

SOUTH CENTRAL REGION THE EMBROIDERERS' GUILD OF AMERICA POLICIES

1. Election of Nominees for National Nominating Committee.

This election shall be held at the annual meeting upon notification by National. The nominees shall serve for three years. Nominations may be mailed to the secretary two weeks prior to the meeting or be made from the floor after written consent from the candidate has been submitted to the secretary. The vote shall be taken by ballot.

The Director shall submit the name of the South Central Region (SCR) nominee to The Embroiderers' Guild of America (EGA) Board according to established national policy.

2. Seminar Policies.

- A. The nominating committee of the host chapter shall propose the SCR seminar chairman. This selection, subject to election of the chapter, shall be interviewed and approved by the SCR executive committee.
- B. The SCR seminar chairman shall appoint dean of faculty and the following committee chairmen: treasurer, secretary, hotel chairman/liaison, registrar and other chairmen as needed. The treasurer shall also be interviewed and approved by the SCR executive committee.
- C. The chapter shall be given \$500 of their subsequent loan after the seminar chair is approved. The financial work plan must be approved by the SCR executive committee before the remainder of the loan money is honored. The SCR seminar work plan will be prepared using a standard financial spreadsheet format supplied by the director.
- D. Any excess of revenue over expenses from SCR Seminar shall be considered earned by both the region and the host chapter since such excess, if any, is derived from Seminar participation from through-out the region as well as the work of the local chapter.
 - 1) Any excess of revenue over expenses from SCR seminar shall be divided as follows: 35% to be retained by the host chapter and 65% to be paid to SCR or 50%-50% for multiple hosting. Such excess of revenue over expenses shall be computed after the SCR loan money has been returned to the Region.
 - 2) If the local chapter elects to sponsor a bookstore, boutique, merchandise night or other approved activity, these shall be considered chapter fund raising projects since they are optional. Any excess of revenue over expenses from these activities shall be retained by the host chapter. At merchandise night, a table shall be provided to the region at no cost, for whatever business the region may wish to conduct
 - 3) Any interest earned from the seminar bank account shall be divided in the manner prescribed in D1. above.

- E. SCR share of the seminar funds shall be used to:
 - 1) Provide loan money for future seminars, and
 - 2) Support SCR budget by augmenting general region funds.
- F. Should any excess of expenses over revenue arise from the SCR Seminar, any deficit shall be borne as follows: 35% by the host chapter and 65% by SCR.
- G. The host chapter shall file a financial report and pay SCR its share of excess of revenue over expenses, if any, within 120 days of the end of seminar.
- H. Loan money from the region to the host chapter shall be repaid to the region by September in the year prior.
- I. Region Day activities shall be funded by the Region, although the fees are collected by the Seminar Registrar. The Seminar Committee shall plan for and provide space for Region Day activities.
- J. Exhibit Fees and Expenses.
 - 1) All exhibit entry fees shall be sent to the seminar registrar who shall forward such fees to the seminar treasurer.
 - 2) Exhibit expenses shall be paid by the seminar treasurer or reimbursed by the treasurer to the exhibit chairman.
 - 3) At the end of the exhibit, the exhibit chairman shall prepare a report of expenses, including an accounting for revenue and expenses with receipts.
- K. Color photos of class offerings shall be posted on the SCR website at www.egascr.org
- L. Merchandise Night: Should a chapter elect to sponsor a merchandise night during the seminar, the national policy regarding participation and eligibility of items for sale shall be stated in the seminar brochure. The policy is as follows:
 - 1) Merchandise night shall be open to all EGA members whether or not they are registered at the seminar.
 - 2) A committee appointed by the Seminar Chairman shall determine the eligibility of items for sale at merchandise night. All merchandiser's items must be embroidery related or approved by the Seminar Committee.
 - 3) To facilitate the review of items to be offered for sale, all members signing up to sell will be sent additional information and will be asked to send a list of items for sale for committee approval prior to merchandise night.

- 4) Chapters wishing to sell non-embroidery related items as a chapter fund raiser may do so only at merchandise night with prior approval of the SCR Seminar Committee. Such approval must be requested in writing in advance of the seminar.

3. Expense Reimbursements

A. General Policies.

- 1) All requests for expense reimbursement shall include all receipts and be submitted to the SCR Treasurer on a Region reimbursement form.
- 2) Reimbursement for approved automotive travel on behalf of the Region shall be at current IRS standard mileage rate for volunteer travel.
- 3) Personal expenses, such as meals, are not reimbursed.

