

POLICIES AND PROCEDURES (Approved 2024)

I. DUES

- A. Annual dues for primary members are seventy-seven dollars (\$77.00). Fifty-five dollars (\$55.00) goes to National; two dollars (\$2.00) goes to Mid-Atlantic Region; twenty dollars (\$20.00) goes to Constellation Chapter, EGA.
- B. Dues for plural members, if members of the Mid-Atlantic Region, are twenty dollars (\$20.00).
- C. Life members and plural members whose primary chapter is not part of the Mid-Atlantic Region will pay twenty-two dollars (\$22.00).
- D. Members are requested to submit their dues by the middle of the month in which they are due. For renewing primary members, dues are submitted using the online link on the EGA National website. For all other members (plurals and Life), dues are submitted to the chapter treasurer.
- E. Our chapter will not give out membership lists to stores in order for them to verify membership for the receipt of discount. Members should have their cards in their possession or they will not receive a discount. No out-of-date cards will be honored.

II. MEETINGS

- A. The general meeting shall be held on the first Monday of the month at 10:00 AM, except for special holidays. If a vote is to be taken at the Monday General Meeting, but there is not a quorum present, then the vote will be held at the following Saturday meeting. Area (based on location) and special interest group meetings shall be held at a regular time and place decided by the members of the group, with the approval of the board and then announced in the newsletter.
- B. There shall be an annual business meeting in November each year, as specified in Article V, Section 2 of the Bylaws.
- C. The board meetings shall be held as specified in Article VI, Section 5, of the Bylaws.
- D. Board meetings shall generally be closed but may be open to any interested member who may address the meeting if prearranged with the president and put on the agenda. Only board members have a vote.
- E. In the event of snow or icy conditions at the time of the general meeting, if the schools in the area of the meeting place are closed or delayed, the meeting will be held on Zoom only. If an in-person program is planned, it will be rescheduled.
- F. No one may speak twice to the same motion until all others wishing to speak have done so, and not more than twice if anyone objects.
- G. The Annual Business Meeting minutes are sent to the Board of Directors, who read the minutes and make corrections as needed, by the end of the year. The recording secretary will incorporate those changes and send the minutes back to the board for final approval by the next board meeting.

III. BOARD OF DIRECTORS

The Board of Directors of the Constellation Chapter is composed of the officers and six (6) directors elected by the membership; the immediate past-president shall be available for consultation as needed. The Board of Directors shall have general supervision of the affairs of the chapter.

The philosophy of the Board of Directors is to act in the best interest of the membership by conforming to the purpose for which the Chapter was formed as outlined in the bylaws.

A. Collective responsibilities

1. Direct the business and financial affairs of this chapter.
2. Establish administrative policy.
3. Fill all vacancies on the board.
4. Foster growth and development of the chapter.
5. Assist the president in structuring the committees.
6. Review committee reports and determine action to be taken.
7. Approve budgetary allocations.
8. Approve fund-raising activities.
9. Approve unbudgeted financial requests for supplies, equipment, and contracts for services as specified in Bylaws, Article VIII, Section 4.
10. Deliver, as retiring elected members and committee chairmen, all chapter property to their successors within thirty (30) days after termination of their position.
11. Designate the day, hour, and place of meetings, both online and in person.

B. Individual Responsibilities

1. Should be comfortable with meetings held on Zoom and be able to communicate by email.
2. Serve on a committee as assigned and send a report to all board members prior to the meeting.
3. If a member is unable to serve after being elected to office, an immediate resignation is to be submitted to the President so that a replacement can be appointed.
 - a. If a member is non-functioning for two (2) months, the Board of Directors will offer advice and assistance or replace the member as indicated.
 - b. If the Board of Directors requests a hearing with the member and the member does not respond, the member will be replaced and notified of the removal from office.
4. Keep well informed on the activities of the chapter, the region and National EGA.
5. Conduct oneself in accordance with the position held.
6. Arrive promptly for meetings and come prepared to discuss items of business.
7. Accept and complete special assignments as made by the president in a timely manner.
8. Advise the president if unable to attend scheduled meetings.

