

Carolinas Region
The Embroiderers' Guild of America
Policies & Procedures

Updated October 2010

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**Carolinas Region
The Embroiderers' Guild of America
Policies & Procedures**

I. Name

This organization is known as the Carolinas Region, EGA, and is referred to in this document as "Region".

II. Mission Statement

The EGA mission statement will be printed on all Region publications and the Region website.

III. Membership

- A. Membership in the Region is concurrent with membership in a chapter in the Region.
- B. Each chapter shall pay annual dues in an amount to be determined by the Region board of directors for each of its members and for plural members whose primary membership is in another region.

IV. Meetings

- A. **Board of Directors.** Regular meetings of the board of directors shall be open to all chapter members.
- B. **Executive Committee.** The executive committee will meet prior to the board meeting, or otherwise as designed by the Region director.
- C. **Voting.** Only a chapter's president and Region representative, or official designees holding proxies signed by the chapter president, may cast the votes of the chapter.
- D. **Proxy.** A legal proxy is a letter signed by the president of the chapter, appointing a temporary representative and filed with the Region secretary prior to the meeting at which the representative will vote.
- E. **Notice.** At least thirty (30) days written notice of all Region board of directors meetings shall be given to the member chapters prior to such meetings.
- F. **Transition meetings.** Training sessions will be held in conjunction with the annual meeting at which officers are elected for the purpose of initiating incoming officers and standing committee chairs in their duties. Outgoing and incoming officers and standing committee chairs will attend training sessions as scheduled by the outgoing region director. 10/10

V. Region Educational Events

- A. **Definition.** An educational event includes, but is not limited to, the following:
 - 1. Seminars
 - 2. Workshops
 - 3. Stitch-ins
 - 4. Retreats

B. Hosting

1. Educational events may be hosted by the Region or by volunteer chapters within the Region.
2. Chapters must receive advance permission from the Region executive committee to host a Region educational event.

C. **Treasurer.** The Region treasurer will serve as treasurer for all educational events.

D. Bank Account

1. **Seminar.** A separate bank account will be maintained for Region seminars with a permanent minimum balance of \$1,000.
2. **Other.** A separate bank account will be established for other educational events as deemed necessary by the treasurer.

E. Notice to Members

1. Information about an event will be circulated to all Region members by appropriate means, including, but not limited to:
 - a. Direct mail or email to members, or to chapter contacts
 - b. Region newsletter
 - c. Region website
2. The event chair, or equivalent person, is responsible for assuring the implementation of appropriate notification.

F. Budget.

1. **Responsibility.** The treasurer and event chair will be responsible for preparing a budget for the event.
2. **Chapter hosted events.** Budgets for Region events hosted by a chapter must be approved by the Region executive committee before a loan will be advanced.

G. Loans

1. **Amount.** Upon request and after the event budget is approved, non-interest loans will be made by the Region to a Region educational event hosted by a chapter as follows:
 - a. Seminar - \$1,000.00
 - b. Other events - \$500.00
2. **Repayment.** Loans will be repaid to the Region within sixty (60) days of the close of the event, to the attention of the Region treasurer.

H. Financial Report

1. **Responsibility.** The event treasurer is responsible for the financial statement.
2. **Due date.** The final financial statement for an event will be provided to the Region executive committee within ninety (90) days of the close of the event.

I. **Surplus/Deficit**

1. **Surplus.** Surplus funds will be shared 50/50 between the Region and the host chapter, if any. The Region's share will be paid to the Region within thirty (30) days after all bills have been paid.
2. **Deficit.** Deficits will be absorbed by the Region provided the host chapter, if any, has adhered to the budget.

VI. **Traveling Exhibit Award** (10/08)

- A. **Purpose.** To recognize one artist from the Carolinas Region who is selected for exhibit in the EGA *Through the Needle's Eye* traveling exhibit.
- B. **Amount.** \$200.00 per exhibit.
- C. **Criteria.** The selection of the artist will be at the discretion of the exhibit jurors, except that the artist must be a member of a Carolinas Region chapter at the time of the selection.

VII. **Time to Teach Grant**

- A. **Purpose.** To reimburse chapters for the cost of materials used in a program to educate youth in embroidery arts.
- B. **Amount.** Reimbursement of up to \$50.00 per year per chapter.

