

**New England Region  
The Embroiderers' Guild of America, Inc.  
Policies & Procedures  
March 2016**

*Policy: A governing principle that determines the course of action; the official opinion of the NER board on a given subject.*

*Procedure: The method or manner of carrying out a particular course of action taken by the board; the steps to be taken to enforce or implement a policy.*

The policies and procedure are organized in the same format as the current New England Region Bylaws and shall be written as directed by the NER Board. A recommendation for a policy statement or an amendment of an existing policy must be brought to the Board for discussion and approval.

Any approved new policies or amendments to existing ones must be incorporated in all Policies and Procedures documents as soon as the respective board meeting minutes are received.

Policies and Procedures shall be reviewed annually by the officers and committee chairman. Recommendations shall be reported at the first NER Board meeting of the calendar year. The Treasurer and the Finance Committee shall be responsible for reviewing policies pertaining to financial matters.

## **Membership**

### *Chapters:*

Chapter members shall be considered members of the region by virtue of their membership in a chapter. (EGA 10/87)

Chapter newsletters shall be sent to the Region Director and the Region Newsletter Editor as published. (EGA 6/87)

Copies of all chapter minutes (board and chapter meetings) shall be sent to the Region Director immediately following each meeting. (EGA 6/87)

A copy of a chapter's Annual Financial Report to EGA Headquarters shall be sent to the Region Director.

Chapters shall notify the Region Director in writing or by email each time there is a change in the name, address, email address, or telephone number of a chapter officer or chairman.

### *Members-at-Large*

In order to participate in region activities and events as members of NER, members-at-large must join a chapter within the region. (5/06)

## **Region Officers**

### *Director:*

The Director shall preside at NER Board and Executive Committee meetings; serve as a member of the EGA National Board and attend all meetings; disseminate national information to the region chapters; appoint all standing and special committee chairmen, and shall be an ex-officio member of all NER committees except the Nominating Committee.

The Director shall sign all contracts that obligate the region financially.

Travel expenses for the Director shall be reimbursed at the lowest reasonable cost available (airfare, automobile or combination) for attending the entire board session. The cost of any difference shall be assumed by the individual. 7/99

(1) For automobile travel, expenses incurred at the IRS standard mileage rate per mile shall be paid for the round trip distance between the board/committee member's home address and designated location of EGA official activity. In no event shall the amount paid to travel by automobile exceed the lowest reasonable round trip coach airfare available. The Travel Expense Reimbursement Request Form shall include a printout of an airline quote equivalent on [for] the day of travel as well as a one-way odometer reading in lieu of a receipt 1/05 ( Procedure V E-1 and V E-2)

(2) For air travel expenses, the amount of reimbursement shall be the lowest reasonable round trip coach airfare available from the board/committee member's home airport to the designated location of EGA official activity. 4/03

(3) In no event shall this combination exceed what would have been the normal travel in either 1 or 2 above.

The Director attending a National Board session shall be reimbursed an amount not to exceed one half the double room rate for three nights to include the informal board meeting and two full board meeting days. (EGA P&P Manual, Section VI-Fiscal Policies B.C-8)

The Director shall be reimbursed a per diem for expenses beyond travel and lodging of the amount permitted under the U.S. Internal Revenue code then in effect for travel on charitable purposes, including travel day, when representing the region at an EGA Board session, as long as monies are available. (5/06)

The Director shall be reimbursed mileage for travel for official business within the region at a rate equal to that permitted for charitable purposes under the U.S. Internal Revenue code, as long as monies are available. (5/06)

For the EGA board session held in conjunction with the annual EGA seminar, the Region Director shall be reimbursed lodging per diem through the night of the EGA Annual Meeting.

The outgoing Director shall notify the National Secretary and National Headquarters when the Director-Elect is accompanying her/him to an EGA Board session and request an EGA Board packet.

The outgoing Director shall notify national headquarters immediately of any changes in officers after an election or when necessary.

