

**SHOW-ME STITCHERS CHAPTER
THE EMBROIDERERS' GUILD OF AMERICA, INC.
HEARTLAND REGION**

POLICIES AND PROCEDURES

Policies and procedures are regulations and guidelines a chapter makes to govern its actions. They detail chapter directives needed to run the chapter efficiently and include matters subject to an individual chapter's interpretation. They are binding, but may be amended by a simple majority vote of the membership. Job descriptions are included in this document so that clear areas of responsibility are established. Bylaws are a more formal document and cannot be changed by a member vote before National approval.

(Information compiled from National Handbook Section X - G-1)

A. GENERAL GUIDELINES

1. In all of the Policies and Procedures we must always keep in mind — “The purpose of this organization shall be to foster the highest standards of excellence in the practice of the art of embroidery through an active program of education and study, and to preserve the heritage of the art of embroidery.”
2. All committee chairmen, whether a board member or a chairman of a special event, should keep good notes of what they do, place this information in a folder or notebook and pass it on to the person who is to perform this duty the following year.
3. All chapter members are required to adhere to copyright rules and regulations in a conscientious, scrupulous fashion. The purpose of copyright is to protect the original work of authors and designers. This is a matter of ethics and fairness. (Copied from Copyright Ethics and Issues in the National Officers Handbook, Section X - J.)
4. Even though they have their own areas of responsibilities, the first and second vice presidents and the education chairman should work closely together in the planning of all the educational aspects of the chapter that include programs, workshops and correspondence courses.
5. If any officer or committee chairman is unable to attend a regular meeting, she/he should make arrangements for another person to give a report.

B. JOB DESCRIPTIONS

President

1. Presides at all chapter and board meetings, serving as the presiding officer of the executive committee and the board of directors.
2. Calls meetings of the board.
3. Prepares an agenda for chapter and board meetings.
4. Appoints all chairmen of standing and special committees with the approval of the board.
5. Delegates responsibilities to the elected officers, board members and committee chairmen.
6. Serves as an ex-officio member of all committees except the nominating committee.
7. Develops leadership within the chapter.
8. Makes sure committee chairmen complete their duties or suggests a replacement.
9. Relays news to the editor of the newsletter prior to the deadline.
10. Maintains master calendar of all chapter and region events to prevent conflicts in the schedule.

11. Keeps current the chapter files in her/his possession. Updates the Officers' Notebook with current information from national and region and sends copies to appropriate officers.
12. Stays current with national and region bylaws and is prepared to answer any questions regarding same.
13. Reads and responds promptly to all correspondence from other chapters, the region and national, and provides copies of information to the appropriate officers or committee chairmen.
14. Informs region officers of name-address-telephone changes of pertinent chapter personnel.
15. Sends national and region reports on time - sees that other officers do the same.
16. Signs all contracts as the legal representative of the chapter.
17. Attends and votes at National Annual Meeting or delegates an authorized representative.
18. Represents the chapter to the community.
19. Instructs successor and passes on all information pertaining to the office, along with Officers' Notebook.

First Vice-President

1. In the absence of the president, the first vice-president serves in her/his stead, to exercise and discharge such duties as may be required.
2. Serves as a member of the executive committee and the board of directors.
3. Automatically becomes president if a vacancy occurs in the office of president, and is familiar with chapter bylaws, procedures and reporting forms.
4. May serve as education chairman if such a chairman is not appointed.
5. Is responsible for the December holiday party, the June potluck dinner/joint meeting, and an optional August Tea Social. In May sends written invitations to the June potluck to shop owners who advertise in the newsletter.
6. In cooperation with the second vice-president and education chairman, plans the program for the June meeting.
7. Is responsible for making arrangements for meeting places, contacting each location at the appropriate time and signing any necessary papers to secure the meeting place for the coming year. It is extremely important that dates and times for the meeting rooms be confirmed.
8. Performs other such duties as requested by the chapter president.
9. Instructs successor and passes on all information pertaining to the office.

Second Vice-President, Programs

1. Serves as a member of the executive committee and the board of directors.
2. Arranges a committee to assist in program planning.
3. Selects programs for the following calendar year for the chapter with the help of the program committee, subject to the approval of the board.
4. Obtains instructors, makes contractual arrangements (which the president signs) and determines costs for monthly meetings of the chapter, subject to the approval of the board.
5. Sends written notice of the upcoming programs to the newsletter editor and publicity chairman.
6. Collects money for programs and arranges payment to the instructor and any others involved.
7. Maintains program notebook for reference.
8. Distributes an interest sheet to members of the chapter periodically to obtain information to be used in planning future programs.
9. May act as a coordinator with other chapters and other guilds in regards to programs and/or use of national teachers.
10. Performs other such duties as requested by the chapter president.
11. Instructs successor and passes on all information pertaining to the office.

