



The American Sewing Guild, Inc.'s
Policies and Procedures Manual
for ASG Chapters

An ASG Leadership Library Publication

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This manual is a revision of previous versions of the *ASG Policies and Procedures Manual for ASG Chapters*, the first version having been written in 1985, and supersedes all previous versions. Please discard any other versions of this manual.

This publication is intended to help American Sewing Guild, Inc., leaders do their jobs. Chapter presidents and other advisory board members are encouraged to consult this manual before seeking additional help from other leaders or ASG national headquarters. In addition, guides are available to detail the activities of a number of chapter advisory board positions and more will be forthcoming. These are downloadable from the Leadership Only area of the ASG website, www.asg.org.

This manual will be updated and maintained by the Board of Directors. The Board of Directors would like to thank the original *P&P* Task Force for their hard work in creating this manual.

For questions about parliamentary procedure not spelled out in this manual, please refer to the chapter's standing rules and then the latest edition of *Robert's Rules of Order, Newly Revised*.

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Section 1
About this Manual

This Manual

In 2003, a task force was established by the Board of Directors of the American Sewing Guild, Inc., to review the *Policies and Procedures Manual for ASG Chapters* and bring it up to date. The task force members decided that the whole manual needed to be reorganized as well as significant portions rewritten. The goal was to make the manual easier to use and to update.

Manual Organization

This manual is organized into sections by organizational entities and into sub-sections by major topics:

Section 1.	About This Manual
Section 2.	About the American Sewing Guild, Inc.
Section 3.	Governing Documents of the American Sewing Guild, Inc.
Section 4.	Policies and Procedures of the American Sewing Guild, Inc.
Section 5.	About ASG Members
Section 6.	About ASG Chapters
Section 7.	Chapter Advisory Board (CAB)
Section 8.	Chapter Advisory Board (CAB) Position Descriptions
Section 9.	Chapter Functions and Activities
Section 10.	ASG National Board of Directors
Section 11.	ASG National Headquarters
Section 12.	ASG National Conference
Appendix A.	Sample Agreements
Appendix B.	Checklists, Guidelines, Tip Sheets, and FAQs
Appendix C.	Sample Reports, Forms, and Letters

There are also a complete Table of Contents and a comprehensive Index.

Who Should Be Reading This Manual?

This manual should be used by the leadership of ASG. This means that both chapter presidents and the rest of the Chapter Advisory Board (CAB) should use it and can get their own copies by downloading it from the ASG website, www.asg.org. Any ASG member who wishes to read all or part of the manual may also do so.

How Should This Manual Be Used?

All chapter leaders should read the ASG By-laws and the section containing ASG policies.

The By-laws and policies pertain to the whole organization and all members, not just to how a chapter functions.

An individual new to ASG leadership may want to skim the entire manual to get an overview of what is in it and how it is arranged. Then readers will want to return to thoroughly read those sections that are directly applicable to their positions or questions.

Questions

To answer a specific question, the reader should look first in the index or table of contents to find the section(s) that discuss the topic. Most major topics have a paragraph at the end called “Associated Topics and Information.” Other parts of the manual that are referenced in the topic and that may be helpful are listed here.

Copies

Chapter Advisory Board members should be encouraged to download and print their own copies of the *Policies and Procedures Manual for ASG Chapters*. At a minimum, each CAB member needs

- a copy of the position description of the job held,
- the sections pertaining to that position’s activity or function, and
- the section on the procedures connected to the CAB.

The chapter president is responsible to make sure that all CAB members have been given the information they need.

CAB committee members may be given copies of any sections of this manual that might be helpful in carrying out their assignments. They may also download their own copies of this manual from the ASG website.

Updates to This Manual

Periodically a set of updated pages to this manual will be posted to the ASG website. The updates will contain pages that have been changed or that need to be added. Instructions for doing so will be included with the update. If necessary, a new index or table of contents will be issued also. “Old” pages should be removed and destroyed, as instructed.

Individuals who have copies of the manual will be responsible for downloading the pages and updating their notebooks.

Conventions Used in This Manual

To a great extent, each subtopic is started on a separate page with a bold heading. Subheadings are used generously to aid the reader.

Policies are set off from explanatory text with a thin line above and below the policy words themselves.

Forms (Appendix C) reference many of the forms available referred to in this manual and downloadable from the Leadership Only area of the ASG website, www.asg.org. Many of these forms can be submitted to ASG National Headquarters electronically, making it relatively easy to download, complete and submit the electronic copy on one's computer. Agreements shown in Appendix A should also be downloaded and filled out electronically.

Headings referenced in the text and in the "Associated Topics and Information" paragraphs are shown with quotes, for example, "Term Lengths." The names of specific forms, tip sheets, policies, etc., will be unquoted and capitalized, such as Program Production Budget Form and Insurance Guidelines.

Use of Special Type

Underlining is used to emphasize and highlight words.

New terms are usually introduced with the use of *italics*. *Book*, *booklet*, and *magazine titles* are set in italics, for example, the *Treasurer's Guide*.

A phrase or sentence that is set in bold type is especially important.

Shaded boxes appear periodically throughout the document. The boxes draw your attention to information that enhances or supplements the ensuing text. Careful attention should be paid to such information.

Section 2

About the American Sewing Guild, Inc.

About the ASG

The American Sewing Guild, Inc., (the ASG) is an organization of sewing enthusiasts who enjoy coming together to learn more about sewing, to improve their sewing skills, and to enjoy each other's company. The organization is a national organization, with members who live in almost every state. The basic unit of organization is a chapter, and as this is written, there are well over 100 chapters in over 30 states. Chapters range in size from brand new chapters with perhaps 15 members and growing to a few large chapters with over 700 members. Many chapters also have smaller groups, called neighborhood groups, which foster more frequent, informal group meetings.

Membership is open to all levels of sewing expertise and all sorts of sewing interests. Chapters and neighborhood groups hold programs about many different aspects of sewing. Members learn from others in their group as well as from speakers who are brought in. Informal learning takes place as friends come together to sew at meetings and chapter-sponsored sewing retreats, sew-ins, and community service sewing days. Many chapters and individual members enjoy doing their sewing for others, and each year the ASG contributes tens of thousands of sewn items and sewing hours to their communities.

Volunteers provide the leadership at all levels of the organization – from committees that provide refreshments at a neighborhood group meeting, perhaps, through the members of the Chapter Advisory Board (CAB) who plan fun events and keep the chapter functioning and to the directors who are planning the course of the organization. This manual is meant for our leaders.

History of the ASG

The Home Sewing Association (HSA) [formerly known as American Home Sewing and Craft Association (AHSCA)] started the American Sewing Guild, Inc. (ASG) in 1978 as a pilot project with chapters in Indianapolis and Denver.

The pilot program was expanded and various types of chapters were tried. On March 18, 1983, the ASG reorganized and made two major changes. The first change incorporated the ASG as an independent not-for-profit educational organization. The second change established the first full-time executive director to manage the organization. At this point, there were about 30 chapters, with each chapter retaining its local flavor while operating under the direction of ASG national headquarters.

At this time it was now easier to start chapters, and by the middle 1990's, the guild was composed of about 80 chapters. The business of the national organization was directed by the ASG Board of Directors and the day-to-day operations were handled by an executive director, under the auspices of various association management firms. During these years, the ASG's "national headquarters" was located wherever the management firm was located.

On March 1, 2001, the American Sewing Guild, Inc., opened its own ASG national headquarters at 9660 Hillcroft Street, Suite 510, Houston, TX 77096-3866. An executive director and staff dedicated to managing the ASG activities were hired.

In the fall of 2003, the directors and regional representatives met in a joint session to discuss the objectives and future of the organization. They developed a new mission statement, which incorporates the core aim of the ASG:

Advancing sewing as an art and life skill.

ASG Structure

ASG is governed by a ***national Board of Directors***. One or two directors are elected each year for a three-year term. A director may serve a maximum of two terms. The national board elects officers – a chair, a secretary, and a treasurer – each year. It makes policy, sets goals and objectives for the organization, and initiates programs through assignments and task forces or committees. In addition, it keeps the organization running by hiring the executive director.

The ***executive director*** is responsible for the overall management of the business affairs of the ASG and also serves as our representative to the sewing industry. The executive director is responsible for hiring and supervising the ASG national headquarters staff.

The ***national headquarters staff*** fulfills the day-to-day management of the ASG, which includes maintaining the membership data base, assisting chapters, chapter start up and development, planning the national conference and other official meetings, maintaining the ASG website, accounting, public relations, advertising, publications (*Notions*), obtaining insurance, and filing taxes.

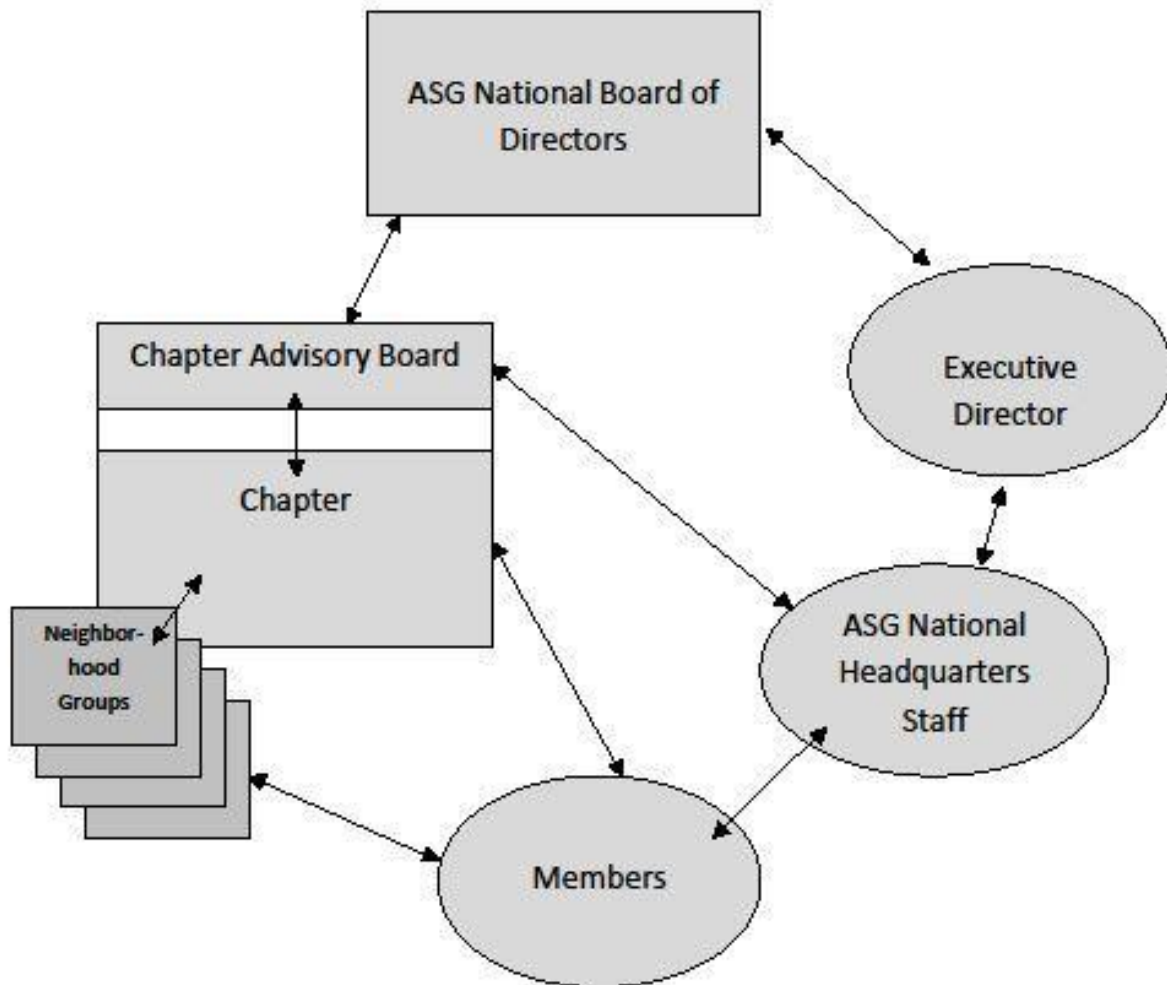
Leading each chapter is a ***President*** and a ***Chapter Advisory Board (CAB)***. The CAB shall have no fewer than three (3) members. A chapter can decide whether or not it needs additional positions (following the guidelines discussed in this manual). The CAB must meet at least four times a year, but probably more, to plan and conduct the business of the chapter, such as setting up educational programs – all for the benefit of ASG Members.

ASG members are members of the whole organization. They can attend ASG meetings anywhere in the country. Members may designate a particular chapter to receive the part of their dues that comes back to chapters (the “rebate”). Usually this chapter will be the nearest one to where they live and from which they will receive their newsletter, but it can be any chapter at all.

In many chapters, people in a particular area or town or with a specific interest will also form a ***neighborhood/special interest group***. A group may be as small as three or four or have more than 40 regular attendees. Neighborhood/Special interest groups are part of a chapter, and chapter members may attend as many different neighborhood/special groups as they wish.

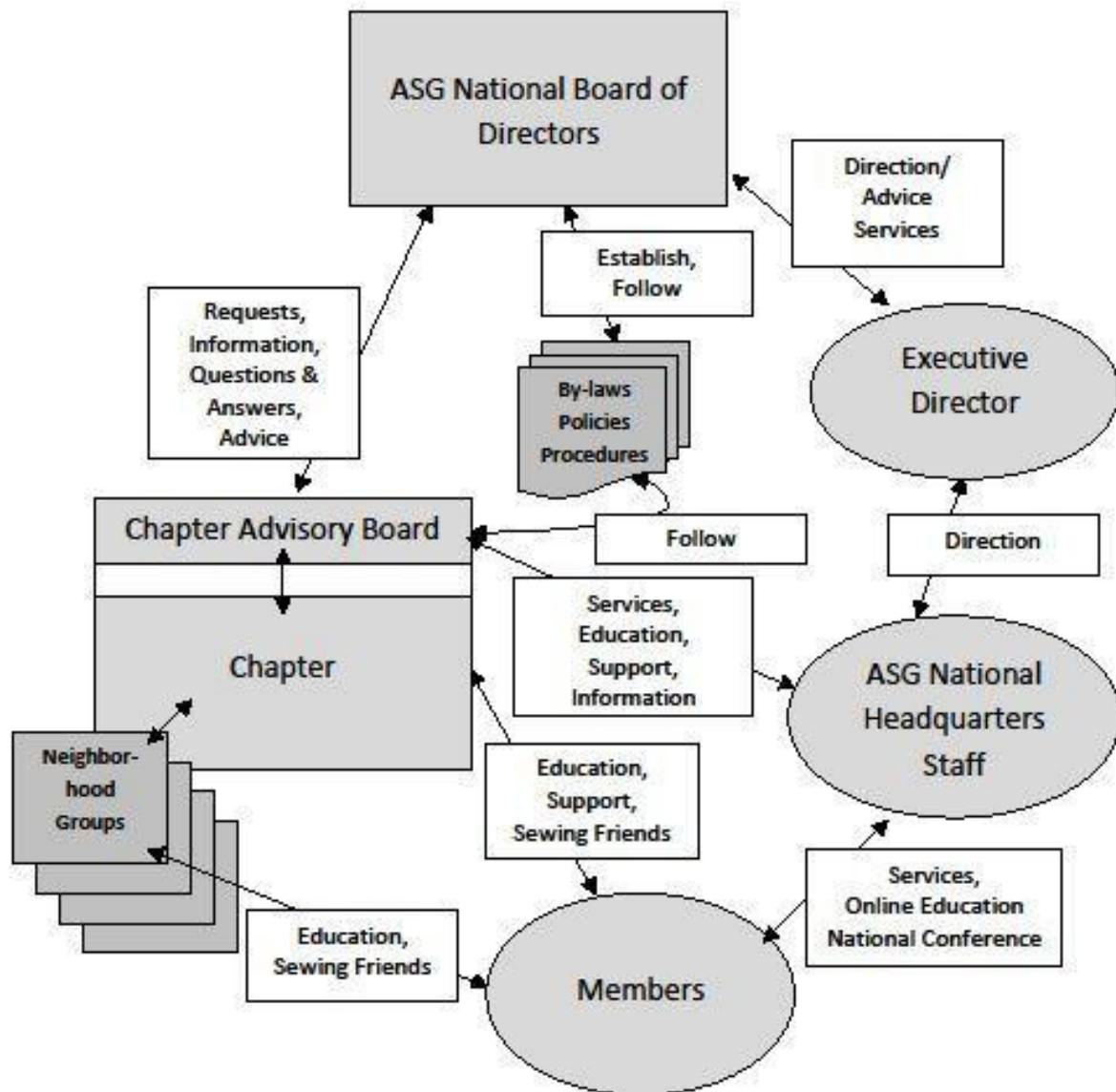
American Sewing Guild, Inc.

ASG ORGANIZATIONAL CHART



American Sewing Guild

ASG FUNCTIONAL FLOW CHART



Legal and Tax Structures of ASG

The following information is intended to provide a general understanding of the legal and tax structure of the American Sewing Guild, Inc., and to explain certain related procedures.

Nonprofit Corporation

The American Sewing Guild, Inc., is a New York not-for-profit corporation that was created on March 18, 1983, when a Certificate of Incorporation, was filed with the State of New York. Generally, when people ask if ASG is a *nonprofit*, they are not referring to the corporate legal formation; instead they are referring to the *federal IRS tax-exempt status*.

Federal Tax-Exemption

A nonprofit corporation (based on the legal formation status described above) is *not necessarily* a tax-exempt corporation for federal tax purposes. Only nonprofit corporations can file for Federal IRS tax-exempt status, but not all nonprofit corporations are granted such status.

There are many categories of tax-exempt status, but most common are the "charity" and "educational" categories defined by Internal Revenue Code section 501(c)(3) [thus the common reference as "a 501(c)(3) corporation"]. The ASG is considered an educational and a charitable organization.

501(c)(3) Determination Letter

Non-for-profit corporations must go through a lengthy application process in order to receive the IRS judgment that it is a 501(c)(3) organization. Once this is determined, the IRS issues the organization a *Determination Letter*. Once the Determination Letter is issued, donations to the group are tax-deductible by the donors.

The American Sewing Guild, Inc., was issued a Determination Letter by the Internal Revenue Service on March 14, 1986. The ASG Inc. has a tax-exempt status. **Protection of this status is the reason for the Compliance/Good Standing Policy.**

Each chapter should have a copy of this in its files and may obtain a copy, if necessary, from ASG National Headquarters. Since the Determination Letter held at Headquarters has been copied multiple times, it is not reproduced in this book.

Subordinate Entities (Chapters)

An ASG chapter is a *subordinate* of the American Sewing Guild, Inc., that is, a part of the whole. In order for subordinates of the corporation (in the ASG's case, chapters) to qualify for *the same* nonprofit determination, the corporation must submit the chapter names to the IRS with the annual tax return.

Including chapters in the national ASG income tax return relieves each chapter from filing its own application for 501(c)(3) status and from filing tax returns every year.

In order for a chapter to "reflect" the 501(c)(3) status of the national organization., the chapter president or the chapter treasurer **must complete and submit the Group Exemption Application Form** by January 31 of each year to ASG national headquarters. See the Group Exemption Application Form on page C-x. **This is a Compliance/Good Standing Policy Checklist item.**

Benefits of receiving the IRS 501(c)(3) determination include:

- Potential qualification to use nonprofit bulk mail rates;
- Ability to receive acceptable tax-deductible donations;
- Potential qualification to purchase goods and services for use in one's operation without paying sales tax on them (based on state and local law);
- Ability to apply for and receive grants from private foundations.

EIN – Federal Tax Identification Number

Every chapter must have an Employer Identification Number (EIN). The chapter development administrator at national headquarters applies for a chapter's EIN when a new chapter is organized. All existing chapters already have one.

This tax identification number is used by chapters to open their chapter bank accounts and by the IRS to keep track of which "groups" within the organization are covered by the ASG's annual tax return, which is filed by ASG's national headquarters each year.

The correct EIN must also be used on the Chapter Financial Report. This number begins with two numbers followed by a dash and then seven numbers (for example, 12-1234567). A chapter's files should include the letter from the IRS that identifies the EIN assigned to that chapter. Contact ASG national headquarters to obtain the EIN if your chapter's letter has been lost.

Insurance

The American Sewing Guild, Inc., carries general liability insurance that includes coverage for individual chapters. Each fall ASG national headquarters places a copy of the new Certificate of Liability Insurance (referred to as a *COLI*) on the ASG website. If ever asked to show proof of insurance, chapter presidents should download, complete, and print this form to provide to the requestor. Refer to Insurance Information for a chapter on page 2-7 for additional instructions.

Associated Topics and Information

- Insurance information for a chapter on page 2-7.
- Certificate of Liability Insurance, downloadable from the ASG Leadership area (Corporate tab) of the ASG website, www.asg.org.

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Section 3
Governing Documents of the
American Sewing Guild, Inc.

Governing Documents

The ASG is governed by a number of laws and documents. The National Board of Directors, executive director and headquarters staff, and chapters must comply with these laws and documents. ***Chapters must not change these governing documents in any way because they are legal documents.***

These documents include:

- **Federal law** governing nonprofits including the Internal Revenue Code, particularly section 501(c)(3) of the Internal Revenue Code. This also includes any relevant regulations.
- **New York law**, under which the ASG is incorporated (particularly Chapter 35 of New York Law). This also includes relevant regulations.
- **ASG Certificate of Incorporation** and its amendments. The Certificate of Incorporation is a document issued by the state of New York. It gives legal status to the ASG and establishes the basic framework for the ASG, including its purpose.
- **ASG By-laws**. The By-laws were rewritten and adopted in March 2004 and were amended in July 2005 to merge the chapter by-laws and corporate by-laws into one document for ease of use for everyone. Further amendments to clarify the corporate structure were approved in August 2009, August, 2011, and August 2012. By-laws are rules adopted by the ASG for the organization's governance. They represent the most important legal document drafted by an organization and specify what duties and responsibilities are assigned to the different groups in the ASG (such as the Board of Directors, chapters, members, etc.).
- **Chapter Charter**. The Chapter Charter (shown starting on page 3-13) is a contract between an individual chapter and the ASG. It is granted when a chapter has met certain conditions established by the ASG Board of Directors; it outlines the chapter's rights and responsibilities as part of the ASG. The charter may be reviewed and changed by the National Board of Directors periodically and *all chapters are governed by the Chapter Charter that is the most recent revision, not by the version of the Charter that was in effect when the chapter became chartered.* [Note: The certificate issued when a chapter becomes chartered is not the "chapter charter" document, although it may have been referred to in that manner.]
- **Chapter Letter of Agreement**. The Letter of Agreement (shown starting on page 3-16) is a contract between a person or group wishing to start a chapter of the American Sewing Guild, Inc., and the ASG. It outlines the rights and responsibilities of the unchartered chapter. This document may also be reviewed and changed periodically.
- **Policies and Procedures Manual for ASG Chapters**. This manual governs chapter policies, operations, elections and other procedures, as well as ASG members. The manual is reviewed and updated periodically by the Board of Directors.

Hierarchy of Governing Documents

The ASG's governing documents should be consulted in the following order, from highest to lowest authority:

1. Laws of the United States of America and the laws of the State of New York
2. The Articles of Incorporation for the American Sewing Guild, Inc.
3. The By-laws of the American Sewing Guild, Inc.
4. The latest version of the ASG Chapter Charter **or**, if the chapter is not yet chartered, the ASG Letter of Agreement, which was signed when the chapter was organized
5. The latest version of the policies and procedures of the American Sewing Guild, Inc., as documented in the *Policies and Procedures Manual for ASG Chapters*
6. The Leadership Library guides written for the various positions on a Chapter Advisory Board (for example, *Treasurer's Guide*, *Membership Chair's Guide*)
7. A chapter's standing rules, if any, which are not in violation of or contradiction with any of the above. Chapters must take care to put in writing any standing rules that deviate from *Robert's Rules of Order* as cited below.

The current edition of *Robert's Rules of Order, Newly Revised*

In practice, ASG leaders would probably consult only the *Policies and Procedures Manual for ASG Chapters* (this manual), a Leadership Library guide (if one has been published), and the chapter's standing rules.

By-laws of the American Sewing Guild Inc.

The By-laws of the American Sewing Guild, Inc., were adopted in 2004 and amended in July 2005, August 2009, August 2011, and August 2012. This version replaces all previous versions of the By-laws of the American Sewing Guild, Inc. All previous versions should be discarded.

Article I Name, Purpose

Section 1. Name.

The name of this Corporation is the American Sewing Guild, Inc. hereafter known as ASG.

Section 2. Purpose.

The purposes for which the ASG is organized are:

- A.** To engage in activities for educational and charitable purposes primarily in furtherance of sewing and related crafts; and
- B.** To engage in any other activities to advance the foregoing purposes and consistent with any provision of its certificate of incorporation and its tax exemption under section 501(c)(3) of the Internal Revenue Code.

Article II Membership

Section 1. Corporate.

Corporate Members include Directors and Chartered Chapters. For Chartered Chapters in good standing, voting is delegated to the Chartered Chapter Presidents. Each Director and Chartered Chapter President shall have one vote per issue presented to the Corporate Members for consideration.

Section 2. Individual.

Any person interested in or actively promoting sewing and paying all dues and obligations to the ASG shall be an Individual Member and entitled to all services of the ASG. Membership must be non-discriminatory with regard to race, creed, color, age, sex or national origin. Membership is non-transferable to another individual. Individual Members shall not have any voting rights for issues that are presented to the Corporate Members for consideration.

A. Applicants

Every applicant for membership shall agree to comply with these by-laws and policies and procedures of the ASG and to accept the rights, privileges, duties, responsibilities, obligations applicable by law and set forth in these by-laws. Application for membership shall be made on a form provided by the ASG and accompanied by dues for the current year and sent to ASG Headquarters for processing.

B. Chapter Members.

Every applicant for membership may choose a Chapter affiliation

C. Membership Year.

The membership year for each Member shall be one (1) year beginning with the first day of the month after ASG Headquarters processes an applicant's membership form and dues.

D. Termination of Membership.

1. Membership shall be terminated:
 - (a) by written resignation,
 - (b) by default in payment of dues,
 - (c) for violation of any laws governing the ASG or for violation of the ethics set forth in these by-laws or in the policies and procedures of the ASG, or
 - (d) by the death of the individual holding the membership.
2. Return of Property.

Any Chapter property shall be returned to the Chapter within fifteen (15) days of the termination.

Article III

Annual Meeting of Corporate Members

Section 1. Annual Meeting of Corporate Members.

The Annual Meeting of Corporate Members of the ASG for the purpose of electing Directors, receiving reports and amending by-laws, shall be held each year at such time and place as shall be designated by the Board of Directors.

Section 2. Notice.

Written notice shall state the place, date and hour of the meeting. A copy of the notice of any meeting shall be given personally, *by email*, or by *United States* mail to the *voting representative (the President)* of each Corporate Member. If the notice is given personally, *by email*, or by *United States* mail, it shall be given not less than ten (10) nor more than fifty (50) days before the date of the meeting. If mailed via *United States* mail, such notice is given when deposited in the United States mail, with postage prepaid, directed to the *voting representative* at her/his address as it appears on the record of Members.

Section 3. Quorum

At the Annual Meeting of Corporate Members of the ASG, a quorum shall be forty (40) percent of the total Corporate Members.

Section 4. Election of Directors.

At least half (1/2) plus one of the total Corporate Members must cast a vote either in person or by proxy for the election of Directors to the Board of Directors to be considered valid.

Article IV

Board of Directors

Section 1. Composition.

The Board of Directors shall have no fewer than three (3) Directors. The Directors shall establish the number of Directors of the ASG.

Section 2. Duties.

The Directors shall manage all affairs of the ASG. They shall formulate such policies and procedures as they deem necessary. The Directors may create standing and special committees and task forces whose functions shall be set forth in the individual resolutions creating such committees.

Section 3. Nominations and Elections.

A. Nominating Committee.

The Board of Directors shall appoint a nominating committee that will consist of no fewer than three (3) members that the Directors deem qualified to serve on the nominating committee. Nominating committee members shall not run for any ASG office being considered by this committee until the term of the nominating committee is completed.

B. Candidates.

The nominating committee shall nominate Director candidates who meet the qualifications for Directors and who have submitted an application and information as requested by the nominating committee. No other candidates shall be submitted for a vote.

C. Elections.

At the Annual Meeting of Corporate Members, all Corporate Members have one (1) vote for each Director to be elected. The votes may be cast in person at the Annual Meeting of Corporate Members or by proxy under terms set forth in the election rules. The Directors with the most votes shall be elected.

D. Terms of Office.

Directors shall serve for a three (3) year term. Directors take office immediately upon election. A Director shall serve no more than two (2) terms. Directors' terms are staggered so that approximately one third (1/3) of the Directors are elected each year as determined by the ASG.

Section 4. Vacancies and Removal.

A. Removal from the Directors.

A Director may be removed from the Board of Directors for any reason by vote of two-thirds (2/3) of all Directors, with the Director subject to removal not participating in the vote.

B. Resignation.

A Director may resign by giving written notice to the chairperson. The resignation takes effect immediately upon receipt of such notice.

C. Vacancies.

Vacancies on the Board of Directors shall be filled at a special meeting of the Directors called for this purpose. The vacancy shall be filled by a majority vote of the remaining Directors and the newly appointed Director will serve the balance of the unexpired term. In such a situation, if one-half (1/2) of the term has expired by the time the new Director has been appointed, the unexpired term does not count toward the Director term limit.

Section 5. Meetings and Notice.

A. *Regular Meetings.*

The time, place and number of regular meetings shall be set by the Directors.

B. *Special Meetings.*

Special Meetings of the Directors may be called by the Chairperson at any time and shall be called upon the written request of any three (3) Directors. Only business that has been described in the notice of a special meeting shall be conducted at a special meeting.

C. *Notice.*

Directors shall have at least fifteen (15) days written notice of the time, place and purpose of each meeting. Notice may be waived in a manner unanimously determined by the Directors.

D. *Participation.*

Any of the Directors may participate in a meeting of the Directors by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

Section 6. Quorum.

Two-thirds of the Directors present at a properly noticed meeting shall constitute a quorum for all regular and special meetings. The vote of a majority of Directors present at a properly noticed meeting at which a quorum is present shall be an act of the Directors.

Section 7. Voting without a meeting.

Any action taken, required or permitted to be taken by the Directors or a committee or a task force may be taken without a meeting provided that all members of the Directors, committee or task force consent in writing to the action. Such consent can be sent using electronic mail. The unanimous written consent shall be filed with the Directors' minutes or committee or task force

Section 8. Executive Director.

The Directors shall hire an Executive Director to be responsible for the day-to-day management of ASG and to perform such services as determined by the Directors. The Executive Director shall work under the supervision of the Chairperson. The Executive Director attends all Directors' meetings but is not a voting member.

Article V

Officers of the Board of Directors

Section 1. Composition.

The Officers of the ASG shall be a Chairperson, Secretary, Treasurer and other Officers as may be determined by the Directors. The same person may hold any two offices, except the Chairperson and Secretary.

Section 2. Elections.

The Directors shall elect the Officers of the ASG at the Directors' first meeting following the elections. This meeting shall be held as soon as possible but no later than three (3) days after the Annual Meeting of Corporate Members. Officers begin serving immediately upon being elected until the termination or expiration of their term.

Section 3. Chairperson.

The Chairperson shall be responsible for maintaining all corporate books, records, and reports as required by law. The Chairperson shall preside at all meetings of the Directors and the Corporate Members. The Chairperson shall have such other responsibilities customarily belonging to the chief executive officer of an organization.

Section 4. Secretary.

The Secretary shall be responsible for the books, documents, and papers of the ASG as the Directors may determine and generally performing all the duties incident to the office of Secretary. Some duties of the Secretary may be delegated to the Executive Director as determined by the Directors.

Section 5. Treasurer.

The Treasurer shall have the custody of all funds and property and perform all other duties incident to the office of Treasurer of the ASG as determined by the Directors. Some duties of the Treasurer may be delegated to the Executive Director as determined by the Directors.

Section 6. Removal and Vacancies.

A. *Removal of an Officer.*

An Officer may be removed from office for any reason by vote of two-thirds (2/3) of all Directors at any regular or special meeting with the Officer subject to removal not participating in the vote.

B. *Resignation.*

An Officer may resign by giving written notice to the other Directors. The resignation takes effect immediately upon receipt of such notice.

C. *Vacancies.*

A vacant Officer position shall be filled immediately after an Officer is removed or resigns or at the next meeting of the Directors. The vacancy shall be filled by a majority vote of all Directors and the newly elected Officer will serve the balance of the unexpired term.

Article VI Chapters

Section 1. Name.

Chapters are to adopt a name with the words “_____ (name of local Chapter) Chapter of the American Sewing Guild, Inc.” The name of the local Chapter shall be approved by the ASG.

Section 2. Admission.

Chapters will become Corporate Members upon the fulfillment of requirements as set by the Directors. When these requirements have been fulfilled in the judgment of the ASG, the Chapter will receive a charter signifying that such requirements have been met and the Chapter is now a Corporate Member of the ASG.

Section 3. Purpose.

The purpose of each Chapter shall be to promote the interests of the ASG in the environs served by the Chapter, fostering, promoting and publicizing sewing in the community in any and all ways including, without limitation, providing guidance, encouragement, assistance and instruction.

Section 4. Duties.

- A.** All Chapters shall act in a manner consistent with the by-laws and policies and procedures of the ASG.
- B.** Chapters shall not establish qualifications for membership other than as set forth in these by-laws.
- C.** No Chapter shall limit the rights or privileges of any category of membership as stated in these by-laws.
- D.** Chapters shall provide reports to ASG Headquarters as required by the Directors.
- E.** Whenever possible, each Chapter shall send a delegate, usually the Chapter President, to the Annual Meeting of Corporate Members; the Chapter's President shall vote via proxy ballot if she/he is unable to attend the meeting.

Section 5. Chapter Advisory Board (CAB).

A. Chapter Advisory Board Members.

The Chapter Advisory Board (CAB) manages the business, property and affairs of the Chapter. The CAB shall have an odd number of members and shall have no fewer than three (3) members. The CAB must consist of at least the Chapter President, the Chapter Secretary, and the Chapter Treasurer. These three (3) positions are elected at the Chapter Annual Meeting as outlined in the ASG's policies and procedures. The determination of additional CAB positions and appointees to these positions is the duty of the elected CAB.

B. Duties.

The duty of the CAB is the management of the affairs of the Chapter in accordance with the Chapter Charter, these by-laws and ASG policies and procedures.

C. Term Limits.

Elected CAB members may serve a maximum of four (4) consecutive years in any one CAB position.

D. Meetings and Notices.

- (1) 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.
- (2) CAB members should have at least 10 (ten) days advance notice of meetings.
- (3) Special meetings of the CAB to cover a specific subject may be called by two (2) members of the CAB with 10 (ten) days written or email notice to all members of the CAB.
- (4) Emergency meetings of the CAB may be scheduled by the chapter president with less notice, but no actions to appoint or dismiss CAB members may be taken at such a meeting.

Section 6. Chapter Annual Meetings.

A. *Purpose.*

The Chapter's annual meeting is for the purpose of electing CAB members, receiving officer and committee reports, and such other business as may properly come before the meeting. The annual meeting shall be held in the last third (1/3) of each calendar year at such time and place as determined by the CAB. CAB members elected at said meeting shall take office on January 1 of the following year.

B. *Notice.*

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.

C. *Quorum.*

At the Chapter annual meeting, a quorum shall be fifteen (15) percent of a Chapter's total Individual Members. If quorum is not reached, the meeting may be adjourned for up to three (3) weeks. The Secretary shall give notice of the rescheduled meeting to all Chapter Members who were not present at the original meeting, either by letter or by newsletter.

D. *Voting.*

Each individual Member shall have one (1) vote for the election of each CAB position for her/his respective chapter. A Member may attend the meeting or cast her/his vote by written proxy provided the proxy ballot is postmarked at least (1) week prior to the meeting. Candidates with the most votes shall be elected.

E. *Election of Chapter Advisory Board.*

At least fifteen (15) percent of the total Chapter Members must cast a vote either in person or by proxy for the election of Chapter Advisory Board officers to be considered valid.

Section 7. Special Meetings.

At the written request of fifteen (15) percent of the members of the Chapter, the Chapter President shall call a special meeting. Any request for a special meeting must be made in writing thirty (30) days before the requested time, addressed to the Chapter President and must set out the purpose for such a meeting. The Chapter Secretary shall mail notice of the time, place and purpose of the meeting to all Chapter Members at least fifteen (15) days prior to the date of the meeting. No business other than that specified in the request for a special meeting will be addressed.

Section 8. Chapter Probation and Dissolution.

In the event that a Chapter cannot maintain a minimum membership as set out by the ASG, is unable to fill the three (3) required CAB positions, or does not comply with other conditions set forth by the Directors for remaining in compliance, the ASG reserves the right to place that Chapter on probation or dissolve that Chapter as outlined in ASG policies and procedures.

Article VII Fiscal Policies

Section 1. Fiscal Year.

The Directors shall determine the fiscal year of the ASG.

Section 2. Financial Report.

The Directors shall present a financial report, certified as directed by the Treasurer, at the Annual Meeting of Corporate Members. The annual financial report shall be filed with the minutes of the Directors.

Article VIII Use of Trademarks

Corporate and Individual Members may use the ASG's trademarks, the name "American Sewing Guild, Inc." the ASG logos and the letters "ASG" under the terms and conditions approved by the ASG. Permission for such use of the ASG's trademarks may be withdrawn for any reason and shall cease automatically upon the suspension, withdrawal, resignation, or dissolution of a Corporate or Individual Member.

Article IX By-law Amendments and Review

Section 1. Amendment.

These by-laws may be amended at the Annual Meeting of Corporate Members by a two-thirds (2/3) vote of Corporate Members present either in person or by proxy under terms set forth in the election rules.

Section 2. Notice of Proposed Amendment.

A copy of the notice of any proposed amendment shall be given personally, by email, or by United States mail to the voting representative (the President) of each Corporate Member. If the notice is given personally, by email, or by United States mail, it shall be given not less than ten (10) nor more than fifty (50) days before the date of the meeting. If mailed via United States mail, such notice is given when deposited in the United States mail, with postage prepaid, directed to the voting representative at her/his address as it appears on the record of Members.

Section 3. Amendment Sponsorship.

- A.** Each proposed amendment must be sponsored by a majority of Directors.
- B.** The Secretary of the Directors must receive all proposed amendments not less than ninety (90) days before the day on which the Annual Meeting of Corporate Members at which the proposal will be voted on commences.
- C.** Corporate Members may bring a proposed amendment to the attention of the Directors by a written petition signed by at least twenty-five percent (25%) of the Corporate Members in good standing. This petition must be received by the Directors one hundred and twenty (120) days before the Annual Meeting of Corporate Members and they will then decide whether they will sponsor that amendment within thirty (30) days.

Article X Indemnification of Directors and Officers

To the fullest extent permitted by the law, the Corporation shall indemnify, hold harmless and defend all Officers, Directors, and employees of the Corporation from and against any claims,

actions, judgments or expenses, including attorneys' fees, arising out of their service to the Corporation.

Article XI

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the ASG and ASG Chapters in all cases to which they are applicable.

Chapter Charter

The Chapter Charter is an agreement between the ASG and a chapter that outlines what is expected of a chartered chapter. It also admits the chapter to corporate member status. This means that the chapter president of a chapter in good standing may cast a vote for the chapter on all matters that come before the corporate body.

The Chapter Charter is issued by the ASG and sent from ASG national headquarters when a new chapter has fulfilled the requirements to become chartered. The chapter is also sent a certificate that attests to the fact that the chapter is now chartered.