IV. DUTIES OF OFFICERS

At the first board meeting held after the election of officers, the Board of Directors shall review and revise, if necessary, the statement of short- and long-term goals of the chapter. These goals shall be presented to the membership at the subsequent general meeting and in the newsletter.

A. The President shall:

1. Serve as the liaison between the EGA National board, the Mid-Atlantic Regional board and the chapter and shall send the annual report to the Regional Director as required. Relay materials received in the quarterly President's communication from the EGA National and Mid-Atlantic Regional boards concerning education and fiscal policies to the appropriate board members.
2. Preside at all meetings of the chapter and board using *Roberts' Rules of Order Newly Revised*.
3. Appoint non-elected standing committee chairmen and special committees, if necessary, with the approval of the board. Appoint an elected officer or director to serve as liaison to each committee.
4. Serve as a member ex-officio of all committees except the Nominating Committee. Offer guidance to all committees in their activities.
5. Terminate committee appointments when such appointees are non-productive, or when a special committee has accomplished its purpose.
6. Sign all contracts and obligations on behalf of the chapter unless otherwise designated.
7. Sign all checks and other orders for the payment of money in the absence of the treasurer.
8. Call special meetings or cancel meetings as required.
9. Perform all other duties pertaining to the office.
10. In cooperation with the Board of Directors be responsible for general management of the chapter and the development of efforts to achieve unity of purpose.
11. Keep the board and members informed on all official matters of the chapter as received from National EGA. Read all correspondence from other chapters, the Mid-Atlantic Region, National EGA, etc. and take appropriate action.
12. Speak on behalf of the Board of Directors on all official matters.
13. Respond promptly to all communication from the Region and National, and insist that all officers communicate promptly as necessary with the Region and National, etc.
14. Relay news to the newsletter editor by the deadline.
15. Keep the first vice-president informed about chapter affairs.
16. Update president's records with current information from local, Regional and National EGA.
17. Request annual report from all officers and committee chairmen to be sent to all board members and presented at the annual meeting.
18. See that the Bylaws and Bylaw changes are sent to the Regional Director.
19. Serve as chairman of the budget committee.
20. Complete election results form to transmit information to MAR director, MAR secretary, MAR newsletter editor and EGA National Office (attention: Membership Coordinator) immediately after the election. This responsibility is placed on the outgoing President in the year of election for that office.
21. Instruct successor and deliver all records or other property of the chapter to the incoming president within thirty (30) days following completion of term of office.

22. Serve two (2) years beyond the term of president as a member of the board ex officio.

B. The First Vice-President (Education and Program Committee Chairman) shall:

1. Serve as assistant to the president.
2. Serve as chairman of the education and program committee.
 - a. Secure speakers and/or instructors for programs with input from committee. Finalize plans with the individual. Ensure that notes of appreciation are sent to speakers and instructors after the program.
 - b. Determine the cost of all educational offerings and programs.
 - c. Collect moneys involved and arrange payment to the speaker/instructor.
 - d. Plan at least one back-up program (can be a stitch in).
3. Act as liaison between EGA National and Mid-Atlantic Region boards for program matters. Send the chapter calendar of events, programs and workshop information to the MAR assistant director, the MAR newsletter editor, and ANCAC program officers.
4. Serve as a member of the Board of Directors. Report to the board about programs.
5. Inform chapter members at meetings and in newsletters of all educational opportunities.
6. Send written notice of upcoming programs to newsletter editor.
7. Provide a file of current year's chapter programs to the historian.
8. Perform the duties of the President in case of the President's absence or inability to act. Preside when:
 - a. The President is unable to attend a scheduled meeting.
 - b. The President relinquishes the chair to speak to an issue.
 - c. A personal motion is being made about the President.
 - d. The official time for the meeting to begin has come; a quorum is present and the President has not arrived. The First Vice-President opens the meeting and conducts the meeting, relinquishing the chair to the arriving President when the item of business has been completed.
9. Prepare a written summary for the annual meeting, send to all board members, and present it at the annual meeting.
10. Instruct successor and deliver all records and chapter property to incoming First Vice-President within thirty (30) days following completion of term.

