

# Corning Chapter Bylaws

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

## **Article I Name; Use of EGA's Trademarks**

The name of this organization shall be The Corning Chapter of The Embroiderers' Guild of America, Inc., (EGA) While this chapter is recognized as a chapter by EGA, the Chapter and its members may use EGA's registered trademarks: the name "The Embroiderers' Guild of America, Inc.", the stylized needle and thimble logo and design, and the letters "EGA", under standards approved by EGA. All use of such registered trademarks shall be discontinued upon the suspension, withdrawal of recognition, resignation, or dissolution of this chapter.

## **ARTICLE II OBJECT**

The purpose of this chapter shall be to foster the highest standards of excellence in the practice of the art of embroidery through an active program of education and study, to promote cooperation and the interchange of ideas among those interested in needlework, and to preserve the heritage of the art of embroidery.

## **ARTICLE III MEMBERSHIP**

**Section 1.** Any person, regardless of race, color, creed, sex, or national origin, may become a member of this chapter upon application and payment of dues.

**Section 2.** Annual dues shall be payable to the treasurer upon notification by the chapter membership chairman.

**Section 3.** Those whose dues are not paid within the quarter of notification shall be automatically dropped from membership.

**Section 4.** Transfer and plural members shall be accepted by this chapter upon notification and payment of chapter dues and appropriate region dues, provided the member's current national dues have been paid through the primary chapter.

## **ARTICLE IV OFFICERS**

**Section 1.** The elected officers of this chapter shall be a president, a vice president, a secretary, a treasurer and a region representative..

**Section 2.** The president, treasurer, and region representative shall be elected in odd-numbered years. The vice president and secretary shall be elected in even-numbered years.

**Section 3.** Officers shall serve a term of two years or until their successors are elected, and the term of office shall begin July 1.

**Section 4.** No member shall be eligible to serve more than two full terms consecutively in the same office, and no member shall hold more than one elected office at a time.

**Section 5.** If a vacancy occurs in the office of president, the vice president shall automatically become president; all other vacancies in office shall be filled by election by the board of directors. Nominations to fill vacancies shall be made by the nominating committee.

### **Section 6. Nominations and Elections:**

a. A nominating committee of three members shall be elected at the May meeting every odd-numbered year to serve for a period of two years.

b. It shall be the duty of the nominating committee to nominate at least one candidate for each of the offices to be filled and to report its slate of nominees at the April meeting, having obtained consent for nomination from each. Prior to the April meeting, the candidates for office shall be presented to the board of directors.

c. The election of officers shall be at the May meeting. Additional nominations from the floor may be made providing consent to serve has been obtained from the nominees prior to the meeting. If there is more than one candidate for an office, the vote shall be taken by ballot.

#### **ARTICLE V MEETINGS**

**Section 1.** Regular meetings of the chapter shall be held on the first Monday of the month, excepting July and August, unless there is a conflict with a holiday, in which case it will be moved to the second Monday, unless otherwise ordered by the membership or the board of directors.

**Section 2.** The annual meeting shall be held in May for the purpose of electing officers, receiving annual reports from the officers and standing committees, and transacting any other business that may arise.

**Section 3.** Special meetings may be called by the president, by the board of directors, or by a quorum of the membership, two of whom must be board members. A seven day notice stating the business of the special meeting is required, and no business other than that stated in the notice may be transacted.

**Section 4.** The quorum for all chapter meetings shall be one quarter of the membership.

#### **ARTICLE VI BOARD OF DIRECTORS**

**Section 1.** The board of directors shall be composed of the elected officers, standing committee chairmen, and the immediate past president.

**Section 2.** The president shall appoint a parliamentarian, with the approval of the executive committee. The appointment shall be announced at the first chapter meeting after election or as appropriate. The parliamentarian shall serve without a vote.

**Section 3.** Unless otherwise stated, the term for the appointed members of the board of directors shall be concurrent with the term of the president who appointed them.

**Section 4.** The board of directors shall have general supervision of the affairs of the chapter between its business meetings: fix the day, hour, and place of meetings; make other recommendations to the chapter; and perform other duties specified in these bylaws. The board shall be subject to the orders of the chapter and its acts shall in no way conflict with action taken by the general membership.

**Section 5.** Meetings of the board shall be held as needed on the third Monday of the month, unless otherwise ordered.

**Section 6.** Special meetings of the board of directors may be called by the president or by any three members of the board, one of whom shall be an elected officer. A seven-day notice stating the business of the special meeting is required, and no business other than that stated in the notice may be transacted.

