

SOUTH CENTRAL REGION

THE EMBROIDERERS' GUILD OF AMERICA, INC.

POLICIES

1. Election of Nominees for National Nominating Committee

This election shall be held at the annual meeting in odd-numbered years. Nominations may be mailed to the secretary two weeks prior to the meeting or be made from the floor after written consent from the candidate has been submitted to the secretary. The vote shall be taken by ballot.

The Director shall submit the name of the South Central Region (SCR) nominee to The Embroiderers' Guild of America (EGA) Board according to established national policy.

2. Seminar Policies.

- A. The nominating committee of the host chapter shall propose the SCR seminar chairman. This selection, subject to election of the chapter, shall be interviewed and approved by the SCR executive committee.
The seminar chairman shall not serve concurrently as a region representative or as member of the SCR executive committee for the two years prior to the seminar.
- B. The SCR seminar chairman shall appoint dean of faculty and the following committee chairmen: treasurer, secretary, hotel chairman/liaison, registrar and other chairmen as needed. The treasurer shall also be interviewed and approved by the SCR executive committee.
- C. The chapter shall be given \$500 of their subsequent loan after the seminar chair is approved. The financial work plan must be approved by the SCR executive committee before the remainder of the loan money is honored. The SCR seminar work plan will be prepared using a standard financial spreadsheet format supplied by the director.
- D. Any excess of revenue over expenses from SCR Seminar shall be considered earned by both the region and the host chapter since such excess, if any, is derived from Seminar participation from throughout the region as well as the work of the local chapter.
 - 1) Any excess of revenue over expenses from SCR Seminar shall be divided as follows: 25% to be retained by the host chapter and 75% to be paid to SCR or 50%-50% for multiple chapters hosting. Such excess of revenue over expenses shall be computed after the SCR loan money has been returned to the Region.
 - 2) If the local chapter elects to sponsor a bookstore, boutique, merchandise night or other approved activity, these shall be considered chapter fund raising projects since they are optional. Any excess of revenue over expenses from these activities shall be retained by the host chapter. At merchandise night, a table shall be provided to the region at no cost, for whatever business the region may wish to conduct.
 - 3) Any interest earned from the seminar bank account shall be divided in the manner prescribed in D1. above.

- E. SCR share of the seminar funds shall be used to:
- 1) Provide loan money for future seminars, and
 - 2) Support SCR budget by augmenting general region funds.
- F. Should any excess of expenses over revenue arise from the SCR Seminar, any deficit shall be borne as follows: 25% by the host chapter and 75% by SCR.
- G. The host chapter shall file a financial report and pay SCR its share of excess of revenue over expenses, if any, within 120 days of the end of seminar.
- H. Loan money from the region to the host chapter shall be repaid to the region by March 1 in the year of the seminar.
- I. Regional Day activities shall be funded by the region, although the fees are collected by the seminar registrar. The seminar committee shall plan for and provide space for Regional Day activities.
- J. All exhibit entry fees shall be sent to the SCR special events chairman (not the host chapter exhibit chairman) who shall forward such fees to the SCR treasurer. Exhibit expenses shall be paid by the SCR treasurer or reimbursed by the treasurer to the special events chairman. At the end of the exhibit, the special events chairman shall prepare a report of expenses, including an accounting for revenue and expenses with receipts.
- K. Color photos of class offerings shall be posted on the SCR website at www.egascr.org
- L. Merchandise Night: Should a chapter elect to sponsor a merchandise night during the seminar, the national policy regarding participation and eligibility of items for sale shall be stated in the seminar brochure. This policy is as follows:
- 1) Merchandise night shall be open to all EGA members whether or not they are registered at the Seminar.
 - 2) A committee appointed by the seminar chairman shall determine the eligibility of items for sale at merchandise night. All merchandisers' items must be embroidery related.
 - 3) To facilitate the review of items to be offered for sale, all members signing up to sell will be sent additional information and will be asked to send a list of items for sale for committee approval prior to merchandise night.
 - 4) Chapters wishing to sell non-embroidery related items as a chapter fund raiser may do so only at merchandise night with prior approval of the SCR executive committee. Such approval must be requested in writing in advance of the seminar.

3. Expense Reimbursements

A. General Policies.

- 1) All requests for expense reimbursement shall include all receipts and be submitted to the SCR treasurer on a Region reimbursement form.
- 2) Reimbursement for approved automotive travel on behalf of the Region shall be at current IRS standard mileage rate for volunteer travel.
- 3) Personal expenses, such as meals, are not reimbursed.