C. The Second Vice-President (Membership Chairman) shall:

1. Serve as assistant to the president.
2. Serve as chairman of the membership committee.
3. Follow National EGA dues collection procedures and assist members with renewals as needed.

4. Maintain the membership roster and the directory, publish updates in the newsletter, and send updates to corresponding secretary.
5. Submit records and dues in a chapter check to the region office for renewing or new plural and Life members, who pay the chapter treasurer.
6. Prepare a written summary for the annual meeting, send to all board members, and present it at the annual meeting.
7. Instruct successor and deliver all records and chapter property to incoming Second Vice-President within thirty (30) days following completion of term.

D. The Third Vice-President (Newsletter Editor) shall:

1. Serve as assistant to the president.
2. Serve as chairman of the editorial committee. Give a report at the board meeting and annual meeting.
3. See that copies of the newsletter as issued are sent to the Mid-Atlantic Region director and newsletter editor, to all chapter newsletter editors within the MAR, and to the EGA National office (Membership Coordinator).
4. Collect information for the newsletter and publish it in a timely fashion. Work with the board to set submission deadlines and publish them in the newsletter.
5. Make sure to specify in the newsletter which articles have a copyright. The responsibility for obtaining the copyright belongs to the person submitting the article.
6. Serve as newsletter editor, being responsible for composition and publication of six (6) issues per year.
 - a. Receive files in MS Word from appropriate individuals.
 - b. Assemble the information and distribute it to proofreaders.
 - c. Incorporate the recommended changes and convert to PDF for distribution.
 - d. Send file to Corresponding Secretary and others for distribution.
7. Consult with treasurer quarterly to see that the expenses fit the budget.
8. Circulate other newsletters received to the program chairman and the president.
9. Prepare a written summary for the annual meeting, send to all board members, and present it at the annual meeting.
10. Instruct successor and deliver all records and chapter property to incoming Third Vice-President within thirty (30) days following completion of term.

E. The recording secretary shall:

1. Keep the complete and accurate minutes of all Board of Directors meetings and the Annual Meeting.
2. Send first draft of minutes to proofreaders, incorporate changes, and distribute copies to the board.

3. Submit final file of all minutes, including all committee reports, to the tech committee chair to be uploaded to the Google Drive.
4. At the annual meeting and board meetings:
 - a. Provide minutes of previous meetings for approval.
 - b. Record minutes of meeting.
5. Instruct successor and deliver all records and chapter property to the incoming Recording Secretary within thirty (30) days of completion of term of office.

F. The corresponding secretary shall:

1. Conduct the general correspondence of the chapter as required by the president. Discuss with the president what general types of correspondence can be sent to chapter members without prior approval.
2. Send notices for special meetings and events. Send invitations containing the Zoom links for all hybrid meetings in a timely manner.
3. Distribute newsletters to chapter members, the EGA National office (Membership Coordinator), and the Mid-Atlantic Region Director and newsletter editor. In addition, send to other newsletter editors of chapters in the region.
4. Send notes of sympathy, get well, and thanks to members and donors as appropriate.
5. Send out a digest of chapter events and happenings in months when the newsletter is not published.
6. Instruct and deliver all records and chapter property to the incoming corresponding secretary within thirty (30) days of completion of term of office.

