

Policies of the Fox Chapter of the American Needle Guild, Inc.

- Guests are welcome at meetings. Guests may attend two (2) general meetings before they are expected to join. If a kit fee is required for the meeting they visit, the required kit fee must be paid by the guest.
- Members must wear their stitched name tags at all Chapter meetings or a fine of \$.25 will be levied and collected by the Chapter Treasurer.
- No food or open beverages should be on the worktables at meetings, workshops or special programs while stitching.
- Children not of stitching age are not allowed at meetings.
- The Fox Guild will conduct monthly hybrid meetings (in person and by Zoom). Workshops and Special Programs will be hybrid when appropriate.
- A member who teaches at a regular Chapter meeting will be paid \$40.00. If two members teach together, they will be paid \$20.00 each. This is meant to be a thank you for the time spent by the member in stitching the project and to cover the costs associated with the project preparation. Kit fees are separate.
- The Membership Guide will be published by June of each year. The Membership Guide is for the sole use of Fox ANG Chapter members for Chapter business only and is not to be distributed (in whole or in part) to others outside the Chapter.
- Members should be courteous and respectful during meetings allowing those who are presenting or teaching to be heard while allowing the members who are stitching to concentrate. **Talking can be very disruptive.** If you have questions, ask the teacher, especially if you are struggling with a stitch or a technique. Do not attempt to answer questions for the teacher. Members are welcome to stitch quietly on their own project during a program or meeting.
- The Librarian is responsible for maintaining an accurate list of printed resources owned by the Chapter for member use.
- The Historian is responsible for maintaining an accurate and complete list of activities and events the Chapter has engaged in since its inception.
- The Education Coordinator is responsible for keeping the membership aware of additional educational opportunities and projects made available to the Chapter by the National organization.
- The Incentive Coordinator is responsible for tracking the completion of approved projects which entitle members to receive incentive charms at the end of the Chapter year.
- The Correspondence/Sunshine Coordinator will be responsible for sending out correspondence related to personal events occurring in a member's life.
- The Community Outreach Coordinator(s) is responsible for facilitating the chapter's participation/donation to a charitable organization.
- The Tech Coordinator is responsible for running the zoom portion of the meeting. They will notify the person(s) in charge of attendance so it can be noted in the attendance book
- The Web Coordinator is responsible for maintaining the chapter's website. The website should be kept up to date with current chapter information, events and forms.
- Members who are shop owners or their representatives are invited to share shop news at the meetings/guild events.
- Those interested in selling wares or soliciting donations/support need to obtain board approval prior to a meeting or a guild sanctioned event.

National Teacher

- Costs associated with bringing a National Teacher in for the Chapter will be covered by those attending the classes and prorated with the Chapter if a program is given at a monthly Chapter meeting.
- A member who houses a National Teacher who comes to the Chapter to teach a special class or series of classes will receive a stipend of \$25/day which begins the day the National Teacher arrives through the day they depart. This will help defray the cost associated with hosting the teacher.

Workshops/ Special Programs

- A workshop/special programs is defined to be a class not taught at a Fox monthly meeting.
- A member who teaches a workshop or special program will be paid \$4.00 per hour, per student, plus the kit fee.
- All necessary fees are to be paid in advance.
- The Chapter reserves the right to open a workshop/special program to other chapters/guilds if the minimum enrollment is not met with Fox Chapter members by the given deadline.
- Classes will begin and end on time.
- If your name is on the class list after the deadline date, you must pay for the class. You may sell your space to another person but there are no refunds.

ANG Correspondence Courses

- Correspondence courses will be self-supporting, meaning Chapter funds will not be used.
- Purchase of Pins will be the responsibility of the stitcher.
- Rental fees associated with providing a room for the course will be prorated and paid for by the stitchers attending.

Budget

- The Chapter will have a balanced budget which will include all funds held by the Fox Chapter.
- Any additional funds that may become available to the Chapter (donations - unless designated by the donor, event, expenses running underestimate less than \$10 etc.) will be spent only by approval of the Board. Overestimated event expenses over \$10 per attendee will be returned to the participant.
- Event chairman should be aware of the budget for their event.