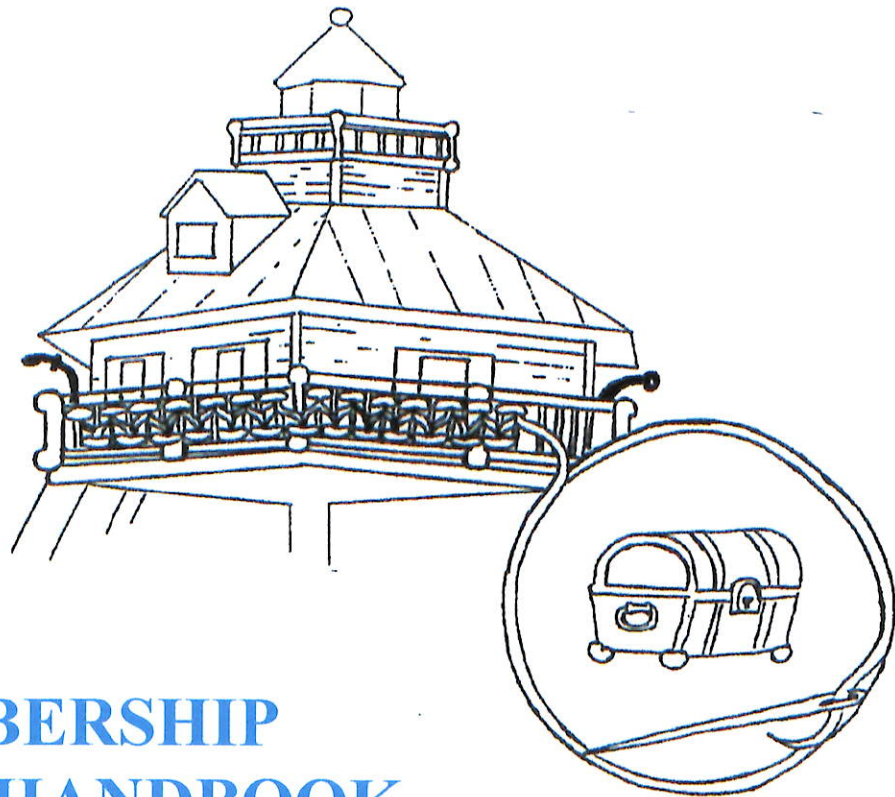




SMOCKING ARTS GUILD OF AMERICA
(SAGA)

Chesapeake Treasures Chapter



2026 MEMBERSHIP HANDBOOK

Find us on **Instagram** and at www.chesapeaketreasures.org

**SMOCKING ARTS GUILD OF AMERICA (SAGA)
Chesapeake Treasures Chapter**

2026 Membership Handbook

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SMOCKING ARTS GUILD OF AMERICA (SAGA)
Chesapeake Treasures Chapter

Message from the President

Welcome to the Chesapeake Treasures Chapter of the Smocking Arts Guild of America (SAGA). Each member enriches the Chapter in some way, and we look forward to sharing your ideas and interests. We are glad to have you join us.

The Chapter Business meetings are held via Zoom on the first Thursday of the month from September through June, beginning at 7:00 p.m. The Chapter Program meetings are held in person on the second Thursday of the month from September through May, beginning at 5:30 p.m., at the First Baptist Church of Crofton, 1690 Crofton Parkway, Crofton, Maryland 21114. Location and time are subject to change, please check the Chapter website (www.chesapeaketreasures.org) and/or electronic (emails) notices for updates. The Chapter Program meeting will be canceled if Anne Arundel County Schools or Public Libraries are closed due to inclement weather. December and June Chapter Program meetings are Potluck lunches or dinners hosted by a Chapter member in their home.

Membership requirements in the Chapter are simple. Each member is encouraged to serve on at least one (1) Committee throughout the year, participate in the public service project(s) established by the Chapter, and participate in the Chapter fundraising activity as designated by the Chapter. Concurrent membership with SAGA is required of all Chapter members and prior to Chapter membership approval. This enables the Chapter to take full advantage of all the educational programs and benefits SAGA has to offer.

The Chesapeake Treasures Chapter offers a variety of opportunities to increase members' skills and knowledge of smocking, heirloom sewing, and the related needle arts. In addition to the SAGA Educational Programs and Correspondence Courses available, the Chapter sponsors weekend workshops featuring approved SAGA Teachers. The Chapter also houses a library of books, patterns, smocking plates, and magazines related to smocking, heirloom sewing, and the related needle arts.

With this in mind, some information related to the Chapter and SAGAs Educational Programs and benefits are included. Additional information related to SAGA can be found on the SAGA website (www.smocking.org). We hope you find the following useful and informative. Please feel free to contact a Chapter Officer, Committee Chairperson, or a Chapter member if you have any questions.

Again, WELCOME to the Chesapeake Treasures Chapter of the Smocking Arts Guild of America and *happy smocking!*

Sincerely,

Lindsay Carroll
President, Chesapeake Treasures
Crofton, Maryland

SMOCKING ARTS GUILD OF AMERICA (SAGA)
Chesapeake Treasures Chapter

Benefits of Membership

The benefits of membership with the Chesapeake Treasures Chapter allows members access to the following:

Chesapeake Treasures Chapter Library: The Chesapeake Treasures Chapter Library houses a library that currently holds many books, patterns, and smocking plates. In addition, the Chapter Library has issues of *Inspirations*, *Australian Smocking & Embroidery*, *Creative Needle*, and *Classic Sewing* magazines. Copies of the SAGA Artisan Handbook and SAGA Programs are available as well. Members are permitted to check out material for one (1) month free of charge. A complete list of the Chapter Library inventory is posted on the Chesapeake Treasures Chapter website (www.chesapeaketreasures.org). Members desiring to see or check out specific items should contact the Chapter Librarian prior to a Chapter Program meeting.