G. The treasurer shall:

1. Receive all money, pay all bills, sign all checks and be custodian of all funds, including the PayPal account, which shall be kept in a separate chapter account. The President will be a cosignatory on the account.
 - a. Reconcile the bank statement when it is received.
 - b. Keep the books accurately.
 - c. Manage funds in a fiscally responsible way.
 - d. Deposit promptly all money received.
 - e. Keep an itemized account of all receipts and disbursements.
 - f. Count money received and provide a receipt upon request for all cash.
2. Disburse money as authorized by the policies and procedures.
 - a. Officers and committee chairmen shall be reimbursed for previously approved expenses including postage, copying and supplies
 - b. The regional representative shall receive expenses in the amount to coincide with the Mid-

Atlantic Region fiscal guideline for reimbursement of members of the Board of Directors travel expenses (Mid-Atlantic Region Officer Handbook, Section VII Fiscal Policies, Sub-Section D: Travel, Lodging and Per Diem Reimbursements, #7). The chapter will reimburse our regional representative, within the chapter budget, for meals and one night's lodging for attendance at regional meetings with prior approval from the chapter president. Must receive receipts to substantiate all payments.

3. Provide a written financial report at all board meetings and at the annual meeting and send to all board members.
4. Serve on the budget committee. Assist the budget committee in the preparation of the budget for the approval of the board and adoption by the chapter membership. The budget committee prepares a balanced budget.
5. Forward the budget, as adopted, for publication in the newsletter prior to the annual meeting.
6. Prepare and send the Annual Financial Report to EGA headquarters and to the Mid-Atlantic Region director by February 15th.
7. Serve as board liaison of the Ways and Means Committee.
8. Work with the membership chairman in collecting and processing dues for plural and Life members. If dues are paid through PayPal, the chapter will absorb the service fee.
9. Work with the program chairman, and others as necessary, on financial arrangements for programs and workshops. If registration is made using PayPal, the member is assessed an amount to cover the PayPal service fee,
10. Monitor expenses during the year to see that budget allocations are not exceeded and if necessary, notify the president, the board, and appropriate chairman of potential financial problems.
11. Propose chapter financial policies to the board as necessary.
12. Have a review of the books performed annually by the Audit Committee with a written report placed on file. The Board of Directors may order a review at any time.
13. Prepare a written summary for the annual meeting, send to all board members, and present it at the annual meeting.
14. Instruct successor and deliver all records and property of the chapter to in-coming Treasurer within thirty (30) days following completion of term of office.

H. Directors shall:

1. Serve as members of committees as appointed by the president and be prepared to give a report at the Board of Directors meeting if required.
2. One shall serve as the Regional Representative to the Mid-Atlantic Region meetings. A successful region depends upon the participation of every member chapter—this comes about through the efforts of the representative. This person shall:
 - a. Act as a liaison between the Mid-Atlantic Region and the local Chapter.
 - b. Be appointed by the chapter president.
 - c. Serve on the MAR Board of Directors as chapter representative and on the chapter's board.

- d. Be familiar with the MAR Officers' Handbook, in particular, the bylaws and policies and procedures.
 - e. Cast the chapter's votes and voice its opinion.
 - f. Report on the MAR Board meeting and other region activities to the chapter members. The Regional Representative is encouraged to write a column for the chapter newsletter.
 - g. Report concerns of the chapter to the Region Director and/or MAR Board of Directors.
 - h. Confirm that the Chapter Officers Form is sent to the MAR Secretary and EGA Headquarters whenever changes occur.
 - i. Make certain that board members are aware of ANCAC and MAR services such as use of the Regional newsletters to promote chapters' activities, listing of teachers available within the Mid-Atlantic area, and sharing of outside teachers.
 - j. Read all communications from the Region promptly and respond in a reasonable length of time to any questions or forward as appropriate.
 - k. Carefully read every Regional newsletter and confirm that a copy of the chapter newsletter is sent to the Regional Director and the newsletter editor. Be familiar with the copy deadlines. One of the purposes of the Regional newsletter is to combine news from all chapters.
 - l. Inform the Regional editor of local news that would be of interest to the entire region—needlework exhibits, workshops open to EGA members outside the chapter, etc.
 - m. If the Regional Representative cannot attend the Regional Board meeting, they shall send a substitute. The chapter should be represented at a minimum of two of the yearly meetings. Be sure that the Regional Director receives a written chapter report for each Regional Board meeting.
 - n. If the chapter requests or invites the Regional Director to make a chapter visit for any purpose, the Regional Representative shall arrange for home hospitality if needed and see that the RD is reimbursed for travel expenses.
 - o. Instruct successor and deliver the MAR Officers' Handbook and all other property of the chapter within thirty (30) days on notification of who the successor will be.
3. Accept and complete special assignments as made by the president.
 4. Bring concerns of the membership to the attention of the Board of Directors.
 5. Assist the president as needed.
 6. Advise the president if unable to attend scheduled meetings.
 7. Instruct successor and deliver all records and property of the chapter within thirty (30) days on notification who the successor will be.

