



The American Sewing Guild, Inc.'s

Secretary's Guide

An ASG Leadership Library Publication

American Sewing Guild, Inc.
9660 Hillcroft Street, Suite 510
Houston, TX 77096

713-729-3000
713-729-9230 (Fax)
www.asg.org

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In any situation in which advice given in this *Guide* contradicts policies in the Policies and Procedures Manual for ASG Chapters, the latest edition or amendment to the ASG Policies and Procedures Manual will prevail. Chapter Secretaries are encouraged to speak with the previous Secretary, or their current or past chapter presidents for additional help or clarification.

Any comments or suggestions regarding this *Guide* may be directed to the ASG Publications Committee at publications@asg.org

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Section 1. The ASG Secretary

Do you have organizational talent? Do you like keeping track of dates, papers, and ideas? This is a great job for you - paying attention to details and helping to keep your chapter on track. With agenda in hand you will create the minutes of the CAB meetings and the Annual Meeting. Those great ideas and suggestions that come to light during these meetings - your job is to capture them. With this Chapter *Secretary's Guide* you will have the tools needed to succeed and the ability to make the paperwork flow smoother for you and your chapter. Even though every chapter operates differently, this *Guide* will assist you in doing the best job you can for your chapter.

What Does the Chapter Secretary Do?

The Chapter Secretary is one of the five (5) elected positions on the Chapter Advisory Board (CAB). The responsibilities of a Chapter Secretary are:

- Keep complete, accurate records of the minutes of all of the chapter's CAB meetings and the chapter's Annual Meeting.
- A draft copy of the minutes must be sent to the Chapter President for review, proofing, and approval within 14 (fourteen) days after the CAB meeting.
- After the President's corrections have been made, email or mail the draft minutes to each CAB member for their review at least five (5) days prior to the next CAB meeting, usually along with an agenda for the next CAB meeting.
- Provide copies of the previous CAB meeting(s) minutes to all CAB members at the current CAB meeting for review and approval.
- During review and before approval by the CAB, amend current minutes if needed. The Treasurer's Report for that month should be attached to a copy of the approved minutes (some chapters also attach the committee reports), and the reports are filed and kept as part of the chapter's permanent files as required in the Records Retention Policy. (Refer to page 4-19 of the *Procedures & Policies Manual*.)
- Bring copies of the agendas and minutes of prior meetings to all CAB meetings for reference, along with the following documents: ASG By-laws, your chapter's Standing Rules, copies of the Treasurer's reports, approved budget; lists of the membership, committees and their members, and the chapter's yearly calendar.
- Be sufficiently familiar with all legal documents that might be needed during a CAB meeting or Annual Meeting, i.e.: the ASG By-laws, Chapter Charter or Letter of Agreement, latest version of the *P&P*, and your chapter's Standing Rules. For a complete list of the Hierarchy of Government Documents, refer to page 3-3 of the *P&P*.
- Be the fourth in line to succeed the President and to take over duties of the President if the President, First Vice President, and Second Vice President cannot preside at a meeting. If the President cannot finish her/his term as President, the Secretary is the fourth in line to fill that vacancy in the presidency for the remainder of the term.
- By December 15 of each year, the outgoing Secretary shall file the CAB Information Form with ASG National Headquarters, with the position, full name, address, home phone number, and email address of the five (5) required CAB members. File the same form each and every time there is a change of the five (5) required CAB members or any information listed on the form has changed.
- Send correspondence and respond to all correspondence received by the chapter, as directed by the CAB, which may also include sending out cards to chapter members who are ill, in the hospital, loss of a family member, etc.
- As stated in the ASG By-laws, The Secretary of the Chapter shall provide at least fifteen (15) days notice of this meeting to Chapter Members, either as a separate notice mailed directly or as an article in the Chapter newsletter. Sign the official notice and provide a copy to all members by the distribution method approved by the CAB..

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- If the notice is to be published in the chapter newsletter, provide a copy to the newsletter editor in sufficient time for it to be published at least 15 (fifteen) days prior to the chapter Annual Meeting or send it out by first-class mail to the members.
- Serve as a voting member of the CAB.
 - You may be asked to sign jointly on the chapter's bank accounts with the Treasurer or President.
 - Have a working knowledge of parliamentary procedure (Use the current edition of *Robert's Rules of Order, Newly Revised*), the ASG By-laws, and your chapter's Standing Rules.
 - If an unchartered chapter, you must mail or email a copy of your minutes after each CAB meeting and the Annual Meeting to ASG National Headquarters.
 - Meet with the newly elected Secretary to discuss duties (at the end of your term) and to turn over all files in your possession.

Other Duties You May be Asked to Do

- Serve on or be chair of the chapter's Standing Rules Committee, especially if your chapter does not have Standing Rules. (Read the Writing Your Standing Rules booklet, which is available to download from the Leadership area at www.asg.org.)
- Serve on a task force or a committee.
- The President may ask for your help in creating the agenda for each CAB meeting and the Annual Meeting.
- The President may ask you to send or email a reminder notice for the upcoming CAB meeting to each CAB member.

Records Retention

Documentation is important. Just like your own personal documents or running a business, chapters need to keep certain documents to help the chapter run smoothly for legal and financial reasons, and so future CABs will know what past CABs have done. Most of these documents will be kept in the possession of the President, Secretary or Treasurer.

Keep These Documents Permanently

All legal documents pertaining to the chapter:

- Current copy (only) of the ASG By-laws (in the *P&P*)
- Chapter Charter (in the *P&P*) and Certificate
- Chapter Letter of Agreement (signed before a chapter had its charter)
- A copy of the Determination Letter from the Internal Revenue Service, the statement of 501(c)(3) determination for ASG Inc, if there is one in the chapter's files
- Chapter EIN (Employer Identification Number) from the IRS
- Minutes of all CAB meetings/Annual Meeting with the Treasurer's Report(s) attached
- Yearly Election tally sheets attached to the minutes of the Annual Meeting
- Year end financial reports and summary ledgers
- Important Papers File which should be kept updated with the latest copies of:
 - Copy of Liability Insurance certificate
 - Chapter's Standing Rules (if the chapter has written standing rules)
 - Any correspondence dealing with other legal or important matters
- *ASG Inc. Policies and Procedural Manual for ASG Chapters* (with any updates)
- All CAB *Guides*, the references for specific CAB positions (current copies only)
- Any donations/gifts to the chapter, that have restrictions on them, especially, if it will take the chapter several years to use the donation

For historical purposes it is advisable to keep at least one copy of each of the chapter's newsletters and one copy of each of the special event/educational program brochures. These can be kept by the Historian and do not necessarily need to be kept by the Secretary.