American Sewing Guild, Inc. CHAPTER CHARTER

The American Sewing Guild, Inc. (ASG), a New York not-for profit corporation, grants a charter to and establishes the _____ Chapter of the American Sewing Guild, Inc., as a duly recognized chapter of the ASG. The purpose of this chapter is to promote the interests of the ASG in the environs served by this chapter for the purpose of fostering, promoting and publicizing sewing in the community in any and all ways, including providing guidance, encouragement, assistance, and instruction. This charter is subject to the following terms and conditions:

1. The chapter and its members agree to be bound by, fully comply with, and function in accordance with the Certificate of Incorporation, By-laws, and policies and procedures of the ASG. The chapter and its members also agree to be bound by any resolutions, rules and regulations adopted in accordance with the ASG's By-laws and policies and procedures.
2. The chapter shall take no action inconsistent with the status of the ASG, Inc., as a not-for-profit corporation under New York law or as an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.
3. The business, property and affairs of the chapter shall be managed at all times by a Chapter Advisory Board (CAB). The CAB shall have an odd number of members and shall have no fewer than three (3) members. These officers will be the chapter president, the chapter secretary and the chapter treasurer. Additional CAB positions may be appointed as determined by the CAB and as outlined in the ASG's policies and procedures. Positions may include:

Chapter Vice President (s)

Program (Education)

Newsletter Editor

Neighborhood/Special Interest Group Coordinator

Special Events

Membership

Email Manager

Member-at-Large

Family and Consumer Science Liaison

Publicity

Community Service

Retail Liaison

Historian

Hospitality

Librarian

Industry Liaison

Website Manager

The specific duties of each CAB member and other CAB information are outlined in the ASG's *Policies and Procedures Manual for ASG Chapters* and in the Leadership Library guides.

All CAB members must be members of the Chapter. All CAB members shall serve such terms of office as outlined in the ASG's By-laws.

4. It is understood that the chapter CAB members are not and shall not be deemed to be officers or directors of the ASG. CAB members shall have no authority, express or implied, to act on behalf of the ASG except if such authority is delegated by the Board of Directors of the ASG in writing. It is further understood that, subject to any written delegation of authority by the Board of Directors, nothing contained in this Chapter Charter is intended or shall be construed as appointing the chapter, its members or CAB members as the general agents of the ASG or as authorizing them to incur any debts, liabilities or obligations on the part of the ASG
5. CAB members may solicit and receive applications for membership in the chapter. Any applications solicited or received by the chapter shall be promptly forwarded to the ASG's headquarters for processing.
6. The chapter treasurer may act as agent of the ASG solely for the collection of annual membership dues as set by the Board of Directors. Upon the treasurer's receipt, all membership dues shall be promptly forwarded to the ASG's headquarters. These dues shall not be deposited in the chapter's bank account.

Chapters are entitled to a rebate from the dues collected from members in the chapter. This rebate is determined by the Board of Directors. This rebate shall be withheld and placed in escrow when chapters are not in compliance with the By-laws and policies and procedures of the ASG. The memberships and dues are processed by the ASG and, once per month, the appropriate rebate is sent to the chapter. This rebate applies to dues whether forwarded by the chapter treasurer or when a chapter member pays annual dues directly to the ASG.

7. The Chapter shall maintain an account in a local bank on behalf of and in the name of the chapter. This bank shall be a member of the Federal Deposit Insurance Corporation. Two (2) signatures shall be required to make any withdrawal from the chapter bank account. The chapter, or its designated representative, shall, subject to Paragraph 6 above, promptly deposit any funds which the chapter may receive from any source. All funds deposited in the chapter bank account are and shall remain the property of the ASG. The CAB shall designate the chapter president and the chapter treasurer as authorized signatories for the purposes of making withdrawals from the chapter bank account. These signatories shall only make withdrawals from this bank account as are authorized by the CAB.
8. The ASG shall have no obligation to provide funds to the chapter for any purpose besides start up seed money, it being understood that the activities of the chapter shall be financed solely by membership rebates, program fees and other fund raising activities. In the event the ASG provides any supplies, facilities or personnel to the chapter, the chapter shall promptly reimburse the ASG for any associated costs.
9. Chapters shall publish a minimum of (4) newsletter per year as stated in the Chapter Charter and Letter of Agreement documents, three (3) of which must be on file with ASG national headquarters during the period from the Annual Meeting of Corporate Members to sixty (60) days before the next annual meeting.
10. Chapters must send a hard copy or an electronic file (as an attachment) of each newsletter to ASG national headquarters for each chapter's permanent file. Chapters may

not send links to a copy of their newsletters on a website. The ASG's *Policies and Procedures Manual for ASG Chapters* provides further information on the publication of such newsletters.

11. The chapter shall keep and maintain accurate books and records of its meetings, activities, and financial affairs. Copies of all records required by national headquarters shall be forwarded promptly to the ASG's Headquarters as fully outlined in the ASG's *Policies and Procedures Manual for ASG Chapters* and the *Treasurer's Guide*.
12. The executive director of the ASG shall have the right, at any time and without prior notice, to examine, audit, inspect, copy, or take possession of the books, records, and assets of the chapter.
13. The chapter may organize, conduct, carry out, or participate in any local activities to promote sewing, provided that all such activities are consistent with the ASG's Certificate of Incorporation, By-Laws, and policies, and procedures.
14. The chapter members and CAB shall cooperate in all respects with the chapter president, the chapter development administrator, the executive director of the ASG and the Board of Directors of the ASG. Chapter presidents, CAB members, and chapter members shall work cooperatively for the greater good of the ASG.
15. Nothing contained in this Chapter Charter is intended or shall be construed as appointing or otherwise conferring upon the Individual chapter members or CAB members the role or status of corporate members of the ASG. Individual chapter members shall have voting rights only for their local chapter election of CAB members. Chartered chapter presidents and directors are corporate members of the ASG and shall have voting rights for issues that are presented to the corporate members for consideration. A chartered chapter that is not in compliance/good standing may lose its right to vote for matters brought before corporate members.
16. The ASG shall have the absolute right to revoke, terminate or dissolve the chapter at any time if the chapter or anyone acting on its behalf violates any provision of or fails or refuses to operate in compliance with the Certificate of Incorporation, the By-laws, the Chapter Charter, or the policies and procedures of the ASG. If the Chapter Charter shall at any time be revoked, terminated, or dissolved, the Chapter shall promptly surrender to the ASG all of its books and records and all of its assets and property. All funds on deposit shall be immediately forwarded to the executive director, and the authority of any CAB member or chapter member to solicit or receive membership applications and dues shall cease immediately.
17. If the chapter is terminated at any time, the chapter and all parties or entities connected with it shall immediately cease to use the "American Sewing Guild, Inc.," or any variant thereof, and shall not hold itself or themselves out as being in any way affiliated with the ASG. Individual chapter members remain members of the ASG.

11/11 Version 3.0

This document will be signed by the executive director for the American Sewing Guild, Inc., and by the president and the secretary of the newly chartered chapter.

Letter of Agreement

The Letter of Agreement is the agreement between the ASG and the organizers of a new chapter. Once a new chapter has become chartered, the chapter operates under the Chapter Charter, shown starting on page 3-13.

The American Sewing Guild, Inc. (ASG), a New York not-for-profit corporation, has established local chapters in various parts of the United States. The purpose of these chapters is to promote the interests of the ASG in the environs served by the chapters, fostering, promoting and publicizing sewing in the community in any and all ways including providing guidance, encouragement, assistance and instruction. Upon completion of the required paperwork submitted to the ASG's headquarters by the Organizing Committee of _____ (city), the ASG grants the right to organize the _____ chapter of the American Sewing Guild, Inc. The chapter shall be subject to the following terms and conditions:

1. The chapter and its members agree to be bound by, fully comply with and function in accordance with the Certificate of Incorporation, By-laws, and policies, and procedures of the ASG. The chapter and its members also agree to be bound by any resolutions, rules, and regulations adopted in accordance with the ASG's By-laws and policies, and procedures.
2. The chapter shall take no action inconsistent with the status of the ASG as a not-for-profit corporation under New York law or as an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.
3. The people countersigning this Letter of Agreement have consented to serve as the Organizing Committee of the chapter. This Organizing Committee shall have no fewer than five (5) members.
4. The Organizing Committee will make recommendations for the selection of a chapter president to the executive director of the ASG. Once selected, the chapter president will be responsible for administering the affairs of the chapter.
5. The Organizing Committee will form the Chapter Advisory Board (CAB) to manage the business, property and affairs of the Chapter. The CAB shall have an odd number of members and shall have no fewer than three (3) members. Among these members will be the chapter president, the chapter secretary, and the chapter treasurer. Additional CAB positions may be appointed as determined by the CAB and as outlined in the ASG's *Policies and Procedures Manual for ASG Chapters*. Positions may include:

Vice Presidents (2)

Program (Education)

Newsletter Editor

Neighborhood/Special Interest Group Coordinator

Special Events

Membership

Email Manager

Member-at-Large

Family and Consumer Science Liaison

Publicity

Community Service

Retail Liaison

Historian

Hospitality

Librarian

Industry Liaison

Website Manager

The specific duties of each CAB member and other CAB information are outlined in the ASG's *Policies and Procedures Manual for ASG Chapters* and in the Leadership Library guides.

All CAB members must be members of the chapter. All CAB members shall serve such terms of office as outlined in the ASG's By-laws.

6. It is understood that the Chapter CAB members are not and shall not be deemed to be officers or directors of the ASG. CAB members shall have no authority, expressed or implied, to act on behalf of the ASG except if such authority is delegated by the Board of Directors of the ASG in writing. It is further understood that, subject to any written delegation of authority by the Board of Directors, nothing contained in this Letter of Agreement is intended to or shall be construed as appointing the chapter, its members or CAB members as the general agents of the ASG or as authorizing them to incur any debts, liabilities or obligations on the part of the ASG.
7. CAB members may solicit and receive applications for membership in the chapter. Any applications solicited or received by the chapter shall be promptly forwarded to the ASG national headquarters for processing.
8. The chapter treasurer may act as agent of the ASG solely for the collection of annual membership dues as set by the Board of Directors. Upon the treasurer's receipt, all membership dues shall be promptly forwarded to the ASG national headquarters. These dues shall not be deposited in the chapter's bank account.
9. Chapters are entitled to a rebate from the dues collected from members in the Chapter. This rebate is determined by the Board of Directors. This rebate shall be withheld and placed in escrow when chapters are not in compliance with the By-laws and policies and procedures of the ASG. This applies to all dues whether forwarded by the chapter treasurer or when a chapter member pays annual dues directly to the ASG.
10. The chapter shall maintain an account in a local bank on behalf of and in the name of the chapter. This bank shall be a member of the Federal Deposit Insurance Corporation. Two (2) signatures shall be required to make any withdrawal from the chapter bank account. The chapter, or its designated representative, shall, subject to Paragraph 8 above, promptly deposit any funds which the chapter may receive from any source. All funds deposited in the chapter bank account are and shall remain the property of the ASG. The CAB shall designate the chapter president and the chapter treasurer as authorized signatories for the purpose of making withdrawals from the chapter bank account(s). These signatories shall only make withdrawals from bank account(s) as authorized by the CAB.
11. The ASG shall have no obligation to provide funds to the chapter for any purpose besides start up seed money, it being understood that the activities of the chapter shall be financed solely by membership rebates, program fees and other fund raising activities. In the event the ASG provides any supplies, facilities or personnel to the chapter, the chapter shall promptly reimburse the ASG for any associated costs.
12. Chapters shall publish a minimum of (4) newsletters per year as stated in the Chapter Charter and Letter of Agreement documents, three (3) of which must be on file with ASG national headquarters during the period from the Annual Meeting of Corporate Members to sixty (60) days before the next annual meeting.
13. Chapters must send a hard copy or an electronic file (as an attachment) of each newsletter to ASG national headquarters for each chapter's permanent file. Chapters may not send links to a copy of their newsletters on a website. The ASG's *Policies and Procedures Manual for ASG Chapters* provides further information on the publication of such newsletters.

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14. The chapter shall keep and maintain accurate books and records of its meetings, activities, and financial affairs. Copies of all records required by national shall be forwarded promptly to the ASG's headquarters as fully outlined in the ASG's *Policies and Procedures Manual for ASG Chapters* and the *Treasurer's Guide*.
 15. The executive director of the ASG shall have the right, at any time and without prior notice, to examine, audit, inspect, copy or take possession of the books, records and assets of the chapter.
 16. The chapter may organize, conduct, carry out or participate in any local activities to promote sewing, provided that all such activities are consistent with the ASG's Certificate of Incorporation, By-Laws, and policies and procedures.
 17. The chapter members and CAB shall cooperate in all respects with the chapter president, the chapter development administrator, the executive director of the ASG, and the Board of Directors of the ASG. The chapter president and CAB members shall work cooperatively for the greater good of the ASG.
 18. Nothing contained in this Letter of Agreement is intended or shall be construed as appointing or otherwise conferring upon the individual chapter members or CAB members the role or status of corporate members of the ASG. Individual chapter members shall have voting rights only for their local chapter election of CAB members. Chartered chapter presidents and directors are corporate members of the ASG and shall have voting rights for issues that are presented to the corporate members for consideration.
 19. The chapter shall be considered an unchartered chapter for a minimum period of one (1) year from the date of the executive director's signature on this Letter of Agreement. After a minimum of one (1) year, the ASG will assess whether or not the chapter has met all of the required qualifications to be granted a charter. When granted a charter, the chapter shall continue as a regular chartered chapter of the ASG in accordance with the terms and conditions of the chapter charter.
 20. In the event the ASG elects not to continue the unchartered chapter, or if the chapter is terminated at any time, the chapter and all parties or entities connected with it shall immediately cease to use the "American Sewing Guild, Inc.," or any variant thereof, and shall not hold itself or themselves out as being in any way affiliated with the ASG. Individual chapter members shall remain members of the ASG.
 21. The ASG shall have the absolute right to revoke, terminate or dissolve the chapter at any time if the chapter or anyone acting on its behalf violates any provision of or fails or refuses to operate in compliance with the Certificate of Incorporation, the By-laws, the Chapter Charter, this Letter of Agreement, or the policies and procedures of the ASG. If the Chapter Charter at any time is revoked, terminated, or dissolved, the chapter shall promptly surrender to the ASG all of its books and records and all of its assets and property. All funds on deposit shall be immediately forwarded to the executive director and the authority of any CAB member or chapter member to solicit or receive membership applications and dues shall cease immediately.

11/11 Version 3.0

The Letter of Agreement is signed by the members of the Organizing Committee for the chapter and by the executive director for the ASG.

Section 4
Policies and Procedures
of the American Sewing Guild, Inc.

Use of ASG Name, Logo, Trademarks, and Copyright Policy

The American Sewing Guild, Inc., name and logos are the exclusive property of the American Sewing Guild, Inc., and may not be used in whole or part, by any individual or entity, for profit. ASG members may use digitized ASG logos for personal use only. These logos include the official ASG logo (Needle-and-Thread), the ASG “Sewing Friends,” the “Pattern for the Future” logo, and ASG conference logos, as well as any other ASG designs. ASG chapters may use ASG logos for chapter materials such as banners, business cards, book marks and other promotional materials.

ASG chapters wishing to produce merchandise for sale using an ASG logo must submit a written proposal to the ASG executive director, outlining the purpose for the project and requesting written permission to use the logo for the specified purpose.

The ASG executive director may grant permission to use an ASG logo for joint venture projects, fundraising, advertising and marketing, or publicity purposes. Any proposed requests that do not fall within these guidelines will be referred to the Board of Directors for review.

Violations of this policy will be considered a violation of the copyright laws and be subject to prosecution to the full extent of the law.

The ASG respects the logos, trademarks, and copyrights belonging to other corporations, partnerships, and individuals and will not knowingly use or otherwise violate their ownership. The ASG does not condone the copying or sharing of designs or intellectual property owned by others.

11/11 Version 1.3

What Are Trademarks and Copyrights?

A trademark is any mark, word, name, symbol, device, or slogan that serves to identify an organization or company. Trademark law prevents one from using another’s trademark (such as the name of a musical group) on merchandise. Basically, a trademark is someone’s brand.

Copyright laws protect original and creative works (e.g., images, text, audio, video, graphics, etc.) from being copied, distributed, transposed into a different medium or used to create a derivative work without permission from the author.

In order to qualify for copyright protection, the work must be fixed in a tangible medium and must concern expression of ideas rather than mere facts. Facts are not protectable under the copyright laws. Most textual works include protectable expression as well as facts. Typically, graphics, photographs, and pictures are protectable.

Copying may be established by showing that the accused infringer had access to the original work and that the accused copy is substantially similar to the original work.

The concept of fair use may be invoked as a defense to copyright infringement, but is difficult to establish when the accused use is for commercial as opposed to educational purposes. In determining fair use, courts look to the purpose and character of the use, including commercial vs. nonprofit educational purpose, nature of the copyrighted work, the amount and substantiality of the portion used in relation to the work as a whole, and the effect of the use on the potential

market or value of the work. The fair use exception may permit the use of small portions of a protected work for limited purposes so long as the value of the original work is not impacted.

ASG Logos and Copyrights

The ASG logos currently in use are the Needle-and-Thread logo (**the official logo of ASG**), the “Pattern for the Future” design, and the “Sewing Friends Together” graphic. These are trademarks in that they are often applied to products or used in connection with ASG advertising, correspondence, and communications – they are used to identify ASG.

Copyright law applies to the artistic aspect of our logos and to written documents. ASG copyrights include this manual, all Leadership Library guides, *Notions*, and chapter newsletters.

Why Are Trademarks and Copyright Important?

Trademarks and copyrights are part of what makes an organization identifiable to the public and distinguishes the products and services the ASG offers from those of other organizations and businesses.

It is very important that ASG’s trademarks be used in a way that helps the public view the ASG in the most positive way possible. The official ASG logo should be used on chapter newsletters. Chapters can use any of the three (3) logos on their stationery to identify and add legitimacy to chapter correspondence. People in leadership positions within the ASG can use the logo on their business cards.

Protecting others’ copyrights is also important to ASG members to ensure the livelihood of authors of patterns, books, and embroidery designs. The ASG does not condone or encourage shared use of patterns or designs or the use of copyrighted material in chapter newsletters without the author’s written consent.

Selling Items with Logos

Many chapters offer goods for sale to members and to the public with an ASG logo on them. To ensure that the ASG’s image is protected on these items and that the ASG is being presented to the public in a consistent and professional manner, anything with the ASG logo on it that will be offered for sale by a chapter must be approved by the executive director of the ASG.

Digitized ASG Logos

The ASG also has digitized logos downloadable by members from the Members Only area at the ASG website. Members may download these logos and use them without permission from the ASG for their own personal use. But members must not sell items with ASG logos on them without permission from the ASG executive director.

Fair Use of Copyrightable Works Guidelines

The following are guidelines to avoid claims of copyright infringement when making fair use of copyrightable works for educational purposes in connection with classes and seminars offered by chapters/members of the American Sewing Guild, Inc.:

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- Educational instructors may make one (1) copy of any of the following for her/his use in teaching or preparation to teach a class:
 - A chapter from a book;
 - An article from a periodical or newspaper;
 - A short essay; and
 - A sewing pattern, chart, graph, diagram, drawing, or image from a book, periodical or newspaper.
 - Educational instructors are permitted to make multiple copies for classroom use or discussion, subject to the following conditions:
 - The copying is brief:
 - **for works of prose** - a complete article, story or essay if less than 2,500 words, or an excerpt from any prose work where such excerpt is not more than 1,000 words or 10% of the work, whichever is less and provided it is not the “heart of the work”; or
 - **for illustrations** - one sewing pattern, chart, graph, diagram, drawing, or image per book or per periodical issue.
 - The copying is spontaneous:
 - The idea to make the copies must come from the instructor, not from administrators or other higher authority.
 - The idea to make copies and their actual classroom use must be so close together in time that it would be unreasonable to expect a timely reply to a permission request:

For example, if the instructor finds a news article on sewing methods two days before presenting a lecture on the subject, then copying said article for classroom distribution would likely be permissible.

However, if it is reasonable to expect a timely reply to a permission request from the copyright holder, then the instructor is required to make every effort to attain the copyright holder’s permission before copying.

The copying of the material is for only one course offered by a given chapter of the American Sewing Guild, Inc.

Not more than one (1) short article, story, essay or two excerpts should be copied from the same author, nor more than three (3) from the same collective work or periodical volume (e.g., a magazine or newspaper) during one class.

The number of copies cannot exceed more than one copy per pupil; a notice of copyright must be affixed to each copy; and for courses that may extend over the term of a year or require multiple classes over several months, only nine (9) instances of copying for classroom distribution should be permitted.

- Restrictions on making a single copy for use by an instructor (#1 above) and multiple copies for classroom use (#2 above):
 - Classroom copying cannot be used to create, replace, or substitute for anthologies, compilations or collective works;
 - Still, replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.
 - There shall be no copying from workbooks, exercises, and similar “consumable” materials used in the course/seminar or teaching;
 - Copying shall not: (i) substitute for the purchase of books, publisher’s reprints or periodicals; (ii) be directed by the American Sewing Guild, Inc., or a particular chapter; or (iii) be repeated by the same teacher each year.

In other words, educational instructors may not, without permission, photocopy sewing patterns, workbooks, texts, or other materials that were created for educational use, if the copying provides replacements or substitutes for the purchase of sewing patterns, books, reprints, periodicals, workbooks.

However, just making a copy of a couple of pages out of a textbook would not provide a replacement for the entire book because there would be much more in the book that was not in the copies of the couple pages. Thus, even if the students were to get copies of 2 pages of a textbook, they may still want to purchase the workbook to see the rest of the book. So the 2 copies would not be a "replacement or a substitute for the purchase" of the textbook in any meaningful sense.

- Pupils cannot be charged more than the actual cost of photocopying.

Additional Comments

- It is permissible to use facts taken from any source, but instructors must express those facts in a different way.
- It is permissible to use works that are in the public domain, that is, no longer protected by copyright laws.
- Attribution of source does not avoid copyright infringement.
 - However, it is permissible to quote small segments from another source to make a particular point, provided that attribution of source is given. For example, it is permissible to quote a particular statement about a sewing pattern or technique to critique that statement or expression.
- If using the name of another sewing expert or his/her technique, particularly to market or advertise a particular course or seminar, permission or authorization from that expert should be obtained to avoid violating his/her right of publicity/privacy.
- When in doubt, assume that there is copyright protection and seek permission before duplicating any substantial portion of a work.
 - Any questions or concerns regarding the lawful copying of copyrighted material should be directed to the executive director, American Sewing Guild, Inc. (713-729-3000).

Associated Topics and Information

- "Logos, Graphics/Ads" tab in the ASG Leadership area of the ASG website, www.asg.org.

ASG Junior Membership Policy

- A “Junior” member is defined as anyone through 17 years of age or, if holding a student ID, through 22 years of age.
- Junior membership and renewal fee is one-half (½) the prevailing adult new-member rate; no other discounts will be offered at the national level.
- Current ASG members who qualify for the Junior membership fee may pay the Junior fee beginning with their next renewal date.
- Junior rebates to chapters will be based on same rate as the prevailing adult membership rate if the young person specifies a chapter affiliation.
- Junior members will not receive a hard copy of *Notions*.
- Junior members will have access to the following ASG benefits:
 - Welcome packet
 - Online sewing classes and special events
 - Retailer discounts
 - Chapter meetings and events
 - Conference
 - *Notions* online
- Minors will not be allowed to:
 - hold elected or appointed CAB offices,
 - host ASG-sponsored events/activities without an adult sponsor present for the event,
 - represent ASG in public forums without an adult sponsor present, or
 - post advertisements/notices about ASG events in electronic media without the permission of the chapter president or designee.

Applications for membership may be submitted online through the Membership Section of the ASG website. A completed application form may also be submitted via USPS or faxed to

ASG Headquarters
9660 Hillcroft, Suite 510
Houston, TX 77096

FAX: 713-721-9230

08/12 Version 1.0

Associated Topics and Information

- **Teach Another Generation (TAG) Guide for ASG Chapters, Safety Brochure*, related forms, “Membership Application -- Junior Members,” flyers, and invitations are downloadable from the ASG Leadership area [TAG (Teach Another Generation) tab] of the ASG website, www.asg.org.

Compliance/Good Standing Policy

What is Compliance/Good Standing?

Compliance/good standing is defined as conformity in fulfilling official requirements. The ASG is dependent on each of its chapters to provide the necessary information as listed below so that the ASG will be in compliance/good standing with the guidelines for maintaining our 501(c)(3) status.

Internal Revenue scrutiny of nonprofit organizations makes it imperative that chapters make every effort to comply by providing the needed information to ASG national headquarters.

501(c)(3) Status

The Internal Revenue Service issued a Determination Letter to the American Sewing Guild, Inc., on March 14, 1986, designating the ASG as an IRS Code 501(c)(3) non-profit corporation. Non-profit corporations must go through a lengthy application process to receive this determination, and the ASG must continue to file routine financial reports in order to keep this status current.

Group Exemption

The American Sewing Guild, Inc., is recognized as the central organization with affiliated subordinates (chapters) under its control. A chapter must file a Group Exemption Application Form by January 31 of each year to request that the ASG include that chapter as a subordinate entity for that year. Then the ASG receives group exemption status for all chapters so doing.

Another requirement for inclusion under the central umbrella is that all subordinates have the same fiscal year as the central organization.

Fulfilling these two requirements relieves a subordinate (a chapter) from filing its own application for 501(c)(3) status and from having to file annual tax returns.

Annual Tax Return

Certain information from each chapter must be verified annually by ASG national headquarters (central organization) in order to retain this group exemption and to file the ASG federal tax form. In order for the ASG federal income tax return to be filed, financial information contained on the Chapter Financial Report for each of the subordinates must be available.

Chapters that do not provide this information by the scheduled due dates may then be responsible for filing individual tax returns for their chapter and/or may be liable for audit by the IRS.

Chapter Compliance/Good Standing Checklist

To be in compliance/good standing:

- ☐ By January 31 of each year, each chapter must mail a hard copy of the Group Exemption Application Form to ASG national headquarters. Either the chapter president or the treasurer can submit this form. This form requests that the chapter be included in the American Sewing Guild, Inc., organizational income tax filing.
- ☐ A chapter's Employer Identification Number (EIN) must be on file at ASG national headquarters and used on its Chapter Financial Reports.
- ☐ A chapter must set its fiscal year to correspond to the calendar year.
- ☐ All chapters must file accurate Chapter Financial Reports quarterly, including the source of income and nature of expenditures. These are to be provided to ASG national headquarters **no later than** the end of the month following the end of the quarter.
- ☐ All chapter bank accounts must have the signatures of at least two (2) Chapter Advisory Board (CAB) members; these signatures must include the chapter president and treasurer.
- ☐ A chapter must send current banking information via the CAB/Banking Information Form to ASG national headquarters every time the chapter's bank accounts change. This information shall include the bank's name and full mailing address and the account number(s).
- ☐ Chapters **shall** publish a minimum of four (4) newsletters per year, **evenly distributed throughout the year (such as quarterly)**, as stated in the Chapter Charter and Letter of Agreement. Three (3) of those newsletters must be on file with ASG national headquarters during the period from the Annual Meeting of Corporate Members to the deadline date for chapter compliance/good standing as determined annually by the National Board of Directors.
- ☐ All chapter newsletter advertising must be sewing related. Since advertising revenue is considered an income source, documentation of these ads, or lack of ads, must be on file for income tax filing purposes in the event that ASG₇ is audited.
- ☐ A chapter must have at least three (3) CAB members: including a chapter president, a secretary, and a treasurer.
- ☐ A chapter must have a current CAB/Banking Information Form on file at ASG national headquarters listing at least the three (3) required CAB members and the newsletter editor in addition to information about the chapter's banking institution and accounts.

03/12 Version 2.1

Associated Topics and Information

- "Finances" on page 9-10
- Group Exemption Application Form on page C-x
- CAB/ Banking Information Form on page C-v
- "Taxes" on page 9-51
- *Treasurer's Guide*, downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.

Financial Policies

Fiscal Year

The ASG fiscal year shall be from January 1 through December 31. All chapters must use the same fiscal year as the ASG. **This is a Compliance/Good Standing Policy item.**

Audits

As good financial management, a chapter may want to appoint an audit committee of financially-savvy chapter members who have not been CAB members recently to audit the chapter's books every few years and/or each time the treasurer changes. If the CAB votes to have an outside review of its books, the review is at the expense of the chapter.

Reserve Monies

It is suggested that chapters keep six (6) months of operating expenses in reserve for use in emergency situations or for special purposes. This money should be kept in a savings account or money market fund in an FDIC insured bank for ease of access. If money is withdrawn for a purpose approved by the Chapter Advisory Board (CAB), then steps should be taken to replace the funds in a timely manner.

Associated Topics and Information

- Compliance/Good Standing Policy, on page .4-6.
- "Finances," on page 9-10.
- "Taxes," on page 9-51.
- "Form 1099," on page 9-13
- *Treasurer's Guide*, downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.

Guest and Visitor Policy

Chapters shall not change this policy.

- A visitor or guest is welcome at any regular chapter or neighborhood/special interest group meeting.
- Visitors may attend a total of two such meetings before they must decide to join the ASG if they wish to continue attending any more regular chapter or neighborhood group meetings.
- The CAB will monitor neighborhood group attendance periodically to ensure that all attendees are current ASG members. If it is found that some attendees are not ASG members or they have let their membership lapse, they will be asked to join/re-join or will be asked to stop attending.
- All are welcome at chapter special events. A non-ASG visitor will be charged a higher fee than an ASG member.
- Chapters are encouraged to limit the number of complimentary newsletters distributed to non-members, both because of the cost factor and to encourage individuals to join.

11/11 Version 2.0

Associated Topics and Information

- Neighborhood/Special Interest Group Policy, on page 4-11.
- “Neighborhood/Special Interest Groups,” on page 9-24.

Members-at-Large Policy

Members-at-large are members of the American Sewing Guild, Inc., who are not affiliated with a local chapter and therefore have no chapter member-related rights or benefits provided by a local chapter. Members-at-large may be members who do not have a chapter in their immediate area, or they may be individuals who elect, for whatever reason, not to be affiliated or actively involved in a local chapter. Members-at-large have full access to all member benefits of the American Sewing Guild, Inc., including the ASG's Video Library of Online Sewing Education, *Notions* magazine (published quarterly), *ASG Members-Only Discounts* posted in the Members-Only password protected area of the national ASG website, and Members-Only pricing at the Annual ASG Conference and for Sew Much Fun Tours. Members-at-large are valued members of the ASG and contribute to the mission of the ASG. Members-at-large may visit chapters as guests when traveling or considering affiliating with a chapter.

A chapter member who chooses to disaffiliate herself/himself from her/his chapter to become a member-at-large forfeits chapter member rights. In such a case, a member-at-large may not attend any chapter event or program or any neighborhood group or special interest group affiliated with that chapter. If the individual wishes to re-affiliate/re-associate with the chapter, after a one-year period of non-affiliation, she/he may contact the chapter president in writing and request that the chapter leadership consider her/his request for re-affiliation. Such determination will be at the discretion of the Chapter Advisory Board and with consideration of the conflict involved. All communication regarding the request and the CAB's decision is to be in writing.

12/15 Version 1.0

Neighborhood/Special Interest Group Policy

- All neighborhood/special interest groups are open to all members of the ASG.
- After a visitor has attended two neighborhood/special interest group meetings, she/he must join the ASG to attend subsequent meetings.
- Neighborhood group leaders will ensure that attendance is taken at all meetings and events.
- No neighborhood/special interest group may open its own bank account.
- No neighborhood/special interest group may hold petty cash funds over \$100.00. If funds in excess of \$100 are collected, the neighborhood group leader will turn them over to the chapter treasurer for deposit into the chapter treasury.
- Neighborhood/Special interest group leaders are not members of the CAB, although a person may be a CAB member and also serve as a group leader, unless this has been changed by a chapter's standing rules.

11/09 Version 1.1

Associated Topics and Information

- *Neighborhood/Special Interest Group Leader's Guide*, downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.
- "Neighborhood/Special Interest Group Leader," on page 8-22.
- "Neighborhood/Special Interest Groups," on page 9-24.

Newsletter Policy

In response to the number of chapters publishing their newsletters electronically and to the heightened awareness of privacy concerns, the national Board of Directors has established the following policy concerning newsletters of the chapters of the ASG.

Form

Chapters may publish their newsletters in hard copy form only or in both hard copy and electronic form. The content, including advertising, in both forms must be **identical** for all ASG members. Chapters are allowed to print paper copies in black and white as a cost-savings measure.

Chapters shall publish a minimum of four (4) newsletters per year, **evenly distributed throughout the year (such as quarterly)**, as stated in the Chapter Charter and Letter of Agreement. Three (3) of those newsletters must be on file with ASG national headquarters during the period from the Annual Meeting of Corporate Members to the deadline date for chapter compliance/good standing as determined annually by the National Board of Directors. **This is a Compliance/Good Standing Policy item.**

Distribution

Chapters must either send a hard copy or email an electronic file (as an attachment) of each newsletter to national headquarters for each chapter's permanent file by the end of each quarter. Putting a message on the Chapter Presidents Discussion List with a link or stating that it is on the ASG website does not meet compliance/good standing requirements. Chapters shall not email to headquarters a link to their newsletters on a chapter website in lieu of an email attachment. **This is a Compliance/Good Standing Policy item.**

Chapters may offer their members the option of electronic newsletters. However, chapters may not require members to pay for hard-copy newsletters delivered by USPS. This should be one of the expenses supported by the chapter's membership rebates. Content of the electronic and the hard-copy newsletter must be the same.

Who Gets Newsletters	Required/Optional	Form of Newsletter	Comments
National headquarters	Required	Hard copy or electronic attachment sent as an email	Required for each chapter's permanent file
Board of Directors	Required to all	Hard copy	Director may request electronic attachment sent as an email in lieu of hard copy
Chapter members	Required to all	Hard copy or electronic attachment sent as an email or notification that it is posted on the chapter website	Must send hard copy if member requests it
Advertisers	Required	Determined when advertising contract is signed	Hard copy or electronic attachment sent as an email
Prospective members/guests	Optional	Hard copy or electronic attachment sent as an email	Recommend a limit of two copies per year
General public	Limited	Chapter decision	Restrict access to full issue on website due to privacy issues
ASG website	Optional	Upload of their chapter newsletter to the "Members Only" area of the ASG website	Chapter is responsible for making sure their current newsletter is on the ASG website – not Headquarters

Since a newsletter **is a benefit to members of a chapter**, electronic versions of the full newsletter **shall not** be made available to the general public. That is, if the newsletter is posted to a website, access to it must be protected so that only members may read it.

A partial version of the newsletter may be posted for general access to advertise activities of the chapter and benefits of joining ASG.

Each chapter must publish its own newsletter, and **cannot** combine newsletters with another chapter.

Content

The following cover the content of chapter newsletters:

- List all CAB members (elected/appointed) with their names, telephone numbers **with area codes**, and email addresses.
- Password(s) and user name for a chapter's website are emailed to members only and **not** included in the newsletter for security reasons.
- All advertisements **must be** sewing related.
- **All** advertisements **must** appear in both hard copy and electronic formats of newsletters, since chapters have entered into a contract with their advertisers to provide these advertisements to all of their members.
- Member directory information (a list of all chapter members with their addresses and phone numbers) **shall not** be included in electronic versions of newsletters.
- Member directory information **must not** be included in any copies of newsletters that are sent to advertisers who are not ASG members. The list, if mailed, **should** only be sent to your chapter members.
- Personal information, in all types of newsletters, such as addresses, directions to people's homes, and birthdays, **shall be** protected as much as possible so that the chance of nuisance calls, etc., is reduced.
- The CAB directory information **shall not** be visible when the newsletter is sent through the mail, that is, on the back cover when the newsletter is folded for mailing or on either the front cover or back cover if the newsletter is not folded.
- The ASG membership form **shall not** be visible on the back cover whether the newsletter is folded for mailing or not folded, per postal regulations.
- The president's address **must be** used as the return address on the newsletter, unless the chapter has a post office box or uses a business address.
- A chapter **shall not** include financial information in their newsletters for the following reasons:
 - Chapter newsletter is emailed/sent/given to non-members
 - Reasons as stated in the *Treasurer's Guide*

Amended 03/12 Version 2.1

Associated Topics and Information

- "Newsletters," on page 9-25.
- "Newsletter Editor," on page 8-23.
- Chapter Charter, on page 3-13.
- Letter of Agreement, on page 3-16.
- Compliance/Good Standing Policy, on page 4-6.
- Chapter Compliance/Good Standing Check List, on page 4-8.
- Out of Compliance/Not in Good Standing Procedure, on page 4-16.
- Responsibilities of ASG Chapters, on page 6-4.
- Chapter Newsletter tab in the ASG Leadership area of the ASG website, www.asg.org.

Non-Discrimination Policy

The Non-Discrimination Policy is found in the ASG's By-laws, Article II, Section 2 (see page 3-4):

"Membership must be non-discriminatory with regard to race, creed, color, age, sex, sexual orientation, disability, religion, or national origin."

What Is Discrimination?

Discrimination occurs when someone treats another person differently on the basis of some characteristic such as race, creed, color, age, sex, sexual orientation, disability, religion, or national origin. This also includes discrimination based on stereotypes or assumptions made about people of a certain race, creed, color, age, sex, sexual orientation, disability, religion, or national origin.

When people wish to join the ASG, they fill out a membership application form. ASG national headquarters has the option to refuse membership but it cannot turn down someone's membership request on the basis of race, creed, color, age, sex, sexual orientation, disability, religion, or national origin.

Associated Topics and Information

- Sensitivity Policy, on page 4-20.

Out of Compliance/Not in Good Standing Procedure

A chapter that is out of compliance/not in good standing as a corporate member may not vote in elections for national directors or in any matters brought before the corporate members, including proposed amendments to the ASG By-laws. The national Board of Directors may subject a chapter that is out of compliance/not in good standing to disciplinary action and/or a period of probation until the causes of the loss of good standing are corrected.

Each year the National Board of Directors will establish the date for notifying chapters of their eligibility to vote at the Annual Meeting of Corporate Members.

The following procedure has been adopted by the national Board of Directors to protect the American Sewing Guild, Inc.'s IRS 501(c)(3) status.

Definitions

In compliance: An ASG chapter is in compliance if it has fulfilled all requirements on the Compliance/Good Standing Policy Checklist (see page 4-8)

Out of compliance: An ASG chapter is out of compliance if one or more requirements from the Compliance/Good Standing Policy Checklist are missing.

In good standing: An ASG chapter is in good standing if it is in compliance.

Not in good standing: An ASG chapter is not in good standing if it meets the "Out of Compliance" definition above and/or is not complying with ASG By-laws or policies published in the ASG's *Policies & Procedures Manual for ASG Chapters*.

Chartered Chapter: A chartered chapter is one that has been in existence for one year and has fulfilled all of the requirements to become chartered, as outlined in the Chartering a Chapter Checklist (see page B-ii). A chartered chapter shall have full rights as a corporate member of the ASG as long as the chapter remains in compliance/good standing.

Unchartered Chapter: A new chapter that has not fulfilled all of the requirements to become chartered will be considered "unchartered." The unchartered chapter will attain voting rights on national matters when it becomes chartered.

What Happens If a Chapter Is Out Of Compliance/Not in Good Standing?

The following procedures will be implemented if either a chartered chapter or an unchartered chapter is out of compliance/not in good standing:

1. National headquarters will notify the three (3) required elected Chapter Advisory Board (CAB) officers via email. The email will contain a list of why the chapter is out of compliance/not in good standing, i.e.: missing or incorrect documents, not having the 25 (twenty-five) minimum members, not complying with ASG policies, etc.
2. The chapter has 30 (thirty) days from the date the email is sent in which to correct the deficiencies. If a chapter finds that it cannot come back into compliance/good standing within the 30-day period, the chapter president, on behalf of the CAB, should respond to the chapter development administrator with a plan for correcting these deficiencies.
3. The chapter development administrator has the option of approving and/or modifying the chapter's plan for returning to compliance/good standing, with or without penalty.

-
4. If the chapter cannot return to compliance/good standing or does not respond to the chapter development administrator within the 30-day period, national headquarters will send certified letters, return receipt requested, to the required three (3) elected CAB officers stating the consequences of remaining out of compliance/not in good standing.
 5. Starting at the next direct deposit cycle after the 30-day period, the chapter's dues rebates will be withheld and placed in escrow for the chapter.
 6. If the chapter returns to compliance/good standing within 90 days from the date of the letter, the rebates will be withdrawn from escrow and returned to the chapter.
 7. If the chapter does not return to compliance/good standing within the period covered by this procedure, the national Board of Directors will be notified and will determine whether to place the chapter on probation or dissolve the chapter.
 8. The national Board of Directors will determine a probationary period for the chapter during which time their rebates will continue to be withheld. If the chapter does not meet the probationary period deadline, and no resolution is found, the chapter will lose its charter. If the chapter is dissolved, the chapter's members may become members-at-large or affiliate with another chapter.
 9. If a chapter is out of compliance/not in good standing more than once in a calendar year, this procedure will start at step 4.