VIII. **Roxie Hodgkin Scholarship.** The scholarship was established in 2004 in memory of Roxie Hodgkin of the Golden Needles Chapter. Roxie served in the Region and chapter in many capacities, and held the position of Region treasurer at the time of her death.

- A. **Amount.** The scholarship covers the registration fee and kit cost for a class at the Carolinas Region seminar held during the year of the drawing. Recipients are guaranteed their choice of class. Cost comes out of seminar proceeds.
- B. **Eligibility.** All members of the Region are eligible to enter the drawing, and must be members as of the dates of the drawing and award presentation.
- C. **Annual drawing.** The recipient will be chosen through an annual drawing from the pool of members who chose to enter their names for the drawing.
- D. **Method.** Eligible members may enter the drawing by one of the following members:
 1. Checking the applicable line on the seminar registration form. It is not necessary to register in the seminar to enter the drawing.
 2. By letter sent to the seminar registrar asking to be entered in the drawing. The letter must also include address, telephone number, and chapter affiliation.
 3. Email entries will not be accepted.
- E. **Deadline.** The deadline date will be one week before the drawing. The registration form or letter must be postmarked on or before the date specified in the seminar brochure.
- F. **Date of drawing.** The drawing will be no later than three (3) months before the date of the seminar. The Region director or seminar chair will preside over the drawing.

G. **Announcement.** The Region director or seminar chair will inform the recipient by telephone. A public announcement to Region members will be made after the recipient confirms acceptance.

H. **Presentation.** The award presentation will be made during the seminar.

IX. Carolinas Region Embroidery Study Scholarship (CRESS)

A. **CRESS Committee.** See *Section XII.D.1* herein.

B. CRESS Fund

1. **Authority.** The CRESS Fund was established by the board of directors on October 24, 1992.
2. **Principal.** Fund principal of \$5,000.00 cannot be invaded except in the direst circumstances.
3. **Donations.** Donations to the CRESS Fund will not be added to the principal.
4. **Investments.** The fund will be invested in low risk interest-bearing securities.

C. **Source of payment.** The scholarship will be paid from the interest and donations, if any. If the accumulated interest and donations aren't sufficient to cover the scholarship, the deficit will be made up from general Region funds.

D. **Amount.** One scholarship in the amount of \$300.00 may be awarded annually.

E. Eligibility

1. The applicant must be a member of the Carolinas Region at the time the scholarship is applied for and awarded.
2. All Region members are eligible to apply except for members of the CRESS committee.
3. The applicant may not have received CRESS within the previous five (5) years.

F. Eligible Class

1. Any class consistent with EGA learning except for a Carolinas Region seminar class.
2. The class must be held during the calendar year the award is made.
3. The award may be applied to the class fee and other expenses of taking the class.

G. Applications

1. Send to the Region education coordinator.
 - a. **Mail.** Postmarked no later than May 1 of the year the award is made.
 - b. **Email.** Dated no later than May 1 of the year the award is made.
 - c. **Format.** May be made on the form provided for that purpose, or by a letter of email which includes the information specified in the form.
2. **Statement.** One paragraph describing how the applicant plans to apply what they learn from the class.
3. **Form.** The Region executive committee is responsible for approving the form to be used for applying for a CRESS.

H. **Optional sharing.** Scholarship recipients are encouraged, but not required, to share their class experience with members by making a presentation at a Region meeting,

writing an article for the Region newsletter, or teaching a class at a Region or chapter educational event.

- I. **Announcement.** The scholarship winter will be announced at the spring Region meeting.
- J. **Payment.** The award will be paid to the scholarship recipient promptly after announcement.

X. Fiscal Policies

A. **Budget.** The financial planning committee will prepare a budget of income and expenses of the Region for the next fiscal year to be presented to the membership for approval at the annual Region meeting.

B. **Investments.** The financial planning committee is responsible for making recommendations to the Region executive committee for prudent investment of Region monies.

C. Audit

- 1. An annual audit of the Region finances shall be completed and reported to the membership.
- 2. The audit shall be performed by a qualified organization or person approved by the board of directors, or by an audit committee pursuant to **Section XII.D.2** herein.