Secretary

1. Serves as a member of the executive committee and the board of directors.
2. Records the minutes at all chapter and board meetings and promptly distributes copies of the minutes to the president and the region director.
3. At each general meeting, has available copies of the minutes of the previous general meeting.
4. Keeps record of all motions made including full names of those who made the motion and the result of the vote.
5. If a vote is taken by ballot, opens all ballots and tabulates all votes and reports the results, then files the results for the record, keeping ballots.
6. Recognizes that minutes are the permanent, formal, official record of the chapter business, accuracy counts.
7. Maintains archival file of chapter minutes.
8. Writes correspondence for the president if requested.
9. Performs other such duties as requested by the chapter president.
10. Instructs successor and passes on all information pertaining to the office.

Treasurer

1. Serves as a member of the executive committee and the board of directors.
2. Serves as custodian of the general funds of the chapter.
3. Receives and disburses all chapter funds promptly, at least monthly, upon receipt of "Request for Reimbursement."
4. Has "Request for Reimbursement" forms available at all meetings.
5. Submits written monthly reports to the president.
6. Serves as chairman of the budget committee.
7. Working with the membership chairman, pays region and national dues following given timetables.
8. Submits annual financial report to EGA headquarters and region director by February 15.
9. Maintains spending within budget.
10. Keeps ledger in the form prescribed by national.
11. Follows national policies for record retention.
12. Cooperates in annual audit of treasury books.
13. Assures that all funds go through chapter treasury.
14. Performs other such duties as requested by the chapter president.
15. Instructs successor and passes on all information pertaining to the office and transfers banking records to the new treasurer.

Region Representative

1. Serves as a member of the executive committee and the board of directors.
2. Serves as chapter representative to region meetings and casts chapter's vote and voices its opinion. If unable to attend, sends an authorized substitute appointed by the president.
3. Reports on region meetings to chapter board and membership at meetings and through newsletter.
4. Is familiar with region and national rules and policies, and is aware of resources and sees that appropriate chapter officers have this information.
5. Reads and processes all region mailings promptly, filing originals, but giving copies to appropriate people.
6. Maintains the region notebook, keeping it updated.
7. Performs other such duties as requested by the chapter president.
8. Instructs successor and passes on all information pertaining to the office.

Membership

1. Serves as a member of the board of directors.
2. Actively recruits new members for the chapter.
3. Attends all meetings, arriving in time to greet members and guests, has sign-in attendance sheets, provides a stick-on name tag to those without a name tag. If unable to be at a meeting, arranges for a substitute.
4. Gives a report of new members and guests at regular meetings.
Maintains a list of members that bring a visitor to a meeting. Arranges a random drawing from that list at the June meeting. The name selected will receive one year on membership dues (\$45.00) paid by the chapter.
5. Keeps the master membership list updated, sends this information to EGA Headquarters and keeps newsletter editor updated on membership list.
6. Plans for the printing of the annual membership directory that shall include the Bylaws, Policies and Procedures.
7. Notifies members when dues are payable, collects dues and issues membership cards.
Contacts non-renewing members to encourage renewal when appropriate.
Transfers money to chapter treasurer upon receipt of dues. chapter president.
Performs other such duties as required by the chapter president.
8. Instructs successor and passes on all information pertaining to the office.

Newsletter Editor

1. Serves as a member of the board of directors.
2. May divide duties and arrange a committee. Example, a committee member may solicit advertisements and prepare advertising copy.
3. Sets deadlines for information for the newsletter and adheres to schedule.
4. Prepares copy, proofreads, and reproduces newsletter.
5. Keeps current mailing list, addresses the newsletter, prepares it for mailing and mails it in a time frame decided upon by the board of directors.
6. Sends newsletters to region director, assistant region director, region newsletter editor, other chapters in the region, national newsletter reviewer, and EGA Headquarters, and to each advertiser.
Is aware of possible copyright infringement.
Performs other such duties as requested by the chapter president.
Instructs successor and passes on all information pertaining to the office.