A chapter that is out of compliance/not in good standing may be required to file its own federal income tax return.

03/12 Version 2

Associated Topics and Information

- Compliance/Good Standing Policy, on page 4-6.
- "If a Chapter is Out of Compliance or Not in Good Standing," on page 6-5.
- "Chapter Probation," on page 6-11.

Records Retention Policy

Keep permanently

All legal documents pertaining to the chapter:

- Current copy (only) of the ASG By-laws (see page 3-4)
- Chapter Charter and certificate
- Chapter Letter of Agreement (signed before a chapter had its charter)
- A copy of the Determination Letter, the statement of 501(c)(3) determination for ASG, if there is one in the chapter's files
- Chapter EIN (Employer Identification Number)
- Minutes of all CAB meetings with 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 standing rules (if the chapter has written standing rules)
 - Any correspondence dealing with other legal or important matters
- *ASG Policies and Procedures Manual for ASG Chapters* (the latest version of this manual with any updates)
- All CAB position 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

Records can be kept in paper or digital format, but care should be taken to ensure that the chosen method produces records that are permanent. Back-ups are strongly suggested for digital records. Flash drives can be used for storage of chapter records. Paper records should be kept in a safe location, free from possible damage from fire or water. Paper records may also be scanned and saved as a back-up method. CAB members must also ensure that the records are stored in a format that is able to be opened and read by future officers. Treasurers may want to consider using simple financial software just for the ease of records retention.

For historical purposes it is advisable to keep at least one copy of each chapter newsletter and one copy of each special event/educational program brochure. These can be kept by the historian on a CD or a flash drive to help reduce your chapter's paper storage and do not necessarily need to be kept by the chapter president.

Keep seven (7) years

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

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

Keep 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.

Encourage the chapter's historian to keep a good record of the chapter and its events, particularly the beginning of the chapter for historical purposes. If the chapter doesn't have an historian, the president and/or secretary should be responsible for record keeping and historical information.

08/10 Version 1.4

Sensitivity Policy

The American Sewing Guild, Inc., (ASG) is committed to equal access and opportunity for all. No person shall on the basis of age, race, color, religious creed, national origin or ancestry, sexual orientation, disability or handicap be subject to discrimination, whether in employment, membership, or in any program or activity within the ASG.

To foster the spirit of community within the ASG and between ASG and the community at large, we will demonstrate respect and sensitivity toward one another through word and deed. While representing the ASG or participating in an ASG activity, we will not promote or endorse divisiveness regarding any of the above or any other area that may fall into the category of sensitive subject matter.

03/03 Version 1.0

What Does This Sensitivity Statement Mean?

As a nonsectarian, nonprofit organization, the ASG and ASG members must be kind and considerate of others. There are members of the ASG as well as our communities who have different cultural backgrounds, different religious beliefs, and different abilities. Because it is easy to offend without intention, the leadership of the ASG and ASG members will lessen the opportunity for that by ensuring that nothing done under the auspices of the ASG can be in any way interpreted as exhibiting or endorsing any personal beliefs or prejudices.

Associated Topics and Information

- Non-Discrimination Policy, on page 4-15.

Chapter Website Policy

The ASG recognizes that many chapters have chapter websites. In order to prevent the posting of information that may jeopardize the safety and invade the privacy of the ASG and/or its members, the national Board of Directors has adopted the ensuing policy for all chapters maintaining an ASG chapter website.

Chapter websites

- must be registered [Web address (URL) and contact person] with and receive approval from the executive director of ASG national headquarters prior to initially posting for public viewing.
- must not be used for commercial, religious, or political purposes. These sites shall not include any product endorsements or personal/commercial advertising, except for paid advertising appearing in the chapter newsletter.
- must comply with ASG policies and all applicable federal, state, and local laws.
- must not include copyrighted material or trademarks owned by other sources without specific authorization of the copyright/trademark owner.
- should promote a positive image of the chapter and the ASG.
- should protect the privacy and safety of the chapter and its members by not publicizing personal information (name, street or mailing address, email address, or photo) without the permission of the member.
- should include a link to the ASG website, www.asg.org, where membership information is available under the “Join Now” option.
- should include a contact email address for website visitors to submit comments, suggestions, complaints, and questions.
- should not include links to other websites that are not consistent with ASG policies.

Each chapter is expected to use discretion when determining the appropriate content to be posted on its web page(s). However, the ASG reserves the right to require that a chapter make changes to its website or that the website be terminated if deemed inappropriate for the ASG.

The national Board of Directors reserves the right to revise these policies at any time.

03/08 Version 2.0

Associated Topics and Information

- “Chapter Website Information” section under the Manuals/Guidelines tab in the ASG Leadership area of the ASG website, www.asg.org.

Suggestions for Chapter Websites

- Remember that anyone with access to the Internet can see the site. It is the responsibility of each chapter to maintain appropriate content on its website at all times. Each website should present a positive image of the chapter and the ASG.
- Today, people surfing the web expect more of websites. A chapter's web page should have a professional appearance. Consider having an experienced web designer look at the design prior to launching it on the Internet.
- If working with a private web designer or provider, it is recommended that chapters have all agreements and contracts reviewed by an attorney, at the chapter's expense.
- Update the website regularly, especially if it contains dated material.
- Accuracy is important. Verify all facts, historical data, and any other information included on the website. Check and recheck the spelling. Use correct grammar.
- Each page of the website should include a site map or link to the home page. Visitors tend to leave a site if they cannot find their way around.
- Suggestions for content include a list of programs, awards, goals, activities, and community service projects. Provide general information about upcoming chapter events.
- Use of pictures and graphics will enhance a site and encourage the interest of visitors. However, be mindful that not all computers can open and read advanced graphics and that permission must be secured before publishing photos of members or images that are copyrighted.

Associated Topics and Information

- "Website Manager," on page 8-28.
- "Websites," on page 9-52.
- "Chapter Website Information" under the Manuals/Guidelines tab in the ASG Leadership area of the ASG website, www.asg.org



Section 5
About ASG Members

About Members

Types of Membership

The ASG By-laws establish two classes of membership – corporate and individual. These are defined in Article II, Sections 1 and 2, of the ASG By-laws (see page 3-4).

Corporate Members

Corporate members include directors and chartered chapters in compliance/good standing. Unchartered chapters, whether in compliance/good standing or not, are not corporate members and do not vote. In a chartered chapter in compliance/good standing, voting is delegated to the person elected or appointed as chapter president.

Corporate members vote to elect the directors, on amendments to the ASG By-Laws, and on other matters brought up for a vote at the Annual Meeting of Corporate Members of the ASG.

To be eligible to vote, a chapter must be chartered and be “in compliance/good standing.” **Each year the national Board of Directors will establish the date for notifying chapters of their eligibility to vote at the Annual Meeting of Corporate Members (see “Compliance/Good Standing” on page 6-4).**

Individual Members

Individual members are any persons who are interested in or actively promoting sewing, who pay all dues, and who observe all obligations of membership. There are no age minimum or maximum restrictions on membership (see also the Non-Discrimination Policy on page 4-15).

For the purposes of determining how much dues to pay and for reporting to the chapters, members are classified into these categories:

New Members – are those who join the ASG for the first time or those whose previous membership expired more than a year before. These members pay more for their first year’s dues than on-time renewing members.

Junior Members – are those young people through 17 years of age or, if holding a student ID, through 22 years of age. See page 4-6 for the ASG Junior Members Policy.

On-time Renewing Members – are those paying the renewal dues amount on or before the expiration date of their membership.

Late Renewing Members – are those people who renew their memberships after their expiration date, and ~~they~~ who pay more for dues than those who renew on time. Their new membership year begins with the month the payment is received and processed by the ASG Headquarters staff.

Members pay dues for one or more years at a time. The membership year extends from the first day of the month following the month the person’s membership form is processed at the national headquarters until the last day of the same month one year later. Headquarters sends current members one renewal reminder approximately two (2) months prior to the expiration month.

Dues

Dues amounts are set by the national Board of Directors and may change periodically. Part of the dues of individual members, called a *rebate*, is sent back to the chapter that the person has designated (see “Chapter Membership,” on page 5-4).

As of May 1, 2010, ASG dues are:

New Members:	\$50	Dues rebate: \$20
On-Time Renewals:	\$45 (if received by headquarters before expiration date)	Dues rebate: \$15
Late Renewals:	\$50 (if received by headquarters after expiration date)	Dues rebate: \$15

As of August 15, 2012, Junior membership and renewal are as follows:

Junior member and renewal:	\$25	Dues rebate: \$10
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Auto Renewal

Auto renewal means never risking a lapse in membership or a late renewal fee. When auto renewal is selected on a renewal notice, subsequent annual renewal payments will be transferred directly from the member’s checking or credit card account (whichever they choose) on the 15th day of their membership anniversary month. A record of the transaction will appear on the member’s bank or credit card statement. This option may be canceled at any time by notifying ASG headquarters.

Complimentary Memberships

Some people, by virtue of the positions they hold (or held), are given a complimentary membership by the ASG. Complimentary members receive all benefits of membership. No money is received for complimentary memberships by the ASG Headquarters.

Complimentary memberships are provided to the following individuals:

- Chapter presidents during their term(s) in office. Refer to the *Chapter President’s Guide* for information about donations in lieu of fees.
- Directors during their years in office. The home chapter will receive the established rebate each year.

To receive a complimentary membership, these members must write “Complimentary – Chapter President” (for example) on their renewal notices when returning them to the national office each year.

Subsidized Memberships

If a chapter wants to award subsidized memberships (for example, to CAB members, past presidents, lifetime members or outstanding members, etc.), the chapter will remit the full applicable membership fee. The appropriate rebate amount is then returned to the chapter with its monthly rebate direct deposit.

Membership Affiliation

Chapter Membership

When they join, individual members may name the chapter with which they are to be associated by writing that chapter's name on their membership application. These people are then included in that chapter's membership roster. The rebate amount for their dues is received by the chapter in the month after their membership is processed.

For the purpose of this manual and in deference to common usage within the ASG, the members who have associated with a particular chapter will be called **chapter members** of that chapter.

The chapter must send its newsletter and other notifications of events to these members. These individuals are eligible to hold office or membership on the Chapter Advisory Board of their chapter. This chapter is often called their "home chapter" or "their" chapter.

Changing Chapter Affiliation

It is the individual member's responsibility to contact headquarters if she/he wishes to associate with a different chapter. In this case, the rebate amount is not pro-rated; the member's next rebate will be sent to the new chapter.

Members-at-Large

Members-at-large are not associated with any specific chapter and do not receive a chapter newsletter. Often, they do not live close to a chapter. They receive membership cards, national discounts, and the *Notions* magazine and may attend any ASG event paying the "member price."

Membership Cards

Upon receipt of the applicable dues, ASG membership cards are sent directly from headquarters to each member. The card includes the member's name, membership number, the date of expiration, and the name and phone number of the chapter president. Members should sign their card and carry it with them to show to the retailers who give ASG members discounts.

A service charge is charged for replacement of membership cards. This cost is determined by the national Board of Directors. Members who wish to replace their cards should send an email to info@asg.org with the subject line "New Membership Card" or contact ASG national headquarters directly, by writing:

ASG National Headquarters
Attn: Membership Card
9660 Hillcroft Street, Suite 510
Houston, TX 77096-3866

Address Changes

Every member is responsible for keeping ASG national headquarters up to date with a mailing address. The individual must inform headquarters personally; this is not the duty of the chapter president or the membership chair. If possible, six weeks or eight weeks' notice should be given. This is important so that mailing information for the *Notions* magazine and chapter newsletters

can be as correct as possible since they are often mailed 3rd class (which is not forwarded automatically by the Post Office). Changes in personal information can also be done by access to the ASG national database through the Members Only area of the ASG website.

Seasonal residents especially should be reminded by the chapter to change their address information both at headquarters by using one of the methods above and with the chapter they are leaving by sending a note to the chapter membership chair.

Benefits of Membership

Network of People: Through a national conference and the Internet, members have the opportunity to network with other people with similar interests. The ASG is a recognizable name in the sewing industry and on Internet web pages and bulletin boards, creating more networking opportunities for members.

Local Network of People: Local chapters provide access to other sewing enthusiasts who have a variety of sewing interests through neighborhood/special interest groups and chapter meetings.

Newsletters: Each chapter publishes a newsletter at least quarterly. Members also have access to newsletters from other chapters throughout the country through the Members Only area of the ASG website. Through these, information, ideas for programs and sewing tips are shared. The ASG also produces the *Notions* publication four times a year with sewing information, ASG news, and tips for all members.

Portable Membership: As a part of a national organization, members may participate in any chapter activity anywhere at the established member price. All members may also attend neighborhood group meetings anywhere and pay the required fees, if any, for the program/activity. A member may transfer to another chapter at any time, but membership is not transferable to another individual.

Discounts: To see the complete list of the current national retailers that offer ASG members a discount on their products and services, members should go to the Members Only area at the ASG website. Each chapter may have established contracts with local retailers to offer discounts also.

Rights and Duties of Membership

The ASG By-laws state in Article II, Section 2A that:

“Every applicant for membership shall agree to comply with these By-laws, policies, and procedures of the ASG and to accept the rights, privileges, duties, responsibilities, and obligations applicable by law and set forth in these By-laws.”

Each member has a right to voice dissatisfaction with chapter decisions or operations by following the Member Grievance Procedure, described on page 5-7.

Member in Good Standing

A member in good standing of the American Sewing Guild, Inc., is someone who demonstrates the following characteristics:

-
- Supports the ASG's mission to "Advance sewing as an art and life skill" at the local and national levels and engages in behaviors that support the mission statement, goals, policies, activities and fellow members of the ASG at all levels;
 - Upholds the letter and spirit of the national and chapter governing documents of the ASG;
 - Fosters the spirit of community within the ASG and between the ASG and the community at large by demonstrating respect and sensitivity toward one another through word and deed;
 - Whether representing the ASG or participating in an ASG activity, does not promote or endorse divisiveness regarding age, race, color, religious creed, national origin or ancestry, sex, disability or handicap, or any other area that may fall into the category of sensitive subject matter;
 - Expresses disagreement with local and/or national policies or practices by working within the structures of the ASG as described in the *Policies and Procedures Manual for ASG Chapters*;
 - At meetings, exhibits behaviors that are consistent with *Robert's Rules of Order*;
 - At ASG events, demonstrates civility, courtesy and propriety and avoids disrespect, rudeness and lack of decorum;
 - Communicates in writing, online and in person with other members and ASG staff with the same standards, civility and respect as outlined above;
 - Avoids behaviors that give the appearance of detracting from or are intended to work against the mission statement, goals, policies, activities and fellow members of the ASG at all levels;
 - Avoids behaviors that support or endorse, either tacitly or explicitly, any actual or perceived activity that would constitute a conflict of interest with, undermine the policies of, or cause damage to the ASG, and
 - If holding or having held a leadership role, does not use that position or the knowledge gained therefrom in a manner that would constitute a conflict of interest with, undermine the policies of, or cause damage to the ASG.

If a member's behaviors are determined by chapter members, NG/SIG leaders and/or the chapter CAB to be overtly counter to the description of a "Member in Good Standing," every effort should be made to settle the problem at the chapter level and in a mutually agreeable manner.

If the issue cannot be resolved at the chapter level, then a member of the chapter's CAB should request via email that the ASG chapter development administrator attempt to facilitate a solution.

The chapter development administrator may, at her/his discretion, attempt to facilitate a solution directly or refer the issue for mentoring or for resolution by the national Board of Directors. If a referral is made, the chapter development administrator will notify the chapter president of this action as soon as it is taken.

If the chapter development administrator refers the matter to the national Board of Directors or if the national Board of Directors itself considers a member's behaviors to be overtly counter to the description of a "Member in Good Standing":

1. The national Board of Directors will notify the member.
2. The member has 7 (seven) days from the date of the notification in which to respond.
3. If the member does not respond or feels that she/he cannot change or refrain from the specified behaviors, then her/his membership in the American Sewing Guild, Inc., will be terminated immediately, along with all rights and privileges of membership. The member will be notified of such termination via a certified letter, return receipt requested. The

member's chapter president will also be notified via email of the termination. Any dues that the member has paid will be forfeited.

4. If at a future date the person wishes to re-join the American Sewing Guild, Inc., she/he must apply in writing for reinstatement directly to the chair of the national Board of Directors. The chair will subsequently apprise the applicant of the directors' decision.
5. If the application is accepted, the applicant will be considered a "new member" and will be assessed "new member" dues. Previously-forfeited dues may not be applied toward this payment.
6. A subsequent violation of any of the behaviors of a Member in Good Standing will result in immediate membership termination.

Member Grievance Procedure

The following is the procedure if a member chooses to dispute a decision or an action that has been made by her/his chapter's Chapter Advisory Board (CAB).

Notes to the Member Grievance Procedure:

- Persons investigating the grievance should be disinterested parties, unacquainted with the participants, if at all possible.
- Detailed notes should be kept of all conversations with the dispute participants.
- Face-to-face meetings should be arranged for public places, if possible.
- CAB members and the member filing the complaint should not comment on the situation to other chapter members.

Level I

1. A member who challenges a decision or action made by her/ his Chapter Advisory Board (CAB) must make her/his concern(s) known in writing to the chapter's president and at least one other CAB officer.
2. The concern will then be placed on the agenda to be discussed at the next scheduled CAB meeting. If the issue is time sensitive, a special meeting or conference call shall be scheduled within thirty days of the president's receipt of the written concern. The CAB may interview other ASG chapter members who have information about the situation.
3. The CAB will undertake reasonable efforts to investigate the situation and will keep notes on any interviews or information gathered as documentation. Upon reaching a decision on the grievance, a CAB officer will speak with the member filing the grievance.
4. The CAB will also send a letter stating their decision to the member.
5. A copy of the original letter stating the grievance and all other documentation will be filed with the minutes in the secretary's notebook.
6. Hopefully, the grievance procedure will **stop here** and the CAB meeting minutes will reflect the solution.
7. Every effort should be made to settle the problem at the chapter level and in a mutually agreeable manner. If this is not possible, then the member may proceed to the next level.

If the concern has not been resolved satisfactorily, then:

Level II

1. The member may contact the chapter development administrator by email within thirty (30) days of her/his receipt of the CAB's written decision and request that the chapter development administrator a) confirm receipt of the request, b) contact both the chapter

president and the member, c) review all grievance documentation, and d) attempt to facilitate a solution.

2. The ASG chapter development administrator will send a written response documenting the resolution to the member and the member's CAB within fifteen (15) days of the last communication with the member. All written documentation of the grievance will be kept in the chapter's file at national headquarters.
3. Alternatively, the ASG chapter development administrator may, at her/his discretion and within thirty (30) days of her/his receipt of the member's grievance, refer the grievance directly to the Board of Directors (BOD). If this action is taken, then Level III, Step 2 will be initiated. The ASG chapter development administrator will notify the member filing the grievance of this action as soon as the referral to the BOD is made.
4. Every attempt will be made to move through this process as quickly as possible, ideally within thirty (30) days.

If the concern has not been resolved satisfactorily, then:

Level III

1. The member may contact the Board of Directors by submitting a written grievance within thirty (30) days of her/his receipt of the written communication from the ASG chapter development administrator.
2. The chair of the Board of Directors will appoint a director to review the grievance investigation and do any additional investigation into the matter.
3. This director will review the concern(s), all documentation, and prior decision(s).
4. This director will contact the member within fifteen (15) days of receipt of the written grievance by the chair of the Board of Directors to discuss the grievance and request any additional information.
5. This director will contact as needed other chapter members with unique knowledge of the situation, the ASG chapter development administrator, and, if necessary, an attorney chosen by the American Sewing Guild, Inc.
6. This director will outline the situation and make a recommendation for a resolution to the chair and remaining directors within thirty (30) days of the receipt of the grievance.
7. The ASG Board of Directors can uphold, modify, or repeal previous decision(s) or reject the member's grievance. The member bringing the grievance will receive a written statement regarding the board's decision. The board's decision will be binding on the member.

Resolutions may include but are not limited to termination of ASG membership of one or more of the parties involved, probation of the ASG chapter, and/or dissolution of the chapter.

03/12 Version 2

Termination of Membership

Every year all members are subject to membership renewal. ASG has no obligation to annually renew membership rights of individuals deemed not in good standing (see ASG By-laws, Article II, Section 2A and 2D, beginning on page 3-4).

Membership shall be terminated

- by written resignation,
- by default in payment of dues,
- as a result of a grievance procedure or arbitration,
- for violation of any laws governing the ASG or for violation of the ethics set forth in the ASG By-laws or in the policies and procedures of the ASG, or for any action /behavior resulting in a loss of good standing as a member, or.
- by the death of the individual holding the membership.

Dues are not returned to members who resign or whose memberships are terminated, either in whole or in part.

Associated Topics and Information

- If Conflict Arises on the CAB, on page 7-15.
- National Arbitration Panel, on page 7-16.
- Members-at-large Policy, on page 4-11.

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Section 6
About ASG Chapters

What Guides a Chapter's Operation?

When an ASG chapter signs the Letter of Agreement (as a start-up chapter) or receives and signs its Chapter Charter, the chapter agrees to be bound by the ASG By-laws, policies, and procedures and to follow the guidelines of the ASG.

A chapter can operate quite autonomously in providing a variety of programming that its members prefer. It can choose the number and positions (beyond the three required positions) of its Chapter Advisory Board (CAB). Also, there are minimal reporting requirements imposed on chapters.

However, chapters are bound by the **documents** that have created the American Sewing Guild, Inc., organization and by the **policies and procedures** that have been put in place to protect and strengthen the organization; in addition, chapters are given “strong suggestions” in ASG **guidelines**.

Chapters can and should draft their own **standing rules**, which are the policies and procedures the chapter will follow on matters not specifically covered by the ASG documents and policies, such as procedures for conducting CAB meetings. Chapters may **adapt** ASG guidelines, given sufficiently compelling reasons in their standing rules, as long as their standing rules do not conflict with the ASG By-laws, policies, and procedures. CAB meeting procedures and other standing rules that do not follow normal parliamentary procedure must be clearly documented in the chapter's standing rules. These procedures within the standing rules must be followed consistently so that actions taken at meetings can't be challenged on parliamentary grounds. If nothing is stated to the contrary in the standing rules, the CAB will follow parliamentary procedures at meetings.

Documents

Besides the ASG By-laws and its policies and procedures, a chapter **must not change** any of these items:

- Those documents listed and discussed in the section “Governing Documents of the ASG” on page 3-2.
- The election procedures described in “CAB Election Procedures,” starting on page 7-8. The accounting and bookkeeping practices described in the section “Finances,” starting on page 9-10, or in the *Treasurer's Guide*.
- The qualifications for membership as set forth in the ASG By-laws.
- The rights or privileges of any category of membership as stated in the ASG By-laws and explained starting on page 5-2

Policies and Procedures

A chapter **must not** adapt or change any item that is labeled **policy** or **procedure** because of legal or tax ramifications. Policy statements are labeled as such and are usually stated using the words *must* or *shall*. Procedures are labeled as such also.

Guidelines

The descriptions, suggestions, and guidelines found in this manual are based upon the experience of ASG chapters. Chapters are **strongly urged** to follow the information in this manual as written.

Chapter Standing Rules

- A Chapter Advisory Board (CAB) may draft and change its own standing rules. Standing rules further define the specific policies and procedures of a particular chapter. They are specific to a chapter and must be changed only in accordance with the change or amendment process in those standing rules.
- A chapter's standing rules **must not contradict** any of the documents or By-laws identified earlier and laws already listed in "Hierarchy of Governing Documents," on page 3-3. See also *Writing Your Standing Rules* booklet, which can be downloaded from the Leadership Only area of the ASG website.

Associated Topics and Information

- "Governing Documents," on page 3-2.
- "Hierarchy of Governing Documents," on page 3-3.
- "CAB Election Procedures," on page 3-3.
- Standing Rules vs. By-laws Tip Sheet, on page B-xi
- *Treasurer's Guide* for information on financial procedures, downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.
- *Chapter Standing Rules Guidelines*, downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.

Responsibilities of ASG Chapters

Binding Obligations of Chapters

The obligations of a chapter are spelled out in the Chapter Charter or, for unchartered chapters, in the Letter of Agreement.

To summarize, these documents outline the following responsibilities:

- To abide by the governing documents of the ASG
- To be governed by a Chapter Advisory Board of no fewer than three (3) members, all of whom are chapter members in good standing.
- To forward all applications for membership and renewal of membership directly to ASG headquarters for processing.
- To keep a bank account in a local bank that is a member of the FDIC. The bank account must have the chapter president and chapter treasurer as signatories on the account and may have other CAB members as signatories on the account.
- To maintain accurate financial records and minutes and records of its meetings.
- To forward such information to ASG headquarters as required or requested and to make any chapter records/information available for inspection by the executive director upon request
- To cooperate with the leadership of the ASG and national headquarters staff

Compliance/Good Standing

In addition to the responsibilities of chapters outlined above, ***a chapter has a more specific duty: that is, to remain “in compliance/good standing.”*** This is necessary for the chapter to be included as part of the corporate body when the ASG files its annual group federal tax return. To be ***in compliance/good standing***, a chapter must have fulfilled all items required in the Compliance/Good Standing Policy and the policies of the ASG contained in this manual. Only chartered chapters in compliance/good standing may cast ballots on issues brought before corporate members.

Each year the national Board of Directors will establish the date for notifying chapters of their eligibility to vote at the Annual Meeting of Corporate Members.

Please read the Compliance/Good Standing Policy on page 4-7.

Other Chapter Responsibilities

- Maintain an average chapter membership of at least twenty-five (25) over the course of a year.
- Publish and distribute a minimum of quarterly (four) issues of its newsletter each year.
- Hold Chapter Advisory Board (CAB) meetings at least quarterly, documented with minutes that include a treasurer's report.
- Each year, within the last four (4) months of the year, hold an Annual Meeting at which elections are held.
- Keep minutes from all CAB and Annual Meetings.
- Hold at least one (1) special event per year.
- Hold at least nine (9) chapter **or** neighborhood/special interest group meetings per year.

If a Chapter Is Out of Compliance/Not in Good Standing

If a chapter is out of compliance/not in good standing, the chapter development administrator will start the process of remediation.

Depending on the circumstances, the chapter may

- be granted a period of time to correct the deficiency, without dues rebates' being withheld.
- have dues rebates withheld and held in escrow until the deficiency is corrected.
- have its vote withheld during the ASG Annual Meeting of Corporate Members.
- be put on probation (see "Chapter Probation" on page 6-11).
- have its Chapter Charter revoked
- be dissolved (see "Dissolving a Chapter" on page 6-12).
- decide to disband the chapter. If this happens, the chapter's members may become members-at-large or affiliate with another chapter. (see "Disbanding a Chapter" on page 6-13).

Please review the Out of Compliance/Not in Good Standing Procedure on page 4-16.

Associated Topics and Information

- ASG By-laws, Article VI, Section 8, on page 3-10.
- Chapter Charter, on page 3-13.
- Letter of Agreement, on page 3-16.
- Compliance/Good Standing Policy, on page .
- Out of Compliance/Not in Good Standing Procedure, on page 4-16.

Chapter Requirements Calendar

The following chart lists a set of minimum chapter requirements to remain **in compliance/good standing** and meet the other requirements of a chapter.

Due Date	Item	Who	Comments	P&P References
December 15	CAB/Banking Information Form	Outgoing/current secretary or outgoing/current president	Submit form to headquarters. To get on the Chapter Presidents Discussion List on Jan. 1 and to receive mailings <u>Compliance/Good Standing Item</u>	Pages 4-8, C-v, 8-3, 7-12,8-7
December 31	Turn over position's files	Last year's CAB members	To new CAB members	Page 7-12
December 31	Group Exemption Application Form	President or treasurer	<u>Must</u> mail the Group Exemption Application Form to Headquarters <u>Compliance/Good Standing Item</u>	Pages 7-12 4-8, 8-3, 8-5, C-x
January 1	New CAB takes office	Incoming CAB members		Page 7-12
January	Hold at least one CAB meeting during the first quarter	CAB members	Appoint CAB committee chairs and record in chapter minutes. Make plans for chapter for the year	Page 7-12,7-12
January thru December	Hold at least one special event during the year	Special Events chair		Pages 9-44 , 8-27
January thru December	Publish at least four chapter newsletters during the year These newsletters should be evenly distributed throughout the year such as quarterly.	Newsletter Editor	Mail or email newsletter to headquarters -- 4 newsletters on file with ASG headquarters	Pages 4-13, 8-23, 9-25
January thru December	Hold at least nine regular chapter or neighborhood/special	Education (Program) chair and Neighborhood		Pages 8-22, 8-12, 9-24

	interest group meetings during the year	/Special interest group leaders		
January thru December	Download <i>P&P</i> and guides from ASG website	New CAB members	Needed by CAB members to do their jobs	Pages 7-12
January 31	Chapter Financial Report	Chapter treasurer (chartered and unchartered)	Mail, fax, or email financial report to ASG national headquarters <u>Compliance/Good Standing Item</u>	Pages 4-8, 8-5, 9-11
January 31 (postmarked date)	Form 1099-MISCs to individuals, if necessary	Treasurer	Mail form to individuals chapter paid \$600 or more during previous calendar year	Pages 8-5, 9-13
February 28	File Form 1096, if necessary	Treasurer	File form with IRS if chapter filed any Form 1099s	Pages 8-5, 9-13
April/May	Register for conference at early bird rate	President, all members		Page 12-2
April 30	Chapter Financial Report	Treasurer of all chapters (chartered and unchartered)	Mail or email financial report to headquarters <u>Compliance/Good Standing Item</u>	Pages 4-8, 8-5, 9-11
July/August	National conference – Annual Meeting of Corporate Members	Presidents, ASG members, public	Annual Meeting of Corporate Members for presidents only	Page 8-3, 12-2, 3-5
July 31	Chapter Financial Report	Treasurer of all chapters (chartered and unchartered)	Mail or email report to headquarters <u>Compliance/Good Standing Item</u>	Pages 4-8, 8-5, 9-11
July 31	Community Service Semi-Annual Report	Community Service chair or president	Mail or email community service report to headquarters	Pages 8-10, 8-3, C-iv, C-vii
September – December	Chapter CAB elections, chapter Annual Meeting	CAB nominating committee of all chapters (chartered and unchartered)	Hold CAB elections per <i>P&P</i>	Pages 7-8, 9-2, C-xviii

October 31	Chapter Financial Report	Treasurer of all chapters (chartered and unchartered)	Mail or email report to headquarters <u>Compliance/Good Standing Item</u>	Pages 4-8, 8-5, 9-11
December 15	CAB/Banking Information Form	Outgoing/current secretary or outgoing/current president	Mail, email, or fax form to headquarters. To get on Chapter Presidents Discussion List on Jan. 1 and to receive mailings <u>Compliance/Good Standing Item</u>	Pages 4-8, C-v, 8-3, 7-12, 8-7

New Chapters

New chapters of ASG are formed in two ways:

- By organizing a chapter in an area where no chapter currently exists.
- An outlying neighborhood/special interest group of an existing chapter branching off to develop a new chapter.

Every new chapter starts out as an unchartered chapter until it has met all the requirements to be a chartered chapter.

The steps for starting a new chapter are outlined in a start-up guide available from ASG national headquarters. Persons interested in starting a chapter should be directed to the chapter development administrator at ASG national headquarters via the ASG website newchapters@asg.org

Forming a New Chapter from an Existing Chapter

Sometimes a neighborhood/special interest group grows large enough that its members want to become a separate chapter. Frequently, this is the result of distance or some geographic issue.

Prior to contacting the chapter development administrator, the group contemplating becoming a chapter should assess the feasibility of taking this step – do they have a consensus of the group members to do so? Do they understand the greater responsibilities involved? Ideally, the existing chapter will take an interest in supporting and mentoring the group that is branching off to develop a new chapter and, while not an obligation, it is suggested that the existing chapter's advisory board determine an amount from the chapter treasury to donate to the new chapter to seed its development. This amount may be allocated based on the number of members in the new group or may simply be a gift amount given as a good-will gesture. Maintaining a good relationship between the chapters will be mutually beneficial as they continue to support one another's special events and cooperate in joint projects. The chapter development administrator will help both chapters as they work through the process of growing ASG together – creating two chapters out of one.

Understanding the Level of Commitment

The group interested in starting a separate chapter needs to have a full understanding of the difference in level of commitment and responsibilities between being a neighborhood/special interest group and being a separate chapter:

- Existing neighborhood/special interest group or chapter members are not obligated to go with the new chapter, but rather can choose which chapter to belong to. Each individual will have to change or confirm her/his chapter affiliation with ASG national headquarters.
- The members of the separating group will have to have at least three (3) people ready to take leadership positions in the new chapter.
- The new chapter will be unchartered and will have to meet the requirements of the Chartering a Chapter Checklist in order to receive its charter.
- The original chapter is under no organizational (ASG) obligation to split the chapter's funds with the new chapter, although some chapters do this as a good will gesture. ASG national headquarters supplies a small amount of seed money to the new chapter.

Relationship with the Existing Chapter

This change is more successful if it is done amicably with the existing chapter. A group should be extremely cautious in considering starting a new chapter if it is not in an outlying area and/or is close to some of the existing chapter's current neighborhood/special interest groups. In this case, it should be pursued only with in-depth discussions with the chapter development administrator, and the chapter president of the existing chapter. The two groups, with the help of the chapter development administrator, may want to define the areas in which each chapter will recruit new members and form neighborhood groups.

The existing chapter should be proud that it has fostered and nurtured a group strong enough and with enough commitment to want to "go it on their own."

The Next Step

The group forming the new chapter should relay its decision to the existing chapter president and the chapter development administrator. The group should request a copy of the *Starting a New ASG Chapter* series of guides and follow the steps outlined in them.

Associated Topics and Information

- "Chartering a Chapter Checklist," on page B-ii.
- *Starting a New ASG Chapter*, available from the chapter development administrator at ASG national headquarters, newchapters@asg.org.

Chapter Probation

If a chapter fails to maintain compliance/good standing, the ASG may institute a period of probation, during which time the chapter will work to rectify the cause/conditions which resulted in the probation. The cause(s) may have been continued failure to meet chapter financial reporting deadlines, an inability to maintain a minimum chapter membership of twenty-five or the required three (3) CAB officers or if the chapter or anyone acting on its behalf violates or refuses to operate in accordance with the Certificate of Incorporation and its amendments, with the ASG By-laws, the Chapter Charter, or the policies and procedures of the ASG.

The terms and conditions of probation will be established or approved by the ASG's Board of Directors and individualized to the specific problems involved. A specific time period will be established for the probation, and throughout the probation period, the chapter development administrator will maintain contact with the chapter and offer assistance in whatever ways are needed. During the probation period, chapter dues rebates may be held in escrow at ASG national headquarters until the chapter has met the terms set for rectifying the problems and has returned to compliance/good standing.

The national Board of Directors will determine when the chapter has successfully completed the probation with input from the chapter development administrator and any funds held in escrow for the chapter will be released to the chapter.

Associated Topics and Information

- ASG By-laws, Article VI, Section 8, on page 3-10.
- Chapter size on page 4-16.

Dissolving a Chapter

The ASG has the right to dissolve a chapter if the efforts made during a probation period do not return the chapter to compliance/good standing. The decision to dissolve a chapter will be made by the national Board of Directors.

All funds in chapter bank accounts are to be sent to ASG national headquarters. This money will be held in the chapter's name for two (2) years. In the event that the chapter reorganizes and again becomes fully operational, the funds will be returned to the chapter. If this does not happen within two (2) years, the money will go into the ASG's operating fund. The handling of all other assets, including property and official chapter records, will be addressed with the chapter development administrator.

Associated Topics and Information

- ASG By-laws, Article VI, Section 8, on page 3-10.

Disbanding a Chapter

Each chapter contemplating disbanding will have individual circumstances. This procedure outlines the steps that should happen. Specific plans will be adapted to suit whatever circumstances exist.

1. The chapter and the chapter development administrator have discussed the chapter's situation and options and determined that the chapter is to be disbanded. The discussions at this point should include:
 - a. Documenting the motion to disband in the chapter's CAB minutes.
 - b. The chapter president would normally oversee the disbanding process. If there is no president, or if the president will not serve, another CAB officer may serve in this role. If necessary, another CAB member or general member may be appointed to fill this role.
 - c. Determining chapter assets.
 - Specific bank account information, including name, address, and telephone and fax numbers of bank, account number(s), and who are signatories on the account(s)
 - What property/equipment/assets the chapter owns, where it is located/who has possession, and how it will be disposed of.
 - d. How chapter members are to be notified of the chapter's disbandment and their options as ASG members. Options include affiliation with another chapter or becoming members-at-large. For some disbanding chapters, affiliating as a neighborhood group of another chapter is an option to be considered and discussed with the chapter development administrator.
 - e. The decisions reached in these discussions will be noted by the chapter development administrator and kept in the disbandment file.
2. The leader of the disbanding chapter notifies national headquarters in writing, not by email, that the chapter will disband.
3. The chapter must close its bank accounts, with the proceeds made payable to "American Sewing Guild, Inc.," and sent to national headquarters. The monies will be held in escrow for two (2) years, and if the chapter is revitalized within this period, the funds will be forwarded to it. If the chapter has material assets, such as sewing machines, irons, etc., it will be determined by the chapter development administrator how the handling of these assets will be addressed.

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Associated Topics and Information

- "Members of Dissolved or Disbanded Chapters," on page 6-12.
- Sample letters, on pages C-xx and C-xxi.

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Section 7
Chapter Advisory Board (CAB)

What is the CAB?

The Chapter Advisory Board (CAB) is the governing body of an ASG chapter. It is responsible for managing the chapter's business, property, and affairs in accordance with the ASG By-laws, the Certificate of Incorporation, the Chapter Charter or Letter of Agreement, the *Policies and Procedures Manual for ASG Chapters*, and any standing rules developed by the chapter.

Robert's Rules of Order, Newly Revised shall be the parliamentary authority used by chapters in all matters not already detailed in any of the above referenced documents.

CAB Membership

- The CAB shall have an odd number of members and shall have no fewer than three (3) members. The CAB must consist of at least the chapter president, the chapter secretary and the chapter treasurer. These three (3) positions are elected at the chapter Annual Meeting as outlined in the *Policies and Procedures Manual for ASG Chapters* for a term of one year.
- If desired, vice presidents may also be elected to the CAB. There can be 1 or 2 vice presidents, as needed.
- Additional appointed CAB positions with assigned responsibilities are chosen as needed to ensure an odd number of CAB members.
- Committee chairs can be appointed CAB members if desired
- Elected and appointed CAB members have voting privileges and responsibilities

Duties of the CAB

The duties of the CAB collectively are:

- to keep the chapter vital and worthwhile for the chapter members,
- to remain in compliance/good standing (see pages 4-7 and 4-8)
- to appoint other CAB members as appropriate,
- to exercise fiscal responsibility in the use of chapter funds for the benefit of its chapter members (see pages 8-3 and 8-5),
- to conduct programs and events for the benefit of its chapter members,
- to evaluate the CAB's and chapter's operations annually, and
- to uphold the standards of the ASG.

Structure of the CAB

Eligibility for CAB Positions

Each person filling a CAB position must be an ASG member of that chapter. Additional requirements for CAB membership or for a specific position may be made by a chapter in its standing rules as long as these rules do not contradict the ASG governing documents.

Number of CAB Members

The CAB shall have an odd number of members and shall have *no fewer* than three (3) members in order to conduct the business of the chapter. At least three (3) CAB members are elected and the rest of the CAB members are appointed. Refer to ASG Bylaws page 3-9.

CAB Term Lengths

Each elected term on the CAB starts on January 1 of the year following the election and ends on December 31.

Appointments are also one year in length and run from January 1 until December 31. If an appointment is made after January 1, the term still ends on December 31.

CAB Term Limits

A person may serve up to four (4) consecutive years in one position.

The chapter may or may not want to establish a standing rule to limit the number of total consecutive years a person may serve on the CAB.

Elected CAB Members

The CAB must consist of at least the chapter president, secretary, and treasurer.

These three CAB members are elected by the general membership of the chapter at the chapter's Annual Meeting. CAB make-up is determined in the chapter's standing rules.

Optional CAB Members

Additional elected positions may be added to the CAB as described in the chapter's standing rules. Optional members may be used to ensure the CAB has an odd number of members.

Appointed CAB Members

Additional CAB members may be appointed by the current members of the CAB. Anyone who is either appointed or elected to serve on the CAB has a vote.