SAGA Membership Benefits: Members receive a SAGA membership pin, electronic communications that keep members informed of news and events, and *SAGANews*, a quarterly magazine filled with designs, information, creative ideas, convention information, Chapter news, and Chapter activities with articles and projects designed to help in learning new smocking techniques or enhancing old ones. Members have the opportunity to attend Conventions and participate in Educational Programs and Correspondence Courses such as Artisan, Smock Alongs, and SAGA Stitches while learning effective tips and techniques to enhance or improve skills. In addition, SAGA membership includes access to the “Members Only” portion of the SAGA website where members can learn and further their knowledge of smocking and the related needle arts through the many SAGA Online Tutorials. SAGA members are eligible to serve as an Officer on the Board of Directors, as a Committee Chair, and have voting privileges. For additional SAGA Membership Benefits visit the SAGA website (www.smocking.org). Chesapeake Treasures Chapter members are required to maintain concurrent Standard Membership with SAGA to receive and take advantage of the above benefits.

Retail Discounts: Members of SAGA and the Chesapeake Treasures Chapter may receive a discount at retail sewing shops nationwide.

SMOCKING ARTS GUILD OF AMERICA (SAGA)
Chesapeake Treasures Chapter

Standard Bylaws for Affiliated Chapters (Revised 05/01/2025)

ARTICLE I – Name

The name of this organization shall be **Chesapeake Treasures** Chapter of the Smocking Arts Guild of America (SAGA).

ARTICLE II – Purpose

The purpose of the Smocking Arts Guild of America shall be:
To preserve and foster the art of smocking and related needlework for future generations through education, service, communication, and quality workmanship.

ARTICLE III – Members

- Section 1.* There shall be eligible for membership in SAGA, as a "member" hereof, any person who is interested in the purpose of the organization by application and payment of dues.
- Section 2.* A member of a Chapter shall simultaneously be a member of SAGA.
- Section 3.* Members of a Chapter shall have all the rights of membership, which include receiving publications emanating from the SAGA Executive Office, and voting on all matters at Chapter level, at Regional Seminars, at SAGA Conventions, and by mail or secure electronic ballots for the election of SAGA Officers. Chapter members may hold office at Chapter, Regional, and National levels.

ARTICLE IV – Officers

- Section 1.* The Chapter Board of Directors shall consist of the elected Officers and as many elected Directors as the Chapter deems necessary.
- Section 2.* The Officers of the Chapter shall be no less than a President, a Vice President, Secretary, and Treasurer.
- Section 3.* The term of office shall be for one (1) year. No Officer shall hold the same office for more than two (2) consecutive terms.
- Section 4.* A vacancy in the office of President shall be filled by the 1st Vice President of Operations (Programs) for the unexpired term. Any other vacancy on the Board of Directors shall be filled by the remaining members of the Board of Directors voting thereon by ballot.
- Section 5.* Any part of a term equaling or exceeding one-half of the regular term will be considered a term in determining eligibility for re-election.

ARTICLE V – Elections

- Section 1.* A Nominating Committee of three (3) members shall be elected at the **April** meeting. The Committee shall choose its own Chairperson.
- Section 2.* 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 no less than ten (10) days prior to the **June** Chapter Business meeting.

- Section 3. 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.
- Section 4. 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.
- Section 5. 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.

ARTICLE VI - Meetings

- Section 1. The Chapter shall meet regularly at such time and place as may be determined by the President. Whenever necessary at the discretion of the Chapter Board of Directors, the date, time, and place of a Chapter Business or Program meeting may be changed.
- Section 2. Special Meetings may be called by the President or by a majority of the Chapter Board of Directors. The call for a Special Meeting shall state the business to be transacted and no business shall be transacted except that stated in the call.
- Section 3. The Chapter Board of Directors shall meet as required.
- Section 4. The Chapter Annual Meeting, known as the Budget and Planning Meeting, of the Chapter shall be held in August, at which time Annual Reports of Officers and Committee Chairs shall be presented. The Annual Finance Committee Report shall be given at the September Chapter Business meeting.
- Section 5. The quorum for the transaction of business at any meeting of the Chapter shall be one-third of the members thereof. A quorum for the Chapter Board of Directors meeting shall be a majority of the Directors thereof.

ARTICLE VII – Dues

- Section 1. Each Chapter member shall pay an annual Chapter Dues of **\$25** which shall be payable on the acceptance of membership and thereafter **at or before the November Chapter Program meeting.**

ARTICLE VIII – Duties of Officers

- Section 1. The President shall preside at all meetings and serve as Chairperson of the Chapter Board of Directors. She shall call Chapter Business meetings and such Special Meetings of the Chapter Board of Directors as may become necessary. She shall appoint all Standing and Special Committees (with the exception of the Nominating Committee) and designate the Chairperson thereof. She shall cause to be sent all IRS forms, a financial report, a membership list, a Wee Care Report, and such other information as requested by the SAGA Board of Directors or the SAGA Executive Office.
- Section 2. The 1st VP of Operations (Programs) shall perform the duties of the President in her absence and succeed to the Office of President if that Office becomes vacant.
- Section 3. The 2nd VP of Membership shall manage all activities related to prospective new and returning members to include collection of dues, tracking renewals, maintaining a current membership list, and soliciting new members.

Section 4. The Secretary shall be responsible for the permanent records of the Chapter including minutes of all Chapter Business and Special Meetings of the Chapter and the Chapter Board of Directors. She shall keep a current roster of the Chapter membership and perform such duties as may be requested by the President or by the Chapter Board of Directors.

Section 5. The Treasurer shall be custodian of all funds: pay bills authorized by the Chapter Board of Directors; keep an itemized account of receipts and disbursements; present a written report at Chapter Business meetings and the Chapter Board of Directors; deliver audited records to her successor within 15 days following the expiration of her term of office.

ARTICLE IX - Committees

Section 1. The President shall appoint the following Standing Committees: Finance (usually the Treasurer) and Audit. She shall act as ex officio member of every Committee except the Nominating Committee.

