

YOUNGSTOWN AREA CHAPTER  
GREAT LAKES REGION  
THE EMBROIDERERS' GUILD OF AMERICA, INC.

STANDING RULES: 2019

Articles identified in these standing rules correlate to articles in the 2019 chapter bylaws.

ARTICLE III. MEMBERSHIP

1. DUES. Annual dues of \$57 (\$39 for National, \$3 for Great Lakes Region [GLR], \$15 for Youngstown Area Chapter) for primary membership, \$18 for life members, \$15 for in-region plural membership or \$18 for out-of-region plural membership are payable upon joining the chapter or renewing membership. Dues must be paid each year by April 30 to maintain active membership. Term of membership is June 1-May 31. National dues are prorated quarterly, chapter dues are prorated semiannually and region dues are not prorated.

2. NAME TAG. Each member shall wear a needle-worked name tag (with the member's first and last name) or pay a \$0.25 fine each month the name tag is not worn at a general meeting. A new member has two months from the date of joining to complete and wear a name tag before a fine is payable for not wearing it at a meeting.

3. KITS. A member who orders a kit is responsible for paying for that kit.

ARTICLE IV. OFFICERS

Section 3. Elective Office Restriction. Anyone nominated for an elected office shall have been a member of this chapter for at least one year. Nominees for the office of president and vice president shall have served on the executive committee at least one term.

1. PRESIDENT/GREAT LAKES REGION (GLR) REPRESENTATIVE

a. As president shall:

(1) Preside at executive, board of directors and general meetings.

(2) The immediate past president shall preside at a joint board of directors meeting held in January the first year of a two-year term.

(3) The newly elected president shall call a special meeting of the executive committee to be held after the October general meeting.

(4) After consultation with the executive committee, the newly elected president shall select a parliamentarian and appoint committee chairmen named in article VIII of these standing rules and

announce these appointments in the January-February chapter newsletter and at the January general meeting or as necessary.

(5) Nominating committee members shall be elected at the board of directors meeting January of the second year of a two-year term.

(6) By the January general meeting, ensure the location for the general meetings for the balance of the year.

(7) Shall conduct a meeting when voting is by written ballot (see standing rules, article X, paragraph 1).

(8) In the absence of the treasurer, the president shall assume the duties of the treasurer.

b. As GLR representative shall:

(1) Represent the chapter at all GLR meetings.

(2) Maintain communication between the GLR and the chapter.

(3) At the board of directors meeting following a GLR meeting, present a written report of the GLR meeting.

(4) Within 12 months of attending a GLR seminar, present to the chapter membership a program based on information gained at the seminar, being careful of copyrighted material.

(5) In the event the president as GLR representative is unable to attend a GLR meeting, an alternate representative shall be vice president or another current officer designated by the executive committee. An alternate representative has the responsibilities as if first appointed GLR representative, e.g., report submission, program presentation.

## 2. VICE PRESIDENT

a. Duties Assignment on the Occasion of Officer Absence

(1) In the absence of the president, the vice president has all of the powers and shall perform all of the duties of the president when presiding at an executive committee, a board of directors or a general meeting except when a vote is taken by written ballot.

(2) In the absence of the vice president, the recording secretary will temporarily assume the duties of that office.

b. As program committee chairman shall:

(1) Arrange monthly general meeting programs and announce a 10-month (February through January [excluding November and December]) program calendar at the October board meeting after election,

providing a copy of the coming year's programs to the newsletter editor to be published in the November-December newsletter and to the webmaster to be posted to the website and Facebook page.

(2) Review estimated program expenses for the program year (February through January) with the treasurer prior to the October board of directors meeting.

(3) Ensure that the chapter's portion of the kit fee (\$3.00) is included in the price of a kit. If a kit is used for more than one month as a program, a chapter fee shall be added for each month the kit is used.

(4) Ensure that all necessary teaching program materials are available for the general meetings.

(5) At each general meeting and after receiving kits from the program presenter, collect kit fees, balance money due and collected and give money to the treasurer.

c. As vice president, shall obtain a gift of appreciation at the end of the term of the outgoing president:

(1) Shall obtain/purchase a past president pin (if available) or appropriate needlework-related gift that is given to the president in appreciation of his/her contribution to the chapter during his/her term in office.

