American Needlepoint Guild
Policies and Procedures 2021

Policy Number 2.01
Date of Policy December 1986
Last Amended April 2020

POLICY: New Chapters

POLICY STATEMENT
Groups wishing to form new chapters of the American Needlepoint Guild, Inc. must comply with established procedures.

PURPOSE
To establish procedures and procedures for forming new chapters.

PROCEDURE
1. A group must have ten members to be chartered as a chapter of the American Needlepoint Guild, Inc.
2. The chapter must maintain a policy of open membership.
3. Membership may not be withheld from any individual due to sex, age, race, religion or national origin.
4. A person may not be required to show a specified level of accomplishment to be eligible for membership. Beginners are as welcome as are more advanced stitchers.
5. Each chapter is required to provide adequate meeting space to accommodate all interested in becoming members.
6. Chapters are responsible for the
   a. "readily achievable" removal of physical barriers inside the meeting rooms;
   b. provision of auxiliary aids and services where necessary to ensure effective communications of programs to disabled participants; and
   c. modification of ANG's policies, practices, and procedures as necessary to enable disabled individuals to participate in the program(s).
7. Chapter meetings are for the express purpose of ANG and may not serve as a simultaneous meeting for other organizations.
8. Bank accounts, when opened must have two (2) signatures. Banks will require a Federal Employer Identification Number. (Reference: Guidelines for Treasurers, Federal Form SS4)
9. Persons requesting information concerning chapter formation will be in contact with the Vice President for Membership and the Area Representative.
10. The Vice President for Membership working with the Area Representative will provide complete information necessary for forming a chapter.
11. Send the following to the ANG Vice President for Membership by Certified Mail - Return Receipt Requested:
    a. The official name of the chapter; do not use the name of an existing chapter;
    b. New Chapter Officer Election report;
    c. Verification that proposed Chapter Bylaws are in the process of approval and have been submitted to the National Bylaws Chairman, preferably via email;
    d. Copy of the Secretary's minutes of the organizational meeting;
    e. Membership - list the following information for each chapter member:
       i Given name and surname;

ii Mailing address including nine-digit zip code;
iii E-mail address, if available;
iv Area code and phone number;
v Membership category: (All categories qualify for chapter membership)
(1) New member to ANG (must be accompanied by a check payable to ANG, Inc. for the current national dues set by the Board of Directors)
(2) Member who has paid current national membership dues. (Include primary chapter name, if applicable, and membership number)
(3) Life Patron member (include membership number)

12. When the Vice President for Membership has received the items above, the Vice President for Membership will send the chapter notification that the chapter has been registered with the Membership Office.
13. A new chapter is required to obtain approval for its bylaws within 180 days of submitting the above material.
14. When all the listed requirements are fulfilled and the bylaws have been approved, a charter will be forwarded to the chapter in accordance with Policy 2.12, "Issuing a charter to a new chapter."
15. A new US chapter will be assigned to one of the Five Areas in the United States:
    a. Western Area: Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Utah, Washington, and Wyoming;
    b. North Central Area: Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Montana, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin;
    c. South Central Area: Alabama, Arkansas, Colorado, Louisiana, Mississippi, New Mexico, Oklahoma, Tennessee, Texas, and Cyber Pointers;
    d. Eastern Area: Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, and West Virginia;
    e. Southeastern Area: Florida, Georgia, North Carolina, and South Carolina.

Policy Number 2.02
Date of Policy January 1983
Last Amended April 2020

POLICY: Open Membership

POLICY STATEMENT
Chapter membership is open to all.

PURPOSE
To clarify importance of making every person welcome as an ANG member.

PROCEDURE
1. The Bylaws of the Guild state that any individual who subscribes to the objectives of the Guild is eligible for membership. Any person who pays current dues and complies with the provisions of the Bylaws may be a member of any chapter without further restriction.

2. There are two categories of chapter membership:

    i A member's primary chapter is the one designated by the individual to the Membership Office. Chapter may add a member to their Chapter Group, but only the member may designate their primary chapter.

    ii A member is a plural member of a particular chapter if the individual pays local dues to that chapter in addition to the chapter dues of the primary chapter. Membership in Chapter Groups is recorded by the Chapter.

3. A member-at-large is a National member of ANG and not a member of any chapter and. A member ceases to be a member-at-large and becomes a chapter member when dues are paid to a chapter.

4. Members who change their primary chapter must contact the Membership Office to make the change or make the change in their online Profile.

POLICY: Chapter Name Change

POLICY STATEMENT
The official name of a chapter may be changed with the approval of the Vice President for Membership

PURPOSE
To prevent multiple chapters with the same name.