Additional members to be appointed as CAB members or committee chairs may be these:

- Community Service
- Consumer and Family Sciences
- Education (Program)
- Email Manager
- Historian

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- Hospitality
 - Industry Liaison
 - Librarian
 - Member Representative
 - Membership
 - Neighborhood/Special Interest Group Coordinator
 - Newsletter Editor
 - Publicity
 - Retail Liaison
 - Special Events
 - Website Manager

CAB Vacancies

A CAB member may resign or be removed from the CAB (*see* “Removing CAB Members,” on page 7-14). In this case, the remaining CAB members appoint a person to the position. A majority of the remaining CAB members is needed to confirm the appointment.

As a guideline, if the person is appointed in the first half of the year, that is, before June 30, the partial term counts as one year in consideration of the term limits. If the person is appointed after July 1 of the year, the time in the position does not count toward the term limit of four years.

When to Appoint to the CAB

At the Beginning of the Year

During the period between elections and taking office, the elected members of the CAB should work together to recruit CAB members for the following year’s CAB from:

- the previous year’s CAB members who are still eligible to hold a position and are willing to continue in their positions,
- individuals who have served on committees and who may now be ready to serve as chairs of those committees,
- individuals who have expressed an interest in serving on the CAB (but not in one of the elected positions) when contacted by the nominating committee, and
- other chapter members known to the elected CAB members.

These “recruits” should be officially appointed by vote of the elected CAB members in the first CAB meeting of the new year. Then the full CAB is in place.

Appointments to Vacancies

The CAB may appoint someone to fill a vacant CAB position by a majority vote of the remaining CAB members.

Appointments to New Positions

A CAB may add and appoint positions to the Chapter Advisory Board as long as there are an odd number of members of the CAB. Additional positions are created by a majority vote of the current CAB members.

Splitting and Combining Duties

A chapter president must not also be responsible for the duties of the secretary or the treasurer position. However, except for this case, a CAB member may hold one position and be responsible for the duties of other positions. There must still be three (3) individuals on the CAB.

As examples:

- A second vice president (if a chapter has one) might be assigned to be the chair of the education (program) committee one year and the membership committee the next.
- A first vice president (if a chapter has one) might always be assigned to chair the county fair in a particular chapter, even when there is a special events chair. In another chapter, the special events chair might normally be responsible for this. This would be spelled out in that chapter's standing rules.
- A membership chair might assume some or all of the duties of the hospitality position because these functions are important, even if the chapter does not want to fill the hospitality position.
- Some of the duties of one position may be spread across various members of the CAB; for example, the president might also put together the newsletter's contents, the first vice president handle distribution, and the treasurer get advertising.

Who Votes at CAB Meetings?

Anyone who is either appointed or elected to serve on the CAB has a vote. Each CAB member, whether elected or officially appointed, has one vote on all CAB matters. If two people are sharing a position, only one person may vote. Visitors, neighborhood/special interest group leaders, and committee members do not vote.

CAB Committees

CAB chairs should form committees to complete their work and to also train successors for that position. Committees may have members chosen both from the membership at large and other CAB members (although care should be taken to choose committee members who are not too busy with other duties). Committee members are not voting members of the CAB.

Reimbursement of CAB Members/Committee Chairs

Reimbursement of CAB members' expenses should be decided by each chapter. The items to be reimbursed should be spelled out in the chapter's standing rules and budget. See the *President's Guide* and the booklet *Chapter Standing Rules Guidelines*, both downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website for categories that might be considered (*see also* "Reimbursement" on page 9-12).

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 meeting. CAB members should have at least 10 (ten) days' advance notice of meetings. Electronic meetings are also possible. If CAB members are out of town but available to meet online, meetings can still be held. The same notice requirements stated above hold for electronic meetings.

Emergency meetings of the CAB may be scheduled by the chapter 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 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; the agenda should be sent to each CAB member at least five (5) days in advance of the meeting. A sample agenda is on page C-xxii.

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 voting members present at the meeting at which a quorum is present carries a vote except in these cases:

- A two-thirds 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 thirteen (13) members. The quorum for this CAB is seven (7). Therefore, 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 of the 7 (the quorum) is needed, which is 5 votes. If the motion is to appoint a person to the CAB, it would take 7 votes (that is, a majority of the overall 13 CAB 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 position is shared by more than one person, only one may 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 or email their reports to the president and notify the president when they cannot attend.

If desired, CABs can make arrangements for digital meetings, with members attending by Skype or other video conferencing means. If a vote is to be taken CAB members must be able to be both seen and heard for their votes to count and their attendance to be recorded.

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 chapter president if they wish to bring up a topic.

Minutes

The chapter secretary shall take minutes of all CAB meetings (including emergency and special meetings) and the Annual Meeting. The secretary should mail or email the draft minutes to the chapter 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, along with the agenda, at least five (5) days before the next CAB meeting. 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 mail or email a copy of their minutes to the chapter development administrator and to ASG national headquarters. See page 9-21 for a description of what should be included in the minutes.

Treasurer's Report

The chapter treasurer should prepare a written treasurer's report each month. The contents of this report are detailed in the *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. A chair who will be absent from a CAB meeting should send a written committee report to the president to present at the meeting.

Associated Topics and Information

- Sample CAB Agenda, on page C-xxii.
- "Minutes," on page 9-21.
- Information on the treasurer's report is found in the *Treasurer's Guide*, downloadable from the ASG Leadership area (Forms/Reports tab) of the ASG website, www.asg.org.
- Additional information on the minutes is found in the *Secretary's Guide*, downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.

CAB Election Procedures

Chapter elections shall be held in accordance with the ASG By-laws, this *Policies and Procedures Manual for ASG Chapters*, and any standing rules adopted by individual chapters that are not in violation with the above.

Nominating Committee

Each year, the current chapter president will appoint the chair for the nominating committee for the forthcoming election from members of the CAB. **The current chapter president and the current chapter secretary shall not be the nominating committee chair.** If all CAB members are running for election again, a nominating chair may be selected from the chapter membership. The CAB should appoint two other chapter members to the nominating committee. These appointees do not have to be members of the CAB and, if possible, should represent different areas of the chapter than does the nominating committee chair. If a member of the nominating committee becomes a candidate, the CAB must replace her/him on the committee with a member who is not running.

Duties of the nominating committee are to:

1. establish the schedule for the election. (see “Election Schedule” below);
2. publish an article in the newsletter asking for nominations of people qualified for and interested in running for office (the “call for nominees”);
3. solicit candidates for the offices open for election;
4. screen potential candidates to determine their eligibility for election and if the necessary skills are present for the position being sought;
5. request short biographies or answers to the same set of questions from each candidate to publish along with the ballot;
6. draft the proxy ballot, the ballot to be used at the annual meeting, articles for the newsletter, and the form for seeking information from the candidates, if used;
7. publish the proxy ballot in time for the ballot to be returned;
8. conduct the election at the Annual Meeting:
 - verify that the ballots are valid,
 - count the ballots,
 - announce the results at the meeting and in the newsletter,
 - submit the tally sheet to the secretary to be attached to the minutes; and
9. ensure that all candidates are treated equally and that the election is carried out fairly.

Election Schedule

The election must be held at the chapter’s Annual Meeting during the last third of the year, that is, during the months of September, October, November, or December.

Once the Annual Meeting date is set and the newsletter schedule is known, the remainder of the election schedule can be set:

- The “Call for Nominees and Interested Parties” needs to be published in the second newsletter issue prior to the annual meeting.
- The “Call for Nominees and Interested Parties” article will also carry the date that the nomination period closes.
- The nominating committee will put together the list of people running in the period between the call for nominees and the date the nominations close.

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- At the close of nominations, the nominating committee will draft the proxy ballot with instructions, including the date the proxy ballots need to be returned to the nominating committee chair and the chair's address.
 - If resumes/biographies are going to be used to introduce the candidates to the chapter members, the nominating committee will also need to get resumes from all candidates during this time. The committee should ask for information in a standard format so that each candidate's resume is of similar length and level of information.
 - The issue of the chapter newsletter prior to the annual meeting should contain the notice of the annual meeting and the proxy ballot with the names of the people running for office as long as the newsletter is in chapter members' hands at least fifteen (15) days before the annual meeting. Otherwise the chapter secretary will have to mail via first class mail both the notice of the annual meeting and the proxy ballot to each member separately in order to meet the fifteen (15) day notice requirement (see the ASG By-laws, Article VII, Section 6, on page).
 - The results of the election will be announced at the annual meeting and published in the minutes of the annual meeting and in the next issue of the newsletter.

Candidates

Members wishing to run for office may nominate themselves by notifying the nominating committee by the date the nomination period closes. After the close of nominations, no further nominations will be accepted.

The nominating committee may also solicit candidates for the elected positions, even if someone has volunteered.

Eligibility

Each candidate for a CAB position must be a member of the chapter and an ASG member in good standing. Additional requirements for previous CAB service or specific skills relevant to the position may be made by a chapter in its standing rules.

Nominations from the Floor

Only if there is a position with no candidates, will nominations with two seconds be accepted from the floor at the annual meeting to protect the rights of those voting by proxy ballot.

Campaigning

Only the short resumes/biographies gathered by the nominating committee will be allowed. Campaigning for a CAB position in any other way, such as buttons, posters, telephone calls, emails, ads in the chapter newsletter, etc., is **not allowed** by any individual.

Voting for CAB Positions

Eligibility to Vote

Each member of a chapter shall have one (1) vote for each elected CAB position of that chapter. A member may attend the annual meeting to cast this vote, or it may be done by a properly executed proxy ballot, provided the ballot is received prior to the deadline stated on the ballot.

Members eligible to vote are determined by the latest membership list for the chapter as well as those who join ASG between the publishing of this membership list and the time of the election (as shown on the weekly electronic reports of new chapter members).

Since both proxy ballots and in-person ballots are accepted, every ballot must be examined for voter/member name and date voted. All ballots should be checked against the chapter membership list to assure that only one vote per member is accepted. Use the ASG membership number to check valid voters and/or ballots. If a person has submitted two ballots, the ballot with the later date is the one used.

Proxy Ballots

Proxy ballots will be sent in advance of the Annual Meeting (usually in the chapter newsletter) and will clearly state the name and address of the chair of the nominating committee to whom the ballots should be returned. All members of a chapter must receive a proxy ballot whether by mail or email as an attachment.

A proxy ballot must have the signature of the member casting the ballot in order to assign the proxy to the chair of the nominating committee. The chair of the nominating committee is the only person who may accept proxy ballots and is bound to cast these votes as submitted.

Proxy ballots are to be returned by mail in accordance with the ASG By-laws. All proxies received after the stated deadline, which are not replaced by ballots cast in person, should be destroyed without opening. A sample proxy ballot is shown on page C-xviii.

The proxy ballot could be designed so that any identifying information can be removed from the ballot after the ballots have been verified and before the votes are counted if maintaining the “secrecy” of the ballot is important to chapter members.

“In Person” Ballots

The ballot used for voting at the Annual Meeting does not need to have lines for name and signature **as long as** each person who returns a ballot has been checked for eligibility and any proxy ballots from that person are destroyed before counting.

Annual Meeting Quorum

The quorum necessary for a valid election and to hold the annual meeting is 15% of the chapter’s membership present at the meeting or voting by proxy ballot (see Article VI, Section 6 of the ASG By-laws, page 3-10). To calculate the quorum, use the most recent nationally posted membership list on the ASG website that includes the number of members in the chapter

Verifying the Ballots

Each ASG chapter member has a membership number, which could be checked against the latest chapter listing (with monthly addenda) to verify that each ballot has been received from a current chapter member. If the membership number is not used for validation of the ballot, the names of each person should be checked off to verify the ballot.

Proxy ballots cast by members who then attend and vote at the annual meeting should be set aside without opening.

Ballots cast by ASG members who are members of other chapters, at large members, or professional members are not valid.

Counting the Ballots

All members of the nominating committee should be present when the ballots are counted during the annual meeting. Any nominating committee member who has become a candidate for the election must have been replaced on the committee and must not be one of the people counting the ballots.

Proxy ballots are counted along with the ballots cast at the Annual Meeting and not ahead of time.

If the election has the potential for causing problems with the chapter, the CAB may want to appoint two or three independent observers who watch the counting but who do not do the actual tallying. Likewise, a candidate must not be an observer of the counting process.

Candidates with the most valid votes for each position shall win.

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.

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 should be kept so that the ballots can be recounted, if necessary.

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

Associated Topics and Information

- "Proxy Ballot Requirements -- FAQs", on page B-xiii.
- Sample Proxy Ballot, on page C-xviii.
- Please see the current issue of *Robert's Rules of Order, Newly Revised* for topics not covered here.

Transition to the New CAB

During the period between the election and the start of the new year, the elected members of the incoming CAB should meet to discuss appointments to other CAB positions and to recruit these members. After the majority of appointment positions are filled, the new CAB may want to meet briefly during this period to map out the meeting schedule for the upcoming year also.

Between Elections and January 1

People new to the CAB may wish to attend meetings of the “old” CAB as non-voting observers.

Notify ASG National Headquarters

As soon as elections are held (or at least by December 15th), a CAB/Banking Information Form should be furnished to ASG national headquarters with the contact information for each of the three (3) required CAB members and the newsletter editor. Then the president will be given access to the Chapter Presidents Discussion List promptly when she/he takes office on January 1, and information to the chapter will not be misdirected to the outgoing president. This should be done via the CAB/Banking Information Form (*see* page C-v).

This is a Compliance/Good Standing Policy Checklist Item (*see* pages 4-7 and 4-8).

P&P, Guides, and Job Position Files

After election, the chapter president is responsible to see that all CAB members have the information needed to understand the responsibilities of being CAB members and to handle the positions to which they were appointed or elected.

In practice, this means that the president should **strongly encourage** CAB members to access the ASG Leadership area at the ASG website and download the whole or any sections of the *Policies and Procedures Manual for ASG Chapters* (this manual, also known as “the P&P”) and any Leadership Library guides that might be available.

Transferring Files

The president and other elected officers should work with the outgoing chapter officers to get copies of position descriptions, copies of the chapter’s standing rules, and other pertinent information and files for the positions. Job-associated files and materials should be transferred to the new CAB members by **December 31**.

Appointment of the Rest of the CAB Members

At the January CAB meeting (or at the first CAB meeting of the new year), the elected CAB members should vote to appoint all of the members who have been recruited to fill the rest of the CAB positions. This motion should be shown in the minutes of the meeting. The reason for this is that the elected CAB members do not have the voting authority to appoint other CAB members to the CAB “officially” until after January 1.

CAB/Banking Information Form

The outgoing/current president, secretary, or treasurer must submit (by mail, email or fax) the CAB Information/Banking Form listing the three (3) required members of the CAB and the

newsletter editor (with the full name, position, address, home phone, and email address) plus information to identify the chapter banking institution and accounts (see sample, pg. C-v). The due date for submitting this form to ASG national headquarters to the attention of ASG national headquarters (reports@asg.org) is December 15.

The treasurer/president must also file this form each and every time any of the banking accounts changes. **This is a Compliance/Good Standing Policy Checklist item** (see pages 4-7 and 4-8).

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

Associated Topics and Information

- CAB/Banking Information Form, on page C-v.
- Using the Chapter Presidents Discussion List Guidelines, on B-iii
- The Chapter Presidents Discussion List is discussed in the *Chapter President's Guide*, downloadable from the ASG Leadership area (Manuals/Guides tab) of the ASG website, www.asg.org.
- CAB position guides, downloadable from the ASG Leadership area (Manuals/Guides tab) of the ASG website, www.asg.org.

Removing CAB Members

Setting Expectations

CAB members need to have realistic understanding of the positions they have taken on. Setting expectations begins when members are recruited for CAB positions. People who are interested in serving on the CAB should be provided with position descriptions and any other information to help them gain realistic expectations of the demands of a particular position.

Information for CAB Members

CAB members will need information to do their jobs. It is the president's responsibility to see that all CAB members have the files from the predecessor in the position, the *P&P Manual* (preferably the whole manual, but at least the appropriate sections), and the position's guide, if any. See also "P&P, Guides, and Job Position Files," on page 7-12.

Chapter Goals

In addition to the material in this manual about the position and functions of a chapter, CAB members need to know and/or help develop the goals the chapter will strive for each year.

Serving on the CAB

The president should also stress attendance at scheduled CAB meetings, fulfilling commitments, and upholding financial policies of the chapter at the beginning of the year and each time a new person joins the CAB. In particular, the chapter president needs to stress the expectation that all CAB members will accomplish the jobs they have taken on. If they cannot do the job, they should talk to the president and/or get more help and/or resign the position.

If the Job Is Not Being Done

If members of the CAB are not performing their jobs, the president should speak with those people privately.

In these conversations, the president should attempt to understand how these people see their performance, such as

- too little information to do job,
- being overwhelmed by the responsibilities of the job or amount of effort,
- personal responsibilities or illness,
- poor fit for the position,
- missing too many CAB meetings,
- thinking their efforts are adequate when they are not, and/or
- lack of or a different vision of what their job could/should be

Each of these reasons might suggest its own solutions. Suggestions should include specific actions and a specific time frame. For example, if a CAB member's personal situation has changed since taking the position, the president might suggest that he or she resign until the situation changes sufficiently. Again, records of all conversations and suggested actions taken should be kept.

If Conflict Arises on the CAB

The chapter president and other members of the CAB should address conflicts as soon as they are recognized, before the conflicts grow into big problems.

Sometimes discord arises when individuals or sub-groups want to make their own rules in order to do things “their” way. Or the source of conflict may be human dynamics.

In either case, the chapter president should speak with the individuals privately and attempt to discover the source of the problem. The president should point out solutions and/or ask for specific behavior changes within specific time frame. The president should document the conversations and the solution or plan and talk with the chapter development administrator for objective suggestions. .

Conflict Handling Procedure

If a conflict on the CAB is recognized, it should be handled with this general procedure:

1. Chapter president discusses situation with each person privately and individually.
2. Chapter president writes down key points of all conversations and any plans or solutions put forth.
3. Chapter president speaks with the chapter development administrator either before step 1 or after, especially if it seems that the situation will continue.
4. The chapter president follows up conversations, as needed, with specific plans and time frames, and documents all conversations and events and/or missed deadlines.
5. If the solutions do not work within the specific time frame, the president may bring the matter up before the CAB. A majority vote of the entire CAB is necessary to remove a CAB member from the CAB (*see* “Voting” on page 7-6).
6. The president should send a written request to the CAB member asking for a written resignation.
7. As an alternative to steps 5 and 6, the CAB may call for a National Arbitration Panel (see the next section).

Note: If the chapter president is the cause of the conflict within the CAB, two of the other elected CAB members should address the situation. Start with calling the ASG national headquarters.

If any situation causes resignations from the CAB, the remaining members of the CAB must be extremely careful not to discuss what has happened. They may wish to prepare a neutral statement that can be made if asked about the situation by chapter members. Likewise any article in the chapter newsletter should be carefully worded, probably only thanking the former CAB members for their service and asking for volunteers for the vacant positions.

National Arbitration Panel

The National Arbitration Panel (Panel) may be used by chapter presidents or Chapter Advisory Board members who cannot resolve conflicts on their own or with help from the chapter development administrator. Only disputes among CAB members (including the president) concerning chapter activities will be heard by the Panel.

Procedure

1. Both sides to the arbitration will sign an agreement that they will abide by the final decision of the Panel. The National Arbitration Panel Agreement is on page 7-16. Failure to sign the agreement may result in termination of ASG membership of the person(s) refusing to come to the arbitration.
2. The Panel will be formed only as needed. The chair of the Board of Directors will appoint the panel members. The Panel will consist of one (1) current ASG director and two (2) from the following: past or present directors, chapter development administrator, or chapter presidents. The director will serve as chair. Panel members will serve for the duration of a case and may be assigned to more than one case concurrently or consecutively.
3. All arguments must be presented in writing to the chair of the Panel within one month of being notified that the Panel has been formed to hear this case. The Panel will not consider information received before or after the one-month time frame.
4. Once the dispute enters into arbitration, the parties involved in the arbitration may not initiate calls or emails to Panel members. Panel members may initiate phone calls or emails for clarification of details. The opinion of the executive director of the ASG may be requested.
5. A written decision of the Panel will be sent to the parties involved within five (5) days of the resolution by the Panel. The decision of the Panel may include, but is not limited to, asking one or more individuals to resign from the CAB, terminating the ASG membership of one or more individuals, and/or probation for the chapter.

Associated Topics and Information

- National Arbitration Panel Agreement, on page A-2.
- Member Grievance Procedure, on page 5-7.

Section 8
Chapter Advisory Board (CAB) Position
Descriptions

Responsibilities of all CAB Members

All members of the CAB have these common responsibilities.

- Attend all CAB meetings. If a member cannot attend a CAB meeting, she/he should call the president before the meeting and send a report. If the president cannot attend, she/he should call, in order of preference, the first vice president, the second vice president (if the chapter has these positions), the treasurer, or the secretary to arrange for that officer to preside at the meeting. Each chapter should establish its own preference order in their standing rules.
- Arrange for someone else to take over their responsibilities when they are going to be absent for a period of time.
- Make decisions and take actions for the good of the chapter as a whole, not just for the good of one or several individuals.
- Gracefully exit the position by turning over their files and any supplies and property associated with the position to their successors in the position within two weeks of the changeover during the year. All end of term transfers must be turned over by **December 31**.

The above items will not be repeated in individual position descriptions.

“Additional Duties as Assigned”

A chapter may decide to elaborate upon these descriptions and/or assign special duties to CAB committees.

If this is done, these detailed descriptions and special duties should be fully described in the standing rules written for the chapter or in other documentation. Detailing such information may aid the transition from one CAB member to the next individual to hold that position and may also prevent misunderstandings that may arise from uncertainty or misinformation.

Remember your CAB is made up of

- no fewer than three (3) members elected annually for a term of one year
- additional elected and/or appointed CAB positions with assigned responsibilities,
- an odd number of members,
- elected and appointed CAB members with voting privileges and responsibilities, and
- committee chairs.

Required CAB Positions

Chapter President

A chapter president is one of the three (3) elected and required positions on the Chapter Advisory Board (CAB). This person serves as the official representative and presiding officer of the chapter and has the overall responsibility to keep it running efficiently and effectively for the good of all chapter members and the ASG organization.

The responsibilities of a chapter president are the following:

- Act as the primary link between the chapter, ASG national headquarters, and other chapters.
- Ensure the good reputation of the chapter by keeping the chapter in compliance/good standing.
- Provide all CAB members with job descriptions and ASG website Leadership Only area access (password and username).
- Preside at all chapter meetings and CAB meetings, including:
 - Preparing and distributing a detailed agenda in advance of each CAB meeting.
 - Arranging for another presiding officer for CAB meetings in her/his absence, asking, in order, the first vice president, the second vice president (if the chapter has these officers), the treasurer and then the secretary.
 - Proofing, reviewing, and approving the minutes before they are distributed to the rest of the CAB for approval.
 - Initiating and supervising, with the assistance of the CAB, the planning and implementation of chapter business, programs, and projects.
 - Setting the tone at chapter events appropriate to the occasion.
- Exercise financial responsibility for the chapter, including:
 - Reviewing finances with the treasurer via the monthly treasurer's report.
 - Signing the signature card for all chapter bank accounts.
 - Signing chapter checks, as required.
 - Working with the treasurer to develop the annual budget and submitting it to the CAB for approval.
 - Ensuring that all chapter financial reports are submitted to headquarters on time.
 - Signing all contracts.
 - Initiating steps, with the rest of the CAB, to decrease expenses or increase income if the chapter is facing financial difficulties.
 - Informing neighborhood/special interest group leaders of financial policies and working with them to ensure chapter financial goals are met and procedures followed.
- Encourage participation of chapter members in running the chapter:
 - Work with the rest of the CAB to identify and appoint committee chairs.
 - Serve as an *ex-officio* member of each committee established by the CAB.
 - Ask and encourage chapter members with skills to chair or join committees and run for CAB positions
- Ensure good communications occur, by:
 - Writing a column for each issue of the newsletter.
 - Proofreading and giving final approval to the chapter's newsletters, chapter website, and publicity.
 - Sharing information about announcements, events, activities, programs, and services that come from other ASG chapters or from headquarters with the CAB and chapter members via the newsletter, neighborhood/special interest group meetings, monthly general meetings, email messages, or the website of the chapter.

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- Sharing chapter news with directors, headquarters, other presidents via the Chapter Presidents Discussion List, and/or the *Notions* staff.
 - Represent the chapter, including:
 - Speaking for the chapter, for example, in answering questions to the chapter from ASG national headquarters or responding to newspaper reporters.
 - Appearing at community events, if asked.
 - Attending the ASG national conference, if possible.
 - Casting the corporate vote for the chapter in any matters brought before the corporation at the Annual Meeting of Corporate Members, if the chapter is chartered and in compliance/good standing.
 - Call special meetings of the CAB, its committees, or the general membership when necessary.
 - Encourage constant outreach to the community so that others may enjoy the benefits of ASG membership.
 - Work with the treasurer to file the CAB/Banking Information Form with ASG national headquarters. File the same form each and every time one of the three (3) required CAB members or newsletter editor changes (see page C-v for the CAB/Banking Information Form)

The president **shall not** chair the nominating committee for annual elections.

The president is the chief representative of the chapter at the ASG Annual Meeting of Corporate Members. As the only chapter representative eligible to cast the chapter's vote, it is strongly suggested that the chapter budget funds for the president to attend. The chapter's finances will determine the extent to which the chapter may be able to cover the cost of attendance.

Associated Topics and Information

- "Duties of the CAB," on page 7-2, and "Responsibilities of all CAB Members," on page 8-2.
- *Chapter President's Guide*, downloadable from the Leadership Only area (Manuals/Guides tab) of the ASG website, www.asg.org.
- Electronic Communications Tip Sheet, on page B-viii.

Treasurer

The treasurer is one of the three (3) elected and required positions on the CAB. This position is discussed in detail in the *Treasurer's Guide*.

The responsibilities of a chapter treasurer are the following:

- Serve as the financial officer of the chapter.
- Be next in line to succeed the chapter president and to take over duties of the president if the president, optional vice president(s) or secretary cannot preside at a meeting. Is also the next in line after any optional vice president(s) and secretary to fill a vacancy in the presidency for the remainder of the term.
- With the president, make sure the financial items in the Compliance/Good Standing Policy Checklist (*see* page 4-8) are correct and timely to keep the chapter in compliance/good standing.
- Sign the signature form at the bank for all bank accounts.
- Provide bank account information for the CAB/Banking Information Form
- Obtain the approval of the CAB for any bank account changes and supply the new banking information for the CAB/Banking Information form to the chapter president or secretary.
- Work with the president to prepare the chapter's annual budget for January 1st through December 31st of the next year. Secure approval of current CAB for the budget.
- Hold all funds of the chapter, including funds that are raised for special purposes, in approved bank accounts, and distribute as directed by the CAB.
- Verify expense reimbursement forms received before issuing a chapter check. Assure that expenses are reimbursed in accordance with the chapter's standing rules, if the chapter has them.
- Work with neighborhood/special interest group leaders on any events involving money or petty cash.
- Deposit checks and cash received into bank accounts promptly.
- Reconcile chapter accounts with bank statements each month.
- Prepare a treasurer's report each month and present it at CAB meetings.
- Prepare a quarterly Chapter Financial Report and mail, fax, or email it to ASG national headquarters on time.
- Validate monies received from ASG national headquarters against the new and renewal member listings each month.
- Possibly receive reservations and checks for chapter programs and events.
- File Form 1099-MISC and Form 1096 when required (*see* page 9-13).
- Provide cash at chapter events requiring it.
- Works with newsletter editor to Bill all advertising placed in the chapter newsletter, sends a copy of the ad along with the bill, and validates the receipt of payments, and liaison with Newsletter Editor.
- Keep the financial records of the chapter as required in the Records Retention Policy (*see* page 4-18).
- Maintain and provide a complete list of all chapter assets and their whereabouts, whether cash, bank accounts, savings accounts, equipment, or software, etc. This is discussed more fully in the *Treasurer's Guide*.

Associated Topics and Information

- "Duties of the CAB," on page 7-2 ,and "Responsibilities of all CAB Members," on page 8-2.
- "Financial Policies," on page 4-9.

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- “Form 1099,” on page 9-13.
 - CAB Banking / Information Form on page C-v.
 - Chapter Financial Report form, shown on page C-ii and downloadable from the ASG Leadership area (Forms/Reports tab) of the ASG website, www.asg.org.
 - *Treasurer’s Guide*, downloadable from the ASG Leadership area (Manuals/Guides tab) of the ASG website, www.asg.org.

Secretary

The secretary is one of the the three (3) elected and required positions on the CAB. This position is discussed in detail in the *Secretary's Guide*.

The responsibilities of a chapter secretary are the following:

- Keep the records of the minutes of CAB meetings and the chapter Annual Meeting (see page 7-7).
- Keep the minutes in the records of the chapter as required in the Records Retention Policy (see page 4-18).
- Be in line to succeed the chapter president and to take over duties of the president if the president, optional vice president(s), or treasurer -cannot preside at a meeting. Is also the next in line after any optional vice president(s) to fill a vacancy in the presidency for the remainder of the term. .
- Respond to all correspondence received by the chapter as directed by the CAB.
- Sign the official notice of the chapter Annual Meeting and provide a copy to all members in accordance with the ASG By-laws Article VI, Section 6 on page3-10. If the notice is to be published in the newsletter, provide a copy to the newsletter editor in sufficient time for it to be published at least fifteen (15) days prior to the chapter's annual meeting.
- Certify minutes of CAB meetings as necessary. Certify election results from annual meeting and submit new officers' names to the bank(s) used by the chapter as well as any government offices that require such notice.

The secretary **shall not** chair the nominating committee for annual elections.

Associated Topics and Information

- "Duties of the CAB," on page 7-2 ,and "Responsibilities of all CAB Members," on page 8-2.
- "Minutes," on page 7-7.
- "CAB Voting Via Email Guidelines," on page B-vi.
- Records Retention Policy, on page 4-18.
- "CAB/Banking Information Form," on page C-v.
- "Annual Meeting," on page 9-2.
- *Secretary's Guide*, downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.

Optional CAB Positions

Chapters may decide to include the following CAB positions and may designate them as either elected or appointed. Such determinations should be stipulated in the chapter's standing rules

First Vice President

The responsibilities of the first vice-president may include the following:

- Working closely with the president on all chapter matters.
- Being in line to succeed the chapter president, taking over duties of the president if the president cannot preside at a meeting, or serving to complete the president's term. .
- Being a signatory on chapter bank accounts and thus being able to sign checks written by the chapter.
- Being asked to assume or share a committee chair position or being switched from assignment to assignment, depending upon the size and needs of the CAB and chapter.

If a chapter chooses to have a first vice president, there is no presumption that the first vice president will become the next president or even run for chapter president, although this position may be training for it.

The CAB and chapter may assign different responsibilities to this position each year depending upon the needs of the CAB and chapter and the talents of the person who is the first vice president.

Associated Topics and Information

- "Duties of the CAB," on page 7-2 ,and "Responsibilities of all CAB Members," on page 8-2.
- *Chapter President's Guide*, *downloadable* from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.
- See committee chair positions that might be assigned to the optional second vice president, beginning on page 8-10.

Second Vice President

The responsibilities of a second vice-president may include the following:

- Working closely with the rest of the CAB on all chapter matters.
- Being in line to succeed the chapter president and taking over duties of the president if neither the president nor first vice president (if the chapter has one) can preside at a meeting, or serving to fill a vacancy in the presidency for the remainder of the term. .
- Being a signatory on chapter bank accounts and thus being able to sign checks written by the chapter.
- Assuming one of the following four committee chair positions: Education (Program) chair, Membership chair, Newsletter Editor, Special Events chair.

The CAB and chapter may assign different responsibilities to this position each year depending upon the needs of the CAB and chapter and the talents of the person who is the second vice president.

If a chapter chooses to have a second vice president, there is no presumption that the second vice president will become the next president or the next first vice president, or that this person will eventually run for chapter president, although this position may be training for those positions.

Associated Topics and Information

- “Duties of the CAB,” on page 7-2 ,and “Responsibilities of all CAB Members,” on page 8-2.
- *Chapter President’s Guide*, downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.
- See committee chair positions that might be assigned to the optional second vice president, beginning on page 8-10.

Chapter Advisory Board Committee Chairs

These position descriptions are arranged in alphabetical order.

Community Service Chair

This position is an optional CAB position. Community service is a recommended chapter responsibility; information does not need to be submitted to national for compliance/good standing. However, this information is useful for obtaining grants and donations within the community.

The responsibilities of the community service chair and committee include the following:

- Proposing and planning community service projects for the chapter and presenting them to the CAB for approval. The CAB should approve the plans for chapter-wide community service projects before they are launched, including any expenditure of chapter funds.
- Helping neighborhood/special interest groups and other chapter members plan projects.
- Possibly overseeing plans for the projects.
- Possibly arranging the distribution of completed items to appropriate people and organizations.
- Collecting statistics from groups doing community service projects within the chapter using the Community Service Tracking form (*see* page C-vii) -- a chapter responsibility
- Optional: Filing the Community Service Semi-Annual Report form (*see* page C-iv) twice a year with ASG national headquarters

Associated Topics and Information

- “Duties of the CAB,” on page 7-2 ,and “Responsibilities of all CAB Members,” on page 8-2.
- Community Service Semi-Annual Report form, on page C-iv.
- Community Service Tracking form, on page C-vii.

Email Manager

This position is an optional CAB position, or the CAB can choose to add this duty to an elected officer's job description or that of an appropriate appointed CAB member. The chapter president initiates all messages and reminders to be sent via email. If assigned, this position would work at the direction of the chapter president.

The email manager's responsibilities include the following:

- Developing and maintaining a list of chapter members' email addresses.
- Using the list to broadcast reminders, opportunities that have developed since the newsletter was published, etc., at the request of the chapter president.
- Possibly setting up an electronic forum for members and proposing rules concerning its use to the CAB for approval.
- Possibly monitoring the chapter's electronic forum to sidestep complaining, pettiness, and flaming.

Associated Topics and Information

- "Duties of the CAB," on page 7-2, and "Responsibilities of all CAB Members," on page 8-2.
- Electronic Communications with Members Tip Sheet, on page B-viii.

Education (Program) Chair

This is one of the four (4) chairmanships that are recommended for the second vice president if the chapter has one. The education (program) chair is in charge of bringing opportunities to chapter members for learning more about sewing and for increasing their sewing skills.

The education (program) chair and committee work with the special events chair and committee to present learning opportunities that meet the needs of chapter members. The education (program) chair and committee usually have the responsibility for the programs at monthly (or regular) chapter meetings. The division of duties between the education (program) chair and the special events chair is at the discretion of the CAB.

The responsibilities of the education (program) chair and committee include the following:

- Making recommendations to the CAB for the number and content of programs for the year, by using:
 - input from members from member surveys
 - input from the CAB
 - programs designed around chapter members' talents and skills
- Planning each program:
 - Determining purpose of the program.
 - Preparing detailed cost estimate and recommending how costs will be met. Securing cab approval of expenditures.
 - Locating and booking program presenters.
 - Making travel and hotel arrangements for presenters, if needed.
 - Finding and booking suitable locations.
 - Arranging for needed equipment, such as audio-visual equipment, flip charts, tables, etc.
 - Arranging for any supplies needed, such as tickets, sample kits, etc.
 - Preparing a publicity plan with the publicity chair for programs.
- Working with the rest of the CAB to produce the programs:
 - Keeping the chapter president and CAB informed regularly on the progress of the planning of all programs.
 - If paying an individual (such as the speaker or a caterer) \$600 or more, providing information needed by the treasurer to file Form 1099-MISC.
 - Providing the newsletter editor and publicity chair with written details of programs as soon as possible to allow maximum time for promoting them.
 - Working with the retail liaison chair to develop ways to involve local retailers in the programs, if appropriate.
- Evaluating the success of programs and determine final costs, profits, attendance figures, and suggestions for improvements. Reporting this information at the next CAB meeting and placing the information in the files for future reference.
- Possibly conducting a survey of chapter members to determine their interests.
- Possibly planning educational hands-on sewing workshops and seminars, with the approval of the CAB.
- Possibly working on education of the chapter membership through newsletter articles, sewing hints, or other means, especially if not planning programs for chapter meetings.
- Possibly working with groups in the community (for example, children, teens, school groups, adult non-sewers) to provide opportunities to learn sewing, especially if not planning regular chapter meeting programs and if the chapter does not have a family and consumer science liaison.

Associated Topics and Information

- “Duties of the CAB,” on page 7-2, and “Responsibilities of all CAB Members,” on page 8-2.
- “Special Events Chair,” on page 8-27.
- “Family and Consumer Science Liaison,” on page 8-14.
- “Form 1099,” 9-13.
- “Programs for Chapter Meetings,” on page 9-34.
- Member Interest Survey samples, on page C-xvi.
- *Neighborhood Group Leader’s Guide* for a list of program ideas that could be adapted for chapter meetings. This guide is downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.

Family and Consumer Science Liaison

This position is an optional CAB position. The responsibilities of the family and consumer science liaison include the following:

- Building a network of educational contacts to help keep sewing as a part of the educational process. This network might include:
 - High school and intermediate school sewing instructors
 - Vocational/technical school sewing and fashion design instructors
 - Community college/junior college sewing instructors
 - Adult education sewing and fashion design instructors
 - Cooperative extension educators who focus on sewing and fashion design
 - Fashion merchandising schools
 - Independent sewing educators
 - 4-H; Boys and Girls Clubs; Girl Scouts of America; Family, Career, and Community Leaders of America (FCCLA) groups, etc.
 - Local chapters of the American Home Economics Association
 - Quilting guilds, embroidery guilds, wearable art groups, etc.
- Encouraging participation in ASG activities by these groups and vice versa.
- Considering and helping to implement joint fashion shows, recruiting fairs, or workshops.

Associated Topics and Information

- “Duties of the CAB,” on page 7-2, and “Responsibilities of all CAB Members,” on page 8-2.

Historian

This position is an optional CAB position. The responsibilities of the chapter historian include the following:

- Acting as official keeper of the records of the activities and memories of a chapter.
- Taking photos of all chapter events.
- Possibly developing a chapter scrapbook devoted to the activities of the chapter.
- Clipping all articles from local newspapers that refer to the chapter.
- Possibly preparing displays to highlight chapter activities for events and fair booths.
- Keeping copies of all issues of the chapter newsletter in historian's files.

Associated Topics and Information

- "Duties of the CAB," on page 7-2, and "Responsibilities of all CAB Members," on page 8-2.

Hospitality Chair

This position is an optional CAB position.

The responsibilities of the hospitality chair and committee include the following:

- Working with the membership chair and committee to make all members feel part of the chapter.
- Welcoming new members and guests at chapter meetings and events.
- Possibly contacting new members in advance of the meeting to personally invite them to attend.
- Possibly providing refreshments at chapter meetings and/or special events, e.g., coffee and small pastries, etc., or recruiting others to furnish them.

The hospitality chair proposes and the CAB approves methods of paying for refreshments, if they are furnished.

Associated Topics and Information

- “Duties of the CAB,” on page 7-2, and “Responsibilities of all CAB Members,” on page 8-2.
- “Membership Chair,” on page 8-20.

Industry Liaison

This position is an optional CAB position.

The responsibilities of the Industry liaison include the following:

- Building a network of industry contacts to include national retailers, sewing machine manufacturing companies, fabric production companies, notions retailers, etc.
- Obtaining information from these organizations and sharing it with chapter members.
- Possibly receiving samples of new products for chapter's use, such as for favors, door prizes, or community service projects.
- Obtaining donations for use as raffle prizes or door prizes for chapter special events.
- Ensuring that donors are appropriately and promptly recognized and thanked.
- Possibly participating in and recruiting other members for new product testing as requested by the industry.

Associated Topics and Information

- "Duties of the CAB," on page 7-2, and "Responsibilities of all CAB Members," on page 8-2.

Librarian

This position is an optional CAB position. The responsibilities of the librarian include the following:

- If desired by the CAB and chapter, developing and maintaining a library so that chapter members can borrow sewing-related materials – books, videos, DVDs, etc.
- Proposing library procedures, rental fees, if any, appropriate borrowing periods, overdue fines, etc., to the CAB for approval.
- Proposing purchases to the CAB for approval and funding.
- Soliciting and purchasing materials as directed by the CAB for use by the members.
- Distributing the material to members as requested.
- Periodically preparing and distributing a list of library materials to chapter members.
- Inventorying materials in the library periodically to locate missing items and to eliminate obsolete items.
- Possibly working with a local retailer to establish a donated location in which to house the library for convenient access by chapter members.
- Possibly preparing written reviews of a books, videos, DVDs, etc., for inclusion in the chapter newsletter.
- If necessary and as directed by the CAB, selling, donating, or otherwise disposing of library materials when the library is no longer viable.

