CHAPTER PROJECT BOOK COMMITTEE

DEFINITION AND OBJECTIVE

The Chapter Project Booklet Committee shall be a standing committee reporting to the Distance Learning Coordinator.

The objectives of the Committee are:

1. To publish a Chapter Project Booklet each odd year that is consistent with the object of ANG as stated in the Bylaws, i.e., "The object of this Guild is for educational and cultural development through participation in and encouragement of interest in the art of needlepoint."
2. To provide earlier editions of the Chapter Project Booklet to newly chartered chapters.

STRUCTURE AND TERM OF OFFICE

1. The Chapter Project Booklet Committee shall be composed of the following members:
- Chairman
- Board liaison
- Two (2) member representatives

2. The appointment of the Chapter Project Booklet Committee will be made at the spring Board meeting. The term of office will begin January 1. Committee members may also be invited to attend the committee meeting at seminar before their term of office begins.

3. The term of office shall be two (2) years with the following rotation:
- Even-year appointments: One member
- Odd-year appointments: Chairman, one member

4. The Board may reappoint a committee member for a second term.

5. At the conclusion of the term in office, all files and records will be transferred to the new Chairman or to the Distance Learning Coordinator.

RESPONSIBILITIES AND PROCEDURES

The Chairman will:

1. Develop a plan for production of the next Chapter Project Booklet to include:
- Schedule for production
- Method for soliciting project proposals
- A form for submitting proposals
- Criteria for selection of designs
- A fee scale for selected projects

2. Mail acceptance letters to designers whose projects were chosen, and mail regret letters to designers whose projects were not chosen

3. Develop page format for Chapter Project Booklet and send to each designer
- Note: With the approval of the CPB chairman, designers who have submitted previously taught projects may send copies of their original text, if they are in print, with the understanding that they will reformat the instructions to meet the CPB guidelines for the final submission.

4. Issue contracts:
- Submit contract form for approval to Board of Directors
- Send duplicate unsigned contracts with time line, policies, CPB page format, and other pertinent information to each designer
- Signed contracts to be received by President no later than six weeks after postmark date of contract
- President to notify designer, Board of Directors and CPB chairman if a contract is not valid
- President to forward one copy each of signed contract to designer and Treasurer.

5. Develop and implement a pilot stitching program in conjunction with Vice President for Education.

6. Develop or obtain cover design for Chapter Project Booklet.

7. Work with Vice President for Education to secure estimates for production for review at spring Board meeting.

8. Critique and review project instructions and review all comments from pilot stitchers, sending a final set of comments to each designer.

9. Authorize payment to designers upon receipt of final versions of instructions.

10. Coordinate production of the Chapter Project Booklet.

11. Arrange for projects to be displayed at the Seminar Exhibit, including:
    - A. Submission of completed exhibit entry forms I & II, copied onto blue paper, for each project
    - B. Shipping of projects by designers to Seminar site with return shipping label included

12. Display Chapter Project Booklet at meetings at national seminar when published and the following year as designated by the Distance Learning Coordinator.

13. Mail Chapter Project Booklets including a compact disc of color photographs to Chapter Presidents.

14. Ensure the return of all projects to designers.

15. Mail earlier editions of Chapter Project Booklet to newly chartered chapters.

16. Correspond with committee members throughout the year.

17. Send a written report of action taken and items for Board consideration to the Distance Learning Coordinator a month prior to each Board meeting.

The Committee will assist the Chairman as directed.

FINANCES

1. Reimbursement will be paid for administrative expenses incurred up to the budgeted expense for the business of the committee. Official ANG forms are available from the Treasurer or the Board Liaison. Reports must be

accompanied by attached copies of receipts. Mail check request forms to the Board Liaison for approval and payment by the Treasurer.

2. Travel expenses up to $300 will be reimbursed for the Chairman to attend meetings at seminar per Policy 4.03. There will be no other reimbursement for travel, lodging or per diem.

GENERAL

1. Article XII, Section 2 of the ANG Bylaws state: "The President shall be a member *ex-officio* of all committees except the Nominating Committee." ANG practice also includes the President Elect.

2. These criteria and guidelines may be changed by the Board of Directors, or upon recommendation of the Chapter Project Booklet Committee with approval from the Board.

   Approved at Board of Directors meeting, May 1999
   Amended at Board of Directors meeting, May 2000
   Amended at Board of Directors meeting November 2004
   Amended at Board of Directors meeting June 2006
   Amended at Board of Directors meeting November 2007
   Amended at Board of Directors meeting February 2009
   Amended at Board of Directors meeting May 2011