PROCEDURE

1. Complete the attached request form and send it to the Vice President for Membership.

2. The Vice President for Membership will determine availability of name and notify the Chapter.

3. A new charter with the name change will be issued upon surrender of the previous charter.

CHAPTER NAME CHANGE

Current Chapter Name: _____

Proposed Chapter Name: _____

The proposed name must assure the ANG Chapter name recognition distinct from other needlework organizations within a recognizable distance.

Reason for requesting name change:

Has this name been approved by the Chapter Board of Directors?

Yes _____ No _____

Has the entire Chapter membership received written notification of the proposed name change? (Attach copy of notification.)

Yes _____ No _____

If the previous question was answered "no," please indicate how the membership was notified:

Has this name been voted on and passed by the general membership at a regularly scheduled business meeting? (Attach copy of minutes.)

Yes _____ No _____

_____ _____ _____

Signature of Authorized Chapter Officer Title Date

Return this form and the requested attachments to the Vice President for Membership. The Vice President for Membership will give the chapter written notification of the action taken.

Policy Number 2.04
Date of Policy June 1987
Last Amended February 2011

POLICY: New Chapter Formed from Existing Chapter

POLICY STATEMENT
If a new chapter is formed from an existing chapter, the new chapter shall not arbitrarily take money from the treasury of the existing chapter.

PURPOSE
To avoid conflict within the chapter membership.

PROCEDURE
1. If an existing chapter sponsors a new chapter, funds may be appropriated by a vote of the membership of the existing chapter.
2. The new chapter must meet the procedures for new chapter formation as outlined in 2.01.

Policy Number 2.05
Date of Policy February 1988
Last Amended April 2017

POLICY: Chapter in Good Standing

POLICY STATEMENT
To maintain good standing as a chapter of the American Needlepoint Guild, Inc., every officially chartered chapter must promote and support all ANG policies including first and foremost the payment of ANG National dues. This responsibility lies ultimately with the Chapter President.

PURPOSE
To identify procedures for good standing and to assure understanding of the required policies and procedures of ANG.

PROCEDURE
1. An approved set of bylaws must be on file with the Chairman of the national Bylaws Committee.
    a. As IRS or other requirements are identified, the Chapter must revise its bylaws to meet the new requirements as defined in the procedure of this policy.
    b. Any revisions of a chapter's bylaws must be sent to the ANG national Bylaws Committee Chairman for approval.
2. A chapter may not engage in any activity that endangers ANG's 501(c)(3) status with the Internal Revenue Service.
3. The chapter is responsible for the collection of annual chapter dues and verification that each of its chapter members has paid annual ANG National dues.
    a. An ANG member is eligible for chapter membership only after becoming a member in good standing of the National organization. A chapter member in good standing must pay both National and chapter dues.
    b. There is no provision within ANG for an individual to hold chapter membership without being a member in good standing of the National organization.
    c. When a member has unintentionally allowed their national membership to lapse a chapter may allow a grace period of up to 90 days for those who wish to retain their membership and participate in the chapter. During this period members may remain on the chapter roster, may attend chapter meetings and may receive chapter newsletters.
    d. Unless proof is given of national membership renewal, the lapsed member should not be allowed to participate in chapter workshops or special events.
4. Chapter meetings may not serve as simultaneous meetings of other organizations. However, chapters may co-sponsor events.
5. A chapter must have open membership.
6. A chapter is responsible for providing an adequate meeting place.

7. Chapters must file the IRS Form 1099-MISC for any person receiving more than the IRS maximum per year. This includes money paid as kit fees, travel, lodging, and fee or honorarium.
8. Chapters must comply with all appropriate paperwork for foreign instructors.
9. The Chapter President must file a Chapter Annual Report as directed in this policy.