V. COMMITTEE CHAIRMEN GENERAL POLICIES

A. Method of functioning

1. The committee chairman arranges potential meeting dates with the board liaison member and/or the president since one or the other should be in attendance at all meetings, and subsequently publishes them on the Google chapter calendar.

2. The chairman should contact all members of the committee and the board liaison member within forty-five (45) days after appointment to outline expectations and activities and set meeting dates.
3. If a chairman is unable to get cooperation from committee members, this is to be reported to the president immediately for advice.
4. If a chairman is unable to serve after accepting an appointment, an immediate resignation is to be submitted to the president, so that a replacement can be appointed.
 - a. If a chairman is non-functioning for two (2) months, the Board of Directors may request a hearing with the chairman; the board will offer advice or assistance, or replace the chairman as indicated.
 - b. If the Board of Directors requests a hearing with the chairman and the chairman does not respond, the chairman will be replaced and notified by letter of the removal from chairmanship.

B. Reports/Records

1. Maintain a current record of members' meeting attendance and participation and be prepared to submit it to the president on request.
2. Keep brief, concise minutes of all committee meetings.
3. Give brief verbal reports to the membership monthly when pertinent, re: current project, activities and/or results. (If the chairman is unable to attend the monthly chapter meeting, a member is to be designated to give the report. The president should be notified.) The committee chairman is responsible for informing the president whether or not a report is to be given at the meeting. Reports must keep to a strict time limit, especially when a Zoom lecture is scheduled.
4. All committee chairmen who are not on the board should send their report to the board before the board meeting.
5. Reporting dates for submitting the annual report will be given to committee chairmen by the president. The report shall include an expense report for the year and recommendations to the board.
6. Prepare a written summary for the annual meeting, send to all board members, and present it at the annual meeting.
7. Deliver all records to succeeding chairman within thirty (30) days from the appointment.

VI. DUTIES OF STANDING COMMITTEES

Every standing committee should have two (2) or more members plus the chairman. The committee should meet at the discretion of the chairman and present a report of its activities at the next board meeting.

A. Education and Program Committee

1. The duties of the program chairman have been noted under the duties of the First Vice-President.
2. Leaders of the special interest groups and area meetings may be members of this committee, as well as other members of the organization.
3. Designate the leader of a group correspondence course who shall consult with the chairman of the committee.
4. Devise a questionnaire to discover what educational topics the membership wishes to explore.

5. Be responsible for arranging all programs for the general meetings. Plan and present programs of varied scope to hold the interest and meet the needs of the membership.
6. Be responsible for arranging workshops taught at other times, and find and arrange their meeting places.
7. Provide programs for the first three (3) months of the program year following the term of the current program chairman.
8. Submit a schedule of programs and meeting places to the newsletter editor and the corresponding secretary for distribution to the membership.
9. Be responsible for arranging meals and accommodations for visiting teachers and lecturers.
10. Maintain program registration records for all meetings.