D. **Contracts.** Contracts with financial obligations to the Region must be signed by the Region director.

E. Check Policies

- 1. The designation “Inc.” shall not be imprinted on any bank check.
- 2. The elected officers of the Region are authorized to sign checks. The Region director and treasurer will be the minimum signatories on all Region bank accounts and investment.
- 3. Any check over \$1,000.00 for a payment that is not covered by contract must be approved by the Region director and the treasurer.
- 4. Any person who has not made good on a returned check, plus bank charges and bank penalty, within thirty (30) days of notification by the treasurer, shall not be eligible to participate in Region sponsored events until the debt has cleared.

F. New Chapter Fund

- 1. **Purpose.** To subsidize initial costs of forming new chapters in the Region.
- 2. **Amount.** Up to \$200.00 per new chapter per year for a maximum of two (2) years from the date of the first organizational meeting.
- 3. **Eligible Chapters**
 - a. Chartered chapters can access this fund for expenses incurred in assisting a chapter in their area to get started.
 - b. If forming without the help of a chartered chapter, the forming chapter may access this fund for start-up expenses.

G. Newsletter (*RegioNews*)

1. **Free distribution list.** The newsletter shall be mailed or emailed free to:
 - a. Members of the Region executive committee.
 - b. Region standing committee chairs
 - c. Chapter presidents, Region representatives, and newsletter editors in the Region
 - d. National EGA board members and national EGA newsletter reviewer.
 - e. Others as may be designated from time to time by the Region director.
2. **Website posting.** The newsletter will be posted to the Region website in the secure section where it may be accessed by Region members free of charge.
3. **Subscriptions.** Subscriptions to RegioNews, whether mailed or emailed, will be available at an annual cost to be set by the executive committee.
4. **Advertisements.** Advertisements related to needlework may be accepted at rates set by the editor.

H. Educational Opportunity Class Subsidy. Region will subsidize up to \$5.00 per kit for the first 50 members who sign up for the class.

I. Recognition/Pins/Honors

1. **Region director.** A donation of \$100.00 for each term served will be made to an EGA fund or a charity of the individual's choice in honor of the Region director's service.
2. **Region representative pin.** Each Region representative will be presented with a pin at no cost to individuals or chapters. Anyone who served as a Region representative prior to the date the pins first became available may receive a pin upon request.

J. Opportunity Drawings at Region Seminars

1. Unless otherwise determined by the financial planning committee, 100% of the proceeds of opportunity baskets will be donated back to the submitting chapters.
2. The financial planning committee will review this practice annually and announce any change at the fall Region meeting.

K. Sales

1. Merchandise may be sold only at designated times. No merchandise may be sold during classes or meetings.
2. Fees for educational events, including kit costs, shall be collected before instruction commences.

L. Expense Reimbursement

1. **What.** Region members may be reimbursed for material and supplies required to perform their elected Region office or Region committee position.
2. **Method**
 - a. Requests for expense reimbursement shall be submitted at least quarterly to the treasurer on the "Request for Expense Reimbursement" form with all receipts attached.

- b. An itemized log of postage, phone, photocopying, parking, and toll expenses is acceptable when receipts cannot be obtained.
- 3. **Forms.** The executive committee is responsible for approving the forms to be utilized in requesting and supporting expense reimbursements.
- 4. **Deadline.** All requests for reimbursement for any Region expense for a given year must be received by the treasurer no later than thirty (30) days before the end of the calendar year in which the expense is incurred.
- 5. **Late requests.** Late requests for reimbursement will be made upon approval of the executive committee.
- 6. **Payment.** Reimbursements shall be made by the treasurer within fourteen (14) days of receipt of the request provided all vouchers and receipts are in order.

M. Travel and Lodging Reimbursement

1. General

- a. **Mileage rate.** Mileage for car travel shall be reimbursed at the standard IRS charitable rate for round trip travel between the individual's home address and the designated location of the official Region activity.
- b. **Transportation**
 - (1) Round trip airfare at the lowest reasonable cost.
 - (2) Rental car expenses (including gas), mileage reimbursement, and train travel shall not exceed the lowest round trip airfare available.
 - (3) Parking and tolls shall be reimbursed when receipts are presented, or reported on an itemized log if receipts cannot be obtained.