Section 2. The President shall appoint such Special Committees as she and the Chapter Board of Directors may deem necessary.

Section 3. The duties of the Committees shall be such as are implied by their respective titles, provided that such duties shall be in harmony with any similar Committee of SAGA.

ARTICLE X - Amendments

Section 1. These Bylaws may be amended, where the blanks occur (with the exception of the blank provided for Chapter name), at any Chapter Business meeting by a two-thirds vote of the members present and voting, providing that the proposed amendment has been submitted in writing to each voting member of the Chapter at least ten (10) days prior to the date of such meeting.

Section 2. Any amendment filling a blank shall be effective when adopted by the Chapter.

Section 3. Other amendments to these Bylaws may be proposed by the Chapter but shall not be in conflict with the SAGA Bylaws.

ARTICLE XI – Parliamentary Authority

The rules of parliamentary practice comprised in the current edition of Robert's Rules of Order Newly Revised shall govern all proceedings of the Chapter and Chapter Board of Directors, except where inconsistent with these Bylaws.

ARTICLE XII – Fiscal Year

The fiscal year shall be in conformance with the dates specified by SAGA. The fiscal year shall be the calendar year.

This document (Chesapeake Treasures Chapter Bylaws) is revised as of 05/1/2025 based on the 03/2019 SAGA Standard Bylaws for Affiliated Chapters.

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
 - a. 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.

- b. 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.
 - c. 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.
 - d. 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.

**SMOCKING ARTS GUILD OF AMERICA (SAGA)
Chesapeake Treasures Chapter**

**2026 Contact Information
Board of Directors and Committee Chairs/Members**

2026 Board of Directors

President	Lindsay Carroll	lindsaystitching@gmail.com	410-842-3773
1 st VP of Operations (Programs)	Kathy Furth	kfurth59@hotmail.com	443-540-8168
2 nd VP of Membership	Carolyn Dalton	dal0328@msn.com	410-562-7544
Secretary	Marylyn “Lyn” Leet	leetmv@comcast.net	443-994-4576
Treasurer	Peggy Hueston	peggymarie7@verizon.net	443-472-6548

2026 Committee Chairs and Members

Committee	Committee Chair	Committee Member(s)
Convention Basket	Lori Barton, Kathy Furth	
Convention Favors	Pat Conklin Sandy Suhrie	Lindsay Carroll All Members
Education	Pat Conklin	Lindsay Carroll, Peggy Hueston, Lyn Leet, Charrise Lomax, Joyce Ross
Equipment Manager	Lindsay Carroll	
Facilities Manager	Lindsay Carroll	
Finance	Karen Lang	
Fundraising	Not in 2026	
Historian	Marina Rutkowski	
Hospitality	Marina Rutkowski	Carolyn Dalton
Librarian	Mitzi Mariella (Open)	
Library Display	(Open)	
Membership	Carolyn Dalton	
Newsletter	Sandy Suhrie	
Nominating		
1 st VP of Operations (Programs)	Kathy Furth	
Publicity (Instagram)	(Open)	Brooke Palmer
Public Relations (Wee Care/AAC Fair)	Joyce Ross Sandy Suhrie	Lindsay Carroll, Carolyn Dalton, Lyn Leet, Mitzi Mariella, Jackie O’Neill

Committee	Committee Chair	Committee Member(s)
Retreat (West River)	Jo Shaw	Lindsay Carroll, Pat Conklin, Mary Margaret Kasulke, Barbara Meger, Marlene Mehn, Joan Messinger Setup Crew: Lindsay Carroll, Peggy Hueston, Lyn Leet, Charrise Lomax
Secretary	Lyn Leet	
Show and Share	Dawn Watson (Power Point & Gift Cards)	Karen Lang, Charrise Lomax, Jackie O'Neill (Tickets, Drawing)
Sit and Stitch	Joyce Ross	
Technology	Charrise Lomax	
Treasurer	Peggy Hueston	
Website	Carolyn Dalton	

SMOCKING ARTS GUILD OF AMERICA (SAGA)
Chesapeake Treasures Chapter

**Responsibilities and Duties of the
Board of Directors and Committee Chairs/Members**

In addition to the following Responsibilities and Duties, the Chapter Board of Directors and Committee Chairs/Members shall be responsible for:

- submitting a written Annual Report at the Chapter Annual Meeting, known as the Budget and Planning Meeting, held in August.
- submitting negotiated contracts to the President for review, approval, and final signature.
- communicating with the Treasurer regarding financial needs to support Committee Programs.
- submitting Expense Vouchers (see attachment) to the Treasurer within 30 days of initial expense.

President:

- The responsibility of the President is to preside at all meetings and serve as Chairperson of the Chapter Board of Directors.
- The duties of the President shall be to:
 - call Business meetings and Special Meetings of the Chapter Board of Directors as may become necessary.
 - appoint all Standing (Finance and Audit) and Special Committees as approved by the Chapter Board of Directors (with the exception of the Nominating Committee) and designate the Chairperson thereof.
 - appoint two (2) Chapter members to audit the books.
 - cause to be sent all IRS forms, a financial report, a membership list, and a Wee Care report to the Region II Representative by the required March 15 deadline, and such other information as requested by the SAGA Board of Directors or the SAGA Executive Office.
 - review, approve, and sign all negotiated contracts for goods and services.
 - cause to take action on issues arising regarding the Chapter.
 - provide the Chapter Board of Directors and Chapter members with an agenda, Zoom meeting link, and previous meeting minutes for all Chapter Business meetings.

1st VP of Operations (Programs):

- The responsibility of the 1st VP of Operations is to Chair the Programs Committee and perform the duties of the President in her absence.
- The duties of the 1st VP of Operations shall be to:
 - act as the Programs Chair and work with a Committee to coordinate activities/projects for presentation at the Chapter Program meetings.
 - perform the duties of the President in her absence and succeed to the Office of President completing the unexpired term if that Office becomes vacant.