B. Membership Committee

1. The duties of the membership chairman have been noted above under duties of the Second Vice-President.
2. Maintain and amend the membership roster, publish and distribute it yearly, and place updates in the newsletter.
3. Be responsible for the timely distribution to new members of a "new member packet." This will include, but not be limited to, membership directory, copy of current bylaws and policies and procedures, nametag guidelines, questionnaire on program interest, etc. and arrange for sending copies of the two most recent issues of the newsletter.
4. Promote membership in EGA.
5. Promote participation in chapter activities.

C. Newsletter Committee

1. The duties of the newsletter editor have been noted above under duties of the Third Vice-President.
2. Be responsible for the distribution of the newsletter.
3. Be responsible for soliciting copy from the advertisers and submitting it to the newsletter editor. The advertising policy for the newsletter is as follows:
 - a. Business Card Size (1 ¾ x 3 inches) \$30.00 annually (6 issues)
 - b. 1/8 page (2 x 3 inches) \$42.00 annually (6 issues)
 - c. ¼ page (4 x 3/14 inches) \$60.00 annually (6 issues)

D. Budget Committee

1. The budget committee shall consist of the president, treasurer, and program chairman. The president shall serve as chairman.
2. Prepare a budget which shall be presented for approval at the August board meeting.
3. The proposed budget must be published in the October/November newsletter to be voted upon by

the membership at the annual meeting in November. Ask board members and committee heads for information and budget requests by early July.

E. Nominating Committee

1. The committee shall consist of three (3) members, each having a term of three (3) years, one being elected each year. In the year in which this is started, one person shall serve for one (1) year, one for two (2) years and one for three (3) years. The chairman shall be the person who has only one (1) year left to serve.
2. Select qualified candidates for each office, considering the individual's active participation in, attendance at meetings, and contributions to the organization. Take into consideration the various meeting places, so that geographic representation may be assured.
3. Present a slate of officers which must be published in the October/November newsletter, to be voted upon by the membership at the annual meeting in November.
4. Advise the candidates of the demands of the office prior to their commitment to serve.
5. The immediate past-president will serve as liaison and becomes a non-voting member of the committee.

F. Audit Committee

These guidelines are established to help the internal chapter audit committee fulfill its responsibility to ensure overall compliance with federal statutes covering non-profit organizations.

1. Purpose: The committee is appointed by the chapter president. There should be not less than two members, preferably three. The committee shall review the books annually in January. The goal of the committee is to check the books, see that the bank statement is balanced, and in general, ensure that all is in order. If a mistake is made it is better to catch it prior to turning in the annual financial reports.

The committee is also to review chapter procedures to ensure there are no violations of IRS rulings for non-profit organizations.

2. Preparation: To start the audit process, organize the financial records:
 - a. Obtain all bank statements.
 - b. Separate and chronologically order receivables file and the payable file.
 - c. Determine amounts and sources of earned interest.
 - d. Identify and total donations made to chapter.
 - e. Ensure that reimbursements are a separate line item and that there are receipts to justify them.
 - f. As some large chapters may have petty cash, ensure that there are receipts or notations to match each cash outlay; the sums of each must balance.
 - g. Expenses must be categorized; the committee should check the amounts and dates bills are paid.
3. Process: When all of the necessary files are in order, start the audit process.
 - a. Balance the bank statements. Note to whom checks were written. At this point, if you question the validity of a payment, set the check aside and make a note to research further. Continue balancing the statements.
 - b. If there are savings accounts, match the deposit slips with bank statements to ensure that all were properly credited.

- c. If there is petty cash, check for receipts and check that the established limit was never exceeded.
- d. Check the interest on the accounts to ensure it was properly recorded on the chapter's books.
- e. If there were cash donations to the chapter, ensure that these figures are kept separate from dues, and that they are specifically identified within the records.
- f. According to the Guidelines for Treasurers, the chapter's books should be kept in the form of double entry, with a journal, itemizing each transaction. Ensure that the spreadsheet lists each item under its appropriate column. These are the columns that are added to get totals for dues, rent, teachers, interest income, etc. If even one item has been forgotten, then the financial picture on these pages won't match the bank statement. (With one person reading the journal aloud, another can find the item in its column. This is the most likely place to find an error. It is easy to forget to record an entry on the spreadsheet!) By checking this area carefully, potential problems can be corrected.
- g. Review the reimbursement file to ensure that payouts have receipts, whether they are legitimate, and how they compare with the budget limitation.
- h. Review any questions about any of the checks that had been noted during the examination of the bank statement (step a). Review documentation.