Education

1. Serves as a member of the board of directors.
2. Receives education material from the region education coordinator and acts as chapter information source on education programs.
3. Sees that copies of education material received from the region education coordinator and headquarters are made available for all members of the chapter.
4. Informs chapter members, in meetings and newsletter, of all individual educational achievements.
5. Copes with the mechanics of group correspondence courses, including choice, sign-up, costs, place and time. This may be assigned to a committee member.
6. Contacts the region education coordinator to solve problems concerning national education programs and relays suggestions or comments regarding programs.
7. Monitors all national educational programs and services given in the chapter.
8. Maintains a file of material regarding region and national educational programs.
9. Performs other such duties as requested by the chapter president,
10. Instructs successor and passes on all information pertaining to the office.

Community Outreach

1. Serves as a member of the board of directors.
2. Maintains a record of the outreach activities of the chapter.
3. Maintains a record of the outreach activities of individual chapter members and encourages members to report their activities to her.
4. Maintains a list of community outreach activities available. Outreach activities include contributions of time and materials to non-profit groups such as youth groups, women's shelters, hospitals and community sponsored activities.
5. Maintains a file and a notebook of copyright free projects and patterns for chapter outreach activities, updating as necessary.
6. Writes and submits material to the chapter newsletter, encouraging participation in community outreach activities.
7. Is responsible for planning and making all arrangements for the Spring Stitch Retreat.
8. Performs other such duties as requested by the chapter president.
9. Instructs successor and passes on all information pertaining to the office.

Public Relations

1. Serves as a member of the board of directors.
2. Maintains a list of contacts for publicity.
3. Contacts papers and radio stations and gives description of what we are doing.
4. Is responsible for having Tri-folds published each year and distributed to shops. These can be passed out to board members to take to shops.
5. Is knowledgeable about chapter activities and submits information for publication.
6. Performs other such duties as requested by the chapter president.
7. Instructs successor and passes on all information pertaining to the office.

Historian

1. Serves as a member of the board of directors.
2. Takes pictures of special events of the chapter.
3. Maintains a history book with the pictures, flyers and other information of events of the chapter.
4. Includes in the history book important achievements of chapter members.
5. Displays the history books at meetings.
6. Submits to the region historian a brief summary of the chapter's events throughout the year. This report will be included in the region historical archives.
7. Performs other such duties as requested by the chapter president.
8. Instructs successor and passes on all information pertaining to the chapter.

Parliamentarian

1. An optional position to be appointed by the president, usually, but not necessarily, a past president.
2. Serves as a consultant who advises the president and other officers on matters of parliamentary procedure.
3. During meetings, serves only in an advisory capacity.
4. Maintains a position of impartiality and therefore has no vote.
5. Should call the attention of the chair to any error in the proceedings that may affect the substantive rights of any member or may otherwise do harm.
6. Responsible for review and processing changes of chapter bylaws which is mandatory at least every 5 years.

Sunshine

1. Serves as a member of the board of directors.
2. Maintains a record of all sunshine correspondence activities of the chapter.
3. Sends cards or appropriate correspondence to members during times of great achievement, special social events, accidents, illness, disaster, or other life altering events.
4. Keeps membership aware when a member is due congratulations or emotional support.
5. Performs other such duties as requested by the chapter president.
6. Instructs successor and passes on all information pertaining to the office.

Fund Raising

1. Serves as a member of the board of directors.
2. Maintains a record of fund raising activities of the chapter.
3. Contacts businesses and/or organizations to pursue fund raising activities for the chapter.
4. Organizes and supervises all fund raising activities.
5. Sees that all money earned through fund raising activities are duly submitted to the chapter treasurer for deposit into the chapter's bank account.
6. Performs other such duties as requested by the chapter president.
7. Instructs successor and passes on all information pertaining to the office.

C. DUES – MEMBERSHIP

1. Dues are \$45.00 per year, distributed as follows: \$32.00 to national, \$2.00 to region and \$11.00 remains in the chapter.
2. Plural and life members dues are \$16.00 of which \$1.00 goes to Region. Plural members within Heartland Region pay only \$15.00 chapter dues.
3. Dues are payable to the membership chairman at the beginning of the quarter when notified. If payment is not received by the deadline, the membership will be dropped. If payment is received after the due date, membership will be reinstated the next quarter, but this will result in a disruption in receiving the national magazine, Needle Arts.
4. When dues are received by the membership chairman, the checks are sent to the chapter treasurer, who in turn sends back two checks to the membership chairman, one for national and one for region.
5. Guests are always welcome. When they first attend and show an interest in the chapter, membership chairman gives them a letter explaining EGA and our chapter. This letter also informs the prospective member that they are welcome to attend two meetings at which time they will be invited to join.
6. New members are given a welcome packet which includes the Roster, Bylaws and Policies and Procedures.
7. Members of EGA who are visiting or moving to our chapter area are always welcome. According to National guidelines, members can only transfer their primary status at the time of expiration of current membership. They may join our chapter as a plural member with the price prorated for the time remaining until their membership can change. This will assure that they will receive our newsletter and be on our roster.
8. All members are required to wear a stitched nametag to all general and business meetings. New members are allowed two months in which to make their nametag. Stick-on nametags will be provided to guests. Members without their stitched nametag will be provided with a substitute.