2. Region Director (or Alternate)

The region director or alternate may be reimbursed for travel expenses as follows:

a. National EGA Board Meetings

- (1) **Lodging.** National EGA pays lodging for 3 nights for the Region director to attend EGA board meetings. An additional night is paid by national EGA for a Region director who is a member of the national finance or personnel committees.
- (2) **Per diem.** \$35.00 for a maximum of 5 days.
- (3) **Transportation.** Transportation or round trip mileage. (10/10)

b. EGA national seminar and annual meeting.

For EGA's national board meetings held in conjunction with the national EGA seminar and annual meeting, and to the extent not reimbursed by national EGA:

- (1) **Lodging.** Lodging at one-half (1/2) the double room rate through the night of the national EGA Annual Meeting.
- (2) **Per diem.** Per diem of \$35.00 through the night of the Annual Meeting.
- (3) **Transportation.** Transportation or round trip mileage. (10/10)

c. Region meetings/events.

The Region director may be reimbursed as follows:

- (1) **Lodging.** Up to two (2) nights of lodging to attend Region meetings and up to one (1) additional night to attend Region educational events.

(2) **Per diem.** None.

(3) **Transportation.** Transportation or round trip mileage. (10/10)

d. **Travel within the Region.** The Region may reimburse the Region director for travel and lodging to visit chapters as established in the budget.

3. **Designated Region Director Successor**

The Region may reimburse the designated successor to the Region director for travel, lodging, and per diem at the same rates as set forth in 2.a and b above, to accompany the Region director to one national EGA board meeting before installation as Region director.

4. **Executive Committee, Standing Committee Chair, and Nominating Committee Reimbursement**

To the extent not reimbursed by their chapters, or under a teaching contract, members of the executive committee, chairs of standing committees, and members of the nominating committee may receive reimbursement as follows:

a. **Lodging.** Lodging in connection with a Region meeting. One-half (1/2) of the double room rate at the lowest reasonable cost for a maximum of two (2) nights.

b. **Per diem.** None.

c. **Transportation.** Round trip mileage. (10/10)

d. **Transition meetings.** Up to one additional night's lodging if required to participate in training sessions with incoming counterparts. (10/10)

5. **National EGA President Visit to Region.** The national EGA president will be invited to attend at least one Region seminar during the president's term of office. The Region will absorb the seminar registration fee for the class of the president's choice, kit cost, and meals expense.

6. **Teachers' mileage rate.** Those traveling to Region educational events for the purpose of teaching at the event, may be reimbursed for mileage at the standard IRS business rate.

7. **Incoming Officers and Incoming Standing Committee Chairs.** Travel and lodging may be reimbursed on the same basis as for outgoing counterparts. (10/10)

XI. **Officers**

A. **Authority.** Officer positions will be as determined pursuant to Article IV. OFFICERS of the Region bylaws.

B. **Job descriptions.** The executive committee is responsible for approving the job descriptions of all officers, except that the job description of the Region director will be as established by national EGA policy.

XII. **Committees**

A. **Authority.** Committee members and chairs will be appointed pursuant to Article VIII COMMITTEES of the Region bylaws.