(2) Shall submit receipts to the treasurer for reimbursement of all expenses, e.g., pin or gift, materials and finishing (when needed), card, wrapping.

(3) Is responsible for gift wrapping (not Christmas) the item and preparing a thank you card.

(4) Shall present the pin/gift to the outgoing president at the annual dinner at the completion of the term. If unable to be present, shall arrange for the next elected officer (e.g., recording secretary, corresponding secretary, treasurer) to present the gift.

### 3. RECORDING SECRETARY

a. Record the proceedings of executive committee, board of directors and general meetings and read the minutes at the session's next convening.

b. Shall submit an electronic or hard copy of the minutes to the GLR director, Ohio State Liaison and chapter president.

c. In the absence of the recording secretary, the corresponding secretary shall assume the duties of that office.

### 4. CORRESPONDING SECRETARY/EDUCATION/SOCIAL MEDIA

a. As corresponding secretary shall:

(1) Prepare chapter correspondence as needed.

(2) Maintain chapter correspondence files.

b. As Education Chairman, shall:

(1) Ensure needlework education opportunities are presented to the members.

(2) Ensure members are aware of the education activities provided by EGA, e.g., Techniques Basics series, materials notebook, EGA Facebook stitch group.

(3) Coordinate group correspondence courses (GCC), including course enrollment with National or GLR and process course payment.

c. As social media chairman shall:

(1) Ensure information about chapter functions is submitted to area newspapers and posted on the chapter website and Facebook page.

(2) Coordinate with the outreach chairman to obtain publicity for chapter events.

d. In the absence of the corresponding secretary, the recording secretary will perform the duties of that office.

## 5. TREASURER

a. Maintain chapter financial records, using sound accounting practices.

(1) Present financial reports at board of directors and general meetings.

(2) Annually in December or during the final month in office, present financial records for audit to the audit committee chairman.

(3) Annually by February 15, send a chapter annual financial report for the covered year to National. An annual financial records audit shall be conducted in December for the preceding year in which the treasurer served, when a vacancy occurs or when otherwise deemed necessary by the executive committee.

(4) Shall pay all bills promptly as presented and approved by the president and shall receive all funds collected.

(5) In the event of dissolution, submit a final fiscal report to National.

(6) In absence of the treasurer, the president will perform the duties of that office.

b. Serve as budget committee chairman.

## ARTICLE VI. BOARD OF DIRECTORS

1. Each elected and appointed officer, the GLR representative and committee chairmen shall maintain a record of the actions of that office, submit the relevant report at the general and annual meetings and pass the records to his/her successor.
2. All elected officers and chairmen shall attend the board of directors meetings and submit verbal or written reports as necessary. If unable to attend a scheduled meeting, notify the president or recording secretary.
3. Board of directors meetings shall be held after a general meeting when called by the president who will request agenda items the month prior to the board meeting. If no agenda items are submitted and there is no other business, there shall not be a board of directors meeting that month.

## ARTICLE VIII. COMMITTEES

1. IDENTIFICATION. After consultation between the president and executive committee, the committee chairmen shall be appointed. The names of the appointees shall be published in the January-February newsletter, announced at the January general meeting and included in the annual membership roster published in May. Special committee chairmen, e.g., seminar, special events, shall be named as required. All chairmen shall be familiar with the chapter bylaws and standing rules relevant to their appointment and submit itemized expenses for reimbursement to the treasurer.

### 2. STANDING COMMITTEES AND APPOINTMENTS

a. Audit. The chairman and two chapter members who are not signatory to chapter funds shall audit the chapter financial records in such a manner as to avoid any perception of conflict of interest. This audit shall be conducted using the Chapter/Region Financial Guidelines, Audit Guidelines (4/2012) as published by EGA. An annual financial records audit shall be conducted in December for the preceding year in which the treasurer served, when a vacancy occurs or when otherwise deemed necessary by the executive committee. The chapter treasurer may attend the audit meetings and address questions relative to financial matters.

b. Budget. The budget committee shall consist of the treasurer (serving as the budget committee chairman), president, president-elect, vice president (serving as the program chairman), ways and means chairman and any special committee chairmen, as applicable. The budget committee chairman shall coordinate the preparation of a budget for the next fiscal year by September of the preceding year and shall submit the proposed budget at the October board of directors meeting and at the December annual meeting for vote.

c. Bylaws. The bylaws committee shall consist of a chairman, the president and the parliamentarian. The bylaws committee shall:

#### (1) Bylaws

(a) Periodically as set by National, review the chapter bylaws and submit proposed amendments to EGA National for review and approval.

