

Corning Chapter Policies and Procedures

**The Embroiderers' Guild of America, Inc.
Mid Eastern Region
2006**

These policies cover items not specifically included in our bylaws. They may be changed or added to with the approval of the board, and a majority vote of the members present at a regular meeting.

Section 1. Name, etc.

* See footnote at end of *Policies and Procedures*.

Section 2. Object

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Section 3. Membership, Guests

Members in good standing have paid annual dues, entitling them to membership in the local, region and national organization, and to all rights and privileges of membership. Dues are apportioned to these three entities.

A "Plural" Member is one who has membership in another EGA chapter and pays her national dues there. Plural members in good standing are required to pay only the chapter portion of the dues, plus the region portion if their other membership is outside the Mid-Eastern Region.

Members who are more than three months late in paying dues will be considered to have given up their membership in Corning EGA.

Each member is required to make a nametag within three months after joining. A fifty cent fine will be levied for failure to wear a nametag at a regularly scheduled meeting or workshop.

Guests are welcome at no charge to two meetings. They may participate in the project at their own expense. Attendance thereafter requires payment of \$5 plus project fee if applicable.

Names of guests attending meetings should be recorded in the minutes.

Membership lists are not available for commercial use.

Section 4. Officers

The nominating committee shall consist of three members, one of whom shall be a past officer, and the other two shall be members in good standing who regularly attend meetings.

The installation of officers shall normally take place at the June meeting but no later than the September meeting. The nominating committee shall arrange for the installation.

The president's pin shall be given at the time of installation and passed on to the new president. The outgoing president shall be given a past president's pin.

Section 5. Meetings

The regular meetings of the chapter will be on the first Monday of the month from 10 AM to 2 PM unless there is a conflict with a holiday, such as September, when the meeting will be on the second Monday. There will be no meetings in July and August. The meeting place shall be determined by the board and voted on by a majority of members at a regular meeting.

In case of bad weather the president, in consultation with the project teacher and the program chairman, shall determine if the meeting shall be rescheduled. If bad weather persists on the make-up day the meeting is cancelled. Members will be notified of a meeting change or cancellation by use of the telephone tree. The rescheduled date may also be published in the newspapers by the publicity chairman.

Absentee ballots **may** be used for election of officers, amendments to the bylaws, and votes on non-budgeted expenditures in excess of \$150 or other matters deemed appropriate and approved by the board of directors.

Due to the possibility of accidents, members must not have containers of beverages or food on tables near work in progress.

In the case of auctions or fund-raising sales of *recycled treasures*, the sale or purchase of items is limited to members and first-time guests.

Absentee voting: Issues on which absentee votes will be accepted are listed in the bylaws of the chapter. Such votes will be publicized in the newsletter or by other written notification at least thirty days prior to the vote. Ballots are obtainable from the secretary. All completed absentee ballots must be in the hands of the secretary seven (7) days prior to the date the vote is scheduled to take place. To be countable, each ballot must be either signed or mailed in an envelope with the member's name and return address. The secretary should keep a list which indicates the names of members voting by absentee ballot, but which does not indicate how the specific member voted. It is the secretary's responsibility to inform anyone from whom she has an absentee ballot that she is not eligible to vote again on that motion.

Votes for which absentee ballots are accepted must be taken by paper ballot at the meeting. Absentee votes and votes cast at the meeting should be recorded separately in the minutes. Only the *total* number of votes cast for and against will be reported to the membership, however.

Selling at EGA Functions

Selling and/or solicitation of sales at meetings, unless contracted to do so, is prohibited by national, region, and Corning Chapter bylaws. This includes all official EGA functions, such as sew-ins, correspondence course meetings, workshops, etc. It includes the times prior to and after the adjournment of the meeting, as well as during the meeting itself.

This portion of our policies and procedures is intended to cover cases where businesses or individuals who are chapter members will financially benefit from such sales or solicitation of sales.

This prohibition does not extend to sales of EGA merchandise by chapter, region, or national EGA, nor does it cover auctions, sales, etc., where the proceeds go to the chapter, region, or national organization.

Additionally, this prohibition against sales or solicitation of sales does not cover the sale of materials to members by a teacher, when a contract between the chapter and the teacher exists to sell such materials as part of a class. Other selling by a teacher is not allowed, and in the case of a teacher for whom a contract exists, is prohibited in the contract.

If it is necessary to make recommendations at chapter meetings with regard to a particular product, at least two possible sources should be given or no source at all should be mentioned.

Taking orders or making deliveries (except for materials which are officially part of a chapter project), personal purchases and/or exchange of money for goods (the appearance of selling) are prohibited.

