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This Procedure Manual is for the use of the officers and committee chairpersons and chapter members of the Mid-Eastern Region of The Embroiderers' Guild of America, Inc. **It is the property of the Mid-Eastern Region and is to be passed to the person who succeeds you. If any manual is lost or misplaced, the P&P Chair can replace the manual for the cost of copying the contents. The Board Member responsible for the missing manual shall pay the replacement cost.**

From time to time updates will be presented to the membership and incorporated in the Policies and Procedures upon approval of the membership. The old information is to be removed and the new information is to be inserted in its place.

Many forms are now on the EGA website: [www.egausa.org](http://www.egausa.org). Click on Members Log-in link in the upper right corner.

**When you need to use a form from the manual, make a copy and use the copy so that the original always remains in the manual for future use.**

**POLICIES AND PROCEDURES MANUAL  
MID-EASTERN REGION, EGA**

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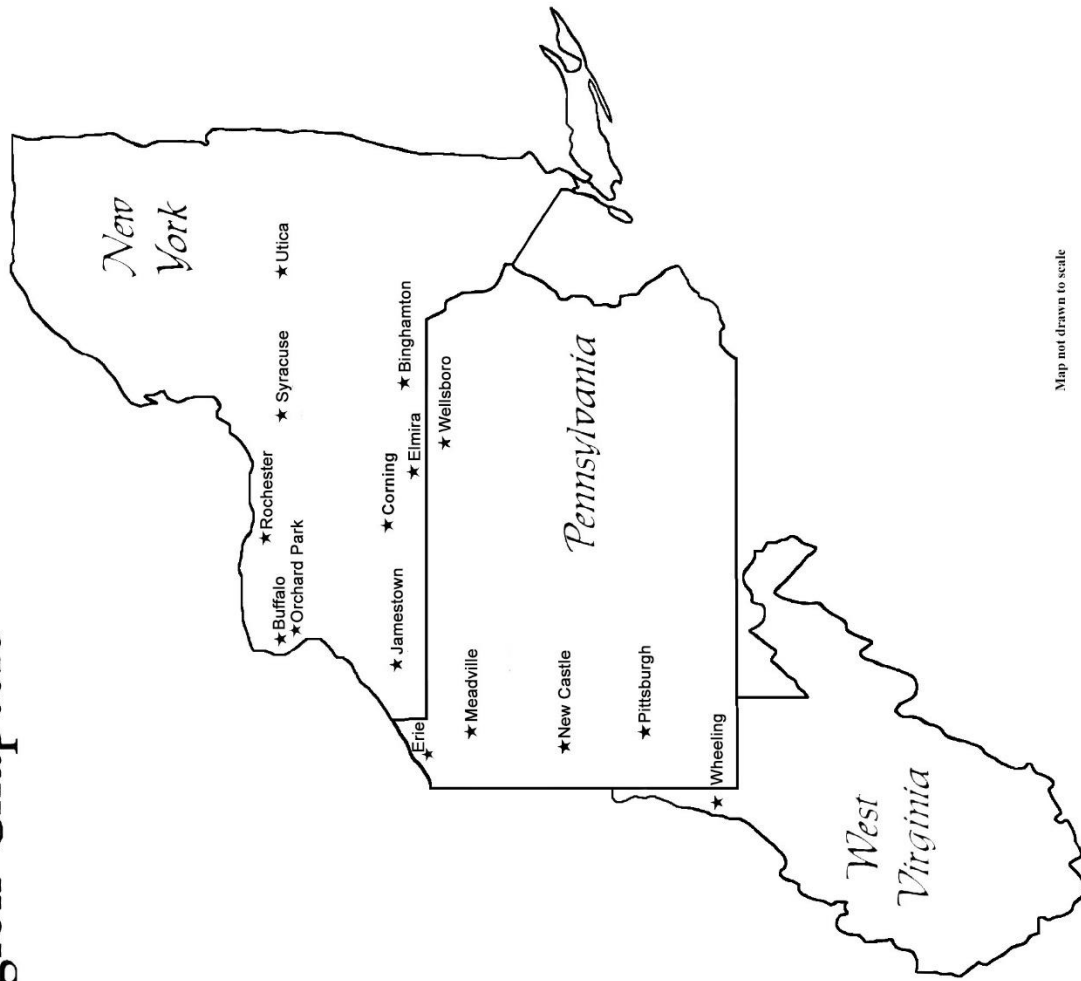
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# Mid-Eastern Region Chapters

as of May 2018

Chapter	City
1. BC Stitchers	Binghamton, NY
2. Buffalo	Buffalo, NY
3. Central NY	Syracuse, NY
4. Chautauqua Region	Jamestown, NY
5. Chemung Valley	Elmira, NY
6. Corning	Corning, NY
7. Crawford County	Meadville, PA
8. Genesee Valley	Rochester, NY
9. Keystone	New Castle, PA
10. Mohawk Valley	Utica, NY
11. National Trail Stitchers	Wheeling, WV
12. Presque Isle	Erie, PA
13. Southtowns Needle Nuts	Orchard Park, NY
14. Three Rivers	Pittsburgh, PA
15. Treasured Stitchery	Wellsboro, PA



Map not drawn to scale

**The Embroiderers' Guild of America, Inc.  
Mid-Eastern Region**

**Region Bylaws: 2013**

**ARTICLE I NAME; USE OF EGA'S TRADEMARKS**

The name of this organization shall be (the) Mid-Eastern Region of The Embroiderers' Guild of America, Inc. (EGA). While this region is recognized as a region of EGA, the region and its member chapters may use EGA's registered trademarks: the name "The Embroiderers' Guild of America, Inc.," the stylized needle and thimble logo and design, and the letters "EGA," under standards approved by EGA. All use of such registered trademarks shall be discontinued upon the suspension, withdrawal of recognition, resignation, or dissolution of this region.

**ARTICLE II OBJECT**

The purpose of this region shall be to foster the highest standards of excellence in the practice of the art of embroidery through an active program of education and study, and to preserve the heritage of the art of embroidery, to serve as a link between chapters and the national organization, and to aid in effective cooperation and communication among its member chapters.

**ARTICLE III MEMBERSHIP**

Section 1. The Mid-Eastern Region shall be composed of chapters within the geographic boundaries as defined by EGA board of directors. Membership in a chapter confers membership in its respective region. Any person, regardless of race, gender, religion, national or ethnic origin may become a member of the individual chapters upon application and payment of dues.

Section 2. Annual region dues shall be payable to the region treasurer by the chapter treasurers. Region dues are to be concurrent with the members' national and chapter dues.

Section 3. Those chapters whose dues are not paid by the date specified by the EGA Board of Directors may, at the discretion of the executive committee, have voting or other privileges suspended until all dues are paid.

Section 4. Region dues for transfer and plural members shall be paid by the chapter to the region treasurer, provided the member's national dues are current. Plural members of the region whose primary dues are collected outside the region shall pay region dues to the member chapter with which they are plural. A plural member pays region dues only once annually to each region in which the member holds a plural membership.

**ARTICLE IV OFFICERS**

Section 1. The officers of this region shall be a region director, an assistant region director, a secretary, and a treasurer. Officers shall be members of a chapter within the region.

Section 2. Officers shall serve for a term of three years or until their successors are elected, and the term of office shall begin at the conclusion of the annual meeting at which the election is held.

Section 3. No member shall be eligible to serve more than one term consecutively in the same office, and no member shall hold more than one elected region office at a time or concurrently serve in an elected office in a chapter or national.

Section 4. If a vacancy occurs in the office of region director, the assistant region director shall automatically become region director; all other vacancies in office shall be filled by election by the board of directors from a slate submitted by the nominating committee.

Section 5. Nominations and Elections:

- a. A nominating committee of three members shall be elected at the annual meeting in which a new Director and Assistant Director take office and shall serve for a three-year nonconsecutive term. Members of this committee shall be from different chapters and shall elect their own chair.
- b. It shall be the duty of the nominating committee to nominate at least one candidate for each of the offices to be filled and submit the slate to be included as part of the call to the annual meeting, having obtained consent for nomination from each.
- c. The elections of officers shall be at the annual meeting. Additional nominations from the floor may be made providing consent to serve has been obtained from the nominees prior to the meeting. If there is more than one candidate for an office, the vote shall be taken by ballot.
- d. The Director and Assistant Director shall be elected in 2011; the Secretary and Treasurer shall be elected in 2012; succeeding elections for these office shall occur three years from the previous election for each.

## **ARTICLE V MEETINGS AND NOTICE**

Section 1. The region shall hold two meetings per year unless otherwise ordered by the board of directors.

Section 2. The annual meeting shall be held the first meeting of the year for the purpose of electing officers, receiving annual reports from the officers and standing committees, adopting a budget and transacting any other business that may arise. Written notice of regular and annual meetings shall be given to the board at least thirty days prior to the meeting.

Section 3. Special meetings may be called by the region director; by two region officers; or by three members of the board of directors. A fourteen-day notice stating the business of the special meeting is required, and no business other than that stated in the notice may be transacted.

Section 4. The quorum for all region meetings shall be a majority of all voting members of the board.

Section 5. Non-synchronistic electronic meetings may be held between the two scheduled region meetings at the discretion of the Region Director, or upon request of two region officers or of three members of the board of directors.



- a. A quorum shall be the majority of all voting members of the board.
- b. An affirmative vote of the majority of the quorum shall be required for the adoption of any motion.
- c. Procedural rules shall be established and presented by the board of directors.

## **ARTICLE VI BOARD OF DIRECTORS**

- Section 1. The board of directors shall be composed of the elected officers (executive committee), the member chapter region representatives (each chapter having one), standing committee chairmen, and region sponsored EGA national special events chairman (men).
- Section 2. The region director shall appoint a parliamentarian, with the approval of the executive committee. The appointment shall be announced at the first region meeting after the election or as appropriate. The parliamentarian shall serve without a vote.
- Section 3. Unless otherwise stated, the term for the appointed members of the board of directors shall be concurrent with the term of the region director who appointed them. The exception is the region's special events chairman.