(b) Present at the board of directors meeting, the EGA National-approved amendments with justification. The EGA National-approved amendments and justifications shall be published in the newsletter at least 30 days prior to the meeting at which a vote shall be conducted.

(c) Provide a fully signed copy of current bylaws to the chapter president, the membership chairman, the GLR director and the National Chapter/Region Bylaws Review Committee.

(d) Ensure a signed copy of the current bylaws is maintained in the bylaws and standing rules notebook. Provide an electronic copy to the webmaster to be posted on the chapter website.

## (2) Standing Rules

(a) Review the standing rules annually or as required. Submit proposed amendments with justification at the board of directors meeting.

(b) After review and acceptance by the board of directors, provide to the newsletter editor a copy of the proposed standing rules amendments with justification to be published in the newsletter, keeping in mind the minimum 30-day written notice to the members prior to the meeting at which a vote shall be conducted.

(c) Provide a signed copy of the current standing rules to the president and the membership chairman.

(d) Provide an electronic copy of the current standing rules to the webmaster to post on the chapter website.

(e) Ensure a signed copy of the current standing rules is maintained in the bylaws and standing rules notebook.

d. Chapter Liaison. The immediate past president shall provide continuity between the past and present boards and between our chapter and other EGA chapters and needlework-related organizations in our area.

e. Education. See these standing rules, article IV, paragraph 4b.

f. History. Maintain the chapter history and obtain pictures of chapter activities if possible.

g. Hospitality. The hospitality committee shall consist of a chairman and assistants as necessary. The chairman is:

(1) Responsible for coordinating the annual meeting/dinner held in December and shall:

(a) Submit a report of the proposed site and menu at the January board of directors meeting.

(b) Coordinate with the president signing of a contract.

(c) Coordinate with the treasurer payment of any deposits required.

(d) Submit a reservation form (with directions that payments go to the treasurer) to the newsletter editor to print in the September-October and November-December newsletters.

(e) Obtain a copy of the installation ceremony script from the president. Make arrangements to have the nominating committee chairman install the officers at the annual meeting/installation dinner. In the event the chairman is not available, request that a member perform the officer installation ceremony.

(2) Responsible for the chapter refreshment supplies and set up refreshment as needed.

h. Library

(1) Maintain the chapter library and ensure it is available to the members.

(2) Maintain a record of books in the chapter library. The books may be checked out for one month or renewed if another member has not requested any of the checked-out books.

(3) At the end of each year, provide a list of books added to the library that year to the newsletter editor and an electronic file to the webmaster to be posted on the chapter website.

i. Membership

(1) Maintain an active membership list.

(2) For distribution in May publish an annual membership roster to include a list of officers and appointed chairmen.

(3) When notified by members of changes of addresses, telephone numbers or email addresses, give the changes to the newsletter editor for publication. Members must notify National of any changes to their contact information.

(4) Notify members when renewals are due and collect dues to be given to the treasurer. Dues shall be collected in compliance with National and GLR guidelines.

(6) As dues are received, send to National the portion established by National and to GLR the portion established by GLR in compliance with National and GLR requirements.

j. New Member Liaison

(1) Greet guests and ensure they feel welcome.

(2) Introduce guests at general meetings.

(3) Give new members orientation folders that include information about EGA and the chapter, name tag specifications and other relevant items.

k. Newsletter Editor. The newsletter staff shall consist of the editor and assistants as needed. All guidelines established by National pertaining to contents and format shall be followed.

(1) Before printing the newsletter, review material submitted by others for relevance, appropriateness and accuracy.

(2) Publish in the newsletter membership changes and updates received from the membership chairman.