2nd VP of Membership:

- The responsibility of the 2nd VP of Membership is to manage all activities related to prospective new and returning members and to update the Chapter Handbook.
- The duties of the 2nd VP of Membership shall be to:
 - collect and track new member applications and member renewal forms and dues.
 - maintain communication with the Treasurer regarding Chapter members' renewals and new memberships.
 - update and maintain a current Chapter membership roster that includes SAGA membership number, SAGA Artisan number, contact information, birthdate, membership status, chapter affiliations, etc.
 - update and distribute to Chapter members a Chapter membership roster that includes Chapter members contact information and birthdate.
 - provide new member information to the Newsletter Chair for publication.
 - prepare and provide to the President a listing of current Officers and Chapter members as required by SAGA on a yearly basis.
 - solicit new members.
 - prepare and maintain new member packets and name tag kits. This includes updating and maintaining accurate information in the new member packets (Chapter Handbook) and purchasing kit supplies.
 - prepare and send welcome cards to new members and follow up notes to visitors.
 - review, update, and distribute the Chapter Handbook to Chapter members on a yearly basis.
 - create and provide sign in sheets for use at the Chapter Business and Program meetings.
 - provide copies of sign in sheets from the Chapter Business and Program meetings to the Secretary and Programs Chair.
 - archive sign in sheets from the Chapter Business and Program meetings.
 - maintain electronic files of all membership related information and documents.

Secretary:

- The responsibility of the Secretary is to attend all meetings of the Chapter Board of Directors and Chapter membership to record meeting minutes.
- The duties of the Secretary shall be to:
 - attend all Chapter Business and Special Meetings of the Chapter Board of Directors to record meeting minutes.
 - provide transcribed minutes to the President for review and distribution to the Chapter membership.
 - archive the permanent records of the Chapter including minutes of all Chapter Business and Special Meetings of the Chapter Board of Directors.
 - maintain communications with the Chapter Board of Directors and Committee Chairs to obtain permanent records of the Chapter for archiving.
 - keep a current roster of the Chapter membership.
 - perform such duties as may be requested by the President or by the Chapter Board of Directors.

Treasurer:

- The responsibility of the Treasurer is to be custodian of all funds.
- The duties of the Treasurer shall be to:
 - pay bills authorized by the Chapter Board of Directors.
 - maintain an itemized account of receipts and disbursements.
 - present a written financial report at Chapter Business meetings of the Chapter Board of Directors.
 - prepare and provide to the President all IRS forms, and financial reports of the Chapter as required by SAGA on a yearly basis.
 - prepare and submit a proposed fiscal year budget for review by the President by August 1.
 - present and review a proposed fiscal year budget to the Chapter Board of Directors and the Chapter membership for approval at the Chapter Annual Meeting, known as the Budget and Planning Meeting, held in August.
 - prepare and present an Annual Finance Committee Report to the Chapter Board of Directors and the Chapter membership at the September Chapter Business meeting.
 - deliver audited records to her successor within 15 days following the expiration of her term of office.

Convention Basket:

- The responsibility of the Convention Basket Chair and Committee is to coordinate and assemble a raffle basket should the Chapter choose to contribute a raffle basket to the SAGA Annual Business Meeting and Convention.
- The duties of the Convention Basket Chair and Committee shall be to:
 - determine a theme, level of participation by Chapter members, and procure basket and contents.
 - assemble contents of the raffle basket.
 - complete the SAGA required paperwork (see attachment) and include with the submission of the raffle basket.
 - make all necessary arrangements for the transportation and delivery of the raffle basket to the SAGA Annual Business and Convention, Hospitality Suite.

Convention Favors:

- The responsibility of the Convention Favors Chair and Committee is to coordinate favors should the Chapter choose to contribute favors to the SAGA Annual Business Meeting and Convention.
- The duties of the Convention Favors Chair and Committee shall be to:
 - communicate with SAGA to determine the number of favors needed.
 - solicit Chapter members for project ideas.
 - determine project, level of participation by Chapter members, and procure necessary supplies.
 - coordinate and schedule a workshop for Chapter members to make favors.
 - complete the SAGA required paperwork (see attachment) and include with the submission of the favors.
 - make all necessary arrangements for the transportation and delivery of the favors to the SAGA Annual Business and Convention, Hospitality Suite.

Education:

- The responsibility of the Education Chair and Committee is to further the education of Chapter members through presentations/classes.
- The duties of the Education Chair and Committee shall be to:
 - survey the Chapter membership to determine desired presentations/classes.
 - collect information on available presentations/classes (presentation/class title, cost, teacher fee, kit fee, etc.).
 - negotiate with facility representative to secure a location, date, and time for the presentation/class.
 - provide negotiated contract(s) and other costs associated with the presentation/class to the President for review, approval, and signature.
 - secure teacher(s) and event location.
 - create a registration form that includes teacher bio, presentation/class title and description, registration and kit fees, location, date, time, as well as any additional pertinent information, and distribute to the Chapter membership.
 - create and maintain a list of registrants and a waiting list.
 - communicate with the Treasurer regarding income and expenses related to the presentation/class.
 - coordinate set up and tear down of the event location and ensure all contract/access agreement requirements are satisfied.
 - coordinate meal provisions.
 - coordinate with keeper of event hospitality supplies for use of coffee and water pots, plates, napkins, utensils, cups, table clothes, serving forks/spoons, large knives, stirrers, coffee, tea bags, sugar, paper towels, plastic/foil wrap, plastic baggies, dish detergent, etc. (The keeper is not the Hospitality Chair).
 - coordinate needs and delivery of equipment with the Equipment Manager such as irons, pressing mats, water bottles, cutting mats, extension cords, lunch bags (for trash/threads), etc.