## **ARTICLE VII EXECUTIVE COMMITTEE**

- Section 1. The executive committee shall be composed of the elected officers of the region.
- Section 2. The executive committee shall have general authority over the affairs of the region between meetings of the board of directors: fix the day, hour and place of meetings; make other recommendations to the region members; and perform other duties specified in these bylaws. Any action taken by the committee shall be reported at the next board meeting.
- Section 3. Meetings of the executive committee shall be held between meetings of the board of directors, if necessary.
- Section 4. The quorum for the executive committee shall be a majority of its members.
- Section 5. Non-synchronous electronic meetings may be held at the discretion of the Region Director, or upon request of two of its members.
- a. A quorum shall be the majority of all voting members of the board.
  - b. An affirmative vote of a majority of the quorum shall be required for the adoption of any motion.
  - c. Procedural rules shall be established and presented by the board of directors.

## ARTICLE VIII COMMITTEES

- Section 1 The standing committees of this region shall be: bylaws, community outreach, education-program, historian, newsletter, policies and procedures, seminar and ways and means.
- Section 2. The region director shall appoint all standing committee chairmen. Committee appointments shall be approved by the executive committee. The region director shall announce said appointments at the first region meeting following the election or as appropriate.
- Section 3. Special committees or additional standing committees shall be appointed by the region director as the region or the board of directors deems necessary.
- Section 4. The region director shall be an ex officio member of all committees except the nominating committee.

## ARTICLE IX FISCAL POLICIES

- Section I. The fiscal year shall be from January 1 through December 31
- Section 2. The books and accounts of the region shall be kept in accordance with sound accounting practices. Region financial records shall be audited each year, either professionally or by an audit committee appointed by the region director. The treasurer shall furnish EGA with a report of the finances of the region by February 15 of each year.
- Section 3. No one may profit from membership in an EGA region, however an EGA region may contract with individual members in their professional capacities. EGA prohibits the use of membership lists other than for EGA purposes.
- Section 4. Annual Budget
- a. The region shall prepare and present a budget to the membership for approval no later than the meeting prior to the effective date of the budget.
  - b. The board of directors and/or the executive committee shall not spend any nonbudgeted funds in excess of \$1,000 during the fiscal year. The region may approve an expenditure in excess of this amount provided:
    - 1) the membership is notified in writing at least thirty days prior to the meeting at which the vote is taken,
    - 2) the written notice shall include the amount and purpose of the expenditure, and
    - 3) the approval is by a two-thirds vote.
- Section 5. Donations: Donations of monies by the region may be made to any organization which is in compliance with Section 501 (c) (3) of the United States Internal Revenue Code, and which the region has designated as the recipient by a two-thirds vote. Notification to the membership shall be provided in writing at least thirty days prior to the meeting at which such a vote is to be taken.
- Section 6. Dissolution: in the event of dissolution of the region, all its assets and funds remaining after payment or provision for payment of all debts and liabilities of the region shall be distributed to one or more organizations which have been in existence for a period of two years, which are in compliance with Section 501 (c) (3) of the United States Internal

Revenue Code, and which the region has designated as a recipient by a two-thirds vote. Notification to the membership shall be provided in writing at least thirty days prior to the meeting at which such a vote is to be taken.

Section 7. Indemnification of Directors or Officers: The indemnification of Directors and officers in Article X, EGA National Bylaws, specifies that EGA may indemnify the region director, director-elect, assistant director, secretary, treasurer, and any other elected officers of this region as described in Article IV, Section 2 D of the EGA National Bylaws.

### ARTICLE X PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the region in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of The Embroiderers' Guild of America, Inc., any special rules of order the region may adopt, or any statutes applicable to this organization.

### ARTICLE XI AMENDMENT TO BYLAWS

Section 1. Any bylaw amendment(s) effected by EGA that necessitates amendment(s) to the region bylaws shall be incorporated automatically in the region bylaws and that the membership shall be informed of such changes at the next regular meeting; and

Section 2. These bylaws may also be amended by a majority vote at any regular meeting of the region provided the proposed amendment has been submitted in writing to the membership at least thirty days before the meeting and that the proposed amendment has received the approval of The Embroiderers' Guild of America, Inc. prior to the meeting.

Region Bylaws Chairman 4/9/2013 Virginia M Erickson  
Date Signature

Membership Approval 5/15/13 Retty B. Baskerville  
Date Region Director (Signature)

EGA Approval: 9-1-13 Jan Nindle  
Date Chairman, Chapter/l Region Bylaws Review Committee

9/24/13 Sam Nian  
Date Director of Bylaws (Signature)

## Section II, #3

# Region Officers

This page is a placeholder for the list of MER Officers

This MER Officers list is in your packet at every region meeting

Please remove from the packet and insert here.

## Section II, #4

# Chapter Representatives

This page is a placeholder for the list of MER Chapter Representatives

These listings are in the packet at every region meeting

Please remove from the packet and insert here.

## Section II, #4

# Chapter Presidents

This page is a placeholder for the list of MER Chapter Presidents

These listings are in your packet at every region meeting

Please remove from the packet and insert here

## Chapter-- WHAT TO SEND - WHO - WHERE

What to Send	Chapter Officer responsible to send	Where to Send											
		1	2	3	4	5	6	7	8	9	10	11	12
Minutes from all meetings	Secretary - After membership approval	X											
National dues & membership list	Treasurer or Membership Chair										X		
Region dues	Treasurer or Membership Chair		X										
Copy of year-end financial report	Treasurer	X									X		
Chapter Annual Report	President	X											
Chapter Officer Update Lists	President	X	X	X		X	X						
Chapter Activities, Workshops, etc.	Outreach Chair or Membership Chair	X					X			X			
Chapter By-Laws	By-Laws Chair	X										X	
Chapter Newsletter	Newsletter Editor	X		X	X	X	X		X	X			
Nominations - National Board	Region Director												X

1. **MER Region Director**
2. **MER Treasurer**
3. **MER Newsletter Editor**
4. **MER National Newsletter Reviewer**
5. **MER Assistant Region Director**
6. **MER Education Coordinator**
7. **MER Website Coordinator**
8. **MER Community Outreach**
9. **MER Chapters**
10. **EGA National Headquarters.**
11. **EGA Chapter Bylaw Review**
12. **EGA National Nominating Committee Chairman**

## **MER Schedule of Reports & Information**

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<b><i>Annual Financial Reports</i></b>	February 15 of each year
<b><i>Annual Chapter Report</i></b>	<b><i>January 15 of each year</i></b>
<b><i>Updated List of Chapter Officers</i></b>	Due <u>immediately</u> following election or appointment sent to Region Director only
<b><i>Membership Renewals</i></b>	All dues for membership are due to National EGA by May 31.
<b><i>New Members</i></b>	Dues and lists to be remitted within quarter received.
<b><i>Chapter Newsletters</i></b>	Due as published to the Newsletter Reviewer (Refer to page entitled "MER Chapters - What to Send - Who - Where, Item 4)
<b><i>Insurance</i></b>	Packet should be requested as soon as exhibit is scheduled. Forms must be returned five (5) days before the event is scheduled to begin.
<b><i>EGA Teachers Payment Reporting Form (1099)</i></b>	Form to be submitted within ten (10) days of date of payment to the teacher.
<b><i>Items available at no charge</i></b>	Membership cards Membership brochures



<b>MER Calendar</b>		
Refer to Needle Arts for current EGA Meeting Dates		
<b>January</b>  15 – Annual Chapter Report Due	<b>February</b>  15 -Annual Financial Reports Due	<b>March</b>
<b>April</b>  Spring Region Meeting (Seminar or Little Stitches)	<b>May</b>  All membership dues to National EGA Headquarters by May 31	<b>June</b>
<b>July</b>	<b>August</b>	<b>September</b>  National Seminar (if not held in Oct.)  Fall Region Meeting (September or October)
<b>October</b> National Seminar	<b>November</b>	<b>December</b>

1. MER Annual Region Meeting date varies to accommodate MER Seminars.
2. National Seminar dates vary from September to November each year.
3. MFR Fall Region Meeting varies from September to October to accommodate National Seminar and Region Director’s schedule.

## **VOTING BETWEEN SCHEDULED MEETINGS PROTOCOLS**

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### A. Means to Communicate.

The presiding officer or committee chair with the committee/board members shall all agree on the means of communication and voting.

### B. Ways to Vote.

There are three (3) means of voting between scheduled meetings:

1. U.S. Postal Service
2. Telephone
3. Electronic mail

### C. Presenting a Motion.

1. All communications regarding each segment of a motion will emanate from the Region Secretary so that they are sent to the Executive Board, Region Board, and/or appropriate committee(s). The Region Secretary will be the conduit for the communications, not the facilitator of the motion.
2. A motion is presented to the Region Secretary with a copy to the Region Director.
3. The person making the motion will include the rationale for the motion.
4. The Region Secretary will second the motion and send the motion and rationale to the appropriate recipients. Recipients will be asked to acknowledge receipt of the motion.
5. Until the call for the vote, the motioner may at any time ask to modify the motion, stating the specific modifications. After the request is addressed to all voting members, the motion will be considered modified if no objections have been received within 72 hours following the request.

### D. Record Keeping.

1. The Region Secretary shall record the following information: names of those acknowledging receipt of the motion, names of those participating in the discussion, and those voting, along with their vote - yes, no, abstain.

### E. Time Limits of Debate/Discussion.

1. The Region Secretary will set the time line for the acknowledgment of the motion, the opening and closing dates for the discussion period, and the deadline for vote submission.
2. When setting up the time line, the Region Secretary will try to avoid including weekends (Saturdays and Sundays).
3. The time line will be set upon the acknowledged receipt of the motion from two-thirds (2/3) of the appropriate committee/board members. A second notice will be sent to any members of the committee/board who have not responded within three (3) working days (Saturdays and Sundays not included) following the date of the original notice.

### F. Actual Debate/Discussion.

1. All comments shall be copied to and by all voting members.
2. Should an amendment be made the same procedure as in making a motion shall be followed.

### G. Call for the Vote

1. The votes shall be sent to the Region Secretary with a copy of the presiding officer or chair and all committee/board members involved in the voting.
2. A motion will pass if two-thirds (2/3) of the appropriate committee/board members vote in favor of the motion. A second notice will be sent to any members of the committee/board who have not responded within three (3) working days (Saturday and Sundays not included) following the date of the original notice.

### H. Results of the Voting Process.

1. The Region Secretary shall immediately send the results of the vote to all committee board members.

I. Announcing the Result of the Vote.

1. The Region Secretary shall include the motion and the results of the vote at the beginning of the minutes of the next committee/board meeting.

A motion to ratify must be presented at the next scheduled meeting.

