

The Embroiderers' Guild of America, Inc.
South Central Region
Yellow Rose Chapter
Standing Rules
April 18, 2007

Dues

Dues for regular members shall consist of three parts: National, Region and Chapter dues.

Plural membership dues for a member whose primary Chapter belongs to the South Central Region shall consist of Chapter dues only.

Plural membership dues for a member whose primary Chapter does not belong to the South Central Region shall consist of Region and Chapter dues.

Plural members shall provide their EGA membership number and primary Chapter name.

When an EGA Member-at-large (MAL) joins the Chapter, their dues shall consist of dues for the Chapter and Region. MAL must supply EGA membership number and expiration date to the VP Membership when joining. When their EGA-MAL membership expires, they will renew through the Chapter.

Chapter and Region renewals shall occur at the same time as National membership renewal.

Current dues are \$29.00 to National, \$5.00 to the Region, \$16.00 to the Chapter. In accordance with the By-laws, any change in National, Region or Chapter dues to be paid by Chapter members will be voted on by the Chapter members. If any change is approved, it will be automatically updated in the Standing Rules.

Duties of Officers and Appointed Positions & Committees

Elected Officers

President

- (1) Presides at all Business and Board meetings of the Chapter.
 - Prepares agenda for the Business and Board meetings in advance utilizing previous minutes to identify outstanding items, announcements, etc.
 - Starts meetings on time.
 - Observes Robert's Rules of Order, Revised Edition.
 - Conducts the meeting in a structured manner in order to cover the agenda items within a reasonable period of time.
 - Provides opportunity for everyone to speak.
- (2) Delegates responsibilities to the elected officers and committee chairs.
- (3) Appoints all standing committee chairs and serves as an ex-officio member of all committees except the Nominating Committee.
- (4) Ensures all activities are in compliance with approved budget and established goals.
- (5) Maintains a copy of all correspondence for the Chapter file.
- (6) Relays Chapter news to the newsletter editor prior to the deadline.
- (7) Reads and responds promptly to all correspondence from other Chapters, the Region and National, and provides copies of information to the appropriate officers or committee chairs.

- (8) Maintains and updates Officer's Notebook with current information from National and Region.
- (9) Represents the Chapter to the community.
- (10) Attends and votes at National Annual Meeting or delegates an official representative.
- (11) Prepares Annual report and submits to Region.
- (12) Instructs successor and passes on all information pertaining to the office, along with Officer's Notebook.

First Vice-President – Programs

- (1) Serves in the absence of the President, executing such duties as may be required to conduct Chapter business.
- (2) Serves as a member of the Board.
- (3) Presents annual programs with the help of the Program Chair Assistant, Program Committee or Board.
- (4) Obtains instructors and determines costs for programs (if applicable), subject to Board approval.
- (5) Distributes an interest sheet to members periodically to obtain information to be used in planning future programs.
- (6) Sends written notice of upcoming programs to the Newsletter Editor.
- (7) Maintains program notebook for reference.
- (8) Instructs successor and passes on all information pertaining to the office.

Second Vice-President – Membership

- (1) Serves as a member of the Board.
- (2) Recruits new members for the Chapter.
- (3) Provides Chapter nametag kit to new members in good standing.
- (4) Attends all meetings, arriving in time to greet members and guests.
- (5) Keeps master membership list updated and sends this information to EGA Headquarters.
- (6) Plans for printing of the annual membership directory.
- (7) Contacts non-renewing members to encourage renewal.
- (8) Transfers money to Chapter Treasurer upon receipt of dues.
- (9) Instructs successor and passes on all information pertaining to the office.

Secretary

- (1) Serves as a member of the Board.
- (2) Records the minutes of Chapter and Board Meetings.
- (3) Keeps record of all motions made including full names of those who made the motion and the results of the vote.
- (4) Recognizes that minutes are the permanent, formal, official record of the chapter business; accuracy counts.
- (5) Maintains archival file of Chapter minutes.
- (6) Instructs successor and passes on all information pertaining to the office.

Treasurer

- (1) Serves as a member of the Board.
- (2) Serves as custodian of the general funds of the Chapter.
- (3) Receives and disburses all Chapter funds upon receipt of vouchers.
- (4) Submits written monthly report to the President and Newsletter Editor.
- (5) Pays Region and National dues following given timetables.
- (6) Submits annual financial report to EGA Headquarters and Region Director by February 15.
- (7) Maintains spending within budget.
- (8) Keeps ledger in the form prescribed by National.
- (9) Cooperates in annual audit of Treasurer books.
- (10) Maintains that all funds go through the Chapter treasury.