Equipment Manager:

- The responsibility of the Equipment Manager is to house and provide all necessary equipment for use at retreats, workshops, classes, etc. of the Chapter.
- The duties of the Equipment Manager shall be to:
 - house and maintain safe keeping of irons, pressing mats, water bottles, cutting mats, extensions cords, lunch bags (for trash/threads), etc. belonging to the Chapter.
 - determine equipment needs or replacements as needed.
 - communicate with Education Chair to provide and coordinate delivery of equipment needs for retreats, workshops, classes, etc.

Facilities Manager:

- The responsibility of the Facilities Manager Chair and Committee is to seek and secure a Chapter Program meeting location.
- The duties of the Chair and Committee shall be to:
 - negotiate with facility representative to secure location, date, and time for the Chapter Program meetings. It is in the best interest of the Chapter to seek a meeting facility with no rental fees.

- provide negotiated contract(s) and associated costs to the President for review, approval, and signature.
- house and ensure the safe keeping of all facility keys.
- open and close the meeting facility and ensure all contract/access agreement requirements are satisfied.

Finance:

- The responsibility of the Finance Committee is to assist the Treasurer in maintaining checks and balances of all finances of the Chapter.
- The duties of the Finance Committee shall be to:
 - assist the Treasurer with paying bills authorized by the Chapter Board of Directors.
 - assist the Treasurer in maintaining an itemized account of receipts and disbursements.
 - assist the Treasurer in preparing all IRS forms and financial reports of the Chapter as required by SAGA on a yearly basis.
 - assist the Treasurer in preparing a proposed fiscal year budget for the President, Chapter Board of Directors, and Chapter membership for review and approval at the Chapter Annual Meeting, known as the Budget and Planning Meeting, held in August.
 - prepare and present an Annual Finance Committee Report to the Chapter Board of Directors and the Chapter membership at the September Chapter Business meeting.

Fundraising:

Historian:

- The responsibility of the Historian Chair and Committee is to maintain documents of past events of the Chapter for historical purposes.
- The duties of the Historian Chair and Committee shall be to:
 - communicate with the Secretary and Committee Chairs to obtain meeting minutes, Chapter membership rosters, Chapter newsletters, newspaper articles, promotional materials, photos of events/programs/classes, and other pertinent information related to the Chapter.
 - create, update, and maintain an inventory listing of all physical and electronic items.
 - research and develop new ideas to preserve the history of the Chapter.
 - house and ensure the safe keeping of all physical and electronic items of the Chapter.

Hospitality:

- The responsibility of the Hospitality Chair and Committee is to welcome new members and guests and arrange for refreshments at the Chapter Program meetings and the Chapter potluck dinners.
- The duties of the Hospitality Chair and Committee shall be to:
 - purchase, maintain, and house Hospitality supplies for use at all Chapter Program meetings. This includes plates, napkins, utensils, cups, and table clothes.
 - set up and clean up Hospitality supplies prior to and following the Chapter Program meetings.

- solicit volunteers to provide refreshments for the Chapter Program meetings and maintain a list of volunteers for ease of providing monthly call/email reminders.
- solicit volunteers to provide refreshments or potluck items for Chapter potluck dinners and maintain a list of volunteers for ease of providing call/email reminders.
- communicate with the Chapter Board of Directors, Committee Chairs, and other Chapter members regarding the need for get well, sympathy, etc. cards to Chapter members in need.

Librarian:

- The responsibility of the Librarian Chair and Committee is to house and maintain the Chapter's Library for use of all Chapter members.
- The duties of the Librarian Chair and Committee shall be to:
 - house and ensure the safe keeping of all Chapter Library items.
 - recommend publication purchases related to the Chapter's purpose and interest for review and approval of the Chapter Board of Directors.
 - provide material(s) from the library at the Chapter Program meetings and as requested by Chapter members.
 - create and maintain a check out/in record system to ensure the timely return of borrowed materials.
 - create a spreadsheet of the Chapter's library content and conduct a bi-annual (January) inventory for review and use by the Chapter members.
 - Submit the bi-annual inventory spreadsheet to the Website Chair for posting to the Chapter website.

Library Display:

- The responsibility of the Library Display Chair and Committee is to coordinate a display at the County Library.
- The duties of the Library Chair and Committee shall be to:
 - communicate with the County Library representative to secure a month for a display.
 - determine a theme for the display.
 - communicate with the Publicity Chair to advertise to the local community on posting on Instagram the upcoming display.
 - solicit Chapter members to provide handmade items for the display.
 - arrange and dismantle the items in the display and ensure their return to the appropriate Chapter member.

Membership:

- The responsibility of the 2nd VP of Membership and Committee is to manage all activities related to prospective new and returning members and to update the Chapter Handbook.
- The duties of the 2nd VP of Membership and Committee shall be to:
 - collect and track new member applications and member renewal forms and dues.
 - update and maintain a current Chapter membership roster that includes SAGA membership number, SAGA Artisan number, contact information, birthdate, membership status, chapter affiliations, etc.
 - solicit new members.

- update and distribute to Chapter members a Chapter membership roster that includes Chapter members contact information and birthdate.
- provide new member information to the Newsletter Chair for publication.
- prepare and maintain new member packets and name tag kits. This includes updating and maintaining accurate information in the new member packets (Chapter Handbook) and purchasing kit supplies.
- review, update, and distribute the Chapter Handbook to Chapter members on a yearly basis.
- prepare and send welcome cards to new members and follow up notes to visitors.
- create and provide sign in sheets for use at the Chapter Business and Program meetings.
- provide copies of sign in sheets from the Chapter Business and Program meetings to the Secretary and the 1st VP of Operations (Programs) Chair.
- archive sign in sheets from the Chapter Business and Program meetings.
- maintain electronic files of all membership related information and documents.

Newsletter:

- The responsibility of the Newsletter Chair and Committee is to create and provide a Chapter Newsletter for the Chapter membership on a bi-monthly basis.
- The duties of the Newsletter Chair and Committee shall be to:
 - solicit Chapter members for articles, advertisements, and other pertinent information to create a Chapter Newsletter.
 - create a Chapter Newsletter and distribute electronically to the Chapter members and other SAGA Chapters on a bi-monthly basis (six [6] times per year).
 - provide electronic copy of the Chapter Newsletter to the Historian for archiving.