B. SCR Meetings.

- 1) The Region Director shall be reimbursed for actual hotel and travel expenses to Region meetings at the lowest cost available for all regular SCR meetings. The Region Director should reserve their room at the meeting hotel at the negotiated hotel rate to ensure SCR fulfills any contractual room night obligation. Room sharing is encouraged.
- 2) The Assistant Region Director, Secretary, Treasurer, Education Coordinator, Communication Chair, Special Events Chair, Parliamentarian and special committee chairs shall be reimbursed for actual hotel and travel expense, not to exceed the amount specified in the budget for each of the following meetings: the Executive Committee meeting in the fall and Mid-year meeting in the spring. Board members should reserve their room at the meeting hotel at the negotiated hotel rate to ensure SCR fulfills any contractual room night obligations. Room sharing is encouraged. Additionally, reimbursement may be requested for one hotel night required to attend the Executive Committee meeting held in conjunction with seminar. However, no travel expenses will be reimbursed for this meeting.
- 3) SCR shall reimburse the voting member of each chapter for actual hotel and travel expense, not to exceed the amount specified in the budget for the Mid-year meeting. Voting members should reserve their room at the meeting hotel at the negotiated hotel rate to ensure SCR fulfills any contractual room night obligation. Room sharing is encouraged. If the Executive Committee meeting occurs on the same day as the Board of Directors meeting, then the Executive Committee members, as well as any Executive Committee member who also happens to be a voting chapter representative member, will only be entitled to one reimbursement as outlined above.
- 4) SCR shall pay the Region Director's SCR seminar registration fee.

C. National Meetings.

- 1) Travel and hotel expenses for the Region Director, or the Assistant Region Director, shall be reimbursed at the lowest reasonable cost available. For any committee meeting that

requires attendance, this shall include the night prior to that committee meeting. For the EGA board meeting held in conjunction with the EGA national seminar, this shall also include the night of the EGA annual meeting.

- 2) SCR will pay the Region Director up to \$50.00 per day for two (2) national board meetings totaling 6 days per year, for a cost of no more than the amount specified in the budget.
- 3) SCR will pay the Region Director's national seminar registration fee.

D. SCR Community Outreach Chapter Reimbursement Policy

- 1) To encourage SCR chapters to support community outreach projects, SCR will reimburse any eligible chapter up to \$500 per year for the cost of supplies used by the chapter for a community outreach project.
- 2) To be eligible for reimbursement a chapter must participate in a qualified community outreach project.
 - a. A community organization must receive donated items, which are then given to individuals served by the organization. To the extent possible, organizations receiving donated items should be qualified 501(c)(3) organizations or non-profit entities.
 - b. A qualified project is one that is on the pre-approved list below, or that has been approved in advance by the SCR Outreach Chair and SCR Assistant Region Director. To obtain pre-approval of a project not on the list below, send an email to the SCR Outreach Chair and the SCR Assistant Region Director with a description of the project and the name of the organization that will receive the donated items.
- 3) Donated items must be made using a technique recognized by EGA as "embroidery." EGA defines embroidery as "Using a needle and a variety of threads and stitches, the stitcher achieves texture, embellishment and ornamental interest on any background material." Chapters may use other techniques for community outreach projects, such as knitting or crocheting, or may collect money or non-needlework items, but those types of projects are not eligible for reimbursement from SCR.
- 4) Community outreach projects are pre-approved if they are for the following types of receiving organizations:
 - a. Child or adult literacy programs, for disbursement to program participants.
 - b. Hospitals, hospices, care homes, and domestic violence shelters, for disbursement to patients or clients.
 - c. Military units, for disbursement to military members and their families.
 - d. Habitat for Humanity, for disbursement to individuals as part of their new home ceremony.

- 5) To receive reimbursement a chapter must submit a reimbursement request to the SCR Treasurer using the standard SCR reimbursement form found on the SCR website. The reimbursement request must also be accompanied by:
 - a. All receipts for the supplies purchased by the chapter for the outreach project.
 - b. A description of the outreach project, including the name of the organization that received the donated items, how many items were donated, and how many chapter members participated.
 - c. A copy of the approval email if the project is not covered by #4 above.