- (11) Instructs successor and passes on all information pertaining to the office and transfers banking records to the new Treasurer.

Region Representative

- (1) Serves as a member of the Board.
- (2) Serves as Chapter representative to Region meetings and casts the Chapter's vote and voices its opinion. If unable to attend, sends an authorized substitute.
- (3) Reports on Region meetings to Chapter Board and membership at meetings and through the Newsletter.
- (4) Reads and processes all Region mailings promptly, filing originals, but giving copies to appropriate people.
- (5) Sends Chapter information to Region Newsletter Editor.
- (6) Informs Region officers of name-address-telephone-email changes of pertinent Chapter personnel.
- (7) Maintains the Region notebook, keeping it updated, and passing it to successor.
- (8) Instructs successor and passes on all information pertaining to the office.

Appointed Chairs & Committees

Community Outreach

- (1) Serves as a member of the Board
- (2) Suggests suitable Chapter Community Outreach Projects to the Board.
- (3) Submits Community Outreach report for each completed Chapter or individual project to the Region Representative.
- (4) Instructs successor and passes on all information pertaining to the office.

Education

- (1) Serves as a member of the Board.
- (2) Receives educational material from Region Education Coordinator and acts as Chapter information source on educational programs.
- (3) Sees that copies of education material received from the Region Education Coordinator and Headquarters are made available for all members of the Chapter.
- (4) Informs Chapter members, in meetings and the newsletter, of all individual educational achievements.
- (5) Copes with the mechanics of group correspondence courses, including choice, sign-up, costs, place and time.
- (6) Conveys to Region Education Coordinator completion of group or individual correspondence courses within the Chapter.
- (7) Contacts Region Education Coordinator to solve problems concerning national education programs and relays suggestions or comments regarding programs.
- (8) Monitors all national educational programs and services given in the Chapter.
- (9) Maintains a file of material regarding region and national educational programs.
- (10) Instructs successor and passes on all information pertaining to the office.

Librarian

- (1) Serves as a member of the Board.
- (2) Keeps all library materials for the Chapter.
- (3) Maintains an up-to-date list for the Chapter.
- (4) Sends library updates to Newsletter Editor for publication.
- (5) Maintains a checkout file with borrower's name, telephone number, and checkout date.
 - Books can be checked out for 30 days with an additional 30-day renewal by phone or email.
 - After 60 days, an overdue notice is to be sent.
- (6) Submits all expenses incurred with receipts to the Treasurer within 30 days.

- (7) Recommends needlework topic when a donation is offered and sends donors a thank you note in the name of the Chapter.
- (8) Brings a selection of books from the Chapter library for display at Chapter functions as requested.
- (9) Instructs successor and passes on all information pertaining to the office.

Newsletter Editor / Publicity

- (1) Serves as a member of the Board.
- (2) Prepares copy, proofreads, and reproduces newsletter.
- (3) Solicits ads and keeps current financial records, and prepares advertising copy. Receives ad referrals. Ad solicitation may be delegated to other members as appropriate.
- (4) Keeps current mailing list, addresses the newsletter, and prepares it for mailing.
- (5) Sends newsletter to Region Director, Assistant Region Director, Region Newsletter Editor, other Region chapters, National Newsletter Reviewer, and EGA Headquarters.
- (6) Monitors for copyright infringement.
- (7) Sets deadlines for information for the newsletter and adheres to schedule.
- (8) Instructs successor and passes on all information pertaining to the office.

Nominating Committee

- (1) Presents a slate of one candidate for each elected office to be filled at annual elections. Consents to serve must be obtained from each nominee prior to the presentation.
- (2) Submits the slate of candidates to the Newsletter Editor in time for publication in the September newsletter or announcement to the membership in a separate mailing (postal or electronic).
- (3) Presents to the President a list of Chapter members willing to serve as appointed Standing Committee Chairs.

Sunshine / Hospitality

- (1) Serves as a member of the Board.
- (2) Arranges for refreshments as required for meetings, workshops, seminars, etc.
- (3) Makes arrangements for cards, flowers or library donations for ill or expired members.
- (4) Instructs successor and passes on all information pertaining to the office.