- B. **Job descriptions.** The executive committee is responsible for approving the job descriptions of each committee and of committee chairs.
- C. **Standing committees.** The standing committees are education, financial, planning, outreach, newsletter, and website. (10/10)
- D. **Special committees and positions**
1. **CRESS committee.** The CRESS committee is chaired by the Region education coordinator, and includes the Region director and assistant Region director.
 2. **Audit committee.** If an outside organization cannot be obtained to perform the annual audit, an audit committee may be appointed by the Region director to include a chair and two (2) other members. Members of the executive committee may not serve on the audit committee.
 3. **Financial Planning Committee.** The committee consists of the elected officers of the Region, chaired by the treasurer.
 4. **Region Seminar**
 - a. The Region seminar chair is the assistant Region director, who appoints the other members of the seminar committee subject to approval of the executive committee.
 - b. The Region education coordinator will participate in faculty selection.
 - c. Guidelines and policies are covered in a separate document.
 5. **Educational Opportunity Class**
 - a. **When.** An educational opportunity class will be offered each fall.
 - b. **Purpose.** The purpose of the class is to teach a short class which attendees may take back and teach to their chapters.
 - c. **Responsibility.** The educational coordinator is responsible for planning.
 - d. **Subsidy.** See *Fiscal Policies. X.H.*
 - e. **Permission.** Instructions may be copied for use by chapter members taking the chapter class, but may not be reproduced in chapter newsletters.
 6. **National EGA Seminar**
 - a. The national EGA seminar chair will be elected three (3) years before any year of which the Carolinas Region is the host. The nominee will be presented to the Region board by the Region nominating committee.
 - b. After election by the Region board, the candidate will be presented to the national EGA president for national EGA board approval during the calendar year three (3) years prior to the scheduled event.
 - c. One the appointment is approved by the national EGA board, the seminar chair will be a voting member of the Region board, will hold no elected office on the Region executive committee, and will not serve as a chair of any other Region committee for a period of two (2) years prior to the scheduled event.
 7. **Other educational events.** Committees will be appointed by the Region director as necessary. The educational coordinator will participate on such committees.
 8. **Website.** The website is the solely-owned, copyrighted property of Carolinas Region.

XIII. Chapter Responsibilities in the Region

- A. **Mission statement.** Chapters are encouraged to publish the EGA mission statement on all chapter publications and websites.
- B. **Meeting delegates.** Chapters shall send two (2) delegates to all Region meetings, the chapter president and the Region representative, or alternates as designated by proxy.
- C. **Chapter minutes.** Each chapter shall submit minutes of its chapter and chapter board meetings to the Region director at the same time minutes are provided to chapter members.
- D. **Newsletters.** Chapters shall send their newsletters to the Region director, the Region newsletter editor, and the national EGA newsletter reviewer at the same time it is mailed to their members. Chapters are encouraged to send their newsletter to other chapters in the Region.
- E. Chapters shall provide all forms and appropriate information to national EGA and the Region director by designated dates.
- F. **Dues and membership information**
 - 1. **Renewals.** The chapter membership chair and treasurer shall send all renewal dues and information to national EGA headquarters, the Region treasurer, and Region membership chair to be received by the designated deadline(s).
 - 2. **New members.** Immediately upon joining, dues and information for new members will be sent to national EGA headquarters, and Region dues and information will be sent to the Region treasurer and membership chair.
 - 3. **Plural members.** With respect to plural members whose primary membership is from outside the Region, the chapter membership chair and treasurer shall send all dues and information to the Region treasurer and membership chair. Plural members are not reported to national EGA headquarters.
- G. **Chapter financial report.** The chapter treasurer shall send the annual financial report to EGA headquarters and the Region director to be received no later than the designated date.
- H. **Arrears.** Any chapter in arrears on Region dues will not be eligible to vote at Region meetings.
- I. **Expense reimbursement.** Chapters are encouraged to reimburse their official representatives for expenses incurred while attending Region meetings.
- J. **Newsletters.** Chapters are encouraged to exchange newsletters with other chapters in the Region.
- K. **Region director visitation.** Chapters are encouraged to invite the Region director to visit their chapters at least once during each director's term.

XIV. Amendments and Editing

- A. **Automatic.** Changes resulting from amendments to Region bylaws, or to national EGA bylaws or policies and procedures, will be incorporated automatically as of their effective dates.

- B. **Elective.** Policies expressed in this document may be amended by a majority vote of the board of directors at any regular meeting of the Region.
- C. **Editing.** The executive committee is authorized to make editorial changes as necessary, with prior notification to chapters.

XV. Effective Dates

- A. This document was approved October 25, 2009, and replaces all previous Carolinas Region Policies & Procedures.
- B. Dates of subsequent changes will be identified by a parenthetical note at the end of the relevant item stating the month and year of change; for example, (mm/yy).
- C. Changes resulting from Region bylaws, or changes to national EGA bylaws or policies and procedures, will be identified by an additional notation; for example, (mm/yy per CAR bylaws), (mm/yy per EGA bylaws), (mm/yy per EGA p&p).
- D. As changes are incorporated, the footnote date will reflect only the date of the most recent change, thusly: “Updated mm yyyy.”