Rational: To develop policy for voting between meetings.

## **TELEPHONE CONFERENCE CALLS PROTOCOLS**

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The following protocols are to be used when it is necessary for the region board of directors to conduct business between scheduled meetings by telephone.

**A. Region Director**

1. Sets the time and day of meeting with a fourteen (14) day minimum notice, except in cases of emergency.
2. Sets the agenda for meeting with input from committee/board members, as needed. In the case of an emergency conference call, only the topic creating the emergency conference call will be discussed.
3. Sends time and day of meeting and agenda to participants fourteen (14) days prior to conference call to allow the participants time for review, except in cases of emergency.
4. May limit time of discussion allowed for each agenda item or may limit time of discussion by each committee/board member.

**B. Record Keeping**

1. The Region Secretary takes roll of all members present and establishes a quorum consisting of the majority of all voting members of the board.
2. The Region Secretary keeps a written record of the conference call and prepares minutes for distribution to the full board.

**C. Motions**

1. When possible, any motions to be made shall be sent by the Region Secretary to the board members prior to the conference call.
2. After the call, a final copy of the motion shall be sent to the Region Secretary for distribution to the full board.

**D. Voting on Motions**

1. A roll call of votes shall be taken by the Region Secretary.
2. The Region Secretary shall announce the result of the vote.
3. The region motion(s) shall be treated by the Region Secretary as a “between scheduled meetings” motion. The minutes are reported by the Region Secretary in the board report. A motion to ratify must be presented at the next scheduled board meeting.

**E. Recognition Sought/Floor Obtained**

1. A committee/board member wishing to speak to a topic shall request recognition by announcing her/his name.
2. Committee chair/Region Director recognizes member requesting to speak to an issue.

## **MER Job Descriptions: Executive Board**

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### **Region Director:**

The Region Director shall:

- Be chosen by a majority vote of the Region Board of Directors present and voting at the Annual Meeting: serve a three (3) year term and may not be re-elected for a succeeding term.
- Have no vote.
- Preside at all meetings and carry out the duties incidental to the office.
- Appoint chairs for all standing and special committees as deemed necessary, subject to the approval of the Executive Committee, except the Nominating Committee. These chairs shall appoint their own committee members subject to the approval of the Region Director.
- Be an ex-officio member of all committees except the Nominating Committee.
- Assist Treasurer in preparing required budgets.
- Be familiar with National Bylaws and National Policies for Region.
- Be familiar with Region Bylaws and Region Policies.
- Make required reports to National EGA board annually.
- Be responsible for seeing that goals are set for the region each calendar year.
- Keep an ongoing file of each chapter and make an annual report to National EGA Board concerning each chapter.
- Each chapter file should include: minutes, programs, officer listings, and any other material Region Director deems pertinent.
- Supervise and keep a record of all region activities.

## **MER Job Descriptions: Executive Board**

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### **Assistant Region Director**

The Assistant Director shall:

- Be chosen by a majority vote of the Region Board of Directors present and voting at the Annual Meeting, serve a three (3) year term and may not be re-elected for a succeeding term.
- Be aware of the Region Director's duties and be available to perform them if needed
- Assist Region Director in management, clerical procedures, personnel handling and administrative work when requested.
- Represent Region Director, if asked, at any time.
- Communicate regularly with Region Director.
- Assist Secretary in the preparation and distribution of information packets at region meetings to the chapters and committee chairpersons.
- Assist the Region Education Chair in developing a master region and chapter activities calendar and send calendar to Region Newsletter Editor or publication in *The MER Messenger*.
- Coordinate region and chapter information with Web Site Manager for internet use.
- Maintain Region banner and display it at all Region Meetings.
- Assist in keeping Region Policy and Procedures Manual current.

## **MER Job Descriptions: Executive Board**

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### **Region Recording Secretary**

The Recording Secretary shall:

- Be chosen by a majority vote of the Region Board of Directors present and voting at the Annual Meeting: serve a three (3) year term and may not be re-elected for a succeeding term.
- Keep a written record (Minutes) of what was done at all spring and fall Region meetings.
- Keep a record detailing motions at each meeting, indicating final outcomes (pass, fail, abstain).
- Within a month after review will mail the minutes to all members of the Board of Directors and chapter presidents as unapproved minutes.
- Make any corrections to the minutes and record them in the next meeting minutes
- Send approved minutes to the Region Director.
- Take roll of all chapters present (through the Chapter Representative) at each meeting and distribute voting cards.
- Receive, read proxies prior to voting sessions of the Board and tally results of the voting for the record.
- Collect and prepare, with help of Assistant Region Director, committee reports and other required information, to be distributed at region meetings.
- Mail packets to board members not in attendance.
- Prepare and distribute current president and chapter representative information (office, name, current address, phone and email, if available) to Board of Directors and chapter presidents at region meetings or when required.
- Maintain current region officers list.

## **MER Job Descriptions: Executive Board**

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### **Region Treasurer**

The Region Treasurer shall:

- Be chosen by a majority vote of the Region Board of Directors present and voting at the Annual Meeting, serve a three (3) year term and may not be re-elected for a succeeding term.
- Be custodian of all funds, bank all monies due the region in an account designated for the region, and keep records of such funds.
- Collect all dues.
- Pay all bills authorized by the Region Director that are accompanied by receipts and an explanation of the expenses.
- Provide a detailed financial report at region meetings in a form that clearly states the beginning bank balance, listed income, listed expenditures and ending bank balance to secretary two (2) weeks in advance of scheduled meeting and ending bank balance.
- Provide an auditor's report.
- Prepare annual region budget to be presented at fall meeting for membership approval.
- Notify Region Director when a variance request is necessary (when chapter membership drops below five).



## **MER Job Descriptions: Standing Committee**

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### **Bylaws Chair**

The Region Bylaws Chair shall:

- Be appointed by Region Director and serve for the duration of the Director who appoints them.
- Maintain and keep Region Bylaws current.
- Maintain contact with chapters to provide them with National By-Law changes and check to be sure each chapter's bylaws are current.
- Prepare a written report regarding the status of chapter bylaws for region meetings. The report is to be sent to the Secretary two (2) weeks in advance of the scheduled meeting.

## MER Job Descriptions: Standing Committee

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### Education Chair

The Region Education Chair shall:

- Be appointed by Region Director and serve for the duration of the Director who appoints them.
- Act as liaison between the National Education Department and the Region.
- *Review application(s) for monies from the Erma Blair Memorial Education Fund and make recommendation to the MER Board of Directors.*
- Be knowledgeable about National Education programs and requirements relating thereto.
- Forward relevant Education Committee information to the chapter's officers, Region Director, Assistant Region Director, and other interested persons.
- Maintain a list of Chapter Education Chairmen in the Region.
- Manage requests for funds for Group Correspondence courses or other education programs as may be determined by the Region.
- Prepare a written report for region meetings to be sent to the Secretary two (2) weeks in advance of scheduled meeting.
- Maintain a Region Teacher Reference File.
- Develop a file of educational resources available within the region.
- Encourage use of national education materials such as study boxes, videos, library, publications, education seminars, etc.
- Assist the Assistant Region Director in developing a master region and chapter activities calendar for the year.
- Coordinate exhibits.
- Oversee the event, known as Camp Stitch-A-Lot

## **MER Job Descriptions: Standing Committee**

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### **Historian**

The Historian shall:

- Be appointed by Region Director and serve for the duration of the Director who appoints them.
- Maintain historical records such as photos, news articles, brochures from Seminars/Little Stitches and other related materials.
- Bring a selection of materials for display at each meeting.
- Prepare a written report for region meetings to be sent to the Secretary two (2) weeks in advance of scheduled meeting.

## **MER Job Descriptions: Standing Committee**

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### **Newsletter Editor**

The Region Newsletter Editor shall:

- Be appointed by Region Director and serve for the duration of the Director who appoints them.
- Notify membership of newsletter publishing deadlines.
- Receive, prepare, proof read, and publish information submitted for the region newsletter (*The MER Messenger*) in an acceptable format.
- Keep complete financial records (duplicating costs, mailing costs, supplies, etc.)
- Keep current on copyright laws and be aware of possible infringement.
- Prepare a written report for region meetings to be sent to the Secretary two (2) weeks in advance of scheduled meeting.

## **MER Job Descriptions: Standing Committee**

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### **Nominating Committee**

The Nominating Committee shall:

- Consist of three members elected at the annual meeting in odd numbered years. Members shall be from different chapters and shall elect their own chair.
- Contact members of the chapters for persons who would be willing to accept a region office and obtain the candidate's consent to run for the office.
- The committee will nominate at least one candidate for each of the offices to be filled and submit the slate thirty days before the annual meeting to the Region Director.
- Nominations for the director and assistant director shall be nominated in year 2011 and every three (3) years thereafter. The offices of secretary and treasurer shall be nominated in year 2012 and every three (3) years thereafter.
- The nominating chair will present the slate of officers to be voted upon at the annual meeting.

**Note: The following is from the amendment to the By-laws incorporating the three-year term for officers.**

#### Article IV Section 5

- a. A nominating committee of three members shall be elected at the annual meeting in which a new Director and Assistant Director take office and shall serve for a three-year non-consecutive term. Members of this committee shall be from different chapters and shall elect their own chair.
- b. The Director and Assistant Director shall be elected in 2011; the Secretary and Treasurer shall be elected in 2012; succeeding elections for these offices shall occur three years from the previous election for each.

## **MER Job Descriptions: Standing Committee**

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### **Outreach Chair**

The Outreach Chair shall:

- Be appointed by Region Director and serve for the duration of the Director who appoints them.
- Maintain contact with region chapters regarding local outreach activities.
- Provide the Region Newsletter Editor with information from national headquarters regarding outreach activities.
- Prepare a written report for region meetings to be sent to the Secretary two (2) weeks in advance of scheduled meeting.

## MER Job Descriptions: Standing Committee

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### **Parliamentarian**

The Region Parliamentarian shall:

- Be appointed by Region Director and serve for the duration of the Director who appoints them.
- Not make motions, participate in the discussion or vote.
- Be thoroughly knowledgeable in the rules of order (Robert's Rules of Order), the Region By-laws, and the Region Policy and Procedures.
- Sit adjacent to the Region Director during the meeting acting as a resource on rules of order, the by-laws, and policies and procedures and to assist in the conduct of the meeting.