It is important to have solid support for every transaction, if at all possible. This support creates an audit trail so that anything generated can be traced, anything paid or received can be matched. If a mistake has been made, it can be found. The audit committee is following the paper trail left by the chapter treasurer.

4. Report

Discrepancies, errors, or omissions should be reviewed by the internal audit committee with the chapter president and treasurer in an attempt to rectify the problem. The results of the committee's activities should be reported to the chapter's Board of Directors at the next regularly scheduled meeting.

VII. DUTIES OF SPECIAL COMMITTEES

Every special committee should have two (2) or more members plus the chairman. The committee should meet at the discretion of the chairman and present a report of its activities at the next board meeting.

A. Hospitality Committee

- 1. Be responsible for the coffee table at meetings, including maintaining supplies of coffee, tea, and paper goods.
- 2. Maintain an attendance list by providing a sign-in notebook prior to starting the meeting.
- 3. Provide paper nametags and a collection container for the money from forgotten nametags.
- 4. Introduce guests and new members to the whole group and also to individual members having the same interests.

B. Community Outreach and Diversity Committee

- 1. Be responsible for all news media publicity about chapter activities.
- 2. Look for ways to reach out to new and diverse communities.

3. Be responsible for organizing liaison between members of the chapter and groups in the community for the purpose of sharing embroidery skills.
4. Be responsible for staffing a booth at community events in cooperation with the membership committee and the ways and means committee.
5. Be responsible for submitting a regular article to the Chapter News Column of *Needle Arts*.
6. Work with the Program Committee to design a community stitching project.
7. The chairman will report our community outreach project to the president.

C. Historian Committee

1. Keep the scrapbook of all the activities (i.e., events, projects, programs and courses offered) of the chapter up to date. This scrapbook will be available to the membership as well as on the chapter's Google Drive.
2. Keep a separate running account of chapter activities, which may be sent as requested to the Mid-Atlantic Regional historian and to the program committee.
3. Maintain a file of all chapter newsletters in digital form.

D. Exhibit Committee

1. Organize and hold an exhibit open to the public. When chapter participates in local exhibitions like Woodlawn and Montpelier House Museum, manage collection of items, including insurance forms and transportation to and from exhibit.
2. Funds shall be advanced to the committee to cover necessary supplies, printing and advertising expenses for a chapter exhibit. This money shall be repaid to the treasury from fees collected.

E. Technology Committee

1. General
 - a. Identify opportunities where information technology/social platforms can assist chapter in achieving its goals.
 - b. Review, recommend and advocate for chapter's information technology/social media direction, capabilities, strategic objectives, and resource allocation.
 - c. Assess how effectively current technology/social media is being used by the chapter.
 - d. Advise and recommend information technology strategies and approaches to enhance and simplify the end user experience.
 - e. Identify and address issues of security and privacy concerns.
2. Website management
 - a. Be responsible for the day-to-day maintenance and administration of the chapter website to ensure it meets user needs and organizational goals.
 - b. Maintain pages, adding new content and removing out-of-date content.
 - c. Stay current with the latest web design, development trends and technologies.