Workshop Chair

- (1) Serves as a member of the Board.
- (2) Determines the number of national teacher-taught and local taught workshops by:
 - Surveying the membership for teachers, techniques, and class levels desired.
 - Requesting proposals and dates of availability from all teachers considered.
 - Recommending teachers to the Board for selection and approval.
- (3) Helps to determine the costs of the workshop and sets fees to cover those costs and submits proposed workshop budgets to the Board for approval.
- (4) Makes arrangements for the time and place of each workshop.
- (5) Sets up teaching contracts and workshop location contracts (if required) in conjunction with the President. Confirms location of workshops.
- (6) Obtains Board approval for teacher sale items during workshops in accordance with Standing Rules.
- (7) Provides workshop information to Newsletter Editor including deadline dates, fees and all related information in accordance with the Workshop Standing Rules.
- (8) Provides scheduled teacher information to Region Representative.
- (9) Arranges for hosting member and/or hospitality for visiting teachers in accordance with the Workshop Standing Rules.
- (10) Informs Sunshine/Hospitality Chair of the workshop's hospitality needs.
- (11) Sends thank you notes to all teachers in the name of the Chapter.
- (12) Provides guest book at workshop.

- (13) Submits to Treasurer, with attendance form, all monies received for kits used at workshops., teacher's fee and expenses, and any other monetary details required to conduct the workshop. This includes kits sold by the Chapter but does not include additional sales of kits or materials made by contracted teachers. This written record will consist of the name of the person paying, the date, the item and/or purpose of the payment, and the amount. Teachers will be paid for kits and services by a Chapter check.
- (14) Submits written financial summary at the conclusion of each workshop to the Board.
- (15) Instructs successor and passes on all information pertaining to the office.

Group Correspondence Courses

A participant must be a member of EGA. Reservation is made by payment of the required fee. There will be no refunds, unless the course is cancelled.

A minimum of ten (10) registrants is recommended to apply for a Group Correspondence course. The Executive Committee may waive the recommended minimum number of participants if registrants are willing to share the entire course expense. Members must pay the course fee at the time of registration.

Group Correspondence Course information and registration deadlines will be publicized in the newsletter and at meetings.

Guest

Anyone may attend three (3) Chapter functions as a visitor. Guests are welcome to become paying members at any time. Any member who wants to bring a guest to a meeting in a home should contact the hosting member in advance.

Library

Any Chapter member in good standing may borrow books from the Chapters library for a period of one month. A one (1) month extension may be requested in person, by phone or by email.

Meetings

A Business meeting and program shall be held the third Wednesday of each month (January through November) from 7:00PM to 9:00PM, unless otherwise published in the newsletter. All members are strongly encouraged to attend these meetings to discuss and vote in issues that affect Chapter monies and planning. Board Meetings shall be held at least every two months at a time and place announced by the President and published in the newsletter, unless otherwise noted. Board meetings shall be open to all Chapter members.

Chapter activities are intended for adults. Children may occasionally be permitted to attend an activity suitable to their level of interest by prior arrangement with the President or the coordinator of the specific activity.

Members-at-large (MAL)

EGA Members-at-Large (MAL) are welcome to attend three (3) chapter functions, after which they must become Chapter members if they wish to continue participation. Exception may be made for stitch-ins scheduled to complete correspondence courses and Chapter sponsored workshops for which they were registered.

Monies

Any monies collected will go to the general fund, unless otherwise designated. Checks are preferred for all transactions for the ease of record keeping.

Any member (e.g. Officer, Workshop Chair, Correspondence Group Leader, etc.) collecting money for the Chapter needs to submit a written report to the Treasurer for cash and check received. This written record will consist of the name of the person paying and/or submitting, the date, the item/purpose of the payment, and the amount.

All monies received for kits used at Chapter meetings, workshops, etc. will be turned in to the Treasurer with a written report. Teachers will be reimbursed for the kits by a check issued by the Chapter.

A written request for reimbursement with attached receipts for monies spent for Chapter functions must be turned in to the Treasurer within thirty (30) days of the expenditure in order to receive reimbursement.

All checks require the signature of the Treasurer or President.

Name Tags

A kit containing all materials for completing the Chapter's nametag will be given to each new member at the time their initial dues are paid.

