

The Embroiderers' Guild of America, Inc.

Great Lakes Region

Policies & Procedures

Section I

GOVERNANCE

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GOVERNANCE

Amendment of Policies & Procedures

1. These *Policies & Procedures* may be amended by a majority vote at any Great Lakes Region (GLR) Board meeting.
2. The Executive Committee shall approve job descriptions and committee charges and duties.

Dues

1. The annual dues amount shall be established by the GLR Board.
2. GLR annual dues are \$1.00 per primary individual chapter member.
3. If plural member's primary chapter is not in the GLR, member shall pay \$1.00 annual dues through the GLR plural chapter.

Voting Without a Meeting

Voting by mail or e-mail shall be used to vote between meetings for emergencies. The ballot shall be designed with a space for the voter's signature or identification (if by email) and full instructions for marking and returning. All communication regarding a motion shall emanate from the Region Secretary. The motion shall include the rationale. Each recipient shall acknowledge receipt of the motion. The record shall include the motion, roll of participants, vote record and time limits of debate, discussion and deadline for vote submission. All comments shall be copied to all voting members. (Amendments will be accepted and must also follow the proper process.) The motion will pass with a simple majority vote of the committee/board members. The Secretary will announce the results of the vote.

Chapter and Chapter GLR Representative Responsibilities

1. The Chapter GLR Representative shall be elected or appointed by the chapter.
2. Be familiar with the *Bylaws, Policies & Procedures*, and manuals or other publications of the Region.
3. Serve as a member of the Region Board.
4. Attend meetings and cast votes on behalf of the chapter.
5. If unable to attend Region Board meeting, identify an alternate representative, and send Representative registration form or proxy, as appropriate, to the Region Secretary as requested and directed to do so.
6. Review correspondence received from GLR and report to chapter.
7. Report on the Region meetings and other Region activities to the chapter membership.
8. Report and communicate with the State Liaison.
9. Maintain current GLR Representative Notebook for the chapter.

NOTE: The Region encourages chapters to financially support their Representative so that they are able to attend annual and semiannual meetings.

Fiscal Policies

1. The Region fiscal year shall be January 1 through December 31.
2. The Region financial books shall be audited annually at the close of each calendar year or at change of office. The audit will be conducted by a professional or by a committee appointed by the Region Director.
3. The outgoing Region Treasurer will transfer working funds to the incoming Region Treasurer on the first business day of the new term.
4. The Treasurer will have the books audited and the Annual Financial Report filed by the end of January.
5. After audit and when a new Treasurer is installed, all old accounts will be closed and any remaining funds transferred to the new accounts.
6. Director and Treasurer shall have signature authority for all financial accounts.
7. All Region monies shall be deposited or invested at federally-insured institutions and shall be invested in interest-bearing accounts if minimum balances can be maintained. No personal funds shall be commingled with any region funds.
8. All money received for Region-sponsored activities shall be deposited within fourteen (14) days.
9. No personal loans shall be made to conduct Region financial business. All transactions shall be conducted with Region checks.
10. Any person who has not made good on a returned check plus bank charges and bank penalty within thirty (30) days of notification by the Treasurer shall not be eligible to participate in Region-sponsored events until the debt has been cleared.
11. All requests for reimbursement shall be submitted by the appropriate committee chairman.
12. All requests for reimbursement shall be approved by the Region Director.
13. All reimbursements should be disbursed within a timely period upon receipt of the request, provided all receipts are in order.
14. All expenses incurred should be submitted to the Treasurer for reimbursement within 30 days after the end of the year of occurrence.
15. The Treasurer may present a motion to the Executive Committee to authorize reimbursement of the overage of budgeted Board-approved projects.
16. Nonbudget expenses over \$300.00 must have prior approval of the Region Board.
17. All Region contracts with financial obligations must be signed by the Region Director and the relevant chairman.
18. All contracts drawn between GLR and a second party must be signed by the Region Director and the relevant chairman.
19. The Region Director and the relevant event chairman or coordinator shall have copies of all contracts.
20. All computer software and fixed assets shall be purchased by the Treasurer and paid for with a Region check upon approval of the Executive Committee. Fixed assets shall be defined as property used in the operation of business but not expected to be consumed in the course of doing business.
21. The Seminar may request a loan of up to \$3,000 upon approval of the work plan by the Seminar Review Committee. The loan money shall be repaid to the Region 30 days after the start of regular registration.
22. No one may profit from membership in EGA by sales, or solicitation of sales, at GLR meetings or workshops. However, the Region may contract with members in their professional capacities.

23. Any GLR Seminar profits will be divided one-half (½) to the GLR and one-half (½) to the host chapter.
24. If the approved seminar financial policies and procedures are followed and a deficit occurs, the GLR shall bear responsibility. If a deficit occurs because the policies and procedures were not followed, responsibility lies with the host unit.
25. All State Day contracts must be signed by the Region Director and that State Day Coordinator.
26. The Region will provide a \$600 grant for each State Day (not to exceed one State Day per year) to subsidize the cost of an educational program as part of the event. State Day must be promoted and open to all member chapters within the host state to qualify for the Region grant. The request for the grant must be approved by the Director.
27. There will be no fee charged to borrow any GLR Study Program, however, the borrowing member will be responsible for all shipping and insurance costs and will make a \$25 deposit for each program borrowed. The \$25 deposit will be refunded when the program has been returned complete and in good condition.

