

CONSTELLATION CHAPTER EGA ZOOM BOARD MEETING

April 16, 2024

Zoom Meeting Recorded by Mary Tod
Minutes Submitted by Bonnie Berman

Meeting called to order at 7:04 pm by Susie Jordan, President.

MEMBERS PRESENT: A quorum was met with the following attendees: Susie Jordan, Alice LaSota, Cynthia Rosenberg, Devon Andres, Sue White, Donna Finley, Jane Bauersfeld, Jeanette Farrell, Judith Todes, Jan Rollins, Carol Crumley, Mary Tod, Kathy Walker, and Bonnie Berman. Darcy Walker was also in attendance.

AGENDA (Attachment #1, 1.1 & 1.2):

Submitted by Susie Jordan, President

- See Attachment #1, 1.1 & 1.2.

APPROVAL OF MINUTES OF THE PREVIOUS MEETING:

- There are problems using the Constellation EGA emails. For now do not use them.
- A motion to approve the minutes of January 16, 2024, was made by Bonnie and seconded by Mary. There were no objections. Motion carries.

PROGRAMS (Attachment #2):

Submitted by Alice LaSota, 1st VP/Programs & Education

- See Attachment #2
- Kathryn Drummond who taught Pax design by Zoom sent a thank you note.
- Alice reported that the Annual Showcase will be enhanced this year with more space, door prizes, and auction items which will be used to support the Legacy Fund. Program will be in person and on Zoom.
- Alice will roll off the Program Committee this year. Ann Fink will take leadership and one new person will be added to Program Committee.

TREASURER (Attachment #3 & 3.1):

Submitted by Devon Andres & Sue White, Treasurers

- See Attachment #3 & 3.1
- Financially sound.
- Renewed CD at 4.5% interest.
- To date we have had more expenses than income. In April and May when memberships are paid there will be more income.
- We have already received more donations than estimated for the year.

MEMBERSHIP (Attachment #4):

Submitted by Cynthia Rosenberg, 2nd VP/Membership

- See Attachment #4
- Cynthia stated she has not received any communication from National indicating who has renewed and has not received any funds from National.
- Clarification was made by Mary Tod that when we first started using Pay Pal that we would not charge any fee to members for using Pay Pal to pay their dues.
- Membership list will be sent out after renewal.
- Spreadsheet of the membership list will be sent to Board Members quarterly.

- Cynthia is going to call Rand at National to get clarification about renewal communication and payment as well as what happens to people who do not use computers and want to send a check for renewal. Also, she will check with Donna Pence.
- Cynthia will bring laptop to help anyone at May's Saturday meeting and Jan will help at the May's Monday meeting. Mary brought up the issue of people who do not use computers at all would have an issue because registration would want an email that they do not have. She recommended they call National and talk with them.
- Darcy has shared the Google Docs that Dayton is using for renewal. They had links that took you directly to their membership status and required dues.

NEWSLETTER (Attachment #5):

Submitted by Karen Olsen, 3rd VP/Newsletter

- See Attachment #5
- Donna will be sending out a "May Happenings".
- Kathryn Justice has agreed to join the editing team.
- Jan needs help writing about Cecelia Bedford. Alice suggested contacting Rosemary Miller.

REGIONAL REPORT:

Submitted by Susie Jordan and Jane Bauersfeld

- Neither Susie nor Jane were able to attend. Minutes of the Regional meeting will be sent out.
- Deneen gave Susie past Region information. Susie and Jane will find a time to transfer this information from Susie to Jane.
- Amy Helsel went to the ThaP. Amy Helsel will teach the ThaP piece in December 2024.
- Regional meetings are going to be virtual through June 2026.
- Region Seminar is in Gettysburg on June 18-22, 2025.
- Region is looking for a volunteer to be Secretary.
- Possibility of a fall stitching retreat in Corning, NY, to connect with our MER chapters.

TECH TEAM:

- Susie would like to get together with Tech Team.
- QR codes will go on displays for different events as well as a handout with the QR code which will be a little bigger than business cards.
- Edie and Mary are going to use a free QR site which meets our needs of needing a static code not a dynamic code. There will be a website page that the QR code will go to and items on that page can be changed as needed.
- Edie and Mary will make their best effort to have it ready for Sheep and Wool Festival but for sure for the Pride Festivals.
- Jeanette is responsible for putting items on the calendar but it would benefit everyone if you have something for the calendar to notify her directly.

OUTREACH (Attachment #6):

Submitted by Jeanette Farrell

- See Attachment #6

IDEA/Diversity:

Submitted by Susie Jordan, President

- Outreach and Diversity are meeting on April 13, 2024, at 9 AM to share and brainstorm.

- We have coverage for Sheep and Wool Festival on May 4 & 5 but everyone is encouraged to attend.
- There has not been enough volunteers signing up for the Annapolis Pride or Baltimore Pride. The Baltimore Pride may not happen.
- We will participate in the Howard County Fair on Aug 6, 10 AM-2 PM, and Aug 8, 4 PM-8 PM.
- Updated business cards and brochures will be here April 14.
- More notecards will be ordered as needed.

CORRESPONDING SECRETARY (Attachment #7):

Submitted by Donna Finley, Corresponding Secretary

- See Attachment #7

OLD BUSINESS:

- Policy and Procedures
 - Jan, Mary and Bonnie have requested updates on Policy and Procedures but have not received any responses. They will combine all the updates and have an updated document for review.
 - Bonnie has previously sent them out for review and they were included with the agenda.
 - Susie is going to ask Donna Pence if any chapter has updated their Policies and Procedures and would be willing to share.
 - Jan asked if the Policy and Procedures have to be turned in to the Region. Susie said that she has already inquired and they are for Chapter use.
 - Since Covid we have added items that need to be added to our Policy and Procedures such as the Tech Committee, Hybrid meetings, Pay Pal, etc.
 - Susie would like to work on this at the next Board Meeting.
- Mentoring needs to be followed up on. Darcy reported that there is a discussion going on at National level by the Securing Our Future Committee about creating ready-to-use programs on basic techniques for Chapters to use.
- Nominating committee is supposed to be Nancy Knuth (2024) and Darcy Walker (2025). Penny Haviland and Carol Crumley have agreed to join the team. Nancy Knuth should be the Chair. Susie is going to call Nancy to follow up.
- Our items at Fireside's Ebay should be coming up for purchase in May.
- Book Group is going to go Regional.
- ANCAC
 - Made up of six chapters.
 - Meets monthly on the 2nd Thursday at 7 PM.
 - Susie asked Michelle Hunter to attend since Susie cannot always attend.
 - It was suggested that ANCAC host the 2027 Regional Seminar.
 - It was suggested by MAR that the seminar be hybrid (in person and online).
 - Each chapter would be responsible for a portion of the seminar.
 - It was also suggested that the chapters responsible for the in-person portion would be responsible for obtaining meeting rooms but not hotel accommodations.
 - The six key positions are Chair, Treasurer, Faculty, Secretary, Facilities and Administration.
 - It was thought that if each chapter had two or three volunteers on the Leadership Committee that it would work.

- ANCAC needs to let Region know if they will be responsible for the seminar by October.
 - Mary brought up the question if the seminar does not make a profit does ANCAC have any financial responsibility. Susie understands that as long as financial responsibilities are carried out there is not a penalty for not turning a profit.
 - A motion was made to authorize the President of the Constellation Chapter to continue discussions to participate with ANCAC leading and executing the 2027 Regional Seminar if three volunteers can be found. The motion was made by Bonnie and seconded by Carol. There were no objections. Motion carries.
- Yahoo account has been closed.
- HCAC sent out a request to help clean and organize the room's storage areas in preparation for the move. Terri has organized our items in the rolling cabinet so nothing has to be done to that. Keep in mind that we will have to decide if we will move to new location or if we can find another venue. If we go with new venue we need to decide where. We should consider where the members who attend the meetings live, not the entire membership. Susie would like to have a backup plan in place. Darcy suggested checking Fire and Police stations for space.
- America's Tapestry project. There have been a few emails but nothing definite.
- In addition to giving out QR codes at events we will also collect emails and send follow-up emails.
- Nancy needs help with the Legacy Fund. Donna and Susie will put something in the Newsletter.
- Angel Fund on hold for now.
- Donna reported that the scanning of old newsletters that she was given from Karen is completed. She needs to fill in some and check the ones scanned.
- After discussion it was decided that this year's donation go to help with the Francis Scott Key Bridge collapse. We will be searching for the appropriate charity.
- Alice will talk to the crewel group and others to start an article for Needle Arts showcasing Penny as our historian,

Mary made the motion to adjourn the meeting at 8:42 pm. Alice seconded. There were no objections.

Constellation EGA Board Meeting Agenda

April 16, 2024

Zoom

- Call to order.
- Approval of minutes
- Programs
 - Who is replacing Alice? Susie recommends Jess Moore.
- Treasurer
- Membership
 - Plural dues details
 - Simplified info for members
 - Designated person to attend May meetings with a laptop to assist in registrations.
 - Who?
- Newsletter
 - Advertising
 - Susie sent generic emails to Karen.
 - Katherine Justice will join the editing team.
 - May 10 is the next newsletter deadline.
- Region Report
 - Susie forgot to attend – BAD SUSIE
 - Susie has info from Deneene and will get it to Jane.
 - Fall, 2024: Hotel TBD, Frederick, MD (Sponsored by Oatlands and Washington DC Chapters). The hosting chapter is planning a two-day SMART Day with Kathy Makers of Primitive Homespun Wool and Needleworks. • Spring, 2025: Aspire Hotel and Suites, Gettysburg, PA. The Region Meeting will take place during the MAR Seminar, "Stitching and Sowing Friendships," which is June 18-22. •
 - Amy Heisel and Ann Alves has offered to attend the THAP in April.
 - Fall, 2025: Hotel, city, and sponsor TBD, do we want to host?
- Tech Team
 - Website and FB updates
 - Officer changes
 - Additional storage with Google – is this done?
 - Generic emails added?
 - QR codes for chapter and region
 - Calendar updates – does this need a designated person?
- Outreach
 - Love Quilt – Jeanette Farrell
 - GB Library – Jeanette will manage.
 - February 24 at MT Road
 - March 16 at GB
 - April 20 at Mt Road
- IDEA/Diversity
 - Outreach and Diversity are meeting on April 13 at 9 AM to share and brainstorm.
 - Sheep and Wool Festival April 6 & 7
 - Annapolis Pride June 1

- Baltimore Pride June 22
- Ho Co Fair Aug 6 10 AM-2 PM and Aug 8 4 PM-8 PM
- Updated business cards and brochures will be here April 14
- More notecards are needed.
- New literature?
- Corresponding Secretary
- Old Business
 - Policies and Procedures
 - Please create a rough outline of your particular job.
 - I will send along a copy of our most recent P&P's for guidance.
 - Mentoring
 - Heidi Snyder, Nancy Kenealey and Mary are working on this.
 - Nominating committee – new team needed
 - Penny Haviland and Carol Crumly have agreed to join the team.
 - Still on the team Nancy Knuth (24) and Darcy Walker (25)
 - Donna, Judith, Carol C.... Are you staying for a second term?
 - Update new member letter/packet – Susie will talk to Nancy and Anne
 - Still needs to be done.
 - Fireside auction – still in process
 - Book Group is going regional. Amy and Jill are managing.
 - ANCAC
 - Meets monthly on the 2nd Thursday at 7PM.
 - Michelle Hunter will be attending.
 - A suggestion was made at the ANCAC meeting that ANCAC host the seminar.... Thoughts?
 - Dual seminar – part in person and part hybrid
 - Organized and run by the 6 chapters.
 - Does Constellation want to be a part of this.
 - Each chapter would contribute 2 people to the planning team.
 - Treasurer and Membership should attend – or at least be on the mailing list.
 - Susie will follow up.
 - Yahoo account closed.
 -
 - HCAC building changes
 - Who will take the lead on following this?
 - We have been asked to help with cleaning
- New Business
 - America's Tapestry
 - Follow up from emails collected at our events.
 - We need a system in place before S&W
 - Do we need to collect emails or just give out our information?
 - Consensus at O&D meeting was that we do not
 - Legacy fund
 - Angel Fund
 - Tabled for now.
 - Scanning of old newsletters
 - Nonprofit donation for 2024
 - Something related to the Key Bridge?

- HCAC Space transformation meeting
- Policy and Procedure updates to begin asap.
- MAR has reached out to me looking for a new Region Secretary – thoughts?
- An article about Penny's amazing work as historian for NeedleArts?

- Big picture question to ponder throughout the year.... We know what EGA in general has to offer and we know specifically what Constellation has to offer (GO PROGAMS!). What do we have to offer new members? Why would someone choose to join us when there is so much being offered out in the internet universe?
 - Have we been talking to our new members about why they joined?

Next Meeting June 18 on Zoom

POLICIES AND PROCEDURES (Approved 2004, Amended January 2005)

I. DUES

Annual dues shall be fifty dollars (\$50.00). [**Twenty-nine dollars (\$29.00) goes to National; two dollars (\$2.00) goes to Mid-Atlantic Region; nineteen dollars (\$19.00) goes to the Constellation Chapter, EGA. Dues for a plural member, if members of the Mid-Atlantic Regional, are nineteen dollars (\$19.00). Life members and plural members outside the Mid-Atlantic Region will pay the amount that goes to the Mid-Atlantic Region and the Constellation Chapter, twenty-one dollars (\$21.00). (1/2005)

- A. Our chapter will not give out membership lists to stores in order for them to verify membership cards shown for the receipt of discount. So, members should have their cards in their possession or they will not receive a discount. No out of date cards will be honored. (12/91)
- B. Members are requested to submit their dues by the middle of the last month of the quarter in which they are due. (2/92)

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 shall be held at the following Columbia Interest Group Meeting. Area 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. (1/2004)
- B. There shall be no fewer than four (4) business meetings each year. (1/2004)
- C. The board meetings shall be held as specified in Article VI, Section 5., on a specific day, time and location chosen by the board at their first board meeting.
- 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 is canceled.
- 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. At the General Meeting there may be a minute reading committee, comprised of two members who would read the minutes and make connections as needed. The president will designate two members who attend the meeting to be responsible for the task. The recording secretary will send the minutes to those two members designated each time. (1/97)

III. BOARD OF DIRECTORS (1/2004)

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 serve as a member ex-officio. The Board of Directors shall have general supervision of the affairs of the chapter,

The President shall appoint a parliamentarian with the approval of the Board of Directors. The parliamentarian shall serve without a vote. (1/2004)

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 Association 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 executive board with the exception of the office of the president. Nominations to fill vacancies shall be made by the nominating committee.
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. Establish policies regarding the purchasing of supplies and equipment.
10. Approve contracts for services, such as printing and mailing of the newsletter, program speakers and other special projects.
11. Shall as retiring elected members and committee chairmen deliver all chapter property to their successors within thirty (30) days after termination of their position.
12. Shall fix the day, hour, and place of meetings.

B. Individual Responsibilities

1. Service on a committee as assigned and be prepared to give a report at the Board meeting if required.

2. 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 months, the Board of Directors will offer advice, 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 by letter of the removal from office.
3. Keep well informed on the activities of the chapter, the region and National EGA.
4. Conduct oneself in accordance with the position held, so as to reflect prestige upon the chapter.
5. Arrive promptly for meetings and come prepared to discuss items of business.
6. Accept and complete special assignments as made by the president.
7. 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 executive board 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. Service as the liaison between the EGA National board, the Mid-Atlantic Regional board and the chapter and shall send her annual report to the Regional Director as required. (1/05) Materials received in the quarterly President's mailing from EGA National and Mid-Atlantic Regional boards concerning education and fiscal policies shall be relayed to the appropriate board members.
2. Preside at all meetings of the chapter and board of directors 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 board of director to serve as liaison to each committee.
4. Serve as a member ex-officio on all committees except the Nominating Committee. Offers guidance to all committees in their activities.
5. Terminate committee appointments when such appointees are nonproductive, or when a special committee has accomplished its purpose.

6. Sign all contracts and obligations on behalf of the chapter.
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 group effort to achieve unity of purpose.
11. Keep the Board of Directors and members informed on all official matters of the Association 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, etc.
14. Relay news to the Newsletter Editor at least two weeks prior to publication.
15. Keep the First Vice-President informed about chapter affairs.
16. Update president's notebook with current information from local, Regional and National EGA.
17. Distribute annual report form to all officers and committee chairmen at least one month prior to annual meeting for the purpose of collecting data about chapter activities and soliciting recommendations for planning. (1/2005)
18. After the president reviews the copy of the reports for committee recommendations, that copy is given to the recording secretary for the permanent file.
19. Prepare a written summary for the annual meeting with one (1) copy for the president and one (1) copy to the recording secretary's permanent files. (1/2005)
20. See that the Bylaws and Bylaw changes are sent to the Regional Director.
21. Serve as chairman of the budget committee.,
22. Complete election results form and mail to the 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.

23. 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.

24. Serve two (2) years beyond the term of president as a member of the Board of Directors.

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. Finalized plans shall be made in writing to the individual. Give appropriate information to the corresponding secretary so that she may send a note of appreciation to the speaker/instructor following the program.

b. Determine the cost of all educational offerings and programs. (1/2005)

c. Collect moneys involved and arrange payment to the speaker/instructor.

d. Plan at least one back-up program.

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 and the MAR newsletter editor.

4. Serve as a member of the Board of Directors. Report to the board about the programs.

5. Inform chapter members at meetings and in newsletters of all educational opportunities.

6. Send written notice of upcoming programs to newsletter editor and publicity chairman.

7. Periodically check with the President and share with the board the education information from the President's mailing which relates to the program area.

8. Keep a notebook of all past and present chapter programs.

9. Keep a notebook of information on Group Correspondence Courses, resource materials and make them available to the membership. (1/2005)

10. Perform the duties of the President in case of the President's absence or inability to act. Become chapter president if a vacancy occurs in the office of the president.

11. 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.

12. Prepare a written report for the annual meeting with one (1) copy to the president and one (1) copy for the first vice-president's files.

13. 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. Collect all dues and notify any member in arrears and promptly transfer collected dues to the treasurer.
- 4. Promptly issue renewal membership cards.
- 5. Maintain the membership roster, the directory and issue updates in the newsletter.
- 6. Submit records and dues in a chapter check to the national and regional offices.
- 7. Serve as a member of the Board of Directors.
- 8. Prepare a written report for the annual meeting with one (1) copy to the president and one (1) copy for the second vice-president's file.
- 9. 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 member of the Board of Directors.
- 3. Serve as chairman of the editorial committee. Give a report at the board meeting and general meeting.

4. See that copies of the newsletter as issued are sent to the Mid-Atlantic Region director and newsletter editor, and to the EGA National office (membership Coordinator) and the National newsletter reviewer.
5. Collect information for the newsletter and publish it in a timely fashion. Information is due by the general meeting prior to the month of publication. Suggested information includes:
 - a. Board meeting and general meeting minutes.
 - b. President's letter.
 - c. Program information from all areas.
 - d. Membership information.
 - e. Special project information.
 - f. Advertising copy and shopper's column information.
 - g. Regional information from regional representative and the regional newsletter.
 - h. National information as received by the President.
- 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. Assemble all information and block out page plans. Recommend that URGENT and DO NOT EDIT be placed on any materials that come under this description. (1/97)
 - b. Type up all information and proofread.
 - c. Put the pages together in "clean copy" for the printer. Do a final proofread.
 - d. Take a "clean copy" to the printer and notify circulation chairman. Pick up the finished copies and the original if the circulation chairman is unable to do so.
7. Consult with treasurer quarterly to see that the expenses fit the budget. If funds are available, may include additional information as space permits, e.g., articles that include written copyright permission. (1/2005)
8. Circulate other newsletters received to the program chairman, membership chairman, and the president.

9. Prepare a written report for the annual meeting with one (1) copy to the President and one (1) copy for the third vice-president's file.

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 and chapter meetings. Take and maintain original minutes of all meetings of the Board of Directors and of the Chapter. A copy is to be sent to the President within fourteen (14) days following the meeting.

2. Forward copies of the minutes of the general meeting and the board meeting to the EGA National office, to the Mid-Atlantic Region director and the chapter president. Copies of the minutes will be given to each member of the board.

3. Maintain the file of all past and present minutes.

4. Receive and maintain all committee reports.

5. Keep copies of the by-laws, policies and procedures, annual reports and other pertinent information.

6. Assist the President in preparing an agenda for a meeting by reviewing the minutes and noting pertinent data.

7. At regular meeting and board of directors meetings:

a. Read minutes of previous meetings.

b. Record minutes of meetings.

8. Serve as member of the Board of Directors.

9. Instruct successor and deliver all records and chapter property to incoming Recording Secretary within thirty (30) days following completion of term.

F. The corresponding secretary shall:

1. Conduct the general correspondence for the chapter as required by the president.

2. Send notices for special meetings.

3. Send thank you notes to instructors/speakers, to leaders of group correspondence courses and also send notes of sympathy, get well, and thanks to members as appropriate. (1/2005)

4. Write correspondence for the chapter only at the direction of the President. Provide the President with a copy.

5. Serve as a member of the Board of Directors.
6. Instruct successor and deliver all records and chapter property to incoming Corresponding Secretary within thirty (30) days following completion of term.

G. The treasurer shall:

1. Receive all money, pay all bills, sign all checks and be custodian of all funds, which shall be kept in a separate chapter account.
 - a. Reconcile the bank statement when it is received.
 - b. Keep the books accurately.
 - c. Manage funds prudently; be aware that interest-bearing accounts earn extra income for the Chapter.
 - d. Deposit promptly all money received.
 - e. Keep an itemized account of all receipts and disbursements.
 - f. Count moneys received and provide a receipt upon request for all cash.
2. Disburse money as authorized by policies and procedures. (1/2005) Officers and committee chairmen shall be reimbursed for previously approved expenses including postage, telephone, copying and supplies. 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 for meals and one night's lodging for attendance at regional meetings up to a total of \$100.00 per meeting, with prior approval from the chapter president. If more than \$100 reimbursement will be required, prior approval of the amount will be required from both the president and treasurer. Must receive receipts to substantiate all payments.
3. Make a financial report at the general business meetings, board meeting and a written report at the annual meeting. A copy is to be given to the President and Secretary at each meeting.
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. Send National dues (\$29.00 each member) and membership information to the EGA National office. Send Regional dues (\$2.00 each member) and membership information to the Regional treasurer.
9. Work with the program chairman, and others as necessary, on financial arrangements for programs and workshops.
10. Monitor expenses during the year to see that budget allocations are not exceeded and if necessary, notify the president, executive committee and appropriate chairman of potential financial problems.
11. Propose chapter financial policies to the Board of Directors as necessary.
12. Have an audit of the books annually by the audit committee with a written report on file (1/2005). The Board of Directors may order an audit at any time.
13. Present a written report at the annual meeting with one (1) copy being given to the President, one (1) copy for the treasurer's file or office and one (1) copy to the Newsletter Editor for publication.
14. Serve as member of the Board of Directors.
15. Instruct successor and deliver all records and property of the chapter to incoming 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 a 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. It is recommended that the representative not be 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, 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 Region Representative is encouraged to write a column for the chapter newsletter.
- g. Keep the MAR Officers' Handbook current.
- h. Report concerns of the chapter to the Region Director and/or MAR Board of Directors.
- i. Confirm that the Chapter Officers Form is sent to the MAR Secretary and EGA Headquarters whenever changes occur.
- j. Make certain that board members are aware of Region services such as use of the Region newsletters to promote chapters' activities, listing of teachers available within the Mid-Atlantic area, and sharing of outside teachers.
- k. Read all mailings from the Region promptly and respond in a reasonable length of time to any questions. When information comes from the Region relating to your officers or committee chairmen, keep the original, but have additional copies made and see that the proper person receives the information.
- l. Carefully read every Region newsletter and
 - i. Inform the board of any Region action covered in the newsletter.
 - ii. From the Region news, send the newsletter editor anything of interest to the general membership.
 - iii. Make certain that a copy of the chapter newsletter is sent to the Region Director and the newsletter editor. Be familiar with the copy deadlines. One of the purposes of the Region newsletter is to combine news from all chapters.
 - iv. Inform the Region 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 Region Representative cannot attend the Region Board meeting she shall send a substitute. The chapter should be represented at a minimum of two of the yearly meetings. Be sure that the Region Director receives a written chapter report for each Region Board meeting.
- n. If the chapter requests or invites the Region Director to make a chapter visit for any purpose the Region Representative shall arrange for her home hospitality if needed and see that she is reimbursed for travel expenses.
- o. Instruct her 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 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 her successor and deliver all records and other property of the chapter within thirty (30) days on notification of who the successor will be.

V. COMMITTEE CHAIRMAN GENERAL POLICIES

A. Method of functioning

1. The committee chairman determines potential meeting dates. The chairman then advises the president and committee members of these dates.
2. The chairman is to contact all members of the committee and the board liaison member within forty-five (45) days after appointment outlining expectations, activities and setting meeting dates. This contact may be via mail, telephone or a meeting.
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, 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. Arrange meeting dates, cooperatively, with the board liaison member and/or president since one or the other should be in attendance at all meetings.
2. Maintain a current record of member's meeting attendance and participation and be prepared to submit it to the president on request.
3. Keep brief, concise minutes of all committee meetings.
4. Verbal reports may be given 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.) A brief written report must be given to the secretary for filing. The committee chairman is responsible for informing the president whether or not a report is to be given at the meeting.

5. All committee chairman that are not on the executive board should have their report to the board liaison or the president before the board meeting.
6. Forms and reporting dates for submitting the annual report will be given to committee chairman by the president. The report should include an expense report for the year and recommendations to the executive committee.
7. Written reports are to be submitted at the annual meeting with a brief synopsis of the year's activity, one (1) copy to the president and one (1) copy for the committee file. This report should include meeting attendance of members.
8. Deliver all records to succeeding chairman within thirty (30) days from the appointment.

VI, DUTIES OF STANDING COMMITTEES

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 area meetings may be members of this committee, as well as other members of the organization.
3. One member should be in charge of all group correspondence courses and be the chapter coordinator of educational programs offered by EGA.
4. Devise a questionnaire to discover what educational topics the membership wishes to explore.
5. Be responsible for arranging for 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 for workshops taught at other times.
7. Provide programs for the first three (3) months of the program year following the term of the current program chairman.
8. Be responsible for finding and arranging for meeting places.
9. Submit a schedule of programs and meeting places to the Newsletter Editor for distribution to the membership.
10. Be responsible for arranging meals and accommodations for visiting teachers and lecturers.
11. 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 by-laws 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 collation and mailing of the newsletter and for maintaining the mailing list.
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 display
 - 1/8 page for one issue—\$6.00
 - 1/8 page for six issues—\$30.00 (5/99)
 - b. Classified ads
 - 50 words per issue—non-chapter members—\$5.00
 - 60 words per issue—chapter members—\$3.00

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.

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 individuals 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 audit 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. These rulings include:

- a. that fund raising activities should be stitchery-related to avoid receiving income which could be taxable as unrelated business taxable income ("UBTI").
- b. that chapter's holding funds in excess of 1/2 times the previous year's total revenues should show, through the secretary's minutes, that the funds should not be co-mingled but placed in separate account titled "restricted funds" with purpose identified. When these funds are used, subtract the amount from the account and document the use by receipts, kept in separate files.
- c. that chapter's revenues must be used for the stated tax-exempt purpose of the organization—in this case, education. (For example, on any day a class is taught by an outside teacher, her fee and luncheon expenses can be paid,

but luncheon for members taking the class cannot. Using chapter funds under such circumstances could be construed as benefiting members personally.)

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 the necessary files are in order, start the audit process.

- a. Balance the bank statements. Examine the canceled checks, front and back. Note to whom they were written and who endorsed them. 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 books should be kept in the form of double entry, with a journal, itemizing each transaction. Ensure that the spread sheet 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

spread sheet!) 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 (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 must meet no less than every three (3) months at the discretion of the chairman and present a report of its activities at next board meeting.

A. Hospitality Committee

1. Be responsible for the coffee table at meetings.
2. Maintain an attendance list by providing a sign in notebook prior to starting the meeting.
3. Provide name tags and a collection container for the money from forgotten name tags.
4. Have a greeter from the membership at the door to keep the attendance list and check on nametags. Introduce new members to the whole group and also to individual members having the same interests.

B. Public Relations and Community Outreach Committee

1. Be responsible for all news media publicity about chapter activities
2. Be responsible for organizing liaison between members of the chapter and groups in the community for the purpose of sharing embroidery skills.
3. Be responsible for staffing a booth at community affairs in cooperation with the membership committee and the ways and means committee.

4. Be responsible for submitting a regular article to the Chapter News Column of *Needle Arts*,
5. Work with the Program Committee to design a community stitching project.
6. The chairman will report our community outreach project to the president.

C. Historian Committee

1. Keep the scrapbook of all activities (i.e., events, projects, programs and courses offered) of the chapter up to date. This scrapbook will be available.
2. Keep separately a 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 notebook of all chapter newsletters.

D. Exhibit Committee

1. Organize and hold an exhibit open to the public.
2. Funds should be advanced to the committee to cover necessary supplies, printing and advertising expenses. This money shall be repaid to the treasury from fees collected.

E. 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.
3. Submit fund-raising projects to the Board of Directors for discussion and approval before engaging in any contracts or commitments.
4. Report plans to the membership for fund-raising projects and their implementation.
5. Collect all moneys from fund-raising projects and submit moneys with written interim reports to the Treasurer as soon as possible after collection.
6. Chairman may elect to appoint Co-chairman for each fund-raising project.
7. Report direct expenses and income of each project.
8. Present a final report including expenses and income at the annual meeting with a copy being given to the president and recording secretary.

F. Library Committee

1. Keep an accurate list of all books owned by the chapter and post a copy of the list in the library.
2. Mark all books with the chapter stamp and place a card pocket in each one.
3. Maintain the books, pamphlets and magazines in order and in appropriate containers.
4. Post the bookcase rules for withdrawing books.
5. Collect the fine of \$1.00 per month for overdue books. The proceeds shall be placed in the chapter's general operating budget. (1/2005)
6. The library shall be open before, during and after meetings but be closed during workshops.
7. Recommend rules for the library to the Board of Directors for approval before submitting them to the membership.

VIII. PROGRAMS AND WORKSHOPS

- A. All workshops taught at the regular meeting and at other times should be self-supporting. (11/02)
- B. A non-EGA member guest wishing to participate in a workshop may only do so on a one time basis. (1/2005)
- C. Workshops taught outside chapter meetings must be announced in the newsletter and at chapter meetings at least three (3) months prior to the workshop.
- D. The cost of the workshop is based on the participation of an estimated minimum number of people. The charge to each participant is calculated as follows:
Kit cost + (Teacher's fee + teacher's travel expenses and if necessary, accommodations and meals + meeting place charge) divided by the estimated minimum number of participants.
- 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 her original project will complete written instructions or lecture at one general meeting shall have a contract to receive an honorarium of fifty dollars (\$50.00) as a teacher's fee. This honorarium is pro-rated among the participants as stated above in Section VIII.D. The program chairman may not schedule more than four (4) such meetings per year without prior approval of the board. (5/02)

- G. Workshop reservations must be made at least one (1) month prior to the workshop by sending a coupon and a check to the person in charge of this workshop.
- H. Withdrawal from a workshop will result in forfeiture of the fee if there are no replacements for space.
- I. If a member is unable to attend the workshop that she paid to attend, and if the teacher permits, the kit may be provided to that member. An appropriate mailing charge will be assessed to that member. (1/2005)
- 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. Copies of the program will be placed in the program box for members' use.

IX. NAMETAGS

- A. A needlework nametag stitched by the member is required to be worn at each meeting. No size, technique or degree of expertise is specified.
- B. A fine of twenty-five cents (\$0.25) is imposed upon any member not wearing a needlework nametag. The proceeds of this nametag fine will be used for hospitality supplies.
- C. New members shall be given a two (2) month grace period.

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.

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

EGA POLICIES MANUAL

SECTION 1 -- GENERAL

1.1 – POLICIES, PROCEDURES, AND BYLAWS

1.1.1 – Definitions: Underlying Definitions

- 1.1.1.1 – Policy: A governing principle which determines the course of action taken by EGA; the official opinion of EGA on a given subject.
- 1.1.1.2 – Procedure: The method or manner of carrying out a particular course of action taken by EGA; the steps to be taken to enforce or implement a policy.
- 1.1.1.3 – Bylaws: Bylaws are legal documents defining the rules by which an organization operates. They:
 - 1.1.1.3.1 – Contain the most essential provisions of an organization relating to its name, object, members, officers, and meetings.
 - 1.1.1.3.2 – Classify member's rights and privileges.
 - 1.1.1.3.3 – State the degree of control the membership has over the actions of the Board and what functions the Board can pursue independently or in the name of the organization.
 - 1.1.1.3.4 – Define additional fiscal details and outline the procedure for instituting amendments.
 - 1.1.1.3.5 – [See Ancillary Document 1.1.1.3, About Bylaws]

1.1.2 – Formulation of Policy: National policy may be made only by the Board of Directors. No committee or committee chair shall formulate policy for EGA at any time. Recommendations for statement of policy must be brought to the Board for approval.

1.1.3 – Formulation of Procedures: The Executive Committee has the authority to create, amend, or revise EGA procedures as necessary to implement EGA policy.

1.1.4 – Policies and Procedures: Changes other than editorial must be approved by the Board of Directors. All members are entitled to access EGA's *Policies and Procedures* (under *Members Only/Documents Download*).

1.1.5 – Policies and Procedures Maintenance [See Procedure 1.1.5]

1.1.6 – Bylaws Review. Chapter and Region bylaws are required to be reviewed every 10 years [See Ancillary Document 1.1.6 and Sections 2.1.4 and 2.2.2 of this document]

1.2 – GENERAL

1.2.1 – Conduct/Ethics. The Embroiderers' Guild of America, Inc., "Code of Ethics and Conduct" ("Code") requires officers, directors, and employees to observe a high standard of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

1.2.1.1 – Reporting Responsibility. It is the responsibility of all officers, directors, and employees to comply with the Code and to report violations or suspected violations in accordance with this "Whistleblower Policy."¹

1.2.1.2 – No Retaliation. No director, officer, or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside the Organization.

1.2.1.3 – Compliance Officers. The organization's compliance officers are the President and Vice President, who are responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code. The compliance officers have direct access to the Executive Committee members and are required to report to the Executive Committee at least annually on compliance activity.

1.2.1.4 – Violations [See Procedure 1.2.1.4]

1.2.1.4.1 – Reporting Violations. Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false shall be viewed as a serious disciplinary offense.

1.2.1.5 – Removal for Cause. EGA officers and nationally elected directors may be removed by a two-thirds (2/3s) vote of the Board of Directors for cause. See Procedure 1.2.1.5.