Chapter members wishing to sell embroidery-related items to other members may place a classified advertisement in the chapter newsletter. A nominal charge for such embroidery-related advertising shall be set by the board, and shall constitute a contract between the chapter member and the chapter. As such, it does not violate the prohibition against selling. It may be necessary to limit the space in the newsletter devoted to such classified advertising; such limits will be determined by the newsletter editor.

Members of the chapter and other individuals or businesses may also place one-eighth page embroidery-related display advertisements in the chapter newsletter on a yearly basis. The yearly fee for an advertisement shall be set by the board. Since a contract is signed between the chapter and the advertiser, this does not violate the prohibition against selling.

Due to IRS Regulations and EGA bylaws, it is not possible for individuals or businesses to donate an item to our *Recycled Treasures Sale*, and auction, or other organized chapter fund raising event, *and then receive part of the selling price back as income.*

Member's responsibilities: If it is improper for a teacher, shop owner, dealer, etc., to make or solicit sales at EGA functions, it is equally improper for a member (while at an EGA function) to purchase from or even to inquire from a teacher, shop owner, or an individual about what she may have for sale. Discussions about the availability of merchandise should take place away from EGA functions, in order to avoid any appearance of selling.

Our EGA bylaws at all levels specifically prohibit any member of the organization from benefiting financially from that membership unless under contract to do so. Seeing that these regulations are adhered to is the responsibility of every member of the chapter.

Section 6. Board of Directors

Meetings of the board shall be held as needed on the third Monday of the month, unless otherwise ordered. Meetings are required in a timely manner for the nominating committee to present its slate of officers to the chapter by the May meeting, in the summer, to plan for the new season, and no later than November to plan the budget for the coming year.

Section 7. Executive Committee

All activities undertaken by the chapter as chapter activities or by chapter officers or committee chairmen acting in their official capacity, must receive prior approval by either the executive committee, the board of directors, or the membership. If decisions of this sort are made by the executive committee, such decisions should be taken to the board of directors for ratification at the earliest opportunity.

Section 8. Committees

Committees may conduct business when a simple majority of the committee membership is present.

The president may appoint special committees such as exhibit, fundraising, historian, and bylaws.

Newsletter

The name of the chapter newsletter is Corning Needle News. It is published in February, May, August, and November of each year.

Education and Programs

Group Correspondence Courses, trips, lectures, workshops, and other chapter activities may sometimes be limited as to the number of members who can participate. When such an occasion occurs, the available slots should be filled by the education committee from a list of those who have expressed an interest. The education chairman will keep a running list of those interested in participating in a particular type of activity. The committee must take great care to rotate participants so that everyone interested may take part over time.

In the case of all workshops, guest teachers, or any monthly project costing over \$25 (whether it runs for one month or more), a binding sign up sheet must be filled out by each member wishing to take the class. This form is available from the education and program chairmen.

Corning chapter members who teach more than one project between September and June of any chapter year will be paid a fee to be determined by the board.

Library

Donations to the library are tax deductible. Individuals donating books or other materials should request and fill out a form upon which they list the value they place on the items. The librarian is responsible for providing and signing the form.

Members are responsible for logging items in and out. The librarian shall provide a ledger for this purpose.

Books and magazines may be borrowed for two months, and must be returned at the end of the second month. They may be renewed for an additional month if no one has requested them. If meeting dates are changed from normal dates, the library due date will be changed accordingly. The summer break is considered two months.

There is a fine of fifty cents per month for overdue items. The librarian collects the fines and gives them to the treasurer. All fines will be added to the library budget. An amount will be specified in the chapter budget yearly for purchasing books and magazines. Members may bring new books and magazine suggestions to the attention of the librarian. Purchases are to be approved by the board.

Sew-ins

Sew-ins are usually scheduled, September through June, on the fourth Wednesday of the month from 11 A.M. to 3 P.M., in a member's home. The hostess supplies dessert and beverage. Members should take turns. The location of upcoming sew-ins is listed in the newsletter. Persons wishing to attend the current month's sew-in should sign up at the monthly meeting, when a sign-up sheet will be provided or they may telephone the hostess. A holiday sew-in may be scheduled in early December.

Section 9. Fiscal Policy

An annual budget shall be presented to the board at its November meeting, and to the chapter for its approval at the December meeting. The budget takes effect January 1.

Annual dues shall be set by the board and approved by a majority of members at a regular meeting.

The annual financial audit should be done as soon as possible after the annual financial report is filed on June 1.

An audit should also be done when a change in treasurer occurs other than by normal succession by election.

Reimbursement

Whenever possible, receipts must accompany bills presented to the treasurer. Requests for reimbursement should be made on a form obtainable from the treasurer.

All requests for reimbursement of funds **must be submitted for approval to the committee chairman** under whose budget it falls before being submitted to the treasurer.