Travel, Lodging and Per Diem Reimbursements:

28. The Region shall reimburse travel expenses for the Region Director while attending EGA Board sessions at the lowest reasonable cost available (lowest available airfare or mileage), unless this expense is covered by the EGA.
29. The Region shall reimburse lodging expenses for the Region Director while attending EGA Board sessions at one-half (½) of a double room rate, unless this expense is covered by the EGA. Note: The EGA Board is currently covering this expense.
30. The Region shall pay per diem to cover meals for the Region Director to attend the EGA Board sessions, unless this expense is covered by the EGA. The Region shall be responsible for no more than five (5) days of per diem expenses of not more than \$50 per day. For the EGA Board session held in conjunction with the EGA Annual Meeting, the Region shall reimburse the Region Director per these policies through the night of the EGA Annual Meeting, unless this expense is covered by the EGA.
31. The Region shall reimburse the successor to the Region Director for the same expenses as above for the Director to accompany the Region Director to one EGA Board Meeting prior to taking office, unless this expense is covered by EGA. If possible, the Board meeting should be one held in the EGA headquarters vicinity.
32. The Region shall pay for lodging for the Region Director at one-half (½) of a double room while attending the Region Seminar. The lodging shall be arranged by the Seminar Chairman and may be a complimentary room provided in the hotel contract. If a complimentary room is not available, the Region shall reimburse the Seminar for the Director's room (through the Seminar master account).
33. The Region shall reimburse members of the Executive Board of Directors for part of the lodging expense (maximum of \$50.00 per meeting) while attending the semiannual (Fall) meeting. No reimbursement will be given for those not requiring lodging.
34. National President Visitation. The Region will cover the expenses of lodging for the EGA President's visit to a GLR function. Receipts must be submitted to receive reimbursement.

10-2010

Honors, Recognition, Scholarships, Donations

Clare Award

1. The Region Director shall coordinate the Clare Award and submit nominees' names to the Executive Committee for vote.
2. The Clare Award is given to any Great Lakes Region member who has given continuing service to the Region above and beyond the normal dedication of our members.
3. The Executive Committee shall determine an appropriate gift for this award.

Donations or Memorial Gifts to GLR

Donations or gifts in memory of deceased members or in honor of other members will be accepted by the GLR. Such funds will be added to the general operating fund and noted in the GLR Newsletter.

Newsletter

1. The Great Lakes Region Newsletter shall be the official publication of the Region.
2. Be published quarterly.
3. Distributed to EGA Board Members and the EGA Newsletter Reviewer; the Region Board; Presidents, Newsletter Editors, Chapter Representatives and Program Chairmen of the Region member chapters, avoiding duplicate mailings if possible.
4. Individual members may receive hard copies of the Newsletter for a nominal fee set by the Finance Committee to cover printing, postage and handling costs.
5. Advertising rates for outside parties shall be set by the Finance Committee. Advertisers should be promoting items related to needlework.
6. The Newsletter shall be posted and available to all EGA members in the Great Lakes Region on the GLR website at no charge.

Seminar Policies and Procedures

Authority GLR Seminars:

1. The Region Director and the Seminar Coordinator shall serve as ex officio members of the Seminar Committee.
2. The Seminar Committee's approved meeting minutes shall be sent to the Region Director and the Seminar Coordinator immediately.
3. The Seminar Coordinator supervises and oversees the Seminar Chairman.
4. The Seminar Coordinator shall serve as the chairman of the Seminar Review Committee.
5. Members of the Seminar Review Committee shall include the Seminar Coordinator, Region Director, Assistant Region Director and Treasurer.
6. The Seminar Review Committee shall monitor adherence to Seminar Guidelines and propose any changes necessary for Region Board approval.
7. The Seminar Review Committee shall review and approve host chapter, chairman, site, theme, and logo of each seminar.
8. The Seminar Review Committee shall review and approve the seminar financial work plan and budgets.
9. The Seminar work plan must be approved by the Seminar Review Committee before any loan money is disbursed.
10. The Seminar Coordinator shall negotiate, draft and approve the final contract with the hotel facility, and serve as the principal contact regarding contractual issues with the facility through the event.
11. The Seminar Coordinator shall draft faculty contracts.
12. The Seminar Coordinator shall draft and approve all Seminar vendor contracts, including but not limited to boutique and bookstore.

General Policies

13. All Seminar participants must be members of EGA.
14. Co-hosting agreements must be in writing, signed by the Region Director and the co-hosting parties involved.
15. The Seminar Chairman may have an assistant chairman. There will be no co-chairman.
16. The Letter of Agreement for Financial Responsibility of Special Events shall be signed by the Seminar Chairman, the Dean of Faculty, Seminar Treasurer, Seminar Registrar, GLR Seminar Coordinator and the Region Director prior to the signing of any Seminar contracts or agreements.
17. The Seminar Chairman shall submit copies of the final Seminar report to the Region Director and the Seminar Coordinator within 120 days of close of Seminar.
18. Hotel registration is required of all participants. No commuter fees are permitted. Participants must be able to prove they are registered guests of the hotel and will be turned away if proof is not shown.