¹ "Whistleblower" policies typically provide for the protection of individuals (such as employees) who report possible wrong-doing. A Whistleblower policy provides for no retaliation against those reporting suspected wrong-doing. However, the policy does not necessarily provide protection when the person making the report knew that no wrong-doing occurred and made the report purely to cause harm.

- 1.2.1.5.1 – Examples of ‘for cause’ can be, but are not limited to, a long-standing health situation (mental or physical) which prevents an officer from performing the duties of office, misconduct that actually or potentially damages the organization and/or its reputation, and dereliction of duty of the office.
- 1.2.1.5.2 – Prior to taking any action, all possible means to solve problem issues should be explored. No officer or nationally elected director may be removed for misconduct or dereliction of duty without having the opportunity to justify or explain her actions to the Board.
- 1.2.1.5.3 – Any officer or nationally elected director may resign in lieu of being removed for cause.

1.2.2 – Conflict of Interest

- 1.2.2.1 – **DEFINITION:** A “conflict of interest” is an obligation to or relationship with any person or organization which competes or does business with EGA that could affect one's judgment in fulfilling responsibilities to EGA. Board members are expected to avoid improper use of their positions in an attempt to benefit themselves, relatives, friends, or businesses. The basic underlying principle in conflict of interest is that a member of the Board of Directors should avoid any activity or interest that might adversely reflect upon the integrity or reputation of EGA. [See Procedure 1.2.2 and Ancillary Document 1.2.2.2, Conflict of Interest Statement]
- 1.2.2.2 – Disclosure is the keystone: timely and adequate revelation of the potential of conflict of interest can help us avoid it.
- 1.2.2.3 – All officers and members of the board of directors must sign the Conflict of Interest Policy Statement immediately before or upon taking office, and they must update the document if and when circumstances change.

1.2.3 – Acceptance of Gifts and Gratuities

- 1.2.3.1 – Board members may not borrow money from suppliers or contractors or have such persons or entities act as guarantor for any loan, mortgage, or lien.
- 1.2.3.2 – Neither board members nor their families may accept gifts (other than those of nominal value), entertainment, services, travel, lodging, accommodations, or any other forms of compensation or personal benefit from any supplier or contractor.
- 1.2.3.3 – Board members may not accept gifts of cash or cash equivalent in any amount.
- 1.2.3.4 – Board members may not accept free use of any vehicle, appliance, or other merchandise or property from any firm or individual doing or seeking to do business with the guild.

1.2.3.5 – Acceptance of perishable or other gifts of a nominal value, such as advertising or promotional materials which are clearly marked with a company brand name, is not considered improper. Acceptance of reasonable business meals or the exchange of reciprocal courtesies of the same approximate nominal value between members and their supplier/contractor friends is not considered improper when such is infrequent and does not involve lavish expenditures and takes place in settings appropriate to the business at hand.

1.2.4 – Litigation against EGA: Any member who asserts a claim in litigation against EGA shall not be permitted to hold an appointed or elected position with EGA until such litigation has been resolved.

1.2.5 – Official Insignia & Logo

1.2.5.1 – The EGA trademark (logo) shall be defined as the emblem, the words “Embroiderers' Guild of America”, or the letters “EGA.”

1.2.5.2 – Every 10 years EGA is required to prove continued use in order to maintain registration.

1.2.5.3 – The trademark (logo) of The Embroiderers' Guild of America, Inc., by itself, may be used only at the national level for products to be sold or given as gifts or souvenirs, or for use on the national banner and tablecloth for use at promotional tradeshows. Special use may be granted by the EGA Board of Directors.

1.2.5.4 – Print logos for chapters, regions, and seminars must incorporate or be accompanied by the national emblem trademark to show affiliation with the national organization. Stitched or beaded logos may show variance but must be approved on a case-by-case basis. The sponsoring group must be clearly identified in each case, either by incorporating the group name in the logo or by using the group name along with the logo. [See Ancillary Document 1.2.5.4, Possible Uses for Logo]

1.2.5.5 – In order to maintain quality and consistency throughout the organization, use of all EGA logos shall be confined to articles of serious artistic design and workmanship and which reflect the high standards to which EGA is committed. [See Procedure 1.2.5]

1.2.5.6 – Routine use of a previously approved logo incorporating the EGA trademark (logo) on forms, stationery, newsletters, etc. shall not require ongoing submissions.

1.2.5.7 – Reserved

1.2.5.8 – Reserved

1.2.5.9 – Official logo.

1.2.5.9.1 – The EGA logo consists of the letters “EGA” crossed by a threaded needle.

1.2.5.9.1.1 – The primary EGA logo colors are blue (Pantone 7462 CP) and green (Pantone 576 CP). The secondary color palette, logo usage rules and approved variations, primary and alternative fonts, and social media icons are detailed in the *EGA Brand Standards Guide*, available on the EGA website (click on Profile/Member Benefits/Document Downloads to find *EGA Brand Standards*).

1.2.5.9.1.2 – Questions regarding the logo and its use should be directed to marketing@egausa.org.

1.2.5.9.2 – As of March 1, 2018, the former monogram-style logo is considered the “legacy” logo. Use of this logo is reserved strictly for EGA national Headquarters use and is no longer considered to be in circulation.²

1.2.5.9.3 – Previously approved chapter, region, seminar, and other logos that include the legacy logo need not be modified.

1.2.6 – Recognition Pins and Honors

1.2.6.1 – The following Recognition Pins shall be given [See Procedure 1.2.6.1]:

1.2.6.1.1 – National President: a disc pin.

1.2.6.1.2 – Region Director: a Board of Directors’ disc pin.

1.2.6.1.3 – National Seminar Chair: a disc pin.

1.2.6.1.4 – National Exhibit Chair: a disc pin.

1.2.6.1.5 – International Embroidery Conference Chair: a disc pin.

1.2.6.1.6 – Founder’s Circle donors (see policy 5.9.3.1)

1.2.6.1.7 – President’s Circle donors (see policy 5.9.3.2)

1.2.6.2 – Gold Thread Award. (see policy 3.6.3.1)

1.2.6.2.1 – The national winner’s name shall be displayed with honor on a prominent page on the EGA website. (*Revised March 2021*)

1.2.6.2.2 – Each region winner shall receive a pin and certificate.

1.2.6.3 – The Education Department award pins. [See Procedure 1.2.6.3]

1.2.6.4 – Major fundraising campaigns (for example MyEGA and Crown Jewels) may have distinctive pins awarded to contributors. [See Section 5.9 for more information]

² This logo was designed by Linda Ormesson, a textile design consultant for EGA who worked for EGA for 18 years and was fondly known as Miss O.

1.3 – HEADQUARTERS. EGA National Headquarters is located in Louisville, Kentucky. The office is responsible for the day-to-day operations of the Guild and implementation of various EGA programs.

1.3.1 – Location. Go to the EGA website (www.egausa.org), click on *About Us/Contact Us* to find the specific location and contact information for Headquarters.

1.3.2 – Personnel. The staff positions at Headquarters are: [See Procedure 1.3.2.1]

- 1.3.2.1 – Administrator [See Ancillary Document 1.3.2.1, Job Description – EGA Headquarters Administrator]
- 1.3.2.2 – Membership and Financial Coordinator [Ancillary Document 1.3.2.2, Job Description – Membership and Financial Coordinator]
- 1.3.2.3 – Electronics Media Coordinator [Ancillary Document 1.3.2.3, Job Description – Electronics Media Coordinator]
- 1.3.2.4 – Administrative Assistant [Ancillary Document 1.3.2.4, Job Description]
- 1.3.2.5 – Go to the EGA website (www.egausa.org), click on *About Us/Contact Us* to find the specific contact information for Headquarters personnel.

1.3.3 – Facility. In addition to staff offices, Headquarters contains:

- 1.3.3.1 – The EGA’s Permanent Collection
- 1.3.3.2 – The Dorothy Babcock Memorial Library

1.3.4 – Permanent Collection

1.3.4.1 – General Policy. The mission of the EGA Collection is to obtain, conserve, protect, and study significant and global representations of embroidery for research and exhibit resources, in keeping with the primary EGA objective: to educate and preserve the history of embroidery. The Embroiderers' Guild of America, Inc. shall collect only those items related to its purpose, which can be used as research or exhibit resources, and which EGA can properly store, preserve, and protect. EGA shall strive for accuracy in describing acquisitions and shall not accept conditional gifts or indefinite loans, accepting only clear and absolute title to all gifts and acquisitions.

- 1.3.4.1.1 – Items already collected shall be organized and categorized to enable meaningful research as a study collection and to permit appropriate exhibits.
- 1.3.4.1.2 – The specific focus of development of the collection shall be two pronged:
 - 1.3.4.1.2.1 – To obtain significant representative samples of our time and culture by collecting relevant works of 20th century and later embroideries with emphasis on works of American artists.

- 1.3.4.1.2.1 – To achieve global representation by striving to acquire one or two examples of all types of ethnic embroidery.
- 1.3.4.1.3 – The Board of Directors shall authorize the utilization of specific embroideries from the EGA Collection. The President shall negotiate an agreement for each license.
- 1.3.4.1.4 – The EGA Collection shall be open to the public only upon appointment.
- 1.3.4.2 – Collection Committee. There shall be a Collection Committee composed of no less than five members to include: The President, Director of Education, Director of Membership and Marketing, EGA Administrator, and a Collection and Library Committees Chair appointed by the Director of Education.
- 1.3.4.2.1 – The Collection and Library Committees Chair appointed by the Director of Education serves as Chair of the Committee. The Director of Education is the Reporting Officer.
- 1.3.4.2.2 – The Committee shall have general supervision of the collection. [See Procedures 1.3.4.2]
- 1.3.4.3 – Collection Committee Chair. The Collection Committee Chair shall report to the Director of Education. The Collection Committee Chair is responsible for the organization of the records of the Collection, working in accordance with established internal procedures. [See Procedures 1.3.4.3]
- 1.3.4.4 – Acquisition. [See Procedures 1.3.4.4]
- 1.3.4.5 – De-accessions [See Procedure 1.3.4.5]
 - 1.3.4.5.1 – Definition: De-accessions is a process of permanently removing an object from within the collection and includes formally reviewing, approving, and recording the removal followed by appropriate disposition of the object by a formal transfer to another owner, another museum or organization, in exchange for other objects or revenue, or by deliberately destroying and discarding.
 - 1.3.4.5.2 – Rationale for removing pieces from the Collection are increasingly more difficult to professionally care for the objects, or duplication, pieces determined to be unfit or inappropriate for the collection, or to generate income for further collection development.
 - 1.3.4.5.3 – Criteria for choosing pieces to remove are the object is not relevant to the collection mission and outside the defined scope of the collection; the object is deteriorated beyond usefulness; the object is hazardous to other collection objects or to persons in contact with the object; the object is wrongly attributed or fake, or the object is lost, severely damaged, or damaged to the extent that the expenses of restoration and repair found to exceed the current fair market value of the object.
- 1.3.4.6 – Loans from the Permanent Collection. See [Procedure 1.2.4.6]

- 1.2.4.6.1 – Loans may be made only for study or exhibit purposes and are limited to one year.
- 1.2.4.6.2 – Indefinite loans shall not be considered.

1.3.5 – The Dorothy Babcock Memorial Library. The mission of the Dorothy Babcock Library is to be the premier research and literary resource for embroidery.³ See Policy and Procedure 3.2.7 for more information.

1.3.6 – The Gallery

- 1.3.6.1 – There shall be a gallery area within EGA Headquarters where needlework shall be displayed.
- 1.3.6.2 – The gallery area shall be open to the public and no entry fee shall be charged to view exhibits.
- 1.3.6.3 – The EGA Administrator shall be responsible for the coordination of all exhibits in the gallery area.

1.4 – CONDUCT OF BUSINESS. EGA wishes the business of the organization to be conducted in a fair and democratic manner. For this reason, the current official issue of *Robert's Rules of Order Newly Revised* (Da Capo Press) is EGA's official parliamentary authority. Chapters may find *Robert's Rules of Order Newly Revised in Brief* useful as a supplementary reference.

1.5 – OFFICIAL RECORDS, DOCUMENTS AND MANUALS

1.5.1 – Documents - General

- 1.5.1.1 – The Executive Committee is authorized to establish and maintain document retention procedures to implement this policy.
- 1.5.1.2 – Procedures shall itemize the responsibilities of Board members, staff, volunteers, and outsiders (independent contractors via agreements with them) with respect to maintaining and documenting the storage and destruction of EGA's documents.
- 1.5.1.3 – Each committee should have a file which contains information necessary to the committee such as guidelines, etc. These files should be purged/kept up to date using the same general guidelines as stated in Ancillary Document. 1.5, Official Records, Documents, and Manuals.
- 1.5.1.4 – The responsibility for the changes to EGA documents belongs to the officer in charge of each of the documents.
- 1.5.1.5 – The official documents of EGA, including all updates and revisions, are

³ The reference library is named the Babcock Reference Library in honor of an early member of EGA, Dorothy Doubleday Babcock.

available on the EGA website to all officers and directors and to designated administrators and chairs for use in fulfilling the duties of the office.

- 1.5.1.6 – All official documents shall be available to members through the EGA website or in hard copy by request to headquarters.
- 1.5.1.7 – In preparation for unexpected absence or incapacity, all national officers, directors, and committee chairs must complete Ancillary Document 1.5.1.7, Document/Files Emergency Location Form and send it to EGA Headquarters, who shall keep it on file.

1.5.2 – Document Distribution [See Ancillary Document 1.5, Official Records, Documents, and Manuals]

1.5.3 – Document Retention and Destruction [See Ancillary Document 1.5, Official Records, Documents, and Manuals]

- 1.5.3.1 – The purpose of this Policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed by The Embroiderers' Guild of America, Inc. (EGA) or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding officers, paid staff/employees, and volunteers (hereafter "personnel") of EGA in understanding their obligations in retaining electronic documents, including e-mail, website files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.
- 1.5.3.2 – This policy represents EGA's policy regarding the retention and disposal of records and the retention and disposal of documents, paper and electronic. The policy applies to national, region, and chapter level documents.
- 1.5.3.3 – See Ancillary Document 1.5, Official Records, Manuals, and Documents for the Record Retention Schedule that is approved as the initial maintenance, retention, and disposal schedule for physical records of EGA and the retention and disposal of electronic documents.
 - 1.5.3.3.1 – The Director of Bylaws is the officer in charge of the administration of this policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed.
 - 1.5.3.3.2 – The Director of Bylaws is also authorized to make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state, and federal laws and includes the appropriate document and record categories for EGA; monitor local, state, and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.
- 1.5.3.4 – Suspension of Record Disposal in Event of Litigation or Claims

1.5.3.4.1 – In the event EGA is served with any subpoena or request for documents or any personnel become aware of a governmental investigation or audit concerning EGA or the commencement of any litigation against or concerning EGA, such employee shall inform the Director of Bylaws, and any further disposal of documents shall be suspended until such time as the Director of Bylaws, with the advice of counsel, determines otherwise.

1.5.3.4.2 – The Director of Bylaws shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

1.5.3.4.2 – This Policy applies to all physical records generated in the course of EGA's operation, including both original documents and reproductions. It also applies to the electronic documents described above.

1.5.3.5 – Document Destruction [See Ancillary Document 1.5, Official Records, Documents, and Manuals]

1.5.3.5.1 – When the time comes to discard hard-copy documents containing confidential or personal information, they shall be shredded.

1.5.3.5.2 – All electronic documents not listed in schedule shall be deleted from all individual computers, data bases, networks, and back-up storage after 2 years.

1.5.4 – Manuals. The following official manuals/documents shall be kept in electronic format at Headquarters:

- 1.5.4.1 – National Seminar Guidelines
- 1.5.4.2 – Region Seminar Guidelines
- 1.5.4.3 – National Exhibit Guidelines
- 1.5.4.4 – Financial Guidelines
- 1.5.4.5 – Policies and Procedures
- 1.5.4.6 – Bylaws
- 1.5.4.7 – Region Directors Notebook
- 1.5.4.8 – Guidelines for Chapter Formation
- 1.5.4.9 – Who's Who

1.5.5 – Manual maintenance and availability

1.5.5.1 – The responsibility for the changes to the manuals listed above is the responsibility of the officer in charge of each of the manuals.

1.5.5.2 – The official manuals of EGA, including all updates and revisions, are available on the EGA website to all officers and directors and to designated administrators and chairs for use in fulfilling the duties of the

office.

- 1.5.5.3 – All official manuals and documents shall be available to members through the EGA website or in hard copy by request to headquarters.
- 1.5.5.4 – All changes to the documents listed in Item 1.5.5 above must be sent to headquarters.
- 1.5.6.5 – The EGA Administrator has supervisory responsibility over Manuals.

1.5.6 – Manual Distribution [See Ancillary Document 1.5, Official Records, Documents, and Manuals]

1.6 DIVERSITY. EGA is committed to providing a safe, inclusive, and supportive environment for stitchers of any experience level, age, ethnicity, ability, gender identity, sexual orientation, religion, or other background to develop their skills and express their creativity through the needle arts.

EGA affirms its commitment to inclusion, diversity, equity, and accessibility (IDEA).

1.7 – PROMOTING LEADERSHIP. It is in the best interest of the EGA to promote leadership at all levels. No individual can do it alone, and both current and long-range planning require the development of future leaders. [See Ancillary Document 1.7, Promoting Leadership, and Ancillary Document 1.7.1, How to Achieve Goals]

1.8 – INSTALLATION CEREMONY FOR NEW OFFICERS

1.8.1 – An installation of officers is a ceremony and typically is not a required unless it is specified in the organization’s bylaws. [See Ancillary Document 1.8, Installation Ceremony Sample Script]

1.8.2 – ‘Organization’ in this context means either ‘chapter’ or ‘region’ depending on whether the installation ceremony is to install a chapter’s officers or a region’s officers.

1.9 – MISCELLANEOUS

1.9.1 – Quick Facts about EGA [See Ancillary Document 1.9.1, Quick Facts about EGA]

1.9.2 – Definition of Embroidery. Embroidery is an ancient art form that continues to transform itself with each generation. Using a needle and a variety of threads and stitches, the stitcher achieves texture, embellishment, and ornamental interest on any background material. The dictionary definition of embroidery is “the art or work of ornamenting fabric with needlework.” It has achieved mass popularity and status as an art form.

SECTION 2 – ORGANIZATION

2.1 – CHAPTERS. Chapters are governed by a Board of Directors and an Executive Committee. The chapter members elect the officers who lead the chapter. The officer positions and terms of service vary according to each chapter's bylaws. Each chapter selects a Region Representative to serve on the region's Board of Directors. Chapters develop programs and provide benefits to their members in the form of educational programs and fellowship opportunities.

2.1.1. – Forming/Maintaining a Chapter. [see Procedure 2.1.1 and Ancillary Document 2.1.1, Guidelines for Chapter Formation]

2.1.1.1 – The minimum number required for forming a new chapter is 15, of which at least 10 must be primary members of the forming chapter.

2.1.1.2 – Membership is open to all. Chapters may not select members by any voting process or examination of their qualifications at embroidery, etc.

2.1.1.3 – Chapter Name. A chapter name cannot include the word “Guild,” or the name of any person living or dead, or the name of a current or former EGA chapter, or the former name of a chapter which changed its name. (Chapters previously approved with “Guild” in the name may keep that name; i.e., those chapter names are “grandfathered”).

2.1.1.3.1 – To name a new chapter, see Procedure 2.1.1.3.1

2.1.1.3.2 – To change the name of an existing chapter, see Procedure 2.1.1.3.2. A chapter name change amendment requires the signature of two (2) chapter officers.

2.1.1.4 – New Chapter Charters

2.1.1.4.1 – Provisional status: Headquarters shall provide provisional status when:

2.1.1.4.1.1 – The Chapter and Region Bylaws Chair and the Director of Bylaws approve the proposed bylaws;

2.1.1.4.1.2 – The chapter files the list of primary members and the list of officers; and

2.1.1.4.1.3 – The national Board grants new chapter status.

2.1.1.4.2 – Chartered Status. Once Headquarters notifies the chapter President that the chapter has been granted new chapter status, the chapter must start the process of applying for a charter within 30 days. See Procedure 2.1.1.4.2.

2.1.1.4.3 – Permanent Status: EGA Headquarters shall issue the charter for the new chapter after Headquarters receives national dues for each primary member of the new chapter within the prescribed period of time.

2.1.1.5 – **Sustaining Membership.**

2.1.1.5.1 – Once chartered, the Region Director shall monitor chapter membership and report annually to the National Board on the status of those chapters below the required number.

2.1.1.5.2 – If membership drops below five primary members, the Region Director may request a variance in this membership requirement. The National Board must approve this request and may review it annually.

2.1.1.5.3 – Each chapter shall designate one member, elected or appointed, to annually report membership information regarding new and renewing members, as established by the EGA Board of Directors.

2.1.1.6 – **Chapter Satellite.** A satellite is a small group of members from a chartered chapter defined by circumstances such as interest, geography, or preferred time of meeting. Satellites hold meetings with programs, as opposed to “special interest groups” or “stitch-ins” where people merely come together periodically to work on a specific technique or project of their choosing. A satellite group has all the same privileges as the chartered chapter, region, and national organization. See Ancillary Document 2.1.1.6, Satellite Chapter Benefits.

2.1.1.6.1 – Forming a Satellite.

2.1.1.6.1.1 – All members of the satellite group are members of the chartered chapter.

2.1.1.6.1.2 – Visitors to the satellite group meetings are subject to the same guidelines as outlined in the chapter’s policies & procedures.

2.1.1.6.1.3 – A Region Director and the EGA Vice President may ask a group applying for a chapter charter to become a satellite of a nearby chapter for one year. At the end of this time, the Region Director and the Vice President may consider a petition to charter.

2.1.1.6.1.4 – The EGA Vice President and Region Director may ask a chartered chapter to accept the formation of a satellite group; the chartered chapter should assist this group.

2.1.1.6.1.5 – In addition to being able to participate in all activities of the chartered chapter, the satellite group participants may schedule meetings tailored to their specific needs:

2.1.1.6.1.5.1 – Time and date of meeting more convenient to them.
Electronic meetings are allowed.

2.1.1.6.1.5.2 – Place of meeting closer to their homes.

2.1.1.6.1.5.3 – Subject of program closely tailored to their specific interests.

2.1.1.6.1.6 – The chartered chapter receives many benefits from the satellite group:

- 2.1.1.6.1.6.1 – Larger overall membership.
- 2.1.1.6.1.6.2 – Ability to have workshops and visiting teachers beyond the means of very small chartered chapters.
- 2.1.1.6.1.6.3 – Able to offer many types of programs to the whole membership simultaneously.
- 2.1.1.6.1.6.4 – Able to offer alternative times of meeting, thus the meeting time fits into the schedules of more people in the community.
- 2.1.1.6.1.7 – The satellite group is under the direction of the chartered chapter board and the established bylaws, policies, and procedures of the chartered chapter.
- 2.1.1.6.1.8 – Once it is decided that satellite group will be formed, the chartered chapter (referred to as “chapter”) will establish their expectations, in writing, for the satellite. These will include, but not limited to, the following:
 - 2.1.1.6.1.8.1 – The name of the satellite shall be approved by the chapter.
 - 2.1.1.6.1.8.2 – The satellite group will establish a regular meeting day, time, and location.
 - 2.1.1.6.1.8.3 – The chapter President shall sign all contracts with financial obligations.
 - 2.1.1.6.1.8.4 – A satellite member (satellite liaison) will be designated to attend chapter Board meetings. If the satellite liaison cannot attend a Board meeting, a written report must be submitted in time for the Board meeting.
 - 2.1.1.6.1.8.5 – The satellite liaison will attend as many scheduled chapter Board meetings as possible.
 - 2.1.1.6.1.8.6 – A designated satellite member will contribute articles and information to the chapter newsletter, if there is one.
 - 2.1.1.6.1.8.7 – A satellite member will be designated as the money collector. All money collected by the satellite will be turned into the chapter Treasurer upon receipt. All checks will be made out to the chapter (Sample: ABC Chapter, EGA).
 - 2.1.1.6.1.8.8 – All dues will go into the chapter treasury. The IRS requires that each chartered chapter have only one treasurer and treasury.
 - 2.1.1.6.1.8.9 – The satellite will submit their budget requests to the chapter Board when designated.
 - 2.1.1.6.1.8.10 – Any reimbursable expenditure expected by the satellite group, outside of the budgeted items, must first be approved by the chapter Board.

- 2.1.1.6.1.8.11 – If offered, the satellite liaison will attend training sessions for officers.
- 2.1.1.6.1.8.12 – Satellite members are encouraged to attend as many meetings of the chartered chapter as is practical.
- 2.1.1.6.1.8.13 – The satellite will submit their program plans to the chapter Board when designated. In the event of a time conflict with planned events, the chapter functions will take precedence.
- 2.1.1.6.1.8.14 – No teachers or instructors will be hired by the satellite group without approval of the chapter Board.
- 2.1.1.6.1.8.15 – Members of the satellite group are eligible to serve on chapter committees if desired.
- 2.1.1.6.1.9 – Communications will be maintained between the satellite group and the chapter.
- 2.1.1.6.1.10 – The chapter is responsible for supplying the satellite group with the following:
 - 2.1.1.6.1.10.1 – A list of regularly scheduled chapter Board meetings (dates, times and meeting places).
 - 2.1.1.6.1.10.2 – A list of regularly scheduled chapter meetings and programs.
 - 2.1.1.6.1.10.3 – The deadline date for budget and program plan requests.
 - 2.1.1.6.1.10.4 – The deadline dates for chapter newsletter publication.
 - 2.1.1.6.1.10.5 – A copy of the chapter's bylaws, policies, and procedures.
 - 2.1.1.6.1.10.6 – A list of chapter Board members and their contact information.
- 2.1.1.7 – **Converting a Satellite to a Chapter.** When the satellite group consistently has 15 members (at least 10 primary) in attendance for one year, the group should consider converting to a chartered chapter [see Procedure 2.1.1.7].

2.1.2 – Chapter Dissolution

- 2.1.2.1 – Dissolution. If a chapter does not wish to continue, and has a membership vote to dissolve, in accordance with the bylaws, the chapter may take steps to dissolve. [See Procedure 2.1.2.1]
- 2.1.2.1.1 –
- 2.1.2.1.2 –
- 2.1.2.1.3 – Before the Board of Directors can accept a chapter's dissolution, the chapter must repay EGA for any indebtedness (i.e., anything owed for services or loans), must provide a financial report to include a final bank statement showing a \$0.00 balance, and must return all property

(document of charter, notebooks, guidelines, etc.) to EGA Headquarters.

2.1.2.1.4 –

2.1.2.1.5 –

2.1.2.1.6 – If a chapter fails to provide the requested documents after six months of reported notice to dissolve, the Board may choose to dissolve the chapter without them.

2.1.2.2 – Converting Chapter to Satellite. A chapter may become a satellite to another chapter if, for any reason, the members do not wish to or cannot adequately administer the chapter. [See Procedure 2.1.2.2]

2.1.3 – Chapter Reassignment: Each chapter shall remain a member of the region to which it is currently assigned. A chapter may request to be reassigned to a bordering region. [See Procedure 2.1.3]

2.1.4 – Chapter Bylaws.

2.1.4.1 – Bylaws are legal documents defining the rules by which a chapter operates [See Ancillary Document 1.1.1.3, About Bylaws, Ancillary Document 2.1.4.2, Chapter Bylaws Instructions and Checklist, and Ancillary Document 2.1.4.2.1, Chapter Bylaws Annotated Sample].

2.1.4.2 – Chapters must review their bylaws every 10 years. [See Ancillary Document 1.1.6, Bylaws Review Schedule].

2.1.4.3 – Amendments to Bylaws. Chapters may submit an amendment to the chapter bylaws during the 10-year cycle, without waiting for the mandatory review year. See Procedure 2.1.4.3, Amendment to Bylaws.

2.1.4.4 – Out-of-Cycle Bylaws Review.

2.1.4.4.1 – Chapters may conduct a bylaws review at any time (that is, outside the 10-year cycle for mandatory review) in order to make changes throughout the document, or to incorporate a number of amendments which had been made since the current bylaws document was adopted.

2.1.4.4.2 – Out-of-cycle amendments do NOT change the date of the next required bylaws review:

2.1.4.4.2.1 – To make fair to all, the 10-year schedule was set on a region-by-region basis so that any one year is not inundated with bylaws to review.

2.1.4.4.2.2 – Depending on the number of years remaining after a significant amendment, until the scheduled review year, at her discretion, the EGA Director of Bylaws may waive the upcoming mandatory review by 10 years. For example, if the scheduled

year is 2017 and the chapter's bylaws review is completed in 2016, the Director of Bylaws may extend the next deadline to 2027. If the bylaws for a region is completed early, the extension, if any, would apply only to the region bylaws and not the chapters in the region.

2.1.5 – Officers/Positions. [See Ancillary Document 2.1.5, Chapter Officers' Special Interest Items]

2.1.5.1 – Legal Requirements

2.1.5.1.1 – The minimum number of elected officers for a chapter is three: President, Secretary, and Treasurer, each of whom has the mandatory duties provided in this section but may have additional duties as provided by the chapter's bylaws, policies, and procedures. This minimum number of mandatory officers is intended to satisfy most state laws and IRS requirement for nonprofit organizations. Should the requirements for a particular state or the IRS change, the chapter must immediately comply.

2.1.5.1.2 – Chapters may choose to combine positions and their duties, however:

2.1.5.1.2.1 – There must be at least three elected positions.

2.1.5.1.2.2 – To satisfy state laws governing non-profits, chapters shall not combine the positions of President and Secretary, but chapters may combine the positions of Secretary and Treasurer if permitted under the laws of the state where the chapter is based.

2.1.5.1.2.3 – The decision to combine elected positions must be approved in the Chapter bylaws.

2.1.5.1.3 – Chapters elect additional positions if provided in the Chapter bylaws; by way of example and not limitation, such additional positions may be:

2.1.5.1.3.1 – Vice-President

2.1.5.1.3.2 – Region Representative

2.1.5.1.3.3 – Programs Chair

2.1.5.1.3.4 – Membership Chair

2.1.5.2 – Chapter President (Mandatory Position; Executive Committee)

2.1.5.2.1 – The chapter's President leads the chapter and the chapter's Board of Directors with such authority and limitations as provided in the chapter's bylaws. The chapter President is a voting member of the chapter's Board of Directors.

2.1.5.2.2 – See Ancillary Document 2.1.5.2 – Job Description: Chapter President

2.1.5.3 – Chapter Secretary (Mandatory Position; Executive Committee)

2.1.5.3.1 – The chapter Secretary maintains all written documents for the chapter.

2.1.5.3.2 – The chapter Secretary is a voting member of the chapter’s Board of Directors.

2.1.5.3.3 – See Ancillary Document 2.1.5.3 – Job Description: Chapter Secretary

2.1.5.4 – Chapter Treasurer (Mandatory Position; Executive Committee)

2.1.5.4.1 – The chapter Treasurer maintains the financial records of the chapter, prepares mandatory reports to national Headquarters, and is the custodian of the chapter funds.

2.1.5.4.2 – The chapter Treasurer is a voting member of the chapter’s Board of Directors.

2.1.5.4.3 – See Ancillary Document 2.1.5.4 – Job Description: Chapter Treasurer

2.1.5.5 – Region Representative (Executive Committee)

2.1.5.5.1 – Each chapter shall have a Region Representative who is a liaison between the chapter and the region; the Region Representative duties may be a separate position or may be combined with any one of the three mandatory positions.

2.1.5.5.2 – If an elected position, the Region Representative is a member of the Executive Committee and a voting member of its Board of Directors.

2.1.5.5.3 – See Ancillary Document 2.1.5.5 – Job Description: Region Representative

2.1.5.6 – Chapter Vice-President (Executive Committee)

2.1.5.6.1 – The chapter Vice-President shall act in the absence of the President or the President’s inability to act. The position of Vice-President is optional; if none exists, the Vice-President duties may be combined with any other position. The chapter shall have an order of succession for president if no vice-president position exists. If an elected position, the Vice-President is a member of the chapter’s Executive Committee and a voting member of its Board of Directors.

2.1.5.6.2 – See Ancillary Document 2.1.5.6 – Job Description: Chapter Vice-President

2.1.5.7 – Chapter Programs Chair

2.1.5.7.1 – The Chapter Programs Chair is responsible for planning and coordinating programs.

2.1.5.7.2 – If an elected position, the chapter Programs Chair is a member of the chapter’s Executive Committee and a voting member of its Board of Directors.

2.1.5.7.3 – See Ancillary Document 2.1.5.7 – Job Description: Chapter Programs Chair.

2.1.5.8 – Chapter Membership Chair – See Ancillary Document 2.1.5.8 – Job Description: Chapter Membership Chair.

2.1.5.9 – Chapter Newsletter Chair/Editor – See Ancillary Document 2.1.5.9 – Job Description: Chapter Newsletter Chair/Editor.

2.2.5.9.1 – The Newsletter Chair shall send chapter newsletters to the Region Director.

2.1.5.10 – Chapter Education Chair – See Ancillary Document 2.1.5.10 – Job Description: Chapter Education Chair

2.1.6 – Chapter Meetings and Activities.

2.1.6.1 – Chapter Meetings.

2.1.6.1.1 – Chapters should hold regularly scheduled business meetings to conduct and make decisions about chapter business. Electronic meetings are allowed. See Procedure 2.1.6.1.1.

2.1.6.1.2 – A quorum is the minimum number of voting members who must be present at a properly called meeting in order to conduct business in the name of the chapter.

2.1.6.1.2.1 – The chapter establishes the number for a quorum in the chapter bylaws.

2.1.6.1.2.2 – Without a quorum present, no business can be transacted, including voting on motions and approving minutes. However, in the absence of a quorum, reports can be heard and members can engage in general discussion. See Procedure 2.1.6.1.2.

2.1.6.1.3 – ‘General consent’ is a time-saving step which can be used by the presiding officer when there seems to be no opposition in routine business or on uncontroversial matters. Also known as ‘unanimous consent,’ ‘general consent’ can be used as long as there is a quorum and it does not violate the chapter bylaws. See Procedure 2.1.6.1.3.

2.1.6.1.4 – In the absence of the President, Vice President, and Secretary, any member may call the meeting to order, and then a temporary chair would be agreed upon by the members, either by vote or by general consent.

2.1.6.1.5 – Chapters Minutes. Minutes are the official record of a meeting and should record what is done, not what is said. See Procedure 2.1.6.1.5, Chapter Minutes.

2.1.6.2 – Chapter Activities. In addition to its other social and cultural activities, a chapter should engage in activities that further the EGA mission.

2.1.6.2.1 – Recruiting and Retention. See Procedure 2.1.6.2.1 and Ancillary Document 2.1.6.2.1, Recruiting Campaign Suggestions.

2.1.6.2.2 – Publicity. See Procedure 2.1.6.2.2.

2.1.6.2.2.1 – General publicity. See Procedure 2.1.6.2.2.1.