Keep These for seven (7) years

The majority of the other financial records need to be kept for seven (7) years for tax purposes:

- Accounts payable and receivable ledgers
- Expense reimbursement reports with attached receipts
- Invoices
- Cancelled checks and/or similar record of bank transactions

Keep These for three (3) years

Most contracts with facilities, speakers, newsletter advertisers, etc., and *other correspondence* can be eliminated after three (3) years unless it is something that will help a future CAB member plan an event.

The CAB should encourage the Historian to keep a good record of the chapter and its events, particularly the beginning of the chapter for historical purposes. Most chapters keep scrapbooks with pictures of all of their special events, program meetings, etc.

Keeping good records will also help the CAB when they are working on the Chapter of the Year application.

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What Do I Do Now?

Your chapter elected you Secretary and you are wondering “what do I do first.”

Here's how to start:

1. Set up a meeting with the outgoing Secretary to discuss the duties of the secretarial position. She must provide the materials from her/his term of office by December 31. Make a list of questions you might have to go over with her/him. At the meeting, she/he will review and transfer the Secretary files to you.
2. Read this Guide entirely through. There are a lot of hints and samples that have been included to help you.
3. Read the pertinent P&P sections referred to in this Guide.
4. Set up your Secretary files as listed below.
5. Create an email distribution list for the newly elected CAB members from the CAB Information Form that the outgoing Secretary will give you.
6. Create labels for the new CAB members. (Use the labels for items that cannot be emailed.)
7. Set up a meeting with newly elected President, so you can discuss when to hold the first CAB meeting and what you can do to help her/him. After the first CAB meeting and the President gets her/his feet on the ground, she/he may want to handle things differently.
8. After the first CAB meeting and the CAB has appointed members to fill the other positions on the CAB, add these members to your email distribution list and labels.
9. Create a full CAB contact list and distribute to the CAB members.

Setting Up Your Secretary Files

As Secretary, you will need to set up a filing system (both electronic and paper), so that you can easily get to all of the chapter's documents and files that you will be handling or working with on an on-going basis. You will also have files that you need to keep for legal reasons, as well as for historical purposes. The President and Treasurer will also need to create files for those important papers that they need to reference. (Refer to page 1-4 of this *Guide*). Each of your predecessors will be giving you their files that they used while they were on the CAB. Depending on your filing system, whether you are using a box, filing cabinets or electronic media such as a CD or flash drive, just adds those files to the ones you have created. Whether you are a Secretary of a brand new chapter or a chapter that has been in existence for a few years, here is a list of some of the files you should have:

- Agendas
- ASG Inc. By-Laws
- Budget
- Calendar
- CAB Members
- Committees / Task Forces
- Correspondence
- Donations
- Elections
- Forms
- Guides
- ASG National Headquarters
- Labels / Stationery
- Liability Insurance Certificate
- Membership Lists
- Minutes
- Newsletters
- Other Chapters
- Policies
- Procedures
- Standing Rules
- Tip Sheets
- Treasurer's Reports

CAB / Banking Information Form

The outgoing Secretary must file (by mail, email or fax) the CAB / Banking Information Form listing the five (5) required members of the CAB plus the Newsletter Editor (with the full name, position, address, home phone, and email address) with ASG National Headquarters at reports@asg.org, by **December 15**.

The Secretary must also file this form each and every time any of the five (5) required CAB members change. **This is a Chapter Compliance Checklist item.**

The Secretary must also file this form each and every time any of bank account information changes. **This is a Chapter Compliance Checklist item.**

To view the form, refer to page 19 of this *Guide* or page C-2 of the *P&P*. The form is available for download from the Leadership area of the ASG INC. Web site at www.asg.org.)

Hint: If you use the form from the Leadership area, it is formatted as an interactive PDF submit the completed form to ASG National Headquarters at reports@asg.org .

For convenience, every member of the CAB should get a full listing of all members of the CAB with their contact information.

Section 2. Meeting Requirements

CAB Meetings

Frequency

The CAB must meet at least once per calendar quarter. CAB meetings are not to be held during or in place of chapter meetings, although they may be held prior to or after a chapter meeting.

CAB Meeting Notice Requirements

It is suggested that a CAB schedule a regular meeting date and time, and a year's schedule at their first CAB meeting. CAB members should have at least 10 (ten) days advance notice of meetings. Once the CAB has set dates for the CAB meetings, send or email the CAB the list of CAB meetings for the year, so they can mark their calendars. These dates will also be in your minutes, but we all need reminders.

Emergency meetings of the CAB may be scheduled by the President with less notice, but no actions to appoint or dismiss CAB members may be taken at such a meeting.

Special Meetings

Special meetings of the CAB to cover a specific subject, may be called by two (2) members of the CAB with a 10 (ten) days written or email notice to all members of the CAB. Only the topic to be covered in the meeting may be discussed.

Agenda

The President is responsible for creating an agenda for each meeting, which should be sent to each CAB member at least five (5) days in advance of the meeting. Sample agendas are on pages 12, 20, and 21 of this *Guide*.

Hint: The President may ask for your help in creating the agenda, and have you email or mail the agenda to the CAB members before each CAB meeting. If you know of items that need to go on the agenda, keep a list so you can review the items with the President.

CAB Meeting Quorum

The CAB quorum is a majority of the elected and appointed positions of the CAB. A quorum must be present to hold a meeting and to conduct any chapter business.

Voting

A majority of those CAB members present at the meeting at which a quorum is present carries a vote except in these cases:

- A two-thirds (2/3) majority of the quorum is necessary to pass changes to the chapter's standing rules or to suspend a standing rule for the duration of a meeting.
- A majority of all CAB members (not just a quorum present) must vote to appoint someone to or dismiss someone from the CAB or to create a new position for the CAB.