The Director shall copy and forward the EGA Board minutes to the Assistant Director in a timely manner (8/98)

*Director-Elect:*

During the calendar year in which a standard election for NER officers is held, the Director-Elect shall accompany the Director to one of the EGA Board sessions. (5/08)

"When attending a National EGA Board meeting, the Director Elect shall be reimbursed for travel expenses following the same guidelines as used to reimburse the Region Director."

*Assistant Director:*

The Assistant Director shall be a member of the Region Education Committee and shall chair one of following committees: Community Outreach, Education, Fundraising, Membership, or Newsletter. The Assistant Region Director shall preside over NER Board and Executive Committee meetings and attend EGA Board sessions should the Region Director be unable to do so, and assist the Region Director when requested. (2/06)

The Assistant Director shall receive copies of EGA Board Minutes and the Chapter President's mailings.

*Recording Secretary:*

The Recording Secretary shall record and transcribe minutes from all NER Board and Executive Committee meetings, and distribute copies to the NER Board, and chapter presidents.

All meeting minutes shall include the following:

- The name "New England Region of the Embroiderers' Guild of America" in a prominent location in the body of the minutes, such as a heading at the start of the minutes or a header or footer on the pages of the minutes.

- The date of the meeting and type of meeting (e.g., Executive Committee, Board Meeting, or special meeting).
- All officer, committee and chapter reports submitted for the meeting, either embedded in the minutes or appended as an attachment.
- The submitter's name.
- Page number and page count on each page of the main body of the minutes. The Recording Secretary or designated recorder for the meeting may include attachments to the minutes that are not included in the page numbering, provided that a list of attachments and number of pages for each attachment is provided in the main body of the minutes.

A recording device may be used to record and transcribe all NER Board and Executive Committee meetings. (5/06)

Recordings shall be kept intact for a minimum of two (2) NER Board meetings before being reused or destroyed. (5/06)

The Minutes notebooks shall be available at all NER Board Meetings and Executive Committee meetings.

A checklist of equipment owned by the Region shall be updated biennially and placed in the Recording Secretary's notebook. (8/98)

*Corresponding Secretary:*

The Corresponding Secretary shall take attendance and introduce guests at the NER Board meetings, update region notebooks as necessary and at the beginning of each term of elected officer, respond to any NER correspondence, take minutes at NER Board and Executive Committee meetings should the Recording Secretary be unavailable, and shall assist with any project when approached by the region director. The Corresponding Secretary shall maintain records of who is keeping the region banner. (5/06)

*Treasurer:*

The Treasurer shall be custodian of the Region's funds, shall receive all monies and pay all bills and shall chair the Finance and Special Events Budgets committees. The Treasurer's accounts shall be kept according to standard accounting practices.

Upon assuming office the Treasurer shall: (1) assure that all bank signature cards and other bank records are updated according to current banking rules, with the aid of the outgoing treasurer. (2) notify all chapter treasurers and membership chairmen of new Treasurer's name, address, email address and telephone; and, (3) send chapter treasurers and membership chairmen revised forms for submitting Region dues. Upon leaving office, the outgoing treasurer shall supply all of the information required for the annual National EGA financial report. (5/06)

The Treasurer shall notify NER Executive Committee of any potential financial problems.

The Treasurer shall follow EGA Financial Guidelines.

*Nominations and Elections:*

The Nominating Committee shall meet to select a chairman. The first named (alphabetical) member shall serve as temporary chairman and as such shall arrange the first meeting. (Robert's Rules of Order, Newly Revised)

Should a member of the Nominating Committee resign, the Region Director shall appoint a replacement with the approval of the NER Board.

All deliberations of the Nominating Committee are independent of the NER Board and are confidential. During deliberations any person already on the committee who is under consideration for nomination shall absent herself/himself from discussion for that particular position, but may participate in discussion of other positions.

No committee member is to discuss the slate outside of the committee until after its announcement to the NER Board.

