

CyberPointers Policies and Procedures

December 27, 2024



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Cyberpointers Policies and Procedures

Dates in parentheses indicate the date of policy approval and/or change.

December 27, 2024

- I. Board of Directors
 - A. Composition

The Board consists of the elected officers, alternates to elected positions (if any), and the appointed committee chairs.
 - B. Board members are expected to attend all Board meetings, or to let the President know with as much notice as possible when they will not be in attendance. Board members are encouraged to attend Chapter meetings.
 - C. Voting

Board members have the following voting privileges:

 - 1. Elected officers – full (01/2023)
 - 2. Alternates to elected positions – none, except when delegated by elected officer. Permitted when the officer will not be able to attend the Board meeting. The Board must be notified as soon as possible in advance of the next Board meeting that the officer is delegating voting to the alternate. The delegation will be limited to one meeting. (01/2023)
 - 3. Appointed committee chairs – full except for appointing committee chairs (01/2023)
 - 4. Nominating Committee chair – none
 - D. Annual Board Transition
 - 1. Outgoing elected officers shall attend the April Board meeting to mentor the incoming officers and to post their final reports but may not vote. (02/2013)
 - 2. The elected officers will meet two weeks prior to appointing non-elected members of the Board or may make the appointments as the first order of business of the April meeting. People in appointed positions may not vote on appointments.
 - E. Officer Transition
 - 1. Outgoing elected board members (except the President) shall remain in the Board subgroup at least through the close of the April board meeting to assist the incoming officers with transition and to file their final reports. The board may extend the time an outgoing board member is part of the Group if necessary. The bylaws provide that the immediate past president remains on the board for one year.
 - 2. 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 3 weeks of transition.
 - F. Committee Appointments
 - 1. The term of office for standing committee appointments shall be 2 years. (01/2023)
 - 2. A member may be appointed to a second term in the same position. A member may serve two complete terms in addition to a partial term. (01/2023)
 - 3. Most committee appointments will be made at the April board meeting as follows:
 - a. Even numbered years – Membership, Publicity
 - b. Odd numbered years – Registrar, Hospitality

- c. Per Article V, Section 3 of the Bylaws, Nominating Committee members are appointed at the November Board meeting as follows:
 - (1) One member will be appointed in even numbered years.
 - (2) Two members will be appointed in odd numbered years.

II. Membership

A. Dues and Fees

1. A current ANG membership is required.
2. Annual CyberPointers (CP) dues are \$12. (10/2014)
3. The renewal period for membership is November 1 through February 1. Dues are delinquent if not received by February 15. (04/2024)
4. CP does not pro-rate membership dues. (10/2017)
5. Members who join between November 1 and December 31 are paid through the following year.
6. Membership registration (new and renewal) will be closed in the month of October and reopen when renewals begin on November 1.

B. Lapsed ANG Membership

1. The Membership Chair will check all ANG memberships to see if they have been renewed. If they have not, an email will be sent to the member, with a cc to the Registrar, citing the Bylaws rule regarding membership and stating that their membership in CP will be terminated by February 15 if ANG membership has not been renewed by that point. If they have not renewed by the end of February, they will be removed from all CP groups and subgroups with no refund of CP dues.
2. The following also applies to lapsed CP memberships. For those who have signed up for a project:
 - a. If project materials have not yet been ordered from the designer, a refund (less 10%) will be sent, and no materials will be ordered for the member.
 - b. If the project materials have been ordered, they will be mailed to the member.
 - c. The lapsed member will be removed from all CP groups and subgroups, including any workshops in progress that they are part of.

C. Changes of postal mail address, email address and other contact information shall be sent to the Membership Chair as soon as possible.

D. 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 or any other non-CP purpose will be immediately removed from the Chapter forums and Chapter membership with no refund of Chapter dues paid.

E. Any spam messages attributed to a member's email in groups.io will cause that member's messages to be monitored to make sure there is no repeat. If spam messages persist, the member will be required to change their email address used for CP.

III. Meetings

- A. The President will create a meeting Agenda for each Board of Directors and Membership meeting. The Agenda will be posted to the meeting location upon opening the meeting.
- B. All votes will be taken by internet poll.
- C. Attendance will be taken by internet poll on every day of each meeting to ensure a quorum is maintained for the duration of the meeting.
- D. Meetings will begin on the first Thursday of the month once a quorum has been established via the attendance poll. Meetings will end on the following Monday at 10:59 pm Central time.

