

American Sewing Guild
Oklahoma City Chapter

The Oklahoma City Chapter of the American Sewing Guild follows the ASG Chapter By-laws and all policies and procedures as contained in the Policy and Procedures manual. Any deviations are purely unintended.

STANDING RULES
2024

MEETINGS:

1. Parliamentary procedures adopted for the Oklahoma City Chapter of the American Sewing Guild will be Robert's Rules of Order.
2. All members shall treat each other with respect.
3. There shall be a minimum of 10 general meetings per calendar year.
4. The annual meeting shall be held in October, at which time the officers shall be elected. The new officers will begin their term the following calendar year. (by January general meeting).

MEMBERS OF THE BOARD:

1. The elected members of the board (CAB) shall be as follows:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
2. Additional appointed CAB members are Communications Chairman, Membership Chairman, Special Events Chairman, Community Service Chairman, Quilt Show Chairman, Sewing Retreat Chairman and other support members as needed. The duties of each of these positions are described in the Policy and Procedures Manual. If a position is shared, only one vote per position is allowed.
3. Before seeking election, the person nominated for the position of President, should have been a member of the Oklahoma City Chapter for at least one year.
4. Any CAB member appointed or elected, should have been a member of the Oklahoma City Chapter for at least one year. *added 2024
5. Effective in the year of 2008 a person may serve no more than 10 consecutive years, in an elected position on the board unless assuming the presidency in that persons sixth, seventh or eighth year of service in which case that person could complete up to four successive terms as President.
6. Besides the reasons for removal of a CAB member as stated in the ASG Policy and Procedure Manual, a member of the Oklahoma City CAB may be asked to resign from the CAB for being a disruptive influence on the CAB, for nonperformance of the position duties or for misrepresentation of ASG or the chapter, as judged by a 2/3 majority of the other members of the CAB.
7. To resolve any issues of concern, one should approach the President and if the concern is unresolved, the next step would be to contact the National Board.

8. CAB meetings shall be held four times a year. If additional meetings are required notification will be made by the President or Vice President.
9. Should the need arise for a vote of the CAB for approval by a 2/3 majority outside of the scheduled CAB meetings, voting may be done by email.
9. If an elected CAB member (President, Vice President, Secretary or Treasurer) or appointed CAB member as defined in #2 Members of the Board, cannot attend a CAB meeting, they shall notify the President and provide any necessary reports. The President, Secretary and Treasurer shall review all elected CAB member absences and make a determination as to whether it will be recorded as an excused or unexcused absence. Two (2) unexcused absences from scheduled CAB meetings will constitute grounds for termination from the CAB. Termination shall be implemented by a majority vote of the CAB. All Committee members are encouraged to attend scheduled CAB meetings. In the event a Committee Chair cannot attend, they must notify the President and ensure a member of their committee is present at the meeting.
10. All contracts must have CAB approval prior to signing, whether that signing is by the President and/or another CAB member.

FINANCES:

1. An amount equivalent to six months expense as defined in the current budget shall remain in the treasury at all times.
2. The President's travel expenses to the National Annual Conference (including transportation, lodging, food and registration) shall be covered (with receipts) up to 100% if the funds are available. All reimbursements should be requested within a reasonable time period.
3. Quarterly brown bag (dinner) meetings shall have a budget amount not to exceed \$100 for a make and take project. The chapter will reimburse an amount not to exceed \$100.00 for expenses for the annual Covered Dish Dinner.
4. Any expense more than \$50.00, with the exception of member meeting place rental or retreat space rental, must have prior approval of the CAB. Receipts and reimbursement request forms must be presented within 30 days to the Treasurer.
5. The following expense of CAB members may be submitted for reimbursement.
 - a. Expense of copies of ASG related materials (newsletters, membership brochures and event sign-up/registration forms.
 - b. Postage for ASG related materials.
6. The Treasurer, President and one other CAB member are authorized to sign checks. There is always to be two signatures on each check, as a rule that will be the Treasurer and President. The monthly bank statement is to be mailed to Treasury and email to the President.
7. It is the policy of the Guild not to reimburse for mileage or gas expenses unless given prior approval by the Board. When approved mileage will be reimbursed at the standard IRS rate.
8. Budget for Retreat Committee \$500.00

SPECIAL EVENTS:

1. All special events will have a date deadline for registration and for refunds. All registration funds are required with registration for any event.

2. Non-ASG members attending special events will have a \$20.00 plus cost of event added to the registration. If guest joins ASG within 15 days of event they will receive a \$20.00 refund with proof of membership.

AMENDMENT OF THE STANDING RULES:

1. A standing rule may be suspended for a designated period by a 2/3 majority vote of the CAB.
2. The standing rules will be reviewed in January of each year. A change voted on by 2/3 majority of the new CAB will take effect at the next CAB meeting.
3. Any member in good standing may propose amendments to the standing rules. Proposed amendments shall be presented to the CAB fifteen (15) days prior to the next CAB meeting. Upon approval from the CAB and with time permitting notification of the proposed amendment shall be posted on the CAB member only section of our website, <http://okcasg.org>. The proposed amendment shall pass by a majority vote of CAB members present at the next regular CAB meeting.

Adopted

April 8th, 2023

Changed bank statement is to be mailed to Treasure and email to the President

Added 8. Budget for Retreat Committee \$500.00

January 6th, 2024 Change "Newsletter and Digital Manager" to "Communications"

January 6th, 2024 Any new CAB member must have been a member of ASG for at least 6 months and CAB approved.