Official meetings shall be in person or by electronic means, providing each member has received prior notification. (5/06)

The Nominating Committee shall present to the membership at least one candidate for each of the offices to be filled at the annual meeting held during the calendar year prior to the calendar year with a scheduled election. Copies of the slate shall be sent to chapter presidents with the minutes of the meeting at which the slate is announced, and the nominating committee shall submit a report on the slate for inclusion in the first NER newsletter to be published after the meeting in which the slate is announced (5/08)

A majority vote of the committee is necessary to make a decision.

The entire nominating committee must be notified of names of potential candidates and time for discussion allowed prior to approaching a candidate for determination of interest. No prospective candidate shall be approached to accept a nomination until the deliberation by the entire committee for that position is complete. (5/06)

The Nominating Committee Chairman or a member of the committee shall contact prospective candidate with the offer of nomination immediately after the committee has made decisions. (5/06)

The contact shall be followed up immediately with a letter or email of notification including a current job description. Written response shall be requested of the nominee within two (2) weeks of receiving a letter.

A prospective candidate shall be asked to maintain confidentiality regarding the potential nomination until advised otherwise by the Nominating Committee Chairman. The prospective candidate may request permission from the committee to speak with specific select individuals regarding the duties and expectations of the position.

Nominations from the floor shall be accepted only at the NER Meeting in which an election is held. Those nominations shall include the written permission and member profile from the proposed candidate.

If any of the Nominating Committee members feels that there is impropriety in committee actions, she/he shall notify two members of the NER Executive Committee who shall bring the matter to the attention of the NER Board for investigation and possible action.

## **Meetings**

### *General:*

Smoking shall be prohibited at all region events.

No food or beverages shall be allowed on or near tables where there is needlework.

### *NER Board Meetings:*

Any region member may attend NER board meetings.

All chapter Region Representatives and chapter presidents shall receive a copy of all NER board meeting minutes. (8/98)

The Director shall set the dates and places of the meetings in consultation with the NER Board.

A member of the NER Board or any region member wishing to bring a matter before the Board shall contact the Director for inclusion on the agenda 10 days prior to the board meeting. (5/06)

The agenda/call to meeting notice shall be no later than seven (7) days before the meeting date. (5/06)

Attendance shall be taken at NER Board meetings and guests introduced.

Should a quorum not be present at a NER Board meeting, any scheduled business shall be automatically held over to the next meeting.

If it can reasonably be determined that a quorum will not be present at a meeting, the meeting may be cancelled upon approval of the Executive Committee. (8/98)

*Executive Committee Meetings:*

Executive Committee meetings shall be held as necessary.

Any actions taken by the Executive Committee between NER Board meetings shall be reported at the next regular NER Board meeting. (5/06)

Minutes taken at an Executive Committee meeting shall be provided to board members within (30) days of the Executive Committee meeting. (5/06)

*Annual Meeting:*

All officers and committee chairmen shall submit a short written report at the annual meeting. Chapter Region Representatives shall submit their chapter's completed Chapter Annual Report Form. The Secretary shall attach copies of the written reports, Annual Report forms, and the annual budget to the minutes before filing. (5/06)

Minutes of an Annual Meeting shall not be held for action until the next annual meeting. They shall be read and approved at the next regular NER Board meeting.

The Region Director shall compile information from the Annual Report Forms for her/his Notebook and EGA report. (5/06)

The Board of Directors shall consist of the elected officers, chapter representatives, and standing and special committee chairmen.

*Voting Without a Meeting (3/2016)*

*Policy:*

Any action required to be taken by the board/committee in between meetings may be conducted via one of the approved methods of communication.

These methods are:

- in writing via postal mail,
- telephone conference call,
- e-mail,
- or any other appropriate electronic means that has been agreed to by the presiding officer or chair.

All board/committee members must receive notification that there will be an action required prior to voting on the proposed action. The action must be passed by two-thirds of the board/committee members. If passed, the action must be ratified at the next board/committee meeting in order to become an official act of the board/committee.