For example, assume a CAB has 13 (thirteen) members. The quorum for this CAB is seven (7). So if seven members are present at a CAB meeting, four (4) votes are sufficient to pass a regular motion. If the motion is to suspend one of the standing rules for the meeting, then 2/3 (two-thirds) of the seven (7) (the quorum) is needed, which is five (5) votes. If the motion is to appoint a person to the CAB, it would take seven (7) votes, that is, a majority of the 13 (thirteen) members] to approve the appointment.

Each CAB member, whether elected or officially appointed, has one vote on motions coming before the CAB. If a committee chair is shared by more than one member, only one of those members may vote. In practice, unless a vote is close, probably both members would answer a vocal vote.

Attendance

CAB members must attend all CAB meetings. Two (2) consecutive unexcused absences from *scheduled* CAB meetings constitute grounds for termination from the CAB. CAB members should mail, email or fax their reports to the President and notify the President when they cannot attend.

Any chapter member may attend a CAB meeting, but may not vote. The chapter's Standing Rules may spell out requirements for such attendance, such as requiring notice to the President if they wish to bring up a topic.

Minutes

The Secretary shall take minutes of all CAB meetings (including Emergency and Special Meetings) and the Annual Meeting. The Secretary should send or email the draft minutes to the President for review, editing, and approval within 14 (fourteen) days after the CAB meeting. After the President's proofing, the draft minutes should be sent to all other CAB members for review. At the next CAB meeting, the CAB shall vote to approve the minutes. The Treasurer's Reports should be attached to the approved minutes and filed. Unchartered chapters also need to send or email a copy of their approved minutes to their regional representative and to ASG National Headquarters. (Refer to page 15 of this *Guide* for a description of what should be included in the minutes).

Treasurer's Report

The Treasurer should prepare a written Treasurer's Report each month. The contents of this report are detailed in the *ASG Treasurer's Guide*. The Treasurer's Report is attached to the approved minutes and filed in the official papers of the chapter.

Committee Reports

Each committee chair should report on committee activities at each CAB meeting. The report may be brief. Decisions about details should be made in committee and presented to the CAB for approval, and reported in the minutes. A chair who will be absent from a CAB meeting should send or email a written committee report to the President to present at the meeting.

Grievance Procedures

If a member chooses to dispute a decision or an action that has been made by her/his chapter's Chapter Advisory Board (CAB), the Member's Grievance Procedures must be followed. (Refer to page 5-6 of the *P&P*).

After the President receives the concern in writing from the member, it must be placed on the CAB agenda to be discussed at the next scheduled CAB meeting or a special meeting to be held within 30 (thirty) days of the President's receipt of the written concern.

- A special CAB meeting is one that is called to deal with a specific topic requiring immediate attention
- No other business is discussed during a special CAB meeting
- Minutes of the special meeting are taken but are not distributed.
- Proceedings and minutes of the CAB meeting are confidential and all CAB members participating in the meeting must respect the confidentiality.

Whether or not a satisfactory solution is reached, the CAB meeting minutes must reflect the solution or decision.

A copy of the original letter stating the grievance and all other documentation should be filed with the minutes in the Secretary's notebook.

Annual Meeting

Each chapter is required to hold an Annual Meeting each year sometime during the months of September, October, November, or December. The meeting does not have to be in the same month each year. Article VII, Section 6 of the ASG Inc. By-laws describes Chapter Annual Meeting (Refer to page 3-10 of the *P&P*).

Purpose

There are two main purposes for having an Annual Meeting each year:

- To hold elections to fill Chapter Advisory Board positions.
- To report to the membership on the state of the chapter including its financial state.

Meeting Notice

The ASG Inc. By-laws state that at least a 15 (fifteen) day notice to the chapter members is required for the Annual Meeting. This usually means that the chapter newsletter one issue prior to the upcoming Annual Meeting must provide notice of the meeting, its location and time and may include the proxy ballot with the names of the members running for office. The delivery of the newsletter must be timed so that it reaches members at least 15 (fifteen) days before the meeting.

Alternatively, the Secretary could send out the official notice of the meeting to each chapter member in a separate first class mailing in order to meet the 15 (fifteen) day notice requirement.

Hint: You must consider how often you send out your chapter newsletter – four times a year or six times a year, and when your chapter will have its Annual Meeting. If the newsletter goes out four times a year and you will have your Annual Meeting in early September, the newsletter will need to be sent out in mid-August, so that it will be received by all of the members. We hear from many members that they receive their newsletters after the Chapter program, due to some chapters sending out their newsletters by bulk mail through the Post Office. Depending on the size of your chapter and the relationship you have with your Post Office in delivering your newsletter, you may want to send out the official notice and the proxy ballot by first class mailing to each member.

Annual Meeting Quorum

The quorum necessary for a valid election and to hold the annual meeting is 15% of the chapter's membership both present at the meeting or voting by proxy ballot (see Article VI, Section 6 of the ASG By-laws). Refer to page 7-11 of the *P&P* and read Article VII, Section 6 of the ASG INC. By-laws in the *P&P* on page 3-10. To calculate the number needed for a quorum, use the most recent presidential mailing which includes the number of members in the chapter.

Destroying the Ballots

After the Nominating Committee chair announces the results of the election and there is not a possibility of a request for a recount, a motion that the ballots be destroyed can be made by a member.

However, if there is no motion to destroy the ballots or if the election may be a cause for hard feelings, the ballots, the membership check-off sheet, and the tally sheets shall be kept so that the ballots can be recounted, if necessary.

Note: The membership check-off sheets to validate voter eligibility plus the tally sheets containing the vote counts are separate from the ballots themselves. A motion to destroy the ballots is restricted to the ballot sheets themselves.

Whether the ballots are kept or destroyed, the tally sheets shall be given to the Secretary to keep with the minutes of the chapter's Annual Meeting, per the current edition of *Robert's Rules of Order, Newly Revised*.