PROCESS

1. Chapter Bylaws:
   a. The ANG national Bylaws Committee Chairman will notify a chapter president of deficiencies in chapter bylaws when new IRS or other requirements are identified.
   b. Within 3 months of receiving this notification, the chapter is required to submit revised bylaws, ratified by the chapter membership, for approval by the national Bylaws Committee.
   c. Bylaws Deadlines:
      i When approved bylaws are not on file **by the first day of the 3rd month following notification,** the Vice President for Membership will notify the chapter president in writing, referencing this policy and the chapter's failure to respond.
      ii When approved bylaws are not on file **by the first day of the 4th month following notification,** the Vice President for Membership will notify all officers of the chapter in writing, referencing this policy and the chapter's failure to respond.
      iii When approved bylaws are not on file **by the first day of the 6th month following notification,** the Vice President for Membership will notify the chapter membership in writing, referencing this policy and the chapter's failure to submit ratified bylaws. At the same time the Vice President for Membership will send written notification of a chapter's failure to submit the revised bylaws to the ANG Board of Directors. This referral will request action to revoke the Chapter's Charter at the next meeting of the ANG Board of Directors.
2. Dues:
   a. The Chapter Treasurer or Chapter Membership Chairman will collect chapter dues.
   b. All money will be deposited in the chapter bank account.
3. Chapter Annual Report
   a. **On the first day of the month in which the chapter holds its elections,** the Area Representative will remind the chapter to file the Chapter Annual Report (CAR) at the conclusion of their elections.
   b. The CAR form is found on the ANG website and can be submitted electronically or downloaded and mailed. If necessary, the Area Representative will mail a copy of the CAR to the Chapter President.
   c. **By the first day of the month following, the elections** the chapter president will return one copy of the completed form to the ANG Membership Office, or will electronically file the CAR.
   d. CAR Deadlines:

i When the completed CAR is not on file **by the first day of the 2nd month following the due date of the form,** the Area Representative will notify the chapter president in writing, referencing this policy and the chapter's failure to respond.

ii When the completed forms are not on file **by the first day of the 3rd month following the due date of the form,** the Area Representative will notify the chapter officers in writing, referencing this policy and the chapter's failure to respond.

iii When the completed forms are not on file **by the first day of the 4th month following the due date of the form**, the Vice President for Membership will notify the chapter membership in writing, referencing this policy and the chapter's failure to submit the required forms. The Vice President for Membership also will send written notification of a chapter's failure to submit the Chapter Annual Report to the ANG Board of Directors. The referral may request action to revoke the Chapter's Charter at the next meeting of the ANG Board of Directors.

4. Violations of ANG Policies:

   Upon receipt of written notification of violation of policies, the Vice President for Membership will contact the president of the chapter.

POLICY: Chapter Dissolution – Funds

POLICY STATEMENT
Upon the dissolution of a chapter, all funds received from the chapter by ANG shall be deposited in the ANG Endowment Fund.

PURPOSE
To establish disposition of funds when a chapter dissolves.

PROCEDURE
Upon a chapter's dissolution, all liabilities must be paid. All remaining funds are sent to the management company for deposit in the ANG Endowment Fund with notice to the Vice President for Membership.

POLICY Chapter Dissolution – ANG Property

POLICY STATEMENT
Upon the dissolution of a chapter, property of the American Needlepoint Guild, Inc. is to be returned to the Vice President for Membership

PURPOSE
To identify property of ANG that must be returned upon dissolution of a chapter.

PROCEDURE

1. Upon a chapter's dissolution, the following property is to be returned to the Vice President for Membership:
   a. Chapter Charter
   b. Copy of Final Bank Statement showing a zero balance
2. Disposition of all other ANG Chapter materials will be in accordance with governing local, state, and federal laws.

POLICY: Replacing ANG Property

POLICY STATEMENT
A fee will be charged to replace ANG property.

PURPOSE
To provide for replacement of documents necessary for the operation of a chapter.

PROCEDURE
1. A specific request for replacement documents and a check made payable to ANG, Inc. should be mailed to the Vice President for Membership.
2. Fees for replacement documents are:
   a. Chapter Charter $25.00

Policy Number 2.09
Date of Policy June 1984
Last Amended February 2011

POLICY: Chapter Activity for Private Gain

POLICY STATEMENT
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.

PURPOSE
To protect the 501(c)(3) nonprofit status of the American Needlepoint Guild, Inc.

PROCEDURE
1. A chapter may sponsor fund raising activities to fund its educational activities.

2. A Chapter's focus on commercial activities should be minor. Selling, soliciting, or advertising at meetings by members, guests, merchants, or teachers should be kept to a minimum and only in the service of the objectives of the American Needlepoint Guild, Inc.

3. Chapters may engage in non-commercial fund raising efforts, such as bake sales and sales of donated needlework or needlework equipment.

4. If the Chapter chooses to conduct a merchandise fair, contracts must be negotiated with merchants. The fair must be open to all interested merchants. No partiality may be shown to any individual merchandiser or retailer.

5. Chapter commercial and fund raising activities must be recorded in detail in the financial records.

6. A Chapter may contract to pay a teacher to lead a class or a series of classes.

7. A contracted teacher may sell only items related to the class project, e.g., optional frame or box for finishing, if specified in the teacher's contract.