Nominating:

- The responsibility of the Nominating Chair and Committee is to seek and present a slate of eligible candidates to fill vacancies on the Chapter's Board of Directors.
- The duties of the Nominating Chair and Committee shall be to:
 - solicit Chapter members for candidates/nominees in April.
 - review candidates/nominees for eligibility.
 - provide the names of one (1) or more nominees/candidates for each Officer to be elected by electronic email to the Chapter Board of Directors and the Chapter membership ten (10) days prior to the June Chapter Business meeting.
 - re-present the slate of candidates at the June Chapter Business meeting for voting.

1st VP of Operations (Programs):

- The responsibility of the 1st VP of Operations (Programs) Chair and Committee is to coordinate needle arts activities/projects for the Chapter Program meetings.
- The duties of the 1st VP of Operations (Programs) Chair and Committee shall be to:
 - plan, develop, and schedule needle arts activities/projects for presenting at the Chapter Program meetings.
 - provide needle arts activities/projects photos and descriptions and participant supply list to the Website Chair for posting on the Chapter website.
 - purchase all necessary supplies and assemble kits.

- solicit Chapter members for interest to lead planned Chapter Programs.
- distribute assembled program kits to Chapter members by mail or in person.
- send electronic email notification to the Chapter members specifying participant supply list.
- provide support and assistance to the lead during the Chapter Program meetings.

Publicity (Instagram):

- The responsibility of the Publicity Chair and Committee is Community outreach.
- The duties of the Publicity Chair and Committee shall be to:
 - gather Chapter related information to be released to the community and posted on Instagram (by print, email, and/or other electronic means) regarding meetings (location, date, and time), upcoming programs, and events, etc.
 - work with the Education Chair and other Committee Chairs to obtain Chapter brochures, presentations/classes brochure, etc. for posting on Instagram in order to increase Chapter exposure.
 - distribute Chapter brochures and other related materials to local fabric shops, libraries, and other SAGA Chapters.
 - maintain the Chapter's Instagram site.

Public Relations (Wee Care/Anne Arundel County Fair):

- The responsibility of the Public Relations Chair and Committee is to determine and administer public service project(s).
- The duties of the Public Relations Chair and Committee shall be to:
 - communicate with local Hospital Neonatal ICUs regarding their Wee Care need(s).
 - create and maintain records documenting the Chapter's participation in the SAGA Wee Care Program.
 - provide an Annual Wee Care Report to the President for submission to SAGA.
 - procure all necessary materials for assembling Wee Care kits.
 - plan and schedule Chapter Wee Care Workshops for Wee Care kit preparation and assembly, including the pleating of fabric.
 - distribute Wee Care kits to Chapter members for smocking and sewing.
 - create and maintain a spreadsheet of Chapter members to document number of Wee Care kits distributed and completed.
 - communicate with the Anne Arundel County Fair to schedule demonstrations to be provided by the Chapter during the Anne Arundel County Annual Fair.

Retreat (West River):

- The responsibility of the Retreat Chair and Committee is to coordinate the Chapter sponsored Annual West River Retreat.
- The duties of the Retreat Chair and Committee shall be to:
 - negotiate with facility representative to secure a location, dates, and times for the Retreat.
 - provide negotiated contract(s) and other costs associated with the Retreat to the President for review, approval, and signature.
 - create and distribute a registration form for Chapter members and other interested attendees that includes location, dates, times, cost, and any additional pertinent information.

- create and maintain a list of registrants and a waiting list.
- communicate with the Treasurer regarding income, expenses, and registrants.
- coordinate the opening, closing, set up, and tear down of the event location and ensure all contract/access agreement requirements are satisfied.
- coordinate needs and delivery of equipment with the Equipment Manager such as irons, pressing mats, water bottles, cutting mats, extension cords, lunch bags (for trash/threads), etc.
- coordinate meals with attendees.
- purchase, maintain, and house all hospitality supplies such as plates, napkins, utensils, cups, table clothes, plastic/foil wrap, paper towels, dish detergent, etc. (The keeper is not the Hospitality Chair responsibility).
- prepare a list of sleeping room assignments.
- coordinate extracurricular activities such as favors, games, etc.

Show and Share:

- The responsibility of the Show and Share Chair and Committee is to showcase Chapter members homemade items and conduct a Show n Share drawing during the Chapter Program meetings.
- The duties of the Show and Share Chair and Committee shall be to:
 - purchase tickets and gifts cards for conducting a Show and Share drawing at the Chapter Program meetings.
 - solicit Chapter members to submit pictures and descriptions (electronically) of their homemade items for inclusion in the monthly Show and Share brochure.
 - create a brochure of the pictures and descriptions and distribute electronically to the Chapter members in advance of the Chapter Program meetings.
 - present physically submitted Show and Share items and draw a winner during the Chapter Program meetings.

Sit and Stitch:

- The responsibility of the Sit and Stitch Chair and Committee is to promote the Chapter through Sit and Stitch gatherings.
- The duties of the Sit and Stitch Chair and Committee shall be to:
 - determine and schedule a location, date, and time of a local establishment (usually food involved).
 - provide electronic notification to Chapter members.
 - arrive early at the determined location to secure a seating area that will accommodate all known attendees.

Technology:

- The responsibility of the Technology Chair and Committee is to provide set up of virtual meetings for the Chapter Business and Program meetings.
- The duties of the Technology Chair and Committee shall be to:
 - schedule Zoom for the Chapter Business and Program meetings and provide link to the President for notification to the Chapter members.
 - ensure that the Chapter and facility equipment is available and in good working condition prior to the Chapter Business and Program meetings.

- provide information regarding technology updates impacting the Chapter's software/equipment and suggest action and cost to handle update for review and approval of the Chapter members and the Chapter Board of Directors.