*Procedure:*

1. The initiating board/committee member will forward the proposed motion to the recording secretary with a copy to the region director. In addition to the proposed motion, the rationale for the motion must be included in the correspondence to the recording secretary and regional director
2. The recording secretary shall facilitate the notification to all board/committee members that a motion requiring a vote prior to the next meeting has been made. The notification shall be via one of the approved methods of communication. The notification must include:
  - the motion
  - the rationale for said motion
  - a request for a second to the motion
  - a statement that a response is requested as soon as possible to establish a quorum so the process can continue.
  - the time requirements for the motion to be seconded and a quorum reached

**Note:** If the recording secretary is unable to facilitate, the region director can designate a board/committee member to act as the facilitator.

**Note:** One method of voting must be chosen with electronic being the preferred method provided it has been established that all members can receive electronic mailings.

3. Upon receipt of the notification, the member must acknowledge receipt of the notification to the recording secretary. If e-mail is utilized for notification, the secretary has the option of putting an automatic receipt acknowledgement on the e-mail correspondence. The secretary shall contact all board/committee members who have not acknowledged receipt and document such. A two-thirds majority of the members must acknowledge receipt of the notification.
4. Upon receipt of a second to the motion and acknowledged receipt of the motion by two-thirds of the board/committee, the recording secretary shall inform all members that a second has been received and that a quorum of board members are present. The motion is now open for discussion. All discussion/comments must be in writing and sent to all members. The recording secretary will advise members of the time limit being allowed for discussion. The time limit will be determined based on the type of correspondence that is being utilized. The recording secretary will call for the vote when the time limit has expired.



5. Amendments to the motion can be made following the same procedure as if it were being done at a board/committee meeting. If an amendment is made, the person who made the original motion must accept or reject the amendment. If the amendment is accepted by that individual, a time limit for voting on the amendment will be determined based on the type of correspondence that is being utilized. The members must vote on the amendment. If the amendment passes then the members can vote on the original motion with the amendment incorporated.
6. The person who made the motion can ask to have it withdrawn at any time as long as the request is communicated to all members.
7. Call for the vote: Once the recording secretary has called for the vote and announced the time for voting to close, each member will vote. The vote should be sent only to the recording secretary with a copy to the region director within the time frame designated.
8. The recording secretary shall tally the votes once the time frame for voting has expired. The recording secretary shall advise all members of the results of the vote by providing the number of voters who supported the motion, the number of voters that did not support the motion, and the number who abstained from voting. The motion must pass by 2/3 of the board/committee members voting.
9. At the next scheduled board/committee meeting, the recording secretary shall include the motion in the meeting minutes. The following information should also be included: list of members responding to the motion/ vote, and the number of votes supporting the motion, the number of votes not support the motion and the number who abstained from voting. The number of members that were not able to be contacted should also be reported.

### **Reports:**

Board members shall prepare written reports prior to each board meeting and distribute copies to the Region Director or her/his designated receiver keeping one for their own NER notebook. (5/06)

Officers and Committee Chairmen shall prepare copies of their annual reports to be distributed to the Region Director, Recording Secretary, and for their own NER notebook. (5/06)

Chapter Representatives shall complete the Annual NER Chapter Report Form. (5/06)

## **Committees:**

### *Executive Committee*

The Executive Committee shall consist of the elected officers.

At the first NER Board meeting of the calendar year following a scheduled election, the Executive Committee shall present the region's goals for discussion and acceptance. (5/08)

*Standing Committees-* A standing committee is one that performs a continuing function.

### *General:*

Special committee chairmen shall be appointed by the Region Director and approved by the NER Board.

Each committee chairman shall select members who shall serve on the committee and the chairman shall inform the board as changes occur.

### *Bylaws Committee:*

The Bylaws Committee shall review, propose and prepare any amendments to the region bylaws, maintain the Policies and Procedures document including job descriptions, and write policy as directed by the NER Board. The bylaws chairman shall update the policies and procedures document before the end of each term of office.

To avoid conflict with EGA Bylaws, the Bylaws Committee shall review any proposed amendments to the region bylaws before they are brought to the NER Board.

Region bylaws shall be reviewed and revised every ten (10) years as required by EGA. (5/08)

Chapter Presidents shall receive a copy of the NER bylaws after every revision.