**Section 7.** The quorum for all board of directors meetings shall be a majority of its members.

#### **ARTICLE VII EXECUTIVE COMMITTEE**

**Section 1.** The executive committee shall be composed of the elected officers of the chapter.

**Section 2.** The executive committee shall have general authority over the chapter between meetings of the board of directors and it shall perform other duties specified in these bylaws. Any action taken by the committee shall be reported at the next board meeting.

**Section 3.** Meetings of the executive committee shall be held between meetings of the board of directors, as necessary.

**Section 4.** The quorum for the executive committee shall be a majority of its members.

#### **ARTICLE VIII COMMITTEES**

**Section 1.** The standing committees of this chapter shall be education, hospitality/sew-in, library, membership, newsletter, outreach, program, publicity, and web.

**Section 2.** The president shall appoint all standing committee chairmen except education and membership. The vice president shall serve as education chairman and the treasurer shall serve as the membership chairman. Committee appointments shall be approved by the executive committee. The president shall announce said appointments at the first chapter meeting following the election or as appropriate.

**Section 3.** Pending approval of the executive committee, special committees or additional standing committees shall be appointed by the president as the chapter or the board of directors deems necessary.

**Section 4.** The president shall be an ex officio member of all committees except the nominating committee.

### **ARTICLE IX FISCAL POLICIES**

**Section 1.** The fiscal year shall be from January 1 through December 31.

**Section 2.** The books and accounts of the chapter shall be kept in accordance with sound accounting practices. Chapter financial records shall be audited each year, either professionally or by an audit committee appointed by the chapter president. The treasurer shall furnish EGA with a report of the finances of the chapter by February 15 of each year and shall send proportionate amounts of each member's dues to both EGA and the region on a regular basis.

**Section 3.** No one may profit from membership in the chapter by sales, or solicitation of sales, at EGA meetings or workshops; however, the chapter may contract with members in their professional capacities.

#### **Section 4. Annual Budget**

a. The chapter shall prepare and present a budget to the membership for approval no later than the meeting prior to the effective date of the budget.

b. The board of directors and/or the executive committee shall not spend any non-budgeted funds in excess of \$150 during the fiscal year. The chapter may approve an expenditure in excess of this amount provided:

1. the membership is notified in writing at least thirty (30) days prior to the meeting at which the vote is taken,
2. the written notice shall include the amount and purpose of the expenditure, and
3. the approval is by a two-thirds vote of the members present at the chapter meeting.

**Section 5. Donations:** Donations of monies by the chapter may be made to any organization which is in compliance with Section 501(c)(3) of the United States Internal Revenue Code and which the chapter, by a two-thirds vote, has designated as the recipient. Notice of such a proposed donation shall be submitted in writing to the members at least thirty days prior to the meeting at which such vote is to be taken.

**Section 6. Dissolution:** In the event of dissolution of the chapter, all its assets and funds remaining after payment or provisions for payment of all debts and liabilities of the chapter shall be distributed to one or more organizations which have been in existence for a period of two years, which are in compliance with Section 501 (c) (3) of the United States Internal Revenue Code, and which the chapter has designated as a recipient by a two-thirds vote. Notice of such a proposed donation shall be submitted in writing to the members at least thirty days prior to the meeting at which such vote is to be taken.

**Section 7** Indemnification of Directors or Officers. See attached sheet.

### **ARTICLE X PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the chapter in all cases which they are applicable and in which they are not inconsistent with the chapter bylaws, Mid-Eastern Region bylaws, the bylaws of The Embroiderers' Guild of America, Inc., any special rules of order the chapter may adopt, or any statutes applicable to this organization.

### **ARTICLE XI AMENDMENT TO BYLAWS**

**Section 1.** Any bylaw amendment(s) effected by EGA that necessitates amendment(s) to the chapter bylaws shall be incorporated automatically in the chapter bylaws and the membership shall be informed of such changes at the next regular meeting; and

**Section 2.** These bylaws may also be amended by a two-thirds vote at any regular meeting of the chapter provided the proposed amendment has been submitted in writing to the membership at least thirty days before the meeting and the proposed amendment has received the approval of The Embroiderers' Guild of America, Inc., prior to the meeting.

**Membership Approval** \_\_\_\_\_

**Date Chapter President Signature**

**EGA Approval** \_\_\_\_\_

**Date Chairman, Chapter/Region Bylaws Committee**

**EGA Approval** \_\_\_\_\_

**Date Director of Bylaws**