

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

STANDING RULES

REVISED 2023

GENERAL

1. Individuals must be current in their national dues to be eligible for Chapter membership.
2. Members are required to pay Chapter dues January 1 of each year. Chapter dues are \$22.00. Members who fail to pay dues by January 30 will not be granted a grace period and will be dropped from the Chapter membership rolls.
3. Chapter dues for ANG Patron and Plural members are due January 1.
4. Meetings are scheduled on the third (3) Thursdays of the following months: September, October, November, January, February, March, April, and May. Members will meet at the designated site at 1:00 pm.
5. Guests are welcome at any meeting. Prospective members may attend two (2) membership meetings before to being asked to pay dues.
6. In case of severe weather, meetings may be canceled. An eblast will be sent out to all members by the President.
7. Members are required to wear a name tag at Chapter meetings. A stitched nametag is highly suggested for new members to create.
8. A change of address or other contact information should be sent Membership/Treasurer.
9. The Chapter membership roster is confidential and is distributed to members only. Members are required to maintain its confidential information.
10. All Chapter members are required to adhere to all National policies including the copyright policy (3.06).

BOARD MEMBERS RESPONSIBILITIES

1. All Elected Officers and Standing Committee chairs must read and abide the Chapter Bylaws and Standing Rules.
2. No member shall be eligible to serve more than two (2) consecutive terms in the same office.
3. All Elected Officers and Standing Committee Chairs shall maintain a notebook of procedures and ensure that it is passed to her/his successor at the beginning of the successor's term.
4. All Elected Officers and Standing Committee Chairs agree to facilitate transition by passing materials and information to their successor at the start of the successor's term and to be available for follow-up questions from the successor.
5. All Elected Officers and Standing Committee Chairs must prepare a budget for their activities for the coming fiscal year and submit it to the Treasurer no later than December 1st.
6. Board members are expected to attend Chapter meetings punctually and to let the President know when they will not be able to do so.
7. Membership dues and meeting date and times are voted on by the Board. Then presented to membership for approval.

CHAPTER RECORD RETENTION

DOCUMENT TYPE	OFFICER(S) RESPONSIBLE	LENGTH OF TIME RETAINED
Chapter Charter	President	Never discarded
Bylaws and Standing Rules	President and Secretary	Never discarded
Correspondence from National	President	Never discarded
Contracts	President	Two years
Officer Election Report and Annual Chapter Report	President	Never discarded
Minutes of Board & Membership meetings	President and Secretary	Never discarded
Past Program records	1 st Vice President	Never discarded
Membership database	Membership/Treasurer	Never discarded
Bank account information	Membership/Treasurer	Three years
Monthly financial reports	Membership/Treasurer	Three years
Annual financial reports	Membership/Treasurer	Three years
Expense and Income report forms along with associated receipts	Membership/Treasurer	Three years
Newsletter	Newsletter Editor	Never discarded
Past Fundraising Activities	Fundraising Director	Never discarded

PRESIDENT

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

1. Facilitates a smooth and orderly transition of officer responsibilities and materials.
2. Keep the official electronic versions of the Chapter Bylaws and Standing Rules.
3. Prepare an annual calendar of Board activities and distributes it to Board members.
4. Update the ANG Chapter President's Book whenever new policies, bylaws, or other information are supplied by the national organization.
5. Maintains the following inventory and ensures that it passes to her/his successor:
 - a. The Chapter President's gavel.
 - b. Gateway Chapter President's book, consisting of current working documents.
 - c. ANG Chapter President's Book, including Chapter Charter and ANG Chapter Handbook.
 - d. Archive of Board meeting minutes.
 - e. Archive of Chapter meeting minutes.
 - f. Archive of all past Officer Election Reports and Annual Chapter Reports.
 - g. Archive of contracts and correspondence from National.
 - h. Chapter Bylaws and Standing Rules or Policies.

PROGRAMS (1ST VICE PRESIDENT)

1. In addition to the responsibilities listed in the Chapter Bylaws, the 1st Vice President(s)
 - a. Is responsible for planning the year's programs and arranging for someone to lead and pre-stitch each monthly activity.
 - b. Must present the year's programs to the Board.
2. In the event members cannot participate in an educational event for which they have paid, refunds will be given only if the Chapter has not already ordered the instructions/supplies.

MEMBERSHIP/TREASURER

In addition to the responsibilities listed in the Chapter Bylaws, Membership/Treasurer shall:

1. Have sufficient computer skills to maintain the electronic Chapter membership database and financial records and is responsible for ensuring its confidentiality.
2. Update the membership roster at the February meeting.
3. Promptly notifies all Board members of new members and changes of address or contact information.
4. Maintain the electronic Chapter membership database, roster and financial records.
 - a. Maintain a bank account containing all of the funds of the Chapter.
 - b. Provides a receipt to individuals who make donations of cash or goods to the Chapter.
 - c. Maintains the following inventory and ensures that it passes to her/his successor.
 - i. ANG Guidelines for Chapter Treasurer.
 - ii. Electronic archives of the Chapter's past financial records, including monthly and annual financial reports, bank statements, and expense/income receipts.
 - iii. Documentation from the IRS stating the Chapter Tax ID number.
5. All chapter financial transactions are recorded electronically in Quicken.