### *Community Outreach Committee:*

Region: The Community Outreach Committee shall compile the information received from the NER chapters outreach chairmen; share the suggestions with other chapters; and forward a summary, as required by EGA, to the EGA Outreach Chairman. (5/06)

Chapters: The chapter shall provide a report for each community outreach project, and forward it to the Region Community Outreach Chairman. It is also recommended that the chapter forward the report to the National Outreach Chairman. (5/06)

*Education Committee:*

The Education Committee chaired by the Education Committee chairman, shall arrange Group Correspondence Courses, Region Days, and other activities as directed by the NER board. (5/06)

The Education Committee shall select, advertise and coordinate group correspondence courses according to EGA's published procedures. (8/06)

The registration fee for a Group Correspondence Course shall be given by the Region to a new chapter providing that the offer is accepted within one year of the chapter's being chartered. The chapter shall first pay the registration fee and apply to the Region Treasurer for reimbursement. (1/9/89)

*Finance Committee:*

The Finance Committee shall be the Treasurer, Assistant Region Director and the Fundraising Committee Chairman. The Treasurer shall chair the committee and have supervision of financial planning, and prepare the annual Budget for Board approval at the Annual Meeting.

No member of the Audit Committee may serve on this committee.

The committee shall make recommendations for prudent investment of the Region's monies.

*Fundraising:*

The Fundraising Committee Chairman shall serve on the NER Board and the Finance Committee. The committee shall research fundraising opportunities to be implemented as needed or desired by the NER Board.

The Fundraising Committee will record items purchased and sold. These shall be reported annually at the end of the fiscal year to the Treasurer. (5/06)

If monies are available, the region board shall discuss contributing to the Market Place fundraiser at National Seminars.

*Historian:*

The Historian shall be the keeper of chapter histories and materials relating to region activities; Compile, organize and preserve materials; and when requested research and write articles for the NER Newsletter and other sources.

*Membership Coordinator:*

The Membership Coordinator shall, after receiving the name(s) of a referral, contact the individual in writing with the name and address of the nearest chapter; contact the chapter membership chairman requesting that membership information, and shall

keep contact with the membership chairman to make sure that the information has been sent and to learn of subsequent membership. (5/06)

*Newsletter Editor:*

A newsletter shall be prepared, printed and distributed by first class mail or electronically at least three (3) times per year. The publication schedule shall yield a newsletter within thirty (30) days after each scheduled NER Board meeting. Additional issues may be published at the discretion of the Region Director and newsletter editor (to create a total of four). The Director shall approve the newsletter before it is published. (5/08)

Deadline for the newsletter shall be the day of the NER Board meeting or as otherwise determined by the Newsletter Editor. All newsletter deadlines shall be announced with at least thirty (30) days notice. All news items shall be submitted to the editor on or before the deadline. (5/08)

The Newsletter Editor shall reserve the right to edit items or postpone publication depending of space availability and priority of the item in each newsletter.

The Newsletter Editor shall follow EGA Guidelines for Newsletter Editors.

Newsletters shall be sent to the NER Board, chapter presidents, chapter newsletter editors, EGA Board of Directors, EGA headquarters, immediate past Region Director and subscribers.

Subscriptions for printed versions of the newsletter shall be \$7.00 per year. (5/08)

Chapters may reprint any original part of the NER newsletter other than copyrighted material.

Paid advertising will not be accepted for the NER newsletter. Notices of events or activities of interest to embroiderers will be included at the discretion of the newsletter editor. (11/21/97)

Each newsletter shall include an updated (region and chapter) calendar of events, and a new/renewal coupon for subscribers. A synopsis of the NER Board's minutes shall be included if there is space available. (5/06)

*Hospitality:*

The Committee shall be responsible for organizing beverages and refreshments at NER events. (5/06)

**Special Committees** - *A special committee is one that is formed to carry out a specific task.*

*Audit Committee:*

The Region financial records shall be audited before February 15 of each year either professionally or by an audit committee appointed by the Region Director. No member of the Finance Committee or a signatory on the bankcard shall serve on the Audit Committee.

The Treasurer may be consulted as needed.

