

STANDING RULES

Chapter Membership

1. Changes of postal mail address, email address and other contact information shall be sent to the Membership Chair as soon as possible.
2. The Chapter membership roster is considered confidential information. Members are required to maintain it as confidential. Any member caught sharing the membership information or using it for personal profit will be immediately removed from the Chapter forums and Chapter membership with no refund of Chapter dues paid.
3. No Grouply or other known spam generating technologies will be allowed in any Chapter forum. Members with Grouply or equivalent addresses will not be allowed access to any Chapter forum using such address. Members of Chapter forums caught changing their address to a Grouply or equivalent address will be immediately removed from all Chapter forums and provided with instructions on how to obtain a free address that is allowable.

Board Member Responsibilities

1. All elected officers and committee chairs agree to facilitate transition by keeping records in an organized manner and passing those records, any materials special to that position and any information needed to perform the duties of that position to their successor at the start of the successor's term and to hold a transition meeting with their successor to review all materials transferred within three (3) weeks of transition.
2. Board members are expected to attend all Chapter meetings, or to let the President know with as much notice as possible when they will not be in attendance.
3. The Board of Directors will have access to the ANG Chapter Membership Verification System using a shared email address.

Meetings

1. The President shall create a meeting Agenda for each Board of Directors and Membership meeting. The Agenda shall be posted to the meeting location upon opening the meeting.
2. All votes shall be taken by Internet poll.
3. Attendance will be taken on every day of each meeting to ensure quorum is maintained for the duration of the meeting.
4. Meetings shall begin at 12:00 AM Central time, and end at 9:00 PM Central time.
5. No business shall be conducted (discussion on posted reports, votes) until a quorum has been reached on the attendance poll.
6. Committees or officers shall present any routine recommendations for vote no later than Friday 9 pm Central time. Voting polls shall be opened 48 hours (but no later than Saturday 9 pm, Central time) after routine recommendations have been posted and opened for debate. Meeting minutes are considered a recommendation. While debate can continue once polls have been opened, any changes to the recommendation will require a new poll. The final act of each meeting shall be a report of voting results
7. Any officer may post a report for any other officer in the case of planned absences or computer/network issues.

Financial

Any expenses other than educational costs not covered by the budget (or overruns of greater than 20% or \$100.00, whichever is less) must be approved by the President and the Treasurer, or the Board.

Bylaws and Standing Rules

1. A five (5) year review will be conducted of the bylaws and standing rules. There are two (2) types of review that shall be done:
2. A Special Committee consisting of at least three (3) members, with a majority of members not currently serving as board members or special committee chairmen, shall be formed for each review of the Bylaws and Standing Rules.

Committees

Any Committee Chair not performing the duties of the position to the Board's or Membership's satisfaction may be replaced by a 2/3 vote of the Board of Directors.

Membership Committee

1. Coordinate membership activities for the Chapter.
2. The Chair of the Membership Committee shall provide a dues reminder to members at least 30 days before their Chapter dues are due.
3. Maintain the ANG Chapter Membership Verification System password and the password for the shared email address used for that system.
4. Change both the ANG Chapter Membership Verification System and email password within one (1) week of any change of directors.

Internet/Technology Committee

1. Maintain the Chapter website, other Internet presences for the Chapter, and other Internet tools, interfaces and technologies required to meet the needs of the Chapter.
2. Provide or supervise technical support for technology used in conducting the business and activities of the chapter.
3. Provide or supervise development of additional website pages or other Internet technologies as needed or determined by the Board.
4. Provide back-up support for other committees with regard to the Internet component of their job.
5. Assure that new officers, Board Members are added to appropriate online groups within one week of changes.

Education Committee

1. Provide programs for each regularly scheduled Chapter meeting, workshops as determined by the Committee, and special educational opportunities as deemed appropriate by the Committee or the Board of Directors.
2. Moderate and maintain all groups pertaining to all educational programs, workshops, and other opportunities.
3. Coordinate contracts with teachers as needed to fulfill the functions of the Committee.
4. Provide guidance and support for all teachers on the possibilities and limitations of teaching over the Internet.

Outreach Committee

1. The Chair of the Outreach Committee shall ensure that the “Learn” portion of the chapter website is updated with educational materials and articles.
2. The Chair of the Outreach Committee shall provide the Treasurer with the summary of the chapter’s outreach for inclusion in the IRS tax form
3. Coordinate with the Internet/Technology Committee in the development of website pages for the “Learn” and “Outreach” pages of the chapter website.
4. Provide a dedicated leader to support Community Service outreach, such as Kissing Pillows and support of various literacy programs sponsored by libraries.
5. Provide the membership with materials for providing educational opportunities in their local areas for children and adults. This includes setting up monthly Stitch in Public Days.
6. Maintain all folders and databases pertaining to outreach materials and tracking for IRS purposes.

Registrar

The registrar shall collect all registration information for education programs, correspond with instructors as needed to assure that adequate materials are provided, and handle shipping as necessary.

Door Prizes

1. One door prize may be offered at each membership meeting, with the exception of the March annual meeting, when one door prize may be offered each day of the meeting.
2. Door prizes may include educational offerings as provided for in the budget, available fund-raising items, or donated items. If educational offerings are offered, the winner shall have the choice of any currently advertised program, even if registration has not yet begun.
3. Following the close of the meeting, a name (or names) shall be determined at random from those responding to the meeting attendance poll(s). Elected board members are not eligible to receive door prizes. A drawing may be done each day of the March meeting.
4. Name(s) of door prize winners shall be posted to the online meeting list.