2.1.6.2.2.2 – *Stitch in Public Day*. The purpose of *Stitch in Public Day* is to promote EGA and embroidery. See Procedure 2.1.6.2.2.2.

2.1.6.2.2.3 – Exhibits. See Procedure 2.1.6.2.2.3, Exhibits.

2.1.6.2.2.3.1 – Exhibiting needle art in the community gives the general public a glimpse of the art EGA members create, and it gives members an opportunity to inspire and be inspired by the artwork of other embroiderers.

2.1.6.2.2.3.2 – A piece stitched from someone else's copyrighted design should not be exhibited publicly (e.g., at a chapter event or exhibit that is open to the public) without the designer's permission, because the right to approve a public display of the resulting work remains with the copyright holder.

2.1.6.2.2.3.2.1 – Private, temporary displays, at a chapter event that is open only to chapter members, should not be controversial so long as the designer is credited by name, so that other members will be able to seek out that designer's work if desired.

2.1.6.2.2.3.2.2 – Free EGA designs are available on the EGA website (under *Resources*) which can be copied for use; these designs can be freely exhibited by chapter members.

2.1.6.2.2.3.2.3 – See Ancillary Document 2.1.6.2.5, Copyright Issues for more information.

2.1.6.2.2.3.3 – The deadline for filing a claim for loss or damage of items being exhibited at any EGA national-, chapter-, or region-sponsored or hosted exhibit is three (3) months from the close of the exhibit.

2.1.6.2.2.4 – Public Service Announcements. All commercial television and radio stations are required to make occasional announcements about groups and events providing services to the public. Stations enjoy having a variety of interesting PSAs to run. The EGA's mission as a non-profit educational organization and a local chapter's exciting events make EGA a natural choice to have EGA's mission aired. See Procedure 2.1.6.2.2.4

2.1.6.2.3 – Workshops. A "limited member" workshop is one which is usually held at some time other than during a regularly scheduled meeting. See Ancillary Document 2.1.6.2.3, Guidelines for Chapter Workshops; Ancillary Document 2.1.6.2.3.1, Good Manners for Workshops; Ancillary Document 2.1.6.2.3.2, Teacher/Class Evaluation Instructions and Form; and Ancillary Document 2.1.6.2.3.3, Teacher's Evaluation of Chapter

2.1.6.2.4 – Outreach Projects. EGA Outreach is about promoting The Embroiderers' Guild as an educational organization as well as

developing an awareness of embroidery as an art form. See Procedure 2.1.6.2.4.

2.1.6.2.5 – Copyright Issues. See Ancillary Document 2.1.6.2.5, Copyright Issues for complete information about what chapters need to know to avoid violations.

2.1.6.2.6 – Reports and Information for Headquarters. See Ancillary Document 2.1.6.2.6, Reports-Information for Headquarters

2.1.7 – Twin Chapters: *Hands Across America* and *Hands Across the Water*.

2.1.7.1 – *Hands Across America*. EGA chapters may partner with other needlework chapters in the USA so they may share experiences and information through newsletters, photos, and other means of communication. Some chapters also exchange gifts, ideas and exhibit pieces. Chapters that pair with one another are called Twin Chapters.

2.1.7.2 – *Hands Across the Water*. EGA chapters may partner with other interested international embroidery groups so they may share experiences in the same way.

2.1.7.3 – Go to Procedure 2.1.7, Twin Chapter.

2.1.8 – Chapter Incorporation. See Procedure 2.1.8, Chapter Incorporation.

2.1.9 – Fiscal Policies for Chapters.

2.1.9.1 – General.

2.1.9.1.1 – The correct format for printing chapter checks is: (The)

Chapter, EGA

2.1.9.1.2 – No personal funds shall be commingled with any chapter funds at any time. No exceptions are permitted.

2.1.9.1.3 – The chapter President shall sign all chapter contracts with financial obligations.

2.1.9.1.4 – The chapter shall not make or accept monetary loans of any kind to or from any individual, entity, member, chapter, satellite, or region
EXCEPT:

2.1.9.1.4.1 – A chapter may accept a monetary loan from their region pursuant to the provisions of the region bylaws, standing rules and/or Policies and Procedures.

2.1.9.1.4.2 – A chapter may accept a monetary loan from EGA for the hosting of an EGA special event pursuant to the provisions of EGA's Policies and Procedures.

2.1.9.1.5 – **Returned Checks**

2.1.9.1.5.1 – Members who have outstanding, non-collectible, returned checks payable to EGA must provide payment in the form of cash, money order, or cashier's checks. This policy applies at all levels of EGA; the appropriate level Treasurer must provide notification to all tiers.

2.1.9.1.5.2 – All documented returned check expenses associated with NSF checks shall be charged back to the issuer including returned check fee assessed by the bank, all other documented expenses associated with the return check, plus a handling fee set by Headquarters commensurate with the bank charges and inconvenience involved.

2.1.9.1.6 – **Twinned Chapters** [aka, *Hands Across the Water/America*]: The cost shall be the same as for an overseas Member-at-Large.

2.1.9.1.7 – **Chapter Sponsored Library Affiliate Program.** Any EGA Chapter may sponsor a United States library as a library affiliate by including the affiliation fee with membership dues. Contact EGA HQ for current

2.1.9.2 – Dues/Benefits.

2.1.9.2.1 – Dues. Dues shall be comprised of the total amounts assessed by the national organization, region, and chapter. Each respective unit sets the rate. The national annual dues for chapter members shall be \$39.00 per year.

2.1.9.2.2 – The annual renewal date is May 31. Renewal dues payments from chapters must be postmarked on or before May 31 annually.

2.1.9.2.3 – Dues for new chapter members will be prorated as follows:

<u>Date Joins</u>	<u>Prorating – as % of annual dues amount</u>
April 1 through June 30	100%
July 1 through September 30	75%
October 1 through December 31	50%
January 1 through March 31	25%

2.1.9.2.4 – Chapter members shall receive *Needle Arts* magazine quarterly. Transfer and plural members shall not receive duplicate copies.

2.1.9.2.5 – Chapters shall not charge a late fee for late renewals.

2.1.9.3 – Mandated fiscal policies copy, for chapters. See Ancillary Document 2.1.4.2 – Chapter Bylaws Instructions and Checklist, Article IX, Mandated Fiscal Policies, and Ancillary Document 2.1.4.2.1 – Chapter Bylaws Annotated Sample, Article IX, Mandated Fiscal Policies

2.2 – REGIONS. Each region is governed similarly to the national organization, with a Board of Directors and an Executive Committee. The Board of Directors of each region includes at least one representative from each chapter within the region. The Board of Directors elects the Region Director and the other officers who lead the region. The

officer positions and terms of service vary and are according to each region's bylaws. Each region produces and promotes programs for members within the region.

2.2.1 – Organization

2.2.1.1 – Chapters Comprising a Region

2.2.1.1.1 – Each region shall consist of the chapters within the geographical boundaries set by the national Board. Chapters constitute the region's membership. Chapter members shall be considered members of the region by virtue of their membership in the chapter.

2.2.1.1.2 – Each chapter shall remain a member of the region to which it is currently assigned. A chapter may request to be reassigned to a bordering region. [See Procedure 2.1.3]

2.2.1.1.3 – Each chapter shall pay dues to the region. Dues are set at the discretion of the region Board of Directors.

2.2.1.2 – New Chapters Assigned to a Region

2.2.1.2.1 – New chapters shall be assigned to a region in accordance with the boundaries accepted by the Board of Directors.

2.2.1.2.2 – New chapters outside the continental United States shall be assigned to the region most accessible.

2.2.1.3 – Region Board of Directors/Executive Committee

2.2.1.3.1 – Region Director (Executive Committee).

2.2.1.3.1.1 – The Region Director's primary responsibility as a member of the EGA Board of Directors is to the organization as a whole in determining what is best for EGA, with an ancillary responsibility to represent the Region's members at the national level. The Region Director is the guardian of her region's wellbeing in directing the activities of the region. [See Procedure 2.2.1.3.1; Ancillary Document 2.2.1.3.1, Job Description: Region Director; Ancillary Document 2.2.1.3.1.1, Region Director Special Interest Items, and Ancillary Document 2.3.1.3.8, RD's Role as Board Member.]

2.2.1.3.1.2 – One of the most important jobs of the Region Director is to work with the chapters in her region, helping them find resources and solve problems. It is important that the Region Director be aware of the wellbeing of each chapter at all times. See Ancillary Document 2.2.1.3.1.2, Working with Chapters.

2.2.1.3.1.3 – Another very important job is to share as much information as possible with your Assistant Region Director so the ARD will feel comfortable filling in for you at any time. See Ancillary Document 2.2.1.3.1.3, Sharing with Your Assistant Director.

2.2.1.3.2 – Assistant Region Director (Executive Committee) [See Ancillary Document 2.2.1.3.2, Job Description: Assistant Region Director]

2.2.1.3.3 – Region Secretary (Executive Committee) [See Ancillary Document 2.2.1.3.3, Job Description: Region Secretary]

2.2.1.3.4 – Region Treasurer (Executive Committee) [See Ancillary Document 2.2.1.3.4, Job Description: Region Treasurer]

2.2.1.3.5 – Region Education (Executive Committee) [See Ancillary Document 2.2.1.3.5, Job Description: Region Education]

2.2.1.3.6 – Chapter Presidents [See Ancillary Document 2.1.5.2, Job Description: Chapter President]

2.2.1.3.7 – Region Representatives [See Ancillary Document 2.1.5.5, Job Description: Region Representative]

2.2.1.3.8 – Bylaws [See Ancillary Document 2.2.1.3.8, Job Description: Region Bylaws Chair]

2.2.1.3.9 – Newsletter [See Ancillary Document 2.2.1.3.9, Job Description: Region Newsletter]

2.2.1.3.10 – Website [See Ancillary Document 2.2.1.3.10, Job Description: Region Website Manager]

2.2.2 – Region Bylaws.

2.2.2.1 – Bylaws are legal documents defining the rules by which a region operates [See Ancillary Document 1.1.1.3, About Bylaws, Ancillary Document 2.2.2.2, Region Bylaws Instructions and Checklist, and Ancillary Document 2.2.2.2.1, Region Bylaws Annotated Sample.]

2.2.2.2 – Regions must review their bylaws every 10 years. [See Ancillary Document 1.1.6, Bylaws Review Schedule.]

2.2.2.3 – Amendments to Bylaws. Regions may submit an amendment to the region bylaws during the 10-year cycle, without waiting for the mandatory review year. See Procedure 2.2.2.3 and Ancillary Document 2.2.2.3, Region Bylaws Amendment Template.

2.2.2.4 – Out of Cycle Bylaws Review.

2.2.2.4.1 – Regions may conduct a bylaws review at any time (that is, outside the 10-year cycle for mandatory review) in order to make changes throughout the document, or to incorporate a number of amendments which had been made since the current bylaws document was adopted.

2.2.4.4.2 – Out-of-cycle amendments do NOT change the date of the next required bylaws review:

2.2.4.4.2.1 – To make fair to all, the 10-year schedule was set on a region-by-region basis so that any one year is not inundated with bylaws to review.

2.2.4.4.2.2 – Depending on the number of years remaining after a significant amendment, until the scheduled review year, at her discretion,

the EGA Director of Bylaws may waive the upcoming mandatory review by ten years. For example, if the scheduled year is 2017 and the region's bylaws review is completed in 2016, the Director of Bylaws may extend the next deadline to 2027. If the bylaws for a region is completed early, the extension, if any, would apply only to the region bylaws and not the chapters in the region.

2.2.3 – Region Meetings.

- 2.2.3.1 – Regions must hold regularly scheduled business meetings to conduct and make decisions about Region business. Electronic meetings are allowed. See Procedure 2.2.3.1.
- 2.2.3.2 – A quorum is the minimum number of chapters who must be present at a properly called meeting in order to conduct business in the name of the Region.
 - 2.2.3.2.1 – The Region establishes the number of chapters for a quorum in the Region bylaws.
 - 2.2.3.2.2 – Without a quorum present, no business can be transacted, including voting on motions and approving minutes. Reports can be heard and members can engage in general discussion. See Procedure 2.2.3.2.
- 2.2.3.3 – ‘General consent’ is a time saving step which can be used by the presiding officer when there seems to be no opposition in routine business or on uncontroversial matters. Also known as ‘unanimous consent,’ ‘general consent’ can be used as long as there is a quorum and it does not violate the chapter bylaws. See Procedure 2.2.3.3.
- 2.2.3.4 – In the absence of the Director, Assistant Director, and Secretary, any member may call the meeting to order, and then a temporary chair would be agreed upon by the members, either by vote or by general consent.

2.2.4 – Fiscal Policies for Regions

- 2.2.4.1 – Each region shall exercise financial responsibility; operating expenses of each region shall be met by:
 - 2.2.4.1.1 – Dues from its chapters.
 - 2.2.4.1.2 – Fundraising by a method of its own determination.
- 2.2.4.2 – Any surplus or deficit accruing through region sponsored activities shall be handled by the region in accordance with its policy – a copy of which shall be filed with its bylaws.
- 2.2.4.3 – No personal funds shall be commingled with any region funds at any time. There are no exceptions.

2.2.4.4 – The region shall not make or accept any monetary loans of any kind to or from any individual, entity, member, chapter, satellite, or region EXCEPT:

2.2.4.4.1 – Monetary loans may be made by a region and accepted by one of its chapter or a region special event committee (for the hosting of a region special event) pursuant to the provisions of the region bylaws, standing rules and/or policies and procedures

2.2.4.4.2 – A region or chapter may accept monetary loan(s) from EGA for the hosting of an EGA special event pursuant to the provisions of EGA's Policies and Procedures.

2.2.4.5 – Cash, money order, or cashier's checks shall be required from members who have outstanding, non-collectible, returned checks payable to EGA. This policy applies at all levels of EGA; notification shall be made to all tiers. All documented returned check expenses associated with NSF checks shall be charged back to the issuer including returned check fee assessed by the bank, all other documented expenses associated with the return check, plus a handling fee set by HQs commiserate the bank charges and inconvenience involved.

2.2.5 – Region Seminar (Go to the EGA website and click on Profile/Member Benefits/ Document Downloads to download the *Region Seminar Guidelines*)

2.2.6 – Region Dissolution

2.2.6.1 – Dissolution. If a region Board of Directors (RBOD) is considering dissolution, the region takes the following steps. [See Procedure 2.2.6] The Region Director informs the National Vice President that this is under consideration.

2.2.6.1.1 – The RBOD votes to explore dissolution and transfer of all chapters within the region to adjoining region(s).

2.2.6.1.2. – All chapters within the region vote to explore dissolution of the region. This has to be a two-thirds (2/3rds) majority of the chapters.

2.2.6.1.3 – Each chapter must select one of the following options;

1. The region they prefer to join, as is or,
2. The chapter they choose to merge with in a region, or
3. To become a satellite in a region chapter, or
4. To dissolve.

If a chapter elects to go to a region, they must have a second choice if the region does not accept the chapter. If a chapter dissolves, the chapter treasury is to be handled the same way it is in a normal dissolution.

2.2.6.1.4 – The chapter plan is presented to the current and new region. Both regions have to vote to accept the chapter realignment.

- 2.2.6.1.5 - The chapters vote to approve the dissolution. The vote has to be approved by a two-thirds (2/3rds) majority of the chapters. The RBOD takes a final vote to dissolve. This has to be a 2/3rds majority of the RBOD vote. The Region Director notifies the Vice President and EGA Headquarters of the vote and requests formal dissolution.
- 2.2.6.1.6 - The EGA Board of Directors (EGABOD) votes to accept the region's proposed dissolution and finalize realignment of all chapters within their new region(s). The requesting region will provide a schedule of events for the dissolution. The dissolution of the region must be completed within one year of approval by the EGABOD to begin the dissolution process.
- 2.2.6.1.7 - The region publishes a plan to distribute its treasury to the receiving regions based on a per capita basis for primary members according to their new region affiliation. This is included in the paperwork to the EGABOD as specified in 2.1.2.1.6 above.
- 2.2.6.1.8 - Before the EGABOD can finalize a region's dissolution, the dissolving region must repay EGA for any indebtedness (i.e., anything owed for services or loans), must provide a financial report to include a final bank statement showing a \$0.00 balance, and must return all property (document of charter, notebooks, guidelines, etc.) to EGA Headquarters. The books of the dissolving region must be audited by the EGA Treasurer or her/his designate.
- 2.2.6.1.9 - The requesting Region requests final approval from the EGABOD for the region to dissolve.

2.3 – NATIONAL. All of EGA is governed by the national Board of Directors which consists of seven elected officials who form the Executive Committee, and one director from each of the regions. The members of the Executive Committee, who each serve a 3-year term, are elected by chapter delegates at the EGA annual meeting. The national Board of Directors establishes policy for EGA, including the benefits and programs available to members.

2.3.1 – Board of Directors

2.3.1.1 – General

- 2.3.1.1.1 – EGA bylaws state the Board of Directors shall manage the affairs of EGA. As provided in the EGA bylaws, there shall be at least two regular meetings of the Board each year, one of which shall be held in at such time and place as shall be designated by the board, but, to the extent feasible, in conjunction with the national seminar prior to the annual meeting. Other meetings shall be held at such times and places

as the Board shall determine. Electronic meetings are allowed; electronic notice of the time, place, and purpose of each meeting shall be sent at least 48 hours prior to each meeting.

2.3.1.1.1.1 – See Procedure 2.3.1.1.1

2.3.1.1.1.2 – A quorum is the minimum number of voting members who must be present at a properly called meeting in order to conduct business in the name of the chapter.

2.3.1.1.1.2.1 – The EGA bylaws establishes the number for a quorum.

2.3.1.1.1.2.2 – Without a quorum present, no business can be transacted, including voting on motions and approving minutes. Reports can be heard and members can engage in general discussion. See Procedure 2.3.1.1.2.

2.3.1.1.1.3 – ‘General consent’ is a time saving step which can be used by the presiding officer when there seems to be no opposition in routine business or on uncontroversial matters. Also known as ‘unanimous consent,’ ‘general consent’ can be used as long as there is a quorum and it does not violate the chapter bylaws. See Procedure 2.3.1.1.3.

2.3.1.1.1.4 – In the absence of the President, Vice President, and Secretary, any member may call the meeting to order, and then a temporary chair would be agreed upon by the members, either by vote or by general consent.

2.3.1.1.2 – The EGA President, in conjunction with the EGA Administrator, shall schedule in-person Board meetings at such times that the entire Board can take advantage of the lowest possible travel fares.

2.3.1.1.3 – With input from the President, the EGA Secretary will prepare the agenda specifying the business to be discussed for each Board session; anyone wishing to submit items for discussion must do so by the specified date.

2.3.1.1.4 – Board sessions must discuss and vote on proposed bylaw changes; anyone proposing changes must include rationale.

2.3.1.1.5 – Any problems arising in implementation of policy or procedure approved by the Board must be referred to the Board. Between Board sessions, the Executive Committee must hold a called meeting to deal with any problems.

2.3.1.1.6 – EGA Headquarters shall handle all negotiations for national Board sessions.

2.3.1.1.7 – If a Region Director is unable to attend a Board and/or Regions Committee meeting, the Region may send an alternate who will have the same rights and privileges as the Region Director.

2.3.1.2 – Executive Committee

- 2.3.1.2.1 – The Executive Committee is empowered to act for the Board between sessions; the Secretary shall present a report of all action taken at the next Board session.
- 2.3.1.2.2 – The Executive Committee's duties shall include:
 - 2.3.1.2.2.1 – Coordinating the efforts of the organization's leadership;
 - 2.3.1.2.2.2 – Reviewing activities of all committees and ensuring responsible performance from them;
 - 2.3.1.2.2.3 – Recommending policy and providing agendas and other guidelines for board actions;
 - 2.3.1.2.2.5 – Creating, amending, and revising procedures;
 - 2.3.1.2.2.5 – Promoting cooperation and communication among the committees and directors.
- 2.3.1.2.3 – The Executive Committee may spend non-budgeted funds between sessions as provided in Section 5, Finance. The Board of Directors must approve any amount over the amounts set in Section 5.1.9, Finance.
- 2.3.1.2.4 – EGA Bylaws provide for no further delegation of authority either by the Board or Executive Committee. Members of the Board of Directors have an obligation to follow the approved organizational chart job descriptions, and the appropriate sections of *Robert's Rules of Order Newly Revised*.

2.3.1.3 – Composition of Board of Directors/Executive Committee

2.3.1.3.1 – EGA President (member of Executive Committee) [See Ancillary Document 2.3.1.3.1, Job Description: EGA President]

2.3.1.3.1.1 – The job of the President is that of presiding officer and chief spokesman for EGA.

2.3.1.3.1.2 – The President is an ex-officio (voting) member of every committee (except the Nominating Committee) and receives copies of all committee communications.

2.3.1.3.1.3 – The President chairs the Executive Committee and is the Reporting Officer for the:

2.3.1.3.1.3.1 – Embroidery Editor/Editorial Board

2.3.1.3.1.3.2 – Historian

2.3.1.3.1.3.3 – Outreach Committee

2.3.1.3.1.3.4 – Planning Committee

2.3.1.3.1.3.5 – Scholarship Review Committee

2.3.1.3.1.4 – Contingency Plan for position of the President.

2.3.1.3.1.4.1 – Vacancy. In the event the office of the President becomes vacant, the Vice President will assume the powers and duties of the President until a new President is appointed or elected.

2.3.1.3.1.4.2 – Incapacity. In the event the President is incapacitated and unable to discharge the powers and duties of the position, the Vice President will assume the powers and duties of the President until the President is no longer incapacitated.

2.3.1.3.2 – EGA Vice-President (member of Executive Committee) [See Ancillary Document 2.3.1.3.2, Job Description: EGA Vice-President]

2.3.1.3.2.1 – The Vice-President serves as the

2.3.1.3.2.1.1 – Chair of the Personnel Committee

2.3.1.3.2.1.2 – Chair of the Regions Committee

2.3.1.3.2.2 – The Vice-President serves as Reporting Officer to the

2.3.1.3.2.2.1 – National Seminar Director

2.3.1.3.2.2.2 – Chair of the International Embroidery Conferences

2.3.1.3.2.2.4 – Chair of the *Through the Needle's Eye* Exhibits

2.3.1.3.3 – EGA Secretary (member of Executive Committee) [See Ancillary Document 2.3.1.3.3, Job Description: EGA Secretary]

2.3.1.3.4 – EGA Treasurer (member of Executive Committee) [See Ancillary Document 2.3.1.3.4, Job Description: EGA Treasurer]

2.3.1.3.4.1 – The Treasurer serves as the Chair of the Finance Committee.

2.3.1.3.4.2 – The Treasurer serves as the Reporting Officer for the National Seminar Fund-Raising Committee.

2.3.1.3.5 – Director of Education (member of Executive Committee) [See Ancillary Document 2.3.1.3.5, Job Description: Director of Education]

2.3.1.3.5.1 – The Director of Education is the Reporting Officer for the:

2.3.1.3.5.1.1 – Administrator of Educational Advancement

2.3.1.3.5.1.2 – Administrator of Educational Programs

2.3.1.3.5.1.3 – Administrator of Online Education

2.3.1.3.5.1.4 – Collections Committee

2.3.1.3.5.1.5 – Education Catalog Editor

2.3.1.3.5.1.6 – Educational Exhibit Chair

2.3.1.3.5.1.7 – Education Publications Chair

2.3.1.3.5.1.8 – Fiber Forum Chair

2.3.1.3.6 – Director of Bylaws (member of Executive Committee) [See Ancillary Document 2.3.1.3.6, Job Description: Director of Bylaws]

2.3.1.3.6.1 – The Director of Bylaws is the Reporting Officer for the Chapter/Region Bylaws Review Chair

2.3.1.3.7 – Director of Membership & Marketing (member of Executive Committee) [See Ancillary Document 2.3.1.3.7, Job Description: Director of Membership & Marketing]

2.3.1.3.7.1 – The Director of Membership & Marketing is the Reporting Officer for:

2.3.1.3.7.1.1 – Membership Committee

2.3.1.3.7.1.2 – National Website Reviewer

2.3.1.3.7.1.3 – Funding Development Committee

2.3.1.3.7.1.4 – Product Design and Sales Committee

2.3.1.3.7.1.5 – Social Media Committee

2.3.1.3.8 – Region Directors [see Ancillary Document 2.3.1.3.8, RD's Role as Board Member]

2.3.1.4 – Conflict of Interest: Each member of the Board of Directors shall sign a *Conflict of Interest Policy Statement*. [See Procedure 1.1.2 and Ancillary Document 1.1.2.2, Conflict of Interest Statement]

2.3.1.5 – Committees

2.3.1.5.1 – Committee meetings, other than the Nominating Committee, Personnel Committee and Regions Committee, shall be open to all members unless a need for an executive session is determined by the committee.

2.3.1.5.2 – **Standing Committees**: Standing committees are those whose function is continuous.

2.3.1.5.2.1 – **Chapter/Region Bylaws Review Committee**. [See Ancillary Document 2.3.1.5.2.1, Job Description: Chapter/Regions Bylaws Review Committee Chair]

2.3.1.5.2.1.1 – The Chapter/Region Bylaws Review Committee is comprised of members appointed by Director of Bylaws.

2.3.1.5.2.1.2 – The Chair is appointed from the Committee members; the Director of Bylaws is the Reporting Officer.

2.3.1.5.2.1.3 – The duties include review and approval of chapter and region bylaws [See Ancillary Document 2.3.1.5.2.1.3, Bylaws Review Memo.]

2.3.1.5.2.2 – **Collection Committee**. [see 1.3.4.2 – Collection Committee and 2.3.1.5.2.2, Job Description: Collection Committee Chair].

Duties shall include the accession, care, and showing of the National Collection.

2.3.1.5.2.3 – **Embroidery Editor/Editorial Board.** [see Ancillary Document 2.3.1.5.2.3, Job Description: Embroidery Editor/Editorial Board]

2.3.1.5.2.4.1 – There shall be an Embroidery Editor who shall serve as Chair of the Editorial Board.

2.3.1.5.2.4.2 – The Embroidery Editor reports to the President.

2.3.1.5.2.4.3 – Duties include:

2.3.1.5.2.4.3.1 – Ensuring consistency of tone and writing style,

2.3.1.5.2.4.3.2 – Establishing content of magazine in planning types of issues,

2.3.1.5.2.4.3.3 – Soliciting, and receiving manuscripts and articles for publication,

2.3.1.5.2.4.3.4 – Proofreading galleys, page proofs and printer's proofs, and

2.3.1.5.2.4.3.5 – Initiating appropriate changes in the content and layout of *Needle Arts*.

2.3.1.5.2.4 – **Executive Committee.**

2.3.1.5.2.4.1 – The Executive Committee is comprised of the seven elected national officers and directors; see paragraphs 2.3.1.3.1 through 2.3.1.3.7 above.

2.3.1.5.2.4.2 – The President chairs the Committee.

2.3.1.5.2.4.3 – The duties are outlined in paragraph 2.3.1.2 above.

2.3.1.5.2.5 – **Finance Committee.** [See Ancillary Document 2.3.1.5.3.5, Job Description: Finance Committee Chair]

2.3.1.5.2.5.1 – The Finance Committee is comprised of all members of the Executive Committee plus four Region Directors elected by ballot by the Board of Directors.

2.3.1.5.2.5.2 – The Treasurer serves as Chair and Reporting Officer.

2.3.1.5.2.5.3 – The duties include:

2.3.1.5.2.5.3.1 – supervision of financial planning,

2.3.1.5.2.5.3.2 – maintenance and review of financial policies and procedures,

2.3.1.5.2.5.3.3 – review of reports and recommendations from the Investment Committee biannually,

2.3.1.5.2.5.3.4 – review of preliminary EGA budget, and

2.3.1.5.2.5.3.5 – handling requests for additional or new funds related to an existing budget.

2.3.1.5.2.5.3.6 – The Finance Committee shall review the rate of national dues annually. Every effort shall be made to give a one-year notice before enacting an increase.

2.3.1.5.2.5.3.7 – The Finance Committee is charged by the Board with formulating the EGA overall investment policy. See Ancillary Document 5.10, *EGA Investment Policy Statement*, March 6, 2021.

2.3.1.5.2.5.4 – Ad Hoc Investment Committee

2.3.1.5.2.5.4.1 – The Ad Hoc Investment Committee is established for the period of May 2021 through March 2024.

2.3.1.5.2.5.4.2 – The committee is comprised of a chairman who will serve as liaison to the Investment Advisor, plus two additional members selected by the chairman.

2.3.1.5.2.5.4.3 – The duties include:

2.3.1.5.2.5.4.3.1 – coordinate with the Investment Advisor to determine the allocation of funds by category, the types of investment vehicles to be allowed in each category, and the expected rate of return on each vehicle.

2.3.1.5.2.5.4.3.2 – manage the investment of EGA restricted funds, and

2.3.1.5.2.5.4.3.3 – monitor risk to ensure EGA avoids any unnecessary risk by following the policy.

2.3.1.5.2.5.4.3.4 – The committee will report to the Finance Committee and the Board of Directors at the Spring and Fall meetings, updating them on the status of EGA investments and implementation of the policy.

2.3.1.5.2.5.4.3.4 – In March 2024, the committee will present a final report, recommending whether to convert into a permanent subcommittee, disband, or continue as an ad hoc committee for a specified time.

2.3.1.5.2.6 – Funding Development Committee. [See Ancillary Document 2.3.1.5.2.6, Job Description: Funding Development Committee Chair]

2.3.1.5.2.6.1 – The Funding Development Committee is comprised of EGA members appointed by the Director of Membership and Marketing.

2.3.1.5.2.6.1 – The Chair reports to the Director of Membership and Marketing.

2.3.1.5.2.6.3 – The duties include the development of fundraising programs addressed both to the membership and other available sources, such as foundations, grants and gifts from industry and private individuals.

2.3.1.5.2.7 – **Historian.** [see Ancillary Document 2.3.1.5.2.7, Job Description: Historian]

2.3.1.5.2.7.1 – The EGA Administrator handles Historian duties.

2.3.1.5.2.7.2 – The duties include:

2.3.1.5.2.7.2.1 – Compiling, and updating when necessary, historical information for publication and collecting.

2.3.1.5.2.7.2.2 – Preparing, preserving, and maintaining historic materials for permanent housing and display at EGA headquarters.

2.3.1.5.2.7.2.3 – The Headquarters staff handles Collection Curator duties.

2.3.1.5.2.8 – **Membership Committee.** [see Ancillary Document 2.3.1.5.2.8, Job Description: Membership Committee Chair]

2.3.1.5.2.8.1 – The Membership Committee is comprised of members appointed by Director of Membership and Marketing.

2.3.1.5.2.8.2 – The Chair reports to the Director of Membership and Marketing.

2.3.1.5.2.8.3 – The duties include promoting methods to maintain and increase membership in EGA.

2.3.1.5.2.9 – **The National Seminar Committee.**

2.3.1.5.2.9.1 – The National Seminar Committee is comprised of an elected Director, Deputy Director, Registrar, and Treasurer.

2.3.1.5.2.9.2 – The Director serves as the Chair and the EGA Vice President is the Reporting Officer.

2.3.1.5.2.9.3 – The duties include supervision of each National Seminar, working with the Seminar Chair, Assistant Registrar and Assistant Treasurer from the host committee in accordance with the National Seminar Guidelines. The National Seminar Registrar and National Seminar Treasurer shall be working positions.

2.3.1.5.2.9.4 – See also Section 2.3.1.5.3.2 – National Seminar (Host), for more information (below).

2.3.1.5.2.9.5 – See National Seminar Guidelines on the EGA website (click on *Members Only/Document Downloads*).

2.3.1.5.2.10 – **National Seminar Fund-Raising Committee.** [see Ancillary Document 2.3.1.5.2.10, Job Description: National Seminar Fund-Raising Committee Chair]

2.3.1.5.2.10.1 – The National Seminar Fund-Raising Committee is comprised of EGA members appointed by the Treasurer.

2.3.1.5.2.10.2 – The Treasurer is the Reporting Officer.

2.3.1.5.2.10.3 – The duties are fund-raising activities associated with the National Seminar.

2.3.1.5.2.10.4 – See National Seminar Guidelines on the EGA website (click on *Members Only/Document Downloads*).

2.3.1.5.2.11 – **Nominating Committee.** [See also Section 2.5, Nominations and Ancillary Document 2.5.1, Job Description: National Nominating Committee Chairman.]

2.3.1.5.2.11.1 The Nominating Committee is comprised of seven members, selected as prescribed in Section 2.5. Any EGA member is eligible to serve on the Nominating Committee. No Nominating Committee member may serve a concurrent term as a nationally elected officer or director. The committee shall serve a three-year term concurrent with the EGA President.

2.3.1.5.2.11.2 The Nominating Committee members shall select the chairman, who reports to the President.

2.3.1.5.2.11.3 The mission of the Nominating Committee is to identify members willing to serve at the national level as officers and directors, the National Seminar Committee, Committee Chairmen and Committee members.

2.3.1.5.3.12 – **Outreach Committee.** [see Ancillary Document 2.3.1.5.3.12, Job Description: Outreach Committee Chair]

2.3.1.5.3.12.1 – The Outreach Committee is comprised of members appointed by President.

2.3.1.5.3.12.2 – The Chair reports to the President; the Chair is the Reporting Officer for the Youth Committee.

2.3.1.5.3.12.3 – The duties include:

- 2.3.1.5.3.12.3.1 – Developing methods to promote awareness of embroidery as an art form and
- 2.3.1.5.3.12.3.2 – Establishing the presence of EGA as an organization within the community through chapter, region and national outreach programs.

2.3.1.5.2.13 – **Personnel Committee.** [see Ancillary Document 2.3.1.5.2.13, Job Description: Personnel Committee Chair]

- 2.3.1.5.2.13.1 – The Personnel Committee is comprised of all members of the Executive Committee plus one Region Director elected by the Executive Committee.
- 2.3.1.5.2.13.2 – The Vice President is the Chair and Reporting Officer.
- 2.3.1.5.2.13.3 – The duties include the review of personnel matters as outlined in Procedure 2.3.1.5.2.13.

2.3.1.5.2.14 – **Planning Committee.** [See Ancillary Document 2.3.1.5.2.14, Job Description: Planning Committee Chair]

- 2.3.1.5.2.14.1 – The Planning Committee is comprised of all members of the Executive Committee.
- 2.3.1.5.2.14.2 – The President shall appoint a Chair from the Executive Committee.
- 2.3.1.5.2.14.3 – The duties shall include setting goals and monitoring the implementation of those goals.

2.3.1.5.2.15 – **Product Design and Sales Committee.** [see Ancillary Document 2.3.1.5.2.15, Job Description: Product Design and Sales Committee Chair]

- 2.3.1.5.2.15.1 – The Product Design and Sales Committee is comprised of members appointed by Director of Membership and Marketing.
- 2.3.1.5.2.15.2 – The Chair reports to the Director of Membership and Marketing.
- 2.3.1.5.2.15.3 – The duties include developing and maintaining quality and consistency in the design and use of the EGA logo by reviewing and approving –prior to manufacture – all proposed logos incorporating the EGA logo.

