**SMOCKING ARTS GUILD OF AMERICA (SAGA)**

**Chesapeake Treasures Chapter**

**Standing Rules (Revised 05/01/2025)**

1. **Membership** – The Chapter shall operate on a calendar year schedule (January – December).

a. Local Chapter dues are payable each year between the September and November Chapter Business or Program meetings.

b. Local Chapter dues shall be managed solely by the 2nd VP of Membership. Chapter members shall submit to the 2nd VP of Membership a “Chesapeake Treasures Dues Payment or Renewal” form (see attachment) accompanied by a $25 check made payable to “Chesapeake Treasures.” Chapter members wishing to pay Local Chapter dues through PayPal shall submit to the VP of Membership a “Chesapeake Treasures Dues Payment or Renewal” form with the “If paying by PayPal” box checked. A PayPal invoice will then be sent directly to you, and you will be responsible for payment within one (1) week.

c. SAGA dues must be paid directly to SAGA after November 1 and prior to December 31 via PayPal on the SAGA website or by mailing a check to SAGA (Smocking Arts Guild of America, 3712 Ringgold Road #309, Chattanooga, TN 37412). Checks must be made payable to “Smocking Arts Guild of America,” not “SAGA.”

d. New members joining the Chesapeake Treasures Chapter after July 1 will pay half of the yearly local Chapter dues to the Chapter and pay SAGA membership dues directly to SAGA. Full renewal for Chesapeake Treasures Chapter will be due by the November Chapter Program meeting. Full renewal for SAGA will be due by December 31.

2. **Meetings** – Any potential member may attend any two (2) meetings as a guest before being required to join.

3. **Members** – All Chapter members are strongly encouraged to:

a. Serve on at least one (1) Committee each year.

b. Participate in the public service project(s) established by the Chapter for that year.

c. Participate in the Chapter fundraising activity as designated by the Chapter. The fundraising activity will be evaluated annually to determine treasury needs.

4. **Elections** – The Nominating Committee will be selected at the **April** meeting. The Officers shall consist of:

* President
* 1st VP of Operations (Programs)
* 2nd VP of Membership
* Secretary
* Treasurer
1. The Nominating Committee shall provide the names of one (1) or more nominees/candidates for each Officer to be elected by electronic email to the Chapter membership ten (10) days prior to the **June** Chapter Business meeting.
2. At the **June** Chapter Business meeting, the slate of candidates shall be presented and voted on for each Officer to be elected. Nominations may also be made from the floor.
3. All Officers shall be installed at the **September** Chapter Business meeting and shall assume office in October. They shall serve a term of one (1) year and shall not hold the same office for more than two (2) consecutive terms.
4. In the event there is only one (1) nominee for any office, the Secretary may be instructed to cast the ballot. Any member in good standing shall be eligible to serve as an Officer.

5. **President** – The newly elected President, as of the September meeting:

a. Is empowered to appoint Standing and Special Committees (with the exception of the Nominating Committee) and designate the Chairperson thereof. She shall begin planning so that all Committees formed will be ready to assume their duties at the October meeting.

b. Should carry out any plans already scheduled and is encouraged to do advance planning into the year following her term.

c. Is exempt from paying class fees for Chapter-sponsored workshops (tuition only) during her term in office.

6. **Audit** – When there is a change of Treasurer, the out~~-~~going President will appoint two (2) members to audit the books. The outgoing Treasurer will deliver audited records to her successor within 15 days following the expiration of her term of office. An audit of the books shall be completed yearly and presented at the Chapter Annual Meeting, also known as the Budget and Planning meeting, held in August.

7. **Chapter Annual Meeting** – The Chapter Annual Meeting, also known as the Budget and Planning Meeting, shall be held in August. It should be attended by both the current and newly elected Officers and appointed Chairs. All Chapter Board of Directors members and Committee Chairs shall present a written Annual Report. All Chapter members are encouraged to attend the Chapter Annual Meeting.