The audit shall include the annual financial report prepared by the Treasurer. (EGA policy)

The Audit Committee shall be provided with a copy of the Audit Guidelines. (EGA Chapter/Region Financial Guidelines)

*Nominee to the EGA Nominating Committee:*

The NER Board shall nominate a candidate for the National Nominating Committee during the calendar year of a scheduled National Election and no less than sixty (60) days prior to the EGA Annual Meeting in which the election is to be held. (5/08)

*Coordinator for National EGA Special Projects*

The Coordinator shall be the liaison between the NE Region and the National Chairman for nationwide special projects coordinated through EGA. (5/06)

The coordinator shall discuss with the board any action to be taken before embarking on any phase of this project.

When necessary the coordinator shall contact suitable volunteers and oversee the project to completion.

**Fiscal Policies**

The Region shall exercise financial responsibility. Operating expenses of each Region shall be met by its members' dues and fundraising by a method of its own determination. (EGA 9/80)

Fiscal policies shall be reviewed annually by the NER Board at the first meeting of the calendar year.

If computer records are kept, a current hardcopy shall be available.

Current financial statements shall be made available at board meetings or as directed by the Board or the Executive Committee. (8/98)

*Region Dues:*

Region dues shall be \$3.00 per member. Members within the region shall pay region dues only through the primary chapter. A plural member whose primary chapter is located in another region shall pay NER dues. (11/95)

*Receipts and Disbursements:*

All monies received shall be deposited within 30 days.

An invoice shall be paid within fourteen (14) days of receiving it, or as previously arranged.

*Reimbursements:*

Vouchers with appropriate bills and/or receipts attached must be presented within three (3) months after the expense is incurred and no less than (30) thirty days before the end of the budget year.

No expenses shall be paid unless receipts are attached to an expense voucher.

Reimbursement checks shall be mailed within fourteen (14) days of receipt of expense vouchers.

*Annual Financial Report:*

A copy of a chapter's Annual Financial Report to EGA Headquarters shall be sent to the Region Director.

**Chapter Region Representative:**

Shall be elected or appointed by the chapter; serve on the chapter and Region Board as her/his Region's Representative; cast the chapter's vote and voice its opinions and concerns. (5/06)

A chapter's Region Representative or president shall be responsible for reporting chapter activities and problems to the Region Director on a regular basis. (EGA 1/87) Should a chapter representative be unable to attend a meeting of the NER Board, or should a chapter be without a Chapter Representative (e.g., due to resignation of a chapter's representative) during a period of time when the NER Board expects to hold a meeting or a vote, the chapter may send an alternate. The Chapter President or Chapter Representative must identify the acting representative to the meeting director prior to the meeting.

Time shall be allotted at chapter board and general chapter business meetings for the chapter's region representative to report region news.

## **Notebooks and Files**

Each officer, Chapter Representative, standing and special committee chairman shall keep the information in the Region Notebook current.

Officers, Chapter Representative, and Committee Chairman shall pass on to their successor, the Region Notebook and any EGA or NER official publication/property owned by the region.

## **Region Banner**

The Region Director shall ask for a volunteer from among members of the NER Board to be the caretaker of the banner, insuring that it is kept in a safe place and bringing it to NER Board meetings and NER events. The Corresponding Secretary shall be responsible for maintaining records of the identity of the current caretaker.

## **Seminars/Special Events/Exhibits**

NER members shall be given priority for all NER sponsored events.

EGA members from other regions and Members-at-Large shall be allowed to register for events at a time to be determined by the committee in charge of the event. That same committee shall determine any additional fees to be charged to these participants. The NER Board may also chose to allow embroiderers who are not members of EGA to participate. (11/23/96)

Notices of all region events shall be distributed as approved by the NER Board.

For any NER event, the Budget Committee shall include the Chairman and Registrar of the event, Region Treasurer, Region Director (ex-officio), and the NER Education Chairman. (5/06)

There shall be only one treasurer. All monies shall be run through the Region accounting books.