## MER Job Descriptions: Standing Committee

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### **Policies and Procedures Chair**

The Region Policies and Procedures Chair shall:

- Be appointed by Region Director and serve for the duration of the Director who appoints them.
- Be thoroughly knowledgeable in the rules of order (Robert's Rules of Order), the Region By-laws, and the Region Policy and Procedures.
- Review existing policies and procedures and update to reflect current practices, when necessary.
- Review, analyze, and revise policies and procedures to conform to changes in Region By-laws.
- Retain current policies and procedures in both hard copy and digital formats.
- After updates or changes, furnish the webmaster with a copy to update on Region website.
- Provide policies and procedures manual to all members of Region Board. Any lost or misplaced manual can be replaced for the cost of copying the contents. The Board Member must furnish the binder and tabs.
- Prepare a written report for region meetings to be sent to the Secretary two (2) weeks in advance of scheduled meeting.



## **MER Job Descriptions: Standing Committee**

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### **Ways and Means Chair**

The Ways and Means Chair shall:

- Be appointed by Region Director and serve for the duration of the Director who appoints them.
- Determine and implement various methods for obtaining additional region funds.
- Keep and be responsible for various region items for sale.
- Prepare a written report for region meetings to be sent to the Secretary two (2) weeks in advance of scheduled meeting.

## MER Job Descriptions: Other

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### Group Correspondence Course (GCC) Coordinator

The GCC Coordinator shall:

1. Develop a spreadsheet with the name, EGA number, address, phone and/or email for a GCC.
2. Add names to the spreadsheet with all above required information.
3. Collect the payments with checks made out to MER EGA.
4. Send the names with the EGA numbers and checks to the EGA Treasurer. She will deposit the checks into the MER account and write a check to headquarters for the cost of the GCC. Plus the cost of the booklets for each member registering.
5. Send a copy of the spreadsheet to the Education Chair either via email or snail mail.
6. The instruction booklets will be mailed to the coordinator who will then be responsible for distributing the booklets to the participants. If you need to mail the instructions the region will pay for the shipping so be sure to get a receipt from the post office. You can then request reimbursement from the region. **(Anything over \$50.00 must be approved by the region director.)**
7. Make sure everyone has your contact information in case of questions.
8. Send emails periodically to participants to ask if anyone is having problems.
9. Make sure everyone is aware of the deadline date for getting the finished projects to you.
10. When it is time to send the finished projects to the instructor please give the following instructions to the participants.
  - a. Package your needlework in a safe manner. If at all possible place in a zipped bag or encase in plastic so it won't get wet in the event of a damaged package.
  - b. Make sure your name AND address is on the outside of your project.
11. Send the names of those who sent in their finished projects to the MER Education Chair.
12. Mail all the projects to the instructor in one package with prepaid return postage. Make sure the package is insured both ways.

## **MER Job Descriptions: Other**

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### **Seminar/Little Stitches Chair**

The Seminar/Little Stitches Chair shall:

- Follow guidelines set up by the region in regard to hosting a Seminar/Little Stitches.
- Work with Region Director in determining dates, locations, etc. for the function.
- Work with Treasurer in determining budget for Seminar/Little Stitches.
- Shall appoint members from various chapters to be members for the Region Seminar committee.
- Shall appoint members from the hosting chapter to be committee members for Little Stitches.
- Prepare reports to be presented at region meetings or when requested by the Region Director.
- Send a copy of the report to the Secretary two (2) weeks in advance of the scheduled meeting.

## MER Job Descriptions: Other

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### **Chapter Region Representative**

The Chapter Region Representative shall:

1. Be a member of the MER Board of Directors.
2. Discuss and cast the chapter's vote on region issues.
3. Report region affairs discussed at region meetings to chapter members.
4. Accept and maintain the Region Policies and Procedures Notebook and make the contents available to the chapter president and elected officers.
5. **Provide the chapter presidents and elected officers with all changes, decisions, and information obtained at the region meetings or received through the mail or email from National headquarters or National chairman.**
6. Read and process all region mailings promptly, forwarding and following up as necessary. Report all correspondence at the chapter or board of directors meeting.
7. Prepare a written and verbal report to be given at the current region meeting. Send the written report to the secretary two (2) weeks before the scheduled meeting to facilitate her preparation of packets for said meeting.

## **MER Job Descriptions: Other**

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### **Alternate Chapter Region Representative**

The Alternate Chapter Region Representative shall:

1. A chapter is not required to have an Alternate Region Representative. For those chapters who do have this office, the Alternate Region Representative will perform those duties of the Chapter Region Representative when she is not available to do them.

## **MER Financial Policies**

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The following recommendations are intended to serve as ongoing budgeting guidelines.

### **Direct Operating Expenses**

- Direct Operating Expenses include postage, stationery, printing, photocopy, telephone and such items as are necessary for communicating with other region members and National EGA.

### **Officer Expenses**

- Elected officers, attending region meetings and travel within the region to attend to region business will be reimbursed for out of pocket expenses for gas expense and tolls (with receipts) to and from region meetings. Gas expense is based on having a full tank of gas to begin with and a full tank of gas after the trip. Hotel room expense is one-half double occupancy rate.
- Region will pay registration and lodging (based on double occupancy) for Region Director to attend the region seminar. A per diem of \$25.00 day will be reimbursed if meals are not included in the registration fee.

### **Out of Region Expenses**

- Monies will be allocated toward expenses to enable the Region Director to attend National Board Meetings.
- The region will pay registration fee and lodging (based on double occupancy) for the Region Director to attend National Seminars in the years MER does not have a region seminar. A per diem of \$40 will be paid if meals are not included in the registration.

### **Education**

- Seed money should be retained to help finance any region educational function such as Seminar/Little Stitches, exhibits or region-sponsored workshop.
- A committee desiring seed money must submit a working plan and budget to the Executive Committee for approval before the Treasurer may send seed money for its use.

### **Income**

- Annual membership dues will be placed in the General Operating Fund.
- Surplus money, after all expenses for a Region Seminar are paid (including the original seed money loaned) shall be divided as follows: (10/2018)
  - 1/3 to the Chapter(s) participating on the Seminar committee
  - 2/3 to the Region in the General Fund or a Fund as decided by the Board.
- Fund raising money (opportunity drawings) made at Little Stitches remains with the host chapter.

## **MER Region Debit or Credit Card Usage**

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The region debit or credit card can only be used for approved region expenditures. The appropriate Request for Reimbursement Form must be submitted to the Region Director prior to its use for approval. The card should be kept in a secure manner by the Region Director or Treasurer.

# MER Region Annual Financial Report

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## Instructions for Numbered Lines

YOUR BOOKS ARE BALANCED IF:

- LINE #1, opening balance, January 1st, COMBINED WITH
- LINE #22, surplus (or deficit) for the year, EQUAL
- LINE#26, closing balance, December 31st, AND IF
- LINE #23/#24/#25, cash assets, ALSO EQUAL LINE # 26.

1. **TOTAL CASH ON HAND AS OF DECEMBER 31 OF PREVIOUS YEAR**: This is your starting point based on information on file at national headquarters. The closing balance from the previous year is the opening balance for the current year being reported. If the amount does not agree with your records, please write or call national headquarters.

### INCOME

2. **MEMBERSHIP DUES**: All dues actually collected during the year from regular and plural members, even if received in advance for the following year.
3. **CONTRIBUTIONS**: Cash only.
4. **INTEREST**: Interest earned on all bank accounts and investments during the year.
5. **EDUCATION EVENTS**: Money collected for all educational events, including workshops, correspondence courses, lectures, exhibits, chapter programs and the like. Be sure to include all money collected for kits, supplies, enrollment, admission, refreshments, transportation, etc. Income for a luncheon that is part of the presentation of a lecture on needlework would be listed here. This is a very inclusive category, since almost everything we do is related to the educational purpose of EGA.
6. **FUND-RAISING EVENTS**: Income from chapter-sponsored events whose purpose is to raise funds for chapter use. Auctions, white-elephant sales, bake sales, etc., would be listed here. The difference between this category and the following one is that fund-raising events are specifically planned, occur only occasionally, and may take place at times and locations other than at normal chapter meetings.
7. **SALES**: Miscellaneous sales of goods, including chapter jewelry, tote bags, designs, materials, books, or donated items, unless they are part of a specific fund-raising event under line #6.
8. **Advertising**: Newsletter, yearbook. Please attach itemized list if the total exceeds \$300.
9. **Other**: Income from other sources. Money collected for luncheons of a social nature, nametag fines, library fines, etc. Uncashed chapter checks, if already listed as expense items would be listed here. Please attach itemized list if the total exceeds \$300.
10. **Total**: Add the amounts on line #2 through #9 and enter the sum on line 10.

### EXPENSES

11. **National Dues**: Total amount actually sent to National Headquarters during the year for National Membership Dues.
12. **Region Dues**: Total amount actually sent to the region during the year for Region Membership Dues.
13. **Rent**: Total amount paid for rent for routine chapter meetings. Include janitorial fees or contributions in lieu of rent. Do not include booth or rental fees paid separately for education or fund-raising event, as these are considered part of the cost of such activities.



## **MER Policy -- Board Member Reimbursement**

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1. Reimbursements amounts are to be stated in officer's budget.
2. Elected officers, attending region meetings and travel within the region to attend region business, will be reimbursed for out of pocket expenses for gas expenses and tolls (with receipts) to and from region meetings. Gas expense is based on having a full tank to begin with and full tank after the trip. Hotel room expense is one-half double occupancy rate.
3. Region will pay registration and lodging (based on double occupancy) for Region Director to attend the region seminar. A per diem of \$25 per day will be reimbursed if meals are not included in the registration fee.
4. Rooming reimbursement will be based on officer's share of double room at motel or hotel.
5. All appointed chairs, parliamentarian, and the nominating chair will receive a \$50.00 expense stipend for each region meeting attended
6. Operating expenses for duties:
  - a. expense reports over \$50.00 must be sent to Region Director for approval
  - b. expense reports for less than \$50.00 may be sent directly to Treasurer.
7. Send request form to: MER Treasurer.
8. Standing committee chairs shall receive stipend of \$50 for each region meeting attended.