All members are required to wear / display a stitched nametag during Chapter meetings. A fine of \$0.25 shall be assessed members who fail to do so. Monies collected shall be earmarked for library acquisitions.

New Members shall be given a grace of three (3) months in which to complete their nametags.

New Kid on the Block (NKOTB)

NKOTB courses are introductions to a variety of needlework techniques. They are offered to all Chapter members in good standing. Materials are complimentary.

Newsletter

ROSE PROSE will be published at least six (6) times annually. All submissions must be made no later than the 15th of the month prior to the publication month.

Programs

Any program kits not claimed within one (1) year from the date of the program will be donated to the next Chapter auction.

Sponsorship

The *Yellow Rose Chapter of The Embroiderer's Guild of America, Inc.* is a non-profit, educational organization. Therefore, all Chapter events will be free of commercialism. No sales benefiting individuals or shops may take place preceding, during or after any event, or at the event site unless approval has been given in advance by the Board of Directors. Such approval will be given only when the Board determines that a unique opportunity exists to make available to the general membership needlework supplies that are not readily available locally.

Sunshine/Hospitality Fund

The Sunshine/Hospitality budget will include, but is not limited to the following:

- Flowers for a member in the hospital
- Library donations in the memory of a deceased member
- Cards for other occasions

- Postage.

Teaching Fees

Chapter members (except those members with EGA, NAN or ANG Teacher certifications) who conduct program for the Chapter at a general assembly meeting shall be volunteers and will be paid no teaching fees. Kit fees will be charged to each participant. These events are our way of sharing knowledge with each other.

Fees for programs presented by Chapter non-members shall be negotiated by the VP Programs and/or Workshop Chair and/or Education Chair.

If the Chapter member has an EGA, NAN or ANG Teacher certification and is presenting a special program, the “teacher” may charge a fee. If a fee is to be charged, the fee must be pre-arranged and negotiated by the Education and/or Program Chair prior to the date of the class.

Workshops

Workshops are open to members by reservation and must be self-supporting, unless otherwise voted on by the general membership.

Any exceptions to the Workshop Rules will be at the discretion of the Workshop Chair and Board of Directors.

A. Fees

The workshop fee will be collected in two installments.

The first installment is the kit fee and it is due at registration. The teacher establishes the kit fee and it pays for project materials. Kits will be released only to the individual who purchased them.

The second installment is the teaching fee. The teaching fee will be due and collected by the Workshop Chair prior to the class. The teaching fee includes room rental fees, travel costs for the teacher, the teacher’s actual daily teaching fee, and any other teacher-related expense as negotiated in the teacher contract. Yellow Rose should not be held responsible for any portion of the travel expense due to another guild’s cancellation unless we so choose.

If the Workshop Chair wishes to attend the Workshop, a slot will be available to her/him, and the Workshop Chair will not be required to pay the teaching fee.

If the member hosting the teacher wishes to attend the Workshop, a slot will be available to her/him, and the member hosting the teacher will have the choice of not paying the teaching fee or receiving \$20 per night of the teacher’s stay (see below).

The number of students, less the Workshop Chair and less the teacher host member - if signed up for the class and opting for the paid teacher fee, will determine the teaching fee to be paid by each paying student.

B. Workshop and Program Combination

If a teacher is used for both a workshop and a program, the VP Programs and Workshop Chair will negotiate travel expense allocation between the workshop participants and the chapter. Teaching fees for the workshop and program will be itemized separately on the contracts and invoices.

C. Registration

Workshop is open to all Yellow Rose members in good standing. Sign-ups for all workshops will be held as if the workshop will be over subscribed. An initial sign-up period will be held for all workshops.

The initial sign-up period will begin with the official workshop announcement in the newsletter. Members may sign up with the Workshop Chair by hand delivering a check for the kit fee or by

mailing a check in an envelope postmarked by the US Postal Service within the sign-up period. Sign-up will also be available at the meetings following the official announcement in the newsletter. The deadline date for the initial sign-up will be included in the official newsletter announcement.