The Secretary's Responsibilities Before, During, and After the Annual Meeting

- Notify members of the date, time, and location of the Annual Meeting or have the Newsletter Editor include the notice and proxy ballot in the chapter's newsletter which must reach members at least 15 (fifteen) days before the meeting.
- Take minutes at the Annual Meeting. Each CAB member will be asked to give a brief report, which should include a summary for the year. Your minutes should include the significant highlights of each report.
- The summaries can be put into the secretary's files (including a notebook, or electronic files on a CD or Flash Drive), which can be a resource for future CABs. In such a case, the President's report can be a referral to the notebook that chapter members can look at if they are interested.
- The elections' tally sheet will be given to you to attach to the approved minutes of the Annual Meeting.
- Prepare the draft minutes just like you would for a CAB meeting.

Getting Ready for a Advisory Board (CAB) Meeting

As Secretary, it is your responsibility to help the President get ready for the CAB meeting.

Hint: Besides working with the President in creating the agenda, and mailing or emailing it out to the CAB members, ask the President what else you can do to help her/him get things ready for the upcoming CAB meeting.

What's a good Chapter Advisory Board meeting? It's one that the business of your chapter gets done, in a reasonable amount of time, leaving the participants knowing what's happening, what has yet to be done, and who will do it, and ready to work with each other for the rest of their terms. As Secretary, these decisions must be reported in the minutes.

Making an Agenda

An agenda should be put together not only for your first CAB meeting, but also for all of CAB meetings. These agendas should be sent to everyone five (5) days before the meeting – e-mail or snail-mail.

The President is responsible for the agenda but may request your assistance in preparing and distributing it. During distribution you may choose to attach or include the minutes of the previous meeting.

Hint: Include an agenda item for the President's report – The President will have collected a lot of information, from the monthly ASG National Headquarters mailing, phone calls, and so on, that can be passed on more efficiently when it is done at one time.

Hint: Include the name of the member who is responsible for the information. It's fair "warning" that she/he is expected to make a report.

Hint: Look at the agendas and minutes of previous meetings to find items that need to be followed up at the meeting for which you are preparing the agenda. These items might be slotted either under the appropriate committee report or under "Unfinished Business."

Hint: Banking Resolution – You will need to have someone, typically the treasurer, make a motion to pass a banking resolution.

Sample Agenda

The _____ Chapter of the
American Sewing Guild
Agenda for Chapter Advisory Meeting
Date mm-dd-yyyy
Time hh:mm – hh:mm
Location
Address

Call to order

Introductions and Roll call (if necessary)

“**Housekeeping items**” if needed (such as next month’s meeting place)

Secretary’s report: -- *Minutes of the last meeting, approval of the minutes*

Treasurer’s report: -- Treasurer’s Report, the bank balance, outstanding bills, who needs to get expense reports in, etc.

President’s report: -- Announcements and Information that has come in since the CAB last met

Reports from Committees: (In whatever order suits the chapter. Motions for CAB approval could come from any of the committee reports.)

- **Special Events:** – Event A, Event B, all items needing approval,...
- **Newsletter:** -- Report on costs of last newsletter, gathering information and corrections for next newsletter, etc.
- **Education:**– Programs planned, items needing CAB approval
- **Neighborhood Group Coordinator:**– Changes in neighborhood/special interest group leadership, highlights of activities, new groups, group leaders’ meeting
- **Membership Chair:** Number of members, activities since last meeting, proposals
- **Newsletter Editor:** Status of current issue of newsletter, people who need to submit information, suggestions for articles
- **Retail Liaison:** New stores, stores closing, visits, discounts, suggestions
- **Publicity Chair:** Request to and from chair, report on activities
- **Etc.**

Unfinished Business -- Discussion on items left pending

New Business -- Requests for action, discussion, new assignments, etc.

Summary of action items for coming period

Confirming/setting the next meeting

Adjournment

There is a sample agenda (a lot like the one above) shown in Appendix D of the *P&P* on page D-4 and in this *Guide* on pages 21 to 23.

The First CAB Meeting

You and the President should meet at least two weeks before the first CAB meeting to decide how to create and distribute the agenda for the meeting. For this, and any subsequent CAB meeting a copy of the draft minutes from the previous meeting should be attached to the distribution of the agenda.

Parliamentary Procedure Over Easy

Use of parliamentary procedure can help:

- One issue is considered at a time.
- People on all sides of an issue are heard.
- It can be used to facilitate action.
- It provides a pattern to the meeting.

The most familiar form of parliamentary procedure is *Robert's Rules of Order, Newly Revised*. A much condensed and informal version is usually sufficient for our meetings and situations.

The five principles of parliamentary procedure are:

- Courtesy and justice for everyone
- Consider only one issue at a time
- The majority rules
- The minority must be heard
- The purpose is to facilitate action

The ultimate goal of a meeting is to promote the plans, visions and objectives of the organization. Parliamentary procedure is a tool that can help to make that happen. It can make the meetings run more smoothly and guarantee that all members get the chance to be heard. Assenting and dissenting opinions can be heard without hurt feelings.

A very important fact to remember is that the **ASG Inc. By-Laws and the chapter's Standing Rules will always take precedence over any tool, such as *Robert's Rules of Order*.**

Motions – Understanding and Recording Them

Motions are used both to focus discussions and to make decisions. Although many items can be decided by consensus, items involved in spending money, setting policy, or changing the status quo in a major way shall be decided via a motion. Then the motion must be recorded in the minutes and together with the vote preserved for posterity.

During a CAB meeting, motions will be introduced during committee chairs' reports and during the portions of the meeting termed "Unfinished Business" and "New Business."

Structure of a Motion

1. Making the motion. The first person says "I move that" The President does not make motions. She/he may ask, "Would someone move that" and another person can say, "I so move" or restate the motion in her/his own words.
2. Seconding the motion. Another person must say, "I second the motion (with or without repeating the motion)." If no one seconds a motion, the motion dies.
3. Discussing the motion. The President should allow each person to have a say, but cut off rambling, off-the-point, or hogging of the discussion. She should also cut off discourteous speakers. *Robert's Rules of Order* state that each person gets two turns to speak and the President cannot cut off discussion until this has happened. If there is really a contentious CAB member, the President might want to invoke this, which is, limiting each person to speaking only two times. The President can also move to the next step if the discussion seems to be going nowhere.

Hint: A motion must be completed before the CAB can move on to another motion.

4. Calling for the vote on the motion. The President will call for the vote by saying, "The motion has been made and seconded to _____." She/he will call for the "aye" votes and then for the "no" votes. A vote is usually taken orally but may be taken by show of hands or secret ballot.

