

**\*The Massachusetts Chapter  
of the  
American Needlepoint Guild**

**POLICIES & PROCEDURES**

Anyone wishing to join the Massachusetts Chapter of ANG must first be a member of the national organization, The American Needlepoint Guild.

Guests are welcome to attend two (2) meetings prior to joining the Massachusetts Chapter of ANG.

A new member's chapter dues will be prorated as follows:

First Quarter (January-March) -	100%
Second Quarter (April-June) -	75%
Third Quarter (July-September) -	50%
Fourth Quarter (October-December) -	25%

New member packets include Chapter Bylaws, Policies & Procedures, Workshop Etiquette, Chapter Membership Directory, nametag kit and a copy of the current chapter newsletter.

Established members have until the end of the first quarter to pay their chapter membership dues. Until that time they will be considered members in good standing, having all the obligations and privileges of membership.

Chapter members that allow National ANG membership to lapse will forfeit the remainder of the years' chapter dues.

New members wishing to join the chapter have until the end of the quarter in which they join to establish themselves with ANG National. Should they fail to do so, their chapter dues will be remitted.

To attend a lecture offered by the chapter in conjunction with a meal, members must pay the meal reservation fee.

Guests may attend luncheons or dinners having paid the reservation fees.

Any chapter member in good standing is welcome to attend a board meeting.

Nametags are to be worn at each monthly meeting and at workshops sponsored by The Massachusetts Chapter of ANG.

A fine of \$1.00 will be imposed on any member not wearing his/her nametag.

New members have three (3) consecutive months after joining the chapter to have a stitched nametag.

The Massachusetts Chapter of ANG is dedicated to needlework executed by hand with the threaded needle on a readily countable fabric as stated in the ANG National Bylaws.

Knitting, crocheting, quilting, etcetera is not allowed during [the monthly meetings](#).

Members attending stitch-ins at private homes are welcome to participate in needlework of any type.

Members not participating in programs are asked to keep conversations at a low level in consideration for those involved.

Members attending a meeting, workshop, or stitch-in are asked to refrain from wearing any perfume or scent in consideration of those with allergies or other sensitivities.

Cell phones should be turned off during meetings, workshops and programs. If expecting an important call, place your phone on vibrate, and leave the room to take the call so as not to disturb the group.

National teacher workshops may be offered in even number years. In odd number years, because of the installation of officers, we will consider a local teacher or other lecture/workshop. (Revised 10/19/2019)

The decision to allow ghost stitchers will be that of the teacher.

Priority in registering for workshops begins with MANG members being given the first option. Then any ANG member and finally, if space remains, anyone interested in taking the class.

It is not necessary to join the chapter to participate in the workshop AS LONG AS SPACE IS AVAILABLE. If the student wants to guarantee a spot in the workshop, then membership in the chapter is necessary.

Once a person registers for a national teacher workshop, the registration cannot be withdrawn. If the registrant cannot attend the workshop, the program chairman should be informed as soon as possible.

The program chairman will discuss the situation with the president, then the Executive Board if necessary. The registration fee cannot be refunded without the written permission of the president.

Should the workshop fill, the program chairman will keep a list of additional persons interested in attending.

If there is a waiting list, and an opening occurs, the first person on that list is contacted, then the second, etc.

If a workshop is oversubscribed (the number being over that which figured the original cost), the president, program chairman and treasurer will meet to determine if a refund is due each participant. Any refunds will be made after the workshop expenses have been paid.

Hosting a teacher: If a member of the chapter is hosting the teacher, the chapter will pay the member's **workshop fee**. The host is still responsible for the kit fee. The host must house the teacher for the duration of the workshop to get credit for the workshop fee.

The chapter is responsible for taking the teacher to dinner on an evening of the workshop. All chapter members are invited to participate even if not taking the workshop.

Workshop participants are responsible for providing the teacher with lunch each day of the workshop.

MANG is happy to have the teacher offer her/his wares to the workshop participants and the chapter members. This can happen after a meeting or workshop, during the lunch break, but not during class or lecture time.