- E. No business will be conducted (discussion on posted reports, votes) until a quorum has been reached on the attendance poll.
- F. Committees or officers will present any routine recommendations for voting no later than Friday 9 pm Central time. Voting polls will be opened 48 hours (but no later than Saturday 9 pm, Central time) after routine recommendations have been posted and opened for debate. 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. Any officer may post a report for any other officer in the case of planned absences or computer/network issues.
- G. Door Prizes
 - 1. One door prize will be awarded to an attendee of each general meeting, except for the March Annual Meeting, where a door prize will be awarded each day of the meeting.
 - 2. The door prize for all but the March meeting will be drawn at random from a compilation of each day's attendees (members are entered into the drawing for every day they attend). Following the meeting, the President or other designated member of the board will compile the list into a spreadsheet and use a random number generator to identify the winning entry.
 - 3. At the Annual Meeting, each day's drawing will be chosen at random from the list of that day's attendees compiled in a spreadsheet using a random number generator.
 - 4. No member may win a door prize more often than once in a 12-month period.

IV. Education

- A. Meeting Program/Workshop Registration
 - 1. CP meeting programs and workshops are limited to CP members.
 - 2. Registrants must have current membership in CP and National ANG at the time of registration, when the kits are mailed (if applicable), and at the start of the meeting program or workshop.
 - 3. Group registrations are not permitted. A registration request is valid for one person only.
 - 4. Workshop registration will be open for at least four weeks. Due to the time required for instructors to provide kits, most registration periods are well in advance of the workshop.
 - 5. Meeting program registration:
 - a. Registration will be open for at least two weeks before the meeting begins, but may be longer if kits and/or instructions need to be prepared and mailed.
 - b. May be reopened during the period of the meeting for the purpose of providing only downloadable instructions, with the agreement of the instructor.
- B. Payments, Cancellations, and Refunds
 - 1. The Treasurer must receive all workshop and meeting program payments prior to the close of registration. If the member is paying by check, the Treasurer must receive the check before the close of registration. Payment must be made via PayPal (preferred), a check (regular or Cashier's) drawn on a US bank, or a US money order. A Canadian bank is acceptable, but funds must be in US dollars. Beginning 7 days before the close of registration, only PayPal payments will be accepted.
 - 2. If payment is received after the close of registration the payment will not be accepted, and the registration request will be cancelled. Refunds of payments where the check has not been deposited will not be charged a fee. All other refunds (except when CP cancels a workshop or meeting program) will be assessed a processing fee of 10% of the registration fee with a cap of \$10.
 - 3. Cancellations or refunds are NOT permitted once registration closes.
 - 4. Any individual who submits duplicate registrations for a fee-based workshop or meeting program or cancels registration will be subject to the refund processing fee noted above.

5. If CP cancels a workshop or meeting program, members have the option of receiving a full refund or credit towards a future workshop or meeting program.
- C. Instructor Contracts
1. All instructors/leaders of meeting programs and workshops are required to sign a contract, regardless of whether they are paid for their services.
 2. The Board authorizes the VP/Education, President, and Registrar to work on creating appropriate contracts for both professional and member instructors.
 3. All instructors who will be paid more than the amount reportable to the IRS are required to complete a W-9 form. The Treasurer will issue appropriate 1099 forms.
 4. An instructor may specify a minimum and/or maximum number of students or kits in the contract. Participants will be notified by the Registrar of any cancellation. Members will be notified if registration closes because the maximum number of students/kits is reached.
 5. If an instructor is not a CP member, temporary Groups.io permissions will be granted for the duration of the meeting program or workshop.
- D. Compensation for Designer-led Meeting Programs and Workshops
1. Designers who teach during a meeting program are entitled to compensation based on the length that the class would be if taught in person. The amount will be specified in the contract. The chapter will cover this cost.
 2. Designers who teach workshops are entitled to compensation based on the number of students. The amount will be specified in the contract. This will be included in the cost of the class and will not be covered by the chapter.
- E. Compensation for Member-led Meeting Programs
1. Members who lead a meeting program are entitled to compensation of \$100. A member may decline compensation as a part of the contracting process. If a member declines compensation in the contract, they may not seek compensation later.
 2. Board members who commit to and/or lead programs while on the Board may receive compensation for up to one program per term.
- F. Zoom Classes
1. Use of Zoom is the choice of the instructor and generally would be managed by the instructor. A decision to record and how long the recording will be available to members will be negotiated with the instructor.
- G. Missing or lost materials
1. The Registrar is responsible for managing issues with kits, e.g., missing, or wrong materials or instructions, and will work with the instructor to resolve any issues.
 2. CP will replace PDF instructions for meeting programs and workshops that occurred up to 1 year before the loss for a confirmed registrant who has reported the loss.
 - a. The Registrar will confirm the member's registration for PDF only and will obtain the instructor's permission to provide the PDF.
- H. Auditing
1. Members who have previously taken the course from the instructor may be permitted to audit a workshop with the approval of the instructor. The instructor must confirm with the Registrar that the student was registered in a previous occurrence of the class. If there is an audit fee, it must be paid prior to the close of registration for the workshop.
 2. Members who have not previously taken the course or cannot be confirmed as a previously registered student with the instructor must pay for the kit and instructions.