At the end of the initial sign-up period:

- (1) If the class is under subscribed everyone who has given or mailed a check to the Workshop Chair will be officially registered in the class. Additional slots will be filled as the Workshop Chair received checks. If a class is under subscribed following the second monthly meeting after the official newsletter announcement, then the class will be open to members of other guilds upon payment of the kit fee and an additional fee determined for non-members at the discretion of the Workshop Chair.
- (2) If the class is over subscribed, a lottery will be held to fill the class. At least three board members will be present at the drawing (the Workshop Chair, the Treasurer, and the President). The member that has volunteered to host the teacher and the Workshop Chair will automatically be placed at the top of the class list, if they wish. The Workshop Chair will write each of the names from the initial sign-up on individual uniform pieces of paper and place the names in a bag. The President will draw names from the bag. Class Slots will be filled in the order they are drawn from the bag. To establish the order of the waiting list, the president will continue drawing names until the bag is empty. The Treasurer will take possession of the checks of the class participants following the drawing. Checks of the wait-listed persons will be held by the Workshop Chair and deposited as slots open up. The lottery winners and those placed on the waitlist will be contacted to notify them of their status.

After the initial sign-up period, members will be added to the class/waitlist in the order they are received.

D. Workshop Teacher Hosting Member – Duties and Privileges

- (1) In consideration for a guaranteed slot in an over subscribed class, the hosting member will be responsible for hosting the teacher in their home overnight, including daily breakfast and supper and transportation to and from the workshop.
- (2) If the Workshop Chair is not in the class the hosting member will also be responsible for making sure the teacher goes to lunch with the assigned person and the workshop participants tidy the classroom at the end of each day.
- (3) Visiting teacher's meals away from hosting member's home will be paid by the Chapter and are not to exceed \$30.00 per day.
- (4) The hosting member will receive \$20.00 per night of the teacher's stay or a paid teaching fee (see above). In the event the hosting member does not participate in the workshop, there will be no additional remuneration to that member beyond the \$20.00 per night.

E. Workshop Cancellation Policies

It is your individual responsibility to contact the Workshop Chair if you cannot attend.

- (1) You can cancel without penalty up to the date the final class number goes to the teacher. This date is determined by the teacher and will be announced in the newsletter.
- (2) If you cancel after this date and your slot cannot be filled (as determined by the Workshop Chair) there shall be no refund of the teacher fee. Refund of the kit fee will be left to the discretion of the teacher.
- (3) If you do not attend the class, it is the teacher's discretion as to whether she/he will allow you to keep the kit without being in the class. There shall be no refund of the kit and teaching fees.
- (4) If a pilot class for national seminar is chosen as a Yellow Rose workshop, only those who actually attend the workshop will be allowed to keep the kit. If you do not attend the workshop and have not notified the Workshop Chair in sufficient time, there will be no refund of kit or applicable teaching fees. The kit will be returned to the teacher.
- (5) All changes to the workshop list must be approved through the Workshop Chair.

Any exceptions to these rules, including the minimum number of participants needed to hold a workshop, will be at the discretion of the Workshop Chair and Executive Committee.

F. Interest List

An interest list is available only to see if there is enough interest to pursue contracting a teacher for a workshop. This is not the official sign-up for that workshop. It will be clearly labeled as an 'Interest List.'

G. General Guidelines

No smoking, food, or drink is allowed in the workshop area.

Children are not allowed at any workshop.

Auditing of classes is not allowed.

Calendar Events / Deadlines

Dec 01	Annual Chapter Report to Assistant Region Director
Dec 15	Notices to Newsletter Editor
Dec 31	4 th Quarter membership dues to VP - Membership
Jan 15	4 th quarter dues and membership information to National and Region
Feb	SCR Semi-annual meeting (Date/Location TBA)
Feb 15	Annual Financial Report to National and Region Director
	Notices to Newsletter Editor
Mar 31	1 st quarter membership dues to VP - Membership
Apr 15	1 st quarter dues and membership information to National and Region
	Notices to Newsletter Editor
Jun	SCR Annual Education Seminar (Date/Location TBA)
	SCR Semi-annual Meeting
Jun 15	Notices to Newsletter Editor
Jun 30	2 nd quarter membership dues to VP - Membership
Jul 15	2 nd quarter dues and membership information to National and Region
Aug 15	Notices to Newsletter Editor
Sep 30	3 rd quarter Membership dues to VP - Membership
Oct 15	3 rd quarter dues and membership information to National and Region
	Notices to Newsletter Editor
Nov 01	Officer List updates to National and Region Directors