8. Holding classes with the same paid teacher at every meeting as the only chapter activity is questionable to the IRS and could jeopardize the 501(c)(3) nonprofit status of the Guild.

POLICY: The *Chapter Project Book*

POLICY STATEMENT
The *Chapter Project Book* shall be published at the discretion of the *Chapter Project Book* Committee.

PURPOSE
To provide projects for chapter programs.

PROCEDURE
1. A chapter may select projects from the *Chapter Project Book* for use only as chapter programs or workshops.
2. Only the supplies list, picture and line drawing of the specific *Chapter Project Book* project being offered as a chapter program or workshop may be printed in the chapter newsletter. The instructions for the project may **not** be printed in the chapter newsletter.
3. A project from the *Chapter Project Book* may be copied and distributed only in connection with a chapter program or workshop. Only ANG members may receive copies of the materials. Any reproduction costs for the instructions will be paid by the chapter or reimbursed by the participants as determined by chapter policy.
4. Any ANG chapter member in good standing who signs up for a program or workshop from the *Chapter Project Book* may receive copies of the project materials, whether or not she/he is able to attend the meeting at which the project is taught.
5. *Chapter Project Book* project instructions may not be sold, passed on, or in any manner transferred from a chapter member to any other person.
6. Chapters in violation of this policy will not be issued the next edition of the *Chapter Project Book*.
7. OnlyeChapters with a current Chapter annual Report on file will be given access to the *Chapter Project Book*.

Policy Number 2.11
Date of Policy September 1994
Last Amended April 2020

POLICY: Chapter Handbook

POLICY STATEMENT
The Chapter Handbook will be sent to a chapter applying for a charter.

PURPOSE
To provide a chapter with operational materials prior to issuing a charter.

PROCEDURE
Upon receipt of the items specified in Policy 2.01, the Vice President for Membership will provide to the chapter:

1. Access to the Chapter Handbook
2. Letter designating the above as property of ANG, Inc. and indicating that any copies must be destroyed if Bylaws are not approved

Policy Number 2.12
Date of Policy September 1994
Last Amended April 2020

POLICY: Chapter Charter

POLICY STATEMENT

A charter signed by the ANG President will be presented to a chapter after all criteria are fulfilled and the national Bylaws Chairman has approved the bylaws.

PURPOSE
To provide procedure for issuing a charter to a chapter.

PROCEDURE
1. Upon approval, the Bylaws Chairman will sign an original copy of chapter's bylaws and place in the national bylaws file.
2. The Bylaws Chairman will sign and send one copy of the signed original to the Vice President for Membership to be placed in the chapter's national file and one copy of the signed original to the Chapter President to be placed in the President's Notebook.
3. The Vice President for Membership will mail a charter to the ANG President for signature. The charter will be returned to the Vice President for Membership for photocopying. A copy will be filed in the chapter's national file.
4. The Vice President for Membership will mail the signed charter and a letter of congratulations to the Chapter President.
5. The Vice President for Membership will arrange for the Chapter to access the *Chapter Project Book* according to the process in place for delivering it to the Chapters..
6. The Chapter's Charter date is the date the Bylaws Chairman signs the chapter's bylaws.

POLICY: Inactive Chapter Dissolution

POLICY STATEMENT
ANG Policy for dissolution of an inactive chapter and removal from the ANG website.

PURPOSE
To provide for the dissolution and removal from the ANG website a chapter which, without notification to the national office, has become inactive.

PROCEDURE
1. When it is suspected that a chapter has become inactive without notification to national the Area Representative (AR) will send a letter to any chapter members of record, asking for the Chapter Annual Report and/or information about the chapter and its meetings and indicating that at least one yearly meeting is required for the charter to remain active. The AR should indicate that the chapter will be removed from the website within 30 days if no response is received.
2. If no response is received, a letter from the Vice President for Membership will be sent to any chapter members of record to advise them that the chapter is in jeopardy of losing its charter if no information is received and again requesting a response within 30 days.
3. If no response is received from either correspondence in procedural steps 1 or 2 (above) to indicate that the chapter is active, the Vice President for Membership will present to the Board a motion for dissolution of the chapter.
4. Upon passage of such motion, the Vice President for Membership will send a letter with return receipt requested, to the last President of record requesting the return of ANG materials per Policy 2.07, and the disposition of chapter funds according to Policy 2.06. At this same time, letters will be sent to all affected chapter members of record advising that the chapter is dissolved and their membership affiliation changed to Member at Large.
5. Notice will be sent by the VP for Membership Office to the website administrators to change the appropriate membership affiliations, place the chapter code into inactive status, and remove the dissolved chapter from the ANG website.