2.3.1.5.2.16 – **Regions Committee.** [See Ancillary Document 2.3.1.5.2.16, Job Description: Regions Committee Chair]

- 2.3.1.5.2.16.1 – The Regions Committee is comprised of all Region Directors plus the Vice President.
- 2.3.1.5.2.16.2 – The Vice President serves as the Chair and Reporting Officer.
- 2.3.1.5.2.16.3 – The duties include:
 - 2.3.1.5.2.16.3.1 – Coordinating region activities,
 - 2.3.1.5.2.16.3.2 – Reviewing and recommending EGA policy as it pertains to chapters and the regions structure, and
 - 2.3.1.5.2.16.3.3 – Promoting cooperation and communication among the chapters and regions.
- 2.3.1.5.2.17 – **Scholarship Review Committee.** [See Ancillary Document 2.3.1.5.2.17, Job Description: Scholarship Review Committee Chair]
 - 2.3.1.5.2.17.1 – The Scholarship Review Committee is comprised of EGA members appointed by the President.
 - 2.3.1.5.2.17.2 – The President shall appoint one of the Committee members as the Chair; the President is the Reporting Officer.
 - 2.3.1.5.2.17.3 – The duties include:
 - 2.3.1.5.2.17.3.1 – Reviewing applications and awarding scholarships from funds designated by the Finance Committee and approved by the Board of Directors;
 - 2.3.1.5.2.17.3.2 – Reviewing applications for and selecting recipients for the Research Fellowship Grant; and
 - 2.3.1.5.2.17.3.3 – Reviewing nominations and selecting region winners and the national winner of the Gold Thread Award.
- 2.3.1.5.2.18 – **Social Media Committee.** [see Ancillary Document 2.3.1.5.2.18, Job Description: Social Media Committee Chair]
 - 2.3.1.5.2.18.1 – The Social Media Committee is comprised of members appointed by Director of Membership and Marketing.
 - 2.3.1.5.2.18.2 – The Chair reports to the Director of Membership and Marketing.
 - 2.3.1.5.2.18.3 – The duties include raising the level of awareness of EGA utilizing electronic social media.

2.3.1.5.2.19 – **National Website Reviewer.** [see Ancillary Document 2.3.1.5.2.19, Job Description: National Website Reviewer]

2.3.1.5.2.19.1 – The National Website Reviewer is appointed by Director of Membership and Marketing.

2.3.1.5.2.19.2 – The National Website Reviewer reports to the Director of Membership and Marketing.

2.3.1.5.2.19.3 – The duties include:

- 2.3.1.5.2.19.3.1 – Reviewing EGA chapter, region and EGA special event websites,
- 2.3.1.5.2.19.3.2 – Monitoring EGA websites for copyright infringements,
- 2.3.1.5.2.19.3.3 – Monitoring EGA websites for anything that might raise questions about EGA tax exempt status and
- 2.3.1.5.2.19.3.4 – Reviewing content of EGA websites for inaccuracies.

2.3.1.5.2.20 – **Youth Program.** [see Ancillary Document 2.3.1.5.2.20, Job Description: Youth Program Chair]

2.3.1.5.2.20.1 – The Youth Program is comprised of members appointed by Youth Program Chair.

2.3.1.5.2.20.2 – The Chair reports to the Chair of the Outreach Committee.

2.3.1.5.2.20.3 – The duties include:

- 2.3.1.5.2.20.3.1 – The development, review and promotion of programs for the EGA website, chapters, and members to teach
- 2.3.1.5.2.20.3.2 – To promote the appreciation and preservation of needle arts among young people and
- 2.3.1.5.2.20.3.3 – Prepares a quarterly email publication.

2.3.1.5.3 – **Special Committees.** Special committees are limited in scope and tenure. When their tasks are complete, they are dissolved.

2.3.1.5.3.1 – **International Embroidery Conference (IEC)**

2.3.1.5.3.1.1 – The mission of the International Embroidery Conference is to introduce participants to noted lecturers who are considered experts in a variety of areas of embroidery. The purpose is to provide a learning opportunity for embroiderers, designers, academicians, and researchers in textile arts.

2.3.1.5.3.1.2 – The Board of Directors shall approve the date and site of each conference; it is recommended that the IEC be held at least every three years.

2.3.1.5.3.1.3 – See Ancillary Document 2.3.1.5.3.1, Job Description: IEC Chair; Ancillary Document 2.3.1.5.3.1.1, International Embroidery Conference Guidelines; and Ancillary Document 2.3.1.5.3.1.2, Previous IEC Chairs.

2.3.1.5.3.2 – National Seminar (Host)

2.3.1.5.3.2.1 – The host unit (Board of Directors or region) shall nominate a Seminar Chair, Assistant Seminar Chair, Assistant Treasurer, Assistant Registrar, and Secretary; the national Board of Directors approves the nominations. These officers remain active only through the duration of the specific National Seminar from date of appointment through completion of final reports. [see Ancillary Document 2.3.1.5.2.9, National Seminar Schedule].

2.3.1.5.3.2.2 – The Seminar Chair, Assistant Seminar Chair, Assistant Treasurer, and Assistant Registrar report to and work closely with the National Seminar Director, Deputy Director, Registrar, and Treasurer.

2.3.1.5.3.2.3 – See National Seminar Guidelines on the EGA website (click on *Members Only/Document Downloads*).

2.3.1.5.3.3 – *Through the Needle's Eye* Travelling Exhibit.

2.3.1.5.3.3.1 – The host unit (HQS, region or chapter) shall nominate a Exhibit Chair, Assistant Chair, Treasurer, Registrar, and Jurors Chair; the national Board of Directors approves the nominations. These officers remain active only through the duration of the specific *TNE* Exhibit, from date of appointment through completion of final reports (i.e., the 21st*TNE* started in 2017 and will end in 2020).

2.3.1.5.3.3.2 – The Exhibit Chair reports to the Vice President.

2.3.1.5.3.3.3 – See the *National Exhibit Guidelines* (click on *Members Only/Document Downloads*).

[NOTE: This program is currently (Nov 2020) under review.]

2.3.1.5.4 – Education Department Committees:

2.3.1.5.4.1 – Educational Exhibit Committee. [see Ancillary Document

2.3.1.5.4.1, Job Description: Educational Committee Chair]

2.3.1.5.4.1.1 – The Education Exhibit Committee Chair is nominated by the Reporting Officer and approved by the Board; the Chair shall select the committee members.

2.3.1.5.4.1.2 – The Chair reports to the Director of Education.

2.3.1.5.4.1.3 – The duties include coordinating the selection, planning and hanging of exhibits representing programs within the education department at national seminars and national exhibits.

2.3.1.5.4.1.4 – The Chair also coordinates the selection, planning, judging, and hanging of pieces submitted to the Golden Needle Exhibit.

2.3.1.5.4.2 – Education Publications Committee. [see Ancillary Document

2.3.1.5.4.2, Job Description: Education Publications Committee Chair]

2.3.1.5.4.3.1 – The Education Publications Committee Chair is nominated by the Reporting Officer and approved by the Board; the Chair shall select the committee members.

2.3.1.5.4.3.2 – The Chair reports to the Director of Education.

2.3.1.5.4.3.3 – The duties include coordinating the selection, planning and publication of *Technique Basics*, the *How To Guideline Series*, and *Petite Projects*.

2.3.1.5.4.3 – Fiber Forum. [see Ancillary Document 2.3.1.5.4.3, Job Description: Fiber Forum Chair]

2.3.1.5.4.3.1 – Members are juried in each year by accredited judges on the basis of both aesthetic achievement and technical skill. To remain a member of Fiber Forum requires re-jurying at least every three years with digital photo submissions of members' new work.

2.3.1.5.4.3.2 – The Chair reports to the Director of Education.

2.3.1.5.4.3.3 – The duties include advancing the perception of embroidery as an art form by exhibiting original works of exceptional design merit.

2.3.1.5.4.4 – Online Studio Committee.

2.3.1.5.4.4.1 – The Online Studio Committee Chair is nominated by the Reporting Officer and approved by the Board; the Chair shall select the committee members as well as the Online Studio Development Assistant.

2.3.1.5.4.4.2 – The Online Studio Chair reports to the Administrator of Online Education, who in turn reports to the Director of Education. [see Ancillary Document 2.3.1.5.4.4.2, Job Description: Online Studio Chair]

2.3.1.5.4.4.3 – The duties include:

2.3.1.5.4.4.3.1 – Developing, reviewing, and administering the Online Studio Program.

2.3.1.5.4.4.3.2 – An Online Studio Development Assistant has the primary responsibility to develop future courses and to provide other assistance to the Chair as requested. [see Ancillary Document 2.3.1.5.4.5.2.2, Job Description: Online Studio Development Assistant]

2.3.1.5.4.5 – The following **five committees** are under the direction of the **Administrator of Educational Advancement**. [See Ancillary Document 2.3.1.5.4.5, Job Description: Administrator of Educational Advancement]

2.3.1.5.4.6 – **Teacher Certification and Certified Graduate Teacher Program Committees** [see Ancillary Document 2.3.1.5.4.6, Job Description: Teacher Certification and Certified Graduate Teacher Program Committee Chair]

2.3.1.5.4.6.1 – The Certified Teacher Program Committee Chair is nominated by the Reporting Officer and approved by the Board; the Chair shall select the committee members.

2.3.1.5.4.6.2 – The Chair reports to the Administrator of Educational Advancement, who in turn reports to the Director of Education.

2.3.1.5.4.6.3 – The members of the committee shall be EGA certified teachers.

2.3.1.5.4.6.4 – The duties shall include:

2.3.1.5.4.6.4.1 – The development, testing, review, and administration of the TCP/CTGP in the various disciplines of needle arts.

2.3.1.5.4.6.4.2 – The testing and certifying of qualified teachers in various disciplines of needle arts.

2.3.1.5.4.7 – **Extended Study Program (ESP) Committee.** [see Ancillary Document 2.3.1.5.4.7, Job Description: Extended Study Program Committee Chair]

2.3.1.5.4.7.1 – The Extended Study Program Chair is nominated by the Reporting Officer and approved by the Board; the Chair shall select the Development Assistant.

2.3.1.5.4.7.2 – The Chair reports to the Administrator of Educational Advancement, who in turn reports to the Director of Education.

2.3.1.5.4.7.3 – The duties include:

2.3.1.5.4.7.3.1 – The operation of the Extended Study Program providing in-depth programs encouraging creative expression, experimentation, and research studies in the field of needle arts; studies are in a centrally located facility at Headquarters and at various institutions in the United States and elsewhere.

2.3.1.5.4.7.3.2 – The Development Assistant [see Ancillary Document 2.3.1.5.4.7.3.2, Job Description: Extended Study Program Development Assistant] has the primary responsibility to develop future courses and to provide other assistance to the Chair as requested.

2.3.1.5.4.8 – **Judges Certification Program Committee and Master Needlework Judges Program.** [see Ancillary Document 2.3.1.5.4.8, Job Description: Judges/Master Judges Certification Program Chair]

2.3.1.5.4.8.1 – Judges Certification Program Committee and Master Needlework Judges Program Chair is nominated by the Reporting Officer and approved by the Board; the Chair shall select the committee members.

2.3.1.5.4.8.2 – The Chair reports to the Administrator of Educational Advancement, who in turn reports to the Director of Education.

2.3.1.5.4.8.3 – The duties include training, testing and certifying knowledgeable and professional judges for needlework exhibits.

2.3.1.5.4.8.4 – The Chair oversees the selection of the Bobbie Pilling Memorial Award.

2.3.1.5.4.9 – **Master Craftsman Program.** [see Ancillary Document 2.3.1.5.4.9, Job Description: Master Craftsman Coordinator

and Ancillary Document 2.3.1.5.4.9.1, Job Description: Master Craftsman Program Chair]

2.3.1.5.4.9.1 – The Master Craftsman Program Coordinator is nominated by the Reporting Officer and approved by the Board; the Coordinator shall select the Master Craftsman Chairs for each area.

2.3.1.5.4.9.2 – The Coordinator reports to the Administrator of Educational Advancement, who in turn reports to the Director of Education.

2.3.1.5.4.9.3 – The duties include the development, review, and administration of Master Craftsman Programs in the various disciplines of needle arts.

2.3.1.5.4.10 – **Certified Needlework Appraisers Program Committee.** [see Ancillary Document 2.3.1.5.4.10, Job Description: Needlework Appraisers Program Chair]

2.3.1.5.4.10.1 – The Certified Needlework Appraisers Program Committee Chair is nominated by the Reporting Officer and approved by the Board; the Chair shall select the committee members.

2.3.1.5.4.10.2 – The Chair reports to the Administrator of Educational Advancement, who in turn reports to the Director of Education.

2.3.1.5.4.10.3 – The duties include developing, reviewing, and administrating the program.

2.3.1.5.4.11 – The following **two committees** are under the directions of the **Administrator of Educational Programs.** [See Ancillary Document 2.3.1.5.4.11, Job Description: Administrator of Educational Programs]

2.3.1.5.4.11 – Virtual Lecture Series Committee.

2.3.1.5.4.11.1 – The Virtual Lecture Series Committee Chair is nominated by the Reporting Officer and approved by the Board; the Chair shall select the committee members as well as the Virtual Lecture Series Assistant.

2.3.1.5.4.11.2 – The Virtual Lecture Series Chair reports to the Administrator of Educational Programs, who in turn reports to the Director of Education. [see Ancillary Document 2.3.1.5.4.11, Job Description: Administrator of Educational Programs; see

Ancillary Document 2.3.1.5.4.11.1, Job Description: Virtual Lecture Series Chair]

2.3.1.5.4.11.3 – The duties include:

2.3.1.5.4.11.3.1 – Developing, reviewing, and administering the Virtual Lecture Series Program.

2.3.1.5.4.11.3.2 – A Virtual Lecture Series Assistant has the primary responsibility to assist the Chair to moderate the lectures and to provide other assistance to the Chair as requested.

2.3.1.5.4.12 – **Group Correspondence Course Committee.** [see Ancillary Document 2.3.1.5.4.12, Job Description: Group Correspondence Course Chair]

2.3.1.5.4.12.1 – The Group Correspondence Course Committee Chair, Development Assistant, and Text Editor are nominated by the Reporting Officer and approved by the Board; the Chair shall select the committee members.

2.3.1.5.4.12.2 – The Chair reports to the Administrator of Educational Programs, who in turn reports to the Director of Education.

2.3.1.5.4.12.3 – The duties include:

2.3.1.5.4.12.3.1 – Developing, reviewing, and administering all Group Correspondence courses.

2.3.1.5.4.12.3.2 – A Development Assistant will have the primary responsibility to develop future courses and to provide other assistance to the Chair as requested. [see Ancillary Document 2.3.1.5.4.12.1, Job Description: Group Correspondence Course Development Assistant]

2.3.1.5.4.12.3.3 – A Group Correspondence Course Editor will ensure all course text editing is accurate. [see Ancillary Document 2.3.1.5.4.12.2, Job Description: Group Correspondence Course Editor]

2.3.1.5.4.13 – **Individual Correspondence Course Committee.**

2.3.1.5.4.13.1 – The Individual Correspondence Course Committee Chair and Development Assistant are nominated by the Reporting Officer and approved by the Board; the Chair shall select the committee members.

2.3.1.5.4.13.2 – The Chair reports to the Administrator of Educational Programs, who in turn reports to the Director of Education. [see Ancillary Document 2.3.1.5.4.13, Job Description: Individual Correspondence Course Chair]

2.3.1.5.4.13.3 – The duties include:

2.3.1.5.4.13.3.1 – Developing, reviewing, and administering all Individual Correspondence courses

2.3.1.5.4.13.3.2 – An ICC Development Assistant has the primary responsibility to develop future courses and to provide other assistance to the Chair as requested. [see Ancillary Document 2.3.1.5.4.13.1, Job Description: Individual Correspondence Course Development Assistant]

2.3.1.5.5 – Committee Reports

2.3.1.5.5.1 – Committee chairs shall send copies of their Board reports to the proper Reporting Officers (see also Ancillary Document 1.5.2, Manual/Document Distribution).

2.3.1.5.5.2 – Each national committee Chair shall send a written report to the officer responsible for the committee by the due date on the Master Calendar.

2.3.1.5.5.3 – If no written report is received from a national Chair for two consecutive Board sessions, that Chair shall be considered to have resigned and will be so notified.

2.3.1.5.5.4 – The Board reserves the right to postpone, until the following meeting, any report received after the published deadline.

2.3.1.5.6 – Minutes of Board Meetings

- 2.3.1.5.6.1 – The Secretary will record minutes of Board sessions in order to prepare written minutes. These recordings will remain in the custody of the Secretary and shall not be reproduced. The Secretary will retain the recordings beyond at least two sessions before erasing or reusing them. Any member of the Executive Committee and Board of Directors may request to listen to a specific portion of the respective Executive Committee/Board minutes by telephone or at a Board session by prior arrangement with the Secretary.
- 2.3.1.5.6.2 – The Secretary shall send complete official Board minutes to all Board members and Chairs of Standing Committees (see Ancillary Document 1.5.2, Manual/Document Distribution).
- 2.3.1.5.6.3 – The minutes will not record the number of votes cast for each person who has been nominated for a position of or membership on a national committee. If paper ballots are used, they should be retained by the Secretary until the minutes of the meeting where they are used are approved. All candidates will have the right to see the ballots which will be kept on file for thirty days following the vote.
- 2.3.1.5.6.4 – Reporting Officers shall be responsible for immediate distribution of all pertinent information to the committees which report to them.
- 2.3.1.5.6.5 – The Secretary shall prepare a synopsis of Board minutes for publication in *Needle Arts*.
- 2.3.1.5.6.6 – Board minutes are available on the EGA website; click on Profile/Member Benefits/Document Downloads/Meeting Minutes.

2.3.1.5.7 – Minutes of Executive Committee Meetings

- 2.3.1.5.7.1 – The Secretary shall record minutes of the semi-annual Executive Committee meetings and circulate them promptly to the Board of Directors.

2.3.1.6 – Between Sessions Board or Committee Voting

- 2.3.1.6.1 – When it is necessary for the Board, Executive Committee, or any committee to conduct business between official sessions, the following are recommendations accepted by the Board of Directors. The Board is empowered to conduct business between sessions; a report of all action taken shall be presented at the next Board session. The Executive

Committee is empowered to act for the Board between sessions; a report of all action taken shall be presented at the next Board session. [See Procedure 2.3.1.6]

2.3.1.6.1.1 – Means of communication. The presiding officer or committee chair with the committee members shall all agree on the means of communication and voting.

2.3.1.6.1.2 – Ways to vote. There are four (4) means of voting between Board sessions. They are:

2.3.1.6.1.2.1 – Electronic mail (most preferred)

2.3.1.6.1.2.1 – Telephone

2.3.1.6.1.2.1 – Facsimiles

2.3.1.6.1.2.1 – U.S. Postal Service (least preferred)

2.3.1.6.1.3 – Contingency Plan. Should the Secretary be unable to facilitate any business between Board sessions, the committee chair will appoint a temporary facilitator from among the committee members.

2.3.1.7 – Between Sessions Board or Committee Telephone Conference

Calls/Electronic Meetings. [see Procedure 2.3.1.7, Telephone Conference Calls] Telephone conference calls and electronic meetings are allowed.

2.3.2 – Headquarters Personnel/Staff. See Policies 1.2 and Procedure 2.3.1.5.2.13 – Personnel Committee

2.3.3 – Annual Meeting. The Annual Meeting of EGA for the purpose of electing officers and Directors, receiving reports, amending bylaws, and such other business as may properly come before the meeting shall be designated by the board, but, to the extent feasible, in conjunction with the national seminar.

2.3.3.1 – The annual meeting takes place during the national Seminar. It is held in a room large enough to accommodate chapter delegates, Board members, and other seminar participants. Electronic meetings are allowed.

2.3.3.2 – The date, time, and place will be posted in the Board calendar.

2.3.3.3 – The meeting is open to all EGA members.

2.3.3.4 – The EGA Secretary shall direct and coordinate the notification by HQs to all chapters of the Annual Meeting at least ninety days before the meeting. The Secretary will prepare the proxy package and forward it to EGA Headquarters where it will be mailed to Chapter Presidents sufficient for receipt approximately sixty days before the annual meeting. In the event an electronic meeting is planned, the Board will solicit questions and issues from general membership at least ninety days in advance.

2.3.3.5 – Prior to the annual meeting each chapter representative will receive a voting card, a copy of the agenda, minutes of the previous annual meeting, and, in election years, the slate of officers with brief biographies of each. In the event the Annual Meeting is to be held electronically, chapter presidents will be instructed to mail in their marked ballots by a specified deadline.

2.3.3.6 – Quorum. Twenty-five delegates shall constitute a quorum.

2.3.3.7 – The President presides at the meeting. The Board of Directors and the Parliamentarian sit facing the audience. No one on the dais should be stitching during the annual meeting.

2.3.3.8 – The President typically scripts the annual meeting to address required matters during the meeting. The President shall present an annual report to the full Board. The President may arrange for short presentations about specific issues to be made during the meeting.

2.3.3.9 – Voting. Each chapter shall be entitled to be represented by one delegate and shall be entitled to one vote, either by delegate or by proxy. Attendees shall vote on each item separately.

2.3.3.10 – Emergency Cancellation of Annual Meeting. In the event of an emergency as determined by a vote of the Board of Directors whereby it is inadvisable to hold an Annual Meeting, Headquarters will notify the chapters of the cancellation. The Board will provide for election of officers and/or amendment of bylaws by vote of the chapters in writing or by electronic means.

2.3.3.11 – **Chapter Delegates' Meeting.** This meeting is generally scheduled for no more than a half hour prior the annual meeting. Its purpose is to discuss the topics on the annual meeting agenda and allow the airing of concerns. It is open to all EGA members. The President conducts the meeting, which is informal. The full board should be present.

2.3.3.12 – **President's Roundtable.** An open Roundtable may be scheduled during Seminar as an opportunity for members to ask questions or share information. All Board members are encouraged to attend. The day and time will be published in the seminar Handbook.

2.3.4 – Organizational Meetings.

2.3.4.1 – Board of Directors (Closed Meeting).

2.3.4.1.1 – The Board of Directors holds a closed meeting immediately after the Annual Meeting in the election year in order to:

2.3.4.1.1.1 – Elect the 7-member national Nominating Committee. The Nominating Committee reports directly to the Board of Directors and selects its own chair. For additional information about the Nominating Committee, see Section 2.5 of this document.

- 2.3.4.1.1.2 – Approve the chairs of the national committees.
- 2.3.4.1.1.3 – Approve the Region Director members of the Finance Committee.
- 2.3.4.1.1.4 – Electronic meetings are allowed.
- 2.3.4.1.2 – To acquaint members with the candidates, members of the board will receive a listing, and resumes if available, prior to the meeting. The Secretary may include the list and resumes in the Board packet, send them separately from the Board packet, or provide hard copy during the Board session.
- 2.3.4.1.3 – In the presiding officer’s discretion, the voting on the candidates may be by voice vote or by ballot.
- 2.3.4.1.4 – The newly-elected President announces her or his choice for the recipient of the National Outreach Project⁴. Additional items may be considered at this meeting depending on need.
- 2.3.4.2 – Executive Committee (Closed Meeting). The Executive Committee also holds an organizational meeting, usually immediately following the Board of Directors’ organizational meeting, primarily to appoint the Region Director member to the Personnel Committee. The Executive Committee may consider additional items depending on need.

2.3.5 – Semi-Annual Board of Directors Meetings.

- 2.3.5.1 – An EGA national Board session consists of the following meetings; electronic meetings are allowed.
 - 2.3.5.1.1 – Executive Committee.
 - 2.3.5.1.2 – Personnel Committee.
 - 2.3.5.1.3 – Finance Committee.
 - 2.3.5.1.4 – Regions Committee.
 - 2.3.5.1.5 – Planning Committee.
 - 2.3.5.1.6 – Board of Directors.
 - 2.3.5.1.7 – Nominating Committee.
- 2.3.5.2 – The Board of Directors may have additional meetings during a Board session, such as training meetings or informal meeting to provide an opportunity for Board members to discuss ideas, to make suggestions or discuss delicate topics. During the informal meetings, a parliamentarian is not present and a secretary does not take minutes.
- 2.3.5.3 – The national EGA is financially responsible for:
 - 2.3.5.3.1 – All Region Directors:

⁴Recent recipients were American Heart Association (for women’s heart health research), Children’s Alopecia Project (CAP), Alzheimer’s Research, and America’s wounded servicemembers.
August 2022

- 2.3.5.3.1.1 – Up to three nights of hotel lodging at ½ rate to attend the Regions Committee, Planning Committee, and Board of Directors meetings.
- 2.3.5.3.1.2 – Also applies to an Assistant Region Director or other person attending a Board session instead of the Region Director.
- 2.3.5.3.1.3 – Typically national's portion of hotel lodging is directly billed to national. See Section 5.7.3
- 2.3.5.3.2 – Region Director members of the Personnel and Finance committees
 - 2.3.5.3.1.1 – The appointment to either committee is personal to the Region Director, and an alternate cannot attend instead of the appointed Region Director.
 - 2.3.5.3.1.1 – An additional ½ night of hotel lodging to attend the respective meetings.
 - 2.3.5.3.1.1 – One day of per diem at the same rate as Executive Committee. Board members must submit reimbursement forms within thirty days after the Board session. See Section 5.7.5.1 in Finance.
- 2.3.5.4 – The Regions are financially responsible for all other expenses incurred by the Region Director including transportation and meals/per diem. See Section 5.7.3
- 2.3.5.5 – Personal Emergencies prior to the Board Session. If a Region Director is unable to attend a Board meeting and knows about it at least one week before, the Region Director should contact the Vice President, Secretary, President, and EGA headquarters. Should it occur within a day or two of traveling, the Region Director should contact Headquarters and ask the staff to alert the Vice President, President, and Secretary. If a Region Director knows she will not be able to attend a board meeting, the Assistant Region Director should attend as a voting alternate.
- 2.3.5.6 – See the following Ancillary Documents:
 - 2.3.5.6.1 – What to Expect at Each Board Session
 - 2.3.5.6.2 – The Board Packet
 - 2.3.5.6.3 – Writing Reports for the Board
 - 2.3.5.6.3.1 – Sample Interim Report
 - 2.3.5.6.3.2 – Sample Annual Report
 - 2.3.5.6.4 – Board Meeting Conduct
 - 2.3.5.6.5 – How to Write a Motion
 - 2.3.5.6.6 – Checklist for a Board Meeting
 - 2.3.5.6.7 – Thoughts & Expectations for Board Participation

2.3.6 – International Council of Needlework Associations (ICNA)

- 2.3.6.1 – The Embroiderers' Guild of America, Inc. shall be a member of ICNA.
- 2.3.6.2 – The EGA President shall serve as EGA's representative to ICNA during her tenure.
- 2.3.6.3 – The President shall appoint a current member of the national Board of Directors to act as the alternate ICNA.

2.4 – MEMBERSHIP CATEGORIES

2.4.1 – Chapter membership. Primary chapter members must join or renew through a chapter. [see Procedure 2.4.1]

- 2.4.1.1 – See Policy 2.1.9.2 for specific information about dues and benefits of chapter membership.

2.4.2 – Members-at-Large.

- 2.4.2.1 – Members-at-large in the United States may pay dues for a one-year period (\$50.00), a two-year period (\$98.00), or a three-year period (\$147.00).
- 2.4.2.2 – Headquarters EGA shall issue membership cards to members-at-large annually.
- 2.4.2.3 – The annual renewal date is May 31.
- 2.4.2.4 – Dues for new members-at-large will be prorated on the same basis as for new chapter members (see paragraph 2.1.9.2.3 above).
- 2.4.2.5 – Members-at-large are NOT members of any region; the chapter belongs to the region. However, members may participate in chapter or region activities if invited by the chapter or region.
- 2.4.2.6 – Should a member-at-large join any EGA chapter, the member then becomes a primary member of that chapter and its region. The member is not considered a plural member, despite previous member-at-large status.

2.4.3 – Youth Members. The EGA Youth Program educates the next generation in the art of embroidery. See Procedure 2.4.3.

2.4.3.1 – Benefits/Dues:

- 2.4.3.1.1 – The National EGA Youth membership is open to youths ages 7 through 17 and members shall renew by paying annual dues of \$15.
- 2.4.3.1.2 – Annual benefits of youth membership through the national organization include a quarterly email newsletter, free project(s), and access to one correspondence course or independent study course at the regular registration fee rate. Available courses and fees will be listed in the youth newsletter.
- 2.4.3.1.3 – Youths wishing to receive *Needle Arts*, *Inside EGA*, and/or attend national educational events must pay full membership dues at the

current rates. Students under 17 planning to attend national EGA events must be accompanied by a parent or legal guardian and complete the *Parental Consent Form*. [see Ancillary Document 2.4.3.5, Parental Consent Form]

2.4.3.1.4 – Chapters may choose to have chapter youth memberships in addition to the national youth membership. Each individual chapter determines the youth chapter dues and benefits of the youth membership. Chapters choosing to collect chapter dues should collect the additional national dues and report their youth members as they do regular memberships. Youth members attending EGA chapter events must be accompanied by a parent or legal guardian and complete the *Parental Consent Form*. [see Ancillary Document 2.4.3.5, Parental Consent Form]

2.5.3.1.5 – Regions may choose to allow chapter youth members to attend region events, pay region dues, and all other applicable fees. Youth members attending EGA region events must be accompanied by a parent or legal guardian and complete the *Parental Consent Form* [see Ancillary Document 2.4.3.5, Parental Consent Form]

2.4.3.2 – Youth Programs.

2.4.3.2.1 – The Youth Program Chair edits and administers the national youth newsletter; Headquarters EGA sends the newsletter electronically on a quarterly basis. Youth members may request a hard copy through Headquarters.

2.4.3.2.2 – The Youth Program Chair develops national youth programs and projects, which Headquarters posts on the website (click on Profile/Member Benefits/Document Downloads, then type *Youth* in the Search box).

2.4.3.3 – Goals of the Youth Program

2.4.3.3.1 – To develop embroidery skills at the basic level or beyond.

2.4.3.3.2 – To provide a safe and welcoming atmosphere for education in embroidery experimentation and creativity.

2.4.3.3.3 – To build embroidery knowledge and interest developing a life passion for needle art.

2.4.3.3.4 – To encourage future participation through recognition of accomplishments and exhibition of needlework.

2.4.3.4 – Teaching Youth for non-EGA organizations

2.4.3.4.1 – When chapters or regions teach for other educational organizations such as schools, 4H groups, or Girl Scouts, etc., a supervisory adult provided by that organization shall remain with the students at all times. EGA members will abide by the rules of the organization in order to be covered by their liability insurance.

2.4.3.4.2 – The chapter/region is responsible for securing from the sponsoring organization a written agreement which includes the name and contact information of the organization's event supervisor, the event location, the timeframe for the event, emergency contact information, the number and age of youths participating and the specific responsibilities of all participating parties.

2.4.3.5 – Photography of Youth

2.4.3.5.1 – A parent or legal guardian in attendance must give permission before youth members may be photographed. [see Ancillary Document 2.4.3.5, Parental Consent Form]

2.4.3.5.2 – If a photograph is published, use the first name of the youth member only.

2.4.4 – Plural Members. Plural members are those who hold a primary membership in one chapter, but also pay chapter dues (and region dues if applicable) in one or more plural chapters.

2.4.4.1 – An individual belonging to more than one chapter shall pay national EGA dues only through the primary chapter and shall be considered a plural member of any subsequent chapters.

2.4.4.2 – Chapter dues for plural members shall be those of the chapter minus region dues and minus the amount paid to EGA by the primary chapter if the plural chapter is in the same region as the primary chapter.

2.4.4.3 – Region dues shall be paid by plural members in accordance with the region in which the plural chapter is located.

2.4.4.4 – Plural members shall not receive duplicate copies of *Needle Arts*.

2.4.4.5 – Plural members of a chapter are entitled to all rights and benefits of chapter membership.

2.4.5 – Transfer Members. Transfer members convert their primary membership from one chapter to another. See Procedure 2.4.5, Transfer Members to a Newly Forming Chapter.

2.4.5.1 – Transfer members must pay dues in each chapter to which they belong and to the region(s) as defined in region bylaws.

2.4.5.2 – Transfer members shall not receive duplicate copies of *Needle Arts*.

2.4.6 – Life Members. See Procedure 2.4.6.

2.4.6.1 – Patron.

2.4.6.1.1 – EGA Headquarters will issue Life Membership pins.

2.4.6.1.2 – The member may pay the \$1,500 patron membership fee in:

- 2.4.6.1.2.1 – One single payment or
- 2.4.6.1.2.1 – In four consecutive non-refundable payments.
- 2.4.6.1.3 – If the member's dues become due before the total amount has been paid, the regular national dues shall be waived.
- 2.4.6.1.4 – Note: Payment of Life Membership is for the national organization only. To belong to a chapter, the member must pay chapter and applicable region dues.
- 2.4.6.2 – Honorary.
 - 2.4.6.2.1 – EGA Headquarters will issue Life Membership pins.
 - 2.4.6.2.2 – The EGA Board of Directors bestows Honorary Life Membership.
 - 2.4.6.2.3 – The recipient does not pay anything for Honorary Life Membership.

2.5 – NOMINATIONS. The mission of the Nominating Committee is to identify members willing to serve at the national level as officers and directors, the National Seminar Committee, Committee Chairs and Committee members. [see Ancillary Document 2.5, Installation of Newly Elected Officers...]

2.5.1 – Members of the Nominating Committee [see Ancillary Document 2.5.1, Job Description: Nominating Committee Chair] shall be selected by a plurality of votes by the board of directors at the organizational meeting in the year the President is elected. The committee shall consist of two members, selected from the previous committee willing to serve an additional term, and five from a list of nominees from the regions (one from each region). (See EGA Procedures, Section 2.5). If two members of the previous committee are not available for a second term, the board of directors shall elect additional members for a total of seven committee members. Members of this committee shall serve a term of three years concurrent with the EGA president and no member shall serve more than two consecutive terms. The committee shall elect its own chairman and secretary.

2.5.1.1 – Each region shall select one candidate for the national Nominating Committee and present the name accompanied by the EGA National Resume Form [Ancillary Document 2.5.3, National Resume Form] to the Chairman of the Nominating Committee for incorporation in the board packet mailed prior to the election. The nomination shall be submitted by June 1.

2.5.1.2 – Any EGA member is eligible to serve on the Nominating Committee. No Nominating Committee member may serve a concurrent term as a nationally elected officer or director.