4. Educational Policies.

A. Education Benefits.

- 1) **General Policy.** Every calendar year the South Central Region (SCR) offers an education benefit to each chapter in the region. This benefit is to reimburse the chapters for expenses directly related to education programs. The benefit is limited to an amount specified in the SCR annual budget. Chapters with more than 60 dues paying members are eligible for an additional benefit as specified in the SCR annual budget.
- 2) **How to apply.** Chapters may apply for the education benefit by sending a Reimbursement Form along with proof of education expenditures to the SCR treasurer
- 3) **When to apply.** Requests for benefits may be submitted at any time during the year but must be postmarked no later than November 30 each year.
- 4) **How Chapter membership is determined for purposes of the education benefit:** Each chapter will report membership information and pay dues to the SCR treasurer on an annual basis following the schedule for EGA National. Dues are paid for each primary member and each plural member from outside the South Central Region. Chapters may report late renewals and new members by paying dues to the SCR treasurer on or before September 30 each year. Chapters having more than 60 dues paying members on record on or before September 30 will qualify for the additional benefit for that calendar year.
- 5) Chapters will not be required to pay SCR dues for members joining after September 30 and before the next renewal date. Plural members from inside the region only pay dues through their primary chapter and, therefore, will not be counted by the plural chapter for purposes of the education benefit.
- 6) **How payment of benefits will be determined:** Payment of education benefits applied for before May 1 will be based on the number of members reported in the prior year. Payment of education benefits applied for after May 1 and before September 30, will be based on the number of members reported year to date. Payment of education benefits after September 30 and before November 30 will be based on the number of members at September 30. Note that payment of benefits must be requested by November 30 or the benefit for that year will be forfeited.

- 7) If a chapter requests and receives benefits during the year based on 60 members or less, that chapter will be eligible to apply for the additional benefit if membership increases to more than 60 members on or before September 30.

B. SOUTH CENTRAL REGION SPONSORED GROUP CORRESPONDENCE COURSE (GCC) POLICY

Note: In this document, the term, SCR GCC Coordinator, refers to a position on the SCR board. The member appointed to this position works closely with and under the direction of the elected SCR Education Chairman. The GCC Class Coordinator is selected from the members taking each GCC. They serve as the liaison between the class students, the GCC teacher and the SCR GCC Coordinator.

- 1) **General Policy.** Every calendar year the South Central Region (SCR) sponsors a limited number of EGA Group Correspondence Courses (GCCs) for SCR members. SCR will select the GCCs to be sponsored based on the EGA courses available. The SCR GCC Coordinator will recommend the courses to the Executive Committee (EC), to include reasons for selection of the courses. Priority will be given to newer EGA GCCs. The goal is to select courses offering techniques that, based on past enrollment and knowledge of SCR member preferences, are likely to be of interest to SCR members. The SCR Executive Committee will approve the final selections prior to announcement.
- 2) **What SCR Sponsorship Means.** Normally EGA charges a registration fee for a GCC, plus a text fee per student, and required shipping costs. When a GCC is sponsored by SCR, the region pays the registration fee and all shipping costs, with each student responsible only for purchasing their own text and supplies. SCR may also offer incentives to students participating in SCR sponsored GCCs.
- 3) **Program Specifics.** SCR will announce the dollar amounts for incentives, and the program schedule, every year in a separate memo. Target date for announcement is the Semi-Annual Meeting, usually held in February.
- 4) **How to Enroll in an SCR Sponsored GCC – Individuals**
A registration form and a check for the text fee, made out to SCR, must be submitted separately for each course a member wishes to take. Text fees are listed on the EGA website and in the EGA Education Supplement. Forms and checks must be mailed or given to the SCR GCC Coordinator. In person registration will be available at the SCR Region Seminar.

To qualify for SCR sponsorship, a minimum of five (5) students must register for one of the announced courses. The SCR GCC Coordinator will fill GCCs based on registrations received during the enrollment period. Checks received for GCCs that do not have the required minimum will be returned to registrants.

- 5) **How to Enroll in an SCR Sponsored GCC – Chapter or Large Group**
A chapter or other group of at least five (5) SCR members may enroll, as a group, in one of the GCCs announced for sponsorship. This must be done during the enrollment time frame by sending the required paperwork and payment, made out to SCR, to the SCR GCC Coordinator.

Unless a chapter or group submits registrations for the maximum number of students allowed for a GCC, as listed on the EGA website and the Education Supplement, SCR reserves the right to add additional students to the GCC group to meet the maximum number allowed for the GCC. For example, if Chapter A submits 12 registrants and Chapter B submits 8 registrants for the same GCC, and the maximum allowed by the teacher is 20 registrants, SCR may combine those groups into one sponsored GCC. The decision whether to combine registrants for a Region-sponsored GCC rests solely with SCR, which is charged with spending Region funds economically for the benefit of all Region members.

6) Obtaining SCR Sponsorship and Enrolling in a GCC Not Announced for SCR Sponsorship

Should a chapter or other group of at least five (5) SCR members wish to take a GCC that was NOT selected to be sponsored by SCR, they may obtain SCR sponsorship for their GCC during the announced GCC enrollment period. To qualify for sponsorship, the group must send the required paperwork and payment to the SCR GCC Coordinator using the same procedure as outlined above for enrolling a chapter or large group.

Deviation from this policy means SCR will not pay the registration fee for the group, and group members will not be eligible for any announced SCR GCC incentive. No exceptions will be made to this policy.