Associated Topics and Information

- “Duties of the CAB,” on page 7-2, and “Responsibilities of all CAB Members,” on page 8-2.
- “Library,” on page 9-17.
- Sample Library Procedures, on page C-xiii.

Member Representative

This position is an optional CAB position.

The responsibilities of the member representative include the following:

- Acting as the voice of the general membership at the CAB meetings.
- Acting as an ombudsman responsible for the “health” of a chapter.
- Working as a liaison between the chapter and another organization that would benefit from a mutual working relationship, especially if a chapter has no family and consumer science liaison.
- Exploring various issues with the general membership based on questions posed by the CAB.
- Possibly conducting an annual job performance review of the chapter president and members of the CAB, as directed by the CAB.

The member representative may be asked to substitute for a committee chair during an extended period of absence of that chair.

Associated Topics and Information

- “Duties of the CAB,” on page 7-2, and “Responsibilities of all CAB Members,” on page 8-2.

Membership Chair

This is one of the four (4) chairmanships that are recommended for the second vice president if the chapter has one.

The responsibilities of the membership chair and committee include the following:

- Maintaining up-to-date membership records for the chapter utilizing the information downloaded from ASG national headquarters.
- Providing membership lists to neighborhood/special interest group leaders and CAB members as requested.
- Keeping the membership application and membership brochure current and available and overseeing its distribution throughout the area served by the chapter.
- Welcoming and involving new members in chapter activities.
- Contacting non-renewing members to determine withdrawal reasons.
- Possibly writing a membership column for the chapter newsletter.
- Developing plans and carry out projects to increase chapter membership, working with the approval and help of the rest of the CAB.
 - May involve area retailers in membership drives.
 - May use special chapter events to meet and interest non-members.
 - May also represent the chapter at community events such as local fabric stores on a big sale day, a community yard sale, etc.
 - May host a booth at sewing expos, local fairs highlighting community nonprofit groups, malls, etc., to introduce the chapter to non-members.
- Ensuring that any membership forms and checks received by CAB members are promptly forwarded to ASG national headquarters for processing.

Associated Topics and Information

- “Duties of the CAB,” on page 7-2, and “Responsibilities of all CAB Members,” on page 8-2.
- “Membership and Growth,” on page 9-18.
- *Membership Chair’s Guide*, downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.

Neighborhood/Special Interest Group Coordinator

This position is an optional CAB position.

The responsibilities of the neighborhood /special interest group coordinator include the following:

- Functioning as a liaison between the CAB and the chapter's neighborhood /special interest group leaders.
- Organizing and conducting a meeting each year of all the neighborhood/special interest group leaders to enhance their leadership skills and share program ideas.
- Helping neighborhood/special interest group leaders with program ideas and coordinate members who will present programs to various neighborhood /special interest groups.
- Initiating new neighborhood/special interest groups as the need is identified or as membership growth dictates.
- Possibly coordinating a column for the chapter newsletter on neighborhood/special interest group activities and future meeting topics.
- With assistance, and at the request of a neighborhood/special interest group, helping recruit a new leader.
- Coordinating the involvement of neighborhood/special interest groups in chapter activities.

Associated Topics and Information

- "Duties of the CAB," on page 7-2, and "Responsibilities of all CAB Members," on page 8-2.
- "Neighborhood Group Leaders' Meeting," on page 9-23.
- "Neighborhood/Special Interest Group Leader," on page 8-22.
- "Neighborhood/Special Interest Groups," on page 9-24.
- Neighborhood/Special Interest Group Policy, on page 4-11.
- *Neighborhood/Special Interest Group Coordinator's Guide*, downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.
- *Neighborhood/Special Interest Group Leader's Guide*, downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.

Neighborhood/Special Interest Group Leader

This is not a CAB position. The position description is included here for the reader's convenience.

Neighborhood/Special interest group leaders may be selected by common consent of the group, elected by the neighborhood/special interest group, or volunteer, depending on the group and the traditions of the chapter. This position does not have a term limit, except as stated in a particular chapter's standing rules.

Leadership responsibilities may be shared, and a committee formed within the neighborhood/special interest group as outlined below.

Responsibilities of neighborhood/special interest group leaders include the following:

- Presiding at neighborhood/special interest group meetings to maximize enjoyment and learning experiences.
 - Guiding the group in planning neighborhood/special interest group programs.
 - Occasionally presenting a program to the group, as requested.
 - Involving guests and new members in the meeting and the ASG.
 - Handling group dynamics to allow all members to be heard, to be shown respect, and to enjoy the meeting.
 - Being responsible for the logistics of the meeting, such as meeting location, with help from the whole group.
- Being responsible for the group's petty cash fund, if it has one.
- Functioning as the liaison between the neighborhood/special interest group and the CAB, through the neighborhood/special interest group coordinator, if the chapter has filled this position.
 - Attending the neighborhood/special interest group leaders' meetings.
 - Submitting information concerning the neighborhood/special interest group's activities and schedule to the newsletter editor in a timely manner.
 - Announcing chapter functions at each meeting and encouraging participation in chapter events and leadership.
- Serving as an ASG contact person for interested new members and guests.
- Maintaining and update lists of current neighborhood/special interest group attendees and providing these lists to the next group leaders.
- Forming committees within the neighborhood/special interest group, as needed, to:
 - Form car pools for chapter events or neighborhood/special interest group meetings.
 - Secure publicity for neighborhood/special interest group meetings in local mass media and retail stores.
 - Organize refreshments if requested.
 - Plan and work on neighborhood/special interest group community service projects.

Associated Topics and Information

- "Neighborhood/Special Interest Group Leader," on page 8-22.
- "Neighborhood/Special Interest Groups," on page 9-24.
- Neighborhood/Special Interest Group Policy, on page 4-11.
- *Neighborhood/Special Interest Group Leader's Guide*, downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.

Newsletter Editor

This is one of the four (4) chairmanships that are recommended for the second vice president if the chapter has one. The newsletter editor must understand the Chapter Newsletter Policy (*see* page 4-13)

The responsibilities of the newsletter editor include the following:

- Planning newsletter production:
 - Chapters shall publish a minimum of four (4) newsletters per year, evenly distributed throughout the year (such as quarterly), as stated in the Chapter Charter and Letter of Agreement. **This is a Compliance/Good Standing Policy item.**
 - Coordinate newsletter schedule with rest of the CAB to accommodate the election process and major chapter events so that chapter members can get appropriate notice.
 - Develop procedures to produce, print, and distribute the newsletter.
 - Form committee(s) to help with distribution and other tasks, as needed.
- Conferring frequently with the chapter president and other CAB members to get articles, information, and to allocate newsletter space.
 - Editing all copy for content, length, spelling, grammar, and punctuation.
- Obtaining approval from the chapter president for each issue of a chapter newsletter/publication prior to its printing and/or copying.
- Ensuring that chapter members' privacy is protected in the newsletter.
- Working with the retail liaison to secure advertising for the newsletter.
 - If the retail liaison position is not filled, fulfilling the duties of the retail liaison with respect to obtaining advertising
 - Obtaining suitable copy from advertisers to place in newsletter.
 - Ensuring that paid advertising is *only* sewing related.
- Bringing various printing/reproductive services bids to the CAB for approval to obtain the most cost effective printer/reproduction services for the newsletter.
- Working with the printer through all phases of the printing/copying process
- Preparing mailing labels as required using the membership files located on the national website.
- Ready the newsletter for mailing – addressing, stuffing, sorting, getting ready for bulk mailing, etc. Distribution of the newsletter may be handled by a sub-committee.
 - Obtaining and maintaining the bulk-mailing permit, if applicable.
- Reporting to the CAB after each issue of the newsletter on the cost of printing, cost of mailing, advertising revenue, and the number of copies printed. Collecting this information in a file for future reference.

Chapters **must send a hard copy** or an **electronic file** (as an email attachment) of each newsletter to ASG national headquarters for each chapter's permanent file by the end of each quarter. Chapters **shall not** send links to a copy of their newsletters on a website. A hard copy of each newsletter **must** be mailed to each member of the Board of Directors unless the director has requested an electronic copy in lieu of a hard copy. Chapters should also upload their newsletter to the ASG website each time a new issue is printed/published. Members from other chapters want to know what goes on in other parts of the country and the newsletters make this possible.

Associated Topics and Information

- “Duties of the CAB,” on page 7-2, and “Responsibilities of all CAB Members,” on page 8-2.
- “Newsletters,” on page 9-25.
- Chapter Newsletter Policy, on page 4-13.
- “Retail Liaison,” on page 8-26.
- Newsletter Advertising Agreement, on page A-3.

Publicity Chair

This position is an optional appointed CAB position. The chapter president should give final approval for all publicity.

The responsibilities of the publicity chair and committee include the following:

- Developing and implementing a publicity program to obtain local media coverage for the chapter and its events and to make the chapter known within its geographic area.
- Developing an email list to submit media releases in a broadcast approach.
 - Preparing contact list for publicity sources such as local newspapers, radio stations, television stations, etc., including publication deadlines, contact names, email addresses, and fax numbers.
- Writing press releases and other publicity materials that are attention grabbing and thoroughly cover the subject being publicized.
- Developing and producing posters, flyers, and other publicity materials for chapter events as required.

Associated Topics and Information

- “Duties of the CAB,” on page 7-2, and “Responsibilities of all CAB Members,” on page 8-2.
- Media Releases Tip Sheet, on page B-ix.
- *Chapter Media Kit*, downloadable from the ASG Leadership area (Chapter Files tab) of the ASG website, www.asg.org.

Retail Liaison

This position is an optional CAB position.

The responsibilities of the retail liaison include the following:

- Acting as the primary link between the chapter and area retailers, ensuring an even-handed approach to all retailers.
- Consistently delivering the message to chapter members that good retailer relations is a two-way street – a chapter needs the retailers to have local access to fabric, notions, machines, patterns, etc., and retailers need chapter members to shop in their stores.
- Negotiating and securing discounts from local retailers for chapter members. Use the Retailer Discount Agreement on page A-6 for the agreement with each retailer. (Only the chapter president or retail liaison may negotiate discounts with area retailers.)
- Communicating with the area retailers regularly to keep them current on chapter's activities and to promote general good will between the retailer and the chapter.
- Securing paid newsletter advertising from local sewing related retailers. If a chapter has no retail liaison, the newsletter editor or chapter president may do this (see page A-3 for the Newsletter Advertising Agreement).
- Maintaining a current mailing list of area retailers, including contact names and phone numbers, both for inclusion in the chapter newsletter and for keeping in contact with retailers.
- Possibly writing a column for the chapter newsletter outlining happenings at supporting retailers' stores and/or spotlighting each retailer in turn.
- Possibly helping to request door prizes and favors for chapter events and initiating publicity and thanks for the donations.

Associated Topics and Information

- "Duties of the CAB," on page 7-2, and "Responsibilities of all CAB Members," on page 8-2.
- "Retailer Relationships," on page 9-40.
- "Newsletter Advertising Contracts," on page 9-29.
- Newsletter Advertising Agreement, on page A-3.
- Retailer Discount Agreement, on page A-6, and downloadable from the ASG Leadership area (Corporate tab) of the ASG website, www.asg.org.

Special Events Chair

This is one of the four (4) chairmanships that are recommended for the second vice president if the chapter has one.

The special events chair and committee work with the education (program) chair and committee to present fun and educational opportunities that meet the needs of chapter members. The special events chair and committee usually have responsibility for those events that are not regular chapter programs/meetings. The division of duties between the special events chair and the education (program) chair is at the discretion of the CAB.

The responsibilities of the special events chair and committee include the following:

- Developing preliminary plans for an event and recommending to the CAB for approval.
- Using the Program Production Budget Form on page C-xii first to plan the event and then to budget for the event once more details are known.
- Developing detailed plans for the event and developing a budget, including:
 - Arranging for facility/locations.
 - Securing speakers and making their travel and hotel arrangements (use the ASG Speaker Agreement on page A-7).
 - Making arrangements for other facilities, food, equipment, and personnel, as required.
 - Working with the publicity chair to develop publicity for the event.
 - Enlisting help from chapter members for the event, as required.
 - Implement the plans for the event.
- If paying an individual (such as the speaker or a caterer) \$600 or more, providing information needed by the treasurer to file Form 1099-MISC.
- Evaluating the success of each event and determining final costs, profits, attendance figures, and suggestions for improvements. Reporting this information at the next CAB meeting for the minutes and placing the information in the files for future reference.

See “Special Events” (page 9-44) for examples of the types of events the committee might plan. A committee member might be asked to take the lead for a particular event.

Associated Topics and Information

- “Duties of the CAB,” on page 7-2, and “Responsibilities of all CAB Members,” on page 8-2.
- “Education (Program) Chair,” on page 8-12.
- “Form 1099,” 9-13.
- “Special Events,” on page 9-44.
- Program Production Budget Form, on page C-xii.
- ASG Speaker Agreement, on page A-7 and is downloadable from the ASG Leadership area (Corporate tab) of the ASG website. www.asg.org.
- *Special Events Guide*, downloadable from the ASG Leadership area (Guides/Manuals tab) of the ASG website, www.asg.org.

Website Manager

This position is an optional CAB position.

The responsibilities of the website manager include the following:

- Developing the chapter website if the CAB decides to have one.
- Ensuring that the chapter president reviews the website for final approval.
- Ensuring that content complies with the ASG Chapter Website Policy (see page 4-21).
- Making changes, if any, suggested by ASG national headquarters in order to gain its approval.
- Ensuring that the chapter website links to the ASG website.
- Proposing changes in the host, style, use, and major content of the chapter website to the CAB for its approval.
- Working to ensure the privacy of all persons shown or mentioned on the website.
- Implementing a procedure to update the website to keep its contents current.

Associated Topics and Information

- “Duties of the CAB,” on page 7-2, and “Responsibilities of all CAB Members,” on page 8-2.
- Chapter Website Policy, on page 4-21.
- “Websites,” on page 9-52.

Section 9

Chapter Functions and Activities

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.

For more information, please read Article VI, Section 6 of the ASG By-laws on page 3-10.

Purpose

There are two main purposes for holding an annual meeting:

- 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 By-laws Article VI, Section 6, Item B, state, “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.” If using the chapter newsletter to inform chapter members of the meeting, the delivery of the newsletter must be timed so that it reaches members at least fifteen (15) 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 that is appropriately timed.

Annual Meeting Quorum

The ASG By-laws, Article VI, Section 6, Item C, state, “At the chapter annual meeting, a quorum shall be fifteen (15) percent of a chapter’s total individual members. If quorum is not reached, the meeting may be adjourned for up to three (3) weeks. The secretary shall give notice of the rescheduled meeting to all chapter members who were not present at the original meeting, either by letter or by newsletter.”

Conduct of the Annual Meeting

1. The chapter president should declare the meeting “the Annual Meeting of the _____ chapter of the American Sewing Guild, Inc., for the year 20__.” The secretary should likewise take minutes and show this statement in the minutes.
2. The president should introduce the members of the current CAB.
3. The president should report on the state of the chapter (see “State of the Chapter Report, page 9-3).
4. The nominating committee chair conducts the election by:
 - a. Introducing the candidates and the positions for which they are running.
 - b. Explaining the conduct of the election (why a vote is needed even if there is only one candidate for a position, that only chapter members may vote, that a proxy ballot will not be counted if a member who is present votes, that ballots will be counted by three members, including the nominating committee chair).
 - c. Distributing the ballots.
 - d. Collecting the ballots.
 - e. Validating the ballots and the proxy ballots.
 - f. Counting the votes for each position.

-
5. The chapter president can recess the business part of the annual meeting (unless there are other business items on the agenda) until the votes can be validated and counted.
 6. The program could now be presented or continued.
 7. When the election committee has the results of the election, the president will call the meeting back to order. The nominating committee chair will announce the results. The president will ask for a vote to destroy the ballots.
 8. The president adjourns the Annual Meeting.

State of the Chapter Report

These are the items that should be reported to the membership:

- The number of members in the chapter a year ago and now and, perhaps, reasons for any significant changes.
- The chronological summary of the activities of the chapter.
- Significant events for the chapter and with neighborhood/ special interest groups (such as new groups and changes in neighborhood / special interest group leadership).
- Community service efforts and counts, if the chapter or neighborhood/ special interest groups are involved in doing community service.

The treasurer should give a brief report stating the financial viability of the chapter and refer interested persons to a written report. The written report should include this information:

- The financial health/status of the chapter
- How much income fund-raisers brought in.
- For each major event, how much income, how much expense, and the resulting gain or loss.
- How much the newsletter cost.

Each of these reports can be brief. Some chapters ask each officer and committee chair to prepare a summary for the year. These are put in a notebook, 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.

Other Parts of the Annual Meeting

Since a quorum of fifteen percent (15%) of the chapter members is required to hold the election, a chapter may offer a special program and/or special food to attract a large turnout. The "special" event does not have to include a special speaker -- anything that fits the chapter's budget and its members. The agenda **must** allow time for the election and reports.

If a chapter regularly has chapter meetings that are attended by more than fifteen percent 15% of its members, then any of the chapter meetings in the last four (4) months of the year may be declared the Annual Meeting. Again, the additional time needed to conduct the election and give the reports must be added to the agenda.

Associated Topics and Information

- CAB Election Procedure, on page 7-8.

Chapter Goals and Evaluation

Program planning and goal setting is the main purpose of the leadership of an organization. A CAB may decide to set goals for the chapter, especially at the beginning of a year, to decide what it wants to achieve and what steps it must take to achieve these goals.

Goal setting is the formal process of planning for the chapter. Goals give a direction and a method to measure how a chapter and its CAB are doing.

Why Set Goals?

- Establish the chapter priorities for the year.
- Provide for better communication and a clearer vision when all members know what they are aiming for.
- Increase motivation if individuals have a voice in setting the goals.
- Help to accommodate change.
- Determine if efforts have been successful by providing a scale to measure against.

Goal Setting Process

1. **Dreams.** Start the goal setting process by talking about everyone's dreams for the chapter. Write them down. Once a direction has been established, the group can start setting goals to obtain the dreams.
2. **Goals.** Goals and dreams are "wants." Start with a specific list of those wants. Keep in mind that when setting goals to:
 - a. List things "wanted," not the things "not wanted."
 - b. Give specific numbers, times, dates. Don't use words "lots" and "more," such as "Start more Neighborhood / Special Interest groups." A better example: "Start a Neighborhood / Special Interest group in Madison Township within the next eight months."
 - c. Be realistic. Ask "is the goal achievable?" Do not set goals too high or low.
3. **Plans.** Plans define the steps that must be taken to achieve the goals. Keep in mind when making plans to:
 - a. Be very specific as plans should tell exactly what to be done and when.
 - b. Make a commitment to achieve the goals.
 - c. Make sure the plan's objectives are measurable. Someone else should be able to say "yes or no" to whether the objectives have been met.

Important Points to Remember

- Make sure goals are something the CAB and chapter really want, not just things that sound good.
- In most cases you will have multiple goals and these should be prioritized. This keeps the focus on the important goals and keeps a CAB from feeling overwhelmed.
- Failure happens. Try to anticipate failure and redirect resources. Failing isn't a bad thing; rather it is a learning opportunity.
- One goal cannot contradict another goal.
- After achieving the goal, take time to enjoy the satisfaction of that achievement.

Goals change as a chapter matures; review goals regularly and adjust or delete those that are no longer relevant.

Evaluating Progress Toward Goals

Besides setting goals and making plans to achieve them, a CAB should evaluate the success or failure of the progress toward achieving the goals.

1. Review goals and objectives.
2. Identify the results achieved.
3. Obtain feedback from all CAB and chapter members to determine if they feel the goals were achieved.
4. Collect and review data about member involvement in the goal areas.
5. Assess the performance of the CAB in reaching the goals.
6. Identify areas needing improvement.
7. Set new goals.

Associated Topics and Information

- *Chapter President's Guide*, downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org , has a short discussion of setting chapter goals.

Community Service

Community service is not a requirement placed on any chapter by our not-for-profit status, by the ASG By-laws, or by direction from the national Board of Directors. Rather, community service is a choice each chapter makes to give back to its community.

A chapter can decide to do a chapter-wide project and/or neighborhood/special interest groups can initiate projects on their own. Community service information is helpful in writing stories for public service announcements and magazine articles about ASG, for membership recruiting materials, for attracting new members, and for helping to secure additional funding from corporate stakeholders.

Types of Community Service Projects

The type of project is decided upon by a chapter or a neighborhood/special interest group, depending on the interests of the members and the needs of its communities. Past projects have included gowns for preemie babies, incubator covers, tote bags, small quilts, walker/wheelchair bags, hats and mittens, coats, cancer caps, curtains and placemats/napkins for Habitat for Humanity™ homes, and repair work for nursing homes.

Community Service Process

If a chapter or neighborhood/special interest group decides to do a project, here are some guidelines:

1. Before any sewing is started, talk with potential recipients to determine the following:
 - Interest in receiving and kinds of items needed
 - Specifications for each of their items (for example, 100% cotton, no bows)
 - Volume of their need and whether they can use or handle fewer or more items
 - When items are needed
 - Whether the commitment can be for one time only or if the need is ongoing
 - Information about the receiving organization and how the items will be used (for example, will something be sold at auction, at a nominal price, or given away?)
2. Present preliminary plans to the CAB for approval if it is a chapter-wide project.
3. When the chapter or neighborhood/special interest group has decided which project(s) it wants to undertake, more detailed plans can be made, such as:
 - Drawing up or obtaining patterns to make the item
 - Writing and copying directions
 - Making a plan for obtaining materials, such as asking the chapter to buy materials, asking for donations from companies, and/or asking members to contribute
 - Planning for preparing fabric and/or kits
 - Planning sewing days and “production lines,” if desired
 - Planning for collecting and storing finished items before distribution
 - Planning delivery of items
 - Planning for getting publicity while sewing and/or delivering items
4. Present the plans to the CAB for approval if the project requires chapter funds, publicity, or other chapter-wide resources.

-
5. While sewing the items, collect information about how many items, how many hours have been spent in sewing, and what has been donated. The chapter can use the Community Service Tracking Form on page C-vii to keep track of efforts or develop its own.
 6. Keep track of donations for the project and thank the donors. See “Donations” and the sample donation thank you letters in Appendix D.
 7. The chapter president or community service chair can use the Community Service Report Semi-Annual Report form (page C-iv) to report the chapter’s community service effort.
 8. Recognize the volunteers. Ideas include certificates of appreciation, articles in the newsletter and local mass media, chapter “points,” a chapter community service award, or an event only for volunteers.

Associated Topics and Information

- “Community Service Chair,” on page 8-10.
- Community Service Tracking Form, on page C-vii.
- Community Service Semi-Annual Report form, on page C-iv.
- “Donations,” on page 9-8.
- Donation Thank You Letters samples, on page C-xxiii.

Donations

Because the ASG is a 501(c)(3) organization, 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. The donors can then claim the donations on their income tax returns, using this letter as proof of donation. IRS rules do not allow the chapter to place a value on a donation of goods or services. That is the responsibility of the donor.

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 C-xxiii.

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 C-xxiv.

"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 on pages C-xxiv and C-xxv.

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.

Donated items should be used by the chapter to further its aims, (that is, to use in doing 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 the following:

- 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

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. This can be a sensitive topic, as families are often unaware of the value- or lack of value- of the items they are donating. The CAB does not want to burden the chapter with the donation of outdated items that must be stored or repaired. The possible cost of disposal should also be considered.

Associated Topics and Information

- Donation Thank You Letter samples, starting on page C-xxiii.
- Chapter Financial Report form, on page C-ii.

Finances

This section highlights financial guidelines for chapters that are detailed in the *Treasurer's Guide*, which can be found in the Leadership Only area of the ASG website.

Money “Philosophy”

The money that a chapter receives from members' dues or through chapter fund raising efforts is raised because of and through the members' efforts; and it should be spent prudently for members' education and benefit.

A reserve of at least six (6) month's operating expenses should be built so that a chapter can continue to operate, despite unintended losses. However, building a very high reserve should not be the aim of the chapter. Funds should be used for the benefit of the chapter members.

Unless a special event or program is planned specifically with the goal of “giving” chapter members a treat or as an event to attract members, it should be planned and priced with an expectation that it brings in a “reasonable” profit. See the section in the *Treasurer's Guide* on budgeting for special events. When planning the chapter budget, consideration should be given to using available funds to subsidize events

Examples of how chapter funds can be spent are:

- offering more and better programs,
- buying supplies for activities, including community service,
- offering “free” events,
- offsetting the cost an event that might lose money,
- building up the chapter's reserve,
- producing a better newsletter or website,
- paying for some or all of the chapter president's expenses at the national conference or other leadership meeting.

Fiscal Year

The chapter's fiscal year must be the same as that of the ASG., that is, January 1 – December 31. **This is a Compliance/Good Standing Policy item.**

Audits

See page 4-9, “Financial Policies,” for the section that discusses audits of a chapter's financial records.

Electronic Deposits

Each month, rebates for new and renewing members processed during the previous month will be deposited electronically in each chapter's bank account.

Bank Accounts

All banks used by a chapter should be FDIC insured. Checking accounts are opened with the chapter's EIN. The chapter should require two (2) signatures on each check. A chapter should

have at least three (3) members of the current CAB able to sign checks in case one person is out of town.

No neighborhood/special interest group can open its own bank account.

CAB/Banking Information Form

The chapter must keep ASG national headquarters current with knowledge of its bank accounts, both for compliance/good standing and so that electronic deposits can continue without disruption. The chapter must provide a copy of the CAB/Banking Information Form by December 15 of each year and any time any of the information contained within the form is changed. **This is a Compliance/Good Standing Policy item.**

Bank Statement

Bank statements and other bank correspondence should be sent to the chapter treasurer, who should then make copies to give to the president promptly. This is done in order to facilitate timely bank account reconciliation for the monthly treasurer's report and the quarterly Chapter Financial Report. The Chapter Financial Report is due to ASG national headquarters at the following times: January 31, April 30, July 31, and October 31.

Reserves / Savings Accounts or Investments

Money for the chapter's reserve may be put into a money market account, a savings account, or a short-term bank certificate of deposit as long as it is insured by FDIC. This information is required on the chapter Financial Report.

Chapter Financial Report

Each chapter (chartered and unchartered) must file the Chapter Financial Report in a timely manner. The chapter's proper EIN must be used on the report. All chapters must file the report at the end of each quarter. The report must be checked for accuracy. **This is a Compliance/Good Standing Policy item.**

Monetary donations are reported on the Chapter Financial Report. See "Donations," on page 9-8.

A copy of the report form is included on page C-ii and is available for download from the ASG Leadership area (Forms/Reports tab) of the ASG website. This report can be filled out and filed electronically. An electronic receipt is sent when the report is received at ASG national headquarters.

Treasurer's Report at CAB Meetings

The treasurer prepares a report, called the Treasurer's Report, each month for presentation at the CAB meeting. The report is filed with the approved minutes of each CAB meeting for the chapter's records. A sample of a form that could be used for this report is shown in the *Treasurer's Guide* and is also downloadable from the ASG website.

Multiple treasurer's reports are to be filed with a single CAB meeting's minutes if there are months when there are no CAB meetings.

Reimbursement

CAB Members

Reimbursement of CAB members' expenses should be decided by each chapter. The items to be reimbursed should be spelled out in the chapter's standing rules and budget. See the Leadership Library booklet *Writing Your Standing Rules*, which can be downloaded from Leadership Only area on the ASG website for categories that might be considered.

As with other chapter members, all requests for reimbursement should be submitted via a completed Expense Reimbursement Form and original receipts.

Other Reimbursement Requests

No chapter member should be issued a chapter check without providing a completed Expense Reimbursement Form and original receipts. Samples of this form can be found on page C-ix and on the ASG website. These forms should be submitted to the treasurer in the month the expense is incurred in order to keep the chapter's books accurate. The CAB can deny payment if expense reimbursement forms are not submitted in a timely manner.

Budget

Each year the presiding president and treasurer should identify items for the following year's CAB to consider. At the beginning of the fiscal year, the budget is developed by and approved by the current CAB. The budget is used in the coming year to guide and check the financial state of the chapter. A detailed procedure for preparing a budget is found in the *Treasurer's Guide*.

Associated Topics and Information

- "Financial Policies," on page 4-9.
- Chapter Financial Report form, on page C-ii.
- Expense Reimbursement Form, on page C-ix.
- "Donations," on page 9-8.
- "Fundraising," on page 9-14.
- *Chapter Standing Rules* Guidelines, downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.
- *Treasurer's Guide*, downloadable from the ASG Leadership area of the ASG website, www.asg.org.

1099 Form-MISC

Whether to Complete an IRS 1099-MISC Form

The form needs to be filled out **if** the chapter pays at least \$600 in rents, services, and other miscellaneous payments during a calendar year to an **non-corporate independent contractor for services** (for example, a speaker, an attorney, a caterer)

The chapter will also need to complete and submit IRS Form 1096 . Form 1096 is submitted to the IRS to summarize any 1099-MISC forms sent to contractors. This must be filed with the IRS by the end of February of any year in which 1099-MISC forms have been issued.

Responsibility

The chapter treasurer should fill out the form and issue it to the payee before January 31 of the following year. The education (program) chair or the special events chair should remind the treasurer, when arranging for the speaker or caterer, etc., that the form will be needed. This chair would also obtain the individual's social security number, mailing address, and DBA (doing business as) name. (See *Treasurer's Guide*).

How to Get These Forms and Instructions

Order these forms online at *Forms and Publications by U.S. Mail*, by calling 1-800-TAX-FORM (1-800-829-3676), and at some office supply stores. Ask for Form 1099-MISC. The 1099 MISC form is also available in some financial software applications. Be sure to obtain an up-to-date copy. The chapter will also need a 1096 Form which is downloadable from the IRS website. At www.irs.gov .

Instructions for filling out the form can be found on the Internet at www.irs.gov.

Filling Out the Form

Payments to the individual will be reported in box 7. The treasurer will also need the chapter's Employer Identification Number (EIN), the individual's social security number and home address to complete the form.

Keep Copies A and C and send or give the remaining copies to the individual along with their check before January 31 of the following year. Submit copy A along with form 1096, which is a summary of all 1099-MISC forms that are issued by the chapter, to the IRS no later than February 28 of the following year. Copy C is for the chapter's records.

Associated Topics and Information

- Instructions for completing tax forms at www.irs.gov.

Fundraising

A chapter may want to find sources of revenue other than membership dues rebates and newsletter advertising, especially new or smaller chapters, which may not have built up a reserve. Refer to budgeting and fundraising in the *Treasurer's Guide* for additional information.

The reasons a chapter may want more funds might be to:

- have funds available for the 'up front' costs of a special event.
- be able to offer more frequent and "quality" programs.
- offer events free of charge or at very low cost to chapter members.
- contribute towards the chapter president's expenses at the ASG national conference.
- produce a better chapter newsletter and/or website.
- offset a deficit from an unsuccessful program.
- build up its reserve fund.
- purchase supplies for community service or youth/TAG projects.
- create or build up a chapter's scholarship fund.

The goal of any fundraising should be to increase the value of the chapter to its members, never to raise money for the sake of raising money.

Special Events

Unless a special event or program is planned specifically with the goal of "giving" chapter members a treat or as an event to attract members, it should be planned and priced with an expectation that it brings in a "reasonable" profit. See the section in the *Treasurer's Guide* on budgeting for special events.

Service for Donation

Sometimes opportunities arise to enable chapters' members to be paid by other organizations for time spent working on their events. These may also provide opportunity for ASG and chapter exposure to the public. Some chapters' CABs and members have "hired out," exchanging volunteer labor for a set donation to the chapter's treasury. Ideas have included acting as host/ticket takers for a large festival, upholstering auditorium chairs, and teaching so that teaching fees can be donated to the chapter.

The CAB must ensure in such a situation that members do not feel coerced into working. These opportunities are completely voluntary and must be presented to the member as such.

Participation in Expos

Some chapters will exchange volunteer labor at sewing expositions for a booth at the show. The chapter should have in writing what will be expected of the members who choose to participate and what the chapter will receive. Sometimes paying for a booth may be "cheaper" than providing an exorbitant amount of volunteer labor or subjecting members to expo sponsors who are under pressure.

Opportunity Drawings

Although raffles and/or chance drawings are one of the easier ways to raise funds, chapters must make certain they are allowed: Raffles are often subject to state gambling laws and are generally

legal when specifically permitted by state statute and licensing procedures. Many states prohibit or limit raffles not conducted by a nonprofit organization to support its stated purpose. Sometimes raffles can be conducted if they are called something else, such as “opportunity drawings.”

The chapter must investigate its state’s laws governing such raffles, whether a permit is needed, and what other rules must be followed to conduct the raffle properly. To start the research, search the Internet using the name of the state and the word “raffles.” This should locate the state agency that is in charge of raffles.

Grants

Chapters pursue grants for a specific purpose. If a chapter receives a grant it must:

- notify its ASG national headquarters. The chapter will be asked, at a minimum, the name of the donor, the amount of the grant, and the purpose and terms of the grant.
- spend the money only as required by the terms of the grant. (The chapter may have to set up a separate checking account or separate accounting procedures for this purpose.)
- report the money as income on the Chapter Financial Report in the period in which the money is received (see page 9-11 and the *Treasurer’s Guide*).
- refer to the “Writing a Grant Proposal” on the ASG website under the “Guidelines, Tip Sheets, and Labels” tab of the Leadership Only area.

Associated Topics and Information

- “Money ‘Philosophy,’” on page 9-10.
- “Donations,” on page 9-8.
- Program Production Form, on page C-xii.
- Chapter Financial Report form, on page C-ii.
- *Special Event Guide*, downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.
- “Budgeting for Special Events,” in the *Treasurer’s Guide*, downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.
- “Program Production Form,” downloadable from the ASG Leadership (Forms and Reports tab) area of the ASG website, www.asg.org.

Insurance

The American Sewing Guild, Inc. organization carries general liability insurance that includes coverage for individual chapters for ASG meetings, programs, and events.

Each fall ASG national headquarters places a copy of the new Certificate of Liability Insurance (referred to as a *COI*) on the ASG website.

If asked to show proof of insurance, download, and print/email this form for the requestor.

There are certain instances where a Certificate of Liability Insurance may be needed for a special event. For example, for a community service sewing day at a local shopping mall, the mall management may request that the chapter obtain a COI listing the mall as an additional insured party. Normally the copy of the Certificate of Liability Insurance described above is sufficient.

If the chapter receives a request to add a specific party or to have the chapter specifically named listed, the chapter must contact ASG headquarters.

Associated Topics and Information

- *Chapter President's Guide*, downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.
- Certificate of Insurance, downloadable from the ASG Leadership area (Corporate tab) of the ASG website, www.asg.org.

Library

Each chapter may develop its own lending library of books, videos, etc. The library should be made available only to ASG members.

Whether to Set up a Library

An ASG chapter is not required to have a library. The decision whether to set up a library **or** to eliminate a library already in existence will depend on a number of factors:

- The chapter's treasury.
- The geographic area covered by the chapter.
- Availability of a location to store the library materials.
- Availability of a person to take on the responsibilities of librarian.

For chapters that already have a library, the usage versus the amount of work to maintain and circulate the library and the age of its materials will be considerations. It is also worth noting that fewer new sewing videos are being made, and fewer still are available on DVD media. The decision to set up/eliminate a library is made by the CAB.

Library Procedures

The librarian has the responsibility to set up the procedures for procuring, maintaining, advertising, securing, and circulating the library materials. The CAB will approve the procedures and library lending rules. A sample of library procedures is shown on page C-xiv.

Retiring an Existing Library

If a chapter has a library that is seldom used, the CAB may decide to eliminate it.

1. An attempt to stimulate usage should be made before the final decision to retire the library is made. Ideas for doing this include:
 - a) distributing a new list of the library items
 - b) reviewing videos and books in the newsletter regularly
 - c) issuing a challenge to chapter members to use a library item to make something
 - d) using a different distribution system for the library items
2. The CAB should notify chapter members well in advance that the library will be retired.
3. Dispose of the items in the library by:
 - a) selling items to chapter members at nominal prices. As much as possible, provide an equal chance for all members to purchase items, that is, do not offer the CAB or a particular neighborhood/special interest group the first choice of items.
 - b) donating items to a public library system(s)
 - c) donating to schools or groups that have sewing programs or groups that teach sewing
 - d) discarding items

Associated Topics and Information

- "Librarian," on page 8-18.
- "Library Procedures, on page C-xiv.

Membership and Growth

This section highlights the guidelines for chapters regarding memberships. Much more information about maintaining membership records, attracting and involving new members, retaining current members, and conducting membership drives is detailed in the *Membership Chair's Guide*, which can be found under the ASG Leadership area (Manuals/Guidelines tab) of the ASG website.

Chapter Membership Procedures

All membership forms are processed by the ASG national headquarters.

- Chapters must use the approved Membership Application Form. It is important that chapters fill in the chapter name section of the form with the complete and proper name of their chapter. Chapters must not print a local address, instead of that of ASG national headquarters, on any ASG Membership Application Form.
- All membership applications must be sent directly to ASG national headquarters, except if new members pay at a chapter event/program. In this case, the chapter should send these membership applications and checks to headquarters no later than one week after the event.
 - Do not send cash to ASG national headquarters. If a membership is paid in cash, give a written receipt for the cash. Deposit the cash in the chapter checking account and write a check on that account to send to headquarters within a week of receipt of the cash.
- If a member writes one check for both membership dues and program admission, deposit the check in the chapter's account and issue a check for the dues only to ASG national headquarters. A chapter may not keep its portion of dues in this instance; it will be rebated in the usual manner.
- If any memberships are inadvertently sent to a chapter's local address, they should be forwarded to ASG national headquarters within one week of receipt by the chapter.

Membership Dues

As of May 1, 2010, ASG dues are:

- New Members \$50
- On-Time Renewals: \$45 (if received by ASG national headquarters before expiration date)
- Late Renewals: \$50 (if received by Headquarters after expiration date)
As of August 15, 2012, junior membership and renewal are as follows:
\$25 (membership and renewal)

Auto Renewal

Auto renewal means never risking a lapse in membership or a late renewal fee. When auto renewal is selected on a renewal notice, subsequent annual renewal payments will be

transferred directly from the member's checking or credit card account (whichever they choose) on the 15th day of their membership anniversary month. A record of the transaction will appear on the member's bank or credit card statement. This option may be canceled at any time by notifying ASG Headquarters.

Renewal Notices

Renewal notices are mailed to members two (2) months before memberships expire. A member receives only one renewal notice, if members have signed up for auto-renewal.

Membership Records

ASG membership and status information is maintained at ASG national headquarters.

Chapters may want to remind seasonal members frequently to keep their contact information at headquarters up to date. It is the responsibility of individual members to keep the information current by:

- emailing changes of address, phone number, and/or email address to info@asg.org.
- entering the change information directly on the website in the Members Only area.

If there is a change affecting a large number of chapter members (typically a mass telephone area code or zip code change), the chapter president or membership chair may mark up the most current chapter listing to indicate the individuals whose information has changed and submit it to ASG national headquarters.

Membership Reports

Monthly the chapter president and/or designee will download the following reports:

- Accounting Report with itemized dues collected and rebates against each new and renewing member
- New Members Report
- Renewal Report
- Expiration Report
- Renewal Notice Report
- Transfer Report
- Full membership listing

Presidents must set aside time each month to download and distribute reports as needed to CAB members.

Membership Lists

Lists of chapter members or lists of neighborhood/special interest group members may be provided to other members as a convenience. If a member does not want to be listed, the name and contact information must be omitted.

- The chapter must not give or sell the membership list and should contact the executive director if there is such an inquiry. Members must not use their lists for business purposes. Lists should not be provided in copies of the newsletter that go to non-chapter members, such as retailers.
- Membership lists must not be posted online, in chapter websites, or on Facebook pages unless the lists are password protected and available to members only.

Dues Rebates to Chapters

As of January 1, 2003, chapters receive a dues rebate of \$20 for each new member and \$15 for each renewing member. As of August 8, 2012, chapters receive a dues rebate of \$10 for each junior member.