## MER Petty Cash Voucher

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Use this form for expenses totaling \$50.00 or less  
Receipts must be attached

Name: \_\_\_\_\_

Chapter: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Amount of Reimbursement: \_\_\_\_\_

Description of costs and their use - please be specific:

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Approved by: \_\_\_\_\_

Treasurer's Notes:

Check No. \_\_\_\_\_ Date Paid \_\_\_\_\_

Comments:

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Send Reimbursement Request form and attached receipts to:

MER Treasurer

# MER Request for Reimbursement

Use this Form for Amounts greater than \$50.00

Date \_\_\_\_\_ Amount \_\_\_\_\_

Office, Committee or Chapter Title \_\_\_\_\_

Type of Cost: \_\_\_\_\_

Name and Address of Person to be reimbursed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Complete this form and send with attached receipts to:  
Region Director Mid-Eastern Region

Expenses:

Printing: \_\_\_\_\_

Copying: \_\_\_\_\_

Hotel: \_\_\_\_\_

Taxi Fares: \_\_\_\_\_

Postage: \_\_\_\_\_

Transportation: \_\_\_\_\_

Telephone: \_\_\_\_\_

Other (Specify): \_\_\_\_\_

TOTAL \_\_\_\_\_

Approved by: \_\_\_\_\_

(Region Director approves request. Assistant Director approves Region Director request.)

Signature: \_\_\_\_\_

Check Number: \_\_\_\_\_

**Send Reimbursement Request form to:**

Treasurer, Region Director, or Assistant Region Director for approval.

## QUARTERLY NEW MEMBER REPORT \*

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Chapter \_\_\_\_\_ Date \_\_\_\_\_

Quarter \_\_\_\_\_  
First quarter (June 1 - August 31)  
Second quarter (September 1 - November 30)  
Third Quarter (December 1 - February 28)

- |   |          |
|---|----------|
| 1. Number of New Members.                   | 1. _____ |
| 2. Number of new plural members within MER  | 2. _____ |
| 3. Number of new plural members outside MER | 3. _____ |
|   | _____    |

Total number of new members (1 + 2 + 3)

Total dues paid for the quarter

New MER membership (1 + 3) X \$2.00 = \_\_\_\_\_

Membership Chairman:  
Name: \_\_\_\_\_

Makes checks payable to: MER EGA  
and mail to MER Treasurer

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\* This report is only to be used if the chapter has acquired new members during one of the first three quarters of the membership year. If new members join in the last quarter (March 1 -May 31), their membership is reported on the Yearly Chapter Membership Report.

## YEARLY MEMBERSHIP REPORT

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Membership:

1. Number of primary members within MER \_\_\_\_\_(1)

2. Number of plural members within MER \_\_\_\_\_(2)

3. Number of plural members outside MER \_\_\_\_\_(3)

Total Membership \_\_\_\_\_

Dues:

Primary members (1) + plural members outside MER (3) = \_\_\_\_\_ X \$2.00 = \$ \_\_\_\_\_

Makes Checks payable to MER EGA

and mail to MER Treasurer.

## Section IV, #3

# Proposed Budget

This page is a placeholder for the Proposed MER Budget

This report are in the packet at every Fall region meeting

Please remove from the packet and insert here

## Section IV, #4

# Treasurer's Report

This page is a placeholder for the Treasurer's Report

This report are in the packet at every region meeting

Please remove from the packet and insert here

# MER Annual Chapter Report For The Year 20\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

**Chapter Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Membership** \_\_\_\_\_ **Annual Dues:** \_\_\_\_\_

Primary: \_\_\_\_\_

Plural: (within Region) \_\_\_\_\_

Plural: (outside Region) \_\_\_\_\_

Total Membership: \_\_\_\_\_

**Treasury:** Balance January 1, \_\_\_\_\_ Balance as of today's date: \_\_\_\_\_

**Meetings:**

Regular meetings: Day: \_\_\_\_\_ Time: \_\_\_\_\_ Frequency: \_\_\_\_\_

Place: \_\_\_\_\_

Board Meetings: Day: \_\_\_\_\_ Time: \_\_\_\_\_ Frequency: \_\_\_\_\_

Place: \_\_\_\_\_

Special Interest: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Frequency: \_\_\_\_\_

Groups: Place: \_\_\_\_\_

Description: \_\_\_\_\_

Attendance: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Special Groups: \_\_\_\_\_

**Officers:**

President Term: (years) \_\_\_\_\_ Election in: (month) \_\_\_\_\_

Vice President Term: (years) \_\_\_\_\_ Election in: (month) \_\_\_\_\_

Secretary Term: (years) \_\_\_\_\_ Election in: (month) \_\_\_\_\_

Treasurer Term: (years) \_\_\_\_\_ Election in: (month) \_\_\_\_\_

Region Representative Elected \_\_\_ Appointed \_\_\_ Term: (years) \_\_\_\_\_ Election in (month) \_\_\_\_\_

Reimbursed for expenses to region meetings: Yes No All: Part: \_\_\_\_\_

**Newsletter:** Title: \_\_\_\_\_

Publication Dates: \_\_\_\_\_

**Chapter Programs:**

Did you borrow a Study Box from Headquarters? Specify: \_\_\_\_\_

Have you used materials from "Pandora's Box"? Specify: \_\_\_\_\_

Have you used other educational materials from National or Region? \_\_\_\_\_

Specify: \_\_\_\_\_

Outstanding programs or teachers (Description): \_\_\_\_\_

**Group Correspondence Courses:** (List those participated in during the past year)

**Workshops:** (List those held during the past year)

**Community Outreach Projects:** (List projects completed during the past year)



## **MER Community Outreach - Project Sharing Form**

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Date of Completion \_\_\_\_\_

Chapter \_\_\_\_\_

Number of Chapter members \_\_\_\_\_

Chapter Outreach Chairman's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Name of Benefactor: \_\_\_\_\_

1. **How was project financed:** Chapter Budget: \_\_\_\_\_ Fund raising: \_\_\_\_\_
2. **Final Cost:** \_\_\_\_\_ Gross: \_\_\_\_\_ Net: \_\_\_\_\_
3. **Objective:** Benefit the Chapter \_\_\_\_\_ Involve more members \_\_\_\_\_
4. **Number of members who participated:** \_\_\_\_\_  
**Number of hours donated:** \_\_\_\_\_
5. **Special skills or techniques required:** \_\_\_\_\_
6. **Special supplies required:** \_\_\_\_\_
7. **Patterns and/or instructions available for sharing:** \_\_\_\_\_  
Mailing costs: \_\_\_\_\_ Postage: \_\_\_\_\_
8. **Additional information that might help a chapter decide whether they could successfully complete this project. (Use additional pages if necessary)**

Please complete one form for each project and send to:

MER Outreach Chair

## MER Stitch in Public 20

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Chapter name: \_\_\_\_\_ Region: \_\_\_\_\_

Chapter city/state: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Venue type (such as museum, shop, mall, library, church, visitor center, fair): \_\_\_\_\_

Location \_\_\_\_\_

Total number of EGA members participating: \_\_\_\_\_

Total number of volunteer hours: \_\_\_\_\_

Did you use giveaways?  Yes  No

List the giveaways: \_\_\_\_\_

Did you have merchandise for sale?  Yes  No

What did you offer for sale? \_\_\_\_\_

Do you feel that your participating in Stitch in Public Day 20\_\_ was worthwhile to your Chapter? If yes, how? If not, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What can EGA do to help your chapter participate in the future? \_\_\_\_\_

Chapter contact name: \_\_\_\_\_

Address, phone and/or email address: \_\_\_\_\_

Please send your completed form to the following:

MER Outreach Chair



## **MER - Region Education Scholarship Instructions**

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It is the intent of the region to offer region members three education scholarships as yearly budget permits.

### **The scholarships offered are:**

- One scholarship equivalent to the registration fee to attend an extended study program offered through the Embroiderers' Guild of America.
- Two scholarships, each worth \$200, toward an individual Correspondence Course or Group Correspondence Course of the applicant's choice.

### **Scholarship Requirements:**

- Complete the Mid-Eastern Region scholarship application
- Submit completed form to the region education chair by March 31 of the calendar year the education opportunity will be taken.
- The applications will be reviewed and winners chosen by the Executive Board and the Region Education Chair.
- The scholarship winners will be announced at the region spring meeting. Winners will be notified if not in attendance.
- Scholarship winners must write an article for the MER Messenger after the conclusion of the course.
- Scholarships will not be paid until all requirements have been met.



## **Erma Blair Memorial Education Fund**

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The Erma Blair Memorial Education Fund began in April 2013 with a bequest from Erma Blair, a longtime MER member. Ms. Blair served in many capacities within her chapter and the Mid-Eastern Region, most recently as the MER Historian.

Ms. Blair designated the funds should be used for an educational purpose in the region benefiting the greatest number of members as possible. Through a number of motions at the April 2013 MER meeting, this fund was set up and a number of guidelines adopted.

1. Up to \$1,000 per year may be designated for an educational purpose in the region.
2. When money level of the fund goes below \$1,000, the remaining funds will be moved to the region education fund.
3. The requesting entity can be Little Stitches, or Region Seminar, or MER Education Chair.
4. The individual in charge of the requesting entity completes and sends application for the Erma Blair Memorial Education Fund to the MER Education Chair no later than two (2) months prior to the next region meeting.
5. The Education Chair and her committee will make a recommendation to the MER Board of Directors as to the use of these funds each year.

**Erma Blair Memorial Education Fund**

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APPLICATION

Requesting entity \_\_\_\_\_

Individual in Charge \_\_\_\_\_

Reason for Request \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of anticipated members to benefit from this application \_\_\_\_\_

No later than two (2) months prior to the next region meeting, the application should be sent to the MER Education Chair.

## MER Chapter Commitment for Hosting Region Meetings

Since there is a need for the region to establish a major calendar of events it is necessary for a chapter wishing to host a region meeting to make their request in writing. This written approval by a chapter is important to avoid conflicts in scheduling. Also with periodic changes in officers both regionally and locally it is prudent to have this information on file. Please retain the upper portion of this form for your Chapter's file. Mail the lower portion to the current Region Director. Thank you for your cooperation.

The \_\_\_\_\_ Chapter, E.G.A. would like to host the Spring/Fall Mid-Eastern Region Meeting.

This meeting will be held in May or October, (Year)

Details for hosting this meeting will be sent to the Director, Mid-Eastern Region six months prior to the above date.

\_\_\_\_\_, President

\_\_\_\_\_, Chapter

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The \_\_\_\_\_ Chapter, E.G.A. would like to host the Spring/Fall Mid-Eastern Region Meeting.

