

OF THE AMERICAN NEEDLEPOINT GUILD, INC.
STANDING RULES
As Amended on June 1, 2026

SDANG's Standing Rules are written in concert with the chapter's approved Bylaws to further define the specifics of the chapter's operations and the duties of elected and appointed members. They may be amended or revised at any membership meeting with prior approval of the Board.

GENERAL

1. Meetings may be held in-person, via zoom or a combination of both.
2. Attendees meeting remotely via Zoom will clearly identify themselves.
3. No member will use the chapter roster for personal gain or for business purposes.
4. Items may not be sold for individual profit and can only be sold in conjunction with programs, workshops and chapter fundraisers.
5. The SDANG name or logo will not be used without prior permission of the Board.

MEETINGS

Chapter

1. The chapter will hold a minimum of 10 monthly meetings per year with additional meetings as deemed necessary.
2. The Holiday Party in December will be in lieu of a formal chapter meeting, and installation of officers will be conducted at this time.
3. Guests may not attend more than two (2) chapter meetings (in-person or remotely) without paying membership dues and may be charged a fee for materials used in the program.
4. Chapter nametags are encouraged to be worn at all meetings.

Board

1. The Board will hold a minimum of six (6) meetings per year or more frequently as designated by the President.
2. Voting members of the Board include elected officials and appointed Chairs of Standing Committees.
3. Any chapter member may attend a Board meeting.
4. Officers and Standing committee Chairs are expected to attend all Board meetings. If unable to attend, the member is responsible for notifying another Board member and to provide a representative or their report for the meeting.

MEMBERSHIP

1. SDANG members must be ANG national members in good standing and are responsible for paying their dues to ANG national.
2. Chapter dues are \$21/year or \$40 for 2 years for all members including Dual chapter members and ANG Life Patrons and are due in April of each year
3. Lifetime chapter members' dues are a one-time payment of \$450.
4. Only new members will pay pro-rated dues for the first year of membership.
 - (a) Amount will be determined based on their starting month as follows:
May – Jul: \$21 • Aug - Oct: \$16 • Nov - Jan: \$11 • Feb - Mar: \$5
April will be included with next year's dues
 - (b) Lapsed renewals will pay the annual rate.
5. New members will receive an electronic "new member packet" to include current copies of the Bylaws, Standing Rules, Job Descriptions, SDANG website link to the Members' Only portal & to purchase a chapter nametag canvas, and any additional materials the VP-Membership believes would be useful.

COMMITTEES

Standing Committees: The President will appoint chairs to the following Standing Committees identified in the Bylaws: Audit, Donations, Hospitality, Newsletter, Nominations, Social Media, Technology, and Workshops. Appointed chairs will be documented in the Board minutes.

Special Committees (Ad Hoc):

1. The President, the Board, or membership may appoint chairs to special committees as needed, e.g., Holiday party, Seminar Hospitality Suite, or special member recognition events and note appointed chairs in the chapter meeting minutes.
2. Special committees will be prioritized by the Board and may be budgeted and underwritten by the chapter as funds are available.

FINANCE & REGULATORY

Workshop Subsidies:

1. The Board will establish a yearly workshop subsidy to be included in the annual budget and approved by the membership.
2. Minimum attendance requirement will be met or workshop may be cancelled.

Charity Sponsorship:

1. Any SDANG member in good standing may submit a recommendation to the Board no later than the November chapter meeting.
2. Priority will be given to a charity that parallels and/or enhances SDANG's mission.
3. The board will review each submission, propose a recommendation to the chapter at the January meeting, and conduct a membership vote.
4. Charities must be designated as a 501(c)(3) or international equivalent for consideration.

Service Awards:

1. The President will call for nominees for the Sandy Higgins Meritorious Service award annually.
2. The award is established at \$250 (SDANG gift certificate) to be used for any ANG sponsored workshop or program including the National Seminar.

