

# SOUTH CENTRAL REGION THE EMBROIDERERS' GUILD OF AMERICA STANDING RULES

These standing rules refer to the numbering and sections of SCR Bylaws.

ARTICLE I – NAME; USE OF EGA’S TRADEMARKS – Not applicable

ARTICLE II – OBJECT - Not applicable

ARTICLE III – Membership

Section 3. Dues

- A. Dues shall be \$5.00 per member per year.
- B. Plural members shall pay dues only through their South Central Region primary chapter.
- C. If the plural member’s primary chapter is not in the South Central Region, the member shall pay annually through the South Central Region plural chapter.
- D. The chapters will report membership information and pay dues to the SCR Treasurer on an annual basis using forms supplied by SCR. The payments and reports are due on the same schedule as EGA National.
- E. The chapters may report late renewals and new members by paying \$5.00 dues to the SCR Treasurer by September 30 each year. Chapters will not be required to submit region dues to the SCR Treasurer for members joining after this time.

ARTICLE IV - Officers

Section 1. Duties of the officers shall be:

- A. Region Directors:
  - 1. Shall be a member of the National EGA Board and shall attend its meetings.
  - 2. Shall report directly to the EGA Vice President of Operations.
  - 3. Shall be a member of the EGA Regions Committee.
  - 4. Shall preside at all meetings of the South Central Region.
  - 5. Shall provide an agenda and other necessary information to officers and the board prior to each SCR meeting.
  - 6. Shall be an ex-officio member of all committees except the Nominating Committee, and shall appoint committee chairmen as specified in the bylaws.

7. Communications from the Director shall go to the Region Representative and the President of each chapter in order to ensure at least one channel of information.
8. Shall keep and bring the Region Banner to all official meetings, etc.

B. Assistant Director:

1. Shall maintain an up-to-date list of chapter officers.
2. Shall act as the liaison between the seminar committees and the SCR Board to include: being versed in seminar guidelines; signing the seminar bank signature card; being on the hotel inspection team; and being involved with the teacher selections process. (Note: The RD will have the responsibility of signing all seminar contracts.)
3. Shall arrange any workshop for the mid-year meeting.
4. Shall attend national board meetings as a non-voting member in the absence of the Region Director.
5. Shall serve in any capacity as directed by the Director.

C. Secretary:

1. Shall give or cause to be given, in a timely manner, notice of all meetings of the South Central Region Board of Directors and the Executive Committee.
2. Shall record and keep a permanent record of the minutes of these meetings. Shall keep a record of motions made and passed at each meeting.
3. Shall have these minutes ready for distribution to the chapters of the South Central Region and the EGA Vice-President of Operations within 30 days after the meeting.
4. Shall provide the national EGA headquarters and the EGA Vice-President of Operations a current list of officers.

D. Treasurer:

1. Shall be custodian of all Region funds and will report to the national EGA Treasurer annually as directed by EGA policy.
2. Shall give a current financial statement of the condition of the treasury at all South Central Region meetings. Shall prepare a budget for the following year of the SCR and present it at the annual meeting.
3. Shall prepare an amended budget, if necessary, for the upcoming year.
4. Shall notify the Region Executive Committee if a chapter is delinquent in their dues.
5. Shall notify the Seminar Chairman and the Executive Committee when any budgeted funds are exceeded in any area.

6. Shall maintain a SCR membership count by chapter. This count will determine the number of members for the additional education benefits.

E. Education Coordinator:

1. Shall disseminate information between national and the local chapters for all educational programs and services of the EGA including educational programs developed by South Central Region.
2. Shall serve as chairman of the Region Education Committee.

ARTICLE V – MEETINGS - Not applicable

ARTICLE VI – Board of Directors

Section 1. Duties of Regional Representative

- A. The representative or alternate delegate shall be responsible for attending South Central Region Board of Directors meetings and be an active participant in Region activities.
- B. Shall be a voting member of the chapter board.
- C. Shall be responsible for forwarding news to the Communication Committee.
- D. Shall maintain an up-to-date file of information pertaining to this office which shall be given to his/her successor in order to maintain continuity.
- E. Shall inform the Chapter President, Board of Directors, and Chapter members of Region activities and programs.
- F. Shall provide an up-to-date list of Chapter officers, representatives or alternates to the Region Director and the Region Assistant Director.

ARTICLE VII – Executive Committees

Section 1. Executive Committee

A. Composition

1. Communication Director

- a. Is appointed by the Region Director and serves on the Executive Committee and Region Board as a voting member.
- b. Shall issue the newsletter on a schedule as directed by the Region Director, but at least quarterly.
- c. Email addresses are provided by national.

