

HANGING BY A THREAD CHAPTER STANDING RULES

ADVERTISING. Advertising space is available in the newsletter. Stitching related items for sale, classes, shops, etc. may be advertised at the rates set by the Board. Payment by the advertiser must be made when placing the ad.

CHILDREN. No infant or children under 12 years of age are permitted at meetings or workshops, unless special permission of the Board is obtained.

COPYING DESIGNS. Program or workshop designs or written instructions are not to be copied, photographed, or taught unless the teacher or lecturer grants written permission.

DUES. Annual dues to the organization are \$40.00; \$29.00 is sent to National EGA, \$5.00 is sent to Greater Pacific Region, and \$6.00 is retained by the Chapter. Annual dues are renewed during the calendar quarter in which membership began. Members of EGA belonging to other chapters within GPR may become plural members of this Chapter with full rights and privileges by paying \$16.00. Members of EGA belonging to chapters outside the Region may become plural members of the chapter with full rights and privileges by paying \$21.00; nothing is sent to National EGA and \$5.00 is sent to GPR. The dues for anyone transferring their membership to our Chapter will be prorated as determined by the Board.

ELECTIONS. Written acceptance of candidacy must be given to the secretary prior to a floor nomination. If there is only one nominee for each office, a vote by acclamation may be taken. All written ballots shall be supervised and counted by persons designated by the President. No person who is a nominee for any office on the ballot shall serve in such a capacity. A majority of votes cast shall make the election final. The result of the election shall be reported immediately to the President, who announces the newly elected officers to the membership.

EXPENDITURES. Executive Board members may spend up to \$25.00 of Chapter funds annually without prior Board approval. All other members must obtain prior authorization for any expenditure of Chapter funds. In all cases, a voucher must be submitted to the Treasurer for reimbursement.

GUESTS. Visitors may attend up to two (2) meetings annually as a guest before being expected to become a primary or plural member of the Chapter.

LIBRARY. Library materials may be checked out for two months, meeting to meeting. The limit is three items total check out at a time, unless special permission is granted by the Board. If library materials are not returned in a timely manner, the Librarian shall take the matter to the Board for action. The member not returning the library materials shall be assessed the value of the lost items.

MEETINGS. The Board shall schedule the monthly Board and General meetings and publish the times and places in the newsletter.

NAME TAGS. Stitched name tags shall be worn by all Chapter members at all Chapter meetings. Tags may be of any size and needlework technique. New members shall be given two months after joining to complete their tags. Members not wearing their stitched name tags at meetings shall donate 25 cents.

ORDER OF PRESIDING. In the absence of both the President and the Vice President, the meetings shall be conducted by the Secretary, Treasurer, Membership Chair, Program/Education Chair, Workshop Chair, Region Representative, and Directors at Large, in that order.

RETURNED CHECKS. Any additional charges incurred by the Chapter will be added to the original amount of the check.

ROSTER. An updated Roster shall be published at the end of each quarter when significant changes have occurred. Rosters are provided for the members' personal use only and shall not be released for business use or to any other organization. Additions and corrections shall be published in the chapter's newsletter throughout the year.

SALES. Items may not be sold at meetings or workshops by any individual unless authorized by the Board. Members or guests participating in white elephant or boutique sales must contribute 10% of gross sales to the Chapter. Any speaker or workshop teacher who sells items that are not required for the lecture or workshop must donate 10% of the gross sales to the Chapter. This percentage may be adjusted by the Board if special circumstances exist.

SCENTS. As a courtesy to other members, the wearing of perfume and other scented items is strongly discouraged.

SMOKING. There shall be no smoking at any Chapter function.

TEACHERS' MEALS. When a teacher is our guest at a restaurant, the cost of her/his meal shall be divided by those attending the meal.

WORKSHOPS. Workshops which are not scheduled as part of a General meeting, shall be self-supporting and paid for by the attendees. The estimated fee shall be based on the total expected costs divided by 15. The Workshop Chair and the hostess housing the teacher shall not pay the Workshop fee, but shall pay the kit fee. Workshops shall be cancelled if there are not enough participants to cover the costs, unless those participants agree to the added costs. If excess funds are collected beyond the cost of the Workshop, refunds shall be made to Workshop participants providing the amount for each participant is more than \$2.00. A member must give at least a 30 day cancellation notice in order to obtain a refund. A waiting list may be established in order to fill any vacancies. Chapter members shall be given preference to sign up for a Workshop. Members of other EGA chapters shall pay the same fee as our Chapter members. After a specified date, guests may participate. Members ordering kits for a Workshop must pay for the kits unless the teacher or Program/Education Chair is given 30 days notice prior to the event. If a member has paid for a kit and cannot attend, it is the member's responsibility to make arrangements with the teacher, the Workshop or the Program/Education Chair to obtain the kit.