- d. Identify and troubleshoot website technical issues, and ensure the website has accurate current domain and hosting information.
 - e. Monitor, assess, and report on website performance, and optimize site performance and user experience.
3. Zoom account management
 - a. Ensure subscription service to Zoom is paid by chapter.
 - b. Install latest Zoom updates.
 - c. Schedule Zoom links for all hybrid meetings.
 4. Social media accounts
 - a. Administer the day-to-day maintenance and content of social media accounts to ensure they meet the chapter's needs and goals.
 - b. Schedule and publish content across social media accounts.
 - c. Monitor posts for appropriate content and engagement, and delete all inappropriate content.
 5. Hybrid meetings
 - a. Provide link for hybrid meeting to corresponding secretary.
 - b. Coordinate who will host hybrid meeting and sign into the meeting in a timely manner.
 - d. Place camera at the in-person meeting strategically to allow those attending online as much access as possible to content and discussion being shared at the in-person meeting.
 - e. Use gallery and spotlighting technology to allow both in-person and online attendees the ability to see content.
 - f. Use external microphone when in-person members are speaking so that all attendees can hear content being shared.
 6. AV needs
 - a. Stay up to date with technology trends and best practices. Identify, prioritize, and recommend areas for expansion of technology utilization for the enhancement of the chapter programs.
 - b. Keep an inventory with photos of all technology devices currently in use or available.
 - c. Recommend funding strategies and priorities for technology spending.

F. Ways and Means Committee

1. Be responsible for arranging ways to raise additional funds. Such funds will be used by the whole chapter, as decided by the board.
2. Review the needs of the chapter and submit fundraising projects to the Board of Directors for discussion and approval before engaging in any contracts or commitments.
3. Report plans to the membership for fundraising projects and their implementation.
4. Collect all moneys from fundraising projects and submit moneys with written interim reports to the

- treasurer as soon as possible after collection.
5. Chairman may elect to appoint co-chairman for each fundraising project.
 6. Report direct expenses and income of each project to the board.
 7. Prepare a written summary for the annual meeting, send to all board members, and present it at the annual meeting.

VIII. PROGRAMS AND WORKSHOPS

- A. All workshops taught at the regular meeting and at other times should be self-supporting.
- B. A non-EGA member guest wishing to participate in a workshop may only do so on a one-time basis and as space permits.
- C. Workshops taught outside chapter meetings must be announced in the newsletter and at chapter meetings.
- D. The cost of a workshop is based on the number of participants. The charge to each participant is calculated as follows:

(teacher's fee + teacher's travel expenses and if necessary, accommodations and meals + meeting place charge) divided by the number of participants, in addition to the kit cost.
- E. If this workshop teacher also gives a program for the chapter meeting, one half of the travel expenses will be paid by the chapter.
- F. One of our own members who agrees to teach their original project with complete written instructions or lecture at one general meeting shall have a contract to receive an honorarium of one hundred dollars (\$100.00) as a teacher's fee.
- G. Workshop reservations must be made by published registration deadline by sending fees to the registrar.
- H. Withdrawal from a workshop will result in forfeiture of the fee if there are no replacements from the waiting list for the space.
- I. Mailing charges will be assessed for kits to be sent to any member unable to attend a workshop, if the teacher permits the kit to be released.
- J. Any money collected above the cost of the workshop is refunded to the participants unless the refund is less than two dollars (\$2.00) per person, in which case the money will be contributed to the general treasury.
- K. When "Take-Home-a-Program" is taken, it should be shown at the General meeting within one (1) year of the original offering from the region. A "Take- Home-a-Program" may be offered anytime.

IX. NAMETAGS

- A. A needlework nametag stitched by the member should be worn at each meeting. No size, technique or degree of expertise is specified.
- B. Members not wearing a needlework nametag will be asked to wear a paper nametag and contribute \$0.25 to the hospitality supplies kitty.
- C. New members shall be given a two (2) month grace period to stitch a nametag.

X. AMENDMENTS TO THE POLICIES AND PROCEDURES

They may be amended by a simple majority vote of the members present at any general meeting. Changes in these Policies and Procedures and any new ones adopted by the Board of Directors must be submitted to the membership as stated.

These Policies and Procedures are complete and supersede any previous ones issued prior to the date on the heading.