Hint: Bring pieces of paper to the CAB meetings in case the CAB wants to vote on their motions by secret ballot.

5. Announcing the results of the voting. The President will say, "The motion to _____ has carried," or "The motion to _____ has been defeated."

If the motion carries and someone has to do something, as part of announcing the results the President may want to repeat who has to do what (and when), such as, "Then, Helen, you'll see to buying the fleece. You have up to \$75 to spend and you can choose the colors and styles you think the children will enjoy. And Joy, go ahead and schedule the room at the library for the March 23 program. Get back to us fast if there's a problem with that date."

Minutes

Minutes are the legal record of the business of the chapter and need to be kept for each CAB Meeting (including Emergency and Special Meetings) and for the chapter's Annual Meeting. Minutes become historical fact. They are what actually happened at the meeting and not feelings or emotions. It is the responsibility of the Secretary, or designee, to be certain that the minutes of the chapter meeting are accurate, clear, and brief.

All motions and their associated votes shall be recorded in the minutes for any meeting.

Normally, they are written by the Secretary; in the Secretary's absence from a CAB meeting, the President should appoint someone to take the minutes.

Minutes should be succinct and in most cases should not exceed more than 1-2 pages.

There are sample Minutes on page 23 of this *Guide*.

Hint: Microsoft Word has templates you can use to create your own template to use for your chapter's agenda or minutes. Go to File on the toolbar, click on New. Under Templates in the search area, enter: Agenda or Minutes. It will search its database, and come up with several different templates for you to choose from and adapt for your chapter's use.

Contents

The minutes shall be succinct and not contain editorial comments or discussion narrative. They shall include the following information:

- Clearly identify the chapter name, day, date, time and location of the meeting.
- List the full names and positions of CAB members attending. ("Jackie" will not suffice, especially if you have more than one person named Jackie at the meeting.)
- List the names and positions of CAB members absent and sending a report, and the names and positions of CAB members absent without a report.
- Include income, expenses, and balance of chapter treasury in the minutes. (Some chapters say the following: There are sufficient funds in the bank account to pay all bills.)
- Motions for action should be written as stated. Include the outcome of the vote on each motion in the minutes. Include the name of the CAB member who made the motion, but you don't have to name the CAB member who seconded.
- Use consistent wording for voting by e-mail and subsequent confirmation at the following CAB meeting.
- Include summary reports of chapter events after they have been held, such as number attending, income, expenses, and profit or loss.
- Include important announcements of events occurring within the chapter, such as a neighborhood group being formed.
- Do not include minor details in the minutes, such as: who showed what at show and tell or what color napkins were chosen for an event.
- Do not include notes on discussions on a subject prior to a vote. However, notes that support the rationale for a particular decision may be attached as an addendum for future reference.
- Motions for action should be written as stated.

Hint: At any time you have questions while taking the minutes, ask for a clarification. This will save you time when typing up your notes and you are trying to decipher what you wrote down. Also, at the end of the meeting before adjournment, the President will give a synopsis of action items – review your notes to make sure you wrote them all down.

Approval

A draft copy of the minutes shall be sent to the President for review, proofing, and approval within 14 (fourteen) days after the CAB meeting. (If the CAB only meets once a quarter, email or mail the draft minutes to each CAB member after the President's review, so it is still fresh in their minds and they can't say I don't remember that at the next CAB meeting, etc. Early reviewing should take care of those problems). After the President's corrections are made, the Secretary distributes the draft minutes to each CAB member prior to the next meeting for their review, usually along with an agenda for the next meeting. The draft minutes and agenda should be emailed / mailed at least five (5) days prior to the next CAB meeting.

The draft minutes shall be approved by the CAB at its next meeting. During review, and before approval by the CAB, amend current minutes if needed. The Treasurer's Report for that month should be attached to a copy of the approved minutes (some chapters also attach the committee reports) and then are filed and kept as a part of the chapter's permanent files as required in the Records Retention Policy. (Refer to page 4-19 of the *P&P*.)

A final copy of the approved minutes should be distributed to all CAB members following the meeting at which they are approved. The minutes may be sent to the Neighborhood Group Leaders after they have been approved by the CAB.

Section 3. Donations and Sample Letters

Donations

Because the ASG is a 501(c)(3), chapters can receive donations of money and goods.

Thank You Letters

All gifts should be promptly acknowledged by the chapter in a letter to the donor(s) on ASG letterhead stationery. The donors can then claim the donations on their income tax returns, using this letter as proof of donation.

The chapter must issue a thank you letter for any single contribution of \$250 to conform to IRS regulations.

If chapter members are donating many items at a particular time (for example, for a community service project), the chapter may wish to print multiple copies of a form letter that the chair of that community service project could fill in, sign, and hand to the donor at the time of the donation.

Different samples of thank you letters are included in Appendix D, starting on page D-5.

Monetary Donations

Any money received by a chapter should be reported by the Treasurer in the chapter's financial accounts ("the books") and on the Chapter Financial Report, line **B6**, under Income.

In thanking the donor for the gift, the amount of the check should be mentioned. If possible, in the letter thanking the donor, explain how the gift will be used. A sample letter is included on page D-6.

"In Honor Of" and "In Memory Of" Donations

Monetary gifts that are given to honor or in memory of someone require that the chapter send two letters.

The first letter should be sent to the donor and should include wording why the donor has sent the gift. The second letter should be sent to the person being honored or to the family of the person in whose name the gift was made. The second letter does not include the amount of the gift. See the examples starting on page D-5.

In-Kind Donations

In-kind donations are those that are not cash, even if cash was spent by the donor. For example, both the donation of 10 yards of fleece and not claiming the cost of making copies are "in-kind" donations. The chapter might not know about the second of these donations.

In-kind donations are not reported on the Chapter Financial Report. community service or to be sold by the chapter to add money to its treasury) and must not be kept by chapter members for their personal use.

In thanking donors for in-kind donations, list the items received but do not put a value on them in the letter. The valuation of the items is left to donors if they claim the donations when doing their income tax returns.

The list of items should be fairly specific but when many items are received from one donor (for example, someone cleaning out a sewing room), it is all right to group and approximate the items received.