Individual members who wish to take a GCC that is not on the sponsorship list should send an email to the SCR GCC Coordinator (scr.educationassistant@gmail.com) during the enrollment period. Space may be available in a GCC requested by a chapter, group, or other individuals. Individuals should also be aware that EGA offers every GCC at least once a year through Lightning Rounds, which can be a cost-effective way for them to take a GCC that is not available through their chapter or as a Region-sponsored GCC.

7) Finalization and Processing

When the registration deadline is reached, the SCR GCC Coordinator determines which GCCs have the required minimum number of students and requests volunteers to be the GCC Class Coordinator(s). The SCR GCC Coordinator fills out the EGA registration paperwork for each class, including the class list and name of the GCC Class Coordinator. These are forwarded to the SCR Treasurer, along with member checks. The SCR Treasurer deposits the individual checks and issues a region check for the registration fee for each GCC the Region is sponsoring. This check and registration paperwork are sent to EGA, who then notifies teachers for each GCC.

The SCR GCC Coordinator sends a class list with all contact information to each GCC Class Coordinator, and returns all checks for any GCCs that did not make.

Each GCC teacher sends all the texts to GCC Class Coordinator, who then delivers them to the GCC students. Delivery may be in person or by mail. It may be 6 to 8 weeks from the time the paperwork is submitted to EGA to when students receive their texts from their GCC Class Coordinator. The GCC Class Coordinator should use the SCR online reimbursement form to request reimbursement for any costs incurred for the distribution of the texts to class members. Applicable receipt(s) should be attached to the form.

8) Class Completion

Most GCCs are about six (6) months from start to finish. Extensions may be granted at the discretion of the teacher, upon request from the GCC Class Coordinator, or a student via the GCC Class Coordinator.

When the class has ended, students may choose to have them evaluated by the teacher. The GCC Class Coordinator collects them, packages them carefully, and mails them to the teacher for evaluation. Insurance must be obtained for this package. The teacher returns evaluated pieces to the GCC Class Coordinator, who then returns them to the student.

GCC class coordinators for Region-sponsored GCCs may submit reimbursement for packaging and shipping costs at any time, using the reimbursement form on the SCR website. Students who must mail their completed pieces to the GCC Class Coordinator may also submit for reimbursement of their packaging and shipping costs, using the same form.

9) Incentives for Region Sponsored GCCs. Each year SCR will announce any dollar amounts for incentives when the annual GCC selections are announced.

GCC CLASS COORDINATOR: The GCC Class Coordinator may use the SCR online reimbursement form to request reimbursement for their text fee any time after the texts are distributed to the class members. For simplicity, the text reimbursement request may be combined with any other reimbursement request.

STUDENT COMPLETIONS: Members who complete a Region-sponsored GCC may request the announced incentive for finishing the class. Proof of completion is a copy of the teacher evaluation or completion form from the GCC teacher. No reimbursement will be provided unless an evaluation or completion form is submitted with the reimbursement form from the SCR website.

C. New Chapter Privileges.

- 1) Upon request by a new chapter, the Region shall provide the \$50.00 deposit to EGA for borrowing of educational materials, such as study boxes, videos, slide programs, etc.
- 2) Such requests shall be made to and paid by the SCR Treasurer.
- 3) This request must be made within two (2) years of becoming chartered and shall be for a period of not longer than two (2) years.

D. Program Exchanges.

- 1) The chapter program exchange is a resource for chapters.
- 2) Chapters who participate shall provide electronically one copy of the instructions and color photographs to the education chairman.

- 3) Each chapter and satellite shall receive all program exchanges at SCR seminar. Upon charter, new chapters shall receive the program exchanges from the previous year when available. The Region assumes the expenses of providing the materials to the chapter.
- 4) The program exchange materials can be used for EGA chapter programs and by chapter members.

5. Meetings

A. Regular meetings of the SCR Board of Directors.

- 1) Regular meetings shall be open to all chapter members. Only a chapter's region representative, president or legal alternate may cast the vote of the chapter. No representative may have more than one vote.
- 2) Attendees at all SCR meetings shall wear name tags and are encouraged to wear a stitched chapter name tag.
- 3) The mid-year meeting will be held in February, or as otherwise designated. The annual meeting will be held in conjunction with the SCR seminar.

6. Chapter Responsibilities.

Each member chapter shall provide the Director with the following:

- A. A copy of the minutes of all chapter meetings and board of director meetings on a monthly basis or other basis as such meetings are held.
- B. The Annual Chapter Financial Report by February 15.
- C. A copy of each chapter newsletter as published by the chapter.
- D. Annual Officer Report updated when the chapter elections or changes occur.
- E. The Chapter Annual Report by January 31 for activities in the prior year.

7. Amendments to the Policies and Standing Rules

Amendments to the Policies and Standing Rules of the South Central Region shall be made by a majority vote of the South Central Region board of directors.