2.5.1.3 – Election of Nominating Committee members shall take place at the organizational meeting of the Board of Directors following election of the EGA president. The ballot is two-part: Part A contains the names of current Nominating Committee members who are willing to serve a second term. The Board of Directors will select two of these candidates. Part B contains the names of nominees submitted by the Region Directors (one name per region). That list may include a current Nominating Committee member. The Board of Directors will select five members from this list. In the event that fewer than two members from the current committee are willing to continue, the Board of Directors will elect as many additional members as are needed to result in a seven-member committee.

The minutes of the meeting will not record the number of votes cast for each person. If paper ballots are used, they should be retained by the Secretary until the minutes of the meeting where they are used are approved. All candidates will have the right to see the ballots which will be kept on file for thirty days following the election. The Secretary should maintain a record of the descending list of votes for the Nominating Committee so that vacancies can be filled in the descending order during the committee's existence.

2.5.1.4 – Following election of the National Nominating Committee, vacancies on the Committee shall be filled from the remaining nominees in descending order according to the number of votes received. The Committee Secretary shall receive the record of votes cast from the national Secretary.

2.5.2 – Guidelines

2.5.2.1 – All deliberations of this Committee are confidential and independent of the Board of Directors.

2.5.2.2 – Official meetings of the Nominating Committee shall be in person, by email, by electronic means, or by telephone conference call with each member notified of the time and date. A majority vote is necessary to make a decision.

2.5.2.3 – A Committee member shall be considered resigned if no communication has been established with the Chairman by the first Board session of the first year after election to the Committee. The Chairman shall acknowledge the resignation by certified mail.

2.5.2.4 – Resignation of the Nominating Committee Chairman shall require written/or e-mail notice of resignation to the Committee and national President. The Nominating Committee shall elect a member of the present Committee to complete the term. The Committee Secretary shall conduct a vote via

teleconference or e-mail to confirm acceptance of nominee and inform the national President.

- 2.5.2.5 – If any of the Nominating Committee members feel there is impropriety in Committee actions, the individual is to notify two members of the Board of Directors. It shall be their duty to bring the matter to the attention of the full Board for investigation and possible action.
- 2.5.2.6 – Nominating Committee members are expected to observe one full Board session (travel day to travel day) Note: The first Executive Committee meeting of a new term is a closed meeting. Nominating Committee members may attend closed meetings at the meeting Chair's discretion. Attending and/or observing electronic meetings is allowed.

2.5.3 – Identifying Members for Elected Office [see Ancillary Document 2.5.3, National Resume Form]

- 2.5.3.1 – The Nominating Committee shall accept names for national service from any EGA member. The name submitted shall include three references. The Nominating Committee shall contact the person recommended to determine willingness to serve. The Nominating Committee shall then check references.
- 2.5.3.2 – To ensure equalization of duties across the membership of EGA, the Committee shall make a concerted effort to obtain a candidate from such regions not recently represented.
- 2.5.3.3 – Current Board members shall be interviewed by at least two Nominating Committee members.
- 2.5.3.4 – Prospective Board members shall be interviewed when possible by at least two Nominating Committee members. Interviews may be conducted in person, by electronic means, or by teleconference.
- 2.5.3.5 – At the interim seminars, space shall be provided by the Seminar Committee for the Nominating Committee to use for interviewing prospective nominees. The purpose of the interview will be for national service as well as obtaining names of prospective Executive Committee nominees.
- 2.5.3.6 – Membership on the Nominating Committee does not preclude selection as a candidate for national office or directorship. No members on the Committee shall nominate themselves. Any person already on the Committee but under consideration for nomination shall be excluded from the discussion for that particular position – out of the room – but may participate in discussion for all other positions.

2.5.4 – National Seminar Committee and Seminar Chairman

- 2.5.4.1 – The Nominating Committee will accept resumes for potential candidates for service on the National Seminar Committee and for chairmen of nationally hosted seminars, and will submit names of candidates as follows:
 - 2.5.4.1.1 – National Seminar Committee: The Nominating Committee will submit the names of candidates to the EGA Vice President for consideration by the Board of Directors in March.
 - 2.5.4.1.2 – National Seminar Chair: For seminars hosted by National, the Nominating Committee will submit the name of the candidate to the EGA Vice President for consideration by the Board of Directors no later than March of the calendar year three years prior to the scheduled event.

2.5.5 – Appointed Positions: The Nominating Committee may accept resumes for potential candidates for national appointed positions. The Nominating Committee provides resumes as a clearing house for requests by committee chairs or officers who are looking for candidates for appointed positions.

2.5.6 – Prospective Candidates

- 2.5.6.1 – The Nominating Committee shall not ask a prospective candidate to accept a nomination until deliberation by the entire Committee is complete.
- 2.5.6.2 – The Nominating Committee shall ask each candidate contacted to maintain confidentiality regarding the potential nomination until advised otherwise by the Chairman of the Nominating Committee.
- 2.5.6.3 – The Chairman shall contact each candidate by telephone with the offer of nomination; calls shall be placed immediately following the Nominating Committee meeting. The call shall be followed up immediately with a Letter of Notification, which will have enclosed a current job description, a listing of reimbursement policies, EGA Conflict of Interest Policy Statement form, EGA Code of Ethics and Conduct information and any other information the candidate requests. The Chairman shall request a written response within two weeks of receiving the letter.
- 2.5.6.4 – No one is to discuss the slate outside of the Committee until after its announcement to the National Board.
- 2.5.6.5 – The Nominating Committee shall present the proposed slate of officers and directors to the Board of Directors. Headquarters shall send copies of the slate to the chapters in the appropriate mailing, or as separate mailing if time dictates this, as official notification. Nominated candidates shall submit abbreviated resumes and photographs to the editor of *Needle Arts* at the appropriate time for the slate to be published.

2.5.6.6 – The Nominating Committee Chairman records areas of interest (education, computer, fund-raising, etc.) when interviewing EGA members; this spreadsheet is available to officers and directors when seeking potential candidates for specific committees.

2.5.7 – Meetings and Records

- 2.5.7.1 – Official meetings other than at National Seminars, shall be by telephone conference call, electronic means, e-mail, or at National Board sessions.
- 2.5.7.2 – The Chairman shall keep the permanent records of the Committee and shall turn them over to the new Chairman as soon as that person is elected. The Chairman shall also be responsible for administering the Committee report.
- 2.5.7.3 – Each Committee member shall maintain a file and shall dispose of the contents of the file at the end of the term.
- 2.5.7.4 – The Secretary shall record minutes of the meetings and distribute them to Committee members (see also Ancillary Document 1.5.2, Manual/ Document Distribution).
- 2.5.7.5 – Copies of all resumes shall be sent to each Committee member.
- 2.5.7.6 – No Committee member shall correspond with prospective candidates regarding nominations without the Chairman’s approval. Copies of all such correspondence shall be sent to the Chairman.
- 2.5.7.7 – All policies and procedures established for the Committee shall be followed.

2.5.8 – Resignation of Executive Committee Member

- 2.5.8.1 – The national President shall notify the Chairman of the Nominating Committee, in writing, of the resignation of a member of the Executive Committee.
- 2.5.8.2 – The Chairman shall notify the Nominating Committee, in writing, of the resignation of an elected officer or director, and call for names of candidates to fill the position.
- 2.5.8.3 – The Nominating Committee Chairman shall set a date and time for a conference call or electronic meeting to discuss prospective nominees for the office to be filled. A majority vote of the Committee is necessary to make a decision.
- 2.5.8.4 – The Nominating Committee Chairman shall contact the candidate for the Executive Committee position and, upon acceptance by the candidate, shall submit the name to the national President for dissemination to the Board of Directors.

2.5.9 – Travel Reimbursement [See also section 5.7.6]

2.5.9.1 – To promote fairness, funding for Nominating Committee members shall come only from national resources.

2.6 AFFILIATIONS. EGA may enter into affiliations with libraries or shops, following the guidelines set forth below. These affiliations recognize the relationship between EGA and the entity. Affiliations are not memberships: participating entities do not receive voting rights; nor are they entitled to access the Members Only section of the EGA website, lending library, or registration in EGA classes, seminars, or other membership activities.

2.6.1 – Library Affiliate Program. This program allows any EGA chapter to sponsor a US library as an EGA library affiliate. Library affiliates receive *NeedleArts* magazine.

2.6.2 – Shop Affiliation Program. The Shop Affiliate program is subscription program by which shops may pay an annual fee to be identified as affiliates of the EGA. Affiliates will be acknowledged by the EGA through listing on the EGA website, with links to the shop physical and online presence. (*Revised March 2021*)

SECTION 3 – EDUCATION POLICIES

3.1 – GENERAL

3.1.1 – Definitions

- 3.1.1.1 – Original: An original work is one which, from the beginning, is solely the creative product of the stitcher.
- 3.1.1.2 – Adaptation: An adaptation is needlework inspired by or based upon a source other than needlework and modified through significant changes. Source(s) are to be documented.
- 3.1.1.3 – Interpretation: An interpretation is needlework developed from a professional or nonprofessional needlework design (chart, painted canvas, class project, etc.) and modified by the stitcher through the use of different colors, materials, and stitches from those of the original design. Source(s) are to be documented.
- 3.1.1.4 – Amateur: An amateur is one who engages in needlework as a pastime and for pleasure rather than for financial gain.
- 3.1.1.5 – Professional:
 - 3.1.1.5.1 – Noun - A professional is one who engages in needlework as a teacher, artist/designer, or stitcher and receives financial return for the work.
 - 3.1.1.5.2 – Adjective - Manifesting fine artistry or workmanship based on sound knowledge and conscientiousness, reflecting the results of education, training, and experience.
- 3.1.1.6 – Basic: The stitcher has no experience in the technique being taught.
- 3.1.1.7 – Intermediate: The stitcher has knowledge of the basic stitches, the materials, and their use in a given technique.
- 3.1.1.8 – Advanced: The stitcher has the ability to execute simple and difficult stitches in the technique. The stitcher also has knowledge of color and design which will allow for exploration and creativity.

3.1.2 – **Glossary:** The Education Department shall maintain an EGA Glossary on the website.

3.1.3 – Policies non-specific to one program

- 3.1.3.1 – Anyone submitting educational proposals that use copyrighted material must include written permission from the appropriate source.

- 3.1.3.2 – Anyone submitting materials that include copyrighted materials to be published on a website must include written permission from the appropriate source; education contracts shall include this written permission.
- 3.1.3.3 – EGA will pay all teachers the same amount for the same event.
- 3.1.3.4 – The Director of Education shall set all fees charged for ongoing services in consultation with appropriate education administrator See Procedure 3.1.3.4
- 3.1.3.5 – The Chair of each committee shall develop and maintain its procedures.

3.1.4 – Publicity

- 3.1.4.1 – Quarterly issues of *Needle Arts* shall include an update of new educational services available to the membership.
- 3.1.4.2 – The Director of Education shall confer with the *Needle Arts* Embroidery Editor and the President regarding education department news and educational services available to the membership for each quarterly issue.

3.1.5 – Teacher Code of Conduct. EGA fosters values of honor, mutual respect, cultural sensitivity, integrity, and responsible conduct. Teachers are expected to provide clear and complete course instructions; provide quality kits; and interact with students in a professional, courteous manner. See Procedure 3.1.5.

- 3.1.5.1 – The Teacher Code of Conduct will be attached to all Teacher Contracts or provided as separate document.
- 3.1.5.2 – The Director of Education will handle all complaints in conjunction with the Vice President and the National Seminar Committee Director.
- 3.1.5.3 – Although EGA is primarily concerned with the teacher's conduct in connection with EGA events, verified objectionable incidents in other venues that, if occurring at an EGA event, would warrant EGA action may be taken into consideration.
- 3.1.5.4 – The teacher involved must be given the opportunity to explain the incident and to appeal any disciplinary actions proposed as a result.
- 3.1.5.5 – At the discretion of EGA, teachers who violate the code of conduct may receive a sliding scale of disciplinary actions, which may involve a written warning or stronger measures where warranted
- 3.1.5.6 – All correspondence and actions pertaining to disciplinary actions must be kept confidential and limited to as few relevant people as possible. If a complaint was lodged by a student, the student will be informed in general terms that problem is being addressed.

3.2 – EDUCATIONAL PROGRAMS. Procedures for these programs shall be developed and maintained by the Education Department.

3.2.1 – Correspondence Courses

3.2.1.1 – General. EGA shall offer courses through the Correspondence School in a variety of techniques and levels of difficulty.

3.2.1.1.1 – All correspondence courses shall be referred to as components of the EGA Correspondence School.

3.2.1.1.2 – National's portion of Group and Individual Correspondence course fees shall be waived on courses donated as prizes by Correspondence School teachers at national seminars.

3.2.1.1.3 – Where there are two authors/teachers of one correspondence course and one retires, the Administrator of Educational Programs and Director of Education, with the approval of the remaining author/teacher, may appoint another qualified teacher to fill the vacancy.

3.2.1.2 – Group Correspondence Courses.

3.2.1.2.1 – General.

3.2.1.2.1.1 – The purpose of Group Correspondence Courses is to offer low-cost, high-quality learning experiences for groups of one to twenty students plus their Group Coordinator.

3.2.1.2.1.2 – GCCs are designed to provide basic to advanced learning.

3.2.1.2.1.2.1 – No research or paper is required from the student.

3.2.1.2.1.2.2 – The teacher provides instructions for the project to be worked.

3.2.1.2.1.2.3 – Up to a maximum of 21 students (20 plus the Group Coordinator) work as a group with each completing their own project.

3.2.1.2.1.3 – Course length varies from 3 to 12 lessons; each lesson to be completed in one month.

3.2.1.2.1.4 – There are three group options:

3.2.1.2.1.4.1 – Chapter: Comprised of members of one chapter.

3.2.1.2.1.4.1 – Region: Comprised of chapter members within a region and, if allowed by the region, by members-at-large who reside within that region.

3.2.1.2.1.4.1 – Independent groups: Comprised of members-at-large, members-at-large plus chapter members, or chapter members from various chapters. An individual member may choose to register as the sole member of an independent group.

3.2.1.2.1.5 – Encore GCCs are classes previously taught at a national or regional seminar a minimum of 5 years previously.

3.2.1.2.2 – Proposals.

3.2.1.2.2.1 – All group correspondence courses shall be written exclusively for the EGA Correspondence School; Encore GCCs were previously written for an EGA national or regional seminar.

3.2.1.2.2.2 – The Group Correspondence Course Chair shall offer, to selected authors, the opportunity to write a course based on the Chair's, the Administrator of Educational Programs', and the Director of Education's knowledge of teachers in selected fields. Unsolicited manuscripts shall also be accepted for consideration.

3.2.1.2.2.3 – The Education Department shall decide upon the suitability of a course for incorporation in the school curriculum. The Administrator of Educational Programs shall read and approve all course texts.

3.2.1.2.2.4 – A copy of the approved text of a new course shall be provided to the Director of Education, Administrator of Educational Programs, and Headquarters by the GCC Chair.

3.2.1.2.2.5 – Correspondence course teachers may include in their courses only materials approved by the Administrator of Educational Programs and Director of Education.

3.2.1.2.2.6 – Contact the education department for current guidelines.

3.2.1.2.3 – Contracts

3.2.1.2.3.1 – All teachers shall sign an EGA contract after their courses have been approved. These agreements shall be reviewed annually by the appropriate program chair.

3.2.1.2.3.2 – In the event of personal emergency, the course critiques may be made by another Education Department approved teacher as specified in contract until all participants have completed it. The substitute teacher shall receive 75% of the regular teacher's salary. The author/ teacher shall receive the remaining 25%.

3.2.1.2.3.3 – Contact the education department for current guidelines.

3.2.1.2.4 – Teaching Fees

3.2.1.2.4.1 – Each Correspondence School teacher shall be paid \$300 development fee upon approval of the final text for each new course and \$200 development fee upon approval of the final text for each Encore course.

- 3.2.1.2.4.2 – Correspondence School teachers shall be paid monthly for correspondence school enrollments.
- 3.2.1.2.4.3 – An IRS 1099-MISC form shall be sent annually from headquarters.

3.2.1.2.5 – Student Fees

- 3.2.1.2.5.1 – Fees for group correspondence courses shall be set by the Education Department. (See paragraph 3.1.3.4 above)
- 3.2.1.2.5.2 – Each student purchases a copy of the instruction book and all supplies needed.

3.2.1.2.6 – Class Materials/Kits

- 3.2.1.2.6.1 – The course remains the property of the teacher, who must agree not to use the course, or a similar one, for other than EGA group correspondence course students, until the course is retired.
- 3.2.1.2.6.2 – The Director of Education shall be authorized to establish limits on the cost of instructions and supplies for all correspondence courses.
- 3.2.1.2.6.3 – Changes in either the cost of the course text or in the description of the course must be approved by the Administrator of Educational Programs and the Director of Education.

3.2.1.2.7 – Classes

- 3.2.1.2.7.1 – Pilot Classes.
 - 3.2.1.2.7.1.1 – Group correspondence courses shall be piloted; Encore GCCs were piloted when originally taught.
 - 3.2.1.2.7.1.2 – Pilot stitchers pay for the materials to work the project and the postage to send it to the teacher; pilot stitchers do not pay a course registration fee or a text fee.
 - 3.2.1.2.7.1.3 – Pilot stitchers agree to NOT make copies of the course instructions and any accompanying photographs.

3.2.1.2.7.2 – Advertising/Publicity

- 3.2.1.2.7.2.1 – All Group Correspondence Courses shall be offered as EGA-sponsored courses publicized through *Needle Arts* and EGA's website.
- 3.2.1.2.7.2.2 – Teachers shall exhibit the completed Group Correspondence Course project at all arranged educational exhibits held at Seminars.

3.2.1.2.7.3 – Registration for Regular GCC (see para 3.2.1.2.8 for Lightning Round Registration)

3.2.1.2.7.3.1 – Registration for a GCC begins when the course is first advertised in *Needle Arts* or *Inside EGA* and shall continue until December 31 of the year of its withdrawal.

3.2.1.2.7.3.2 – See Procedure 3.2.1.2.7.3.1

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3.2.1.2.7.3.1.3 – Checks must be written on the chapter or region account. Members-at-large or independent groups may send personal checks.

3.2.1.2.7.4 – GCC Coordinator/Course Completion

3.2.1.2.7.4.1 – One person in each group serves as the Group Coordinator to act as a liaison between the students and the teacher. See Procedure 3.2.1.2.7.4.

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3.2.1.2.7.4.3 – Correspondence course certificates will be issued only to those members who complete the project and submit it for critique within the prescribed time. See Procedure 3.2.1.2.7.4.3

3.2.1.2.7.5 – Extensions/Disenrollment

3.2.1.2.7.5.1 – If projects are not completed by deadline, an extension may be requested of teacher. It is the teacher's decision whether to allow an extension.

3.2.1.2.7.5.2 – Any group enrolled who misses its deadline to send projects to the teacher, and who fails to make alternate arrangements within 30 days after the deadline, shall forfeit the privilege of critiques by the teacher.

3.2.1.2.7.6 – Retiring GCCs. A GCC retirement date is set by teacher contract.

EGA has option to renew contract for two years. Contact the education department for current guidelines.

3.2.1.2.8 – Lightning Rounds. See Procedure 3.2.1.2.8.

3.2.1.2.8.1 – General.

3.2.1.2.8.1.1 – The EGA GCC Lightning Rounds are intended to reach those students who are unable to participate in a GCC with a group.

3.2.1.2.8.1.2 – In the contract, the teacher agrees to have course offered as a Lightning Round at least once. EGA offers three or four GCCs every quarter.

- 3.2.1.2.8.1.3 – There is no Group Coordinator.
- 3.2.1.2.8.1.4 – Other than having a limited time frame for registration and no Group Coordinator, all other aspects are the same as for a regular GCC.
- 3.2.1.2.8.1.5 – While a GCC is being offered as a Lightning Round, groups may sign up for the course.
- 3.2.1.2.8.2 – Registration for Lightning Rounds. See Procedure 3.2.1.2.8.2. Registration for a Lightning Round lasts three months.
- 3.2.1.2.8.3 – Completion of Course. See Procedure 3.2.1.2.8.3.
- 3.2.1.2.8.4 – Extensions
 - 3.2.1.2.8.4.1 – If projects are not completed by deadline, the student may request an extension from the teacher. It is the teacher’s decision whether to allow an extension.
 - 3.2.1.2.8.4.2 – If the deadline for returning the project to the teacher is not met, the student forfeits the privilege of having the project evaluated by the teacher.

3.2.1.3 – **Individual Correspondence Courses.**

- 3.2.1.3.1 – General. Individual Correspondence Courses are in-depth study programs that provide personalized study. They cover a wide range of embroidery techniques and disciplines at various skill levels. ICCs are designed to provide intermediate to advanced in-depth learning. See *Student Responsibilities and Time Extension Policies* on the EGA website under *Education/Individual Correspondence Courses*.
- 3.2.1.3.1.1 – Research and/or a paper may be required.
- 3.2.1.3.1.2 – The student works in direct communication with the teacher and may design an original project.
- 3.2.1.3.2 – There are three categories of ICCs:
 - 3.2.1.3.2.1 – Three-lesson courses – students expected to complete within six months.
 - 3.2.1.3.2.2 – Six-lesson courses – students expected to complete within one year.
 - 3.2.1.3.2.3 – Nine-lesson courses – students expected to complete within 18 months.

3.2.1.3.2 – Proposals

- 3.2.1.3.2.1 – The Individual Correspondence Course Chair shall offer, to selected authors, the opportunity to write a course based on the Chair’s, the Administrator of Educational Programs, and the

Director of Education's knowledge of teachers in selected fields. Unsolicited manuscripts shall also be accepted for consideration.

3.2.1.3.2.2 – The Education Department shall decide upon the suitability of a course for incorporation in the school curriculum. The Administrator of Educational Programs shall read and approve all course texts.

3.2.1.3.2.3 – Correspondence course teachers may include in their courses only materials approved by the Administrator of Educational Programs and Director of Education.

3.2.1.3.2.4 – A copy of the approved text of a new course shall be provided to the Director of Education, Administrator of Educational Programs, and Headquarters by the ICC Chair.

3.2.1.3.2.5 – Contact the education department for current guidelines.

3.2.1.3.3 – Contracts

3.2.1.3.3.1 – All teachers shall sign an EGA contract after their courses have been approved. These agreements shall be reviewed annually by the ICC Chair.

3.2.1.3.3.2 – In the event of personal emergency, the course critiques may be made by another Education Department approved teacher until all participants have completed the course. The substitute teacher shall receive 75% of the regular teacher's salary; the author/teacher shall receive the remaining 25%.

3.2.1.3.3.3 – Contact the education department for current guidelines.

3.2.1.3.4 – Teaching Fees

3.2.1.3.4.1 – Each Correspondence School teacher will be paid \$300 development fee upon approval of the final text for each course.

3.2.1.3.4.2 – The teacher shall be paid the student registration fee less an administrative fee for each student enrolled in an ICC (\$25.00 for a 3-lesson course; \$30 for a 6- or 9-lesson course).

3.2.1.3.4.3 – The fee to the teacher is \$85.00 for a three-lesson course, \$145.00 for a six-lesson course, and \$215.00 for a nine-lesson course.

3.2.1.3.4.4 – Payments to Correspondence School teachers for correspondence school enrollments shall be paid monthly.

3.2.1.3.4.5 – An IRS 1099-MISC form shall be sent annually.

3.2.1.3.5 – Student Fees.

3.2.1.3.5.1 – Fees charged for Individual Correspondence Course shall be set by the Education Department.

3.2.1.3.3.2.1.1 – The student provides certain needlework accessories, such as hoops, frames, and other tools.

3.2.1.3.3.2.1.2 – The student pays all postage.

3.2.1.3.5.2 – Course and text fees are not refundable.

3.2.1.3.6 – Class Materials/Kits

3.2.1.3.6.1 – The Director of Education shall be authorized to establish limits on the cost of instructions and supplies for all correspondence courses.

3.2.1.3.6.2 – Changes in either the cost of the course text or in the description of the course must be approved by the Administrator of Educational Programs and the Director of Education.

3.2.1.3.6.3 – All individual correspondence courses shall be written exclusively for the EGA Correspondence School. The course shall remain the property of the teacher, who must agree not to use the course, or a similar one, for other than EGA individual correspondence course students, until the course is retired.

3.2.1.3.7 – Classes

3.2.1.3.7.1 – Pilot Classes.

3.2.1.3.7.1.1 – Individual correspondence courses shall be piloted. See Procedure 3.2.1.3.7.1.

3.2.1.3.7.1.2 – Pilot stitchers do not pay a course fee or text fee.

3.2.1.3.7.2 – Advertising/Publicity.

3.2.1.3.7.2.1 – All Individual Correspondence Courses shall be offered as EGA-sponsored courses publicized through *Needle Arts* and EGA's website.

3.2.1.3.7.2.2 – Teachers shall exhibit the completed Individual Correspondence Course project at the education exhibit held at seminars

3.2.1.3.7.3 – Registration. See Procedure 3.2.1.3.7.3.

3.2.1.3.7.3.1 – Registration for an ICC begins when the course is first advertised in *Needle Arts* or *Inside EGA* and shall continue until December 31 of the year of its withdrawal.

3.2.1.3.7.3.1.1 – All registrations are processed by EGA headquarters.

3.2.1.3.7.3.1.2 – Registrations may be in writing or made on line through the EGA website.

3.2.1.3.7.3.2 – The number of students actively enrolled with one teacher in an Individual Correspondence Course at any one time shall not exceed twenty-five.

3.2.1.3.7.4 – Course Completion/Extensions/Disenrollment/Reinstatement.
See Procedure 3.2.1.3.7.4.

3.2.1.3.7.4.1 – Correspondence course certificates will be issued only to those members who complete the project and submit it for critique within the prescribed time.

3.2.1.3.7.4.2 – If necessary, students may arrange with teacher for an extension with approval of the ICC Chair and the Administrator of Education Programs.

3.2.1.3.7.4.3 – A student who does not communicate or return lessons on time to the teacher, and who has not requested an extension, will be considered delinquent. Any student more than three months delinquent without excuse will be notified of the delinquency by the teacher and must respond within one month or they will be dropped from the course.

3.2.1.3.7.4.3 – A student may assume inactive status due to an unexpected situation such as a physical disability or interruption in their time schedule. The inactive status may last six months. If unable to resume after that period, the student must withdraw if wishing to re-enroll at a later date.

3.2.1.3.7.4.4 – With permission of the teacher and the ICC chair, a student in good EGA standing who has withdrawn or been dropped from a course may be reinstated within two years. The student must have completed at least one lesson and the course must not have been retired. After two years, the student must register as a new student and pay the entire course fee.

3.2.1.3.7.4.5 – Upon reinstatement, the cost to the student is \$15.00 for each remaining lesson plus a \$15.00 administrative fee.

3.2.1.3.7.5 – Retiring ICCs. An ICC retirement date is set by teacher contract. EGA has option to renew contract for two years.

3.2.2 – Online Programs

3.2.2.1 – Online Education.

August 2022

- 3.2.2.1.1 – Online education will be made available to members through the EGA website and other online meeting platforms.
- 3.2.2.1.2 – Procedures for these programs shall be developed and maintained by the Education Department.
- 3.2.2.1.3 – Educational Programs and Educational Advancement programs as set forth in paragraphs 3.2 and 3.3 may be offered online. Other educational programs such as videos of lectures and demonstrations, webinars, etc. may be developed for Online Programs.

3.2.2.2 – Online Studio

- 3.2.2.2.1 – General
 - 3.2.2.2.1.1 – The EGA Online Studio is established to provide classes via the EGA website.
 - 3.2.2.2.1.2 – Teacher assistance is provided in a password protected discussion area on the EGA website.
 - 3.2.2.2.1.3 – Online Studio classes shall be available only to EGA members
 - 3.2.2.2.1.4 – Online Studio classes shall be offered several times a year.

3.2.2.2.2 – Proposals. See Procedure 3.2.2.2

- 3.2.2.2.2.1 – Proposals for classes may be solicited from selected teachers or through public promotion.
- 3.2.2.2.2.2 – Unsolicited proposals may also be considered.
- 3.2.2.2.2.3 – Classes may be designed specifically for the Online Studio or proposed from a teacher's existing syllabus. Any technique in the needle arts is eligible.
- 3.2.2.2.2.4 – Proposals are reviewed by a committee of EGA members to determine if the project has value for the program.
- 3.2.2.2.2.5 – The Administrator of Educational Programs shall approve each online class.
- 3.2.2.2.2.6 – Contact the education department for current guidelines.

3.2.2.2.3 – Contracts. See Procedure 3.2.2.2.3

- 3.2.2.2.3.1 – Online Studio teachers shall sign an EGA contract after their classes are approved.
- 3.2.2.2.3.2 – The teacher shall not accept any other teaching contracts for this project from the date of this contract until sixty (60) days after the class completes.
- 3.2.2.2.3.3 – Contact the education department for current guidelines.

3.2.2.2.4 – Teaching Fees. See Procedure 3.2.2.2.4

3.2.2.2.4.1 – The fee paid to the teacher shall be negotiated for each class and approved by the Director of Education in consultation with Online Studio Chair and Administrator of Educational Programs.

3.2.2.2.4.2 – Teacher fees are determined by length of class.

3.2.2.2.4.3 – If a teacher is asked to create a class specifically for the Online Studio, a development fee may be paid. The development fee will be paid upon final approval of the text.

3.2.2.2.4.4 – The teaching fee will be paid after the last lesson is posted.

3.2.2.2.5 – Student Fees

3.2.2.2.5.1 – The Director of Education is authorized to establish the fee for each class.

3.2.2.2.5.2 – Student fees are determined by length of class.

3.2.2.2.5.3 – The fee paid by students will be sufficient to cover the teaching fee.

3.2.2.2.5.4 – Student fees include cost of course, kit if included, and shipping costs. The cost of the course includes a \$10 administrative fee that is added to the teaching fee to cover EGA's credit card fees and other administrative costs.

3.2.2.2.6 – Class Materials/Kits.

3.2.2.2.6.1 – Each Online Studio class remains the property of the teacher.

3.2.2.2.6.2 – Not all Online Studio courses will require kits but teachers may require students to purchase kits in cases where supplies may not be easily available or supplies need to meet specific criteria.

3.2.2.2.6.2 – Teachers will make every effort to make cost of kits reasonable.

3.2.2.2.7 – Pilot Classes

3.2.2.2.7.1 – The goal of piloting an Online Studio class is to understand if the teaching materials (text, video or any other media) offers the clarity needed for students to have a successful, pleasant experience when taking an online class.

3.2.2.2.7.2 – The only cost to the participants is for the materials to work the project.

3.2.2.2.7.3 – As Online class pieces are not sent into the teachers for review, participants are not required to send finished pilot pieces in. Instead participants are asked to send photos of the finished pieces by email

to the group leader along with a completed questionnaire regarding their experience.

- 3.2.2.2.7.4 – The pilot class consists of four stitchers of varying abilities but close to the recommended level of the class. The participants will come from EGA’s list of volunteer pilot stitchers. It is recommended they have not studied with the teacher previously or know them personally.
- 3.2.2.2.7.5 – If supplies are not locally available to the participants, mail order or online purchases are suggested. The teacher shall provide source suggestions if needed. Participants shall pay for the required materials, not to exceed retail cost.
- 3.2.2.2.7.6 – The photographs and evaluations must be received by the group leader by the date stated in the piloting instructions. The photos and evaluation shall be sent electronically. If the piece cannot be completed by a participant, then they shall stitch a section of each technique.
- 3.2.2.2.7.7 – Each member of the Pilot group will receive all class instruction, video’s and photographs that would be included with the class. The class should be worked as written. If color choices are allowed in the class, the stitchers are allowed to make changes as suggested in the instructions.
- 3.2.2.2.7.8 – Lessons are to be posted and worked in the same manner as the class is laid out. Students are allowed to ask questions by email during the class, as would be allowed in the class. The timeline will be the same as the live class would be, as part of the piloting experience is to learn if the lessons are broken up and laid out in a comfortable manner.
- 3.2.2.2.7.9 – Each member of the piloting group will make note of corrections or suggestions, as well as questions/responses that had to be asked during the class, in a clear manner that may be emailed to the group leader at the end of the piloting period. Typographical and spelling errors, unclear instruction, diagrams/video’s that are hard to follow, or any questions that were encountered along the way should be noted. Don’t forget to include positive comments as well! Please keep all of these notes in an organized fashion that will be easy for the teacher to understand when you send them. The teacher shall evaluate all projects and collect all texts for review. Texts will be returned to the students after the teacher’s evaluation.
- 3.2.2.2.7.10 – The class should be stitched only using the provided instructions that are provided. If you become stumped at a point, instead of using outside resources, ask the teacher as you would during the class on the message board. These questions will help the

instructor address issues and adjust the instructions for the class eliminating frustration for future students.

3.2.2.2.7.11 – To ensure a true evaluation of the course, the entire workshop shall be taught within the specified time frame; i.e. one lesson per week for 3 weeks.

3.2.2.2.7.12 – The final evaluation form shall be distributed by the teacher which asks the following questions:

- Did the class meet your expectations?
- Were the materials described accurately?
- Is the time allowance for each lesson adequate?
- Is there too much material to be covered in the time segments allotted?
- What, if any questions did you need to ask of the teacher during the class?
- Were the instructions for the project clear?
- What problems did you experience, if any?

3.2.2.2.7.13 – Teacher may add any specific questions that are pertinent.

3.2.2.2.7.14 – Student evaluations should be carefully analyzed and the class/text adjusted or corrected to resolve any legitimate student problems.

3.2.2.2.7.15 – Pilot stitchers are asked to be discreet and not share opinions about the class or project other than on the evaluation form and emails with the teacher.

3.2.2.2.8 – Advertising/Publicity. Courses are advertised on the EGA website, *Needle Arts*, social media and EGA electronic Newsletter.

3.2.2.2.9 – Registration. See Procedure 3.2.2.9

3.2.2.2.10 – Course Completion/Extensions/Disenrollment/Reinstatement. See Procedure 3.2.2.10

3.2.2.2.11 – Retiring Online Classes.

3.2.2.3 – Virtual Lecture Series

3.2.2.3.1 – General

3.2.2.3.1.1 – The EGA Virtual Lecture Series is established to provide virtual lectures via an online meeting platform that highlight culturally diverse embroidery techniques.

3.2.2.3.1.3 – Virtual Lecture Series lectures shall be available first to EGA members. Attendance may be opened to nonmembers.

3.2.2.3.1.4 – Lectures shall be offered up to twice per month.

3.2.2.3.2 – Proposals. See Procedure 3.2.2.2

3.2.2.3.2.1 – Proposals for lectures may be solicited from selected speakers or through public promotion.

3.2.2.3.2.2 – Registration. See Procedure 3.2.2.7.3.

3.2.2.3.3 – Contracts. See Procedure 3.2.2.2.3

3.2.2.3.3.1 – Virtual Lecture Series speakers shall sign an EGA contract after their lectures are approved.