- d. Shall provide electronic copies of *Stitches* to the national Board members; the national office, Region Directors and Communication Director; all current officers and committee chairmen of the South Central Region, and any EGA committee chairman designated in current national policy.
2. Special Events Chairman
- a. Is appointed by the Region Director and serves on the Executive Committee and Region Board as a voting member.
  - b. Shall coordinate the planning of all Executive Committee Board meetings.
    - Contact hotel for meeting space
    - Arrange block rooms with hotel
    - Arrange any food requirements with hotel
    - Notify RD and SCR Secretary of arrangements
  - c. Assist SCR Seminar Committee with Region Day events during a seminar and any other special events planned and approved by the EC and/or SCR Board of Directors.
  - d. Shall coordinate the farewell gift for the Region Director.
3. Bylaws
- a. Is appointed by the Region Director and serves on the Executive Committee and Region Board as a voting member.
  - b. Acts as liaison between chapters and EGA for bylaw updates.
  - c. Proposes changes to the Region Bylaws, Policies and Procedures and Standing Rules to the Executive Committee and Board.
  - d. Updates and permanently keeps SCR Bylaws, Policies and Procedures, Standing Rules and all SCR Officer and Executive Committee Job Descriptions.
  - e. Sends current SCR Bylaws, Polices and Procedures, Standing Rules and all SCR Officer and Executive Committee Job Descriptions to the Web Master for publication on SCR website.
4. Webmaster
- a. Is appointed by the Region Director and serves on the Executive Committee and Region Board as a voting member.
  - b. Keep Region web page up-to-date as directed by Region Director.
5. Historian
- a. Is appointed by the Region Director and serves on the Executive Committee and Region Board as a voting member.

- b. Maintains and scans history of South Central Region with relevant documents, photos, newspaper articles, etc.
6. Assistant Education Coordinator
- a. Is appointed by the Region Director and serves on the Executive Committee and Region Board as a voting member.
  - b. Announces the selected GCC classes at mid-year meeting.
  - c. Collects checks and registrations forms, keeping a tally, as they are mailed in. Registration opens at mid-year meeting and closes 2 weeks after annual seminar.
  - d. Finalize enrollment roster with all required information for the classes that make. Forward enrollment roster, national enrollment form and checks to Region Treasurer.
  - e. Forward enrollment roster, information, forms needed for reimbursement, and job responsibilities to class coordinator.
7. Outreach
- a. Is appointed by the Region Director and serves on the Executive Committee and Region Board as voting member.
  - b. Compiles Chapter Outreach activities and sends the report to the Communication Chair, Region Board, and EGA National's Outreach Chair on a schedule defined by each Chair or board.
  - c. Compiles annual Chapter Outreach activity list for publication on website.
8. Ways and Means
- a. Is appointed by the Region Director and serves on the Executive Committee and Region Board as a voting member.
  - b. Coordinates fundraising activities on behalf of the Region.
  - c. Maintains an inventory of Region items for sale.
9. Region Seminar Chair
- a. Upon being elected by the host chapter and approved by the SCR Executive Committee serves on the Executive Committee (EC) and Region Board as a voting member and prepares reports.
  - b. Serve as the liaison between the Seminar Committee and the Region.
  - c. Keeps the RD and assistant region director (ARD) up-to-date on all aspects of the seminar and its finances.

- d. Reports to and directs questions on seminar policy to the Seminar Mentor.
- e. Be well-versed in the Region seminar policies and assists in updating seminar guidelines, as needed.
- f. Serves as ex officio member of all chapter seminar committees and as chairman of the Seminar Executive Committee.
- g. Prepares and sends a copy of the final Region seminar report, including the complete financial statement, within 120 days of the close of the seminar to: Region Director, ARD, and Region Treasurer.
- h. PASS ON TO REGION DIRECTOR no later than 120 days after the close of the seminar: 1) Any signed contracts; 2) Printed copy of seminar brochure and program guide; and 3) Documents pertaining to your position.

#### 10. Heart and Hand

- a. Is appointed by the Region Director and serves on the Executive Committee and Region Board as a voting member.
- b. Submits recommendations for Heart and Hand Award criteria to Executive Committee for approval.
- c. Prepares packets of completed nominations forms for review by Region Director, Assistant Regional Director, Secretary, and Education Coordinator no later than the annual regional meeting.
- d. Orders replacement pins as necessary.

#### 11. Membership

- a. Is appointed by the Region Director and serves on the Executive Committee and Region Board as a voting member.
- b. Ensures accuracy of chapter membership list at EGA headquarters.
- c. Maintains SCR primary membership count by chapter and reconciles the data national has with the data the SCR Treasurer has.
- d. Maintains a separate document of plural members who live outside the region.

#### 12. Seminar Mentor

- a. Is appointed by the Region Director and serves on the Executive Committee and Region Board as a voting member.
- b. Acts as the liaison between the seminar committees and the SCR board.

- c. Presides over a monthly conference call with all seminar committee chairs and interested parties.
- e. Updates seminar guidelines as needed and sends to Web Master for publication of SCR website.
- f. Shall be the primary point of contact for chapters interested in hosting a seminar.

Section 2. Standing Committees.

- A. Standing Committees will be appointed as necessary.

ARTICLE VIII – COMMITTEES – Not applicable

ARTICLE IX – Fiscal Policy

Section 1. Finances.

- A. The Region Director shall be reimbursed for travel and lodging at the least expensive level to attend all national board meetings and any national committee meeting that requires attendance. Should the Assistant Region Director attend in the place of the director, she will be reimbursed accordingly.
- B. The Assistant Region Director shall be reimbursed for travel and lodging at the least expensive level to accompany the current Region Director to the spring National EGA board meeting after being elected.
- C. The Region Director shall be reimbursed for actual travel and lodging at the least expensive level to attend region meetings and other meetings deemed necessary.
- D. All members of the Executive Committee shall be notified by the Treasurer within seven days of the date the running bank balance drops below the level of \$1,500.

ARTICLE X – PARLIAMENTARY AUTHORITY – Not applicable

ARTICLE X – AMENDMENTS – Not applicable