

## Standing Rules

1. For the purposes of the Austin Stitchery Guild, embroidery is an embellishment done with a threaded needle, by hand or machine, regardless of background.
2. Annual dues shall be \$58.00, of which the required amounts per member shall be sent to The Embroiderers' Guild of America, Inc., and to the South Central Region. Plural members shall pay \$25 per year. Dues shall be set by the board of directors with approval at a general meeting. Membership shall run from the quarter during which dues are paid until the end of that same quarter the next calendar year.
3. Each member will stitch a name tag to be worn at meetings. A fine of \$.25 will be charged for failure to wear name tags, except to new members, who will have two months to complete their name tag. Proceeds will go to the Library Fund.
4. Guests who attend two consecutive meetings will be asked to become a dues paying member upon their third visit.
5. Library policy: A member may borrow a book from one general meeting to the next without charge. A book may be renewed for one month if there is not a hold on that book by another chapter member. The charge for renewal is \$1.00. Proceeds go to the Library Fund.
6. Two signatures are required on all checks. Individuals authorized to sign checks are the president, the vice-president, the vice-president for membership, and the treasurer.
7. a. Chapter members shall be paid \$75.00 to conduct a workshop or program for the chapter at a general meeting.  
b. Fees for programs presented by non-members shall be negotiated by the vice-president for education.
8. Any class design and written instructions belong to the individual teacher and are not to be copied or taught for remuneration unless written permission is granted by the teacher.
9. Any member who hosts an out-of-town workshop instructor may attend a workshop at chapter expense (including the kit). This includes Gift of Stitches workshops.
10. The chapter will pay \$200.00 toward the expense of attending the Embroiderers' Guild of America national seminar to the chapter's official representative, this being the president. If the president does not attend, the Chapter's representative will be an elected officer designated by the president for this duty. The Chapter will pay \$50.00 each, per meeting, toward the expense of the regional representative and the president to attend the regional board meeting.
11. No smoking will be permitted at any chapter activity.

12. Chapter activities are intended for members. Children may occasionally be permitted to attend an activity suitable to their level of interest by prior arrangement with the president or the coordinator of the specific activity. Children are not allowed at any workshops or Gift of Stitches classes, unless they are members of the Guild.

13. Duties of officers:

All officers shall work together in the performance of their duties to coordinate the activities of the chapter and to serve the chapter as a whole. All duties shall be performed in a timely manner and in such a way as not to delay another officer or committee in the fulfillment of their duties. Any officer unable to perform a specific duty shall inform the president in advance. Each officer shall turn over all materials of her office to her successor and furnish any records as may be required from time to time to the membership.

President - presides at all general meetings and at the board of directors' meetings; appoints chairmen to standing committees; creates and appoints special committees except the nominating committee; serves ex officio on all committees except the nominating committee; appoints the parliamentarian; and performs such other duties as apply to the office. The president is the official representative to the national organization.

Vice-President - presides at general meetings in the absence of the president; serves ex officio on all committees except the nominating committee, secures meeting places for regularly scheduled general meetings. She shall perform the duties of the president in her absence, and should a vacancy occur in that office, she shall become president for the unexpired term.

Vice-President for Membership - keeps a current roster of members; collects dues and makes a quarterly report and forwards payments to the national and regional organizations as necessary; furnishes lists of new members as necessary; is responsible for new member services; maintains an up-to-date mailing list for the chapter; provides mailing labels and carries out bulk mailing in a timely manner for the newsletter, the yearbook, and at other times as requested by the board of directors.

Vice-President for Education - chairs the education committee, made up of the assistant vice-president for education and the correspondence course/workshop chairman; and plans and executes programs.

Assistant Vice-President for Education - serves on the education committee; plans and executes programs in coordination with the vice president for education.

Secretary - keeps accurate minutes of the business proceedings of the general meetings and of the board of directors' meetings; makes those minutes available at subsequent meetings for the approval of the membership; sends copies of minutes as required to the South Central Regional Director.

Assistant Secretary - keeps accurate minutes of the business proceedings of the general meetings in the absence of the secretary; transfers those minutes to the secretary to be included in the records of the chapter.

Treasurer - keeps an itemized account of all receipts and disbursements to be made available at board of directors' meetings and general meetings, furnishing copies to the president and to the secretary; serves as chairman of a budget committee to prepare an annual budget for the board of directors' approval; furnishes the required annual report to The Embroiderers' Guild of America, Inc.; ensures that an annual audit is performed; pays all appropriately submitted bills in a timely manner; collects all Satellite financial reports; receives and acknowledges contributions to the Memorial Fund and the Modena Lyons Scholarship; and keeps a record of designated funds.

Region Representative - serves as the chapter's representative to the regional organization. Administers the Modena Lyons Scholarship.

Satellite Representative - serves as liaison between the satellite and board of directors.

Parliamentarian - ensures that meetings are conducted in an orderly manner and in accordance with parliamentary procedure; serves as chairman of the bylaws committee, when necessary.

#### 14. Standing Committees:

The work of all committees shall be presented to the board of directors as needed.

Advertising - secures advertising copy for the newsletter and the yearbook.

Events Coordinator - ascertains interest in correspondence courses and administers them for the chapter; coordinates workshops for the chapter with both local and traveling teachers; serves on the education committee; keeps a calendar of all chapter events; appoints (with Board approval) Gift of Stitches and Retreat Chairmen and works with them on those events.

Historian/Librarian - keeps pictures, articles and accounts of chapter activities and presents a scrapbook at the annual meeting; shall maintain the Library and have books and magazines available for the members at all general meetings as appropriate.

Hospitality/Hostess - telephones new members, serves as contact person to send cards as needed and secures volunteers for the hostess-of-the-month table at each meeting; schedules stitch-ins and arranges for beverages for workshops and other activities, as needed.

Newsletter - edits, publishes and distributes the newsletter. Cooperates with the vice-president for membership and the advertising chairman to produce and distribute the yearbook, which will be published in January before the end of her term of office.

Community Outreach - communicates with newspapers and periodicals about chapter activities, manages the chapter's community service projects.

Show - assumes responsibility for coordinating the biennial needlework festival.

Web Page – maintains the chapter's website.

15. Satellites – Submit monthly meeting minutes to the Chapter President and Secretary and remit monthly all fees collected to the Chapter Treasurer or submit a monthly report showing receipt and disbursal of all funds for proper accounting and reporting.

16. Any member who has two or more returned checks in a one-year period must make any subsequent payments to ASG by money order or cashier's check.

17. Kits will not be mailed. Anyone who has signed up and paid for an ASG-sponsored activity and cannot attend must designate someone to pick up the handouts or kits for them. Otherwise, they forfeit the material. There will be no refund.

18. Announcements regarding the activities or programs of other needlework-related guilds shall be in the form of an advertisement in the chapter newsletter.

19. All matters of policy shall be presented to the board of directors before being submitted to the general membership.