3.2.2.3.3.2 – Contact the education department for current guidelines.

3.2.2.3.4 – Lecture Fees. See Procedure 3.2.2.3.4

3.2.2.3.4.1 – The fee paid to the speaker shall be negotiated for each class and approved by the Director of Education in consultation with Virtual Lecture Series Chair and Administrator of Educational Programs.

3.2.2.3.4.2 – The lecture fee will be paid after the lecture is given.

3.2.2.3.5 – Participant Fees

3.2.2.3.5.1 – The Director of Education is authorized to establish the registration fee for each lecture. *(Revised March 2021)*

3.2.5 – EGA Collection. See paragraph 1.2.4. and Procedure 3.2.5.

3.2.6 – EGA Gallery. See paragraph 1.2.6.

3.2.7 – EGA Library. See also paragraph 1.2.5 and Procedure 3.2.7.

3.2.7.1 – The library shall be divided into “lending” and “reference” sections.

3.2.7.2 – Library borrowing fees shall be set by the EGA Administrator and approved by the Executive Committee.

3.2.7.3 – Only EGA members, chapters, and regions may borrow books from the library.

3.2.7.4 – Up to four (4) books may be checked out at a time.

3.2.7.5 – Books are due back six (6) weeks from the date they are shipped. (If using media rate at USPS, allow for 1 week for shipment to reach EGA headquarters.)

3.2.7.6 – If an extension is needed, contact EGA at egahq@egausa.org. Extensions are not guaranteed.

3.2.7.7 – In case of lost books or books that are overdue for more than two (2) weeks: Members are responsible for the replacement cost for EGA to purchase a new or like new book on the market.

3.2.7.8 – If books are more than 6 months overdue, that member's library privileges will be suspended until the books or the reimbursement for books has been received at EGA headquarters.

3.2.7.9 – If books are overdue by two (2) weeks or less and returned within that time frame, the member will not be charged for the overdue books.

3.2.8 – DVD Library. <pending>

3.2.9 – Study Box Program

3.2.9.1 – Study boxes shall be developed to provide individuals and small groups with an opportunity for detailed study of a type of embroidery or an embroidery related field.

3.2.9.2 – A nonrefundable charge shall be made for postage, insurance, and handling.
See Procedure 3.2.9

3.3 – EDUCATIONAL ADVANCEMENT//CERTIFICATION PROGRAMS

3.3.1 – Master Craftsman Certification Program. See Procedure 3.3.1.

3.3.1.1 – General.

3.3.1.1.1 – Master Craftsman programs shall be established to promote excellence of technique in the various aspects of embroidery by providing the accomplished needleworker the opportunity to demonstrate skills and become certified as a "master" in her or his area of expertise.

3.3.1.1.2 – Each program area tests the ability and workmanship of the candidate; requirements may include, but are not limited to, working embroidery, creating designs, and performing research, all according to program guidelines.

3.3.1.1.3 – There are 10 Master Craftsman programs, each comprised of six steps; a member may enroll in as many Master Craftsman programs as desired.

3.3.1.1.3.1 – Beading

3.3.1.1.3.2 – Canvas Embroidery

3.3.1.1.3.3 – Color for Needlework

3.3.1.1.3.4 – Counted Thread Embroidery

3.3.1.1.3.5 – Crewel Embroidery

3.3.1.1.3.6 – Design for Needlework

- 3.3.1.1.3.7 – Quilting
- 3.3.1.1.3.8 – Silk and Metal Thread Embroidery
- 3.3.1.1.3.9 – Smocking
- 3.3.1.1.3.10 – Surface Embroidery
- 3.3.1.1.4 – There shall be an overall coordinator for all programs
 - 3.3.1.1.4.1 – Individual chairs for these programs shall be carefully chosen for their technical knowledge in the specific areas.
 - 3.3.1.1.4.2 – The term of office for the Master Craftsman Program Chairs shall be five years.
- 3.3.1.1.5 – No restrictions shall be placed on the display of finished Master Craftsman projects.

3.3.1.2 – Enrollment. See Procedure 3.3.1.2.

- 3.3.1.2.1 – A fee shall be charged for the Master Craftsman programs; the same fee structure shall be used by all programs.

3.3.1.3 – Program Overview. See Procedure 3.3.1.3.

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- 3.3.1.3.3 – The initial step in any Master Craftsman program must be submitted within two years of enrollment.

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- 3.3.1.3.5 – Each subsequent step or re-submission must be submitted for judging within the next five-year period.

3.3.1.4 – Program Completion. See Procedure 3.3.1.4.

3.3.1.5 – Extensions/Disenrollment.

- 3.3.1.5.1 – Participants who fail to send a piece for judging within the allotted time will be considered to have withdrawn from the program. Once a participant becomes inactive, they must re-enroll if they wish to continue.

3.3.1.6 – Advertising/Publicity. Individual Chairs shall arrange to have completed Master Craftsman projects displayed at the education exhibit held at seminars.

3.3.2 – Teacher Certification Program (TCP). See Procedure 3.3.2.1

3.3.2.1 – General.

3.3.2.1.1 – A Teacher Certification Program shall be established for the purpose of certifying teachers in various aspects of embroidery.

3.3.2.1.2 – EGA members may apply for certification in teaching the following areas of needlework: beading, canvas, contemporary embroidery, counted thread, quilt making, silk and metal thread, smocking (including heirloom sewing), and surface embroidery (including crewel and raised and padded embroidery).

3.3.2.1.3 – The certification program evaluates the candidate's:

- 3.3.2.1.3.1 – Proficiency in design and color
- 3.3.2.1.3.2 – Proficiency in a specific technique
- 3.3.2.1.3.3 – Knowledge of the field
- 3.3.2.1.3.4 – Ability to communicate (classroom presentation and written instructions)
- 3.3.2.1.3.5 – Ability to promote creativity

3.3.2.1.4 – The Teacher Certification Program must be completed in three years and is comprised of four parts:

- 3.3.2.1.4.1 – Teacher Training including color and design
- 3.3.2.1.4.2 – Research and Writing
- 3.3.2.1.4.3 – Teaching proposals
- 3.3.2.1.4.4 – A classroom evaluation of the candidate in an actual teaching situation

3.3.2.2 – Eligibility.

3.3.2.2.1 – Before becoming a candidate, the applicant must submit an application. The application requirements include:

- 3.3.2.2.1.1 – A resume
- 3.3.2.2.1.2 – Answers to a questionnaire
- 3.3.2.2.1.3 – Examples of the technique in which they seek certification
- 3.3.2.2.1.4 – Letters of reference

3.3.2.2.2 – Candidates may enroll in only one EGA certification program at a time.

3.3.2.2.3 – Once accepted into the program, candidates have three years to complete the four-part program.

3.3.2.3 – Enrollment. See Procedure 3.3.2.3.

3.3.2.3.1 – When a candidate applies for the program, a nonrefundable application fee shall be charged.

3.3.2.4 – Program Overview. See Procedure 3.3.2.4.

3.3.2.4.1 – Upon acceptance into the program, the balance of the fee is due. Cost including screening, is \$115.00. This fee includes the cost of the pin.

Additional enrollment fees for the two required Individual Correspondence Courses are payable when the candidate enrolls in those courses.

- 3.3.2.4.2 – The time allotted for a candidate to complete the work in the Teacher Certification Program is three years from date of enrollment.
- 3.3.2.4.3 – All work submitted for this Program must be done solely by the candidate, without assistance or consultation.
- 3.3.2.4.4 – All work shall be returned to the candidate.
- 3.3.2.4.5 – National seminars shall offer classes on teaching.
- 3.3.2.4.6 – A one-day observation/evaluation of the candidate's classroom presentation may be scheduled in conjunction with a national or region seminar. See the *National Seminar Guidelines*.
- 3.3.2.4.6.1 – The class shall be offered on the day prior to seminar.
- 3.3.2.4.6.2 – The class is not advertised in the seminar brochure.
- 3.3.2.4.6.3 – The candidate teacher does not receive remuneration for the teaching, lodging, travel or per-diem.
- 3.3.2.4.6.4 – The NSC registrar sends out a flyer, designed by the candidate, for the class and is responsible for the registrations.

3.3.2.5 – Program Completion/Teacher Certification Program.

- 3.3.2.5.1 – Upon completion of the program, the candidate receives a certificate, a pin, is recognized at the next seminar Opening Banquet, and is added to the listing of active EGA Certified Teachers (go to EGAUSA/Resources/Locate a Professional).
- 3.3.2.5.2 – A candidate wishing to shall have the right of review of any part of the program by another evaluator. In such cases, the grade of the reviewing evaluator shall be binding.
- 3.3.2.5.3 – A candidate dropped from the program for a failing grade may reapply for certification at a later date.
- 3.3.2.5.4 – Certification in other needlework specialties may be taken for \$100.
- 3.3.2.5.5 – There shall be no restrictions on the use of candidate generated materials after certification is achieved.

3.3.2.6 – Extensions/Disenrollment/Reinstatement.

- 3.3.2.6.1 – The time allotted for a candidate to complete the work in the Teacher Certification Program is three years from the date of enrollment.
- 3.3.2.6.2 – Candidates who do not comply will be dropped from the program.
- 3.3.2.6.3 – Such candidates may apply for reinstatement at a future date upon written request to the Chair of the Teacher Certification Committee.
- 3.3.2.6.4 – A fee for reinstatement shall be charged.

3.3.2.7 – Advertising/Promotion. A listing of active certified teachers shall be maintained as well as a complete listing of all teachers certified with the year of certification and specialization. A listing of active teachers shall be available on the EGA website and upon request from EGA headquarters.

3.3.3 – Certified Teacher Graduate Program (CTGP). See Procedure 3.3.3.

3.3.3.1 – General

3.3.3.1.1 – A post-certification program, the Certified Teacher Graduate Program, shall be established for the purpose of certifying teachers in various aspects of embroidery.

3.3.3.2 – Eligibility. Candidates for CTGP may have certification to teach from other needlework organizations but must be members of EGA to apply and continue membership throughout program.

3.3.3.3 – Enrollment. A registration fee of \$200 shall be charged upon acceptance into the program.

3.3.3.4 – Program Overview. See Procedure 3.3.3.4.

3.3.3.4.1 – The program shall take five consecutive years to complete and only relevant work by the candidate during that five-year period may qualify toward the program's requirements.

3.3.3.4.2 – With the approval of the CTGP committee, the candidate may be able to substitute her own assignments.

3.3.3.5 – Completion. Upon completion of the program, the Graduate Teacher receives a Certified Teacher Graduate pin and a certificate and is recognized at the next seminar Opening Banquet. *(Revised March 2021)*

3.3.4 – Certified Needlework Judge Program (CNJP). See Procedure 3.3.4.

3.3.4.1 – General.

3.3.4.1.1 – A Certified Needlework Judge Program shall be established; its purpose shall be to develop judges who can:

3.3.4.1.1.1 – Plan, organize, and supervise excellent exhibits of needlework, including the careful hanging of pieces entered,

3.3.4.1.1.2 – Judge needlework in multiple categories, and

3.3.4.1.1.3 – Foster awareness of excellence in judging.

3.3.4.2 – Judges Certification Program Committee. See Procedure 3.3.4.2.

3.3.4.2.1 – There shall be a Judges Certification Program Committee.

3.3.4.2.1.1 – Chair shall report to the Administrator of Educational Advancement.

3.3.4.2.1.2 – The Chair's duties shall include responsibility for training, testing and certifying knowledgeable and professional judges for needlework exhibits, and be the Chair for the Bobbie Pilling Memorial Award selection.

3.3.4.2.2 – Members of the Judges Certification Program Committee shall be EGA Certified Judges and shall act as advisors to candidates and review and revise Judges Certification Program requirements to meet changing needs.

3.3.4.2.3 – The Committee is responsible for the administration and judging of the annual Bobbie Pilling Memorial Award. See section on Scholarships and Awards.

3.3.4.2.4 – At each national seminar, the Committee shall offer an education department workshop on judging, such as Winning Ways which is a one-day symposium of lectures on topics of interest to judges – design, techniques, overseas influences, etc. The Committee shall select speakers from national seminar teachers or local experts.

3.3.4.3 – Eligibility. See Procedure 3.3.4.3.

3.3.4.3.1 – Candidates are screened to determine eligibility; the requirements include a résumé and completion of a questionnaire.

3.3.4.3.2 – A fee shall be charged for pre-screening candidates; if accepted, this fee shall apply toward the examination fee, the certificate, and the pin.

3.3.4.4 – Enrollment. See Procedure 3.3.4.4.

3.3.4.4.1 – The cost of the program, including screening, is \$250. The fee includes the pin, received upon completion of the program.

3.3.4.4.2 – Class fees are not included in the program fee.

3.3.4.5 – Program Overview. The program is two years and requires the attendance at two Judges Certification Program sponsored classes, one of which is a two-day class on judging procedures and ethics. See Procedure 3.3.4.5.

3.3.4.6 – Completion. Upon completion of the program, they receive the Certified Needlework Judge's pin and certificate, and will be added to the list of certified judges on the EGA website.

3.3.4.7 – Advertising/Publicity.

3.3.4.7.1 – A listing of active certified judges is available on the EGA website and upon request from EGA Headquarters.

3.3.4.7.2 – A listing of active certified judges shall be maintained as well as a complete listing of all judges certified with the year of certification.

3.3.5 – Master Needlework Judge Certification Program (MNJ). See Procedure 3.3.5.

3.3.5.1 – General.

3.3.5.1.1 – The Master Needlework Judge (MNJ) program is designed to build on the basic knowledge accrued while becoming a Certified Needlework Judge and to refine the knowledge and ability of our judges.

3.3.5.1.1 – The MNJ program is a five-year course of further individual study and practice in the art and logistics of judging, exhibiting, and study.

3.3.5.1.1 – This program is designed to build on the basic knowledge accrued while becoming a Certified Needlework Judge and to refine the knowledge and ability of our judges.

3.3.5.2 – **Eligibility.** Certified judges from other ICNA needlework organizations may apply to the program but must be members of EGA to apply and continue their membership throughout the program.

3.3.5.3 – **Enrollment.** A \$200 fee shall be charged for this program. This fee shall include the cost of the certificate and pin received upon completion of the program. See Procedure 3.3.5.3.

3.3.5.4 – Program Overview.

3.3.5.4.1 – Candidates study needlework techniques, design, color, judging procedures, and methods for planning and presenting exhibits. See Procedure 3.3.5.4.

3.3.5.4.2 – Evaluators for this program shall be EGA Certified Judges.

3.3.5.5 – **Completion.** Upon completion of the program, successful candidates receive the Master Needlework Judge's pin and certificate, and will be added to the list of certified judges at EGAUSA/Resources/Locate a Professional/Teachers, Judges, and Appraisers/Find Judges.

3.3.6 – Certificated Needlework Appraisal Program (CNAP). See Procedure 3.3.6.

3.3.6.1 – General.

- 3.3.6.1.1 – The EGA Certified Needlework Appraisers Program (CNAP) has been established to train and certify individuals to appraise or value embroidery from a monetary and historical perspective.
- 3.3.6.1.2 – The total number of candidates in the CNAP at any given time is limited to 15 or the availability of advisors/mentors.
- 3.3.6.1.3 – The Chair of the CNAP shall report to the Administrator of Educational Advancement. The Chair's duties shall include responsibility for the development, review, and administration of the program.

3.3.6.2 – Eligibility.

- 3.3.6.2.1 – EGA and non-EGA members are eligible; non-EGA members may enroll in the CNAP and will pay a higher non-refundable enrollment fee.
- 3.3.6.2.2 – Individuals must take the EGA-sponsored 3-day class in embroidery appraisals prior to becoming a candidate.
- 3.3.6.3 – Enrollment. A non-refundable fee shall be charged for the Certified Needlework Appraisers Program.
 - 3.3.6.3.1 – The enrollment fee covers the cost of the final exam, the certification pin, and the certificate upon completion of the Program.
 - 3.3.6.3.2 – The enrollment fee does NOT cover the cost of the EGA appraisal class, the text used, or any EGA judging classes.
 - 3.3.6.3.2 – The cost of the program is \$375 for EGA members and \$450 for non-members, payable upon acceptance into the program.

3.3.6.4 – Program Overview.

- 3.3.6.4.1 – The program has been designed to be completed in 1 to 5 years.
- 3.3.6.4.2 – Appraiser classes will be offered periodically, either at an EGA seminar or elsewhere as determined by the Program Chair with the approval of the Director of Education.
- 3.3.6.4.3 – For seminar appraiser classes (offered during an EGA seminar), see the *National Seminar Guidelines*.
- 3.3.6.4.4 – For non-seminar appraiser classes:
 - 3.3.6.4.4.1 – Student tuition shall cover general expenses of each class.
 - 3.3.6.4.4.2 – Classes with insufficient enrollment may still be held at the discretion of the Director of Education.
- 3.3.6.4.5 – Appraiser Class Cancellation Policy: At the discretion of EGA, cancellations may be made in the event of insufficient enrollment,

teacher's or immediate family's illness or death, or any emergency. Any travel costs are the sole responsibility of the student.

3.3.6.4.6 – Appraiser Class Cancellation Refund Policy: Refunds will be made up to six weeks prior to the first day of class, minus a handling fee. Within six weeks, refunds minus a handling fee will be paid in the event of student's or immediate family's illness or death. Other emergencies will be refunded at the discretion of the Director of Education.

3.3.6.5 – Completion. Upon completion of the program, the candidate receives the Certified Needlework Appraisers Program pin and certificate and will be listed on the EGAUSA website under *Resources/Find a Professional*.

3.3.6.6 – Advertising/Publicity. A list of active EGA certified appraisers will be published on the EGA website. A hard copy of the list will be mailed by EGA headquarters upon request.

3.3.7 – Extended Study Programs (ESP) See Procedure 3.3.7.

3.3.7.1 – General.

3.3.7.1.1 – The Extended Study Program shall be established to serve both the members of EGA and others interested in the textile arts. The planned classes offer in-depth study with embroidery and textile specialists, as well as the opportunity to experience destination cities and sites.

3.3.7.1.2 – The Extended Study Programs are offered periodically, generally twice each year.

3.3.7.2 – Program Overview.

3.3.7.2.1 – Extended Study Programs shall provide instruction, research techniques, and leadership development as they relate to the needle arts and EGA.

3.3.7.2.2 – Extended Study Programs shall be provided to encourage creative expression and experimentation as well as cooperative special studies through museums, art institutes, and universities.

3.3.7.2.3 – The experience may include housing and meals; if not, participants are provided with information to make their own arrangements.

3.3.7.3 – Eligibility. EGA and non-EGA members are eligible to take Extended Study Programs; non-EGA members may be asked to pay a surcharge.

3.3.7.4 – Enrollment. See Procedure 3.3.7.3.

3.3.7.4.1 – A deposit in the amount of \$100 shall be due at the time of registration. The fee is non-refundable except as provided below in 3.3.7.3.5 and 3.3.7.3.6.

3.3.7.4.2 – Student tuition shall cover general expenses of each course and payment in full is due no less than one hundred-twenty (120) days before the first day of class.

3.3.7.4.3 – Students shall be notified 90 days before the class starts that there is sufficient enrollment.

3.3.7.4.4 – Courses with insufficient enrollment may still be held at the discretion of the ESP Chair in consultation with the Administrator of Educational Advancement and the Director of Education.

3.3.7.4.5 – Any travel and/or lodging costs are the sole responsibility of the student.

3.3.7.4.6 – ESP Student Cancellation Policy (i.e., in the event the student cancels):

3.3.7.4.6.1 – Refunds will be made up to ninety (90) days before the first day of class less the non-refundable deposit of \$100.

3.3.7.4.6.2 – After that date, refunds less the non-refundable deposit of \$100 will be paid in the event of student's or immediate family's illness or death.

3.3.7.4.6.3 – Other emergencies may be refunded at the discretion of the ESP Chair in consultation with the Administrator of Educational Advancement and the Director of Education.

3.3.7.4.7 – Each Extended Study Program has a local coordinator who coordinates and arranges group activities such as restaurant reservations, working with the bus drivers, etc. The local coordinator may be the ESP chair, the ESP Development Assistant or a local student. The registration fee for the local coordinator shall be waived.

3.3.7.4.8 – ESP Class Cancellation Policy (i.e., in the event the EGA cancels):

3.3.7.4.8.1 – Cancellation may be made in the event of insufficient enrollment, teacher's or immediate family's illness or death or any emergency, at the discretion of EGA.

3.3.7.4.8.2 – The deposit of \$100 will be refunded and a student class fee reimbursement or credit will be issued.

3.3.7.4.8.3 – Any travel and/or lodging costs incurred before EGA notification that the class is cancelled are the sole responsibility of the student.

3.3.7.5 – Advertising/Publicity. See Procedure 3.3.7.5.

3.4 – UNITS REPORTING TO DIRECTOR OF EDUCATION

3.4.1 – National Education Exhibits

3.4.1.1 – Educational exhibits at national seminars:

- 3.4.1.1.1 – An education exhibit shall be held in conjunction with each national seminar.
- 3.4.1.1.2 – Entries for the National Education Exhibit shall be selected by the national Education Exhibit Chair and teachers of the Education Department.
- 3.4.1.1.3 – Each National Seminar Chair shall select a Seminar Exhibit Chair to work in coordination with the National Education Exhibit Chair. See Procedure 3.4.2.1.3.
- 3.4.1.1.4 – Items in a National Education Exhibit, other than national education items, may be included only with written permission of the Director of Education.
- 3.4.1.1.5 – See also National Seminar Guidelines.

3.4.1.2 – Golden Needle Exhibits at national seminars

- 3.4.1.2.1 – A seminar exhibit shall be held in conjunction with each national seminar.
- 3.4.1.2.2 – Entries for the Golden Needle Exhibit are open to all EGA members and limited to one per member.
- 3.4.1.2.3 – The exhibit will be overseen by the National Education Exhibit Chair in coordination with the Seminar Exhibit Chair.

3.4.2 – Fiber Forum See Procedure 3.4.2.

- 3.4.2.1 – There shall be a Fiber Forum group organized for the purpose of advancing the perception of embroidery as an art form by exhibiting original works of exceptional design merit.
 - 3.4.2.1.1 – Fiber Forum shall strive to have a biennial exhibit in art centers, galleries, or museums throughout the country.
 - 3.4.2.1.2 – Fiber Forum shall exhibit annually at every National Seminar in the Education Exhibit.
 - 3.4.2.1.3 – Fiber Forum shall offer annual educational retreats with outstanding teachers to allow individual creative processes to flourish and grow.
- 3.4.2.2 – The structure of Fiber Forum shall be determined by the members of the group as to qualifications, dues structure, election of officers, and all other pertinent administrative procedures.
- 3.4.2.3 – The Chair shall report to the Director of Education quarterly.
- 3.4.2.4 – A copy of all operating procedures established by Fiber Forum shall be on file with the Director of Education, Director of Bylaws, and at national Headquarters.

3.4.2.5 – New members are juried in each year by accredited judges on the basis of both aesthetic achievement and technical skill.

3.4.2.5.1 – Jurying occurs in March of each year.

3.4.2.5.2 – The submitted work must be an original, non-teaching piece completed within the previous three years. Work submitted may be digital photos.

3.4.2.5.3 – Upon acceptance, there is an annual membership fee.

3.4.2.6 – To remain a member of Fiber Forum requires re-jurying at least every three years; this procedure encourages each person to set a learning challenge and helps to attain personal goals.

3.4.2.7 – EGA members interested in keeping abreast of the activities of Fiber Forum may become a member of Fiber Forum Friends.

3.4.2.7.1 – Fiber Forum Friends is open to any EGA member.

3.4.2.7.2 – Fiber Forum Friends receive news about Fiber Forum jurying, exhibits, retreats, and other events.

3.4.2.7.3 – There is an annual fee for Fiber Forum Friends.

3.5 – PUBLICATIONS ADMINISTERED BY THE DIRECTOR OF EDUCATION

3.5.1 – How-to Guidelines Series See Procedure 3.5.1.

3.5.1.1 – A *How-To Guidelines Series* shall be established to assist new and established teachers, EGA members, and chapters in analyzing and presenting material in a professional manner.

3.5.1.2 – A copy of every new segment shall be posted on the website in the Members Only Publications area. These *How-To Guidelines* are now available:

3.5.1.2.1 – *Evaluating Embroidery: Judging Your Own Work*

3.5.1.2.2 – *Leadership Model for EGA*

3.5.1.2.3 – *What Good Leaders Do and How They Do It*

3.5.1.3 – Material included in a *How-To Guidelines* segment shall remain the property of the author, but the author shall be asked not to use the information in that format for other than EGA members until the text is no longer in demand; at that time the material shall be returned to the author. The author shall be free to copyright the text.

3.5.1.4 – Authors shall be responsible for all expenses incurred in the preparation of the text, other than the final photocopying and postage when the text is submitted to the Education Department.

3.5.1.5 – The Education Department shall prepare specific format suggestions for teachers interested in writing a text.

3.5.2 – Technique Basics See Procedure 3.5.2.

3.5.2.1 – A *Technique Basics* program shall be established which shall be a hands-on, how-to series designed to introduce members, singly or in a group, to one of a variety of basic embroidery techniques.

3.5.2.2 – A copy of each new installment shall be posted on the website in the Members Only Publications area. These *Technique Basics* documents are now available

- 3.5.2.2.1 – *An Introduction to Assisi Embroidery*
- 3.5.2.2.2 – *An Introduction to Blackwork Embroidery*
- 3.5.2.2.3 – *An Introduction to Counted Cross Stitch on Linen*
- 3.5.2.2.4 – *An Introduction to Crewel and Surface Embroidery*

3.5.2.3 – *Technique Basics* shall be made available to all EGA members with the designer's approval. Members-at-large may request copies.

3.5.2.4 – Material included in a *Technique Basics* segment shall remain the property of the author, but the author shall be asked not to use the information in that format for other than EGA members until the text is no longer in demand; at that time the material shall be returned to the author. The author shall be free to copyright the text.

3.5.2.5 – Authors shall be responsible for all expenses incurred in the preparation of the text, other than for the final photocopying and postage when the text is submitted to the education department.

3.5.2.6 – The education department shall prepare specific format suggestions for teachers interested in writing a text.

3.5.3 – Petite Projects See Procedure 3.5.3.

- 3.5.3.1 – A *Petite Project* shall be published as available.
- 3.5.3.2 – *Petite Projects* are donations from teachers/designers to be used by chapters and regions only for scheduled programs, with notification to the teacher/designer of each use. *Petite Projects* may be downloaded by any EGA member only for personal use.
- 3.5.3.3 – *Petite Project* instructions may not be copied or distributed in part or as a whole either as a handout, sold as a fundraiser or printed in a newsletter.
- 3.5.3.4 – Copyright is retained by the teacher/designer.
- 3.5.3.5 – Anyone may submit a proposal for a new *Petite Project*. Contact the education department for current guidelines.

3.6 – GRANTS, SCHOLARSHIPS, AND AWARDS

3.6.1 – Grants

- 3.6.1.1 – Research Fellowship Grant. See Procedure 3.6.1.
- 3.6.1.1.1 – Amount. Grants of up to \$1,000 are awarded annually; the amount is determined by the Scholarship Review Committee.

3.6.1 1.2 – Purpose.

- 3.6.1.1.2.1 – To support and promote in-depth research in the field of embroidery and allied textile arts.
- 3.6.1.1.2.2 – To strengthen EGA's commitment to education at the highest level in the textile arts.
- 3.6.1.1.2.3 – To create a basis for dialogue between EGA and other grant and research institutions.
- 3.6.1 1.3 – Eligibility. Applicants need not be members of EGA; anyone interested in the needle arts or embroidery, regardless of gender, race, religion, or national or ethnic origin, may apply.

3.6.1.1.4 – Deadlines.

- 3.6.1.1.4.1 – Applications for the current year must be received by June 1.
- 3.6.1.1.4.2 – Notification of awards will be made on or before September 1 of that year and announced at the annual EGA national seminar.
- 3.6.1.1.4.3 – Grant funds will be distributed in January of the following year.
- 3.6.1.1.4.4 – Projects are to be completed within eighteen months of the grant distribution date.
 - 3.6.1 1.4.4.1 – However, two interim reports on the research activities will be due by June 30 and December 31 of the distribution year.
 - 3.6.1 1.4.4.2 – The project itself may then be submitted by July 1 of the year immediately following the year of distribution of funds.
 - 3.6.1 1.4.4.3 – Upon written request, the Scholarship Review Committee may grant an extension.

3.6.1.1.5 – Selection.

- 3.6.1.1.5.1 – Recipients of Research Fellowship Grants will be determined by the Scholarship Review Committee with the assistance of outside evaluators from the academic, museum, and professional community.
- 3.6.1.1.5.2 – The Scholarship Review Committee reserves the right to withhold grants if none of the proposed projects is deemed suitable.
- 3.6.1 1.6 – Requirements. The recipient of the Research Fellowship Grant shall sign a contract agreeing to the requirements and conditions which follow:
 - 3.6.1 1.6.1 – The recipient's research project shall result in an EGA approved publication or project.
 - 3.6.1 1.6.2 – The funds may be applied to items such as travel, research materials, embroidery supplies, and source fees.
 - 3.6.1 1.6.3 – Funds may not be used for purchase or rental of office equipment or office space.

3.6.1 1.6.4 – Recipients who fail to comply with the conditions of the contract shall reimburse EGA the full amount of the grant upon request. 8/96

3.6.2 – Scholarships. The scholarships listed here are national scholarships; regions and chapters may also establish scholarships. A single individual may be awarded only one EGA national Scholarship per year.

3.6.2.1 – Mary-Dick Digges Scholarship. See Procedure 3.6.2.1.

3.6.2.1.1 – Amount. Varies according to the class and kit fees; if there are not sufficient funds available to cover the entire cost, a partial scholarship may be awarded.

3.6.2.1.2 – Purpose⁵. This scholarship must be used for class/kit fees for EGA-sponsored and non-EGA sponsored classes in surface embroidery, specifically crewel embroidery, Japanese embroidery, and stumpwork.

3.6.2.1.3 – Eligibility.

3.6.2.1.3.1 – Any EGA member may apply without regard to gender, race, religion, national or ethnic origin.

3.6.2.1.3.2 – This scholarship is not transferable to any other person nor may it be used for any class, project or educational offering, other than awarded. Exceptions are at the discretion of the Scholarship Review Committee.

3.6.2.1.3.3 – A single individual may submit only one application per scholarship.

3.6.2.1.4 – Deadlines.

3.6.2.1.4.1 – Applications must be received by March 1.

3.6.2.1.4.2 – The winner of the scholarship will be notified by April 1 and announced in *Needle Arts*.

3.6.2.1.4.3 – The class must be taken within one year of notification. Exceptions are at the discretion of the Scholarship Review Committee.

3.6.2.1.5 – Selection.

3.6.2.1.5.1 – The Education Department shall design a procedure for screening and choosing scholarship recipients.

3.6.2.1.5.2 – Applications are reviewed by the EGA Scholarship Committee in a blind process.

3.6.2.1.5.3 – The Committee reserves the right to withhold scholarships in any given year if there are no appropriate applications.

3.6.2.1.6 – Requirements. Within 6 months of the completion of the class, the Mary-Dick Digges Scholarship recipient is to create a *Petite Project*, or write an

⁵This scholarship was established April 2001 from contributions made in honor of Mary-Dick Digges' lifelong achievements in and contributions to the art of embroidery.

article for *Needle Arts*, or write a report to the Director of Education or EGA President.

3.6.2.2 – Marjorie Jones Scholarship. See Procedure 3.6.2.2.

3.6.2.2.1 – Amount.

3.6.2.2.1.1 – The scholarship will provide registration, nonrefundable, and kit fees for one two-day crewel class, or two two-day crewel classes, or one four-day crewel class at an EGA National or Regional Seminar.

3.6.2.2.1.2 – The scholarship will be awarded annually until less than \$300 is available.

3.6.2.2.2 – Purpose. This scholarship is awarded to benefit students of crewel embroidery.

3.6.2.2.3 – Eligibility.

3.6.2.2.3.1 – Any EGA member may apply without regard to gender, race, religion, national or ethnic origin.

3.6.2.2.3.2 – This scholarship is not transferable to any other person, nor may it be used for any purpose or seminar other than the next EGA National Seminar or EGA Region Seminar that occurs after application is submitted. Exceptions are at the discretion of the Scholarship Review Committee.

3.6.2.2.3.3 – A single individual may submit only one application per scholarship.

3.6.2.2.4 – Deadlines. Applications must be received by April 1.

3.6.2.2.5 – Selection.

3.6.2.2.5.1 – Applications are reviewed by the EGA Scholarship Committee in a blind process.

3.6.2.2.5.2 – The Committee reserves the right to withhold scholarships in any given year if there are no appropriate applications.

3.6.2.2.6 – Requirements.

3.6.2.2.6.1 – Within 6 months of the completion of the class, the scholarship recipient is to create a Petite Project or write an article for *Needle Arts* or write a report to the Director of Education or EGA President.

3.6.2.2.6.2 – If the project is not completed by the designated completion date, the recipient may apply to the Scholarship Committee, using the EGA Headquarters email or mailing address, for an extension. If an extension is not granted, the money is to be returned within 10 days.

3.6.2.3 – Genny Morrow Scholarship. See Procedure 3.6.2.3.

3.6.2.3.1 – Amount. The Board of Directors shall annually determine the dollar amount and the number of scholarship(s) to be awarded.

3.6.2.3.2 – Purpose.⁶ The scholarship shall be used for one 4-day or for one or two 2-day classes in a canvas technique at the next year’s EGA national seminar or for an online course of similar scope. Exceptions are at the discretion of the Scholarship Review Committee.

3.6.2.3.3 – Eligibility.

3.6.2.3.3.1 – The scholarship shall not be transferable.

3.6.2.3.3.2 – A single individual may submit only one application per scholarship.

3.6.2.3.4 – Deadlines. This information is posted at each year’s seminar for the following year’s classes.

3.6.2.3.5 – Selection. The Board of Directors shall determine the method of selection.

3.6.2.3.6 – Requirements. The class(es) must be taken at the following year’s national seminar.

3.6.2.4 – Penny Evans Memorial Scholarship See Procedure 3.6.2.4.

3.6.2.4.1 – Amount. \$350 per year.

3.6.2.4.2 – Purpose.⁷ It shall fund scholarships for EGA members for an embroidery related class, study project, online course, or similar education offering by EGA, the San Francisco School of Needlework, the Royal School of Needlework, or the City and Guilds of London Institute, in the U.S. or the U.K.

3.6.2.4.2.1 – Exceptions are at the discretion of the Scholarship Review Committee.

3.6.2.4.3 – Eligibility.

3.6.2.4.3.1 – Any EGA member may apply without regard to gender, race, religion, national or ethnic origin.

3.6.2.4.3.2 – The scholarship shall be non-transferable.

3.6.2.4.3.3 – The scholarship shall be used with in the time period specified by the scholarship review committee.