As an example, the letter might say:

-
- Approximately 6 yards of assorted woolens
 - Steam iron
 - Medium box of miscellaneous laces, zippers, elastic, and other sewing supplies
 - White sewing machine, serial number 123-4-56, missing foot pedal
 - Etc.

If the list of donated items is long, it may be attached to the body of the letter, rather than included within it.

Gifts with Restrictions

Sometimes gifts will be made with restrictions; for example, the gift should be used to buy books for the chapter library. The chapter must use the gift as directed, or it may choose to turn down the gift.

In certain cases, the Chapter Treasurer may need to set up a separate accounting system for the chapter to keep track of how the gift or proceeds from the gift have been spent.

If it will take some years to use the gift, the restrictions should be well documented so that future CAB members will know how the gift should be used.

Donations of Sewing Estates

If a chapter is asked to dispose of a sewing room, the CAB and heirs should come to an understanding beforehand as to the terms of the donation, specifically how much, if any, the heirs expect to receive, what share the chapter will receive, and what should be done with items that cannot be sold or used

Sample Donation Letters

The thank you letter should be written on ASG Inc. Letterhead and signed by the President, Secretary, or another member of the CAB. A copy should be kept in the chapter's records as a receipt for the donation.

Hint: Include the ASG Inc. Mission Statement, Advancing sewing as an art and life skill, in all of your correspondence. To create your letterhead use the logo information found in Appendix B.

Sample Letter for In-kind Donation

Date:

Donor's Name

Address

City, St, Zip

Dear xxxx:

On behalf of the _____ Chapter of the American Sewing Guild, I would like to thank you for your generous donation of:

- Approximately 14 yards of cotton fabric
- Two quilt battings (in packages)
- Gingher scissors
- 28 patterns (some used)

The fabric will be used for our chapter's community service projects. The sewing supplies and patterns will be made available to our members for purchase and the money used to advance sewing with our monthly programs.

For tax purposes, we would like to state that there were no goods or services given to you as a result of your donation. IRS regulations prohibit receiving organizations from placing a value on donated items, but generally, the fair market value can be claimed for your tax return.

Thank you again for your generosity.

Sincerely,

Name, Community Service Chair

_____ Chapter

Sample Letter for Monetary Donation

Date:

Donor's Name
Address
City, St, Zip

Dear xxxx:

On behalf of the _____ Chapter of the American Sewing Guild, I would like to thank you for your generous donation of \$30.00.

We will use the money in our Teach Another Generation (TAG) Project that we conduct every summer at the library teaching children of all ages to sew.

Thank you again for your gift.

Sincerely,

Your name, Treasurer
_____ Chapter of the American Sewing Guild

Sample Letter for In Honor of Donation

Date:

Donor's Name
Address
City, St, Zip

Dear xxxx:

On behalf of the _____ Chapter of the American Sewing Guild, I would like to thank you for your donation of \$20.00 to honor Mrs. June Roen on the occasion of her 80th birthday. Mrs. Roen has been a long time member of the chapter and is the first one to volunteer to help out the chapter in any way she can. A letter will be sent to Mrs. Roen explaining your generous gift.

We will use the money to help us celebrate the twenty anniversary of our chapter.

Thank you again for your generosity.

Sincerely,

Your name, President
_____ Chapter of the American Sewing Guild

Sample Letter for In Memory of Donation

Date:
Donor's Name
Address
City, St, Zip

Dear xxxx:

On behalf of the _____ Chapter of the American Sewing Guild, I would like to thank you for your donation of \$50.00 in memory of Mr. John DeVito. A letter will be sent to Mrs. DeVito and her family.

We will use the money to help us buy fabric to make lap robes for the clients of the Community Senior Center.

Thank you again for your donation.

Sincerely,

Your name, Secretary
_____ Chapter of the American Sewing Guild

Sample Letter to Family of Person Being Remembered

Date:
Next-of-Kin's Name
Address
City, St, Zip

Dear xxxx:

On behalf of the _____ Chapter of the American Sewing Guild, I would like to express our sympathy to you and your family on your loss of Mr. John DeVito.

Mrs. Donor (Name) made a gift to our chapter in memory of Mr. DeVito. We will use the money to help us buy fabric to make more lap quilts for the clients of the Community Senior Center. Mrs. Donor (name) mentioned to us that Mr. DeVito enjoyed volunteering at the Center and working with the clients.

We hope this gift will do a little to help you in your time of sorrow.

Sincerely,

Your name, Secretary
_____ Chapter of the American Sewing Guild

Sample Letter to Accompany Community Service Donations



YOUR CHAPTER NAME

Your address
Your City, State Zip
Phone Number

Your email.com

Date

Beneficiary Name
Address
City, State Zip

Dear Friend,

Members of the (your chapter name) Chapter of the American Sewing Guild are pleased to present your organization with these handmade items. Please use them knowing they were made with love and care by ASG Inc. members. Guild members donated the fabric and time to make the items. We thank you for (personalize for the recipient you are supporting, e.g., taking care of our children in need in the community).

The American Sewing Guild has been educating and promoting the joy of sewing since 1978. ASG Inc. is a national non-profit organization dedicated to people who believe sewing is a rewarding and creative activity.

We are delighted to support your worthy cause and wish you continued success in your program.

Sincerely,

Name, President
Chapter Name

Mission:

Advancing sewing as an art and life skill

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***Appendix A.
Sample Agendas and Minutes***

Sample Agendas for a CAB Meeting

Sample 1:

The _____ Chapter of the
American Sewing Guild

Agenda for Chapter Advisory Meeting

Date MM-DD-YYYY

Time hh:mm – hh:mm

Location

Address

Call to order

Introductions and roll call (if necessary)

“Housekeeping items” if needed (such as next month’s meeting place)

Secretary’s report: Minutes of the last meeting, correspondence

Treasurer’s report: The formal Treasurer’s Report plus outstanding bills, who needs to get expense reports in, etc.

President’s report: Announcements and information that has come in since CAB met last met (especially those on a regional or national level).

Reports from Committees:

(In whatever order suits the chapter. Motions for CAB approval could come from any of the committee reports.)