A chapter who agrees to host a region event such as a seminar or Region Day shall receive 50% of the excess revenues. (2/21/97)

### *Funding for Special Events/Projects:*

Non-budgeted funds may be loaned by the NER Board for a particular function and shall be returned to the region treasury from the receipts of that function. The Special Events Committee Chairman shall present a plan to the Board for approval before such funds are advanced. This plan must include cost estimates and provide for contingencies.

*Contracts:*

Teachers' and professionals' contracts shall include provisions for extreme weather when necessary.

EGA's contract, not the professional's contract, shall be used. These contracts, if amended, shall be initialed by the Region Director.

The professional shall confirm that their social security number or employee identification number is on file at EGA headquarters. If it is not, the professional shall complete a Form W- 9 (available on the EGA website under forms at [www.egausa.org](http://www.egausa.org)) and mail it to EGA Headquarters (EGA Financial Guidelines, 6/2007). (5/08)

*Sites:*

When requested by the site, the Region Director or chairman of an event shall obtain a certificate of insurance as in Section 1X-G-5 of the EGA Officer's Notebook.

A site contract shall be obtained and include the: date, facility, including rooms and cost. (5/06)

*Registration Forms:*

The registration fee must accompany the registration form, if required. (5/06)

A refund, less a processing fee, shall be given to a seminar/workshop registrant who cancels prior to the stated cancellation date.

A refund, less a processing fee, shall be given to a seminar/workshop registrant who cancels after the stated cancellation date only if the place can be filled. If the place cannot be filled, no class registration fee shall be refunded.

The processing fee shall be determined by the event budget committee. (5/06)

A refund in full shall be made if the region cancels the seminar/workshop. (5/06)

*Costing:*

Costing of an event shall include; rental of teaching room or facility, professional's fee, travel and transportation, housing, meals, and administrative costs. Kit costs shall be a separate item.

*Teachers:*

A teacher shall not accept any teaching or lecture obligations for groups within the six-state New England region for one (1) month prior and one (1) after a contracted NER event without the express written consent of the Region Board, and a clause to this effect will be included in the contract. (2/03)



*Travel:*

Travel by air for the professional shall be costed at the lowest round trip rate available. Ground transportation from home to airport/or parking fees; host airport to site and return shall be added.

Round trip travel by car for the professional shall be reimbursed at the current IRS business mileage rate, not to exceed the lowest round trip air rate and return and shall include tolls. (5/06)

Chairman/hostess shall be reimbursed for round trip travel at the current IRS charitable activity mileage rate a mile to meet teacher at a specific pick-up point.

*Housing:*

If the professional is housed in a private home, the hostess shall not pay the registration fee for the class/workshop. The hostess will pay the kit fee. (5/06)

*Reimbursement Form:*

The professional shall be furnished with a reimbursement form. To receive reimbursement, receipts for travel, kits, and incidentals must be attached.

*Payment of Fees:*

The Education Committee shall confirm that any professional hired by the region has his/her social security number or employee identification number on file at EGA headquarters.

The Treasurer shall report all fees paid for professionals hired by the region (National Fiscal Policy)

Immediately after an event, the Treasurer shall fill out a Payment Reporting Form (1099-MISC) and send it to National Headquarter. One copy shall be forwarded to the payee, and another placed in the Treasurer's files. (EGA Financial Guidelines)

If the contract is with a business, the business's tax (EIN) identification number should be recorded on the contract and the check made payable to the business. If an EIN is not provided and the contract is with an individual who is the proprietor of a business, then the check shall be made payable to the individual. (EGA edict) The professional shall confirm that their social security number or employee identification number is on file at EGA headquarters. If it is not, the professional shall complete a Form W- 9 (available on the EGA website under forms at [www.egausa.org](http://www.egausa.org)) and mail it to EGA Headquarters (EGA Financial Guidelines, 6/2007). (5/08)

All payments shall be made directly to the professional with whom the contract is signed, not to another person, another business, or another organization. (It is the chapter's and EGA's responsibility to report fees paid; it is the professional's responsibility to claim it as income.) (EGA Edict)

*Foreign Teachers*

A signed contract with a foreign professional shall follow current EGA policies and practices regarding foreign teachers. Any cost to obtain proper papers from the U.S. Immigration and Naturalization Service shall be added to the costing of the seminar/workshop. (5/08)

*Kits:*

The cost of kits shall include pre-shipping costs when necessary.