Membership/Treasurer responsibilities continued

6. If a newly elected or newly appointed Treasurer does not have Quicken software, the Chapter will purchase it
7. Requests for expense reimbursement must be submitted before the end of the fiscal year in which the expenses are incurred.
8. All bills, reimbursements, and payments must be accompanied by an income or expense reporting form. The Treasurer will update these forms regularly so they accurately reflect Chapter budget categories.
9. The budget for each fiscal year must be submitted and approved by the Board of Directors at the first Board meeting of the new business year (June 1 – May 31).
10. Bills and expense reimbursements exceeding budgeted amount require advance approval by the Board.
11. All vendors' accounts are to be set up under the care of the Membership/Treasurer and emailed or mailed to his/her mailing address for processing payment.
12. The Membership/Treasurer is responsible for invoicing for all advertisements.

SECRETARY

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

1. Prepares the initial draft of meeting minutes and gives it to the President for corrections and additions. The resulting second draft is emailed to Board members for review and comment. The secretary incorporates suggested corrections to generate the final draft.
2. Completes all minutes no later than two (2) weeks following each meeting.
3. Incorporates changes to final draft minutes suggested at the subsequent meeting.
4. Maintains an electronic archive of Chapter and Board meeting minutes.
5. Minutes are forwarded to the webmaster.
6. Maintains the following inventory and ensures that it passes on to her/his successor.
 - a. The archive of all past Chapter monthly membership meetings.
 - b. The archive of all past Chapter Board of Director minutes are not posted on the website.
 - c. The stitched Chapter logo and stand.

NEWSLETTER

1. In addition to the responsibilities listed in the Chapter Bylaws, the Newsletter Editor shall:
 - a. Publish *NeedleNotes* six (6) times a year by the following dates: January 1, March 1, May 1, July 1, September 1, and November 1.
 - b. Provides an electronic version of the newsletter to the Webmaster for posting on the Chapter web site when it is emailed to members.
 - c. Maintain the following inventory and ensures that it will be passed to her/his successor.
 - i. Archive of all past issues of *NeedleNotes*.
 - ii. *Robert's Rules of Order Newly Revised*
2. The advertising rate for a year (6 issues)
 - a. Full page add \$100.00
 - b. Membership/Treasurer is responsible for invoicing and collecting payment.

FUNDRAISING

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

1. Within 30 days following any fundraising activity, provide the Board with an accounting of the expenses, revenue, and net income to the Chapter.

STANDING COMMITTEES

Standing Committee Chairs serve a term of one business year. They are appointed by the President, approved by the Board, and serve at the Boards discretion. Standing Committees specified by the Bylaws are: Sunshine, Philanthropy, Webmaster, and Workshops.

SUNSHINE

1. The Chapter Sunshine Chairman:
 - a. Sends sympathy/get well cards to members when the need arises or when notified by another member.
 - b. With the advice and approval of the Board, decides the social activities of the Chapter, including the annual stitch-in retreats, and Spring luncheon.
 - c. Maintains the following inventory and ensures that it passes to her/his successor archive of past social activities.
2. In the event a member cannot participate in an event for which she/he has paid, refunds will not be given.

PHILANTHROPY:

1. Researches and provides information on charity options to be decided by the Board.
2. Coordinates the philanthropy process including any communications with *NeedleNotes*.

WEBMASTER:

The Website committee (3) members made up of two (2) Chapter Board Members and the Webmaster, all having editing access.

Shall be responsible for the following:

1. Updates the Gateway Chapter web site as well as the Chapter's Facebook page.
2. Posts updates to the website from Board Members after review and approval by the President.
3. Post current *NeedleNotes* to the site same date as release to the members via email. Further than three (3) years *NeedleNotes* shall be archived.
4. Post Chapter meeting minutes to the site after the minutes are approved by the President.
5. Updates are posted after each event.
6. Moves outdated pages to the Archives folder.
7. Only link provided on the website is for National ANG.
8. Includes the ANG copyright statement somewhere on every Chapter website page.

Webmaster responsibilities continued

9. Does not post copyright material directly to the site without written permission from the copyright holder and maintains the permission in the Webmaster Archive records.
10. The Website Committee is the contact for the web hosting company and the domain registration company. All invoices are directed to the Membership/Treasurer to arrange for payment of fees.
11. Chapter meeting minutes shall be posted on the website within one week of the meeting.

WORKSHOP COMMITTEE:

1. Research and provide workshop options for Board approval.
2. A minimum of one (1) Chapter sponsored workshop shall be provided per business year. Additional workshops will be provided if financially feasible.
3. Responsible for coordinating: location site, teacher travel, teacher lodging, and teacher fee.
4. The teacher will set a minimum number of attendees for each workshop scheduled; if the minimum is not met, the workshop will be cancelled.
5. A member's enrollment in a workshop will be reserved upon receipt of payment for the workshop. A waiting list will be established if the workshop is filled.
6. Workshops are for Chapter members. If the class maximum is not met by the announced deadline, anyone who is interested may sign up. A premium may be charged of ANG members who are not Chapter members and to non-ANG members.
7. Members who have already taken a specific workshop by a guest instructor (for example at the ANG National Seminar) may at the discretion of the teacher, attend the local event but must play the teaching fee.
8. Board-approved Chapter educational activities that have been arranged by the Workshop Committee and extend beyond the committee's term will become the responsibilities of the successor committee.

Adopted by Gateway Chapter ANG Board of Directors April 2023

President: Judy Lewis

Secretary: Hanna Evens

Treasurer: Charlene Wall

Newsletter: Leigh Hullverson

Programs (1st Vice President): Suzanne Nielsen and Margaret Orend

Membership: Janice Marsh

Fundraising: Becky Lape and Suzanne Nielsen