Dues rebates are deposited electronically into each chapter's bank account. The membership reports and membership applications should be reconciled with the deposit.

Membership Drives

Campaigns to attract more members are the responsibility of the whole CAB, not only the membership chair. More about membership drives is contained in the *Membership Chair's Guide*.

New Chapter Members

A new member packet is sent to each new member by ASG national headquarters, which includes the following:

- The individual's membership card
- Information about a Jo-Ann Stores' discount card
- Current issue of *Notions* (junior members receive a digital copy)
- Discount benefits information (national only).

Their membership card contains the name and phone number of the chapter president.

The membership chair and the hospitality chair will take the lead in involving new members with the activities of the chapter. It is the responsibility of the whole CAB to set the tone for the chapter that all members are welcomed, included, and valued.

More information may be found in the *Membership Chair's Guide*

Associated Topics and Information

- "About Members," starting on page 5-2.
- Non-Discrimination Policy, on page 4-15.
- Sensitivity Policy on page 4-20.
- *Membership Chair's Guide*, downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.

Minutes

Minutes are the legal record of the business of the chapter and need to be kept for each CAB meeting (including emergency, online, email 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.

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.

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 should be succinct and not contain editorial comments. Refer to the "Script for Conducting a Meeting" in the *Chapter President's Guide*. They should 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.
- 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/special interest 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 the secretary has questions while taking the minutes, she/he should ask for a clarification. This will save time when typing up the minutes and trying to decipher her/his notes. Also, at the end of the meeting before adjournment, the president will give a synopsis of action items; this can serve as a review of the meeting for the secretary. The secretary may want to consider taping the meeting to refer back to while typing up the minutes. Or she/he can ask for input from other members who may take notes. There is no need to save the recordings once the minutes are approved.

Approval

A draft copy of the minutes shall be sent to the president for review, proofing, and approval within fourteen (14) days after the CAB meeting. 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 or mailed at least five (5) days prior to the next CAB meeting.

There should be a motion to approve the draft minutes by the CAB at its next meeting. During review, and before approval by the CAB, the secretary will 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) (*see* page 7-7) and then filed and kept in the chapter's permanent files as required in the Records Retention Policy (*see* page 4-18). The minutes may be sent to the neighborhood/special interest group leaders after they have been approved by the CAB.

Hint: Approval of the minutes requires a motion.

Associated Topics and Information

- "Secretary," on page 8-7.
- "Treasurer," on page 8-5.
- "Chapter President," on page 8-3.
- "CAB Meetings," on page 7-5.
- "Annual Meeting," on page 9-2.
- Records Retention Policy, on page 4-18.
- Sample Agenda for a CAB meeting, on page C-xxii.
- Sample agendas and minutes in the *Secretary's Guide*, downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.

Neighborhood/Special Interest Group Leaders' Meeting

If a chapter has more than three (3) neighborhood/special interest groups or if the groups are widely separated, the chapter should hold a neighborhood/special interest group leaders' meeting at least once a year.

The purpose of the meeting is to bring the neighborhood/special interest group leaders together to share ideas and to provide help in how to lead a neighborhood/special interest group.

The neighborhood/special interest group coordinator, if the chapter has one, is in charge of planning and conducting the meeting. Otherwise, the president should plan the meeting or invite the neighborhood group leaders to a special CAB meeting devoted to their issues and concerns. All CAB members are invited to attend, and their role is to listen to the group leaders' ideas and concerns, if any, about the chapter.

More information may be found in the *Neighborhood/Special Interest Group Coordinator's Guide*.

Associated Topics and Information

- "Neighborhood/Special Interest Group Coordinator," on page 8-21.
- *Neighborhood /Special Interest Group Coordinator's Guide*, downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.
- *Neighborhood /Special Interest Group Leader's Guide*, downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.

Neighborhood/Special Interest Groups

Any chapter – large or small – may form one or more neighborhood/special interest groups. Groups may vary in size and may be formed to accommodate special interests, location, and/or meeting times. All chapter members should be encouraged to attend as many groups as they wish.

The Neighborhood/Special Interest Group (NG/SIG) Policy states the following:

- All neighborhood/special interest groups are open to all members of the-ASG.
- After a visitor has attended two (2) neighborhood/special interest group meetings, she/he must join the ASG to attend subsequent meetings.
- No neighborhood/special interest group can open its own bank account.
- No neighborhood/special interest group may hold petty cash funds over \$100.00.
- Neighborhood/special interest group leaders are not members of the CAB. However, a person may be a CAB member and also serve as a group leader, unless this has been changed by a chapter's standing rules.
- CABs may set a yearly budget for NG/SIG expenses if desired. This amount should be written in to the chapter's standing rules.

A chapter may outline the sort of interactions expected of a neighborhood/special interest group with the chapter in its standing rules. A chapter may also set term limits for neighborhood/special interest group leaders in their standing rules.

Associated Topics and Information

- "Neighborhood/Special Interest Group Leader," on page 8-22.
- Guest and Visitor Policy, on page 4-10.
- "Financial Policies," on page 4-9.
- Neighborhood/Special Interest Group Policy on page 4-11.
- *Neighborhood/Special Interest Group Leader's Guide*, downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.
- *Neighborhood/Special Interest Group Coordinator's Guide* downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.

Newsletters

Refer to the Newsletter Policy, on page 4-13.

Chapter newsletter

Within the first year of development, the chapter will select a name for its chapter newsletter. The name will be submitted to the chapter development administrator as part of the chapter development process. The name will either be approved as submitted or some modification of the name may be suggested if the name is a duplication of another chapter's newsletter or another sewing industry publication. To change the name of an existing chapter newsletter, follow the same process and submit it for approval.

The newsletter editor and newsletter committee have the responsibility to produce and distribute a minimum of four (4) chapter newsletters per year, evenly distributed throughout the year, as stated in the Chapter Charter and Letter of Agreement. **This is a Compliance/Good Standing Policy item.**

It is the responsibility of the chapter president to review each issue of the chapter newsletter prior to its publication and release. The president and the editor will do their best to ensure that all content is grammatically and factually correct.

Purpose

The chapter newsletter must be available for all chapter members. A chapter's newsletter serves many purposes:

- To publicize chapter activities to chapter members.
- To provide information needed to keep members informed about meetings, publishing of ballots, etc.
- To give members information on new sewing techniques and products.
- To inform chapter members about sewing programs sponsored by sewing and craft retailers, extension agencies, adult education, community colleges, other guilds, and other sources in the chapter's area.
- To provide recognition to the volunteers who serve the chapter.
- To give chapter members a link to the national organization through mention of the activities of other ASG chapters.
- To keep other chapters and the National Board of Directors up to date on chapter activities and to share program information with them.
- To provide sewing retailers, craft retailers, and manufacturers with a professional looking medium in which to advertise their products and services.
- To provide area sewing retailers with recognition and up-to-date chapter information.
- To publicize ASG in the area served.

Regular Features

The following **must be** regular features in a chapter newsletter:

- **Column from the Chapter President:** A column that functions as a communication link between the president and the chapter membership. More detail is given in the *Chapter President's Guide*. (See page 54)

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- **A Masthead:** This is where the name of the newsletter, volume and issue number, and the full and complete name of the chapter should be listed, on the newsletter's front page (see page 9-28).
 - **A Back Page:** This should include the chapter's mailing address, a spot for mailing address and postage, and information on newsletter delivery, and change of address directions. If the newsletter is mailed, be sure to follow the format required by the USPS and obtain the necessary mailing permits.
 - **Reviews of Past Chapter Programs:** To encourage attendance at future events and programs, include up-beat articles about previous programs, including any special discounts, door prizes and winners, literature, etc., distributed to chapter members at the event. Such articles should also thank volunteers who put on the program and helped at the event.
 - **Neighborhood/Special Interest Groups Activities:** Information on up-coming neighborhood/special interest group programs should be included to encourage attendance. Include the name, telephone number (with area code), and email address of the neighborhood/special interest group leader.
 - **List of CAB Members:** Include full name, position, email, and telephone number with area code. A member from another chapter may need to contact a CAB member, so complete information is needed.
 - **Chapter Advisory Board Meetings Notification:** Include a contact name and number, especially if meetings are held at a private home.
 - **Sponsoring Retailers:** Names, addresses, and phone numbers of retailers who give chapter members discounts. A chapter's retail liaison may also do a column for each issue on shops visited or news from each of the sponsoring retailers. Include thank you to your retailers if they let you use their stores for meetings and/or if they give you donations for your programs/special events.
 - **ASG Membership Application Form:** Use the official form in the Leadership Only area on the ASG website. Chapters should add their chapter names to the form but should not customize this form in any other way. A copy of the current form is downloadable from the ASG website.
 - **Newsletter Deadline Notices:** Include the deadlines for submitting advertising, schedules, seminars information, and news articles for the next newsletter. Include to whom and how information should be sent.
 - **ASG's Mission Statement:** Include ASG's mission statement in all newsletters and other materials: Advancing Sewing As an Art and Life Skill.
 - **Information Coming From Headquarters:** Headquarters from time to time will email information to the president or newsletter editor that will need to be included in your newsletter. .

Other Columns

Chapters might choose to have other regular columns in their newsletter such as these:

- **New Products Column:** Information for this column can be obtained from press releases sent to chapters by some sewing industry companies, from other sewing related publications, from ASG national headquarters, and by members who have bought new products.
- **Hints and Tips Column:** These items can be from local chapter members, ideas printed in other ASG chapter newsletters, or excerpts from other sewing and craft related publications, *provided permission is gained from and credit is given to the **original** source.*
- **Book Review Column:** Reviews of new (or old) books, videos, or magazines on sewing.

Information Sources

From the Chapter

Most of the content of a chapter's newsletter will be written by CAB members or their committees, for example, the special events chair would write articles about an upcoming fashion show and briefly about it after it happened. Neither the chapter president nor the newsletter editor should be expected to write a whole issue. At the first CAB meeting of the year, the CAB should decide on articles they want to and must include in the newsletter and create a calendar with deadlines and who will create these articles, i.e.: Annual Meeting/elections information.

Chapter members not on the CAB can be encouraged to submit articles and should be informed beforehand that submissions may be edited for grammar, length, and content. An effort will be made to retain the voice of the article's author, but the work must be grammatically correct, factually accurate, and professional.

Outside Sources

- Communications, in the form of press releases, articles, product samples, etc., sent to the chapter by companies, local retailers, sewing educators, and ASG national headquarters.
- Articles published in other chapter newsletters, as long as a by-line is included which says "Information reprinted courtesy of..."
- Guest articles written by local sewing and craft retailers, educators or national sewing authorities.

Permission and Credit

No copyrighted material is to be used in any newsletter without written permission and appropriate credit. (See "Use of ASG Name, Logo, Trademarks, and Copyright Policy" on page 4-2)

- Prior approval must be obtained from a company or author to reprint an article from any source other than those supplied by ASG national headquarters for reproduction, and proper credit given to the original source.
- For articles from chapter newsletters, a by-line must give credit to the original source as well as to the chapter newsletter from which the article was copied. Permission to print must be obtained prior to printing.

Verification, Balance, and Tone

It is the responsibility of both the chapter president and newsletter editor to check the accuracy of articles, especially those reprinted from other sources. Sometimes someone leaves out a word, misinterprets an ASG policy, or takes an article from a very old newsletter. A quick email to a director, or ASG national headquarters can clear up any misunderstandings.

Chapter presidents and editors should check their newsletters for balance of coverage, so that no educator, retailer, neighborhood/special interest group, or person is either given too much or too little coverage.

Presidents should also read their newsletter to see if anything can be misread or misinterpreted as belittling any person, any retailer, or any product, remembering that the chapter's newsletter is

read by more than just its own members – it is sent to local retailers who may or may not be ASG members, to other chapters, and to the national leadership. Prospective members may see it too.

The tone of the newsletter should be positive, reflecting the positive aspects of membership in ASG.

Physical Appearance

The newsletter is the one tangible item of the chapter seen by members, retailers, other chapters, prospective members, and advertisers. It should look professional.

Photographs

Photographs enhance the look of the newsletter. Subjects include guest speakers for upcoming programs, chapter members at events, new products, etc. Use captions on photographs. If members do not want to be identified, at least use captions such as “Our April Sew-in.”

Masthead

The masthead should be at least 2” high (on the top or side of the newsletter) and **must** include these items:

- The American Sewing Guild, Inc., Needle-and-Thread official logo.
- Name of the newsletter.
- Chapter name.
- Location of the chapter (city and state).
- Date of issue of the newsletter: “January -- March, current year,” or “July, August, current year.”
- The volume and number of the issue: These may be abbreviated as Vol. and No.
 - *Volume* signifies the year; that is, all newsletters published in the first calendar year of the chapter’s existence are “Vol. I;” those published in the second year are “Vol. II,” etc.
 - *Number* signifies the issue’s sequence within the year. The first issue of the year is “No. 1,” the second issue is “No. 2,” etc.

Back Page

The bottom third or the bottom half of the back page should be left free for the chapter’s return address, bulk mailing indicia or stamps, and address label for recipients. (The fold without the tabs should be at the bottom).

The return address printed on all chapter newsletters and any other correspondence is the official chapter address, whether it is a P.O. Box, an office, or the chapter president’s home (the president is the legal representative of the chapter). The address of the newsletter editor is not to be used as the return address for the newsletter. **The address of ASG national headquarters should not be used.**

Newsletter Advertising

Advertising from local sewing enterprises can reduce the costs of the newsletter to a chapter. All advertising must be sewing-related to protect the ASG’s nonprofit status. **This is a Compliance/Good Standing Policy item.**

All advertising must be in both hard copy and electronic formats of the newsletter if both methods are used to distribute the newsletter to chapter members.

A chapter is free to set its own rates for the ads. Many chapters offer reduced rates to ASG members, so that a retailer who joins ASG would receive the reduced rate. Some chapters also offer a reduced rate if a retailer advertises in every issue for a year. The rates for inserts to the newsletter should be calculated to include an allowance for additional postage.

A chapter should consider whether it wants to offer free “classifieds” to individual chapter members as a benefit of membership or to charge a minimal amount.

Chapters may set their own standards concerning how advertising copy should be delivered to the newsletter editor, for example, in digital form, with a business card for each issue, and so on.

Newsletter Advertising Contracts

The activity to solicit newsletter advertising should be assigned to one CAB member. This responsibility typically is assigned to the retail liaison or to the newsletter editor.

The contact should speak with retail owners and managers to explain the benefits of advertising in the newsletter. The retailers would want to know the rates for various amounts of advertising, the circulation of the newsletter, and the number of issues per year, and so on to make the decision whether to advertise in the newsletter. Indicate that the chapter will use the ASG Newsletter Advertising Agreement to spell out what has been decided.

Using the Newsletter Advertising Agreement

Refer to the Newsletter Advertising Agreement on page A-3. Not all of the clauses in this Agreement are applicable to all situations. Any clauses that refer to the American Sewing Guild, Inc., refer to the national organization and shall not be changed by a chapter. These clauses are intended to protect the national organization.

To use the Newsletter Advertising Agreement, a chapter should

- download and save the agreement from the Leadership Only area on the ASG website.
- before printing the agreement
 - delete any paragraphs that do not apply.
 - fill in the blanks and information indicated by words in parentheses, such as the name of the newsletter. Numbers should be spelled out and the number used as well, for example, “two (2)” to indicate a number in a contract.
 - save the updated document.
- print out two copies of the agreement.
- have the chapter president sign both copies of the agreement, done electronically if necessary.
- send or deliver both copies with a return envelope to the retailer, who should sign one copy and return it to the president.

Newsletter Distribution

Parts of the Distribution Process

Depending on what is done at the printer and whether stamps or bulk mailing is used, the distribution committee may have to be responsible for one or more of the following:

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- pick up the newsletter from the printer/reproduction facility
 - buy stamps, staples, tape
 - insert flyers
 - staple
 - fold
 - staple or tape
 - stamp
 - label
 - separate into zip code bundles and band
 - take to the post office for mailing

Hard Copy or Electronic Copy?

The Newsletter Policy outlines who receives a newsletter and the form in which it should be distributed. If a chapter also has an electronic version of the newsletter available, an email list of recipients must be maintained for distribution.

Chapters **must** mail a **hard copy** or **email** an **electronic file** (as an attachment) of each newsletter to ASG national headquarters for each chapter's permanent file by the end of each quarter. Chapters **must** not email links to a copy of their newsletter on a website. **This is a Compliance/Good Standing Policy item.**

If a chapter publishes an electronic version of its newsletter, as well as the hard copy,

- the chapter may offer its members the option of electronic newsletters. However, a chapter may not require members to pay for hard-copy newsletters delivered by the United States Postal Service. This should be one of the expenses supported by the chapter's membership rebates. Content of the electronic and the hard-copy newsletter must be the same.
- chapter members may request that they receive the newsletter in hard copy format.
- the chapter should keep a list to help with the version preferences of each person on the chapter's distribution. The chapter will have to update its list with each change of membership and advertiser.

A chapter may want to create a special newsletter to use at functions that does not include member addresses or telephone numbers, because of privacy issues.

Bulk-mailing Permit

When a chapter mails more than 200 newsletters, it may be cost effective for the chapter to use a nonprofit bulk-mailing permit.

A chapter will have to pay the first time it applies for the permit and then pay a fee each year. The chapter can keep a "Bulk Mail account" with the United States Post Office it mails from, so that the cost of each mailing will be deducted from the account, and the distribution committee will not have to have a chapter check for the exact amount. When the mail is taken to the Post Office for mailing (where the Bulk Permit is located), the postal employee will examine a sample newsletter to check the ads and to weigh the copy for calculation of the postage required to make sure that your chapter is following the rules for non-profit organizations. The Post Office will also check to be sure the newsletter is sealed properly, stapled in the correct manner or in the correct envelope. There are also requirements on bundling, sorting, and

banding of items to be mailed. It is possible that the Post Office will reject the chapter's bulk mailing if these rules are not followed.

The chapter should check with the United States Post Office for information about nonprofit bulk-mailing permits. Chapters can obtain booklets from the Post Office that have the application forms and procedures. Application for the bulk mail permit will require copies of the ASG's Letter of Determination, the ASG's By-laws, and a year's copies of the newsletters, as well as the application form for the permit. In some localities, the Post Office conducts classes on how to sort and bundle items for mailing. You can also visit the Post Office's website to obtain additional information, www.uspo.org.

Web-based Newsletters

Chapters using or contemplating using the Internet to post their newsletters should check the Newsletter Policy on page 4-13.

All web-based newsletters must be password protected. ASG national headquarters provides the ability to upload current versions of chapter newsletters to the Members Only area of the ASG website. Refer to the uploading instructions in the Leadership Only area of the ASG website.

The chapter's newsletter can be placed on the chapter's website only if the website has a *password protected* area. Only chapter members should get the password. Any information that is only for members would go in this area and could include newsletters. If a chapter decides to set up a forum at Yahoo groups for members only, the newsletter could be made available there for access by members.

Chapters have to weigh pros and cons when deciding whether to convert to an electronic newsletter format.

Positives—

- Major cost reductions in printing and mailing a newsletter.
- Time savings to get information into members' hands.
- Easier distribution and cost savings when sharing the newsletter with other chapters.
- Publicity about the ASG and the chapter to those searching the internet.

Negatives—

- Need to prevent non-members from getting the benefit of the full chapter newsletter without joining the ASG.
- Need to continue to do some hard copy mailing and the time and cost of that.
- Possible learning curves necessary to produce the newsletter.
- Members who might thumb through a hard copy of the newsletter may not make the effort to read an online/electronic newsletter.
- Some members may not have computers or are uncomfortable reading documents in that format and therefore miss information on chapter events.

Associated Topics and Information

- "Newsletter Editor," on page 8-23.
- "Chapter President," on page 8-3.

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- Newsletter Policy, on page 4-13.
 - *Chapter President's Guide*, downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.
 - ASG Membership Application Form, on page C-xi.

Notions Submissions

Chapters may submit information about upcoming special events to the editor of *Notions*, the official publication of the ASG. This information may draw out-of-town ASG members to the area especially for the event.

Chapters may also submit short articles on past events or activities that would be of interest to all ASG members. These articles may be submitted by and credited to any chapter chair or member, not just the chapter president or publicity chair.

Details about how to go about sending *Notions* information are found at the ASG website.

ASG members who like to write and have a particular sewing skill or sewing story to share can also submit story proposals to the editor for consideration.

Associated Topics and Information

- “Notions Chapter Submission Guidelines,” downloadable from the Members Only area of the ASG website , www.asg.org.

Programs for Chapter Meetings

Chapters must hold nine (9) regular chapter or neighborhood/special interest group meetings a year (see Other Chapter Responsibilities, on page 6-4). Of course, chapters may hold many more than nine (9) meetings during a year.

Members' Interests

Chapters may want to use periodic surveys of members to determine the topics that members are most interested in for programs either at the neighborhood/special interest group level or chapter-wide. Two examples of a member interest survey are included starting on page C-xvi.

Program Topics

A long list of program topics is included in an appendix of the *Neighborhood./Special Interest Group Leader's Guide*, available to download from the Leadership Only area of the ASG website.

Most of the topics could be presented in a number of ways, such as lecture, hands-on, or with everyone participating. The manner of presentation often can be changed to suit the presenter, the venue, the size of the audience, and/or the interests of the audience.

Presenter Sources

People to give programs can be found among

- chapter members who might be known through recommendations, as presenters at neighborhood/special interest group meetings, by word of mouth, and from volunteers;
- local sewing experts;
- instructors at local retail shops, schools and colleges, and other guilds;
- nationally known sewing experts;
- educators met at the National Conference and other sewing expos; and
- recommendations from other chapters

If a speaker is not a local chapter member who is presenting the program for free, the chapter may want to use the ASG Speaker Agreement (see page A-7) to spell out monetary and other terms between the chapter and the speaker.

Several chapters also pay all speakers, including chapter members, for presenting at chapter meetings as a way to increase the quality of their programs.

The education (program) chair and special events chair may want to develop a file of program and contact information of program presenters for their own and future chairs' use. The committee can also develop an evaluation form to be used periodically to find out if the programs are meeting chapter members' needs.

Publicity

As much as possible, programs should be planned for six months to a year in advance to give adequate time to publicize the programs, both in the chapter newsletter and with publicity outside the chapter. If the chapter does not have a publicity chair, the education (program) or special

events (program) committee will have to do any outside publicity, such as getting the program listed in local mass media events calendars.

Program Cancellations

The education (program) or special events chair and committee should establish a procedure to use to notify chapter members if a program needs to be cancelled at the last minute.

Chapter Refund Policy

The Chapter Advisory Board (CAB) should establish a refund policy for chapter programs that have a prepaid fee. The policy may be different for different kinds of events and programs. The chapter's refund policy for a particular program should be published along with the information about the program.

The chapter's refund policy should be documented in the chapter's standing rules.

Costs

The chair and/or committee responsible for a particular program should prepare a Program Production Budget Form (*see* page C-xii) for any programs that will require expenditures (perhaps only for programs that will have more expenses beyond those that a chapter might routinely pay for refreshments or rental). The form also provides a way to do the initial planning of a program.

The education (program) chair should get approval from the CAB before spending funds for a meeting or program.

Meeting Agenda

The typical agenda items for a chapter meeting are

- announcements
- program
- show and tell

The announcements portion of the meeting should be limited to 10–15 minutes. Often the time is used to announce upcoming events, recognize contributions from members, ask for volunteers, introduction of new members and guests, etc.

Chapter business is conducted during a Chapter Advisory Board meeting, not a chapter meeting (*see* “CAB Meetings,” on page 7-5). Only under very unusual circumstances would the chapter president bring up an item of chapter business for discussion. Motions, further discussion, and voting would still be referred to the CAB meeting.

Associated Topics and Information

- “Education (Program) Chair,” on page 8-12.
- Member Interest Surveys samples, starting on page C-xvi.
- ASG Speaker Agreement, on page A-7.
- Program Production Budget Form, on page C-xii.
- “Special Events Chair,” on page 8-27.

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- *Neighborhood/Special Interest Group Leader's Guide*, downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.

Publicity

More information, especially concerning media releases, is in the *Chapter Media Kit*, downloadable from the ASG Leadership area (Chapter Files tab) of the ASG website.

Learn the Local Mass Media Market

The publicity chair and committee should learn what types of events, activities, and news stories are likely to be of interest to local media outlets in their chapter's area. For example, it may be much more difficult to place an article about a sew-in in a metropolitan area newspaper than to place the same article in a smaller local or weekly paper.

Mass Media Outlets

These are some of the mass media outlets that may be available to a chapter:

- Newspapers
 - Lifestyle/fashion section
 - Club calendar for monthly meetings of the chapter and neighborhood/special interest groups
 - "Things to do" calendar for special events
 - "Volunteers needed" listing
 - Local community section
 - Human interest articles
 - Recognition articles
 - Shoppers/"throw away" newspapers
 - Local television and radio stations
 - Digital or online newspapers
- Cable TV
- Radio
 - Community calendars
 - Public service announcements
- Community centers and libraries
- Bulletin boards in supermarkets and other businesses
- Other local organizations, such as quilt guilds, embroidery guilds, smocking guilds, wearable art groups, and newcomers' clubs
- Area sewing retailers
- County extension educators
- Area high schools, colleges, universities, and vocational schools with clothing programs

Contact Information

The committee should call to get contact information for all outlets and analyze the types of news items each outlet currently seeks. Contact information should include:

- Contact name
- Preferred method of contact

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- Telephone numbers with area codes
 - Fax number with area code
 - Email addresses
 - Deadline information

The publicity chair and committee should prepare a list of each outlet, the outlet's contacts, the format required for information, and the category of information published (for example, calendar information, personnel changes, activities, awards and presentations, "sad" human interest, "hero" human interest, national "fad" at a local level, etc.).

Chapter Publicity Plan

From the survey of media outlets, the publicity chair and committee will have learned where they can usually get information published (for example, the club calendar for monthly meetings) and make a plan for submitting this information in a routine, timely, and accurate method.

For less routine information, the publicity chair should work with other members of the CAB and neighborhood/special interest group leaders to get publicity for the chapter:

- Special events chair for publicizing special events.
- Community service chair for sew-ins and presentations of items.
- Retail liaison for placement of chapter advertising in stores.
- Neighborhood/special interest group leaders and the neighborhood group coordinator for information on special group programs or community service efforts.

The publicity chair should recommend the kinds of efforts that the chapter might want to undertake for each particular event:

- Press release
- Personal phone calls
- Posters
- Flyers
- Submission to *Notions*
- Paid ads
- Displays
- Booths

After printed publicity is received, the publicity chair and/or historian should clip the article for the chapter's files.

ASG Name Recognition

Publicity chairs and CABs may also want to plan for a concerted effort to make the ASG's name recognized within their local communities. The following ideas have been used successfully by chapters in the past:

- Brochures (available from headquarters) for special events such as expos and seminars
- Personalizing the ASG brochure with chapter information and handing it out at fabric stores
- Shirts with an ASG logo and the words "Ask me about the American Sewing Guild" worn by chapter members
- Pins and badges bearing the ASG logo worn by chapter members
- ASG business cards for their members

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- Banners displaying “ASG” at every chapter event and booth
 - Signs on the doors of rooms where chapter or neighborhood/special interest group meetings are held in public buildings
 - Bumper stickers and magnetic signs for chapter members’ cars
 - Handing out flyers at booths or at public events, even if it brings no immediate results
 - Booth and demos or community service sewing at county fair or home shows
 - Volunteering as a group during fundraising drives at public radio and television stations
 - Volunteering at and/or organizing Make A Difference Day™ events
 - Entering a team in Race for the Cure™ walks wearing distinctive tee shirts
 - Persistent efforts to get local angle stories placed in newspapers, again, even if many efforts bring no immediate results

Preparing Media Releases

A media release should answer the questions “who,” “what,” “why,” “when,” “where,” and “how much.” It should identify the ASG both by name and with an ASG logo, if possible. The release should indicate both whom to contact for information on the event and whom to contact for information about the media release.

Publicity should be attractively presented. A press release, flyer, display, etc., should have some sort of “draw” to get the viewer’s or reader’s attention.

All publicity must be proofread for accuracy, grammar, spelling, and proper use of punctuation.

All publicity must be approved by the chapter president before release. The president may delegate this duty to a neighborhood/special interest group leader or the publicity chair for routine announcements of neighborhood/special interest group or chapter meetings.

More information on preparing media releases may be found in Media Releases Tip Sheet on page B-ix. Some press releases themselves may be downloaded from the ASG Leadership area (Chapter Files) of the ASG website.

Associated Topics and Information

- “Publicity Chair,” on page 8-25.
- Media Releases Tip Sheet, on page B-ix.
- *Chapter Media Kit*, downloadable from the ASG Leadership area (Chapter Files tab) of the ASG website, www.asg.org.

Retailer Relationships

A chapter relies on its retail community for support; therefore, the functions of a retail liaison are particularly sensitive.

Chapter Education

Retail liaisons, the whole CAB, and neighborhood/special interest group leaders must make chapter members aware that the ASG at all levels depends on the retail community, not only for contributions of products, discounts, and financial donations, but also on its good will.

This good will can be enhanced if chapters and chapter members remember to

- act courteously while in retailers' stores.
- thank retailers for discounts and for otherwise supporting the ASG.
- are very sensitive when voicing complaints to store management. ASG members should not:
 - act as though speaking for ASG, on the national, chapter, or neighborhood/special Interest group level. They are speaking only for themselves as individuals.
 - raise their voices or speak crudely.
- do not talk about places to buy items cheaper while in the store.
- restrict requests of the retailers (such as for door prize donations or newsletter advertising) to only one or two designated members of the CAB (for example, the retail liaison and newsletter editor). All requests for donations from retailers should be discussed and approved at a CAB meeting prior to asking the retailer.

In addition, chapter members should be encouraged to shop at the retailers, especially those that support the chapter and the ASG.

Communication with Retailers

Chapters, through their retail liaisons and retail liaison committee, should establish and maintain good communication with local sewing and needle arts retailers.

Initial Contact

Retail liaisons should

- call prior to the visit to speak with a store manager or owner to set a time for the visit,
- treat the visit as a professional business appointment,
- tell about the ASG and the chapter and its events,
- ask if retailer will display ASG literature,
- be prepared to give the retailer membership brochures and chapter newsletters,
- keep the meeting under 15 minutes, and
- follow up with a brief thank you note or email.

Liaisons may also want to suggest and leave the Retailer Discount Agreement and/or Newsletter Advertising Agreement, if the visit has progressed in this direction.

Regular Communications

Retail liaisons should cultivate good relationship with the retailers through regular communications:

- Keep local retailers informed of chapter activities by writing, sending a copy of the newsletter, and visiting.
- Maintain an up-to-date list of area retailers and any regional/district manager, including phone numbers and contact names.
- Gather information from retailers about upcoming classes, store specials, new products, or other information that might interest chapter members. This information can be shared in the chapter newsletter. The retail liaison must be extremely impartial in this reporting and should make every effort to report on all retailers in the area.

Store Visits

The retail liaison committee may develop a system for regular visits to area retailers several times a year.

- Make visits friendly, businesslike, and less than 15 minutes.
- Refill/replace ASG items, such as the ASG brochures, if the retailer will display them.
- Determine if there is anything the chapter can do for the retailer and whether the retailer has suggestions to communicate to the CAB.

Support from Retailers

Many chapters ask for support from their retailers on numerous occasions by asking them to advertise in the chapter's newsletter, to provide opportunities and space to recruit for ASG or to hold meetings, to give discounts to chapter members, and to contribute products for raffles and door prizes.

Requests for support should come from only the chapter president or retail liaison (or newsletter editor, in the case of asking for advertising in the newsletter):

- Ask courteously and respect "no" for an answer.
- Ask again, but only after a suitable interval.
- Use the Newsletter Advertising Agreement and the Retailer Discount Agreement to keep matters business-like (*see* pages A-3, A-6).
- If asking for retailers to sponsor a booth at a local expo, be honest about the number of attendees likely to attend.
- Thank retailers in person, in the newsletter, and in a personal thank you note. If the retailer is a local store of a larger chain, write a thank you letter to the regional manager.

Support to Retailers

Chapters will want to recognize the support they receive from retailers. Chapters have used the following:

- retailer recognition breakfasts or lunches;
- certificates of appreciation (framed is better) or plaques (Note that all gifts to retailers should be of minimal value. Expensive gifts given in recognition of a donation can reduce the tax deduction the retailer would otherwise receive);
- a column in newsletters or electronically for retailers that sponsor the chapter to tell of sales, classes, or new items; and

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- assistance for retailers in sponsoring a national known speaker, financially or otherwise.

At a minimum, a copy of the chapter newsletter should be sent to anyone whose store, product, or service is featured in the issue or who advertises in it. Attach a short note that says something like, "We hope you enjoy reading the latest issue of our chapter's newsletter. We thought you would be interested in the information about your store on page ____."

Using the Retailer Discount Agreement

Use this agreement with a local retailer who agrees to offer chapter members a discount on their purchases. Refer to the Retailer Discount Agreement on page A-6.

Not all of the clauses in this agreement are applicable to all situations. Any clauses that refer to the American Sewing Guild, Inc., refer to the national organization and shall not be changed by a chapter. These clauses are intended to protect the national organization.

To use the Retailer Discount Agreement, a chapter should use the following steps:

- Download the agreement from the Leadership Only area of the ASG website.
- Before printing the agreement:
 - Delete any paragraphs that do not apply.
 - Fill in the blanks and information indicated by words in parentheses, such as the name of the newsletter. Spell out numbers and use numerals as well; for example, "two (2)" to indicate a number in a contract.
- Print out three (3) copies of the agreement: one copy is for the retailer, one for the chapter president, and the third for the retail liaison.
- If the copies are mailed to the retailer who is renewing the agreement with the chapter, send an addressed, stamped envelope and instructions. Or provide an email address or fax number and instructions for scanning and sending the agreement electronically.

If this is the first time that the retailer will offer a discount, the retail liaison or chapter president should make the call in person and have copies of the agreement ready for the retailer to sign.

Information about Discounts

Information on local and national discounts received should be printed in every issue of the chapter newsletter. If the chapter has not started publishing a newsletter, a list of participating retailers and the discounts being offered may be printed to distribute to chapter members at events.

Chapters may also choose to provide links from their websites to their supporting retailers' websites. This should be discussed with each retailer. Discounts from retailers offered nationwide can be found on the Members Only area of the ASG website.

Advertising in Chapter Newsletters

The chapter may use the retail liaison or the newsletter editor to ask local retailers to advertise in the chapter newsletter. Please refer to "Newsletter Advertising," starting on page 9-28, and the Newsletter Advertising Agreement shown on page A-3.

Associated Topics and Information

- “Retail Liaison,” on page 8-26
- “Newsletter Advertising Contracts,” on page 9-29.
- Retailer Discount Agreement, on page A-6.
- Newsletter Advertising Agreement, on page A-3.

Special Events

What Is a Special Event?

Chapters must hold at least one special event a year. A special event gives members an opportunity to become better acquainted and to experience a different sort of meeting from the usual chapter or neighborhood / special interest group meeting.

In ASG jargon, “special events” are those get-togethers of chapter members that are not regular chapter meetings. They are “special” because they usually require finding a different place to hold the event, planning a different sort of program and/or speaker, requiring reservations, and so on.

Special events don’t necessarily require an elaborate and expensive setting, nor do they require that chapters charge a fee to attend. Whether a fee is required depends upon the event that is held. If a fee is charged, the ASG member price should be less than what non-members pay.

Chapters should consult the Member Interest Survey, if one has been taken in the chapter recently, to see the sort of event that would be of most interest. See the section “Members’ Interests” on page 9-34, the examples of Member Interest Surveys starting on page C-xvi, and the *Special Events Guide*, downloadable from the ASG Leadership area website.

Examples

The following are examples of special events:

- A potluck dinner where members can sit and talk sewing with other members.
- A picnic.
- A day spent with a nationally known speaker presenting a program of general interest to members.
- A community service sew-in at a mall with catered snacks.
- A workshop with a special teacher.
- A local expo featuring classes and workshops given by chapter members.
- A sewing retreat that spans a two- or three-day period for nothing but sewing.
- A one-day or two-day bus trip to sewing and fabric stores in another locality.
- A car caravan to fabric stores.
- A tour of members’ sewing “studios.”
- A “traveling road show” – a program taken to outlying areas of a spread-out chapter.
- A luncheon or tea arranged to honor past presidents, new members, community service volunteers, etc., or a special anniversary of the chapter.
- A fashion show of members’ fashions.
- An opportunity to work with a Girl Scout troop to help make prom dresses and then hosting a fashion show so that the girls can model their creations.
- A holiday party.

A chapter will often schedule a special event for its annual meeting so that more members will attend (see page 9-2 for information about annual meetings).

Who Is in Charge?

Chapters have the flexibility to decide which CAB member and committee will chair such events. A chapter may want “sub-chairs” to be in charge of one (or one type) of special event, for example, one person chairs the retreats and another, the guest speaker events.

Purpose of Special Events

The purpose of any special event should be to provide a fun opportunity for chapter members to get together. There will also be a number of other purposes that should be spelled out and ranked, if necessary:

- Attract members of the public and invite them to become chapter members.
- Provide an opportunity for members to “learn from the best.”
- Strengthen the bond between chapter members in distant areas and the chapter.
- Let members get to know each other.
- Provide a chance for members to dress up and/or to show off their creations.
- Provide a “free” event for members.
- Provide a fundraising opportunity for the chapter.

Activities or conditions at the special event should be arranged to fulfill the purposes. For example, if one of the purposes of a luncheon is to get members to know each other, the committee might provide giant lettering on nametags, some sort of icebreaker, or seat the tables so that no more than three members of the same neighborhood/special interest group sit together.

Planning

After the purpose for a special event is established, the next stage is planning the event. Checklists are available to help with this task. There may be agreements that must be reviewed and signed. The planning stage includes establishing the budget, getting CAB approvals, and reviewing speaker expectations. This is also the time to set event cancellation and refund policies if the chapter does not already have a policy.

Establishing a timeline is vitally important. Special events in an “ordinary” location (such as a church or a recreation center) may be planned on shorter notice, typically in three (3) to four (4) months. An event held in a hotel, country club, retreat center or other venue may require reservations six (6) or more months in advance. If a speaker or other special entertainment is involved, the lead time may be as much as one (1) year or more in advance. In some cases a special events chair and CAB may be making decisions many months in advance of the actual event.

Event Checklist

Use a checklist to help determine the tasks that will be required for your specific event. Once the checklist is completed, make copies and present the plan to your CAB for approval. This should be done before any commitment is made to a facility, speaker or vendor!

Include on the checklist the name of the person or persons to whom the task is assigned, and the date by which the task is to be completed. If one task cannot be performed or even begun until a previous task is finished, notes should be added to the checklist to remind the committee of the facts. For example, if the type of location would change if the first choice speaker declines and the second choice speaker accepts, the committee should set the date by which the person searching locations must have knowledge of the final selection.

Profit or Not?

In the planning stage, the CAB will decide whether the event is expected to make a profit, and if so, how much profit is needed to make the event a success. In some cases, an event may be held with the intent to “break even,” especially if it is a social event for your chapter. If a specific profit amount is set, that amount should be added to the total cost of the event, which when divided by the number of people attending will determine the price per person. Remember that members are to be given a discount as compared to the non-member price (see page 9-44).

How Far in Advance?

Special events that rely solely on when an “ordinary” location is available (for example, a potluck or holiday party) can be planned quickly, allowing only time to get publicity out to members – perhaps three or four months, depending on the chapter newsletter schedule.

Events requiring reservations and a minimum number of sign-ups may require an additional period to collect reservations.

Events to be held in a hotel, country club, retreat center, or the like, might require that the venue be reserved six, eight, or more months in advance.

Events including a nationally known speaker should be planned at least one year in advance because of the speakers’ schedules. Thus, a special events chair and CAB may be making decisions for the coming year or even the year after that.

Budget Planning

Use the Program Production Budget Form, shown on page C-xii, to organize the planning of the event. Remember to itemize all costs before trying to establish fees or revenue potential.

Decisions

The first round of decisions, assumptions, and estimates that the special events committee makes are these:

- Type of event
- Location
- Speaker, if any
- Date
- Estimate the likely number of attendees

Preliminary Investigation

The committee should make calls to find locations that are available on the date(s) and that could handle the event and the estimated number of attendees. If a venue has not been used previously, one member of the committee may need to view the place, especially if the price seems particularly good.

The special events chair should call prospective speakers to find out available dates in the time frame under consideration. If possible, only the special events chair should be in contact with the speaker during the whole process so that conflicting information is not given.