This meeting will be held in May or October, (Year)

Details for hosting this meeting will be sent to the Director, Mid-Eastern Region six months prior to the above date.

\_\_\_\_\_, President

\_\_\_\_\_, Chapter

Mail lower half of this form to the current Region Director. This information is needed no later than twelve months prior to the meeting so it can be included on master calendars.



# MER Membership Questionnaire

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Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

1. What needlework technique(s) do you presently do?
2. Would you attend meetings in the morning \_\_\_\_\_ afternoon \_\_\_\_\_ evening \_\_\_\_\_?
3. What types of programs would you prefer? Please number in order of preference, 1-2-3-4 with 1 being favorite.  

<input type="checkbox"/> hands-on	<input type="checkbox"/> demonstrations	<input type="checkbox"/> national teachers
<input type="checkbox"/> slides	<input type="checkbox"/> panel discussions	<input type="checkbox"/> show and tell
<input type="checkbox"/> lectures	<input type="checkbox"/> socials	<input type="checkbox"/> other
4. Does the idea of an on-going project appeal to you (such as a sampler on which you would stitch a portion at each meeting)?
5. Can you suggest someone who could teach at our meetings?  
Name \_\_\_\_\_ phone \_\_\_\_\_ technique \_\_\_\_\_
6. Would you be willing to teach or lead a correspondence course?
7. Would you be willing to have an interest group meet at your home?  
What day of the week? \_\_\_\_\_ time? \_\_\_\_\_ type of needlework? \_\_\_\_\_
8. Would you be interested in helping lead our chapter? In what capacity?
9. Would you like programs offered in any of the following areas? Check those which interest you and indicate which level you would prefer (B=beginner I=intermediate A=Advanced)  

<input type="checkbox"/> Applique	<input type="checkbox"/> Hedebo	<input type="checkbox"/> Reverse applique
<input type="checkbox"/> Assisi	<input type="checkbox"/> Hemstitching	<input type="checkbox"/> Shading
<input type="checkbox"/> Blackwork	<input type="checkbox"/> Huckweaving (Swedish)	<input type="checkbox"/> Lecture
<input type="checkbox"/> Bargello	<input type="checkbox"/> Lace making	<input type="checkbox"/> Slides
<input type="checkbox"/> Brazilian	<input type="checkbox"/> Needle darning	
<input type="checkbox"/> Battenburg Lace	<input type="checkbox"/> Needleweaving lace - Tenneriffe	
<input type="checkbox"/> Counted Cross Stitch	<input type="checkbox"/> Trapunto	
<input type="checkbox"/> Candlewicking	<input type="checkbox"/> Patchwork	
<input type="checkbox"/> Clothing embellishment	<input type="checkbox"/> Petit point	
<input type="checkbox"/> Crewel	<input type="checkbox"/> Pulled thread	
<input type="checkbox"/> Creative Stitchery	<input type="checkbox"/> Punch work	
<input type="checkbox"/> Canvaswork	<input type="checkbox"/> Quilting	
<input type="checkbox"/> Color & Design	<input type="checkbox"/> Rozashi	
<input type="checkbox"/> Cutwork	<input type="checkbox"/> Shadow work	
<input type="checkbox"/> Charting designs	<input type="checkbox"/> Shisha	
<input type="checkbox"/> Drawn thread	<input type="checkbox"/> Silk work	
<input type="checkbox"/> Faggoting	<input type="checkbox"/> Smocking	
<input type="checkbox"/> Basics of needlework	<input type="checkbox"/> Stumpwork	
<input type="checkbox"/> French Handsewing	<input type="checkbox"/> Whitework	
<input type="checkbox"/> Graphing	<input type="checkbox"/> Metalwork	
<input type="checkbox"/> Hardanger	<input type="checkbox"/> Perforated paper	

## MER Interest Questionnaire

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Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

1. How long have you been a member of EGA?
2. Do you attend morning or evening meetings or both?
3. Do you feel we offer enough programs for beginners? \_\_\_\_\_ intermediate? \_\_\_\_\_ advanced? \_\_\_\_\_
4. Are there monthly programs that you would like to see repeated? \_\_\_\_\_

At each meeting, do you:

sit in the same area? \_\_\_\_\_

talk to the same people? \_\_\_\_\_

communicate with members between meetings? \_\_\_\_\_

talk to each person at the meeting for a little while? \_\_\_\_\_

5. Are you interested in the "workings" of the chapter? \_\_\_\_\_ the region? \_\_\_\_\_ National? \_\_\_\_\_

Do you consider the chapter meeting just a place to go, meet new friends, and spend the day? \_\_\_\_\_

Do you consider our group a learning experience? \_\_\_\_\_

6. If you do not stay until the end of the meeting, can you explain why? \_\_\_\_\_  
\_\_\_\_\_

7. What changes would you like to see within our chapter and why? \_\_\_\_\_  
\_\_\_\_\_

8. Would you like to help your chapter and in what way? \_\_\_\_\_

9. Have you ever taken a workshop from a local teacher? \_\_\_\_\_ National teacher? \_\_\_\_\_

10. Please check your reasons for not taking workshops or for cutting down on the number of workshops you take:

\_\_\_ cost

\_\_\_ length of workshop

\_\_\_ level of workshop offered

\_\_\_ teacher

\_\_\_ other -list \_\_\_\_\_

\_\_\_ time workshop is offered

\_\_\_ problem finding child care

\_\_\_ technique

\_\_\_ subject or project

Thank you for the time you have taken to fill out this questionnaire. Please feel free to offer any suggestions; we are looking for your input.

# MER Membership Profile

## For Service in the Region

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### Region Resume Form

(May attach personal resume if available)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Chapter \_\_\_\_\_ Membership Number \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail Address (Please print clearly) \_\_\_\_\_

#### EGA EXPERIENCE

Chapter positions and offices held:

Dates

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have been a member of other EGA chapters please list them: \_\_\_\_\_

\_\_\_\_\_

How long have you been a member of EGA? \_\_\_\_\_

Region positions and offices held:

Dates

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Region Seminars attended: \_\_\_\_\_ Number of National Seminars attended: \_\_\_\_\_

Would you permit your name to be submitted for National office? \_\_\_\_\_

Education:

Dates

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Work Experience (past ten years or previous to retirement):

Dates

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SKILLS/EXPERIENCE: Taking into consideration your past, please check below those particular area(s) in which you are most qualified to serve EGA.

- Bylaws                       Computer Skills     Education             Finance/Accounting  
 Management               Membership             Public Relations  
 Publications               Web Sites/Other

Give a short explanation about your experience(s) as related to the items checked:

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Please return to: Nominating Chair and Education Chair

# MER Workshops

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## Evaluation Form Instructions

### Instructions for use of Teacher Evaluation Form:

1. Distribute forms to all participants, who will complete them in a timely manner after the workshop.
2. Within a week, but not more than a month from the workshop date, tabulate average response for EACH question. Remember, a good score is a high score which is 5. Average the responses.
3. Keep a record for your chapter. Our suggestion is that you transfer averages to another copy of the evaluation form. There is ample room on the back of the form to record pertinent comments. Hold this in the file to serve as source material when Chapter President is contacted for a reference for a teacher.
4. Mail the evaluation forms completed by workshop participants to the teacher. Also supply her with a copy of average response numbers.

### Determination of Responses Averaged:

Total of responses to question divided by number of participants equals the average.

Example: Question #1 regarding kits. Ten students in class. Their responses are 5,4,5,3,2,5,5,4,4, and 5. Total is 44. Divide this number by 10 (the number of students in the class). The average response is 4.4. This is the number kept for the records.

This process must be repeated for EACH of the questions on the evaluation form.

# MER Workshops --Teacher Evaluation Form

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Please complete and mail to President of Chapter

Name of class \_\_\_\_\_ Date \_\_\_\_\_

Name of teacher \_\_\_\_\_

Yes

No

- |   |       |       |
|---|-------|-------|
| 1. Were arrangements handled in a competent and business-like manner?   | _____ | _____ |
| 2. Was the contract fair and were its stipulations followed?  | _____ | _____ |
| 3. Were the students enrolled in a class that fit their level of expertise?   | _____ | _____ |
| 4. Were the students well prepared to take the class?   | _____ | _____ |
| 5. Was the group prepared adequately for the class if advance preparation or special materials were required?                 | _____ | _____ |
| 6. Were the classroom conditions satisfactory (e.g., lighting, traffic flow, blackboard available, size adequate for group)?  | _____ | _____ |
| 7. Were the housing accommodations satisfactory (e.g., reasonable requests regarding dietary restrictions or accommodations)? | _____ | _____ |
| 8. Were the travel arrangements satisfactory?   | _____ | _____ |
| 9. Were good manners observed at the workshop?  | _____ | _____ |
| 10. Were the students receptive and attentive?  | _____ | _____ |
| 11. Would you look forward to teaching for this group again?  | _____ | _____ |

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**This is a placeholder  
Contract that should be used is on  
the website for  
The Embroiderers' Guild of America, Inc.  
Under Member Login Section  
Document Downloads  
Teacher Contracts  
Region Seminar  
Region Seminar Teacher – Workshop or Programs  
The contract is available as  
Word document or a PDF file  
If you have not previously logon,  
You will need to contact Headquarters  
To set you up**

**This is a placeholder**

**Contract that should be used is on**

**The website for**

**The Embroiderers' Guild of America, Inc.**

**Under Member Login Section**

**Document Downloads**

**Teacher Contracts**

**Region Seminar**

**Region Seminar Teacher – Workshop or Programs**

**The contract is available as**

**Word document or a PDF file**

**If you have not previously logon,  
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To set you up**



**This is a placeholder  
IC Payment Reporting Form  
that should be used is on the website for  
The Embroiderers' Guild of America, Inc.**

**Under Member Login Section**

**Document Downloads**

**Forms**

**Financials**

**IC Payment Reporting Form**

**This form is used in place of a 1099**

**The form is available as a PDF file**

**If you have not previously logon,  
You will need to contact Headquarters  
To set you up**

## MER Workshops - Student Evaluation Form

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Name of teacher \_\_\_\_\_ Date \_\_\_\_\_

Name of class \_\_\_\_\_

Prior to this class, I have taken \_\_\_\_ class(s) in this technique.