Financial

19. The Seminar may request a loan of up to \$3,000 upon approval of the work plan by the Seminar Review Committee. The loan money shall be repaid to the Region 30 days after the start of regular registration.
20. Under no circumstances shall a Seminar Committee accept personal loans.
21. The EIN of the host chapter shall be used and the account shall be listed as the "GLR Seminar _____."
22. The Seminar Coordinator shall coordinate the credit application process to establish a Master Account.
23. The Seminar Coordinator shall determine the application of charges to and use of the Master Account, and coordinate assignment of Seminar comp rooms.

24. All monies received for Region Seminar shall be deposited within fourteen (14) days.
25. If the approved seminar financial policies and procedures are followed and a deficit occurs, the GLR shall bear responsibility. If a deficit occurs because the policies and procedures were not followed, responsibility lies with the host unit.
26. The Region shall reimburse the Region Director for lodging at one-half (½) of a double room while attending the Region Seminar. The lodging shall be arranged by the Seminar Chairman and may be a complimentary room provided in the hotel contract. If a complimentary room is not available, the Region shall reimburse the Seminar for the Director's room (through the Seminar master account).
27. The Seminar Treasurer shall prepare the final financial report to be sent to the Seminar Chairman, Region Director, Region Treasurer, and Seminar Coordinator within sixty (60) days of the close of Seminar.
28. All Seminar monies shall be sent to the Region Treasurer with all financial records within sixty (60) days of the close of Seminar.
29. The Region Treasurer will arrange for an audit.
30. Revenues shall not be disbursed by the GLR Treasurer until the audit is complete.
31. Any GLR Seminar profits will be divided one-half (½) to the GLR and one-half (½) to the host chapter.
32. All seminar financial records shall be stored with the Region Treasurer for six (6) years.
33. All sales at Region Seminars, except boutique and bookstore, shall take place at Merchandise Night or Teachers' Showcase.

Faculty and Classes

34. The Faculty Selection committee shall include the Region Director and may include the Seminar Coordinator.
35. If faculty from another country is selected, the EGA Foreign Teacher Procedure must be followed.
36. Faculty teaching fees shall be approved by the Seminar Review Committee.
37. No class shall be announced before contracts are signed.
38. No teacher shall teach any selected Seminar class within the Great Lakes Region sixty (60) days prior to or following that GLR Seminar.

Registration

37. The registration process shall be as specified in the Seminar brochure, and the language shall be approved by the Seminar Review Committee.
38. Registration fees shall not be waived for anyone including the Seminar Chairman, Director or any guests of the Region or Seminar.
39. Registration fees for Seminar shall be approved by the Seminar Review Committee.
40. There shall be no preferential treatment for any participant in the registration process.
41. If a participant cancels after the refund deadline, a substitute shall be accepted only if the class has not been filled. Any substitution shall be approved by the Seminar Coordinator.
42. There shall be no walk-in registrations at Region Seminars.
43. There shall be no refunds after February 1. No exceptions.

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Website

1. All use of the website must have the approval of the Executive Committee.
2. Content will be approved by the Assistant Director prior to posting on the website.
3. The Webmaster shall maintain domain registration; the GLR Treasurer will be responsible for making payments as authorized by the Executive Committee.

For information only, the following is an edited excerpt from the EGA Website Review Guidelines:

All links shall include disclaimer language similar to that below. Links from an EGA website to political, religious, governmental, or other causes are not appropriate.

Disclaimer: The following needlework links are for your enjoyment. The inclusion of these sites on the GLR website does not imply an endorsement.

The website shall include the GLR and the EGA names and logos.

The home page shall include a copyright notice, similar to the sample below:

No part of this website may be published, reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means whatsoever (including electronic, mechanical, photocopy) other than for personal or chapter/region use without written permission from the copyright holder.

Notice of copyright and written permission from teachers/designers of project pictures, descriptions and/or instructions shall be posted. See sample below.

Written permission to display this photo on this website was given by the instructor and may not be reproduced in any way other than for personal or chapter/region use. A copy of the instructor's written permission shall be held by the webmaster.

All sites shall include region/special event name, meeting location and date/time, a point of contact with email address, or a link may be furnished to establish a blind email contact. Point of contact shall be listed only with the written approval of the addressee; the webmaster shall hold a copy of the written approval.

Personal information regarding members shall not be published on any non-secure website without express written permission. This includes address, phone numbers, email or photos that identify members by name. Title of point-of-contact receiving messages and corresponding email addresses are permissible, or a link may be furnished to establish a blind email contact. Written permission is obtained by filling out the Newsletter and Website Permission to Publish Form (on the EGA website, members only area) and submitting it to the Region Webmaster. Form is in effect for the length of service of the person submitting the form.

Advertising shall be kept to a minimum in order to avoid the appearance of funding the Region through online sales. Funding through online sales of nonembroidery-related products shall not be permitted.