

CACTUS WREN STANDING RULES

ADMINISTRATIVE PROCEDURES

1. If both the President and the Vice President are absent from a general meeting, the Secretary will be in charge of the meeting.
2. The President of the chapter or her designee is to be the only one to sign contracts on behalf of the local guild.
3. The number of Chapter General Meetings shall be decided by the Board of Directors.

MEMBERS RESPONSIBILITIES

1. New members are required to have a stitched name tag within three months of joining.
2. Any member not wearing a stitched nametag at a meeting will be fined 50 cents.
3. Local Chapter dues are \$16; and payable by February 1.
 - a. New member dues will be prorated

FISCAL POLICY

1. Balance in Check Book
 - a. There are no restrictions on the amount of money held in the treasury.
 - b. In order to maintain the non-profit status, money must be spent toward the goal of the organization. The goal of the American Needlepoint Guild is stated in Article II of the American Needlepoint Guild, Inc. Bylaws.
2. Certificate of Deposit
 - a. A Certificate of Deposit may be purchased at the discretion of the Board. It is suggested that the term of the Certificate of Deposit be for six months.
 - b. The club shall keep Certificates of Deposit equal to one year's dues.
3. Administration of funds for Chapter events
 - a. Money will be collected by the chairperson of the event.
 - b. The chairperson is responsible for tracking payments and reporting to the treasurer.
 - c. A report of all income and expenditures for the event will be presented to the membership at the first General Meeting after the event.
 - d. If the actual per person cost of a Chapter activity (stitch-out, luncheon, bus trip) is \$4.00 or more (less than the amount collected per person) the amount will be refunded.
 - e. Per person costs for a Chapter activity will be rounded up to the nearest dollar.
4. Reimbursement for expenditures
 - a. All requests for reimbursement for expenditures must be accompanied by a receipt.
5. The Board may approve up to \$300 on a non-budgeted item. Amounts over the \$300 will require general membership approval. The Board of Directors shall present information about the proposed expenditure of more than \$300 to the membership by an article in the newsletter and/or a discussion in a general meeting prior to the membership voting on the expenditure.
6. Donations
 - a. A donation of \$50.00 will be sent to the ANG National Scholarship Fund in memory of any member who has been in good standing in our chapter.
 - b. A donation in an amount to be determined by the Board will be donated to the La Posada Employment fund in October of each year as a thank you for the utilization of the room.

OTHER POLICIES

1. FEATHER AWARD POLICY

- A. A gold feather award will be given to those members who have displayed particular interest and devotion to the chapter by their example and interest to the chapter. Those who are eligible to receive a feather are:
 - 1. Those serving on the board, awarded at the end of the year
 - 2. Those who present a program/demonstration workshop
 - 3. To any other eligible member recommended by the board.

2. PRESIDENT'S PIN

- A. The President's pin will be awarded to the incoming President at the March installation luncheon.
- B. The outgoing President may keep her pin and wear it.

3. NEWSLETTER POLICY

- A. A minimum of ten (10) newsletters will be sent per year.
- B. The newsletter will be available to members by the first Wednesday of the month.
- C. Articles to be published must be submitted to the newsletter editor two (2) weeks prior.

4. WORKSHOP POLICY

A. Registration

- 1. Initial registration for workshops for Cactus Wren Chapter members only will be six months before the workshop date.
- 2. Open registration for non-members of Cactus Wren Chapter will be four months before the workshop date. All non-members will pay all costs plus an additional fee of \$20.
- 3. Deadline for all registration will be two months before the workshop date or workshop teacher's cancellation date, whichever comes first..
- 4. No monetary refund shall be made to any participant in a scheduled event requiring a guaranteed number of persons if such cancellation causes the attendance to fall below the guaranteed number and there is no one on the waiting list who will attend. Exceptions will be considered on an individual basis.

5. TEACHER PAYMENT POLICY

A. National or Out-of-Chapter Teachers:

- 1. Full or half-day workshop teacher expenses will be paid for by the guild. Teacher costs include: teacher fees, transportation, and room and board.
- 2. The Board is responsible for raising monies that are identified and dedicated to teacher costs, ensuring these costs meet the balance budgeted for the year.
- 3. Participants will pay kit fees, and any other workshop expenses prorated by the number of students taking the workshop.
- 4. Workshops will be open to all members. Meeting lectures will be scheduled when possible.

B. Cactus Wren Member Teacher:

- 1. Lectures or half-day workshop/demonstrations: No payment will be made to any member of Cactus Wren..
- 2. Full day of teaching/workshop: The member has the option of charging the chapter her fee or to waive it as her contribution to her chapter. If she chooses to be paid, then all expenses will be divided among the number of students taking the class.
- 3. If a teacher must remain through the lunch hour, it will be the responsibility of the chapter to provide a lunch.

C. 1099 Tax Form

- 1. If the teacher fee exceeds \$600.00, a 1099 tax form must be filed with the IRS. Two copies are mailed to the teacher, one to the IRS, one to the State of AZ, and one for the Cactus Wren permanent files.

6. TEACHER HOST/HOSTESS POLICY

- A. The person hosting a teacher will receive a \$25 gift certificate.

STANDING COMMITTEES

1. The following are suggested standing committees. These may or may not be filled by an individual or more than one person. Some of these duties may be combined.
 - A. Hospitality
 1. The hospitality chairperson shall meet and greet members as they enter the meeting site.
 2. The hospitality chairperson shall keep a record of those members attending monthly meetings.
 3. The hospitality chairperson shall collect \$.50 from anyone not wearing a stitched name tag.
 - B. Social
 1. The social chairperson shall be in charge of social events for the chapter to include luncheons and other chapter events.
 - C. Membership
 1. The membership chairperson shall provide a copy of the Chapter Bylaws and Standing Rules to each new member and to all members when changes to the Bylaws or Standing Rules have been approved by the Chapter.
 2. The membership chairperson will provide a dues reminder to members at least 30 days before their Chapter dues are due.
 - D. Newsletter Editor
 1. The newsletter editor shall collect, edit, and arrange articles submitted for the publication.
 2. The newsletter editor shall submit the newsletter to the web master for publication on the web, and to the newsletter publisher for distribution to those members not utilizing the web.
 - E. Newsletter Publisher
 1. The newsletter publisher shall have sufficient copies of the newsletter reproduced so as to distribute to those members not utilizing the web.
 2. The newsletter publisher shall collate and post the newsletter to the chapter membership prior to the meeting.
 - F. Publicity
 1. The publicity chairperson shall interface with standing and special committees.
 2. The publicity chairperson shall provide Green Valley Newspaper with notices of Chapter activities
 3. The publicity chairperson shall provide Green Valley radio station with notices of Chapter activities.
 - G. Immediate Past President
 1. The immediate past president shall provide advice and guidance as deemed appropriate.
 2. The immediate past president shall provide historical background to reoccurring issues.
 - H. Others
 1. Other committees as deemed necessary by the Board of Directors whose functions are a continual requirement throughout the year.