The committee may have to “go back to the drawing board” if the desired speaker cannot come to the area during the right time frame or if no suitable venue can be found.

Neither the location nor the speaker should be booked at this point, although the special events chair may ask if they “will pencil the chapter in.”

Program Production Budget Form—the First Pass

The committee should fill out the Program Production Budget Form with its decisions and assumptions. The committee can estimate the cost of most items.

If one of the event’s purposes is to raise a particular amount for the chapter’s operating fund, that amount should be listed on the form as an expense. Then the amount that would have to be charged and/or subsidized should be calculated. (See the *Treasurer’s Guide* for a detailed example of this process.)

The committee may have to change some of its decisions to arrive at a cost that the chapter and its members can support. For example, the chapter may have to opt for a less centrally-located hotel or a hall with a buffet instead of a plated lunch.

If the chapter finances permit, the CAB may decide to subsidize the event expenses up to a specified amount to ensure that fees for the event can be kept affordable. Typically the subsidy would only be applied if the event did not get full participation. The program budget should indicate if such a subsidy be requested.

Preliminary CAB Approval

The event plans and budget, including prices for members and nonmembers, should be presented to the CAB for approval to go ahead. The CAB may ask for modifications, in which case the committee may have to investigate further for different places or speakers, or change the type of event.

In some cases, at this point in the process the special events chair may start newsletter and other publicity tasks.

Event Cancellations

The special events chair and committee should establish a procedure to use to notify chapter members if a special event needs to be cancelled at the last minute.

Chapter Refund Policy

The CAB should establish a refund policy for chapter events that have a prepaid fee. The policy may be different for different kinds of events. The chapter’s refund policy for a particular special event should be published along with the information about the event or program.

The chapter’s refund policy should be documented in the chapter’s standing rules.

Producing the Event

As soon as the preliminary plan has been approved, the special events chair and committee should firm up the plans with the event location and speaker, if any.

Event Location

The meeting place may require a deposit, which should be a check drawn on the chapter bank account. The following items should be in writing:

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- Any cancellation and refund policies
 - Any minimum guarantees (for example, the chapter must guarantee so many rooms at a retreat center)
 - Arrangements and/or charges for audio-visual equipment
 - Setup needed and charges, if any
 - Clean-up arrangements/charges
 - Before- and after-meeting availability of the room (for set up and clean up)
 - Handicap access
 - Limitations on food and drink (for example, is food allowed? Can it be brought in or must it be purchased through the facility?)
 - When full payment is due

The facility may have a contract. Any contracts should be signed by the chapter president.

Speaker

The speaker may want a deposit to secure the engagement. Again, a chapter check should be issued. Speakers may have their own contracts; if not use the ASG Speaker Agreement, discussed in a section below, and shown on page A-7.

Who pays/who handles the following items should be discussed, put in writing, and arranged with the speaker, as necessary:

- Airline ticket
- Airport pickup and delivery
- Receiving boxes prior to event
- Sending boxes after event
- Home versus hotel accommodations
- Meal expenses/allowance
- Equipment required
- Help with ironing,
- Help with carrying
- Help with set up
- Help with selling
- Amount of time willing to spend with chapter members
- Other expectations

Note: If the speaker is not incorporated and the chapter is paying \$600 or more to the speaker over the course of the calendar year, the chapter should issue Form 1099-MISC to the speaker before January 31 of the next year (see “Form 1099,” on page 9-13).

Newsletter Articles and Registration Forms

The first outlet for publicity is usually the chapter newsletter. The event needs to be publicized in at least one newsletter that will reach members before the event. If registration is required for events, there must also be sufficient time to receive registration forms and checks. For the newsletter, the committee needs to create the following:

- An article about the event and why someone will want to attend
- Follow-up articles, for the second and third newsletters, if needed
- A form for registering, if required, and the refund policy
- A form to enter the fashion show, if needed
- A map and directions to event location

Other publicity for the event may be desired, for example submitting event information to the ASG website and to *Notions* for advertising to other chapters (see “Publicity,” starting on page 9-37).

More Details

Other items to consider and make arrangements may include the following:

- Food, including special dietary needs, water, coffee breaks
- Bus company
- Arrangements with retailers, if going shopping
- Audio-visual equipment
- Door prizes, goodie bags
- Raffles, tickets, basket or box for drawings
- Games, icebreakers
- Maps
- Programs, agendas
- Registration or check in
- Hospitality, name tags
- Table set up, place cards, decorations
- Supplies – to set up or clean up, sewing, first aid, utensils, extension cords
- Money, in the form of chapter checks (for the facility and/or speaker) and/or cash for change

Volunteers are more easily recruited if they can be given a specific job of limited duration, such as, “Please stand at the hotel door starting at 8:30 to direct people to our room -- we’ll save a seat for you.”

Program Production Budget Form—the Second Pass

As more of the event is planned and details are clarified, the special events chair should fill in the Program Production Budget Form with the amounts for items that were previously estimates only. It should again be presented to the CAB to apprise them of progress on the event and its cost. The completed Form becomes the budget for the event and can be used after the event to track how well the planning process has gone.

Reporting to the CAB

The special events chair should report to the CAB at every meeting. The CAB decides whether to cancel the event due to lack of registrations. The CAB must also approve items that will impact the approved budget. However, details about the event should be left to the special events committee.

The Event Itself

On the day of the event, the special events chair and committee should be on site early, be visible, and prepare to react to whatever may happen. Things don’t always go as planned, but being prepared for emergencies or changes will help you make the event run as smoothly as possible.

The point of contact should be the one making changes to the established plan for the day. Attendees should know who the contact person is in case there is a need to ask for a change in temperature, that the tables be cleared, to find a rest room, and so on.

Since some facilities expect payment on the day of the event, you should be prepared with the predetermined form of payment, such as a check from the chapter treasurer, if applicable. If the chapter treasurer is present at the event, a check can be prepared with the exact amount, thereby taking care of any unforeseen costs. If the costs do differ from estimates, this should be noted for the post event review and future event planning.

Using the ASG Speaker Agreement

Refer to the ASG Speaker Agreement on page A-7. Not all of the clauses in this agreement are applicable to all situations. Any clauses that refer to the American Sewing Guild, Inc., refer to the national organization and shall not be changed by a chapter. These clauses are intended to protect the national organization.

To use the ASG Speaker Agreement, a chapter should use the following steps:

- Download the agreement from the ASG Leadership area (Corporate tab) of the ASG website.
- Before printing the agreement:
 - Delete any paragraphs that do not apply (see above restrictions).
 - Fill in the blanks and information indicated by words in parentheses, such as the name of the newsletter. Numbers should be spelled out and the numeral used as well, for example, “two (2)” to indicate a number in a contract.
- Print out two copies of the agreement.
- Have the chapter president sign both copies of the agreement.
- Send both copies to the speaker, who should sign one copy and return it to the president.

After the Event

After the event, the special events chair and committee should

- prepare an event summary consisting of the number of attendees, income, expenses by major category, and variations from budget and planning numbers. Report this at the next CAB meeting and place the summary in the files for future reference.
- evaluate the event for successes and items which could have been handled better.
- send thank you notes, as appropriate.
- return borrowed items, as necessary.

Associated Topics and Information

- “Special Events Chair,” on page 8-27.
- Program Production Budget Form, on page C-xii.
- “Publicity,” on page 9-37.
- “Opportunity Drawings,” on page 9-14.
- ASG Speaker Agreement, on page A-7.
- *Treasurer’s Guide*, downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.
- *Special Events Guide*, downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.

Taxes

Federal Income Tax Returns

ASG national headquarters files the ASG federal tax return for chapters that have submitted the Group Exemption Application Form (page C-x) and are in compliance/good standing (see page 4-7 and the *Treasurer's Guide*).

The chapter must have mailed a Group Exemption Application Form to ASG national headquarters for the year of the tax return **(by January 31 of each year for the coming year)** in order to qualify as a subsidiary group of the ASG **This is a Compliance/Good Standing Policy item.**

Internal Revenue Service Correspondence

A chapter receiving correspondence from the Internal Revenue Service should promptly call the executive director on what to do.

Local and State Taxes

A chapter is responsible for collecting any sales taxes that may be levied on merchandise it sells to the public. There may be local and state taxes due, and the chapter should check with the venue at which it is selling to see what is due and how it is to be remitted. Merchandise should be priced to include the taxes. The chapter will need to keep track of what is sold and the prices in order to calculate the tax owed.

State Sales Tax Exemption

The federal designation of ASG as a 501(c)(3) organization may exempt chapters from paying state and/or local sales tax on items purchased for use by the chapter. In some states, 501(c)(3) organizations are an "automatic" exemption, while in other states that is not the case. If a chapter is able to obtain a state sales tax exemption, it could save considerable amounts of money on sales tax paid on food and room rental for special events, newsletter printing, office supplies, etc.

Sales tax requirements vary widely from state to state. Other chapters within the same state may have already been through the exemption process and could guide another chapter president and treasurer. Otherwise, contact the state's Department of Revenue to get the necessary information.

Associated Topics and Information

- Compliance/Good Standing Policy, on page 4-7.
- Group Exemption Application Form, on page C-x.
- *Treasurer's Guide*, downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.

Websites

ASG Website

The ASG website serves as an advertising tool for ASG and as a communications link between our members and chapters and between the public and ASG national headquarters or chapters.

The website was designed and is maintained by a website company with oversight by the executive director.

Password Protected Areas

Two areas of the ASG website are password protected. These contain information of interest to and applicable only to ASG Members. The following descriptions identify current content, subject to change for each area.

Members Only Area: This section of the website contains links to

- ASG logos for various uses, including digitized for machine embroidery, and the ASG Logo, Trademarks, and Copyright Policy
- ASG *Notions* On-line
- change email address and contact information
- chapter newsletters
- special offers and discounts
- Junior member resources
- Awards
- contests

The passwords for this area are provided to members as part of their membership package. Members must follow the on-screen directions to establish their passwords and should be sure to use the email address they used initially to establish their membership.

ASG Leadership Area: This section of the website contains menu tabs with links to

- ASG Logos for use on documents and printed material (Logos/Graphics & Ads tab)
- ASG By-laws (Corporate tab)
- ASG videos and webinars (Archived Leadership Track Webinars & Videos, Other tabs)
- lists of chapters, directors, and headquarters personnel (Contacts tab)
- master calendar listing when certain reports are due (Corporate tab)
- forms (Forms and Reports tab)
- *Chapter Media Kit* (publicity information – Chapter Files tab)
- information about obtaining a Certificate of Insurance (Corporate tab)
- ASG By-laws (Corporate tab)
- leadership manuals/guides (Manuals/Guidelines tab)
- The list of Board of Directors (Contacts tab)
- several tip sheets
- other information that can be used for annual programs, such as award forms

The passwords for this area are distributed to chapter presidents each year.

All passwords are case-sensitive, so they should be typed as they appear with respect to capitalization. Passwords for the Leadership Only area should be given to all CAB members and neighborhood/special interest group leaders.

Chapter Information

Chapters can submit information about upcoming chapter events for posting on the ASG website. Go to the ASG Leadership area and use the “Submit a Chapter Event” link. Chapter events are not posted in a password-protected area.

Chapter Websites

Review the Chapter Website Policy on page 4-21 and read the Suggestions for Chapter Websites on page 4-22.

Important points from the Chapter Website Policy and “suggestions” to emphasize include the following:

- The chapter’s website must be approved by the executive director before it can be posted for public viewing.
- The website should be positive about ASG.
- The chapter’s website should link to the ASG website.
- Members’ privacy and identities should be protected.
- The website should be updated regularly.

Chapter Newsletters on Websites

The chapter’s newsletter can be placed on the chapter’s website only if it has a *password protected* area. Only chapter members would get the password. Any information that is only for members would go in this area and could include newsletters. If a chapter decides to set up a forum at Yahoo groups for members only, the newsletter could be made available here for access to members. ”,

Parts of the newsletter may be excerpted for the chapter’s website especially those emphasizing chapter and neighborhood group activities.

A newsletter “delivered” via the website must contain all information, including ads, that is in hard copy format, and vice versa.

Member privacy must be safeguarded on the website. Do not list contact information for members on the website without permission. An edited version of the newsletter that removes contact info may be prepared for posting on the website if there is a concern that the information behind the password is not secure.

Associated Topics and Information

- Chapter Website Policy, on page 4-21.
- “Website Manager,” on page 8-28.
- Newsletter Policy, on page 4-13.

Youth Programs

The TAG (Teach Another Generation) tab in the ASG Leadership area of the ASG website provides the *TAG Guide* and the various forms mentioned in this section (***italicized in boldface*** and asterisked), as well as additional forms, for chapters wanting to begin a youth program. A chapter is not required to have a youth program. Some chapters have chosen to work with young people to fill the void left as schools drop their sewing programs and family members no longer have the time or sewing skills to pass on

Chapter Participation

- Working with a younger group presents unique concerns. It is important to educate your chapter members to be aware of the issues discussed here before they start working with young people.
- Always have two adults present at all times when children are present. As your group increases in size, you might consider a ratio of 1 adult for every 3 children. Additionally, be sure the adults are paying attention and observing what is going on in the meeting space.
- As the number of children in the group grows, more than two mentors will likely be needed; make sure that you have chapter support so that you can get more mentors.
- Your chapter may want to create a brochure that explains your program to the general public, to parents, and to the youth. Be sure to include an explanation of program objectives and all safety rules. See the sample ***Youth Program Safety Write-up****.
- Remind members to demonstrate and teach safe practices at all times with machines, irons, scissors, rotary cutters, etc.

Membership and Age Requirements

Chapters have developed programs both with youths as members of the ASG or in a class or camp environment in which the children are not (and are not expected to become) ASG members. There is no age minimum or maximum for membership in the American Sewing Guild, Inc. However, when the age of members is below 18, consider these suggestions and precautions.

In general, beginning sewing classes have set their minimum age at 8 or 9, so that a child

- can read,
- has some facility with numbers,
- is used to paying attention for a longer period of time, and
- has enough self-control to behave in a class environment around sewing and ironing equipment.

Programs have also grouped youths by age – children, tweens, teens – so that skills and interests are similar.

If, because of the program, youths want to become ASG members, they may do so, because there are no age restrictions on becoming a member of the American Sewing Guild, Inc..

Planning Programs

- Be ready with "first timer or beginner projects" at every meeting for the newest members. Many community service projects work well for this.
- Think fun first and precision last. Let the children be the judges of their work.
- Try to have projects that will be finished over one or two meetings, since many times there is no sewing machine or help at home.
- Have the kids' input before deciding on projects.
- Encourage, encourage, encourage. If it is not fun, why would they want to do it?
- For a field trip, have the youth meet you at a fabric store to pick out fabrics for their patterns or just to become familiar with the types of fabrics and notions available to the home sewing enthusiast. See the ***Field Trip Permission Form****.
- Generally young sewers are new to the art, so you might consider incorporating these skills into the projects:
 - How to read a pattern
 - How to take measurements
 - How to pick a pattern for their body type
 - How to use various notions and when to use them
 - How to thread a sewing machine and wind a bobbin
 - How to sew a straight seam
 - How to lay out a pattern on fabric and cut it out

Make both parents and their children aware that the ASG reserves the right to cancel a membership for behavior/distraction/self-control issues.

Examples of Youth Programs

A chapter's program needs to provide the youth in its area with what they want; the program also needs to be something that chapter members are willing and able to support. Therefore, a variety of programs have evolved among ASG chapters.

Chapters have

- developed and lead a neighborhood/special interest group for teen-aged members.
- taught 1-2 hour classes on two or three consecutive weekends.
- organized and held a week of sewing day camp, yearly.
- taught weekly in an after-school program.
- worked with girl scout troops on sewing badges.
- participated in an intensive one and one-half day seminar with 4-h and the county extension service.
- served as aides in school sewing programs.

Considerations When Working with Youth

- Make your rules clear to the children, preferably in writing. Provide the parents a copy of the rules as well. Participation in a youth program is not a right – it is a privilege – and good, sensible behavior on their part is required at all times.
- These children do not drive, so they are dependent on parents for transportation. This means they may arrive late and are expected to be ready to go "on time."
- They tend to join in pairs, so a "bring a friend" promotion is a good way to find more potential members.
- They need supply lists way in advance because they are dependent on someone else taking them to get the supplies. And since the lists frequently get misplaced, it is a good idea to email them as well as hand them out.

-
- The chapter and chair of the project will want to consider the following issues arising from working with under-18-year-olds:
 - Parental knowledge of what the program is and isn't about. The chapter should provide a parental (and student) information sheet covering what can be expected during class, including responsibilities and costs. The chapter may want to combine this with a permission-to-participate to be signed by the parent/legal guardian, such as the **Youth Program Permission Agreement and Waiver Form*** for parents/legal guardians to fill out and sign.
 - Participant information. Contact information should be secured about participants (see the **Youth Program Participant Information Form***). The participant information section can be modified to suit the chapter.
 - Participant misbehavior. See the “Good Behavior” section of **Sewing Safety Write-up*** for issues that may need to be addressed with the program participants and their parents.
 - Safety around sewing, ironing, and cutting equipment. See the **Youth Program Safety Write-up*** for a sample of items that should be covered for the safety of the youth. The information can be adapted.
 - Medical emergencies during the program. Emergency information is included on the **Youth Program Participation Information Form*** and on the **Youth Field Trip Permission and Release Form***. Each form includes permission from the parents to obtain medical care.
 - Appearance of inappropriate behavior or touching when taking measurements. There should be two adults present when classes or meetings of youth are held. This topic is discussed in detail in “Working with Minors” [Section 8 of the *Teach Another Generation (TAG) Guide for ASG Chapters*]. The chapter may want to have parents at a class session in which measurements are taken.
 - Liability of chapter. The ASG Insurance Policy covers each meeting for falls, cuts, etc.

Parental Participation

- First of all, educate the parents: part of educating the parents includes educating them about what the ASG is and is not. It is not necessarily about teaching sewing to the kids, *per se*, but is more like a club for people who like sewing.
- You might create a handout that explains that the youth are working with pins, scissors, irons, sewing machines, etc., and that there are some dangers inherent in using such equipment. Explain that the ASG will not be liable for any injuries (see the **Youth Program Permission Agreement and Waiver Form***).
- Parents should always be welcome to drop in on meetings and observe. However, if they are participating, they do need to think of joining ASG.

Associated Topics and Information

- **Teach Another Generation (TAG) Guide for ASG Chapters, Safety Brochure*, related forms, “Membership Application -- Junior Members,” flyers, and invitations are downloadable from the ASG Leadership area [TAG (Teach Another Generation) tab] of the ASG website, www.asg.org.
- Certificate of Liability Insurance, downloadable from the ASG Leadership area (Corporate tab) of the ASG website, www.asg.org.

Section 10

The ASG National Board of Directors

The ASG Board of Directors

Composition

The ASG is governed by a national Board of Directors (the “national Board” or “Board”). The national board is composed of at least three (3) directors, who are elected by the corporate members of the ASG (see the ASG By-laws, Article III, on page 3-5, and Article IV, on page 3-6). The election of directors occurs at the annual business meeting of the ASG, called the “Annual Meeting of the Corporate Members,” held during the annual American Sewing Guild, Inc., National Conference.

The directors determine the number of directors on the national board. Likewise the chair of the national board names a nominating committee that sets the qualifications for candidates for the director position and the election procedures; these are then approved by the national board.

There are an uneven number of directors on the national board. Each director is elected to a three (3)-year term and can serve a maximum of two (2) terms. Terms are staggered so that approximately one-third of the number of directors is elected each year.

Vacancies

Vacancies on the national Board, whether due to resignation, termination, or death, will be handled in accordance with the ASG By-laws, Article IV, Section 4 (see page 3-6), and a new director will be appointed by the remaining directors.

Remuneration

- Directors receive no salary or payment for serving on the national Board.
- Directors’ expenses associated with serving on the national Board are reimbursed as outlined in the *ASG Board of Directors Manual*.
- During the years that a director serves, her/his membership dues are complimentary.

Responsibilities

Directors have the ultimate legal and financial responsibility for the American Sewing Guild, Inc. (ASG). As such, directors provide the leadership, governance; decision-making and oversight needed to fulfill the mission of the organization. The responsibilities of the directors, working collectively as the national Board of Directors, are the following:

- Ensure that the organization meets legal requirements and is operating in accordance with its mission and for the purpose for which it was granted tax-exemption and its not-for-profit status
- Provide oversight of the organization and assure that the organization meets the needs of the members.
 - Determine the organization’s mission, purpose, vision, and philosophy.
 - Draft and support the organization’s vision, mission, core values, guiding principles, position statements, policies, goals, procedures, and programs.
 - Create a written plan for the long-term future of the organization through Goals and Objectives.
 - Provide leadership to the organization and ensure effective organizational planning.
 - Determine, monitor, and strengthen the organization’s programs and services.

-
- Assure that organizational structure and board operations are appropriate and adequate.
 - Periodically propose changes to structure of organization.
 - Annually, evaluate board performance.
 - Select and evaluate the executive director.
 - Set policies for the executive director and staff to implement and achieve.
 - Assure that appropriate and adequate administrative and support systems are in place.
 - Identify the financial resources necessary to support the mission in the short and long term.
 - Ensure that the organization has adequate resources and manage those resources effectively.
 - Develop and monitor the organization's operating budget.
 - Ensure that the financial records are either audited or reviewed annually by a reputable CPA knowledgeable in accounting for tax exempt organizations.

In addition, each individual director is personally responsible for the following::

- Act in ways that will not likely be perceived as a conflict of interest with the organization or as self-serving.
- Expand personal knowledge about the ASG, nonprofits in general, and board responsibilities through orientation, hands on participation, and ongoing education.
- Attend all board meetings, and Conference, and be prepared by reading the advance materials.
- Participate in any scheduled conference calls.
- Actively participate in task forces or subcommittees of the Board as needed and follow up on any tasks assigned.
- Compile a written report of work two weeks prior to each board meeting and as needed.
- Ensure legal and ethical integrity and maintain accountability.

Officers of the National Board and the ASG

Within three (3) days of the Annual Meeting of Corporate Members, the new Board of Directors has its annual meeting. The new Board is composed of the directors starting the second or third years of their terms and the newly elected directors. At this meeting, the directors elect the three (3) officers of the Board of Directors: the chair, the secretary, and the treasurer. The officers who are elected are, by virtue of their election, the officers of the ASG, which is a corporation.

These newly elected officers begin serving immediately upon being elected. Their terms are for approximately one (1) year, that is, until the next annual meeting of the Board of Directors or, if an officer is in the last year of her/his term as director and is not re-elected to the Board, until the end of the day of the annual meeting of the ASG, which is the end of her/his service as a director.

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Section 11
ASG National Headquarters

Primary Activities

The ASG national headquarters is where the day-to-day management of the ASG takes place.

Some of the primary activities at ASG national headquarters include the following:

- Membership forms and payments are processed and entered into the database, new member packets and membership cards are created and mailed, and renewal notices are generated and sent out.
- Reports are generated to provide chapter leaders with up-to-date information on chapter members, membership data, and trends.
- Large quantities of mail, email, and phone calls are received and handled each day.
- Chapter files are maintained and records are kept on chapter compliance/good standing.
- Monthly chapter mailings are prepared.
- Product orders are received and processed.
- Conference planning and preparation goes on year-round, working up to three years in advance to find appropriate facilities and to provide a unique conference experience incorporating education, leadership sessions, tours, exhibitions, and shopping opportunities for attendees.
- The ASG website, social media presence, and the national publication, *Notions*, are managed by ASG national headquarters.
- Accounts receivable and payable are processed weekly.
- ASG national headquarters manages the finances of the ASG and files the corporate income tax returns.
- ASG national headquarters secures the liability insurance to cover the ASG and chapter and neighborhood/special interest group meetings and events.
- ASG national headquarters sets up meetings and conference calls for the Board of Directors, in addition to supplying information, advice, and other support to the directors.
- The development of new chapters is overseen by ASG national headquarters..
- Headquarters, usually the executive director, represents the ASG to the sewing industry, to the national media, and to the general public.
- Sewing education programs are developed and overseen by ASG national headquarters.
- ASG national headquarters acts as the long-range memory as well as the central repository for the files and information of the ASG.

Headquarters Staff

The Executive Director

Relation to the Board of Directors

The national Board of Directors hires, directs, pays, and evaluates the executive director. Authority is given in the ASG By-Laws Article IV, Section 8 (see page 3-7). The executive director's "boss" is the chair of the national Board.

The executive director works closely with the chair to plan national Board meetings and on matters relating to governance. The executive director provides the directors with regular financial and operations reports and works with the national Board in the development of programming and strategic planning. The executive director serves as an advisor to the Board of Directors in areas of governance, leadership, industry and media relations, budgeting, and association practices.

The ASG national headquarters' operational performance is reviewed and assessed annually by the national Board of Directors.

Relation to the Headquarters Staff

The executive director hires, directs, pays from an allocation in the ASG budget, and evaluates the staff. Because she is responsible for ASG national headquarters' performance, she is responsible for how the staff members perform in their jobs.

Other Staff Members

There are paid staff positions at the ASG national headquarters, in addition to the executive director, to handle the headquarters functions outlined above.

Contacting ASG National Headquarters

Mailing address:

ASG National Headquarters
9600 Hillcroft Street, Suite 510
Houston, TX 77096-3866

Phone/Fax numbers:

713-729-3000 (phone)
713-721-9230 (fax)

Although the headquarters staff answer numerous phone calls from chapter leaders daily, many of the questions could have been answered by reading the material that is either in the current *Policies and Procedures Manual for ASG Chapters*, in the Leadership Library guides, or in the materials sent out in the monthly mailings.

If a question still remains, the most efficient method of inquiring of headquarters staff is to send an email note addressed to info@asg.org with the subject of the question in the address line. The question can then be directed to the right person.

Associated Topics and Information

- “Chapter Contact List” and “Leadership Contact” in the ASG Leadership area (Contacts tab) of the ASG website, www.asg.org.

What Headquarters Doesn't Do

Sometimes chapter presidents or others ask ASG national headquarters to do something that is not part of their duties.

Following is a list of some things that headquarters does not do for ASG chapters or for ASG members:

- **Keep track of multiple addresses per member.** Members are responsible for notifying headquarters each time they move to a seasonal residence and want to be sure *Notions* and chapter newsletters (if the chapter uses headquarters generated labels) follow them.
- **Research individual state laws** that affect whether chapters can hold raffles or “opportunity drawings” or secure a state or city sales tax license if one or both are needed.
- **Act as the complaint department** for members who are unhappy with their retail stores.
- **Act as the answer department** for questions that can easily be found by reading leadership materials
- **Arbitrate “out of control” situations.** A situation arising within a CAB where outside intercession is needed is handled as described in the section “If a Conflict Arises on the CAB,” starting on page 7-15.
- **Issue dues refunds.** If members decide at some point during the year that they do not want to be members any longer, the ASG does not refund membership dues. Members have the option to choose not to renew, but they cannot get money back.

Associated Topics and Information

- “Dues,” on page 5-3.
- “Legal and Tax Structures of ASG,” on page 2-6.
- “Compliance/Good Standing Policy,” on page 4-7.
- “Insurance,” on page 9-16.
- “About the National Conference,” on page 12-1.
- “The ASG Board of Directors,” on page 10-2.

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Section 12

The ASG National Conference

Overview

The American Sewing Guild, Inc., holds a national conference annually, rotating among locations across the United States. The three-day "core" conference is preceded by the Annual Meeting of Corporate Members of the American Sewing Guild, Inc., and followed by an optional day of local tours.

Who Attends?

The three core days of the national conference and the optional tour day are open to all ASG members and to the public.

The Annual Meeting of Corporate Members includes the annual State of the Guild Report and financial reports on the completed fiscal year, an election of directors and voting on any proposed by-law changes as well as other presentations.

Only chapter presidents and directors of the ASG may attend the Annual Meeting of Corporate Members.

Only directors and presidents of chapters in good standing may vote. Candidates for the position of director will also be invited to the Annual Meeting of Corporate Members but are not eligible to vote unless they qualify under the above definition.

If a chapter president is unable to attend the conference, another member of that chapter's CAB may apply to represent the chapter as a non-voting delegate at the Annual Meeting of Corporate Members. The procedure for applying will be outlined in conference mailings.

Fees

The fee schedule for each conference is outlined in the conference brochure. Non-members pay higher fees than ASG members to attend. Reduced fees are offered to those who register before an early-registration deadline. Lodging and some meals are not included in the conference fee.

Reduced Fees for Presidents

Chapter presidents and members of the national board of directors will be offered a reduced fee if they register before the early-bird deadline. To qualify for the reduced fee, the chapter must have met the January 31st deadline for 4th quarter Chapter Financial reporting. Reduced rate attendees must attend the Annual Meeting of Corporate Members and any additional leadership training sessions, and, if required, perform additional minor duties assigned to them. Duties would not interfere with any classes or workshops.

Presidents not present at the annual meeting or failing to perform an assigned duty will be invoiced for the difference between the full registration fee and the reduced rate.

It is important for chapter presidents to attend and represent their chapters whenever possible and it is recommended that chapters include an item in their budget to cover either all or part of the president's expenses to attend.

Who Organizes the Conference?

ASG national headquarters staff primarily the conference administrator, does most of the planning and production of each conference. The Board of Directors plans the corporate annual meeting and leadership training sessions. The host chapter is primarily responsible for hospitality and volunteer functions. They also consult with staff on tours and other geographical matters.

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Appendix A.
Sample Agreements

National Arbitration Panel Final Decision Agreement

Both parties to the arbitration must sign this agreement before the Panel is assigned and starts to deliberate.

American Sewing Guild, Inc. NATIONAL ARBITRATION PANEL FINAL DECISION AGREEMENT

This agreement is a result of a case brought before the American Sewing Guild, Inc.'s National Arbitration Panel ("Panel") on _____ (day, month, year).

We, the undersigned, agree:

- That we will abide by the Panel's decision.
- That the decision of the Panel is final and binding on all parties.
- That the decision was made in the best interests of the chapter and the American Sewing Guild, Inc.,.

Signed on this day _____

Signature _____ Print Name and Title _____

Signature _____ Print Name and Title _____

Signature _____ Print Name and Title _____

Signature _____ Print Name and Title _____

11/11 Version 1.1

Associated Topics and Information

- "Member Grievance Procedure, on page 5-7.

Newsletter Advertising Agreement

The _____ Chapter of the American Sewing Guild, Inc. Newsletter Advertising Agreement

(Name of advertiser)

(Address and phone number of advertiser)

(Advertiser contact name)

(Name of advertiser) is purchasing advertising in the newsletter ("Newsletter"), (name of newsletter), a publication of the _____ (name of chapter) of the American Sewing Guild, Inc. This newsletter is published (monthly, bimonthly, quarterly). *A digital version of the newsletter is also available and will be provided to advertisers. *optional

The details of this advertising are as follows:

Size of Advertisement: _____

Number of Insertions: _____

First Insertion (month and year): _____

Last Insertion (month and year): _____

Location of Advertisement: _____

Cost: \$ _____ per insertion or
\$ _____ per year which represents a ____% discount over the single insertion rate.

The (name of advertiser) ("Advertiser") and the (Name of Chapter) of the American Sewing Guild, Inc., ("Chapter") have further agreed:

1. The Advertiser shall furnish the Chapter with a camera-ready copy for each advertisement that is to appear in the Newsletter. The subject matter, form, wording, illustration artwork and typography of the copy shall be subject to approval, but unless otherwise authorized in advance, no change shall be made to the copy without consent. All advertisements must have a connection to sewing and its related arts.
2. The Advertiser shall deliver to the Chapter the copy of the advertisement for each issue by the deadline for the particular issue as established by the Chapter.
3. The Advertiser warrants that the copy submitted will not infringe any common law or statutory copyright, right of privacy or any other right of any person, firm, entity or corporation and that it will contain no matter that is libelous, scandalous or otherwise objectionable. The Advertiser agrees to indemnify and hold harmless from and against any and all liability, claims for damages, loss, expenses (including reasonable counsel

fees) that the Chapter may incur or suffer arising out of or relating to the copy or breach of this warranty.

4. The Chapter shall have the right to reasonably decline to publish any advertisement.
5. Any advertisement of advertising copy consisting of material resembling news, editorial matter or cartoons will carry the word "advertisement" conspicuously at the top of the advertisement.
6. The Advertiser shall pay the sum of \$(amount) to the Chapter for the insertion of the advertisement in each issue. The Advertiser shall pay (# of days) before the publication date of each issue.
7. The Chapter shall have the right to omit advertisement in any issue of the newsletter in which the space allotted to advertising has been preempted. In such an event, this Agreement shall be automatically extended for another Period of Publication. Failure to publish the advertisement in any particular issue for reasons beyond the Chapter's control shall not constitute a breach of this Agreement. The Chapter reserves the right to alter or reject any advertisement that contravenes rules for the acceptance of advertising or that, in the Chapter's opinion, may expose the Chapter to any liability. Failure to exercise this right shall not in any way relieve of the Advertiser of the obligation to indemnify pursuant to Paragraph 3 above.
8. Within (number) of days after publication, the Chapter shall provide to the Advertiser (number) copies of the newsletter in which the advertisement appeared.
9. The Chapter shall have the right to cancel this Agreement at any time
 - (a) if the Advertiser defaults in the payments due under this Agreement and such default continues for ten (10) days, or
 - (b) if the Advertiser breaches any of the terms of this Agreement.
10. If any municipal, state or federal authority imposes a tax on the publication of advertisements, the Advertiser shall pay the tax within (number) days of receiving notification of that tax.
11. This Agreement and any or all of the rights, duties and obligations may not be assigned or delegated by either party without the prior written consent of the other.
12. This Agreement constitutes the entire understanding between and among the parties and incorporates and supersedes any and all prior or contemporaneous, oral or written negotiations, understandings or agreements between or among the parties.
13. This Agreement may not be amended, changed, modified or discharged unless such amendment, change, modification or discharge is in writing and signed by all the parties or their legal representatives.
14. This is an Agreement by and between the Advertiser and the Chapter. The Advertiser agrees that in the event of any claim or dispute arising out of this Agreement, the Advertiser shall assert any such claims or pursue such dispute only against the Chapter and will make no claim of any kind against the American Sewing Guild, .

_____ Chapter of the American Sewing Guild, Inc.

By: _____

(Name) _____

(Title) _____

Date: _____

Accepted and Agreed:

By: _____

(Name) _____

(Title) _____

Date: _____

11/05 Version 2.1

Associated Topics and Information

- “Using the Newsletter Advertising Agreement,” on page 9-29.
- The Newsletter Agreement is downloadable from the ASG Leadership area (Corporate tab) of the ASG website, www.asg.org.

Retailer Discount Agreement

The _____ Chapter of the
American Sewing Guild, Inc.
RETAILER DISCOUNT AGREEMENT

(Name of Retailer)

(Address and phone number of Retailer)

(Retailer contact name)

Pick one of the following options:

- ☐ My retail business will offer a ____% discount to American Sewing Guild members on ALL items purchased.
- ☐ My retail business will offer a ____% discount to American Sewing Guild, members on _____ items. (Specify).
- ☐ My retail business will offer a ____% discount to American Sewing Guild members one (1) day each week / month. The specified day will be: _____
(For example, every Wednesday, first Tuesday each month, second Thursday, etc.)

This Agreement is effective for one (1) year beginning:

Authorized signature and title:

Date:

Printed Name

The American Sewing Guild, Inc., understands that this discount will be given only when a valid American Sewing Guild, Inc. membership card is presented at the time of purchase.

Please keep one (1) copy of this Agreement for your records and return two (2) copies in the self-addressed stamped envelope as soon as possible. Thank you.

11/05 Version 2.1

Associated Topics and Information

- “Using the Retailer Discount Agreement,” on page 9-42.
- The ASG Retailer Discount Agreement is downloadable from the ASG Leadership area (Corporate tab) of the ASG website, www.asg.org.

ASG Speaker Agreement

The _____ Chapter of the American Sewing Guild, Inc. SPEAKER AGREEMENT

(Name of Speaker)

(Address of Speaker)

(Social Security Number or equivalent of Speaker if unincorporated)

(Phone Number of Speaker)

(Email Address of Speaker)

This will set forth and confirm our agreement in which the _____ Chapter ("Chapter") of the American Sewing Guild, Inc., has engaged _____ ("Speaker") to speak (present a workshop) at a meeting of the Chapter. The Speaker and the Chapter have agreed as follows:

1. The Chapter engages the services of the Speaker to speak at (Location) on (Date). The Speaker shall speak about (Topic of Program).
2. The program shall commence at (Time) and shall be approximately (Length) in duration. The Speaker shall participate in a question and answer session with those in attendance for approximately (Time) following the program.
3. The Speaker will arrive at the location not later than (State time of Arrival).
4. The Speaker shall be paid the sum of \$(amount) for the performance of all terms and conditions of this Agreement. This is full compensation for the services provided by the Speaker to the Chapter.
5. The Chapter shall make payments to the Speaker by a check or any other form or method mutually agreed upon by the parties. The Chapter will issue any Internal Revenue Service forms as required by law.
- (Delete paragraph 6 if it is not applicable to your event. Remember to check the numbering of the remaining paragraphs.)**
6. In addition to the compensation provided in Paragraph 4 of this Agreement, the Chapter shall reimburse the Speaker for any and all travel, travel-related expenses and food expenses actually incurred by the Speaker in the performance of her/his services pursuant to this Agreement. These expenses shall not exceed (Written Amount). Any reimbursement of expenses by the Chapter shall be made within ten days after the Chapter's receipt of an itemized statement of the Speaker's expenses with the receipts attached.
7. The Speaker shall pay her/his expenses in connection with the services contemplated.

-
8. The Speaker grants the Chapter the right to use her/his name or likeness in any advertisement or publicity to promote the Program or the Chapter without cost to the Chapter provided that any such use of the Speaker's name or likeness is not an endorsement or testimonial of any commercial product or service.
 9. This Agreement may be cancelled by either party with a minimum of (number of days) days written notice. In the event of such a cancellation, all compensation paid to the Speaker shall be refunded to the Chapter and the Chapter is under no obligation to pay further compensation under paragraph 4.
 10. If this Agreement is cancelled by either party after the notice permitted in paragraph 9:
 - a. If the Speaker cancels, she/he shall immediately refund any compensation paid to her/him by the Chapter and she/he shall reimburse the Chapter for all liability, loss, cost or expenses relating to this cancellation.
 - b. If the Chapter cancels, it shall be obligated to pay the Speaker the full amount of compensation s/he would have received if the Program had not been cancelled less any out of pocket costs the Speaker would have incurred if the Program had taken place. It is understood and agreed that the sum paid by the Chapter to the Speaker represents liquidated damages to the Speaker and the Speaker shall make no further claim against the Chapter.
 11. If this Agreement or the fulfillment of any of its terms and conditions is delayed or prevented by insurrection, riot, war, acts of enemies, national emergency, strike, flood, fire, act of God, or by any other cause not within the control of the party whose performance is interfered with, then the Speaker shall immediately return and remit any and all sums paid to her/him less any actual costs incurred by her/him in the performance of the terms of this Agreement. These actual costs cannot exceed any amounts already paid to the Speaker. It is further agreed that in the event of such a cancellation, the Chapter shall have the option to reschedule the Program to a mutually agreeable date with the same terms and conditions as this Agreement.
 12. This Agreement and any or all of the rights, duties, and obligations may not be assigned or delegated by either party without the prior written consent of the other.
 13. This Agreement constitutes the entire understanding between and among the parties and incorporates and supersedes any and all prior or contemporaneous, oral or written negotiations, understandings, or agreements between or among the parties.
 14. This Agreement may not be amended, changed, modified or discharged unless such amendment, change, modification, or discharge is in writing and signed by all the parties or their legal representatives.
 15. This is an Agreement by and between the Speaker and the Chapter. The Speaker agrees that in the event of any claim or dispute arising out of this Agreement, she/he shall assert any such claims or pursue such dispute only against the Chapter and will make no claim of any kind against the American Sewing Guild.

_____ Chapter of the American Sewing Guild, Inc.

By: _____

(Name) _____

(Title) Chapter President _____

Date: _____

Accepted and Agreed:

By: _____

(Name) _____

(Title) _____

Date: _____

11/05 Version 2.1

Associated Topics and Information

- Using the ASG Speaker Agreement,” on page 9-50
- The ASG Speaker Agreement is downloadable from the ASG Leadership area (Corporate tab) of the ASG website, www.asg.org.