B. SCR Meetings.

- 1) The director shall be reimbursed for travel to and from region meetings at the lowest cost available plus one-half of a double room, if necessary, for all regular SCR meetings. For hotel costs at SCR seminars, only the extra nights required for the executive committee meeting and the annual meeting are paid by SCR.
- 2) The assistant region director, secretary, treasurer, education coordinator, newsletter editor, special events chairman, parliamentarian and special committee chairs shall be reimbursed for actual hotel and travel expense, not to exceed the amount specified in the budget for each of the following meetings: the executive committee meetings in the fall and mid-year meeting in the spring.
- 3) SCR shall reimburse the voting member of each chapter for actual hotel and travel expense, not to exceed the amount specified in the budget, for the semi-annual board meeting in the spring. SCR shall reimburse the assistant region director, secretary, treasurer, education coordinator, newsletter editor, special events chairman, parliamentarian and special committee chairs for hotel and travel expense, not to exceed the amount specified in the budget for the semi-annual board meeting. If the executive committee meeting occurs on the same day as the board of directors meeting, then the executive committee members, as well as any executive committee member who also happens to be a voting chapter representative member, will only be entitled to one reimbursement not to exceed the amount specified in the budget for actual hotel and travel expense.
- 4) SCR shall pay the region director's SCR seminar registration fee.

C. National Meetings.

- 1) Travel expenses for the director, or the assistant director, shall be reimbursed at the lowest reasonable cost available plus one-half of a double room rate. For EGA board meetings, this shall include the night prior to the Region's Committee meeting. For the EGA board meeting held in conjunction with the EGA national seminar, this shall also include the night of the EGA annual meeting.
- 2) SCR will pay the region director up to \$50.00 per day for two (2) national board meetings totaling 6 days per year, for a cost of no more than the amount specified in the budget.
- 3) SCR will pay the region director's national seminar registration fee.

4. Educational Policies.

A. Educational Benefits.

- 1) Each year the region may reimburse an educational benefit for each chapter in the region. Such benefits are limited to expenses directly related to education programs or the registration fee for one group correspondence course. The benefit is limited to an amount equal to the amount specified in the budget. Chapters with more than 100 primary members will receive two benefits.
- 2) Requests for benefits must be postmarked by December 31 of each year. Otherwise, the reimbursement will apply to the chapter's benefit for the next year.

B. The region may sponsor group correspondence courses which are open to all members of SCR. Such courses are chosen by the members by ballot through the Regional Review.

C. New Chapter Privileges.

- 1) Upon request by a new chapter, the region shall provide the \$50.00 deposit to EGA for the borrowing of educational materials, such as study boxes, videos, slide programs, etc.
- 2) Such requests shall be made to and paid by the SCR treasurer.
- 3) This request must be made within two (2) years of their becoming chartered and shall be for a period of not longer than two (2) years.

D. Program Exchanges.

- 1) Each chapter shall be requested to provide a shared program to be distributed among the other chapters at SCR seminar in even-numbered years.
- 2) The chapter shall provide electronically one copy of the instructions and color photographs to the education chairman.
- 3) Each chapter and satellite shall receive all program exchanges at SCR seminar. Upon charter, new chapters shall receive the program exchanges from the previous year when available. The region assumes the expense of providing the materials to the chapter.
- 4) The program exchange materials can be used for EGA chapter programs and by chapter members.

5. Meetings.

A. Regular meetings of the SCR board of directors.

- 1) Regular meetings shall be open to all chapter members. Only a chapter's region representative, president or legal alternate may cast the vote of the chapter. No representative may have more than one vote.
- 2) Attendees at all SCR meetings shall wear name tags and are encouraged to wear a stitched chapter name tag.
- 3) The semi-annual meeting will be held in February, or as otherwise designated by the Executive Committee. The annual meeting will be held in conjunction with the SCR seminar.

6. Chapter Responsibilities

Each member chapter shall provide the director with the following:

- A. A copy of the minutes of all chapter meetings and board of directors meetings on a monthly basis or other basis as such meetings are held.
- B. The Annual Chapter Financial Report by February 15.
- C. A copy of each chapter newsletter as published by the chapter.
- D. Annual Officer Report updated when the chapter elections or changes occur.
- E. The Chapter Annual Report by January 31 for activities in the prior year.

7. Amendments to the Policies and Standing Rules

Amendments to the Policies and Standing Rules of the South Central Region shall be made by a majority vote of the South Central Region board of directors.

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STANDING RULES

These standing rules refer to the numbering and sections of SCR Bylaws.

ARTICLE I – NAME; USE OF EGA'S TRADEMARKS - Not applicable

ARTICLE II – OBJECT - Not applicable

ARTICLE III - MEMBERSHIP

Section 3. DUES

- A. Dues shall be \$5.00 per member per year.
- B. Plural members shall pay dues only through the South Central Region primary chapter.
- C. If the plural member's primary chapter is not in the South Central Region, the member shall pay annually through the South Central Region plural chapter.
- D. The chapters will report membership information and pay dues to the SCR treasurer on an annual basis using forms supplied by SCR. The payments and reports are due on the same schedule as EGA National.