1. Considering quality of materials, amount provided and cost, I would rate the kit for this workshop as: (check one)

5 Superior  
4 Better than average  
3 Average  
2 Lower than average  
1 Substandard

Comments:

2. The content of this class was presented in a coherent, easily understood manner. (check one)

5 Superior  
4 Better than average  
3 Average  
2 Lower than average  
1 Substandard

Comments:

3. I received an appropriate amount of individual attention from the teacher. (check one)

5 Superior  
4 Better than average  
3 Average  
2 Lower than average  
1 Substandard

Comments:

4. The teacher provided adequate instruction for post-session completion of the class project. (check one)

5 Superior  
4 Better than average  
3 Average  
2 Lower than average  
1 Substandard

Comments:

5. I would recommend this teacher to a fellow stitcher. (check one)

5 Superior  
4 Better than average  
3 Average  
2 Lower than average  
1 Substandard

Comments:

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\_\_\_\_\_ [Name of Chapter], EGA  
**CONTRACT FOR TEACHING SERVICES**  
**(U.S. TEACHER)**

This Contract is made and entered into by and between \_\_\_\_\_ [Name of Chapter], EGA (hereinafter referred to as **The Chapter**) and \_\_\_\_\_ [Name of Teacher], (hereinafter referred to as **Teacher**) and collectively hereinafter referred to as **The Parties**. In consideration of the mutual covenants and agreements of The Parties hereafter set forth, The Parties agree as follows:

**CLASSES - REQUIREMENTS AND AGREEMENTS**

A. Teacher agrees to teach the following class for \_\_\_\_\_ [Name of Chapter], EGA to be held \_\_\_\_\_ [Date] , at \_\_\_\_\_ [Location], in \_\_\_\_\_ [City], \_\_\_\_\_ [State]: \_\_\_\_\_

- Class 1 Title
- Class 1 Length
- Class 1 Days of Week
- Class 1 Technique

B. Maximum class size shall be \_\_\_\_\_ [Number] students unless prior written agreement is received by program/workshop officer/chair from Teacher. Teacher shall notify program/ workshop officer/chairman, in writing, by postmark on or before \_\_\_\_\_ [Date], if Teacher is willing to increase class size.

C. If registration for any contracted course to be taught by Teacher is below the minimum class size, The Chapter, at its sole discretion, may cancel this Contract for Teaching Services or portions thereof, without liability to The Chapter and/or Teacher. In the event of cancellation, The Chapter shall not be responsible for any expenses, including but not limited to, preparation costs, teaching fee, and/or travel expenses. Teacher shall be notified of cancellation by telephone and a written cancellation confirmation notice shall be postmarked to Teacher on or before \_\_\_\_\_ [Date].

D. Teacher shall not accept any other teaching contracts for the time period of \_\_\_\_\_ [Date], to \_\_\_\_\_ [Date].

E. The Teacher represents and warrants to EGA, with respect to all materials submitted and materials to be distributed to students for the class identified above, either that  
(1) the material is the Teacher’ s original creation and does not infringe upon copyright of any other person,  
OR

(2) For any material not the Teacher’ s original creation, the Teacher has disclosed to EGA, through written credits, the source and author of any preexisting work contained in materials. The Teacher has procured and grants to EGA license to use and distribute the preexisting work within materials submitted, except for preexisting materials in the public domain. The Teacher shall indemnify and hold EGA, its regions, its chapter, its members and each of their officers, employees and agents harmless from any and all actual damages, lost profits, statutory damages, and attorneys’ fees and costs incurred by EGA, or any other person or entity covered by this indemnity, as a result of the Teacher’ s breach of this representation and warranty. 1/01

- F. The Chapter may contract with Teacher for sales of items under separate agreement. Under no circumstances shall sales be conducted during class hours.
- G. Teacher shall provide an accurate class description for The Chapter's newsletter and other publicity.
- H. Teacher gives The Chapter permission to publicize class on EGA Web sites through photograph, class description, and/or Teacher resume. \_\_\_\_\_ Teacher' s initials 7/98
- I.
  1. If a kit is to be furnished, Teacher shall provide an itemized listing of kit contents and the kit price to the student. The kit shall contain high quality materials and the kit cost shall not exceed the retail cost of materials plus shipping.
  2. In case of student cancellation, Teacher wishes the kit to be handled as initialed:

\_\_\_\_\_ Kit goes to student and Teacher is paid for it.

\_\_\_\_\_ Kit is returned to Teacher and amount is deducted from kit cost reimbursement.

NOTE: For a class requiring pre-class work using materials included in the kit, the kit shall be released to the student. Complete kit and instructions shall be due to the student. Teachers requiring such pre-class work will therefore need to check the first option. 1/01

- J. Classroom Equipment: Teacher shall provide to The Chapter:
  1. A list of regular classroom equipment such as display table, Teacher table, blackboard or dry erase board (please note if you are allergic to dry erase pens).
  18. A list of special classroom equipment such as slide projectors, sewing machines and computers. Teacher shall be notified as soon as possible if unusual equipment is unavailable.

## **FEES AND EXPENSE REIMBURSEMENT**

**A. Teaching Fees:**

The Chapter shall pay Teacher a fee of \$ \_\_\_\_\_ for the teaching days of \_\_\_\_\_ [Day(s)] & \_\_\_\_\_ [Date(s)].

B. Teacher shall provide The Chapter with an itemized invoice for kit fees postmarked on or before \_\_\_\_\_ [Date].

C. The Chapter shall pay Teacher the teaching fee and reimbursement for kit fees at the end of class. All payments shall be made at the end of the class and in the form of a chapter check payable to Teacher accompanied by an EGA Payment Report Form (1099-MISC).

**D. Travel:**

1. a. The Chapter shall reimburse Teacher for travel expenses incurred for automobile travel at the rate of \$. (up to IRS standard rate) for the round trip distance between the Teacher's home address and \_\_\_\_\_ [City], \_\_\_\_\_ [State], effective for travel on or after January 1, 2004. In no event shall the amount paid to travel by car exceed the lowest round trip coach airfare available. Teacher shall sign a statement for mileage expense in lieu of a receipt, which shall include a one-way odometer reading; or 9/05

b. The Chapter shall reimburse Teacher for air travel expenses (with a Saturday arrival and departure). The amount of reimbursement shall be the lowest round trip coach airfare available between Teacher's home airport at \_\_\_\_\_ [City], \_\_\_\_\_ [State]. Teacher shall be reimbursed for airfare at the end of class. Teacher shall notify The Chapter on or before \_\_\_\_\_ [Date], whether Teacher requests that The Chapter make the travel arrangements. 4/03

c. The Chapter shall reimburse Teacher a combination of automobile and air travel expenses. In no event shall this combination exceed what would have been the normal travel in either a. or b. above.

**d. Incidental Expenses:**

Teacher may receive an amount not to exceed \$ \_\_\_\_\_ to cover incidental travel expenses such as ground transportation, baggage handling and other tips. Up to \$ \_\_\_\_\_ is covered without receipts provided a travel expense log is submitted. All remaining expenses shall be accompanied by receipts or a travel expense log.

2. For a Teacher on tour, the prorated share of the total expense shall be on a per teaching day, not to exceed the from home to \_\_\_\_\_ [City], \_\_\_\_\_ [State], Super Saver coach airfare rate. Teacher shall notify The Chapter by letter postmarked on or before \_\_\_\_\_ [Date], of all teaching engagements scheduled during this tour, including the name of the organization and the dates of engagements, in order for The Chapter to confirm shared travel expenses.

3. Travel plans, with flight numbers, times of arrival and departure, and known expenses shall

be postmarked to The Chapter no later than \_\_\_\_\_ [Date], or sent by fax or email no later than \_\_\_\_\_ [Date].

**E. Housing/Hotel:**

The Chapter shall provide housing for Teacher at a \_\_\_\_\_ [Location]. Teacher shall be reimbursed for hotel accommodations in an amount not to exceed \$ \_\_\_\_\_. Such reimbursement shall be made at the end of Teacher's class.

**CLOSING RECITALS**

- A. Teacher understands and agrees that failure to comply with this Contract and its requirements and deadlines may result in cancellation of this Contract for Teaching Services.
- B. This Contract for Teaching Services represents the entire agreement between The Parties and any other agreements or contracts between The Parties, whether written or oral, shall be null and void.
- C. If any dispute arises between The Parties regarding the terms and conditions of this Contract for Teaching Services, such disputes shall be governed by the laws of the State of \_\_\_\_\_ [Name of State], The United States of America.

\_\_\_\_\_  
Date: Teacher Signature

OR

\_\_\_\_\_  
Date: Business Name By: \_\_\_\_\_  
\_\_\_\_\_  
Title

PLEASE PRINT

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Facsimile: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_ [Name of Chapter], EGA

By: \_\_\_\_\_  
President

APPROVED AS TO FORM AND CONTENT:

Program/Workshop Officer/Chair

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Address:

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Telephone

---

Facsimile

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E-mail

# MER Workshops --Contract Attachment

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Chapter  
The Embroiderers' Guild of America, Inc.

Contact Person is \_\_\_\_\_  
(name) (phone)

(address) (city, state, zip)

Alternate Contact Person is \_\_\_\_\_  
(name) (phone)

(address) (city, state, zip)

The meeting/workshop will be held at \_\_\_\_\_

Travel from \_\_\_\_\_ to \_\_\_\_\_

by car \$\_\_\_\_\_ per mile

by carrier \$\_\_\_\_\_

other transportation costs \_\_\_\_\_

Level of skill required

\_\_\_\_\_  
(beginner, intermediate, advanced)

Kit  
contents \_\_\_\_\_

\_\_\_\_\_

Chapter must have prior notification of major substitutions of materials which could result in price adjustments.

Materials and equipment to be supplied by students \_\_\_\_\_

Equipment to be supplied for teacher/lecturer use \_\_\_\_\_

Publicity description of project or course. Please attach information.

Prerequisites: any particular techniques or stitches students may practice or books they may refer to in preparation for class \_\_\_\_\_

Teacher will advise of dietary or other restrictions.

Teacher/lecturer will abide by the Chapter's selling policy, which is \_\_\_\_\_



**This is a placeholder**

**IC Payment Reporting Form**

**That should be used is on the website for  
The Embroiderers' Guild of America, Inc.**

**Under Member Log in Section**

**Document Downloads**

**Forms**

**Financials**

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**This form is used in place of a 1099**

**He form is available as a PDF file**

**If you have not previously logon,  
You will need to contact Headquarters  
To set you up**

## **MER Procedures -- Membership**

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Membership in any chapter or the region must be non-discriminating with regard to race, gender, religion, national or ethnic origin, sexual preference, gender expression, or as required by federal law, the law of the Commonwealth of Kentucky, and the laws of the states of West Virginia and New York and of the Commonwealth of Pennsylvania where this region is located.