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Appendix B.
Checklists, Guidelines, Tip Sheets and FAQs

Chartering a Chapter Checklist

American Sewing Guild, Inc. CHARTERING A CHAPTER CHECKLIST

What Needs To Be Accomplished Prior To a Chapter's Receiving a Charter

Name of Chapter: _____

Date of Chapter organizational meeting:_____

Date of first chapter meeting:_____

The chapter must have been in existence for at least one full year and have met all the following requirements:

- ☐ Have at least three (3) officers serving on the Chapter Advisory Board, including president, secretary, and treasurer.
- ☐ Established a checking account with both president and treasurer as signatories
- ☐ Emailed the CAB Information/Banking Form to ASG headquarters.
- ☐ Conducted Chapter Advisory Board meetings at least a minimum of once per quarter; that is, four (4) during the first year.
- ☐ Published a chapter newsletter (at least a quarterly) for the last three (3) quarters.
- ☐ Emailed a copy of each newsletter to ASG headquarters.
- ☐ Held regularly scheduled meetings for chapter members; that is, at least nine (9) during the first year.
- ☐ Conducted at least one special event in the last year such as a fashion show, sewing retreat, community service sew-in, etc.
- ☐ Submitted all quarterly reports to ASG headquarters by the end of the month following the end of a quarter.
- ☐ Reached chapter membership of twenty-five (25).

The chapter development administrator will maintain regular contact throughout the year with CAB leaders. As the first anniversary of the startup approaches, the chapter development administrator will review this check list with the chapter president and determine the chapter's readiness for chartering.

3/12 Version 2

Using the Chapter Presidents Discussion List Guidelines

As soon as ASG national headquarters has word that “you’re official” (that is, has your name, contact information, and your effective date is imminent), you will be provided access to the Chapter Presidents Discussion List. Each new president will receive an email from ASG national headquarters during the first week of January with information regarding the discussion list. If you are not receiving the discussion list, contact the staff member identified on the “Who to Contact” list (located on the ASG website in the ASG Leadership area) as the forum administrator. You will find the discussion list an invaluable resource for networking with your fellow presidents.

What is the Chapter Presidents Discussion List?

It is a private discussion list for current ASG chapter presidents. The national Board of Directors and the executive director have access and may post a message, announcement or clarification, but they do not actively participate in discussions among the chapter presidents. If you want a response from a director or staff member, you will need to contact that person directly.

Use the discussion list to network, discuss, plan, question, update, assist, educate, inform, share, and encourage other chapter presidents on any topic related to the running of a chapter.

How Does the Chapter Presidents Discussion List Work?

Messages are submitted by addressing them to chapter_presidents@asgcplst.simplelists.com. The default delivery setting: each day’s messages are delivered in a single digest to the email box of each participant daily. You may request that you receive individual emails throughout the day rather than a daily digest.

Email Address Changes

Any changes in your email address should be reported directly to the headquarters staff at info@asg.org. Please specify an effective date for the change. If you submit a message to the discussion list from an email address that is different than the one used when you were added to the group, you will not be recognized as a list member.

Posting a Message

There are two different methods for posting a message to the list. You may submit a message addressed to chapter_presidents@asgcplst.simplelists.com or you may simply hit “reply” to an existing message that you have received. **If you are responding to a previous message by selecting “Reply,” make sure you delete all previous messages except your own.**

List posts are moderated before they appear on the general list. However, they cannot be edited, so if you fail to delete a long string of previous messages, the moderator cannot do this for you and your message will not be able to be posted. There are limitations to the size of messages, so please be mindful of that. Posts that are too lengthy will be rejected by the service provider.

IMPORTANT: Your subject line should include your topic. Whether you are posting a new message or a reply to a message, make sure you end your message with your name and chapter name.

If you have questions about using the list, check the **Leadership Contact List** for more help.

Discussion List Etiquette

The following are a few guidelines for keeping the Chapter Presidents Discussion List helpful and uncluttered:

- Use the discussion list for messages relevant to ASG leadership-related issues rather than general sewing questions, tips, or equipment information.
- Impolite, derogatory, inflammatory, and biased remarks aimed at either a person or group of people ("flaming") are not allowed. Access to the discussion list may be revoked for the individual making such remarks.
- Excessive use of the discussion list to hype oneself, one's chapter, or one's opinions or to campaign is not allowed and may result in having your access to the discussion list revoked.
- Different email browsers handle "reply" differently. If you have the option to "Reply" or "Reply without History" you want to select the "Reply without History". Do **not** include all previous messages in your reply. Your reply should be as if it is a new message and should only include the text that you type.
- Please do not send test messages to the discussion list such as "Is my new email address working?" If you change your email address or have problems with your access to the discussion list, contact the forum administrator (see "Who to Contact" list).
- Attachments can not be sent to the discussion list. If you want to send an attachment you must send it directly to an individual email address. Or you may cut and paste the contents of your attachment directly into an email message that you post to the discussion list.
- Private and personal messages to individual chapter presidents should be sent directly to her/him. Presidents' personal email addresses are in the **Chapter Contact List**.
- Posts to the discussion list are accepted only from a subscriber's registered address. If you attempt to post from any other email address (for example, from your son's email sign-on), you will not be recognized and your message will not be accepted.
- **Always include your first and last name and chapter name when posting a message. This enables presidents, Board of Directors, and the executive director or headquarters staff to contact you directly if they need to. It also helps to keep all the "Mary's" and "Elaine's" straight.**
- Discussion of ASG chapter fund-raisers (say, raffle tickets) is acceptable, but selling of personal items is not permitted.

-
- Do not report any changes to the discussion list (change of officers, change of address, change of email provider, etc). Any change of information must be emailed to headquarters.

Associated Topics and Information

- “Leadership Contact” in the ASG Leadership area (Contacts tab) of the ASG website, www.asg.org.
- “Chapter Contact List” in the ASG Leadership area (Contacts tab) of the ASG website, www.asg.org.

CAB Voting Via Email Guidelines

AMERICAN SEWING GUILD, INC. CAB VOTING VIA EMAIL GUIDELINES

CABs must meet at least quarterly and should plan ahead; however, there may be a circumstance that requires a CAB to vote on an issue that cannot wait until their next scheduled meeting. The *Policies and Procedures Manual for ASG Chapters* takes precedence over *Robert's Rules of Order*, and voting without a meeting is addressed in the By-Laws (Article IV, Section 7).

If a vote by email becomes necessary, all requirements for voting as outlined in the *P&P* must be followed. Additionally,

- The entire CAB must agree in writing to conducting email voting at the first meeting of each year; the agreement must be incorporated into the minutes of that meeting.
- Only the president (or a designee acting as president) shall initiate an email vote.
- There must be a quorum of the entire CAB involved in the vote of any issue, and it must be stated in the minutes that such a quorum did participate in the vote.
- The call for an email vote must be sent to all CAB members, must allow for adequate discussion time, and must include a specified response deadline to register their vote.
- Any vote shall involve just a single issue.
- No personnel issues, e.g. removal or appointment of CAB members, may be voted on via email.
- All CAB members must email all discussion on the issue to all other CAB members by using "reply all." CAB members should use the email address that is registered with their ASG membership to respond. This assures that the proper person is voting.
- CAB members must email their votes to both the president and the secretary for tracking purposes.
- Copies of all email votes, including dates of such votes and participating CAB members, must be kept by the secretary. The issue(s) must be included on your next CAB agenda, so the issue(s) can be incorporated into the minutes of that CAB meeting.
- The president must announce the results of the vote via email to all CAB members within 5 days of the voting.

After a vote is taken by email, four steps must be taken following the vote to document this vote in your chapter minutes. Below are suggested wordings to complete this documentation.

1. The results of the vote must be an agenda item at the subsequent CAB meeting:

Results of email vote:

2. The results of the email vote must be entered in the minutes:

A motion made by [NAME] that [EXACT WORDING OF MOTION] was voted on via email from [START DATE] to [END DATE]. A quorum responded and the motion [CARRIED/FAILED].

3. The email vote must be ratified at the next face-to-face CAB meeting:

I move that the results of the email vote on the motion that [STATEMENT OF ISSUE] be ratified and entered into the minutes as such.

4. The results of the ratification vote must be entered into the minutes:

The motion made by [NAME] to ratify this vote and enter it into the minutes [CARRIED/FAILED].

03/11 Version 1.1

Electronic Communications Tip Sheet

Discussion Forums (Yahoo™ Groups) - Optional

Some chapters use discussion forums (variously called Yahoo groups, mailing lists, Usenet, news groups, message boards, bulletin boards, or listservs) to foster communication between their chapter members. In this discussion, the word “forums” will be used. .

Chapters interested in starting a forum should consider the following:

- **Purpose of forum.** Is it solely for the chapter members? Will it be used to announce events? Will members be able to use it to communicate with other members (to ask sewing questions, to announce sales in stores, to discuss anything sewing related, etc.)? Will any discussion need to go through a moderator?
- **Membership on the forum.** Most forums will allow a chapter to invite members to join the forum; some forums allow the moderator to add people to the list without their permission. It is preferable to invite chapter members to join the group, rather than “surprise” them with forum messages. This helps to ensure all forum members are chapter members and also lets chapter members decide whether they wish to use workplace email addresses.
- **Rules of the forum.** The purpose of the forum will determine relevant rules that may be needed. Since the forum is under the umbrella of an ASG chapter, people will form opinions of the chapter and the ASG as a result of this forum. It will be up to the chapter to do all that it can to ensure that the impression is favorable.
- **Pettiness, complaining, or flaming.** The tone on the forum may be controlled by rules and self-policing, or it may require a moderator to check forum messages and restrain messages. A moderator or rules may also be used to prevent forum members from sending test messages, responding on the forum to test messages, and from sending replies to notes with all the previous day’s notes contained in them
- **Viruses.** Attachments to posted messages should not be allowed because viruses are often, but not always, spread through email attachments. An attachment that members would like to access might be uploaded to the chapter’s website.

A chapter may wish to evaluate the use of its forum after a certain period of time to determine whether to continue its use or not.

For more information on “Net Etiquette” and other information a chapter might use to set chapter policies on webpages, email and forums, see:

<http://www.fau.edu/oit/student/netiquette.php#listserv>.

Media Releases Tip Sheet

All media releases must be approved by the chapter president and checked for accuracy, grammar, spelling, and proper use of punctuation.

Guidelines for Effective Press Releases

The questions WHO, WHAT, WHEN, WHERE, and WHY should be answered in the first sentence or paragraph of a news release, with details following..

- All news copy should be printed on chapter letterhead or plain white paper, 8 1/2" x 11".
- All material should be edited and proofread carefully.
- The name, address and telephone number with area codes of the contact person should appear at the upper right or upper left side of the first page. An email address should also be included if appropriate.
- A release date should appear about two inches above the body copy. This date signifies the earliest date the editor can print the story. Usually a release is dated FOR IMMEDIATE RELEASE.
- Skip two inches between the release line and the body of copy as a courtesy to the editor. It gives the editor space to write a headline or a new lead.
- Text should be double-spaced for print media, such as newspapers and magazines, and triple-spaced for electronic media, such as radio and television.
- Paragraphs should be indented at least five spaces.
- Only one side of the paper should be used.
- If the text runs more than one sheet, the word "more" should be placed at the bottom of each page. Don't split a paragraph from page to page.
- Use wide margins so editors may edit.
- Indicate page numbers in the upper right corner
For example:
for page 2: 2-2
for page 3: 3-3
- At the end, put one of these symbols: -30- or ###.

Refer also to the *Chapter Media Kit* in the ASG Leadership area (Chapter Files tab) of the ASG website for further instructions.

Radio or Television Publicity

Public Service Announcements

These should follow the same general format as outlined in the *Chapter Media Kit*, with the following changes:

- All copy should be triple-spaced.
- Information should be condensed to one page of facts that takes not more than 30 seconds to read.
- Difficult names and words should be phoneticized for the announcer.

-
- Releases should be mailed to the attention of the Public Service Director or the News Director one month prior to the event.

Radio or Television Interviews

Radio or TV talk show programs offer the opportunity to promote the chapter and its events, as well as sewing in general. Remember that, although the goal is to promote the ASG, the aim of the show's producer is to provide an interesting show. Simply sending a press release is not enough.

- Contact the radio or TV station to determine the producer of the program that carries this type of interview. The best contact may be the producer, not the host or hostess.
- Send a cover letter outlining why this topic would be good for a radio or TV interview. If trying to obtain an interview for a guest speaker, enclose a copy of her/his biography. Include some details in the letter to inform producer of your familiarity with the format of the program. If appropriate, also enclose a copy of the press release for the event.
- These contacts should be made approximately two months prior to the chapter event.
- One week after these items, follow up with a phone call. Provide any additional information.
- If this is not effective, do not be discouraged. Radio and television personnel are deluged with people wanting to be interviewed and timing is everything. At least you have begun to establish a rapport.

Effective Follow-Up

Anyone who provides the chapter with coverage, whether it is a radio or a television appearance or a newspaper story, should receive a letter of thanks written on chapter stationery and signed by the chapter president. If the coverage is exceptional, present a creative thank you item.

Media List Maintenance

Keep an accurate, up-to-date list for publicity contacts on a card or computer file.

- The file must continuously be kept current to provide for fax, email, or mail contacts.
- Each card or file entry should have:
 - The name and address of the station, publication, or organization
 - The name of the contact person and her/his title, phone number, fax number, email address, and preferred mode of contact
 - Deadline for information
 - A record of the date of any interviews, appearances, or articles written.

This permanent record, passed on to each subsequent publicity chair, will quickly tell where to concentrate the chapter publicity efforts.

07/05 Version 1.0

Standing Rules vs By-laws Tip Sheet

This tip sheet was prepared as a quick reference to show some of the differences between a chapter's standing rules and the ASG By-laws. Confusion may exist since sometimes the terms "by-laws" and "standing rules" are used rather loosely and interchangeably, although they are really two separate documents.

What are the differences?

Standing Rules	ASG By-laws
Govern only a single chapter	Govern all chapters
Cover details of the operation of a chapter	Cover the general structure of the whole of the ASG
Could be different for each chapter	Are the same for all chapters
Can be changed by a chapter's CAB	Can only be changed through a vote of directors and all chartered chapters in compliance/good standing,
Must conform to ASG By-laws	Must conform to the laws of the state of New York and federal laws
Can be changed by a CAB in one meeting to take effect at the next meeting	Can only be changed at the yearly ASG Annual Meeting of Corporate Members
A single rule can be suspended for the duration of a CAB meeting.	No section of the by-laws can be ignored.
Not necessary but strongly recommended for a chapter	Necessary for the existence of the organization

What are some examples of things covered by standing rules?

- Rules concerning discounts and prices for chapter members at special events.
- Details of what chapter expenses will be reimbursed.
- The combination of appointed committee chairs who make up the remainder of a chapter's CAB.

Why does a chapter write standing rules?

A CAB writes a set of standing rules to set down what has been a chapter's "customs" or "traditions" regarding things that a chapter can decide. This sets expectations and prevents misunderstandings for CAB members, especially when new people join the CAB.

How does a chapter set standing rules?

See the booklet *Writing Your Standing Rules*, downloadable from the Leadership Only area of the ASG website and *Robert's Rules of Order, Newly Revised*, which can be found at your local library or on the Internet.

Associated Topics and Information

- "Hierarchy of Governing Documents," on page 3-3.

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- *Chapter Standing Rules Guidelines*, downloadable from the ASG Leadership area (Manuals/Guidelines tab) of the ASG website, www.asg.org.

Proxy Ballot Requirements – FAQs

What is a proxy ballot?

According to *Webster's Dictionary*: Proxy - A document empowering a person to act for another, as in voting..

Why is a proxy ballot necessary?

The American Sewing Guild, Inc., is incorporated in the state of New York and thus must follow New York not-for-profit law as it pertains to elections of the leaders of each and every chapter. New York law does not allow “mail-in” ballots, but it does allow proxy ballots to be submitted. Therefore we need to call the ballots for those who can not attend the chapter annual meeting “proxy ballots” to comply with New York State law.

How is the proxy ballot different?

When you look at the ballot, you will immediately notice that a proxy ballot really is not that different from a mail-in ballot. The biggest change to this ballot is its name and the need for a signature to make the proxy valid (that is, to assign the vote to the nominating committee chair so she/he can properly identify ballots and count votes from only the registered chapter membership).

Items were added to make the ballot stronger: that the nominating committee chair is the proxy holder, and space for a member's name, signature, and member number. Identification is needed so that ballots can be validated, that is, that they have been cast by an ASG member and that only one ballot has been cast per person. This is the same sort of identification needed at local and national elections.

Tips

The following tips will ensure that your elections follow the law and are valid. The tips will also make the election process a little clearer to your members.

- Only **one** ballot, either proxy or cast in person at your chapter annual meeting, may be cast per individual member of your chapter.
- Members must sign their proxy ballot to assign their votes to the chair of the nominating committee. They must also include their membership number for verification against the current chapter listing. Members casting ballots in person do not have to sign their ballots since they will have presented their membership card or otherwise checked-in to obtain the ballot.
- Member name, signature, and membership number should be on the back side of the proxy ballot so that a member's vote can be validated but remain private and not obvious to the vote tellers.
- The ballot that is sent out to chapter members must have “Proxy Ballot” as the title line. Additionally, you should list the name of the chapter, date, time and place of the election meeting (the annual meeting) in the heading.
- Each office should be listed with the candidates' names in alphabetical order.
- A check box or a line for members to indicate their choice should be provided.
- The sentence “All valid proxy ballots will be voted as submitted” should be shown at the bottom of the ballot. This ensures that the ballots will be voted as the member intended.

-
- Identify on the proxy ballot that the ballot is to be returned to the Nominating committee chair and print the chair's name and address to which the ballots should be mailed on the ballot.
 - Make sure the date the ballots are due is at least one week prior to the Annual Meeting. The ballots must be postmarked by this date, or proxy ballots can be returned in person at the Annual Meeting. Proxy ballots that are postmarked after the due date or that arrive after the election should be discarded without opening.

06/08 Version. 1.3

Associated Topics and Information

- "Voting for CAB Positions," on page 7-9.
- Sample Proxy Ballot, on page C-xviii.

Appendix C.
Sample Reports, Forms, and Letters

Chapter Financial Report

AMERICAN SEWING GUILD, INC. CHAPTER FINANCIAL REPORT - _____(QTR) _____(YR)

Name of Chapter _____
 EIN (Employer Identification Number) _____
 Chapter Treasurer Name: _____
 Chapter Treasurer Day Phone: _____
 Chapter Treasurer E-mail: _____

QUARTERLY REPORT	DUE DATES
1 st Qtr Jan 1-Mar 31	April 30
2 nd Qtr Apr 1-June 30	July 31
3 rd Qtr July 1-Sept 30	Oct 31
4 th Qtr Oct 1-Dec 31	Jan 31
Critical deadline for IRS tax return	

OPENING BALANCE (Line E1 of previous quarterly report) \$ **A1**

INCOME: (during calendar quarter)

Dues Rebates	B1	\$	_____
Advertising	B2	\$	_____
Program Admissions/Special Events	B3	\$	_____
Interest (checking, savings and investments)	B4	\$	_____
Fundraiser	B5	\$	_____
Community Service Donations/Fundraisers	B6	\$	_____
Other Income	B7	\$	_____

List: _____

Total INCOME (B8=B1+B2+B3+B4+B5+B6+B7) \$ **B8**

Total INCOME YEAR TO DATE (sum of all B8 lines beginning January 1 for the current year) \$ **B9**

EXPENSES: (during calendar quarter)

Programs and Special Events	C1	\$	_____
Supplies (Office, misc)	C2	\$	_____
Mileage (if applicable)	C3	\$	_____
Cost of Newsletter	C4	\$	_____
Postage	C5	\$	_____
Copying/printing (other than newsletter)	C6	\$	_____
Telephone/Cell phone	C7	\$	_____
Community Service Expenses	C8	\$	_____
Other expenses	C9	\$	_____

List: _____

Total EXPENSES (C10=C1+C2+C3+C4+C5+C6+C7+C8+C9) \$ **C10**

Total EXPENSE YEAR TO DATE (sum of all C10 lines beginning January 1 for the current year) \$ **C11**

Excess income over expense \$ **D1**

CLOSING BALANCE on last day of the quarter (E1=A1+B8-C10) \$ **E1**

Double check your math	(F1= E1-A1)	\$	F1
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D1 and F1 should be the same number.

(PLEASE COMPLETE QUESTIONS ON REVERSE SIDE)

1. Was any money collected for advertising during the quarter (B2 on previous page)? ____ If yes, ASG Headquarters must have copies of all newsletters with the advertising.
2. Political contributions by 501 (c) (3) organizations are not allowed by the IRS or the American Sewing Guild, Inc. Did your chapter make any contributions to a political candidate, a political campaign or lobbying activity? Yes ____ No ____ If yes, please contact ASG Headquarters.
3. Were any legal notices received from the Internal Revenue Service (not including forms) during the quarter? ____ If yes, please send a copy of the notice to ASG Headquarters.
4. Did anyone request a copy of your IRS Federal Form 990 (Nonprofit corporation tax return) during the quarter? ____ If yes, did you refer them to ASG Headquarters? ____
5. If your chapter holds any investment instruments such as savings accounts, CD's, etc. please list below the amount held in each account.

Account # _____	Amount: \$ _____
Account # _____	Amount: \$ _____
Account # _____	Amount: \$ _____
Account # _____	Amount: \$ _____

A1	Balance brought forward from Line E1 of previous quarterly report (includes amounts from checking, savings, and CDs).
B1	Rebates from dues received during the Quarter being reported.
B2	Income earned from advertisement displayed in the Chapter newsletter. Contact Chapter President or Newsletter Editor to inquire if each newsletter issue has been sent to HQ as required, no additional copy is needed with report.
B3	Income generated from programs and events.
B4	Interest from all bank accounts
B5	Fund raising and monetary donations only.
B6	Monetary donations or fund raising specifically earmarked for community service projects. Do not include in-kind donations.
B7	Other income generated from all other sources not listed above.
B8	Add B1 through B7.
B9	Total Income received Year to Date beginning January 1 for the current year.
C1	Expenses incurred for all Chapter programs or special events held during this time period, including postage, printing, mileage, etc.
C2	Supplies – office (not program directed).
C3	Mileage (paid at the rate set by Chapter Standing Rules)
C4	Expense of publishing Chapter newsletter including postage, supplies, etc.
C5	Postage (not newsletter related).
C6	Copying/printing (general administrative cost)
C7	Telephone/Cell phone
C8	Expense of community service projects-including supplies purchased
C9	Miscellaneous; expenses incurred not listed above. File 1099 if needed.
C10	Add C1 through C9
C11	Total Expenses paid Year to Date beginning January 1 for the current year.
D1	Excess income over expenses: subtract C11 from B8; if expenses are higher than income, designate by placing amount of deficit in parenthesis (\$x,xxx)
E1	Balance (not the bank statement balance) of chapter treasury on last day of the quarter.
F1	Double check —subtract ending cash balance (E1) from beginning cash balance (A1)

If not submitting online,

Mail to: American Sewing Guild
9660 Hillcroft Street, Suite 510
Houston, TX 77096-3886

Or fax to: Fax: 713-721-9230

Or e-mail as attachment to: E-mail: reports@asq.org

Version 2.0
11/19/2011

Community Service Semi-Annual Report

American Sewing Guild, Inc. COMMUNITY SERVICE SEMI-ANNUAL REPORT

Sewing items for the community is an activity enjoyed by many ASG members and chapters. Community service is not required of any ASG chapter. However, reporting the work your chapter does is helpful to your chapter and the whole organization in successfully obtaining donations, grants, and positive publicity for ASG.

INSTRUCTIONS:

The Chapter President or Community Service Chair should provide the following information for the previous six months. Return this form to National Headquarters by January 15 and July 15 of each year. The number of items and quantity of hours *can be approximate*. If your chapter has not done any community service, it would still be helpful to let us know that. **NOTE:** The form has been set up as a Word™ table. If you wish to fill out the form electronically, download it from the ASG Web site. Use the TAB key to move through the form. To add additional lines, hit the TAB key at the end of the last row.

Chapter Name:				
Your Name:				
Report Date:		for months:		through

1. List all community service projects (both chapter wide and neighborhood group) for the past six months. If teaching or volunteering, skip the "Items Made" column.

Project Name (e.g. baby blankets for St. Jude)	No. of Items Made	No. of Members Participating	Total Hours Donated on Project

2. List any in-kind donations for community service projects your chapter received in this period.

Type of In-kind Donation (e.g. 50 yards of fleece)	Approximate Value (if known)	Name of Donor	Address of Donor

Return by January 15 and July 15 of each year to:

American Sewing Guild Headquarters
9660 Hillcroft, Suite 510
Houston, TX 77096
Phone: 713-729-3000

Fax: 713-721-9230

E-mail: samina@asg.org

CAB / Banking Information Form



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

CAB/Banking Information Form

Complete this form and mail, e-mail, or fax to ASG Headquarters immediately after fall 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 given should be the one you use for ASG correspondence.

CHAPTER:		
Submitted by:		
Revision Date:		

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:		

MEMBERSHIP CHAIR:		Membership #:
Name:		
Address:		
Phone:	Day:	Evening:
E-mail:		

SPECIAL EVENTS CHAIR:		Membership #:
Name:		
Address:		
Phone:	Day:	Evening:
E-mail:		

NEWSLETTER EDITOR:		Membership #:
Name:		
Address:		

Phone:	Day:	Evening:
E-mail:		
WEBSITE MANAGER:		
Name:		Membership #:
Address:		
Phone:	Day:	
E-mail:		Evening:

BANKING INFORMATION

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)

04/13 Version 3.4

Community Service Semi-Annual Tracking Form

PROJECT NAME:			
PROJECT CHAIR:			
Start date:		Completion date:	
Total items completed:		Total project hours:	
Total cost of materials:		Purchased %	Donated %
Donor(s) of materials:		Value of donation	
RECIPIENT(S) OF COMPLETED ITEMS:			
Name, address, phone, contact person	Items received	Maintain confidentiality?	
		<input type="checkbox"/> Yes	
		<input type="checkbox"/> Yes	
		<input type="checkbox"/> Yes	
Participants in project	Items completed	Total hours worked	

Expense Reimbursement Forms

Example1 – Form for submitting multiple expenses spanning a specified date:

NAME:		To be completed by Treasurer
ADDRESS		Form #
CAB POSITION		Paid by Check #
EXPENSES FROM:		Date Issued:

Use committee position; payment will not be made if receipts are not attached

ITEMIZED EXPENSES

Date	Committee:	Description of item & quantity	Amount
		TOTAL AMOUNT	

Example 2 – form for submitting expenses associated with a specific activity

CHECK/REIMBURSEMENT REQUEST FORM

Check/Reimbursement Request Instruction:

1. Should an individual spend money out of pocket, for items approved, this form must be completed for reimbursement,
2. No reimbursement will be honored without RECEIPTS ATTACHED.
3. Please be as detailed as possible in your reason for the check. (More is better)
4. A check request form is needed for ALL Checks. If this is the first of three checks, you need three check request forms.
5. Request must be turned in to treasurer within 60 days of the event in order to be reimbursed by the ASG Chapter

Today's Date:	Date check needed:
Check Payable to:	
Address:	
City:	State: Zip:
Amount of check:	
Person requesting check:	
Committee:	

Reason for expense:

Total _____

Approval Signatures:

Organizer Chairperson:	
ASG Treasurer:	:
Check #:	Date issued:

Group Exemption Application Form

American Sewing Guild, Inc. GROUP EXEMPTION APPLICATION FORM

Chapter Name:

Chapter EIN:

Chapter President's Name and Home Address:

President's
Name:

Address:

City, State, Zip:

The above named Chapter of the American Sewing Guild, Inc., hereby requests to be included in the group exemption letter of the American Sewing Guild, Inc., for filing of Federal 990-taxes as a 501(c)(3) Tax Exempt organization for the Fiscal Year of _____ (Current Calendar Year).

Signature of Chapter President or Treasurer

Date

Print Name

Print CAB Position

Daytime Telephone Number

Return original by regular mail no later than January 31 of each year, to:

American Sewing Guild, Inc. Headquarters
9660 Hillcroft Street, Suite 510
Houston, TX 77096-3866

01/09 Version 1.2

ASG Membership Application



Name _____

Address _____

City _____

State _____ Zip _____

Daytime phone _____

E-mail _____

☐ New ASG Member\$50

☐ New ASG Junior Member\$25

Chapter (city/state) _____

☐ ASG Member at Large\$50

☐ Renewal Member\$45
(if received before membership expiration date)

☐ Late Renewal\$50
(if received after membership expiration date)

☐ Junior Renewal\$25

Junior Member Information:

Birthdate (MM) _____ (DD) _____ (YYYY) _____

School Name _____

Grade/year in school _____

Payment:

☐ Check payable to **"American Sewing Guild"**

☐ MasterCard | Visa | AmEx | Discover (circle one)

Account#: _____

Expiration Date: _____ CVV# _____

Signature: _____

Return to:

American Sewing Guild

9660 Hillcroft, Suite 510, Houston, TX 77096

Phone: (713) 729-3000

Email: info@asg.org

Fax: (713) 721-9230

Website: www.asg.org

(Please allow 2-4 weeks for processing)

Program Production Budget Form

American Sewing Guild, Inc. PROGRAM PRODUCTION BUDGET FORM

<u>EVENT</u>	<u>PREPARED BY</u>
Name:	Name:
Date:	Purpose:
Location:	<input type="checkbox"/> Budgeting
Other Activities:	<input type="checkbox"/> Planning
	Date of Plan:

ASSUMPTIONS

Attendees:	Member	Non-Members	Guests	Total	Cost of food per person: \$
Probable					Profit:
High					<input type="checkbox"/> Break even
Low					<input type="checkbox"/> Raise \$ for
					<input type="checkbox"/> Subsidize by chapter \$

		PROJECTED	ACTUAL
INCOME			
	Members		
	Non Members		
	Other		
	<i>[Subsidy planned]</i>		
Income Total			
EXPENSES			
	Room Rental		
	Equipment Rental		
	Speaker's Fee		
	Comm. -- Travel		
	Comm. -- Phone		
	Comm. -- Postage		
	Comm. -- Misc.		
	Publicity -- Printing		
	Publicity -- Postage		
	Printing -- Programs/ Flyers/ Posters		
	Postage -- Other		
	Food		
	Supplies		

	<i>[Profit desired]</i>		
TOTAL EXPENSES			

Minimum ticket price = (Expenses + Profit desired) divided by (Total Probable Attendance)

11/05 Version 1.1

Sample Chapter Library Rules and Procedures

The following is a sample set of rules and procedures for a chapter's lending library. They should, of course, be adapted for a particular chapter's situation..

American Sewing Guild, Inc. CHAPTER LIBRARY RULES AND PROCEDURES

Rules

- The materials in the library are available only to the members of the (chapter name) of the American Sewing Guild, Inc
- The borrower is responsible for the safe return of borrowed and/or rented materials.
- Books may be borrowed for a period not to exceed one (1) month. There is no limit on the number of books the member may borrow at any one time.
- Videos or DVD's may be rented for a period not to exceed two (2) weeks. The non-refundable rental is three dollars (\$3.00) per video. There is a two (2) video limit per member at any one time.
- When returning videos and books, protect them from damage by mailing them in a box or a padded envelope.
- Postage incurred by the ASG library to mail materials to a member will be reimbursed to the ASG treasury by that member.
- Ship all materials via the US Post Office, Library Rate to the librarian's or the chapter address, listing the American Sewing Guild, Inc. Library as the first line of the address.

Availability of Library

- The library is available to all members of the (chapter name) Chapter via US mail or by telephone reservations.
- The library is also made available at most chapter wide events.
- The library, complete with the librarian, is available as a neighborhood/special interest group program.
- Members may arrange to pick up materials at the librarian's home or at a pre-arranged place at the librarian's convenience.

Library Procedures

- Propose items for purchase for the library to the CAB.
- Upon CAB approval, purchase the item.
- Label each item as belonging to the chapter.
- Establish a list of all library materials.
 - The listing may be printed and distributed to the chapter members, printed in the chapter newsletter, or kept by the librarian.
 - A listing to categorize material by subject matter, as well as by the author, may be helpful
- Set up and maintain an inventory of all material, with the author, title, date of purchase, and cost.
- Maintain a file of borrowed items:

-
- Insert a library card and pocket in each book or video. When a member borrows an item, remove the library card, write the member's name and phone number or address on the card, and file the card in a "borrowed" file.
 - When an item is returned, check its condition before replacing in the library. If it is not damaged, check off the borrower's name and replace the library card in the pocket.
 - If an item has sustained damage, assess the cost of repair or replacement and either ask the borrower to pay the cost or absorb the cost as a library expense, if appropriate.
 - Periodically, inspect the library for obsolete or damaged items. Eliminate these items from the library.

As appropriate, propose changes to library rules and/or procedures to the CAB for approval.

Associated Topics and Information

- "Library," on page 9-17.
- "Librarian," on page 8-18.

Sample Member Interest Surveys

Surveys can be useful in helping a chapter plan their activities and obtain feedback from members, particularly where some members may be remotely located.

Surveys can be mailed or electronic surveys can be emailed. Survey Monkey is a firm that offers a useful tool for creating, distributing, and analyzing surveys. Chapters can utilize these services at www.surveymonkey.com

Suggestions for Creating a Survey

Whether a survey is conducted by mail or electronically the guidelines below for creating a survey are useful.

Surveys should be concise and not take long to complete. Thus specific, clear questions with multiple choice, yes/no, or ranking of responses are more desirable. When you conduct a survey, explain why the survey is being distributed and how the responses will be handled. Try to make sure that simple responses will give you valuable information for you and your CAB to use in planning.

Survey question examples

The following question examples are grouped into categories to make it easier to find examples that might assist you:

Sewing Interests

1.Rank the type of sewing you prefer / do most	Top	Second	Third
a) Garment			
b) Quilting			
c) Home Dec			
d) Doll Making			
e) Other (specify)_____			
1.Do you like to sew with others? Y____ N____			
2.Do you prefer hand, machine sewing? Hand _____ Machine _____			

ASG Chapter Events/Services

1. Do you attend a Neighborhood Group Meeting regularly Y_____ N_____
2. If No to the above, what is the primary inhibitor/ reason?
 - Distance to travel to meeting
 - Scheduling conflicts
 - Not interested
3. Do you like to attend workshops Y_____ N_____
4. If No to the above, what are the main reasons? (check all that apply)
 - Scheduling
 - Not interested in subject matter
 - Cost
5. Do you like to attend sewing retreats Y_____ N_____
6. If No to the above, what are the main reasons? (Check all that apply)

-
- Scheduling
 - Duration
 - Distance to travel
 - Cost
7. Do you like road trips to other sewing shops Y_____ N_____
8. If Yes to the above, which of the following locations would you prefer?
- Location A
 - Location B
 - Location C
9. Are you interested in on-line tutorials / webinars? Y_____ N_____
10. If Yes to the above, what topics or subject matter would you like to see?
- Subject A
 - Subject B
 - Subject C
11. Comments / Suggestions

Sample Proxy Ballot

On the bottom of the proxy ballot or the reverse side of the ballot or on a second page sent out with the ballot, **the proxy must have room for a member's signature.**

_____ **Chapter of the American Sewing Guild, Inc.**
Proxy Ballot
Annual Elections of Chapter Advisory Board Positions
(Date of election) (Time of election)
(Place of election)

Please check the box next to the name of the candidate for each office that you believe will do the best job for the chapter.

President:

- ☐ (candidate one's name)
- ☐ (candidate two's name, if a second candidate, etc.)

First Vice President [**optional CAB position**]

- ☐ (candidate one's name)
- ☐ (candidate two's name, if a second candidate, etc)

Second Vice President [**optional CAB position**]

- ☐ (candidate one's name)
- ☐ (candidate two's name, if a second candidate, etc.)

Secretary:

- ☐ (candidate one's name)
- ☐ (candidate two's name, if a second candidate, etc.)

Treasurer:

- ☐ (candidate one's name)
- ☐ (candidate two's name, if a second candidate, etc.)
- ☐ [Other elected CAB positions **as stipulated in the chapter's standing rules**]

The nominating committee chair is the proxy holder until the time of the election. All valid proxy ballots will be voted as submitted by the member.

All proxy ballots must be returned to the nominating committee chair by _____ (date)_____

Please return your proxy to:

Name of Nominating committee Chair
Address of Nominating committee Chair
City, State, Zip code

The Annual Meeting will be held at:

(Name of location)
Address of meeting
City, State, Zip

Your proxy ballot is not valid without your signature to assign your votes to the nominating committee chair. If it is not signed, your votes will not be counted.

Member name (please print): _____

Member signature: _____

ASG member number: _____

Associated Topics and Information

- “Sample Chapter Ballot,” downloadable from the ASG Leadership area (Chapter Files tab) of the ASG website, www.asg.org.
- Proxy Ballots Requirements – FAQs on page B-xiii.

Sample Letter to be Sent to a Disbanding Chapter

[on ASG letterhead]

Date

Dear [contact name]

It is with regret that we agree with the decision to disband the [chapter name] of the American Sewing Guild, Inc.

This letter hereby revokes and releases the Chapter Charter/Letter of Agreement that the [chapter name] chapter signed with the ASG as of [date].

This letter also authorizes you [name] to close your bank account(s) and remit the proceeds to the ASG national headquarters in accordance with paragraph 15 in the Chapter Charter, paragraph 18 in the Letter of Agreement, and page 3-16 of the *Policies and Procedures Manual for ASG Chapters*. Please do this within fifteen (15) days and contact us if any assistance is needed.

You are valued members of the ASG organization and disbanding the chapter does not discontinue your membership. We sincerely hope that you will continue to find benefit in your membership and the contribution you make to the mission of ASG either by affiliating through another chapter or as a member at large; the choice can be indicated by using the change of address/chapter procedure in the Members Only area of the ASG website, by contacting ASG national headquarters, or by completing a renewal form. Also, we will keep you advised of any reorganization activity in your area.

Sincerely,

Executive Director
American Sewing Guild, Inc.

cc: Chair of the Board of Directors
Chapter Development Administrator

Sample Letter to be Sent from a Disbanding Chapter

Executive Director
ASG National Headquarters
9660 Hillcroft Street , Suite 510
Houston, TX 77096-3866

Subject: Disbanding Chapter

The _____ Chapter of the American Sewing Guild, Inc., after consultation with the ASG chapter development administrator and following the procedures outlined in the *Policies & Procedures Manual for ASG Chapters*, is hereby disbanding our chapter.

This action was agreed upon at the CAB meeting on _____ (attach minutes)

Our assets include our bank account(s) at:

Name of bank	
Address of bank	
Account number(s)	
Can you sign at the bank?	
Does your chapter own other assets? If so, describe briefly.	

Our chapter is / is not interested in becoming a neighborhood / special interest group of another chapter. If so, name chapter: _____

My contact information is:

Name	
Address	
Phone number	
Email address	

Signature

Date

Attachment: CAB minutes

01/07 Version 1.1

Sample Agenda for a CAB Meeting

The _____ Chapter of the
American Sewing Guild, Inc.

Agenda for Chapter Advisory Meeting

August 17, 2005

7:00 pm – 8:45 pm

Classroom of Sew-n-Sew-n-Sew Shop
18th and Barrington Rd

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 last met (especially those from national level monthly mailings).

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/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 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 Donation Thank You Letters

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

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, Inc., 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 community service projects. The sewing supplies and patterns will be made available to our members for purchase, and the money will be used to advance sewing.

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, Inc., I would like to thank you for your generous donation of \$25.00.

We will use the money in our project to teach children to sew that we conduct every summer at the library.

Thank you again for your gift.

Sincerely,

Your name, Treasurer

_____ Chapter of the American Sewing Guild, Inc.

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, Inc. I would like to thank you for your donation of \$20.00 to honor Mrs. Irene Roe on the occasion of her 75th birthday. A letter will be sent to Mrs. Roe explaining your generous gift.

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

Thank you again for your generosity.

Sincerely,

Your name, President

_____ Chapter of the American Sewing Guild, Inc.

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, Inc., I would like to thank you for your donation of \$50.00 in memory of Mr. John Doe. A letter will be sent to Mrs. Doe 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, Inc.

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, Inc., I would like express our sympathy to you and your family on your loss of Mr. John Doe.

Mrs. Donor made a gift to our chapter in memory of Mr. Doe. 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 mentioned to us that Mr. Doe had received several of our lap quilts at the Center.

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, Inc.

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