DUTIES OF ELECTED OFFICERS

The officers shall perform the duties prescribed herein and as stated in the duty statements for each office. Other duties may be assigned and modified by the President, with the approval of the Executive Board, as situations warrant.

PRESIDENT. Shall preside at all meetings of the Chapter and the Executive Board, be an ex-officio member of all committees except the nominating committee, attend the Greater Pacific Region meetings, and complete and forward reports to the Region and National EGA as required.

VICE PRESIDENT. Shall preside at meetings in the absence of the President, coordinate the opportunity drawing at General meetings, oversee the renewal of newsletter advertisers and generate new advertisers. Shall perform such duties as requested by the President.

SECRETARY. Shall keep records of all motions made and carried at all meetings of the Chapter and Executive Board and shall be responsible for all correspondence of the Chapter. The Secretary shall forward copies of all Minutes of these meetings to the Greater Pacific Region Director and shall keep and maintain copies of all Minutes for the Chapter.

TREASURER. Shall keep the books and accounts of the Chapter in accordance with sound accounting practices, pay all bills and sign all checks together with the President or the Secretary as co-signers. Shall prepare the proposed budget for the following year and present it to the Executive Board for adoption at the first meeting of the new fiscal year. The Treasurer shall serve as the chair of the budget committee.

MEMBERSHIP. Shall keep a constant and accurate record of all Chapter members and send information as required to the Region and National EGA. Quarterly rosters when significant changes have occurred shall be made available to Chapter members. A monthly list of changes in membership shall be forwarded to the newsletter editor as well as notices of members who currently owe dues.

PROGRAM/EDUCATION. Shall be responsible for the program portion of all General meetings, and for making arrangements for meeting sites.

WORKSHOP CHAIR. Shall be responsible for arranging Workshops throughout the year, and reserving locations for these Workshops.

DIRECTORS AT LARGE (2). Shall serve as liaison between the general membership and the Executive Board, shall greet and orient new members, make new member kits available, send appropriate remembrances on behalf of the Chapter as situations warrant, monitor the Sharing Table at General meetings, and perform other duties as requested by the President.

REGION REPRESENTATIVE. Shall represent the Chapter at all Region meetings, reporting activities to the Executive Board and General membership.

PARLIAMENTARIAN. Shall serve as advisor on parliamentary law to the President and other members as requested.

DUTIES OF COMMITTEE CHAIRS

The committee chairs shall perform the duties prescribed herein and as stated in the duty statements for each committee. Other duties may be assigned and/or modified by the President, with executive board approval, as situations warrant.

AUDIT. Two members shall be appointed by the President to audit the Chapter books at the end of the fiscal year. The outgoing Treasurer may NOT serve on this committee. The audit report shall be presented at the first Executive Board meeting of the new term.

CORRESPONDENCE COURSES. Shall keep the sign-up book of Group Correspondence Courses up to date for the Chapter, bringing the book to the General meetings.

HISTORIAN. Shall maintain records of Chapter events and publications in the history books, and shall take photographs of Chapter activities as appropriate.

HOSPITALITY. Shall have custody of the hospitality supplies and make them available at Chapter events as requested by the President.

LIBRARIAN. Shall maintain a current inventory of library materials and make them available to the membership.

NEWSLETTER. Shall compile articles and information to create the Chapter newsletter and make arrangement for its publishing, and shall deliver Chapter newsletters to the Post Office.

OUTREACH. Shall promote community awareness of the Chapter and embroidery through the Chapter's outreach programs.

PUBLICITY. Shall contact media and community sources regarding Chapter events, and shall distribute Chapter literature as appropriate. Shall have custody of the Chapter Banner and make it available at Chapter events as requested by the President.

SEMINAR REPRESENTATIVES (2). Shall represent the Chapter at GPR Seminar meetings, reporting activities to the Executive Board and General membership.

SPECIAL EVENTS. Shall coordinate activities such as fairs, festivals, and other events as requested by the President.

WEBSITE. Shall maintain the Chapter's website on the internet, by posting monthly newsletters and meeting minutes on a timely basis.