Records:

1. Copies of all chapter financial records will be kept for a minimum of seven (7) years.
2. California state registry forms - Original application and approval for non-profit, 501 (c) (3), status will be maintained for the life of the chapter.
3. Board minutes will be maintained on paper or electronically for the life of the chapter to maintain non-profit status.
4. Chapter minutes will be maintained for three (3) years and be available to all members on the website.

DUTIES OF STANDING COMMITTEES' CHAIRS**AUDIT**

1. Be appointed by the President to a term of (1) year and not to include the Treasurer or President.
2. Review the Treasurer's books annually, and whenever there is a change of Treasurer.
3. Submit report annually at the next scheduled Chapter meeting for action by the membership.

DONATIONS

1. Act as SDANG's representative for monetary and "in-kind" (physical needlepoint items) donations.
2. Create and maintain a current inventory list and send to the Board periodically for review.
3. Research and present to the Board the best options for resale, use within the chapter, or donated to ANG national for auction.
4. Sell donated items to chapter members before selling to the public. All proceeds will be deposited in the chapter's accounts.
5. Send thank you letters, whenever possible, to all donors.
6. Manage the storage and distribution of donated items.
7. In consultation with the Board, donations will be categorized as follows:
 - (a) Teaching items for chapter classes/programs,
 - (b) Incentive packages for membership drives, and
 - (c) Raffle items for monthly/holiday party giveaways.

HOSPITALITY

1. Greet all attendees at the in-person meeting. President will welcome Zoom attendees & introduce the in-person attendees via Zoom.
2. Ensure new members and guests are introduced to other members and notify VP- Membership of guest attendees.

3. Solicit volunteers to furnish monthly refreshments and send reminders in advance to volunteers.
4. Send greeting cards, physically or electronically, to members for birthdays, get well, and other life events.

NEWSLETTER

1. Solicit members, the Board and Standing Committee Chairs for submissions to the newsletter, e.g., reports, completed projects, upcoming events, etc.
2. Notify members far enough in advance of due dates for future chapter programs and events.
3. Send out monthly newsletter electronically via SDANG's email system. For members without email available, the newsletter will be sent via USPS for a fee.

NOMINATING

1. Comprised of 2-3 members approved at the September chapter meeting and approved by the membership.
2. Solicit candidates for open Board positions.
3. Provide Job Descriptions to potential candidates for review.
4. Forward candidates' names expressing interest in serving to the Board.

SOCIAL MEDIA

1. Create and post needlepoint related content of interest and appropriate for all stitching levels.
2. Promote the art of needlepoint, publicize chapter events, and encourage participation.
3. Comply with copyright regulations for designs and content.

TECHNOLOGY

1. Function as the liaison between the Board, the webmaster, and email provider to ensure the website and email systems are functional and updated with the most current information.
2. Refresh the website with contemporary design to encourage maximum outreach.
3. Comply with copyright regulations for designs and content.
4. Comply with applicable email sender laws, regulations, and guidelines.
5. Ensure all members are kept informed of chapter email and website changes, e.g. access to secured areas, payment methods, passwords, etc.
6. Present annual budget request to the Board and arrange for annual payment of the webmaster, email provider, and domain.

WORKSHOPS

1. Solicit workshop ideas for the Board's approval.
2. Ensure contracts are submitted in a timely manner to the President for signature.
3. Coordinate with committee members to:
 - (a) Secure physical classroom space suitable for teaching and stitching,
 - (b) Establish teacher's needs, in advance, and ensure needs are being met.
 - (c) Coordinate refreshments/lunch and ensure timely delivery.

DUTIES OF ELECTED OFFICIALS

All elected officials are members of the chapter Executive Board and may serve up to two (2) consecutive terms except in extenuating circumstances where no other member can (or will) serve. See Job Descriptions for responsibilities and duties of elected officials of the Board to include President, Vice President-Membership, Vice President-Programs, Secretary, and Treasurer.