D. MEETINGS

1. Business meetings will be held the second Tuesday of January, June, and September. Meetings for educational or social purposes will be held the second Tuesday of February, March, April, May, October, November, and December. The December meeting may be a holiday party arranged by the First Vice President and may be held on a day other than the second Tuesday of the month. A Tea Social may be held in August.
 - a. The evening meeting in June (for the purpose of electing officers) will be a potluck dinner. The first vice-president is responsible for this meeting and shall appoint a chairman with a committee to plan and carry out all aspects of this event. Fund raising may take place at this meeting.
 - b. The December meeting will be a holiday brunch or luncheon held on a Saturday. An ornament exchange will be optional. The first vice-president shall chair this event.
2. In case of bad weather if a member has a question concerning the cancellation of a meeting, she/he should call a board member.
3. Arrangements for meeting places is the responsibility of the first vice-president. It is extremely important that dates and times for the meeting rooms be confirmed.

E. PROGRAMS – WORKSHOPS

1. The second vice-president serves as program chairman.
 - a. She/he should appoint a committee to help plan the programs.
 - b. She/he and a committee should work closely with the first vice-president and the education chairman.
 - c. The programs should be planned for the calendar year following her/his election.
 - d. Educational activities and programs that have been arranged by the second vice-president but extend beyond her/his term, such as the programs for September, October and November and any other activities, become the responsibility of her/his successor.
2. A workshop with an outside teacher should be planned for every other year. This also is the responsibility of the second vice-president.
 - a. Workshops must be planned well in advance as most teachers are booked up one or more years in advance.
 - b. This workshop shall take place at a time other than the regular meetings.
 - c. The cost of this workshop shall be paid in part by the chapter funds. Members shall be required to pay for their kits and a portion of the cost of the teacher.
 - d. Fees for all contracted/outside teacher workshops must be approved by a majority of the board.
 - e. Any chapter member that teaches a program/project to the membership at a chapter meeting will receive reimbursement in full for all supplies for the program/project.
 - f. Workshop policies shall follow the Guidelines for Workshops in the National Officers' Notebook, Section
3. In the event a member cannot participate in an educational event (either a regular program or a workshop) for which she/he has paid, refunds will be given only if the chapter has not already ordered the instructions/supplies.

F. FISCAL POLICIES

1. The budget shall cover a time period of the calendar year. The following items should be included in the budget.
 - a. Costs of programs, including requested payment to a guest teacher or presenter. In this event, there should be a signed contract.
 - b. Reimbursement for any reasonable expenses for handout materials when a member presents the program.
 - c. Costs of printing and mailing the newsletter.
 - d. Partial payment of expenses for workshop presented by a national teacher.
 - e. Reimbursement to the region representative for attending region meetings in the amount of \$100.00 per meeting plus the registration fee. This amount should be provided for a substitute who attends a region meeting in an official capacity.
 - f. Reimbursement to the chapter president for attending the EGA National Seminar in the amount of \$500.00. This amount is not transferable to any other chapter member. This amount does not compound if the chapter president does not attend each year.
2. Fund raising may be necessary to achieve a balanced budget. A committee shall be formed by the president to plan and carry out any fund raising activities.
3. As stated in the Chapter Bylaws, Article IX, Section 2, an audit shall be conducted annually. A committee of two shall be appointed by the president. The timing of this audit can vary. In the year a new treasurer takes office, the audit should be done at the time the books are transferred.

G. NOMINATIONS – ELECTIONS

1. A nominating committee of three members shall inform prospective nominees of job descriptions.
2. Each nominee shall be asked and encouraged to serve two years, being nominated and elected for a second term.
 - a. The president, second vice-president and secretary would be elected for the first time in the odd numbered years.
 - b. The first vice-president, treasurer, and region representative would be elected for the first time in even numbered years.
 - c. The purpose of this is to create continuity by eliminating the possibility of all new people being elected the same year.

H. AMENDMENTS

1. Amendments may be made to this document by a majority vote of the attending members after they have received a written copy of the changes to be voted upon.
2. Any changes should be added in this section (section H) until such a time as the entire document is reprinted for the membership.