National teacher expenses are to be figured as follows:

Lecture

Workshop

Lecture fee

Teaching fee x number of days of workshop

Travel and Stay costs

Travel cost (if applicable)

Workshop room fee (x number of days of the Workshop)

The chapter board agreed to pay FULL travel cost if the teacher provides a lecture at the luncheon.

If the required number of participants needed to hold the workshop is not met, the board at its discretion may subsidize the cost of the workshop **up to \$300**.

Monies received from the Clean Sweep Sale and Name Tag Fines will be set aside for workshop expenses.

For those members, or any groups, entering items in the Clean Sweep Sale and wishing to receive cash back, the split with the chapter is fifty-fifty.  
(Adopted -1/12/2019)

Liquids and food must never be placed on a table being used for stitching.  
(adopted January 26, 2017)

Chapter policy precludes members from using meeting or workshops to sell items for personal gain or fund raising without express written approval of the Executive Board and signed by the president.  
(Adopted January 26, 2017)

Since visiting teachers are allowed to sell their books, kits, etc., teachers who are also chapter members are accorded the same privilege when teaching a chapter workshop.  
(Adopted January 26, 2017)

The Executive Board ONLY, in a closed meeting, will discuss any and all "sensitive issues". The privacy of our members must be respected.

Actions taken by the Executive Board, between board meetings, must be reported to the board at the following meeting and recorded in the minutes.

Expenditures over \$150 by a committee or individual must be approved by the Executive Board in advance.

Upon the death of a chapter member, the chapter will make a \$25 donation to Friends of Needle Pointers, in their memory. A card will be sent to the family.

If the deceased was a chapter president, the amount of the donation will be \$50.

When a chapter member attains the age of 90 years, a donation of \$25 will be made to Friends of Needle Pointers in their honor. A card will be sent to the celebrant.

The Executive Board must approve a donation over and above the \$25 or \$50.

Record keeping for the chapter was determined as such: Secretary's minutes and membership reports will be kept for five (5) years. Treasury reports will be kept for seven (7) years. This will be added to the job descriptions for each position.  
(Adopted April 27, 2019)

Membership in the Massachusetts Chapter of ANG does not end with the payment of dues. It is the responsibility of each member to actively, and enthusiastically, support chapter endeavors. This means supporting workshops and offering assistance wherever needed be it workshops, hospitality, or chapter outreach projects.

Robert's Rules of Order Newly Revised, 11<sup>th</sup> Edition, govern parliamentary procedure.

Parliamentarian: Nancy E. Kirwin  
August 1, 2019

**The Massachusetts Chapter  
of the  
American Needlepoint Guild  
Policies & Procedures Committee  
October 17, 2015**

I would like to begin by thanking the members of this committee for their hard work and continued support in this endeavor: Karen McCafferty, Jane Melick, Nancy Ekross and Violet Anderson.

Only with the cohesive work of the dedicated members could a 'task' like this be accomplished and done well.

The purpose of the Policies & Procedures Committee, as directed by the Massachusetts Chapter of ANG board (board minutes of June 18, 2014) was to update our current policies and procedures, making changes and additions as needed.

While I was recording secretary for the chapter, I kept notes that were discussed by the board to be included in Policies & Procedures.

Policies and procedures are related to the details of administration rather than parliamentary procedure. Several issues discussed by committee members were considered for inclusion while others were deemed better served by being included in the appropriate job descriptions.

As we cannot address every possible scenario, some situations regarding policy and procedure will have to be dealt with as they occur. One task of the chapter's board

is to make positive well thought out decisions for the chapter.

The committee would like to recommend that Policies & Procedures be evaluated every 4 years with the change of officers.

The date of any revision or addition should be noted immediately following the revision. One date should be shown when all are revised/reevaluated.

Nek  
10/17/2015

Policies & Procedures Committee Members:

---

Nancy E. Kirwin, Chairman

---

Jane Melick

---

Karen McCafferty

---

Violet Anderson

---

Nancy Ekross

Date: October 17, 2015