Website:

- The responsibility of the Website Chair and Committee is to create and maintain a Chapter website.
- The duties of the Website Chair and Committee shall be to:
 - procure a domain with the name "Chesapeake Treasures" and a web host.
 - communicate with the host to resolve issues.
 - create and maintain a website for the Chapter by posting and updating relevant information regarding the Chapter, including but not limited to Officers, meeting location/dates/times, programs, presentations/classes, photos, membership information, Wee Care instructions, library inventory, and links to various sewing sites.
 - solicit Chapter members for information, pictures, links, etc. to post.

SMOCKING ARTS GUILD OF AMERICA (SAGA)
Chesapeake Treasures Chapter

2026 Chapter Business/Program Meeting Dates

Business/Program Meeting Dates	Program	Program Instructor
January 8, 2026, Business Meeting		
January 15, 2026, Program Meeting		
February 5, 2026, Business Meeting		
February 12, 2026, Program Meeting		
March 5, 2026, Business Meeting		
March 12, 2026, Program Meeting		
April 2, 2026, Business Meeting		
April 9, 2026, Program Meeting		
May 7, 2026, Business Meeting		
May 14, 2026, Program Meeting		
June 4, 2026, Business Meeting		
June 11, 2026, Program Meeting	Potluck Dinner	
September 3, 2026, Business Meeting		
September 10, 2026, Program Meeting		
October 1, 2026, Business Meeting		
October 8, 2026, Program Meeting		
November 5, 2026, Business Meeting		
November 12, 2026, Program Meeting		
December 3, 2026, Business Meeting		
December 10, 2026, Program Meeting	Potluck Dinner	

SMOCKING ARTS GUILD OF AMERICA (SAGA)
Chesapeake Treasures Chapter

2026 Save the Date/Events

Save the Date (Subject to Change)	Event
January 2026 – TBD	Sit and Stitch 12:00 p.m. - Panera (Waugh Chapel)
February 20-23, 2026	West River Retreat 5100 Chalk Point Road, West River, MD
February 2026 – TBD	Sit and Stitch 12:00 p.m. – Panera (Waugh Chapel)
March 1-31, 2026	63rd Annual Woodlawn Needlework Show 9000 Richmond Highway, Alexandria, VA
March 2026 – TBD	63rd Annual Woodlawn Needlework Show Group Trip – 9:00 a.m. Meet at Dollar Tree located in Giant/At Home Parking lot. Return to Dollar Tree/At Home Parking lot around 3:00 p.m.
March 2026 – TBD	Sit and Stitch 12:00 p.m. – Panera (Waugh Chapel)
April/May 2026 – TBD	Spring Workshop
April 2026 - TBD	Sit and Stitch 12:00 p.m. – Panera (Waugh Chapel)
May 2026 – TBD	Sit and Stitch 12:00 p.m. – Panera (Waugh Chapel)
June 11, 2026	Potluck Dinner
August 2026 – TBD	Chapter Annual Meeting – Budget and Planning Meeting
September 9-13, 2026	74th Annual Fair Week Anne Arundel County Fairgrounds 1450 Generals Highway, Crownsville, MD
September 2026 – TBD	Sit and Stitch 12:00 p.m. – Panera (Waugh Chapel)
October 13-18, 2026	SAGA Annual Business Meeting & Convention Embassy Suites by Hilton Charleston Airport Hotel & Convention Center 5055 International Blvd., N. Charleston, SC
October 2026 – TBD	Sit and Stitch 12:00 p.m. – Panera (Waugh Chapel)
November 2026 - TBD	Sit and Stitch 12:00 p.m. – Panera (Waugh Chapel)
December 10, 2026	Potluck Dinner

Save the Date (Subject to Change)	Event
February 19-22, 2027	West River Retreat 5100 Chalk Point Road, West River, MD
March 1-31, 2027	65th Annual Woodlawn Needlework Show 9000 Richmond Highway, Alexandria, VA
October 12-17, 2027	SAGA Annual Business Meeting & Convention Embassy Suites by Hilton Charleston Airport Hotel & Convention Center 5055 International Blvd., N. Charleston, SC

SMOCKING ARTS GUILD OF AMERICA (SAGA)
Chesapeake Treasures Chapter

2026 SAGA Information

Smocking Arts Guild of America
The Association of Fine Needle Artists
3712 Ringgold Road #309
Chattanooga, TN 37412
817-350-4883
www.smocking.org

SAGA – About

SAGA is a non-profit organization providing exciting new ideas, expert instruction, and a way of staying in touch with others in the world of smocking, heirloom sewing, and the related needle arts.

The purpose of the Smocking Arts Guild of America is to preserve and foster the art of smocking and related needlework for future generations through education, service, communication, and quality workmanship.

2026 SAGA Board of Directors and Contacts

President	Laura Sencabaugh	sagapresident@smocking.org
VP Operations	Lori Gluck	vpoperations@smocking.org
VP of Membership	Donna Dvorshock	vpmembership@smocking.org
Treasurer	Beth Sartori	treasurer@smocking.org
Secretary	Carolyn Dalton	secretary@smocking.org
Region II Rep	Alison Brim	regiontwo@smocking.org
Artisan Program	Carol Kick	artisan@smocking.org
Registrar	Karen Lang	registrar@smocking.org

SAGA Membership Benefits

Members receive a SAGA membership pin, electronic communications that keep members informed of news and events, and *SAGANews*, a quarterly magazine filled with designs, information, creative ideas, convention information, Chapter news, and Chapter activities with articles and projects designed to help in learning new smocking techniques or enhancing old ones. Members have the opportunity to attend Conventions and participate in Educational Programs and Correspondence Courses such as Artisan, Smock Alongs, and SAGA Stitches while learning effective tips and techniques to enhance or improve skills. In addition, SAGA membership includes access to the “Members Only” portion of the SAGA website where members can learn and further their knowledge of smocking and the related needle arts through the many SAGA Online Tutorials. SAGA members are eligible to serve as an Officer on the Board, as a Committee Chair, and have voting privileges. For additional SAGA Membership Benefits visit the SAGA website (www.smocking.org).