(3) Coordinating with the webmaster, publish and distribute the chapter bimonthly newsletter either by email or hard copy. Include the year's programs in the November/December newsletter when received from the program chairman.

(4) Obtain advertising for the newsletter.

(5) Send an electronic or hard copy (as necessary) of the newsletter to the GLR director and Ohio State Liaison.

l. Nominating Committee. See bylaws, article IV, section 5, paragraphs a-c for description of duties.

m. Outreach. Outreach chairman shall:

(1) Seek publicity for chapter outreach projects, promotion and education, keeping in mind the objectives of the organization. Provide applicable information to the newsletter editor.

(2) Maintain an informational display at meetings and as otherwise determined by the board of directors, e.g., Canfield Fair, area shop open house, educational opportunities sponsored by other EGA chapters.

(3) Ensure written reports are submitted to the GLR outreach chairman and chapter board of directors and president.

(4) Maintain chapter files and classroom program supplies, complete project forms, submit reports and handle correspondence relating to outreach.

(5) Submit a list of expenses to the treasurer for reimbursement.

(6) Ensure receipt of required reports from the Totes for Tots, Teaching Children and Adults and Habitat for Humanity coordinators.

(7) Oversee chapter charitable contributions, outreach efforts and special committees including:

(a) The Totes for Tots coordinator shall:

1) Prepare activity bags to include two-pocket folders, construction paper, crayons, scissors, glue sticks, stuffed animals and coloring books.

2) Distribute, e.g., twice yearly, to an area hospital.



(b) The Teaching Children and Adults coordinator shall:

- 1) Each year identify projects for community teaching which meet the guidelines provided by National. Obtain the approval of the board of directors before scheduling an event.
- 2) Coordinate community activities with local libraries and other organizations.
- 3) Enlist member volunteers to help teach a class.

(c) The Habitat for Humanity coordinator shall:

- 1) Obtain dedication information from Habitat for Humanity, e.g., date, family name, address.
- 2) Ensure a sampler with family name is stitched and framed for presentation.
- 3) Ensure a chapter member attends the dedication to present the sampler.

n. Parliamentarian

(1) Ensure the board of directors, executive committee and general meetings are conducted in compliance with National, GLR and chapter bylaws and standing rules in accordance with *Roberts Rules of Orders, Newly Revised*.

(2) Serve on the bylaws committee.

o. Program Committee. See standing rules, article IV, paragraph 2b for description of duties.

p. Social Media. See standing rules, article IV, paragraph 4c for description of duties.

q. Sunshine

(1) Send cards to members or members' immediate families as appropriate, e.g., birthday, get well, sympathy.

(2) Keep the membership advised of such occurrences at the general meetings.

r. Ways and Means. The ways and means committee shall consist of a chairman and assistants as needed and be responsible for fund raising.

(1) Coordinate fund raising events, e.g., sale of donated items, auction, retail book sales, contract or consignment sales. Obtain board of directors approval prior to committing to an event.

(2) Collect name tag fines and ways and means proceeds and give to the treasurer.

(3) Responsible for the promotion and sale of any products produced by the chapter, e.g., pins, ornaments, needlework-related items.

s. Webmaster

(1) Responsible for designing and coding any and all additional materials and website page as needed in the service of any committee or office as approved by the board of directors.

(2) Responsible for keeping the website in compliance with the guidelines of National and GLR. The website must follow any and all federal, state and local regulations on content and copyrighted materials.

(3) Perform routine maintenance and updating of information on the website including but not limited to listing officers and committee members and contacts; programs/class images, descriptions and fees during the year; library contents; newsletter and newsletter archive; bylaws and standing rules and e-mail and external links.

## ARTICLE IX. FISCAL POLICIES

### 1. Signature Authority

a. The authorized signatures for the chapter financial accounts shall be those of the president and the treasurer.

b. The authorized signatures for contracts drawn between the chapter and a second party shall be those of the president and the coordinating chairman except for contracts for a GLR state day which shall also be signed by the GLR director.

2. Obligations. The executive committee can authorize the treasurer to anticipate the financial needs of the program and education chairmen. Money collected by the program chairman or other monies received shall be given to the treasurer immediately upon collection.