- I. Shipping
 - 1. Shipping costs of workshop or meeting program materials are included as part of the total price for the United States and Canada. Members from other countries need to contact the Registrar directly for pricing.
 - 2. Kits, charts, and other non-downloadable materials will be shipped by the Registrar or the instructor prior to the meeting program or workshop.
 - 3. If the Registrar is shipping, the US and Canada shipments will be made via USPS First Class Mail or Priority Mail as the need warrants. The registrants will be notified when materials are shipped.
 - 4. If the instructor is shipping the materials, the shipping method will be agreed upon during the contract process and priced accordingly.
 - 5. By law, European Union members are currently unable to receive course material electronically. Materials will be mailed, and appropriate printing and shipping charges will be added.
- J. Retention of Workshop Subgroups on Groups.io
 - 1. Files will remain accessible to the instructor and registrants for one year following the end of the workshop.
 - 2. Members will be notified of any exceptions.
- K. Copyright
 - 1. All materials provided by CP are copyrighted. Members do NOT have permission to copy and distribute any materials provided to the chapter or members by instructors or other sources unless given explicit, written permission. Confirmed copyright violations will result in removal from the chapter.
- V. Internet
 - A. Groups IO Membership
 - 1. All members are required to use Firstname Lastname as their display name for all CP groups. This name will be used when photos or files are uploaded to identify the person uploading. The display name will be set to Firstname Lastname from the Join/Renewal registration when a member is added to the CPgroups. If the member changes it to something else, VP Internet or Membership will change it back.
 - B. File Format: all files will be uploaded as PDF files unless noted below.
 - C. Folder/File/Album Naming Conventions
 - 1. Board:
 - a. Meeting folders are grouped by year and named YYYY Board Meeting.
 - b. Each meeting folder is named YYYY MM Board Meeting.
 - c. Committee reports are located in the appropriate meeting folder and named YYYY MM [committee] Report.
 - d. The previous meeting's minutes will be named [previous meeting's MM] Board Meeting Minutes (e.g., 02 Board Meeting Minutes will be in the 04 Meeting Files folder)
 - e. Zoom recordings of Board meetings are located in the appropriate meeting folder and named YYYY MM DD CP Recording.
 - f. Education Folder:
 - (1) Education folders are named YYYY; programs and workshops for the year are posted in the applicable YYYY folder.
 - (2) Within Programs is a folder for each program, named YYYY MM [Designer/CPB/NP [Project]], where CPB indicates Chapter Project Book and NP indicates Needle Pointers as the source.

- (3) Within Workshops is a folder for each workshop, named YYYY MM [Designer] [Project]
- (4) All contracts, release, pricing, photos, and other files associated with the contract for a program or workshop are retained in the appropriate folder.

D. Meeting Programs:

1. Folders will be grouped by year and named YYYY Meeting Programs.
2. Each program folder for that year will be named MM [Meeting program name].
3. If a program spans 2 meetings, the name will be MM1 MM2 [Meeting program name].
4. Daily updates will be located in the appropriate folder and ideally are named MM [Meeting program name] Day [n].
5. Additional files associated with a meeting program will be located in the appropriate folder and named on a case by case basis.
6. Zoom recordings associated with a meeting program will be located in the appropriate folder and named YYYY MM [Meeting program name] Recording.
7. VP Education creates one album within Meeting Programs/Photos for each meeting program, named YYYY MM [Meeting program name]. All members are allowed and encouraged to upload photos into the album.