All kits shall be paid for in advance. However, if the student is unable to attend the class, and the teacher agrees, the kit may be given to the student.

If the sale of kits is managed by the Region, the sales shall be reported on the Payment Reporting Form (1099-MISC) for inclusion on the teacher's 1099. If the sales of additional kits are paid directly to the teacher, reporting of the income is strictly the teacher's responsibility. (EGA Edict, VP Communication 8/93)

*Sales:*

There shall be no promotion or solicitation for materials or services at any NER function with the exception of planned and specified fundraising activities organized by the region.

The selling of hard-to-find supplies to region members outside of class hours is not prohibited. However, the teacher/lecturer must have written arrangements with the chairman of the event committee prior to the workshop. (EGA Presidential Communication 5/94)

*Teacher Evaluation Forms:*

A teacher evaluation form may be used at seminars and workshops. It may be distributed and collected at the end of every class.

The chairman of the event shall be responsible for photocopying the completed evaluation forms for the teacher.

*National President:*

The current National President shall receive a courtesy invitation to attend a two (2) day seminar and shall be sent a seminar brochure. The seminar shall be responsible for the registration fee, which shall be factored in the seminar budget. The president, if desired, may register for a class and pay the kit fee.

*Special Events Chairman:*

A Special Events chairman shall be appointed by the director and approved by the NER Board.

*Exhibits:*

The date, place and the specifics of any exhibit shall have the approval of the NER Board. (5/06)

The classifications, categories, criteria, and the entry fees for the exhibits shall have the approval of the NER Board.

A list of the appraised insurance value of the entry pieces shall be listed on form Section 1X-G3 President's Notebook and forwarded to National Headquarters.

*Final Reports:*

The final report of any event shall be due thirty (30) days after the close of the event.

*Region Day:*

Region Day shall be held in the fall or on a date approved by the NER Board (5/06)

A member of the Education Committee shall be the chairman of Region Day. (5/06)

The NER Board will determine whether embroiderers who are not members of NER may participate in Region Day, as well as registration deadlines and any additional fees for these participants, based on the recommendations of the Region Day Chairman”

*Seminars and Stitch-ins:*

Additional events may be held at the discretion of the Region Board.

When a chapter sponsors a NER seminar, the Region Director shall be an ex-officio member of the Seminar Committee.

The Seminar/Stitch-In Committee shall follow the National Region Seminar Guidelines.

*Region Notebook:*

The Region Notebook shall include such information as:

Region Director's Introduction.

Miscellaneous Information : Directions to Plymouth Church; How to make a Motion; What to Keep and What to Pass on to Your Successor; NER Education Library Listing.

Roster: Executive Committee and key EGA personnel; chapter region representatives; standing and special committee chairmen; chapter presidents; chapter newsletter editors and chapter newsletter information; chapter meeting information; and chapter rosters.

Job Description: (individual job descriptions)

Bylaws, Policies and Procedures (NER Bylaws, NER Policies and Procedures and EGA Bylaws.)

Forms: (who, what, where, when and why; appropriate to the position.)

Region History; (synopsis, charted NER logo)

NER Board Minutes and Treasurer's Reports (including NER budget).

Individual NER Board Reports

## **Miscellaneous**

### *Logos:*

Any changes made to the region logo shall be sent to the EGA Products and Design Committee for approval.

Items, except for stationary, intended to be used with the logo shall be sent to the EGA Products and Design Committee for approval. (Except stationery.)

### *Outgoing National President:*

In the year of the election of national officers, if monies are available, the region board shall discuss making a donation to the outgoing National President's Farewell Event at the National Seminar. (5/08)

### *Website:*

The NER website shall follow EGA National guidelines as specified in "Website Review Guidelines" and any other policy from EGA.