3.6.2.4.3.4 – A single individual may submit only one application per scholarship.

3.6.2.4.4 – Deadlines.

3.6.2.4.4.1 – Applications must be received by May 1 of each year; recipients notified by June 1.

3.6.2.4.4.2 – The study shall be completed by July 1 of the year following the award of the scholarship.

⁶Established to honor the memory of Genny Morrow with an initial donation from Mary I. Clubb and Doris S. Tomlinson.

⁷Established to honor the memory of Penny Evans with an initial donation from her husband Bob and daughters Dale Drew and Leigh Evans.

3.6.2.4.4.3 – If the project is not completed by the above completion date, the recipient may apply to the Scholarship Committee for an extension giving a new completion date.

3.6.2.4.5 – Selection.

3.6.2.4.5.1 – Awarded by the Scholarship Review Committee

3.6.2.4.5.2 – Scholarship recipient(s) shall be determined by a blind application procedure.

3.6.2.4.5.3 – The Committee reserves the right to withhold scholarships in any given year if there are no appropriate applications.

3.6.2.4.6 – Requirements.

3.6.2.4.6.1 – Within 6 months of the completion of the class, the scholarship recipient is to create a *Petite Project* or write an article for *Needle Arts* or write a report to the Director of Education or EGA President.

3.6.2.4.6.2 – If the project is not completed by the designated completion date, the recipient may apply to the Scholarship Committee, using the EGA Headquarters email or mailing address, for an extension. If an extension is not granted, the money is to be returned within 10 days.

3.6.2.5 – Judith and Susan Richardson Initial Steps Toward Teaching Certification Scholarship. See Procedure 3.6.2.5.

3.6.2.5.1 – Amount.

3.6.2.5.1.1 – The scholarship will equal the cost of the teacher certification program (\$190.00 after completion of the \$10.00 screening process). In addition, this scholarship awards the successful candidate \$100.00 to help cover the costs of materials and expenses incurred while preparing required submissions.

3.6.2.5.1.2 – This scholarship will be awarded annually until less than \$300.00 is available.

3.6.2.5.2 – Purpose. This scholarship will be awarded to benefit teacher certification candidates in the EGA Teaching Certification Program seeking their first EGA certification.

3.6.2.5.3 – Eligibility.

3.6.2.5.3.1 – Any EGA member may apply without regard to gender, race, religion, national or ethnic origin.

3.6.2.5.3.2 – Prospective candidates must be approved by the Teacher Candidate Screening Committee before applying for the scholarship. Go to Procedure 3.3.2.3. All candidates accepted into the program will receive the scholarship application procedures.

3.6.2.5.3.3 – This scholarship is not transferable to any other person nor may it be used for any class, project or educational offering other than awarded.

3.6.2.5.3.4 – A single individual may submit only one application per scholarship.

3.6.2.5.4 – Deadlines.

3.6.2.5.4.1 – Applications will be processed any time throughout the year; applications are reviewed as they are received by the EGA Teacher Certification Committee.

3.6.2.5.4.2 – The Scholarship is announced within 30 days of receipt of the application.

3.6.2.5.4.3 – If the program is not completed by the stated completion date, the recipient may apply to the Teacher Certification committee for an extension giving a new completion.

3.6.2.5.5 – Selection.

3.6.2.5.5.1 – In a year in which no suitable applications are received, there will be no scholarship awarded.

3.6.2.5.5.2 – In years in which more than one candidate qualifies, more than one scholarship may be awarded.

3.6.2.5.6 – Requirements.

3.6.2.5.6.1 – The recipient(s) is required to write an article within six months of the completion of the certification program for *Needle Arts* describing how the certification process helped achieve the teaching goals.

3.6.2.5.6.2 – If the initial program is not completed, the money is to be returned.

3.6.2.6 – The Legacy Scholarship. See Procedure 3.6.2.6.

3.6.2.6.1 – Amount.

3.6.2.6.1.1 – This is an annual scholarship.

3.6.2.6.1.2 – The maximum amount available to award in any one year is \$1,500 which will allow up to four scholarships.

3.6.2.6.2 – Purpose. This scholarship is for EGA members to study the art of embroidery and the preservation of the heritage of the art of embroidery.

3.6.2.6.2.1 – The study of the art of embroidery includes:

3.6.2.6.2.1.1 – Researching embroidery pieces in private or museum collections.

3.6.2.6.2.1.2 – Researching embroidery from published or unpublished material such as diaries.

3.6.2.6.2.1.3 – Taking classes in embroidery techniques/history or classes in color/design theory.

3.6.2.6.2.1.4 – Other appropriate studies will be considered.

3.6.2.6.2.2 – The preservation of the heritage of the art of embroidery includes:

3.6.2.6.2.2.1 – Teaching adults and/or youth embroidery techniques/history.

3.6.2.6.2.2.2 – Presenting public exhibits showcasing the art/history of embroidery.

3.6.2.6.2.2.3 – Working to make embroidery collections more accessible to the public.

3.6.2.6.2.2.4 – Encouraging people to embroider and appreciate the beauty of embroidery.

3.6.2.6.2.2.5 – Producing embroidered piece(s) to be displayed publicly.

3.6.2.6.2.2.6 – Other appropriate projects to preserve the art of embroidery will be considered

3.6.2.6.3 – Eligibility.

3.6.2.6.3.1 – Any EGA member may apply without regard to gender, race, religion, national or ethnic origin.

3.6.2.6.3.2 – The scholarship shall be nontransferable and shall be used within the time period specified by the scholarship review committee.

3.6.2.6.3.3 – A single individual may submit only one application per scholarship.

3.6.2.6.4 – Deadlines.

3.6.2.6.4.1 – Applications must be received by January 15 of each year; recipients are notified by March 15.

3.6.2.6.4.2 – Scholarship will be paid by check when the award is announced.

3.6.2.6.4.3 – If the project is not completed by the stated completion date, the recipient may apply to the Scholarship Review Committee for an extension giving a new completion date.

3.6.2.6.5 – Selection.

3.6.2.6.5.1 – Awarded by the Scholarship Review Committee

3.6.2.6.5.2 – In a year in which no suitable applications are received, there will be no scholarship awarded.

3.6.2.6.5.3 – The Committee reserves the right to withhold scholarships if no projects are deemed suitable.

3.6.2.6.5.4 – Scholarship recipient(s) shall be determined by a “blind” application review procedure.

3.6.2.6.6 – Requirements.

3.6.2.6.6.1 – Each scholarship recipient is to write an article for *Needle Arts* discussing the funded study or the preservation project.

3.6.2.6.6.1 – The recipient is to make interim reports to the Scholarship Committee.

3.6.2.6.6.1 – If the project is not completed, the money is to be returned.

3.6.3 – Awards

3.6.3.1 – The Gold Thread Award. See Procedure 3.6.3.1.

3.6.3.1.1 – Description

3.6.3.1.1.1 – This award recognizes those outstanding individuals who, on a local and/or regional level, have given freely of their time and talents to best exemplify the purpose of this organization: *To inspire passion for the needle arts through education and the celebration of its heritage.*

3.6.3.1.1.2 – A total of 14 awards may be given annually, one from each of the 13 regions plus a national recipient selected from among the thirteen.

3.6.3.1.2 – Recognition

3.6.3.1.2.1 – Each of the award winners shall receive a pin and a certificate and, if present at the EGA National Seminar, have the option of receiving these at the Education Awards Presentation at the opening banquet.

3.6.3.1.2.2 – In addition, the national winner's name will be displayed with honor on a prominent page of the EGA website.

3.6.3.1.3 – Criteria. The criteria for determining the awards include:

3.6.3.1.3.1 – The contributions to growth of embroidery education at a local and/or regional level.

3.6.3.1.3.2 – The nature and extent of service at a local and/or regional level.

3.6.3.1.4 – Deadlines. Entries must be received by May 1.

3.6.3.1.5 – Selection. Written nominations shall be reviewed by the Scholarship Review Committee to determine award recipients.

3.6.3.2 – The Bobbie Pilling Award See Procedure 3.6.3.2.

3.6.3.2.1 – Description.⁸ It is presented to an EGA member who has "gone outside the box" with a piece of needlework that shows personal growth and artistic merit.

3.6.3.2.2 – Recognition.

3.6.3.2.2.1 – Ribbons will be awarded and all entries will be displayed in the Education Department Exhibit at National Seminar.

3.6.3.2.2.2 – An article featuring the winning entries will be published in *Needle Arts* magazine.

⁸ This award was established to honor a treasure of EGA, a longtime supporter and former national president, Barbara (Bobbie) Pilling;
August 2022

3.6.3.2.2.3 – The artist agrees that photographs may be used in *Needle Arts* and other publicity as needed.

3.6.3.2.3 – Criteria

3.6.3.2.3.1 – Any current EGA member may submit one original piece of needlework done in any technique (which can be realistic, abstract, or non-representational) that meets the criteria of a well-designed piece. [EGA's definition of original is "An original work is one which, from the beginning, is solely the creative product of the stitcher."]

3.6.3.2.3.2 – The accompanying statement, limited to 300 words or less, should address both personal growth and artistic merit and explain how the stitcher thought "outside the box."

3.6.3.2.4 – Deadlines.

3.6.3.2.4.1 – Applications must be received by May 1.

3.6.3.2.4.2 – Upon receipt of the application, further instructions and deadlines will be provided.

3.6.3.2.5 – Selection

3.6.3.2.5.1 – Judging will take place just prior to the opening of National Seminar at the seminar site.

3.6.3.2.5.2 – Judging of entries will be based on artistic merit (40%) and how the stitcher "went outside the box" (60%).

3.6.3.2.5.2 – It is hoped that entrants will send the actual piece but if they cannot, then a CD with images of the piece may be sent.

3.6.3.3 – The Diana Grossman Memorial Award

3.6.3.3.1 – Description.⁹ This award is presented at each *Through the Needle's Eye* exhibit to an EGA member whose original work juried into the *Through the Needle's Eye* exhibit best exemplifies excellence in design and needlework.

3.6.3.3.2 – Recognition

3.6.3.3.2.1 – One cash prize may be awarded to an EGA member in an EGA national exhibit.

3.6.3.3.2.2 – The name of the award winner shall be announced in *Needle Arts*.

3.6.3.3.3 – Criteria. An original design juried into the *Through the Needle's Eye* exhibit which best exemplifies excellence in design and needlework. [EGA's definition of original is "An original work is

⁹ This award was established in 1983 to honor the late Diana Grossman of New York.
August 2022

one which, from the beginning, is solely the creative product of the stitcher.”]

3.6.3.3.4 – Deadlines. Per the National Exhibit Committee for each exhibit.

3.6.3.3.5 – Selection

3.6.3.3.5.1 – The jurors shall select the award winner from the juried original category.

3.6.3.3.5.2 – The award winner will be notified as soon as possible after the jurying has taken place. Note: If jurying is done via digital images, the piece must be verified that it is as represented in the entry materials before the winner is notified. This verification can take place when the piece arrives for photography for the catalog.

3.6.3.4 – The Virginia Miller Memorial Award

3.6.3.4.1 – Description.¹⁰ It promotes new and exciting uses of materials and embroidery techniques.

3.6.3.4.2 – Recognition.

3.6.3.4.2.1 – One cash award of \$750 may be made in connection with each national exhibit (*Through the Needle’s Eye*), as determined by, and at the discretion of, the judges of the national exhibit.

3.6.3.4.2.1 – The name of the award winner shall be announced in *Needle Arts*.

3.6.3.4.3 – Criteria

3.6.3.4.3.1 – This award is presented at each *Through the Needle’s Eye* exhibit to an EGA member whose original work juried into the *Through the Needle’s Eye* travelling exhibit is judged to best display an innovative theme, materials, and method of working. [EGA’s definition of original is “An original work is one which, from the beginning, is solely the creative product of the stitcher.”]

3.6.3.4.3.2 – Contemporary needlework is defined as needlework in which the theme, materials, and method of working are used in an innovative way.

3.6.3.4.4 – Deadlines. Per the National Exhibit Committee for each exhibit.

3.6.3.4.5 – Selection

3.6.3.4.5.1 – The jurors shall select the award winner from the juried original category.

¹⁰ This award was established to honor the memory of Virginia Miller, Seminar 2001 Chair.
August 2022

3.6.3.4.5.2 – The award winner will be notified as soon as possible after the jurying has taken place. Note: If jurying is done via digital images, the piece must be verified that it is as represented in the entry materials before the winner is notified. This verification can take place when the piece arrives for photography for the catalog.

SECTION 4 – COMMUNICATIONS

4.1 – *Needle Arts Magazine, Inside EGA, National Exhibit Catalog, National Seminar Brochures*

4.1.1. Overview (See also Procedure 4.1.1)

4.1.1.1 – Annual subscriptions

4.1.1.1.1 – Annual subscriptions are available to members, chapters and regions for four (4) consecutive issues of the *Needle Arts* magazine to be sent to public libraries. Contact EGA HQ for current cost.

4.1.1.1.2 – An annual subscription is available to each foreign chapter for four (4) consecutive issues of *Needle Arts* mailing at a cost of the equivalent to an overseas member-at-large, to be sent to their twin/sister chapter.

4.1.1.2 – Information about joining EGA shall be printed in *Needle Arts*.

4.1.1.3 – Quarterly issues of *Needle Arts/Inside EGA* shall include an update of new educational services available to the membership.

4.1.1.4 – *Needle Arts* shall have no more than 64 pages plus 4 cover pages.

4.1.1.5 – *Needle Arts* is copyrighted by EGA in its entirety as a magazine and may not be reproduced in the form that it takes as published. Copyright for individual articles and features are held by the authors of those items; permission for reprint of those items must be sought from and granted by the individual authors. (Please contact EGA headquarters for authors' addresses). The use of instructions contained within the magazine is a right of the individual owners of the magazine (EGA members). Use of instructions of a *Needle Arts* project for a chapter meeting is acceptable. Reprinting project instructions in a newsletter or distributing to non-members is not acceptable.

4.1.1.6 – Editorial guidelines for submitting articles for *Needle Arts* or other publications may be found in Ancillary Document 4.1.1.7, Guidelines for Submitting Articles to *Needle Arts* and *Inside EGA*.

4.1.1.7 – Each issue of *Needle Arts* shall contain two project designs and one project design associated with the *Designers Across America/Designers Across the Water* feature.

4.1.1.7.1 – EGA shall pay designers \$200/project design.

4.1.1.7.2 – Project designs shall include stitch diagrams for left-handed stitchers as well as right-handed stitchers.

4.1.2 – Publication Procedures. See Procedure 4.1.2.

4.1.3 – Photography Guidelines. See Ancillary Document 4.1.3.

4.1.4 – Embroidery Editor

- 4.1.4.1 – There shall be an Embroidery Editor who serves as the Editorial Board Chair. (See Policy 2.3.1.5.3.2 and Ancillary Document 2.3.1.5.3.2, Job Description: Embroidery Editor)
- 4.1.4.2 – The term of the Embroidery Editor (*Needle Arts*) shall be concurrent with the term of the President.
- 4.1.4.3 – The Embroidery Editor's expenses shall be funded from the *Needle Arts* budget.
- 4.1.4.4 – The Embroidery Editor shall report directly to the national President.

4.1.5 – Editorial Board. The Editorial Board's function shall be to act as advisors to the President and the Editor as to purpose, vision, direction, scope, content and tone. It shall also assist in gathering copy for *Needle Arts*.

4.2 – Newsletters

- 4.2.1 – The newsletter is the main means of communication among members of a chapter. It is for news of the chapter, region, and national EGA. The guidelines in Ancillary Document 4.2, Newsletter Guidelines, are intended to help editors deliver a more professional publication and to make them aware of the particular requirements of the Embroiderers' Guild of America, Inc.
- 4.2.2 – Copyright law and copyright infringement are of major importance and are areas in which there is no flexibility. Remember that giving credit does **not** substitute for obtaining permission. See Procedure 4.2.2 and Ancillary Document 4.2, Newsletter Guidelines.
- 4.2.3 – Retractions of misinformation in any region or chapter newsletter shall be printed; retractions shall be circulated through the same mailing list as the newsletter containing the misinformation. (See also Ancillary Document 4.2, Newsletter Guidelines, paragraph 4.2.1.7.3)
- 4.2.4 – EGA Electronic Newsletter. Headquarters sends an electronic newsletter to all members monthly.

4.3 – Websites. Go to *Members Only/Document Downloads* on the EGA Website to download the most current version of *Region and Chapter Website Guidelines*.

4.4 – Social Media (Facebook, Twitter, EGA Blog, Stitch-a-Long, etc.).

- 4.4.1 – EGA Groups.
 - 4.4.1.1 – The EGA Website has Groups that can be used by Regions and Chapters to communicate with their members.
 - 4.4.1.2 – Groups on the EGA Website can only be accessed by logged in members at egausa.org/groups.
 - 4.4.1.3 – Any EGA member can create a group on our website as long as the group is connected in some way to needle work. Members are encouraged to visit the

Group Directory before creating a new group in order to avoid duplicating groups on specific topics or techniques. If a group already exists in the technique of interest, members are encouraged to join that group instead of creating a new one.

4.4.1.4 – See Procedure 4.4.1.4.

4.4.2 – Region and Chapters on Social Media. See Procedure 4.4.2.

4.4.2.1 – Regions and Chapters are encouraged to have a social media presence by creating and updating social media channels and websites to communicate with members and as a recruitment tool.

4.4.2.1.1 – Social channels to consider using are: Facebook, Instagram, Pinterest and Twitter.

4.4.2.1.2 – Links to social media channels can be added to each chapter on the *Connect/Find a Chapter* page of the EGA Website. See Procedure 4.4.2.1.2.

4.4.2.2 – Posting to Social Media

4.4.2.2.1 – Frequency of Posting. While many large organizations post to their Facebook page on a daily and even hourly basis, you are not expected to do this. A common mistake by many organizations is that after creating their Facebook page, they forget that the page exists. We recommend chapters and regions to post at least one or two updates per week.

4.4.2.2.2 – Content to post

4.4.2.2.2.1 – Images. Embroidery is a very visual medium, this makes it great content to share on social media. Images of work done by our members, our classes, our collection and similar are a great way to give others a look into EGA. Only use photos that you have received permission to use. Photos of our classes and other educational offerings can be shared on social media to promote these offerings and EGA. See Ancillary Document 4.2.1, PERMISSION TO PUBLISH FORM (Newsletter and Website) and Procedure 4.4.2.2.1.

4.4.2.2.2.2 – Events. Keep members informed of the latest national, regional and chapter news and events.

4.4.2.2.2.3 – Links. Share links to your website, articles or pages from egausa.org or interesting and helpful articles with a needlework focus.

4.4.2.2.2.4 – Visit our national Facebook page facebook.com/EGAUSA to see post examples and to find content that you can re-share.

4.4.3 – Facebook. There are many social networks available and each has its uses, but if you have to choose one to focus your efforts on, we recommend creating a Facebook page for your chapter or region. There are many reasons for this, the main one being that Facebook has the largest overall audience and many of our members already participate there.

4.4.3.1 – Regions and chapters should have a Facebook page because:

4.4.3.1.1 – Millions of embroiderers around the world have Facebook profiles, having a Facebook page allows them to find you.

4.4.3.1.2 – It gives you a place to communicate what your chapter/region is doing: events, classes, trips, etc.

4.4.3.1.3 – It allows you to create an online community with like-minded individuals in your area.

4.4.3.1.4 – Having a Facebook page is one of the most effective ways to direct traffic to your Region or Chapter website.

4.4.3.1.5 – It allows us to show the human side of our organization by one-one-one conversations, interactions, and communications.

4.4.3.2 – To create a Facebook page visit, see Procedure 4.4.3.2.

4.4.4 – Other social media channels. See Procedure 4.4.4.

4.4.4.1 – Instagram: Instagram allows you to share images with a caption and hashtags. Links on Instagram captions are not clickable and should be kept to a minimum.

4.4.4.1.1 – Hashtags on Instagram: Using hashtags (#) on your photo's caption is a great way to get your images seen by others interested in the same topics as you. We recommend using embroidery related hashtags on your needlework photos so other stitchers can see them. Once you have added the hashtag and posted the image, you will be able to tap the hashtag and see other photos on that topic.

4.4.4.1.2 – See Procedure 4.4.4.1.1 and 4.4.4.1.2.

4.4.4.2 – Pinterest: Pinterest allows you to create boards where you can pin and organize content by categories, techniques or topics. Images and links can be shared.

4.4.4.3 – Twitter: Twitter allows you to share links and images with your followers.

4.4.5 – EGA Stitch-a-long. The EGA Stitch-a-long Group on Facebook was created to stitch a monthly project with members and friends utilizing EGA's many stitching resources. While the Stitch-a-long happens on Facebook, we have created a page on

our website to keep members informed of the monthly projects taking place there. See Procedure 4.4.5.

4.5 – Marketing/Promotion/Advertising. See Procedure 4.5. EGA’s National Website and social media channels are available to assist regions and chapters in promoting their events, classes and other important information.

SECTION 5 – FINANCE

NOTE: See also EGA Chapter/Region/Financial Guidelines.

5.1 – GENERAL

- 5.1.1 – Fiscal Year. The EGA fiscal year shall be January 1 through December 31.
- 5.1.2 – Contract Signature and Approval Authority.
 - 5.1.2.1 – This provision applies to all EGA contracts including contracts for special events such as national seminars, national exhibits, and the International Embroidery Conference.
 - 5.1.2.2 – All EGA contracts with financial obligations must be signed by the President.
 - 5.1.2.3 – The President is authorized to sign contracts with financial obligations of \$5,000 or less.
 - 5.1.2.4 – Contracts in excess of \$5,000 must be submitted to the EGA Executive Committee for approval.
- 5.1.3 – Bank Signature Authority. The President, Treasurer, and at least one staff member designated by the Board of Directors are authorized to sign bank documents [documents include checks, agreements, contracts, signatories, etc.].
- 5.1.4 – Service Fees. Except for shipping and handling, all fees charged for ongoing services shall be set by the Reporting Officer of the appropriate committee, reviewed by the Finance Committee, and approved by the Executive Committee.
- 5.1.5 – Shipping and Handling Charges. Shipping and handling charges will be set by the EGA Administrator.
- 5.1.6 – Credit Cards. Credit cards may be used for purchases from EGA Headquarters, except for chapter-related payments such as dues or Group Correspondence Course fees.
- 5.1.7 – Foreign Payments. All foreign payments shall be payable in United States Dollars.
- 5.1.8 – Returned Checks. Cash, money order, or cashier's checks shall be required from members who have outstanding, non-collectible, returned checks payable to an EGA chapter, region, or national. All documented returned check expenses associated with NSF (insufficient funds) checks shall be charged back to the issuer including returned check fee assessed by the bank, all other documented expenses associated with the return check, plus a \$25.00 handling fee.
- 5.1.9 – Non-budgeted Expenditure. The Executive Committee may spend up to \$5,000 of nonbudgeted funds between sessions. Any amount over \$5,000 must be approved by the Board of Directors.
- 5.1.10 – Seminar loans: See National Seminar Policy
- 5.1.11 – This paragraph deleted.

5.1.12 – New Products. The Finance Committee shall approve new products to be added to the EGA merchandise list. Sale price of merchandise shall be set by Headquarters staff and approved by the Administrator.

5.1.13 – Life Member Discount. Life members shall receive a 10% discount on EGA merchandise.

5.1.14 – Exhibit Claim Notification. The deadline for filing a claim for loss or damage of items being exhibited at any EGA national, chapter, or region sponsored or hosted exhibit is three (3) months from the close of the exhibit.

5.1.15 – Chart of Accounts. Except for accounts in connection with EGA Reserve Funds, the EGA Treasurer is authorized to create, revise, or delete items from the EGA Chart of Accounts as necessary to conform to standard accounting practices; the Treasurer maintains the Chart of Accounts.

5.1.17 – Electronic Signatures.

5.1.17.1 – Permitted use. To the full extent permitted by the Electronic Signatures in Global & National Commerce Act (ESIGN), as modified by the Kentucky Uniform Electronic Transactions Act and other applicable law (UETA): EGA accepts from others and permits its authorized signers to use electronic means and electronic format for the creation, generation, transmission, communication, reception, storage and other processing of records and signatures.

5.1.17.2 – Authorization. The President of EGA is authorized to agree to conduct transactions by electronic means to the extent allowed by applicable state and federal laws provided:

5.1.17.2.1 – all parties have consented to conduct the transaction electronically;

5.1.17.2.2 – the electronic signature is captured and recorded in a manner that can be inspected and authenticated at a later date; and

5.1.17.2.3 – any applicable consumer written disclosure requirements have been met.

5.1.17.3 – Non-electronic Transactions. This policy does not limit EGA's right or option to conduct an EGA transaction on paper or in non-electronic form.

5.1.17.4 – Right of Refusal by EGA. The President of EGA is specifically authorized to refuse to conduct any transaction or transactions by electronic means whenever the President determines such refusal to be in the best interests of EGA.

5.2 – ANNUAL BUDGET (see Procedure 5.2)

5.2.1 – Preparing the budget.

5.2.1.1 – The EGA Treasurer shall be responsible for the preparation of the preliminary annual budget and presentation to the Finance Committee.

5.2.1.2 – The duties of the EGA Treasurer shall also include review of and recommendations on all EGA budgets on the national level.

5.2.2 – Monitoring the budget. The EGA Treasurer shall monitor the budget on an ongoing basis, comparing it to actual income and expenditures.

5.2.3 – Requests for new allocations or additional funding shall be referred to the EGA Treasurer to determine the availability of funds. Appropriate recommendations shall then be made to the Board by the EGA Treasurer.

5.3 – FISCAL POLICIES FOR CHAPTERS/REGIONS

5.3.1 – Chapters.

5.3.1.1 – Mandated fiscal policies. See Ancillary Document 2.1.4.2, Chapter Bylaws Instructions and Checklist, Article IX, Mandated Fiscal Policies, and Ancillary Document 2.1.4.2.1, Chapter Bylaws Annotated Sample, Article IX, Mandated Fiscal Policies.

5.3.1.2 – Other chapter fiscal policies. See Policies 2.1.9.

5.3.2 – Regions.

5.3.2.1 – Mandated fiscal policies. See Ancillary Document 2.2.2.2 – Region Bylaws Instructions and Checklist, Article IX, Mandated Fiscal Policies, and Ancillary Document 2.2.2.2.1 – Region Bylaws Annotated Sample, Article IX, Mandated Fiscal Policies.

5.3.2.2 – Other region fiscal policies. See Policies 2.2.4.

5.4 – POLICIES ON OTHER PROGRAMS

5.4.1 – **Fiber Forum**

5.4.1.1 – An account shall be established and maintained by EGA Headquarters staff with monthly activity reports sent to the Fiber Forum Chair and Fiber Forum Treasurer, The Fiber Forum Chair and/or Fiber Forum Treasurer shall authorize all payments from this account.

5.4.1.2 – Any year-end excess or deficit shall be reflected in the Fiber Forum Fund Reserve Account.

5.4.2 – **Fundraising Committee**

5.4.2.1 – The Fundraising Committee may hold fund raising functions during national seminars. The Committee shall be responsible for determining the type of function, which shall be submitted for approval of the Board of Directors.

5.4.2.1.1 – Net surplus funds shall be used to support EGA's general funds, unless by the final board meeting of the year before the seminar, another fund is

requested to be designated and approved by the Finance Committee and the Board of Directors.

5.4.2.1.2 – Up to \$10,000 annually should be used as needed to help fund scholarships and grants as those funds get depleted.

5.4.2.2 – All donors shall be acknowledged in *Needle Arts* as a token of appreciation.

5.4.2.3 – Annual fundraising: The Funding Development Committee, which reports to the Director of Membership and Marketing, may conduct an annual fundraising drive.

5.4.3 – **Memorial and Honorary Funds.** Memorial and honorary contributions are encouraged to any existing fund to honor those members or friends who served or supported EGA. Memorial and honorary gifts may be made to a designated scholarship fund, any established restricted fund, or to EGA's general account.

5.5 – POLICIES RELATING TO IRS TAX RULINGS

5.5.1 – No one may profit financially from membership in EGA; however, EGA may contract with individual members in their professional capacities.

5.5.2 – EGA prohibits the use of membership lists for personal gain.

5.5.3 – Fundraising by chapters and regions is generally approved as long as the proceeds are used to advance the educational, needlework-related, tax-exempt purpose of EGA. Sales should not be conducted on a regular basis, nor should they be in direct competition with commercial interests in the community. In addition, chapters and regions should follow any state laws that may restrict fundraising in their state.

5.5.4 – In accordance with the tax-exempt status of EGA, any remaining financial assets of a dissolved chapter – after payment of indebtedness to EGA – must be contributed to a tax-exempt organization: those conforming to Section 501(c)(3) of the Internal Revenue Code, (such as EGA itself).

5.5.5 – The IRS requires tax-exempt corporations to file a detailed tax report annually. Since EGA files a Federal Group Return, individual chapters and regions shall not file separate IRS returns of any kind. Any correspondence received from the IRS should be sent immediately to EGA Headquarters.

5.5.6 – An Annual Financial Report Form shall be sent from EGA Headquarters to the Treasurer of each chapter/region each year. The form shall be completed and signed by the Treasurer. The report shall be received by EGA Headquarters after January 1 and before February 16. Region Directors will be asked to assist in tracing reports not received by the deadline. Any region or chapter which does not receive the form before January 1 should contact EGA Headquarters at egahq@egausa.org to obtain theirs.

5.5.7 – Financial reports for seminars, exhibits or other special events sponsored by chapters or regions must be submitted to the host unit within 120 days of the close of the

event. A copy of the report must be attached to the Annual Financial Report submitted to EGA Headquarters by the host unit.

5.5.8 – There shall be only one Treasurer for each EGA chapter/region and all chapter/region funds shall be circulated through the chapter/region treasury. These funds can be held in one or more accounts depending on the chapter's/region's needs. The chapter President/Region Director shall be one of the signatories on any account using the EIN of the chapter/region. Definitions relative to this Item:

5.5.8.1 – **TREASURER:** An official in charge of the finances of a government, society, etc.

5.5.8.1 – **TREASURY:** The funds of a society, corporation, state, etc.

5.5.9 – It is recommended that the term of office for all chapter and region Treasurers coincide with the calendar year, January 1st through December 31st.

5.5.10 – Chapter and region financial records shall be audited each year, either professionally, or by an Audit Committee appointed by the chapter President/Region Director. The Treasurer and any signatories on any chapter/region accounts shall not serve on the audit committee, but may be consulted as needed. The Committee shall present its report to the membership for adoption.

5.5.11 – The *IRS Determination of Tax Exempt Status* is available on the EGA website (*Members Only/Document Downloads/IRS Determination Letter*).

5.5.12 – The *IRS Letter Concerning Charitable Contributions* is available on the EGA website (*Members Only/Document Downloads/Financial*).

5.6 – ADMINISTRATIVE EXPENSE REIMBURSEMENT

5.6.1 – **Definition.** Reimbursable administrative expenses are those for which money is budgeted or for which payment is approved by the Board of Directors and include telephone toll charges, postage, photocopies, and other services and supplies which are directly attributable to EGA business. Administrative expenses exclude fixed assets, which are subject Para 5.8.3.

5.6.2 – **Eligible positions.** Nationally elected officers, nationally elected directors, committee chairmen, non-chair members of committees, and the immediate Past President may request reimbursement of budgeted administrative expenses. If the requested reimbursement is more than \$50.00, non-chair members of committees must request reimbursement through the appropriate Committee Chair; the Chair shall forward approved requests to EGA Headquarters for payment from the Committee Chair's budget line.

Note: Special events Committee Chairs and members are reimbursed through their committees.

5.6.3 – **Process.** See Procedure 5.6.3, Administrative Expense Reimbursement. All requests for reimbursement shall be made to EGA Headquarters on Ancillary Document 5.6.3,

Administrative Expense Reimbursement Request Form. Approved requests shall be paid as soon as possible, but no later than 30 days after receipt at EGA Headquarters.

5.6.4 – Proof of expenses. Proof of expenses shall accompany all requests for reimbursement, EXCEPT for travel and per diem expenses submitted on Ancillary Document Non-Received Travel and Per Diem Expense Log/Side B or as specified in Para 5.6.4.1 and 5.6.4.2. Proof of expenses is a dated receipt, a bill (e.g. telephone bill) marked with date received if different than the date imprinted on the bill, or log of expenses for postage or copies.

5.6.4.1 – Log of expenses for postage listing date, addressee, and cost shall be accepted in place of postage receipts. See sample log in Ancillary Document 5.6.4.1, Sample Postage Log.

5.6.4.2 – Log of copies made on a personal copy machine listing date, purpose, number of copies, and cost per copy (maximum of \$0.10 per copy) shall be accepted. See Ancillary Document 5.6.4.2, Sample Copy Log.

5.6.5 – Due dates. All requests for reimbursement shall be submitted with proof of expense dated within 15 days after the end of the calendar quarter. Failure to submit by December 31 of the current year will result in forfeiture of the reimbursement.

5.6.6 – Denial of Reimbursement

5.6.6.1 – Incomplete (lacking proof of expense/EGA supplied form/signature) requests will be denied payment by EGA Headquarters, until complete. EGA Headquarters shall inform the requester in writing of the reason for the denial.

5.6.6.2 – An officer/director/committee member/immediate Past President whose reimbursements request was denied may request that the EGA Treasurer submit a motion to the Finance Committee for payment.

5.6.7 – Transition Year Reimbursements

5.6.7.1 – Nominee and Chair Designate Reimbursements

5.6.7.1.1 – After the slate is announced and prior to election at the annual meeting, nominees for nationally elected offices and directorships may request reimbursement for administrative expenses incurred in preparation to assume the office subject to specifications in Para 5.6.3 and 5.6.4 above.

5.6.7.1.2 – After selection as chair designate and prior to approval of committee appointments by the Board of Directors, a chair designate may request reimbursement for administrative expenses incurred in preparation to assume the subject to specifications in Para 5.6.3 and 5.6.4 above.

5.6.7.2 – Outgoing Officer/Director/Chair. All requests for reimbursement of administrative expenses incurred before the annual meeting, which have not been previously submitted and reimbursed as specified in Para 5.6.3 and 5.6.4 above, for outgoing officers, directors, and chairmen shall be submitted to EGA Headquarters no later than 30 days after the annual meeting.

5.6.7.3 – Immediate Past Officer/Director/Chair. All requests for reimbursement of administrative expenses, incurred during the 60 days after the annual meeting by an immediate past officer/director/chair, shall be submitted to EGA Headquarters no later than 60 days after the annual meeting. Anyone whose reimbursement request was denied may request that the Treasurer submit a motion to the Board of Directors for payment.

5.7 – TRAVEL, LODGING, AND PER DIEM REIMBURSEMENTS

5.7.1 – General Travel

5.7.1.1 – Definitions.

