version of the Chapter Standing Rules shall be included on the document.
5. A copy of the Chapter Standing Rules shall be accessible to all Chapter members on the Chapter website under the “Members Only” section and may be distributed to members electronically and/or at Chapter or Neighborhood Group meetings

**Documents Referenced for Standing Rules**

American Sewing Guild, Inc. (2015, July 16). *By-Laws of the American Sewing Guild, Inc,* Houston, Texas: American Sewing Guild

American Sewing Guild, Inc. (2013, Version 2) *The American Sewing Guild, Inc. Guidelines for Chapter Standing Rules,* Houston, Texas: American Sewing Guild

American Sewing Guild, Inc.(2020, Version 4.0). *The American Sewing Guild, Inc. Policies and Procedures Manual for ASG Chapters*, Houston, Texas: American Sewing Guild

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