Education (Program): – Programs planned, items needing CAB approval

Special Events: – Event A, Event B, ...all items needing approval

Neighborhood Group Coordinator: – Changes in neighborhood group leadership, highlights of activities, new groups, group leaders meeting

Membership Chair: Number of members, activities since last meeting, proposals

Newsletter Editor: Status of current issue of newsletter, people who need to submit information, suggestions for articles

Retail Liaison: New stores, stores closing, visits, discounts, suggestions

Publicity Chair: Request to and from chair, report on activities

Etc.

Unfinished Business Items:

Discussion on items left pending

New Business Items:

Requests for action, discussion, new assignments, etc.

Summary of action items for coming period

Confirming/setting the next meeting

Adjournment

Sample 2:



Chapter Name
Address
City, State, ZIP
Phone No. / Voice Mail

Advisory Board Meeting Agenda Date and Time: Location

Opening Remarks by President

Approval of Minutes

Minutes from February 20yy meeting

Secretary's Name

Reports

President

President's Name

- 1) Update on "1st" Thursday Program with Jo-Ann's
- 2) 2007 National Community Service Project
- 3) Purchase of Excel Software for Membership Chair
- 4) Storage Unit – Donations
- 5) ASG Inc. National Conference – Location – mm-dd – mm-dd, YYYY

Treasurer

Treasurer's Name

- 1) Budget Amendments

Special Events

Spec. Events' Name

- 1) Booth at Mayfield Sew Expo, mm/yyy
- 2) Chapter Retreat – mm-dd-mm-dd-yyyy
- 3) American Girl Raffle Results

Membership

Membership Name

- 1) Membership Totals
- 2) Welcome Letter for New Members
- 3) Voice Mail Phone / Message Center
- 4) Membership Directory
 - a) Directory Contents
 - b) Ads for Directory

Programs / Education

Education Name

- 1) Date of Program – (9:00 a.m. – 4:00 p.m.)
 - a) Set up Time for Evans Hall
 - b) Equipment Needed from Storage
 - c) Door Prizes
 - d) Lunch
- 2) Program Calendar for YYYY
 - 1) Results of Brown Bag Challenge / Silent Auction – MM/DD

-
- 2) Stretch & Sew (Working with Knits) – Contact Name – MM/DD
 - 3) Fitting Tips / Trunk Show – Contact Name – MM/DD
 - 4) Vintage Pattern Lending Library / Trunk Show – Contact Name – MM/DD
 - 5) Copying Ready to Wear – Contact Name – MM/DD
 - 6) Denim Program / Garage Sale – Contact Name – MM/DD
 - 7) How to Embroider Like a Pro – Contact Name - MM/DD
 - 8) Learn the Secrets in Putting in Zippers / Making Pockets – Contact Name – MM/DD
 - 9) Community Service Project / National Sewing Month – MM/DD
 - 10) Fun Bags to Make – Contact Name – MM/DD
 - 11) Annual Meeting / Elections / Christmas Pot Luck / Brown Bag Challenge – MM/DD
 - 12) December – No Program
- 3) Membership Survey Results

Advertising / Retail Liaison

Retail Liaison Name

- 1) Ads in Newsletters
- 2) Other Retailers for ASG Discount
- 3) Raffle Prizes

Industrial Liaison

Industry Liaison Name

- 1) Taunton Book Order
- 2) Threads Magazine

Community Service

Svc Coord. Name

- 1) Status of Premie Baby Gowns

Newsletter

Editor Name

- 1) Date for Stuffing Newsletter
- 2) Inserts / New Ads for Next Issue
 - a) Silent Auction Flyer
 - b) Mayfield Sewing Machine Shop
 - c) Harold's Sewing Center

Publicity

PR Coord Name

- 1) Drop off locations for Program Flyers
- 2) Newspaper Contacts

Secretary

Sec'y Name

Library

Librarian Name

- 1) Disbanding of Library

Adjournment

Next CAB Meeting: **mm-dd-yyyy**

Sample Minutes of the CAB Meeting

AMERICAN SEWING GUILD
CHAPTER _____
CHAPTER ADVISORY BOARD MEETING
MM/DD/YYYY

MEETING CALLED TO ORDER by President Sue J. at 7:00 p.m. at Jo-Ann Fabrics & Crafts in Mayfield, CA. Sue asked for a volunteer to take the minutes, as secretary Julie was absent. Irene offered to take the minutes.

PRESENT: Sue J, Irene M, Wendy W, Jan E, Helene M, Flora B, Fran B, Mira Anzen, Anna P, and Frankie E **(These should be full first and last names e.g. Sue Jones)**

EXCUSED: Julie A

MINUTES

Jan E moved that the minutes of the mm-dd-yyyy, CAB meeting be approved as amended. Seconded, motion carried.

REPORTS

PRESIDENT:

- 1) Sue J reported that there were no customers again at the "1st Thursday" Program at Jo-Ann's in Mayfield and asked if the CAB wanted to continue this program. After discussion, it was moved by Jan E, that the last date for the "1st Thursday" Program be mm-dd-yyyy. Seconded, motion carried.
- 2) Sue J said the current year National Community Service Project will be the iCare patterns from Wild Ginger Software. The patterns are downloadable from their web site, They will be donated to the Shriners Hospitals in Northern California. Sue asked Karen L to run off the patterns and distribute them to the neighborhood groups
- 3) Sue J said the membership chair, Helen, does not possess the software required to perform her duties.. Helen can purchase the software program through her office for \$70, instead of the normal retail cost of \$150.00. It was moved by Wendy W that Sue J purchase the software for the chapter and be reimbursed. Seconded, motion carried.
- 5) Sue stated that the chapter received a very large donation of 80 boxes of fabrics, notions, and patterns, from a quilt store that went out of business. The boxes are in Wendy Ws' garage currently, but we need to move these items into a larger storage unit. We do expect other donations in the near future. Currently, we have a 4 x 4 storage unit at \$45 a month, and everything will not fit in there. Sue said she had asked Wendy to check out a few of the storage unit companies in the area for prices and sizes, and Wendy said Easy

Storage in Mayfield had the cheapest price for an 8 x 8 storage unit - \$80 a month. After discussion, it was moved by Jan E, that the chapter get the 8 x 8 storage unit at Easy Storage, at a cost of \$80 a month. Seconded, motion carried.