E. Chapter Business:

1. Meeting folders are grouped by year and named YYYY Meeting Files.
2. Each meeting folder is named YYYY MM Meeting.
3. Committee reports are located in the appropriate meeting folder and named YYYY MM [committee] Report.
4. The previous meeting's minutes will be named [previous meeting's MM] Meeting Minutes (e.g., 01 Meeting Minutes will be in the 03 Meeting Files folder).

F. Photos:

1. No folders or files are associated with the Photos group.
2. VP Education will create one album for each meeting, named YYYY MM Show and Share. Members are allowed and encouraged to upload photos into it.
3. Members are allowed and encouraged to create personal albums to showcase their work. These should be named [Firstname] [Lastname].
4. If a member wishes to separate personal photos for easier handling, the album should be named [Firstname] [Lastname] [unique].
5. If possible, the designer's name, project title, and stitcher name should be included within the description area of the photo.
6. When uploading photos to either the Show and Share album or a personal album, members are encouraged to post a message under Create a New Topic identifying the photo to provide a thread for others to comment on the photos.

G. General Discussion:

1. No folders or files are associated with this group.

H. Folder/File Retention

1. VP Internet is responsible for deleting and/or archiving files and folders at the appropriate time.
2. Board:
 - a. The meeting folder from the previous year and the current year will remain in the Files section of the group
 - b. Zoom recordings of Board meetings will be deleted before the folder for the entire meeting year is moved to Archives.

- c. All prior years of meeting folders will be retained in the Archive/Archived Meeting Files folder.
 - d. All other folders and files are handled on a case-by-case basis.
- 3. Meeting Programs:
 - a. The meeting folder from the previous year and the current year will remain in the Files section of the group
 - b. Three years of meeting folders will be retained in the Archive folder.
 - c. Zoom recordings associated with a meeting program will be deleted based on the agreement with the instructor or when the entire meeting year is moved to Archives, whichever occurs first.
 - d. Additional folders are permanent, although VP Internet should check them every 2-3 years to ensure that they are not obsolete.
 - (1) Nametag Designs; #18, Congress cloth, plus finishing instructions
 - (2) Tips and Techniques; generally useful files posted as part of Meeting Programs should be copied to this folder, with the permission of the author.
- 4. Chapter Business:
 - a. The meeting folder from the previous year and the current year will remain in the Files section of the group
 - b. All prior years of meeting folders will be retained in the Archive folder.
 - c. Additional folders are permanent or will be handled on a case by case basis. VP Internet should check them for relevancy every 2-3 years.
 - (1) How To Use Groups IO: this is a collection of documents and short videos explaining or showing how to perform various tasks
 - (2) 15th Anniversary Celebration
 - (3) Board Position Descriptions
 - (4) Chapter Administrative Documents
 - (5) Member Rosters; the name will be YYYY MM DD Member Roster and it will contain the most recent list of current members (name only); previous rosters will be deleted as each new one is uploaded.
- 5. Photos:
 - a. Not applicable
- 6. General Discussion:
 - a. Not applicable
- I. Ownership
 - 1. All CP technology platforms shall have more than one owner. In many cases, the products are licensed via an email address, which is internet@cyberpointers.org and has multiple recipients.
 - a. The CyberPointers Main group shall have two owners. These are automatically owners of all subgroups. The creator of a subgroup also becomes an owner of that subgroup.
 - b. GoDaddy.com (URL registration)
 - c. BlueHost.com (website host platform, email forwarding function)
 - d. WordPress (website contents)
 - e. Astra-pro (website theme)
 - f. Formidable Pro Business Package Legacy 2 (registration process)
 - g. Updraft Plus Premium: (website backup)
 - h. Updraft Vault Storage 5GB: (backup storage)
 - i. Zoom

2. All technology platforms are set to automatically renew, sometimes annually and sometimes every 2 years; the payment information must be checked periodically to make sure it is current with the chapter's banking accounts.

J. Backup/Restore

1. The website is backed up automatically daily and whenever WordPress or one of the plugins is updated. These backups are stored on Updraft Vault Storage (5GB) with the oldest being discarded to make room for the newest backups.
2. Groups is backed up manually monthly by VP Internet. These are stored on the personal computer of VP Internet (which is itself backed up regularly). These should be retained on a cyclical basis, e.g., monthly for the last quarter and quarterly for the last year.