No reimbursement shall be made without committee chairman approval. Further:

1. Approval of the committee chairman should be obtained before the expenditure is made,
2. The president shall be considered the committee chairman of the administrative budget (this includes non-budgeted committees and items).
3. If a request is not approved by the committee chairman, it will be presented to the **executive committee** for review and final decision.

Region Expenses

The representative for the Corning Chapter shall be reimbursed for the following expenses as they relate to scheduled region meetings:

1. Motel room charges—one half of the double occupancy rate when the meeting spans two days or more.
2. Meals—full payment of region banquet and/or lunch fees when specially organized meals have been arranged for the meeting; no other meals will be considered for compensation.
3. Other—any additional fees imposed by the region.
4. Mileage—reimbursement per mile to and from the meeting at the current IRS rate

The chapter president or a designated board member shall be reimbursed as above—excepting mileage—if she attends along with the region representative.

Purchasing

When purchasing materials for chapter projects or Group Correspondence Courses, the chapter must stay within IRS regulations, EGA's national bylaws and policy, and Corning Chapter bylaws.

Since retail storefront operations are essential to the health and local growth of our art form, and are also a source for potential EGA chapter members, we should encourage the establishment and continuation in our membership area of such retail needlework stores by purchasing from them whenever possible for group projects conducted by the chapter. We should look outside such sources only when specific project materials cannot otherwise be obtained. The foregoing statement is not intended to cover situations such as Group Correspondence Courses or classes from a teacher who is paid for her teaching expertise. In these cases, it may be a requirement to purchase part of all of the project materials from the teacher.

We must treat all dealers as fairly and as equitably as possible.

Consistent with the above three items, purchasers should seek out the best price on kits and materials, keeping in mind that quality of kit materials should not be sacrificed for lowest price. Persons buying for chapter projects should research prices and availability before purchasing materials.

In purchasing supplies for chapter projects, local needlework stores should be considered first, with other area retail stores also being utilized where appropriate.

Individuals who will benefit financially from the decision must not be involved in decisions regarding where project materials will be purchased.

No person should buy materials for the chapter that have not been authorized by the committee under which such purchase would fall. In the case of monthly projects a materials list from the teacher or project leader should be obtained before purchases are made.

In developing a teaching project, the chapter member as teacher should have her expenses covered by the chapter. These may include a reasonable cost for trial materials not appearing in the final kit. Such expenses should be approved by the education (program) committee before a request for reimbursement for project development expense is submitted to the treasurer.

In planning a project, enough time must be allowed to submit a list of materials and their prices to the education (program) chairman for approval. If price increases outside the control of the purchaser or retailer occur, the chapter may pass the additional cost on to the members taking the project.

Kit prices will be set by agreement between the teacher, the education (program) chairman, and the treasurer. In case of disagreement, the executive committee shall decide the kit price.

The majority of materials for any project should be purchased in bulk at retail (minus any discount) from a retail store. Any items taken from the teacher's or project leader's stock must be approved in advance by the education (program) committee. Such items should be accompanied by a receipt dating from time of purchase or some other acceptable justification for the price the teacher is to be reimbursed, or else they may be donated to the chapter. If none of these options is practical, alternative materials should be used.

Care should be taken to avoid paying sales tax on materials purchased for the chapter's use. The chapter is a tax-exempt organization, and does not pay sales tax. Tax exempt certificates are available from the treasurer.

As purchases for a project are made, a copy of the Project Expense Sheet should be filled out. This form is available from the education (program) chairman. A copy of this completed form becomes the official list of materials used in the project. One copy of this completed form, along with a complete copy of the project instructions, should be given to the education (program) chairman for inclusion in the current project notebook. A second copy of the Project Expense Form should be provided to the treasurer so that she may pay expenses relating to the project.

Retail stores sometimes keep track of materials supplied and bill the chapter. Persons doing the purchasing should inform the salesperson that an itemized sales slip is required for payment. If the purchaser is paying for the material herself and planning on reimbursement from the chapter, she should save an itemized sales receipt. A request for reimbursement for personal funds used should be made on a Reimbursement Form obtainable from the treasurer, and should be accompanied by receipts for every item, or some other acceptable justification for the reimbursement being requested. The form must be signed by the education (program) chairman, as the person approving the reimbursement.

Section 10. Parliamentary Authority

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Revocation of all prior Policies and Procedures

This document and any amendments to them hereby become the official Policies and Procedures of the
Corning Chapter of EGA and supersede all earlier versions, effective on _____
(date)

Signed _____
(date) (president)

(date) (secretary)

* In sections where this asterisk appears, the chapter currently has no policies or procedures. Please see the
chapter bylaws.