Sue said we will need help in moving all of our items to the new storage, and asked when would be a good day for the CAB and other volunteers to help move everything. The CAB decided on mm-dd-yyyy, at 9:00 am to meet at the current storage unit.

6) Sue said the current year National Conference will be in location, from mm-dd – mm-dd The conference booklet will be mailed the first week of April to the membership. The tours and other information is available on the ASG Inc. Web site under conferences.

TREASURER:

Wendy W reported that the Chapter has sufficient funds to pay all bills and to add a scholarship program for two students, who will be attending Mayfield Jr. College's Apparel Design Program, at \$200 each. After discussion, it was moved by Fran B, that the chapter's budget be amended to add two scholarship programs in the amount of \$200 each for students who will be enrolling in the Apparel Design Program at Mayfield Jr. College. Seconded, motion carried. Wendy and Sue will meet with the dean of the Apparel Design Program to work out the details of the chapter's scholarship program.

SPECIAL EVENTS:

1) Jan E said the chapter received a request from the promoters of the S&Q Sew Expo to have a free booth at the sew expo in June. The booth workers would get in free, but would have to pay for parking. After discussion, it was moved by Wendy Waters, that the Chapter have a booth at the spring Sew Expo and pay for the booth workers' parking. Seconded, motion carried. Sue asked Jan to work up a schedule, so that each volunteer would work a 3-hour shift, and that she will email the work schedule to the members.

2) Jan said the chapter raised \$950 on the American Girl Doll Raffle. The drawing was held at the January meeting. There were enough outfits made by members and donated outfits, to have six prizes.

MEMBERSHIP:

1) Helene M said the chapter has 250 members, and since the last CAB meeting, we have gained three new members.

2) Said she updated the new member welcome letter to include the two new neighborhood groups.

PROGRAMS / EDUCATION:

1) Flora B stated that the program for February 24 starts at 9:00 am and the church will open the doors to Evan Hall at 8:00 a.m. Sue asked the CAB to be there at 8:15 a.m. to help set up the room for the meeting. Flora stated there are 35 members signed up for the program and it is a brown bag lunch.

2) Flora discussed the Program Calendar for yyyy, and stated all instructors have been confirmed and all contracts have been signed by Sue Jones, the President.

3) Flora B said the deadline for returning the membership survey is March 15th and she has received over 150 responses to date. Sue said she would like to have the CAB call the remainder of the membership personally, so we have a 100% response on the survey and to make sure we have everyone's correct email address. Sue distributed the membership list broken down into sections of 10 members each and asked the CAB to pick a section to call. Sue requested that the CAB complete the telephone calls by the April CAB meeting, so the CAB can review the responses, and we can start planning our 2008 programs.

ADVERTISING/RETAIL LIAISON:

1) Fran B said she received two new ads for the newsletter from Sewing Dreams and Fabrics You Need.

COMMUNITY SERVICE:

Karen L said she received 100 Preemie Baby Gowns from the Community Service NG and she will deliver them to the Mayer and Kaiser Hospitals next week.

NEWSLETTER:

1) Anna P said the date for stuffing and labeling the newsletters will be April 20 at Jo-Ann's in Mayfield.

2) Anna asked for the figures of the cost of the newsletter per mailing. Wendy agreed to create a spreadsheet of the last five mailings and email it to the CAB.

PUBLICITY:

1) Frankie Evans reviewed the list of 10 stores where the committee will be dropping off monthly program flyers.

2) Frankie said she has contacted three of the local newspapers that will take the chapter's information regarding our monthly programs, to be included in the newspapers' Community Calendar.

OTHER BUSINESS

None.

ADJOURNMENT / NEXT ADVISORY BOARD MEETING:

Sue Jones adjourned the meeting at 9:00 p.m. and stated the next CAB meeting will be on mm-d-yyyy at Location

Respectfully submitted:
Helene M Acting Secretary

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Appendix B.
Forms

CAB / Banking Information Form (Sample)



American Sewing Guild, Inc.
 9660 Hillcroft, Suite 510, Houston, TX 77096 / reports@asg.org

CAB / Banking Information Form

Date: _____

Complete this form and mail, e-mail, or fax to ASG Headquarters immediately after elections, but no later than December 15th. In the event any position, contact information or banking information changes during the year, re-submit the revised form in its entirety by mail, e-mail, or fax to ASG Headquarters. The e-mail address should be the one you use for ASG correspondence.

CHAPTER:	
Submitted by:	
Revision Date:	

PRESIDENT:		Membership #:
Name:		
Address:		
Phone:	Day:	Evening:
E-mail:		
FIRST VICE PRESIDENT:		Membership #:
Name:		
Address:		
Phone:	Day:	Evening:
E-mail:		
SECOND VICE PRESIDENT:		Membership #:
Name:		
Address:		
Phone:	Day:	Evening:
E-mail:		
SECRETARY:		Membership #:
Name:		
Address:		
Phone:	Day:	Evening:
E-mail:		
TREASURER:		Membership #:
Name:		
Address:		
Phone:	Day:	Evening:
E-mail:		
NEWSLETTER EDITOR:		Membership #:
Name:		
Address:		
Phone:	Day:	Evening:
E-mail:		

BANKING INFORMATION

CHAPTER:	
Submitted by:	
Revision Date:	

NAME OF BANK	ACCOUNT NUMBER	ACCOUNT TYPE (CHECKING / SAVINGS / CD / OTHER)

NAME OF BANK	ACCOUNT NUMBER	ACCOUNT TYPE (CHECKING / SAVINGS / CD / OTHER)

NAME OF BANK	ACCOUNT NUMBER	ACCOUNT TYPE (CHECKING / SAVINGS / CD / OTHER)

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***Appendix C.
Miscellaneous***

Logos

The ASG Inc. Logo and the Updated Pattern Logo (Color and Black/White) can be found on the ASG Inc. Web site, www.asg.org, in the Leadership area under Logos. You can use either one for your official stationery, note cards, ASG Inc. business cards, return address labels, or name badges.



Figure 1. ASG Official Logo



Figure 2. ASG Alternative Logo for general use

Refer to the Logo Policy in the *ASG Policies and Procedures Guide* Page 4-2.



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