ARTICLE IV - OFFICERS

Section 1. Duties of the officers shall be:

- A. Region Director:
 - 1. Shall be a member of the National EGA Board and shall attend its meetings.
 - 2. Shall report directly to the EGA Vice President of Operations.
 - 3. Shall be a member of the EGA Regions Committee.
 - 4. Shall preside at all meetings of the South Central Region.
 - 5. Shall provide an agenda and other necessary information to officers and the board prior to each SCR meeting.
 - 6. Shall be an ex-officio member of all committees except the nominating committee, and shall appoint committee chairmen as specified in the bylaws.
 - 7. Communications from the director shall go to the region representative and the president of each chapter in order to insure at least one channel of communication.

B. Assistant Region Director: Shall serve in any capacity as directed by the director. Shall attend national board meetings as a non-voting member in the absence of the director.

C. Secretary.

1. Shall give or cause to be given, in a timely manner, notice of all meetings of the South Central Region board of directors and the executive committee.
2. Shall record and keep a permanent record of the minutes of these meetings. Shall keep a record of motions made and passed at each meeting.
3. Shall have these minutes ready for distribution to the chapters of the South Central Region and the EGA Vice-President of Operations within 30 days after the meeting.
4. Shall provide the national EGA headquarters and the EGA Vice-President of Operations a current list of officers.

D. Treasurer:

1. Shall be custodian of all Region funds and will report to the national EGA treasurer annually as directed by EGA policy.
2. Shall give a current financial statement of the condition of the treasury at all South Central Region meetings. Shall prepare a budget for the following year of the SCR and present it at the annual meeting.
3. Shall prepare an amended budget, if necessary, for the upcoming year.
4. Shall notify the regional executive committee if a chapter is delinquent in their dues.
5. Shall notify the seminar chairman and the executive committee when any budgeted expenditures are exceeded in any area.
6. Shall maintain a SCR membership count by chapter.

E. Education Coordinator.

1. Shall disseminate information between national and the local chapters for all educational programs and services of EGA including educational programs developed by South Central Region.
2. Shall serve as chairman of the regional education committee.

ARTICLE V – MEETINGS - Not applicable

ARTICLE VI – BOARD OF DIRECTORS

Section 1. Duties of a Representative

- A. The representative or alternate delegate shall be responsible for attending South Central Region board of directors meetings and be an active participant in region activities.
- B. Shall be a voting member of the chapter board.
- C. Shall be responsible for forwarding news to the *Regional Review*.
- D. Shall maintain an up-to-date file of information pertaining to this office, which shall be given to his/her successor in order to maintain continuity.
- E. Shall inform the chapter president, board of directors, and chapter members of regional activities and programs.
- F. Shall provide an up-to-date list of chapter officers, representatives or alternates to the region director.

ARTICLE VII – EXECUTIVE COMMITTEE

Section 1. Executive Committee

A. Composition

1. Newsletter Editor.

- a. Shall issue the *Regional Review* quarterly.
- b. The names of those individuals who are to receive the issues shall be provided by each chapter in the South Central Region to the newsletter editor.
- c. Shall provide electronic copies of the *Regional Review* to the national board members; the national office, regional directors and newsletter chairman; all current officers and committee chairmen of the South Central Region, and any EGA committee chairman designated in current national policy.

2. Special Events Chairman: Shall coordinate the planning of board meetings, regional day activities and any other special events planned and approved by the executive committee and/or the SCR board of directors. Shall coordinate the farewell gift for the Region Director.

ARTICLE VIII – COMMITTEES

Section 1. Standing Committees.

A. Newsletter. This committee shall consist of the editor and its appointed members. It shall be responsible for publication and distribution of the *Regional Review* at least quarterly.

B. Special Events. This committee shall consist of the special events chairman and its appointed members. It shall be responsible for planning SCR board of directors' meetings, and other special events planned and approved by the executive committee and/or the SCR board of directors.

C. Finance. This committee shall consist of the chairman (SCR treasurer) and its appointed members. It shall be responsible for the budget, audit, and maintaining of financial records.

D. Education. This committee shall consist of the chairman (SCR education coordinator) and the education chairmen of each SCR chapter. Other members may be appointed as necessary. It shall be responsible for education-related programs and services in the region. It shall maintain a liaison to the national education committee through the director of education.

ARTICLE IX – FISCAL POLICY

Section 2. Finances.

A. The region director shall be reimbursed for travel and lodging at the least expensive level to attend all national board meetings. Should the assistant director attend in the place of the director, she will be reimbursed accordingly.

B. The region director-elect shall be reimbursed for travel and lodging at the least expensive level to accompany the current region director to the spring National EGA board meeting after being elected.

C. The region director shall be reimbursed for travel and lodging at the least expensive level to attend region meetings and other meetings deemed necessary.

D. All members of the executive committee shall be notified by the treasurer within seven days of the date the running bank balance drops below the level of \$1,500.

ARTICLE X – PARLIAMENTARY AUTHORITY – Not applicable.

ARTICLE XI – AMENDMENTS – Not applicable.