### 3. GLR Representation Reimbursement

a. The chapter GLR representative or alternate GLR representative shall be allotted \$300 to attend the annual GLR meeting.

b. The chapter GLR representative or alternate GLR representative shall be allotted up to \$100 to attend the semiannual GLR meeting.

4. Nonbudgeted Expenses. The executive committee and/or board of directors can authorize the expenditure of nonbudgeted funds up to \$100 per occurrence and may not exceed the annual limitations as set forth in article IX, Section 4, paragraph b of the bylaws.

5. No Sell Policy. No one through their membership or association with the Youngstown Area Chapter may profit from the sale of items or services at chapter meetings or chapter-sponsored events. The chapter may contract with members for their services in their professional capacity.

## ARTICLE X. GENERAL POLICIES

### 1. Voting Procedure When a Written Vote is Conducted During a General Meeting

a. The president shall preside at this meeting.

b. Before the meeting convenes and after registering with the recording secretary, members shall be given a ballot to mark and return to the recording secretary after the vote is conducted.

c. The recording secretary shall count the ballots and give the results to the president without announcement of the results at that meeting.

d. The president shall announce the results when the votes are totaled. The results shall be published in the next newsletter.

2. Donation in Honor of a Deceased Member in Good Standing. With the approval of the board of directors, the treasurer shall make a donation not to exceed \$50 to National in memory of a deceased member in good standing.

3. Publication Review. The chapter cannot dictate what any member writes relative to the chapter; however, the board of directors must have the opportunity to review for accuracy and content any articles concerning the chapter which are to be published in other than the chapter newsletter. When a member is interviewed for public coverage, every effort must be made to ensure that the chapter name and reference to Embroiderers' Guild of America (EGA) be accurate.

4. Guests. Guests are welcome at all meetings to observe except those meetings closed by the executive committee. After a second visit, guests must pay dues as stated in these standing rules, article III, paragraph 1 to enjoy all of the benefits of membership.

### 5. Workshop Policy

a. All workshop reservations received by the workshop registrar must be made in advance and must be accompanied by a check made payable to the **YOUNGSTOWN AREA CHAPTER OF EGA** in the amount of the workshop fee. Registration payments shall be given to the treasurer monthly.

b. A workshop shall be filled in the order reservations are received.

c. If a workshop is not filled by chapter members by the deadline, the workshop may be opened to the public. An additional fee will be charged to non-EGA members that will be equivalent to EGA membership dues. A chapter-sponsored state day workshop will not be open to the public.

d. If a registrant cannot attend an event, that place may be filled by the workshop chairman in order from a waiting list, providing financial arrangements are made between the registrant and the person taking his or her place.

e. If a registrant who cannot attend the workshop submits a refund request at least 30 days prior to the event, the registration, less \$25 processing fee, shall be returned after the workshop is completed.

f. If a workshop is canceled by the chapter or the teacher, all registration fees shall be refunded.

g. A fee of up to \$18 may be charged to an EGA member who is not a member of the Youngstown Area Chapter to participate in a special event, e.g., workshop, lecture.

6. Weather Cancellation Policy. If the opening of Canfield schools is delayed, general meetings shall be held as scheduled. If Canfield school classes are canceled, all meetings shall be canceled.

7. Group Correspondence Course (GCC) Policy

a. The corresponding secretary/education chairman shall register the chapter with National, order the instruction material and pay National for the course using a chapter check.

b. All GCC reservations must be made by course registrants in advance and prepaid. When the cost of the GCC has been determined (e.g., course fee, instructional material, \$5.00 postage), payments are to be given to the GCC coordinator. Checks should be made out to YOUNGSTOWN AREA CHAPTER OF EGA.

c. A minimum of ten registrants will be required for a chapter-subsidized GCC.

d. A GCC shall be filled in the order reservations are received.

e. If a GCC is canceled by the chapter or teacher, all fees shall be refunded.

## ARTICLE XI. AMENDMENTS

These standing rules may be amended by a 2/3 vote at any regular meeting of the chapter, provided the proposed amendments have been submitted in writing to the membership at least 30 days before the meeting.

/Signed Copy of File/  
CAROLE DEWITT  
Chapter President

August 27, 2019