VI. Treasurer

- A. The Treasurer will submit the report of payments for current education offerings once per month.
- B. 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. All education related payments are approved by the education chair before payments are sent.
- C. Returned Check Policy
 1. There is a USD \$25.00 additional fee for any check returned for insufficient funds or closure of account. Further, any returned check will NOT be deposited a second time. The amount of the original check PLUS the \$25.00 returned check fee must be resubmitted using a cashier's check or via PayPal.
 2. After a member's second returned check, no further personal checks will be accepted from that member.
- D. Audit
 1. The books will be reviewed annually and audited every two years or whenever the Treasurer changes.

VII. Committees

- A. 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 elected officers.
- B. Membership Committee
 1. Coordinate membership activities for the Chapter.
 2. The Membership Chair notifies the Hospitality Chair via e-mail when new members have been added.
 3. The Chair of the Membership Committee shall provide a dues reminder to members at least 30 days before their Chapter dues are due.
- C. 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 regarding the internet component of their jobs.
 5. Assure that new officers and other Board members are added to appropriate online groups within one week of changes.

D. 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.

E. Registrar

1. Collect all registration information for education programs
2. Correspond with instructors as needed to assure that adequate materials are provided.
3. Handle shipping as necessary.

F. Hospitality

1. Send a letter of welcome to each new member. The letter includes the names of the various groups.io and what activities occur in each group, it identifies what the program is for the next meeting and the meeting date. It also lists the upcoming programs and workshops. The process of registration is explained, particularly why the sign ups close when they do. An offer to contact the chair for further information is also made.
2. Post a list of new members (maintained during the two months as new members are added) in the first few days of the Chapter Meeting in the Meeting Business groups.io welcoming them to the chapter.
3. Make a report to the Board and to the Chapter at their bimonthly meetings which includes the number of new members who have been welcomed in that time period.

G. Publicity

1. Distribute information about CP activities (workshops, meeting programs) to the membership via Groups.io Calendar reminders, posting to Facebook groups, etc.
2. Look for other opportunities to publicize CP and its activities.

H. Nominating

1. Members of the Nominating Committee will be appointed by the Board no later than the November Board meeting and will serve a term of two years.
 - a. One member will be appointed to the committee in even-numbered years.
 - b. Two members will be appointed to the committee in odd-numbered years.
 - c. The Chair of the committee will serve as a Board member.
2. No member is eligible to serve on the committee more than one term in a five-year period.
3. The Nominating Committee (NC) represents all members of the chapter.
4. Its mission is to solicit and vet volunteers, to present qualified candidates for election to the CyberPointers board.
5. The NC will perform other duties as requested, including assistance with soliciting volunteers for interim Board Positions and CyberPointers committees.

VIII. Directors and Officers Insurance

- A. CP will obtain and maintain Directors and Officers and entity liability coverage.
- B. The President is responsible for renewing coverage each year.

IX. Bylaws and Policies and Procedures

- A. The Board will review the Bylaws and Policies and Procedures every 5 years and amend them as necessary.

X. Privacy and Commercial Use

- A. As published on CP's website under Privacy policy:
 1. The CyberPointers ANG Chapter is mindful of everyone's right to personal privacy and is committed to keeping members' data safe. Our website does not store cookies on members' local computers. Any information members provide to us using any of our forms is used only for the purpose stated on the form and will not ever be divulged to any other organization or individual without your knowledge and approval. The exception to this would be providing minimally necessary contact information to a vetted person for shipping of materials to registered students.
 2. Where appropriate, we have provided a means for members to opt out of any chapter membership listing or class member listing; by not opting out, you give CyberPointers ANG Chapter permission to post only first name, last name, physical city/state/country location, and email address used within our private groups. The exception to this would be providing minimally necessary contact information to a vetted person for shipping of materials to registered students.
 3. Our web servers do automatically collect member IP addresses and the http website address of any link that directs a member to our website. This information can be used to create an anonymous report of website traffic so we can improve our service to members. No personal information, such as email addresses or names, is collected.
 4. CyberPointers shall not be used as a platform to communicate any sort of sales other than our own. This is consistent with ANG policy, which states: No chapter activity may be used for private gain. Commercial activities may be permitted for the membership's benefit and for the chapter's gain.