SAGA Artisan Program

The Artisan Program is a self-enrichment program designed to recognize excellence in the field of smocking and the related needle arts. It provides the participant with a personal challenge to learn and explore the chosen area of study, opportunity for personal achievement and enrichment, and recognition for knowledge gained and demonstrated proficiency.

The areas of study in which a SAGA member may enroll are: Smocking, Fine Hand Sewing, Fine Machine Sewing, and Embroidery. Each area of study has three levels of increasing difficulty: Apprentice (Level I), Artisan (Level II), Master (Level III). The levels must be completed consecutively. Each level of the Artisan Program requires the accumulation of points. Participants may accumulate the necessary points by such activities as attending classes of approved organizations, teaching approved courses, research, designing or writing for approved publications, etc. Any points received within the 30 day period prior to enrolling in the Artisan Program may be counted toward the required point total. There is no time limit for completion of any level of the Program.

For Artisan Program enrollment form, handbook, and submission information sheets visit the SAGA website (www.smocking.org). Questions regarding the Artisan Program should be directed to the Artisan Chair (artisan@smocking.org).

SAGA Correspondence Courses

SAGA Correspondence Courses are designed to bring a variety of courses to all members of SAGA regardless of their geographic location. They are also a means of education for those who do not have classes available to them locally. These courses are designed to enrich the student's knowledge of techniques while working at their own pace.

A SAGA Correspondence Course is a series of three (3) to six (6) lessons designed to teach a particular technique or develop proficiency in a particular skill while providing an evaluation of the student's work by the teacher of the course. All work is to be completed by the students and mailed to the teacher for evaluation within a specific time frame.

SAGA offers Correspondence Courses to groups as well as to individuals. Each group may consist of a maximum of ten (10) students and a group leader. Students enrolled in the SAGA Artisan Program are awarded Artisan points per lesson upon completion of the entire course. Students are required to complete each course within one (1) year, starting with the student's receipt of the first lesson.

A complete listing of current Correspondence Courses and a brief description can be found on the SAGA website (www.smocking.org). Course registration for individuals is available online. Course registration for groups and questions regarding Correspondence Courses should be directed to the Correspondence Course Chair (correspondencecourse@smocking.org).

2026 Chesapeake Treasures Dues Payment or Renewal

Membership dues for the 2026 calendar year are now payable. Final date to pay for the 2026 local Chapter dues is November 13 at the Chapter Program meeting. Current SAGA membership dues (paid by December 31) is required of all Chesapeake Treasures members.

SAGA Dues: When renewal site is open in November, pay dues directly to SAGA either online (https://www.smocking.org/join_saga.php) or by downloading a renewal form and mailing form and check directly to SAGA.

Chesapeake Treasures Dues: \$25.00

2026 Member Information (Print Clearly)		
Name		
Address		
City, State, Zip		
Home Phone	<input type="checkbox"/> Check to indicate preferred number	
Cell/Mobile Phone	<input type="checkbox"/> Check to indicate preferred number	
Email Address		
SAGA ID number		
Birthdate	Month	Day
Primary Chapter		
Other Affiliated Chapter(s)		

Note the Committee(s) you would like to head or participate in: *Success of the Chapter is dependent on member participation. All Chapter members are strongly encouraged to serve on at least one (1) Committee each year. If this presents a hardship, please contact the President or Vice President of Membership to discuss.*

Note a technique or project you would be willing to lead at a Chapter program:

☐ **Payment by Check:** Complete and return this form with check made payable to "Chesapeake Treasures" to the 2nd VP of Membership, [Carolyn Dalton, at 1507 Orchard Grass Court, Odenton, MD 21113](#).

Payment Information: (To be completed by 2nd Vice President of Membership)

Name on Check _____

Check Number: _____ Amount: _____ Date: _____

☐ **Payment by PayPal:** Complete and return this form by mail or email to the 2nd VP of Membership, [Carolyn Dalton, at 1507 Orchard Grass Court, Odenton, MD 21113](#) or dal0328@msn.com.

Upon receipt by the 2nd VP of Membership a PayPal invoice will be sent to your email address and you will be responsible for payment within one (1) week.

SAGA – Chesapeake Treasures Chapter Expense Voucher

Expenses:	Item/Explanation:	Amount:
▪ Newsletter		
▪ Program/Workshop		
○ Education/Workshop Committee		
○ Programs Committee		
○ Retreat		
▪ Supplies		
○ Meeting Raffle		
○ Show and Share		
▪ Other		
○ Convention Basket/ Favors		
○ Gifts/Donations/Church		
○ Historian		
○ Hospitality		
○ Kids Can Stitch		
○ Library		
○ Membership		
○ Miscellaneous		
○ Public Service/Wee Care		
○ Publicity		
○ Website		
	Total Expense	\$

Printed Name

Phone

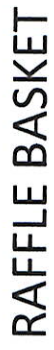
Street Address, City, State, Zip

Signature of Purchaser

Date

Check Number

Date



Chapter/Donor

Content Estimated Value \$ _____
(We are required to report this to the State of South Carolina at the close of our event.)

Name _____

Address _____

City _____

State/Zip _____

Email _____

[illegible]

PLEASE PRINT INFORMATION. IF YOU NEED ADDITIONAL ROOM, PLEASE USE THE BACK OF THIS FORM.



TABLE FAVORS/DOOR PRIZES

Chapter/Donor					
Region	1	2	3	4	5
Item(s)					
Description					

CONTACT INFORMATION

Name	
Address	
City	
State/Zip	
Email	



TABLE FAVORS/DOOR PRIZES

Chapter/Donor					
Region	1	2	3	4	5
Item(s)					
Description					

CONTACT INFORMATION

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