5.7.1.1.1 – Travel expenses are defined as reasonable travel, ground transportation, hotel, not to exceed one-half the double room rate, and miscellaneous expenses.

5.7.1.1.1.1 – Ground transportation is parking fees, tolls, and travel to/from the airport via personal vehicle, cab, or commuter bus.

5.7.1.1.1.2 – Miscellaneous expenses include baggage handling, tips related to baggage handling and shuttle service to and from airport, tolls, and parking fees.

5.7.1.1.2 – Meal Expense. The expense of a meal includes amounts you spend for your food, beverages, taxes, and tips relating to the meal. NOTE: A valid receipt from a restaurant contains the name and location of the restaurant, number of people served, date, and amount of the expense.

5.7.1.1.3 – Per Diem. This is an allowance per day which is cumulative over the Board Session. If the Session is eight days in duration, then the payment is 8 days x ____ per day.

5.7.1.2 – Travel expenses shall be reimbursed at the lowest cost available (airfare, automobile or combination) for attending the entire board session. The cost of any difference shall be assumed by the individual.

5.7.1.2.1 – For automobile travel, expenses incurred at the IRS charitable mileage rate per mile shall be paid for the round-trip distance between the Board/Committee member's home address and designated location of EGA official activity. In no event shall the amount paid to travel by automobile exceed the lowest round trip coach airfare available. The Travel Expense Reimbursement Request Form shall include a printout of an airline quote equivalent on the day of travel as well as a one-way odometer reading in lieu of a receipt. Mileage calculation from Google Maps or a similar mapping program is acceptable to determine mileage. (See Procedure 5.7.1)

5.7.1.2.2 – For air travel expenses, the amount of reimbursement shall be the lowest round trip coach airfare available from the Board/Committee member's home airport to the designated location of EGA official activity.

5.7.1.2.3 – In no event shall this combination exceed what would have been the normal travel in either 5.7.1.2.1 or 5.7.1.2.2 above.

5.7.1.2.4 – Travel days are reimbursed only if they are not on the same day as a meeting day.

5.7.1.3 – Reimbursement expenses incurred by officers, administrators, directors, and committee chairs while serving EGA in multiple capacities shall be charged in accordance with days served to the associated budget lines.

5.7.1.4 – Request for reimbursement of travel expenses **must** be submitted to EGA Headquarters **no later than 30 days** after the last day of the trip. Failure to submit by the deadline shall result in forfeiture of the reimbursement.

5.7.1.5 – No reimbursement will be made unless receipts for the expenses are attached, EXCEPT for travel and per diem expenses submitted on Ancillary Document Non-Received Travel and Per Diem Expense Log/Side B.

5.7.1.6 – No reimbursement shall be paid for vehicle rental without prior approval by the President.

5.7.1.7 – No reimbursement will be paid for travel expenses for a purpose other than attending a Board Session without prior approval of the President or Executive Committee.

5.7.2 – Nationally elected officers and nationally elected directors

5.7.2.1 – Reimbursement for lodging and expenses for a board meeting held in conjunction with a national seminar shall cover only those days actually involved in board related activities. Board related activities are defined as board session through the annual meeting.

5.7.2.2 – Upon receipt of Ancillary Document 5.7.1-A, Travel Expense Reimbursement Request Form/Side A and Ancillary Document 5.7.1-B, Non-Received Travel and Per Diem Expense Log/Side B, EGA shall pay its nationally elected officers and directors, a meal per diem of the current regional government per diem rate as published by the General Services Administration per day, while attending national board sessions, travel day to travel day. Payment for meal per diem for a board session held in conjunction with a national seminar shall cover travel days, and days actually involved in board related activities. Board related activity days are defined as board session through the annual meeting.

5.7.2.3 – National seminar. The Director of Education's room expenses from the beginning of the board session through the end of seminar week shall be paid from the seminar budget. [See National Seminar Policies]

5.7.2.4 – EGA shall pay the national President's hotel cost in addition to travel expenses while attending one region seminar for each region during her term of office. The regions will pay the seminar registration fee.

5.7.3 – **Region directors.** Region directors attending a national board session shall be reimbursed an amount not to exceed one half the double room rate for three nights to include the regions meeting and the board meeting. Additional travel expenses for region directors shall be provided by the region that elects them. (Also see Para 2.3.1.1.7 regarding rights and privileges of an alternate attending in place of a region director.)

5.7.4 – **Candidates for incoming national office**

5.7.4.1 – Travel and lodging, not to exceed one-half the double room rate, shall be provided to the candidates for national elected office to attend the board session in conjunction with seminar through the annual meeting.

5.7.4.2 – Lodging, not to exceed one-half the double room rate, shall be provided to the incoming national President and Director of Education following election at the annual meeting through the end of seminar week.

5.7.4.3 – Upon receipt of Ancillary Document 5.7.1-A, Travel Expense Reimbursement Request Form/Side A and Ancillary Document 5.7.1-B, Non-Received Travel and Per Diem Expense Log/Side B, EGA shall pay a meal per diem of the current regional government per diem rate as published by the General Services Administration per day for the board session thru the annual meeting including travel days.

5.7.5 – **Committee/chair travel**

5.7.5.1 – Region directors serving on the Finance and Personnel Committees shall be reimbursed the extra night's lodging, not to exceed one-half the double room rate, in order to attend the committee meetings, funds to be paid from Committee Travel.

5.7.5.2 – Upon receipt of Ancillary Document 5.7.1-A, Travel Expense Reimbursement Request Form/Side A and Ancillary Document 5.7.1-B, Non-Received Travel and Per Diem Expense Log/Side B, EGA shall pay a meal per diem of the current regional government per diem rate as published by the General Services Administration per day to region directors serving on the Finance and Personnel Committees for the extra day of service.

5.7.5.3 – Travel expenses for standing committee chairs shall be pre-approved by the President with notice to the EGA Treasurer.

5.7.6 – **Nominating committee** See Para 2.5.9.

5.7.6.1 – Travel expenses, lodging not to exceed one-half the double room rate, for the Nominating Committee Chair shall be reimbursed at the lowest cost available to attend each board session prior to the announcement of the slate.

5.7.6.2 – Each member of the Nominating Committee shall be reimbursed travel expenses, lodging not to exceed one-half the double room rate, at the lowest cost available to attend:

5.7.6.2.1 – At least one board session held in conjunction with a national seminar (travel day to travel day). Members should attend the Executive Committee, Finance Committee, and Planning Sessions; the Vice President will decide whether to invite Nominating Committee members to Region Directors' Meeting.

5.7.6.2.2 – In election years, the spring board meeting and the following day to participate in final committee deliberations prior to the announcement of the slate (maximum 4 nights). Scheduling of members' attendance shall be done by the Chair of the Nominating Committee.

5.7.6.3 – Upon receipt of Ancillary Document 5.7.1-A, Travel Expense Reimbursement Request Form/Side A and Ancillary Document 5.7.1-B, Non-Received Travel and Per Diem Expense Log/Side B, EGA shall pay a meal per diem of the current regional government per diem rate as published by the General Services Administration per day to each member of the Nominating Committee while attending national board sessions, travel day to travel day to include, in election years, up to 1 day of deliberations after the spring meeting prior to the announcement of the slate.

5.7.7 – **Other Travel.** Reimbursement for any special travel shall be pre-approved by the President or the Executive Committee.

5.8 – EGA PURCHASES

5.8.1 – General.

5.8.1.1 – Purchases result in the expenditure of the membership's money. EGA officers, directors and employees are held accountable for use of these funds and therefore must remain cognizant of their responsibilities to the members.

5.8.1.2 – The knowledge of EGA employees as well as the expertise of individual board members should be solicited and utilized when purchasing decisions are contemplated.

5.8.1.3 – No EGA nationally elected officer, nationally elected director, committee chair, committee member, EGA employee, or other representative, shall, individually, enter into any agreement with a vendor with whom that person, or a member of his or her immediate family, has any financial relationship. Any such relationships shall be disclosed and the person involved shall abstain from committee or board discussions and abstain from voting on the contract or purchase.

5.8.1.4 – No EGA nationally elected officer, nationally elected director, committee chair, committee member, EGA employee, or other representative, shall accept or receive any reward or benefit from a vendor.

5.8.1.4.1 – EXCEPTION: Provision of a free room and/or meals provided by an approved hotel or a prospective site for an EGA special event, shall be deemed a benefit for EGA and not an individual.

5.8.1.5 – EGA, its nationally elected officers, nationally elected directors, committee chair, committee member, EGA employee, or other representative shall operate within the financial constraints of the current year's budget and within all current EGA Policies & Procedures.

5.8.2 – Vendor Selection.

5.8.2.1 – Purchases of goods and services shall be made only from reputable, established vendors (vendors who have been in business sufficient time to have established a good reputation). Vendors who have not previously worked with EGA may be asked for references.

5.8.2.2 – In making purchases, EGA should remain aware of local businesses and allow them to bid to supply EGA's purchasing needs; however, purchases shall be from the vendor with the most favorable factors for EGA, considering price, quality, availability, need, performance, and support services factors.

5.8.2.3 – In the event it is determined that an existing professional contract shall not or may not be renewed, then the professional shall be notified in an appropriate and timely manner and in such a manner that EGA's interests are not compromised.

5.8.3 – Purchases.

5.8.3.1. – Purchases NOT subject to these policies/procedures:

5.8.3.1.1 – Expendable supplies, such as office supplies and postage.

5.8.3.1.2 – Special events with their own budgets. Such events are subject to their own policies and guidelines. (See *EGA National Seminar Guidelines* and *National Exhibit Guidelines*.)

5.8.3.2 – Purchases subject to these policies:

5.8.3.2.1 – All items costing more than \$5,000. (Items costing up to \$5,000 are covered in EGA Policies 5.1.9 and are approved by the Executive Committee.)

5.8.3.2.2 – Professional services from individuals or vendors which have not previously provided services to EGA including, but not limited to, attorneys, accountants and consultants.

5.8.3.3 – For purchases subject to these policies and procedures:

- 5.8.3.3.1 – All invoices \$5,000.00 or greater be approved by the President or Treasurer before payment is made.
- 5.8.3.3.2 – Purchase of an item or total services costing more than \$5,000.00 but less than \$10,000.00: [See Procedure 5.8.3.3.2]
- 5.8.3.3.3 – Purchase of items or services which cost or may cost \$10,000.00 or more total: [See Procedure 5.8.3.3.3]
- 5.8.3.3.4 – Request for Proposal (RFP). [See Procedure 5.8.3.3.4]
- 5.8.3.4 – To ensure the efficient operation of EGA, the Finance Committee, the Board and any officers or employees involved in purchases shall not delay decisions to the next scheduled meeting of either the Finance Committee or the Board but shall promptly submit a between sessions vote to the Committee Chair and Secretary, as may be appropriate.
- 5.8.3.5 – Unless inconsistent with EGA's policies and procedures, these purchasing policies and procedures shall govern purchases by EGA. Any inconsistencies shall be governed by and solved in favor of EGA's policies and procedures.

5.9 – DONOR SUPPORT

5.9.1 – Definitions

- 5.9.1.1 – **Unrestricted Money (Funds).** Monies that may be used by the organization for any purpose; these monies include most income including donations.
- 5.9.1.2 – **Restricted Money (Funds).** Monies held in reserve that may only be used for a specific purpose as designated by a donor or by the Board of Directors. The Board of Directors has the authority to modify or change the specific use and also determine the use of interest and dividends earned on these funds.
- 5.9.1.3 – **Endowment.** A monetary gift from a donor or donors that must be invested in perpetuity or for a specified period of time to be used for a specific purpose; the use of the annual income on these monies may also be restricted.

5.9.2 – Authority for Acceptance

- 5.9.2.1 – Only the Board of Directors shall have the authority to accept a new restricted or endowment fund.
- 5.9.2.2 – Gifts under \$50,000.00 shall be designated by the donor to an existing restricted fund or scholarship.
- 5.9.2.3 – The Board of Directors reserves the right to accept or decline any restricted gift not related to an existing fund.
- 5.9.2.4 – The Board of Directors shall have the power to determine the disposition of allocated gifts which cannot be utilized for the original designated purpose,

provided that a notice of intent to dissolve the fund is published in *Needle Arts*, and no donors object by the specified date to dissolution of the fund.

5.9.3 – Donor levels and benefits (accrued on a calendar year basis):

- 5.9.3.1 – Founder’s Circle – \$10,000 and above: Recognition pin, recognition in *Needle Arts*, permanent 10% EGA merchandise discount and permanent recognition on the Donor Board.
- 5.9.3.2 – President’s Circle – \$5,000 – \$9,999: Recognition pin, recognition in *Needle Arts*, permanent 10% EGA merchandise discount and permanent recognition on the Donor Board.
- 5.9.3.3 – Legacy Level – \$2,500 – \$4,999: Recognition in *Needle Arts*, permanent 10% EGA merchandise discount and permanent recognition on the Donor Board.
- 5.9.3.4 – Embroiderers’ Level – \$1,000 – \$2,499: Recognition in *Needle Arts*, permanent 10% EGA merchandise discount and permanent recognition on the Donor Board.
- 5.9.3.5 – Master Level – \$500 – \$999” Recognition in *Needle Arts* and a permanent 10% EGA merchandise discount.
- 5.9.3.6 – Apprentice Level – \$250 – \$499: Recognition in *Needle Arts*.
- 5.9.3.7 – Contributor – \$100 – \$249: Recognition in *Needle Arts*.
- 5.9.3.8 – Friend – Up to \$100: Recognition in *Needle Arts*.

5.9.4 – Pledge donations. Donors will be recognized in *Needle Arts* and by other means as approved by the Director of Membership and Marketing and will be entitled to separate benefits under 5.9.3.

5.10 – INVESTMENTS

5.10.1 – **Authority to invest.**

- 5.10.1.1 – All investments will be governed by the Investment Committee, which shall operate from May 2021 through March 2024. At the Spring 2024 meeting, the committee will present a final report to the Finance Committee to determine whether to convert the committee to a permanent committee, disband, or continue in a modified form.
- 5.10.1.2 Excess available funds will be invested by the Investment Committee in keeping with the March 6, 2021, EGA Investment Policy Statement, as shall proceeds of maturing investments. See Ancillary Document 5.10.
- 5.10.1.3 – The Treasurer, in consultation with the President, shall have the authority to invest excess available funds in new investments, or to re-invest the proceeds of maturing investments in new investments.

5.10.2 – **Authority to Borrow**

- 5.10.2.1 – The President or Treasurer, pursuant to authorization from the Board of Directors, may borrow funds on behalf of EGA, in specific amounts for specific purposes and terms, as directed by the Board of Directors.
- 5.10.2.2 – Use of this authority is intended to bridge short-term cash imbalances due to maturity or needs, timing differences, or other more extreme and unusual circumstances where there are sufficient assets to cover the borrowing, but where borrowing provides a low-cost alternative source of cash with low risk.

5.10.3 – Reporting Requirements

- 5.10.3.1 – The Investment Committee Chair and Treasurer shall report at each Board meeting to the Board of Directors on the status of EGA's investments in accordance with the provisions of the EGA Investment Policy (See Ancillary Document 5.10).
- 5.10.3.2 – The Finance Committee shall review the investments during its first quarter meeting and make recommendations regarding investments for the remainder of the year.
- 5.10.3.3 – An audit or review shall be completed annually by a CPA firm recommended by the Finance Committee and approved by the Board of Directors. In the years when there is a change of Treasurer, an audit (as opposed to a review) is required.

5.10.4 – Professional Investment Advisors

- 5.10.4.1 – EGA may use a bank investment service or a brokerage firm advisor to execute investment transactions, at prevailing commission rates.
- 5.10.4.2 – The selection of such advisors shall be upon recommendation by the Treasurer and approval of the Executive Committee.
- 5.10.4.3 – The Treasurer shall keep the Executive Committee informed of the firm name, advisor names, and qualifications of its financial advisors.

5.11 – Explanation of EGA Reserve Funds.

- 5.11.1 – At its February 1997 meeting, the Board of Directors adopted Statement of Financial Accounting Standard 117. Pursuant to that motion, EGA discontinued its use of "fund accounting." Beginning with the year ended December 31, 1996, EGA's financial statements were restated and its assets reclassified as unrestricted net assets, temporarily restricted net assets and permanently restricted net assets.

- 5.11.2. – For financial statement purposes, Net Assets are classified as follows:

5.11.2.1 – Permanently Restricted Net Assets – Heritage Fund

- 5.11.2.1.1 – General. This fund was established in 2018 with a beginning minimum balance of \$50,000. The purpose of this fund is to ensure the future of EGA, support EGA education programs and special

projects and preserve the EGA Collection and EGA Library in the event that EGA finds itself unable to continue housing them or if EGA ceases operation.

5.11.2.1.2 – Restrictions.

5.11.2.1.2.1 – Once this fund has been established additional donations will be accepted with a minimum amount being One Hundred Dollars (\$100). These additional donations will be held in the fund's savings account until the next investment opportunity.

5.11.2.1.2.2 – The principal and associated interest of the Heritage Fund will be held in a fixed income investment and associated savings account separate from other EGA funds. These funds will not be comingled with operating funds. The only exception will be when approved earned interest funds are moved to be used for EGA education programs and special projects in accordance with paragraph (c) below.

5.11.2.1.2.3 – The income earned from the fund may be used to support EGA education programs and special projects approved by the EGA Board of Directors. The EGA Treasurer must report on the status of this fund to the BOD each year at the spring meeting so that available funds and uses can be determined.

5.11.2.1.2.4 – Only donors may change the primary use of this fund. If donors wish to change the use of the fund they must vote with each \$100 original donation allocated one vote. If a donor is incapacitated or deceased then the EGA Board of Directors can exercise the donor's right to vote. If the donors cannot be located a notice of intent to dissolve/change the fund must be published in *Needle Arts* with a specified date for the dissolution/change of the fund. This will give any donor an opportunity to object to the dissolution/change of the fund. If no objections are received the board of directors may then dissolve or change the primary use of this fund.

5.11.2.1.2.5 – In the event EGA finds itself unable to continue housing the EGA Collection and Library or if EGA ceases operations, the monies accumulated in this fund would be given to a 501(c)(3) organization who agrees to take over and maintain the EGA collection and library. If no one organization can be found to take over and maintain the EGA Collection and Library, separate 501(c)(3) organizations may be selected with funds divided according to appraised value. If after due diligence no

501(c)(3) organization is found to take the EGA Collection and/or Library, the EGA Board of Directors may select a 501(c)(3) organization to donate the monies accumulated.

5.11.2.2 – Temporarily Restricted Net Assets.

5.11.2.2.1 – Penny Evans Memorial Scholarship Fund¹¹.

5.11.2.2.1.1 – Explanation: It shall fund scholarships for EGA members for an embroidery related class, study project, or similar education offering by EGA, the Royal School of Needlework, or the City and Guilds of London Institute, in the U.S. or the U.K. Exceptions are at the discretion of the Scholarship Review Committee.

5.11.2.2.1.2 – Restrictions:

5.11.2.2.1.2.1 – Only the interest may be used to fund the scholarship(s). [Note. In October 2009, the family approved awarding up to \$350 annually not restricted to the interest balance.]

5.11.2.2.1.2.2 – Scholarship recipient(s) shall be determined by a blind application procedure.

5.11.2.2.1.2.3 – The Finance Committee shall annually advise the Board of Directors and the Scholarship Review Committee on the amount available for scholarship(s) awards.

5.11.2.2.1.2.4 – The President shall appoint three persons to serve on a Scholarship Review Committee to review applications and to award the scholarship(s) in (an) amount(s) to be determined by the committee.

5.11.2.2.1.2.5 – The scholarship shall be non-transferable and shall be used within the time period specified by the Scholarship Review Committee.

5.11.2.3 – Unrestricted Net Assets

5.11.2.3.1 – Operating Funds

5.11.2.3.1.1 – Explanation: These funds are an accumulation of excess revenues generated from previous years' income over expenses.

5.11.2.3.1.2 – Restrictions: The Board must approve expenditures, either by budget approval or by special expenditure approval.

5.11.2.3.2 – Unrestricted Net Assets – Board Designated

5.11.2.3.2.1 – Research Fellowship Grant Fund.

¹¹ This fund was established to honor the memory of Penny Evans with an initial donation from her husband Bob and daughters Dale Drew and Leigh Evans.

5.11.2.3.2.1.1 – Explanation: This fund¹² was established to support and promote research in the field of embroidery and allied textile arts, to strengthen EGA's commitment to education at the highest level in the textile arts, and to create a basis for dialogue between EGA and other grant and research institutions.

5.11.2.3.2.1.2 – Restrictions: The interest only is to be used. The principal is not to be invaded. (Interest from this fund is to be placed in the "Research Fellowship Grant Operating and Interest Account.")

5.11.2.3.2.2 – Research Fellowship Grant Operating and Interest Account.

5.11.2.3.2.2.1 – Explanation: This is the interest earned from the Research Fellowship Grant Fund.

5.11.2.3.2.2.1 – Restrictions: It shall be used for cash grants.

5.11.2.3.2.3 – Mary-Dick Digges Scholarship Fund

5.11.2.3.2.3.1 – Explanation: The Mary-Dick Digges Scholarship Fund was established April 2001 from contributions made in honor of Mary-Dick Digges' lifelong achievements in and contributions to the art of embroidery.

5.11.2.3.2.3.2 – Restrictions: Contributions to the fund are to be deposited into an interest-bearing bank account and the interest and principal may be used up to \$500 to give a meaningful scholarship.

5.11.2.3.2.3.2.1 – For purposes of this scholarship fund, "surface embroidery" shall be defined as: crewel embroidery, Japanese embroidery, and stumpwork.

5.11.2.3.2.3.2.2 – Class fees for EGA-sponsored and non-EGA sponsored classes and kit fees shall be eligible for the scholarship.

5.11.2.3.2.3.2.3 – If the fund's interest for the year, or since the previous scholarship was awarded, is insufficient to pay for the recipient's entire class and kit fee, a partial scholarship may be awarded.

5.11.2.3.2.3.2.4 – The Education Department shall design a procedure for screening and choosing scholarship recipients.

5.11.2.3.2.4 – Legacy Scholarship Fund.

¹² The fund was started with the SAS (School of Advanced Study) reserve fund as of October 1990, the Muriel Baker Memorial Fund, and subsequent donations.

5.11.2.3.2.4.1 – Explanation: This fund was established by the Board of Directors to be a repository for donors wishing to honor living or deceased EGA members and friends. It shall fund scholarships for EGA members to study the art of embroidery and the preservation of the heritage of the art of embroidery.

5.11.2.3.2.4.2 – Restrictions:

5.11.2.3.2.4.2.1 – Up to 100% of the interest and up to 25% of the principal from the fund may be spent until the fund reaches \$10,000.00; thereafter, only the interest may be spent. The scholarship shall be available annually, although it need not be awarded annually.

5.11.2.3.2.4.2.2 – Scholarship recipient(s) shall be determined by a “blind” application review procedure.

5.11.2.3.2.4.2.3 – The Finance Committee shall annually advise the Board of Directors and the Scholarship Review Committee on the amount available for scholarship award(s).

5.11.2.3.2.4.2.4 – The President shall appoint three persons to serve on a Scholarship Review Committee to review applications and to award the scholarship(s) in (an) amount(s) to be determined by the Committee.

5.11.2.3.2.4.2.5 – The scholarship shall be nontransferable and shall be used within the time period specified by the Scholarship Review Committee.

5.11.2.3.2.5 – Fiber Forum Fund

5.11.2.3.2.5.1 – Explanation: This fund was established by an initial gift to the National Advanced Study Group (changed to Fiber Forum) and the excess revenue realized from the initial exhibit and subsequent judgings. Each year any excess revenue realized by Fiber Forum shall be placed in this fund.

5.11.2.3.2.5.2 – Restrictions: For Fiber Forum use with advance approval by the Reporting Officer.

5.11.2.3.2.6 – Virginia Miller Memorial Award Fund.

5.11.2.3.2.6.1 – Explanation: The fund, established to honor the memory of Virginia Miller, Seminar 2001 Chair, is sponsored by Pacific Southwestern Region and the seminar 2001 committee.

5.11.2.3.2.6.2 – Restrictions:

- 5.11.2.3.2.6.2.1 – The name of the fund is the Virginia Miller Memorial Award Fund.
- 5.11.2.3.2.6.2.2 – The interest and principal of this fund shall be used to fund the Virginia Miller Contemporary Needlework Award.
- 5.11.2.3.2.6.2.3 – For purposes of this fund, contemporary needlework is defined as needlework in which the theme, materials, and method of working are used in an innovative way.
- 5.11.2.3.2.6.2.4 – Eligibility for the award shall be those entries juried into EGA's national exhibits¹³.
- 5.11.2.3.2.6.2.5 – One cash award of \$250 may be made in connection with each national exhibit (*Through the Needle's Eye*), as determined by, and at the discretion of, the judges of the national exhibit. [Note: The periodic approved amounts for the awards are not reflected in Policies.]

5.11.2.3.2.7 – Diane Grossman Memorial Award Fund

- 5.11.2.3.2.7.1 – Explanation: The Diana Grossman Memorial Award Fund was established in 1983 to honor the late Diana Grossman of New York. The accumulated interest shall be used for cash prizes at the national exhibit (*Through the Needle's Eye*).
- 5.11.2.3.2.7.2 – Restrictions: It must be maintained as a separate fund. The principal is not to be invaded. (Interest income is to be placed in the "Diana Grossman Memorial Award Interest" account.) [Note: The periodic approved amounts for the awards are not reflected in Policies.]

5.11.2.3.2.8 – Diane Grossman Memorial Interest

- 5.11.2.3.2.8.1 – Explanation: This is the interest earned from the Diana Grossman Memorial Award Fund.
- 5.11.2.3.2.8.2 – Restrictions: It shall be used for cash prizes at each national exhibit (i.e. *Through the Needle's Eye*)

5.11.2.3.2.9 – Genny Morrow Memorial Scholarship Fund.

- 5.11.2.3.2.9.1 – Explanation: This fund was established to honor the memory of Genny Morrow¹⁴.
- 5.11.2.3.2.9.2 – Restrictions:

¹³ ...beginning in 2002.

¹⁴ ...with an initial donation from Mary I. Clubb and Doris S. Tomlinson.

- 5.11.2.3.2.9.2.1 – The principal and income of the fund shall be used to fund a class tuition scholarship to an EGA national seminar class in a canvas technique.
- 5.11.2.3.2.9.2.2 – The Board of Directors shall determine the method of selection and shall annually determine the dollar amount and the number of scholarship(s) to be awarded.
- 5.11.2.3.2.9.2.3 – Any such scholarship shall be awarded to an EGA national seminar attendee for use at the next year's national seminar.
- 5.11.2.3.2.9.2.4 – The scholarship shall not be transferable.
- 5.11.2.3.2.9.2.5 – The Treasurer shall provide an annual report of the fund's revenue and expenditures to the initial donors.

5.11.2.3.2.10 – Designated Scholarship Fund.

- 5.11.2.3.2.10.1 – Explanation: This fund was established January 2006 to act as a repository for donations made toward specifically designated scholarships.
- 5.11.2.3.2.10.1 – Restrictions:
 - 5.11.2.3.2.10.1.1 – This is a non-interest accruing fund.
 - 5.11.2.3.2.10.1.2 – Designated scholarships will be awarded until the donation balance is depleted or the balance of the donation is \$300 or less. The remaining funds will be transferred to the Legacy Fund.
 - 5.11.2.3.2.10.1.3 – Scholarship recipient(s) shall be determined by a “blind” application review procedure.
 - 5.11.2.3.2.10.1.4 – The Scholarship Review Committee will review applications and award the scholarship(s) in (an) amount(s) to be determined by the Committee. The Finance Committee shall annually advise the Board of Directors and the Scholarship Review Committee on the amount available for scholarship award(s) for each designated scholarship.

5.11.2.3.2.11 – The Susan and Judith Richardson Scholarship Fund. This fund is established to fund teacher certification candidates. It is included within the Designated Scholarship Fund.

5.11.2.3.2.12 – The Marjorie Jones Scholarship Fund. The scholarship will provide registration, nonrefundable, and kit fees for one

two-day crewel class, or two two-day crewel classes, or one four-day crewel class at an EGA National or Regional Seminar. It is included within the Designated Scholarship Fund.

Program Message
Board Meeting
April 16, 2024

Kathryn Drummond sent the chapter a thank you note after the completion of the class she taught over the month of March. She enjoyed meeting us and liked the idea of four sessions over the month because it gave her a chance to know the students. She took us up on the suggestion of submitting class proposals for the 2025 MAR Regional Seminar in Gettysburg. If she is selected, she hopes to meet some of us in person.

Remainder of 2024 programs:

May 6 Lecture on Zoom by Sheryl de Jong, Embroidery by the First Ladies Plus May Tea. Bring sweet or savory finger foods. Lecture will be projected on screen at HoCo

May 11 Class in person by Mary Annunziato, Wooly Pine Tree

June 3 Annual Member Showcase, in person and on Zoom, 10 am – 2 pm
Room 14 rented for extra space. There will be auction items benefitting the Legacy Fund and door prizes. Buffet follows the showcase. Watch for sign-up sheet.

June 8 Class in person by Elizabeth Du Toit, Beaded felted pouch

July and August Stitch-ins at Miller Library (pending) and HoCo

Sept. 9 Guided tour online (watch on Zoom or in person on screen at HoCo) of Through the Needle's Eye, permanent collection at national headquarters.

Sept. 14 Lecture on Zoom by Sarah Pedlow, Portuguese Embroidery

Oct. 7 In Person class by Canby Robertson, Jacobean Constellation: Exploring the Basics of Crewel Embroidery

Oct. 12 In Person class by Karen Olsen, Sprang Bag

Nov. 4 Following the Business Meeting, film from The Crewel Company, Dunollie Castle: Clan MacDougall and The Textile Collection. Program Committee is bringing popcorn

Nov. 9 In Person class by Devon Andress, Cross Stitch Program for transcribing a photo into a cross stitch pattern

Dec. 2 Lecture on Zoom by Judith Tyner on a combination of geography, map samplers, and women's history.. Followed by Holiday Party

Dec. 14 In Person class by Amy Helsel, ThaP Cardinal ornament. Followed by holiday cookies and display of member-made ornaments

Looking ahead to 2025, we are in conversation with Wency Moore and Hazel Blomkamp for Zoom classes. We reached out to Trish Burr, but she does not teach online. Plus, more wonderful classes from local members.

Alice LaSota
Programs

Treasurer's Report for April Board Meeting

April 16, 2024

As of April 16, 2023, the checking account has a balance of \$14,928.96. Our income to date is \$2,965.45 and our expenses to date are \$5,280.27. While this is a deficit, Constellation's primary income is from dues, which should come in in May. I have attached our year-to-date (YTD) Budget vs. Actual tracking to show our income and expenses for the current year.

We currently have a PayPal balance of \$0.00.

Our 2 CDs have the following amounts: CD ending in -0137 has a balance of \$3,222.01, at a rate of 4.426%, (APR 4.5%) and matures December 27, 2024. Interest paid in 2024 so far is \$7.98. CD ending in -2241 has a balance of \$5,573.42, at a rate of 0.9963%, and matures July 8, 2024. Interest paid in 2023 so far is \$13.81.

Our total current worth (combined checking account, PayPal, and CDs) is \$23,724.39.

We have budgeted \$300 for restructured and unrestricted contributions and are at three-fourths of that goal (\$219) already

Susan White

Devon Andres

Treasurer

Budget vs Actual, April 16, 2024

	2024 Budget	YTD Actual
INCOME		
Dues*	\$2,400.00	\$0.00
Interest*	\$30.00	
Educational Events*	\$10,000.00	
Seminar (MAR)		
Exhibit		
Fund Raising*	\$1,000.00	
Sales*		
Advertising*	\$130.00	\$0.00
Community Outreach*	\$800.00	
Contributions, Restricted*	\$200.00	\$0.00
Contributions, Unrestricted*	\$100.00	\$219.00
Parties/Meals		
Retreats		
Contributions/Gifts		
Other*		\$0.00
Transfer from savings		
TOTAL REVENUE	\$14,660.00	\$219.00

	2024 Budget	YTD Actual
EXPENSES		
Region Dues		\$0.00
Educational Events*+	\$11,200.00	\$4,576.98
Seminar* (MAR)		
Exhibits*		
Fund Raising*		
Cost of Sales		
Rent*	\$1,000.00	\$97.50
Newsletter & website*	\$300.00	\$0.00
Administration*	\$500.00	\$311.61
Officers Travel	\$500.00	\$0.00
Community Outreach	\$1,500.00	\$0.00

Parties/Meals		
Retreats		
Contributions/Gifts	\$100.00	\$0.00
Membership Expenses*	\$100.00	\$0.00
IDEA		\$0.00
Other*		\$0.00
TOTAL EXPENSES	\$15,200.00	\$4,986.09

Membership report

Membership is holding steady at 146. One member notified me that she does not intend to renew. We have received several inquiries from plural members although there seems to be some confusion on how much they owe for PayPal. About half a dozen members have contacted me for clarification on how to pay dues online and instructions on going to the EGA website were given. This month will start the heaviest need to renew membership and a reminder will be sent to the membership. National has not sent us anything regarding confirmation for those who may have already paid online.

April 2024

EGA Constellation Chapter
Newsletter Report

The new year is starting out with some bumps. Please remember to have your submissions to me by the deadline. The newsletter crew needs time to create pages, make corrections, proofread, convert to PDF, and print and mail for those who still get hard copies.

For the new board members: the deadline for newsletters is the 10th of the month prior to the newsletter date. The bimonthly newsletters are Feb/March, April/May, June/July, Aug/Sept, Oct/Nov and Dec/Jan.

Deadlines are Jan 10th, March 10th, May 10th, July 10th, Sept 10th, and Nov 10th.

Old hard copy newsletters have been passed on to EGA members who volunteered to create digital files.

There are 6 interest groups in our chapter. I have not been including them on the calendar because they have their own page. If we include all the group meeting dates on the calendar, it will make the calendar two pages. If we only include one or two interest groups on the calendar, it is not fair to the other interest groups.

I'm reviewing the chapter and national guidelines for the newsletter and newsletter editor. There are things I don't do and things other people do. We may need a newsletter meeting to clarify who is doing what.

Thanks to all for your help.

Karen Olsen

Newsletter Editor

Outreach Report

- Stitch in Public events currently scheduled:
 - Saturday, April 20, 2024 2p-4p at Anne Arundel Library on Mountain Road
 - Saturday, June 15th, 2024 2p-4p at Anne Arundel Library on Mountain Road
- Love Quilts-I have received 15 out of the 18 squares needed for the quilts. In June when I have all the squares I will talk to the Quilters about the latest step in the process.
- We will be merging the *Outreach Committee* and the *Diversity and Outreach Committee* into one committee.

4/16/2024 Corresponding Secretary Report

Two cards sent since the last Board meeting.

Numerous announcements, Zoom links, etc. sent; several questions answered, several queries redirected.