## MER Procedures -- Chapter Name Change

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1. Chapter determines desire for name change.
2. Proposal is made to membership where it is subject to a vote in accordance with Chapter bylaws.
3. The Chapter notifies the Region Director and EGA Headquarters of proposed change.
4. Headquarters researches to ensure name is neither already on the roster nor one of the dissolved chapters.
5. Headquarters notifies the Chapter to proceed or to resubmit proposal.
6. Upon receiving approval from Headquarters, the Chapter:
  - a. Files form to acquire current E.I. # affiliation with name change.
  - b. Returns original document of charter to Headquarters.
  - c. Modifies bylaws wherever name appears, sends four copies, signed by the chapter president, to Chairman of Bylaws Review Committee for signature.
7. Bylaws Chairman notifies Headquarters of approval, returns a copy to the Chapter, Region Director, and Headquarters and keeps one for their file.
8. Headquarters sends new charter to the Chapter after E.I. number acknowledgment is received and notifies Region Director that name change procedure is complete.
9. Region Director announces name change at the next National Board session.

## **MER Guidelines -- Good Manners for Workshops**

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Embroiders unused to attending a formal class or those who have fallen into careless habits, may be unaware of ways in which they can inadvertently disturb classmates and teachers alike. You may find the following suggestions useful in avoiding embarrassment:

- Excessive talking is disruptive.  
The good student listens to the teacher, not neighbors. If you have questions, ask the teacher, especially if you are struggling with a stitch or technique. Do not attempt to answer questions for the teacher.
- Listen to instructions carefully and read all written material.  
Remember, however, not to take all the teacher's time. Share her with others.
- Teachers are hired because they have displayed expertise in areas or techniques which the group wants to learn.  
If your normal procedure is different, give the new way a trial. Don't discuss other teachers or their styles/techniques. Precious little in the needlework field is carved in stone. If you don't agree with the instructor, the evaluation form is your means of communication. For the others in class, this teacher may be the "fountain of wisdom".
- Strict workshop policy prohibits all smoking, food, and drink in workshop areas.  
Areas AWAY from the work surfaces are designated for this purpose.
- Workshop directions are not to be copied or taught without written permission from the teacher. You could be breaking the law if you do so.
- Don't forget to say "thank you to your teacher.
- Wear your nametag.
- Be on time for class and be prepared with class needs as called for by your program chairman.  
Anticipate extra needs: extension cords, needles, etc.
- Do not return late from lunch.  
This is a discourtesy to the class and teacher.
- Make every effort to stay for the entire workshop time.  
If you must leave early, forewarn the teacher and make arrangements to get the additional instructions from a fellow student at a later time. Do not demand time from the teacher.
- Just as you come to a class on time, be sure to leave promptly when the class is over.  
Don't delay the teacher from her travel time.

## MER Policy -- Insurance Coverage

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The named insured on your policy is the Embroiderers' Guild of America Inc., its regions and its chapters. Individual members are included as additional insured. Coverage for individual members applies only while they are engaged in EGA activities.

Commercial General Liability, also referred to as Public Liability, protects the named and additional insured from suit for damages. In our tort liability system, the insured must be deemed to have been negligent before he or she can be held legally liable for damages.

We are provided \$1,000,000 of liability protection per occurrence. There is no deductible for standard liability coverages. This covers the National Headquarters and all chapters, regions, and members located in the United States and Canada while engaged in activities related to the Guild. (For a list of coverages write National Headquarters.)

**Note:** Members expenses for personal injuries would be paid under their personal insurance. The Embroiderers' Guild of America, Inc., does not provide an accident policy.

The Fine Arts Floater is designed to protect needlework pieces owned or in the care, custody, or control of EGA, its regions, or its chapters. Pieces owned by individual members are covered while on exhibit or while being transported to exhibits or shows by chapters, regions, or National Headquarters. While a piece remains in its owner's home, or while it is being transported by its owner, it is not covered by EGA insurance. The coverage limit for the Fine Arts Floater is \$250,000 for each chapter. (Increased coverage may be purchased through National Headquarters.) A \$250 deductible applies to each occurrence. This means \$250 will be deducted from the total loss prior to payment. If a region has an exhibition with pieces from several chapters, coverage for each participating chapter will not exceed \$250,000.

A Certificate of Insurance is issued to verify that EGA insurance coverages are in force.

Automobile Liability of \$1,000,000 per occurrence for hired and non-owned autos is extended to protect EGA from liability when individual members use their automobiles while engaged in EGA business.

A complete insurance analysis prepared by Thoroughbred Associates, Inc. is available from National Headquarters upon request. All forms are standard commercial General Liability forms used by most insurance companies as published by the Insurance Services Office (ISO).

### **Attention Exhibit Chairman**

Please contact National Headquarters for a complete insurance packet including all forms necessary to provide coverage. You will need this packet prior to planning your exhibits.

## **MER Guidelines -- Limited Member Workshops**

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A “limited member” workshop is one which is usually held at some time other than during a regularly scheduled meeting. The number of participants is limited by the teacher who is conducting the class or workshop. It is handled on a first come-first served basis with payment being required to hold a slot.

### **Chapter Responsibilities**

1. Determine type and length of workshop Chapter members want through a questionnaire or verbal contact which includes questions on the embroidery medium, level of difficulty, teachers and length of workshop.
- Do some preliminary advertising of the workshop to members long before it is scheduled using a photograph of proposed piece for members to preview. Announce at regular meetings and have a coupon for enrolling in the Chapter newsletter. Be sure to have a cut-off date for members only.
  - Advertise to neighboring Chapters if the class appears it might not been filled. Send a full description of the class including teacher, project, level, technique, materials used.
  - Contact teacher(s).
  - Contact teacher well in advance of the time the workshop is scheduled as teachers plan their schedules months to a year or more in advance
  - Request a portfolio of pieces taught, resume, fees and at least three chapter references where she has taught in the previous eighteen months from the teacher. (Chapters should not require this request for information as binding.)
  - Check out teacher’s references discreetly. Check the Region Reference File maintained by the Region Education Chair.
  - Determine the individual cost for the workshop.  
  
(Teacher fee + travel expense + rent + hospitality/number of participants.)
  - Finalize arrangements after a decision is made.
    - a. Have one person handle contracts and arrangements for teacher. Be sure to include all items that have been discussed and that should be included in a contract, including but not limited to, fees, time, class size, materials to be used and kit preparation, housing, travel expenses, travel times, teacher responsibilities to chapter, chapter responsibilities to teacher, cancellation policy, smoking/non-smoking.
    - b. Prepare two contracts to be signed by teacher and Chapter, one for teacher files and one for Chapter files.
  - Make a final advertising effort to obtain participants for the workshop.

- Require partial payment of the workshop and kit fees at time of enrollment with remaining fees due after finalization of workshop.
- Obtain workshop materials on the basis of the contracted workshop and the choice of participant (if offered) and prepare kits as needed in a timely manner.
- Provide participant notification that workshop is to be held and request finally payment.  
Include in the packet:
  - A list of “Good Manners” for workshops.
  - A list of materials students need to bring to class.
  - A list of supplies furnished in the kit by the teacher.
  - Date, time and place where workshop will be held.

## MER Procedures -- Logo Approval

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Chapter, region and seminar committees, when designing or revising present logos, must submit such designs to the Product Design and Sales Committee for review and approval before printing or manufacturing any item.

National Policy states:

“The trademark (logo of the Embroiderers’ Guild of America, Inc., by itself, may be used only at the National level for products to be sold or given as gifts or souvenirs.

“Logos for chapters, regions and seminars must incorporate or be accompanied by the national trademark (logo) to show affiliation with the national organization. The sponsoring groups must be clearly identified in each case, either by incorporating the group name in the logo, or by using the group name along with the logo.”

- Design submissions and requests for review can be sent to the committee in care of Headquarters.
- Submissions will be acknowledged in writing.
- After review of the proposal, a letter will be sent indicating its decision and any design suggestions that may be helpful.
- A final design is to be submitted for the Produce Design and Sales Committee Files.
- The sponsoring group must be clearly identified; the national logo is used to show affiliation.
- The National logo can take form of either the words “The Embroiderers’ Guild of America, Inc.’ the letters EGA or as designed by Miss O.



# MER Guidelines -- New Member Campaign

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## Identify Prospective Members

Who is your new member? Surveys show that a high percentage of American homes have at least one needleworker and may have two! Recent findings indicate that many younger women also have a great interest in needlework and that they should be considered a prime target for new EGA members

## Locate Prospective Members

Where are your new members? Prospective new members are all around us. They buy supplies; thus, they are in needlework shops. They take classes; thus, they are in continuing education classes wherever they are offered (adult education classes, colleges, retail shops). They belong to sewing groups not already affiliated with EGA; thus they are in church sewing circles, extension homemakers and other independent groups. They attend many needlework related events; thus, they are at exhibitions, museums, craft fairs, trade shows, galleries, historic homes.

## Make a Plan

How do you reach prospective new members?

- A. Ask your local needlework shops to help. It is to their advantage to create any increased interest in needlework organizations. Ask them to post current information about your chapter: meeting dates, time, place, projects; special events, etc. Ask them to give out EGA brochures to shoppers and employees.
- B. Contact other needlework groups. Ask to visit their meeting and tell them about EGA. Prepare a short presentation: show examples of your chapter's work; present a slide show about EGA; maintain resource materials, films, etc. to help with this kind of presentation. The Region Director should be able to provide you with ideas of other resources in your area.
- C. Contact local radio and television stations for air time for public service announcements.
- D. Ask anyone offering needlework classes to include EGA brochures in literature which is given to students.
- E. Contact local agent for Extension Homemakers to include EGA information going to their network.
- F. Be **VISIBLE** at any needlework related event (craft fairs, exhibitions, trade shows) to create interest in your chapter and EGA.
- G. Give a GIFT MEMBERSHIP.
- H. Ask your Welcome Wagon Hostess to include EGA brochures in her basket of gifts.
- I. Check with the Chamber of Commerce for a possible listing as a civic/educational organization.
- J. Ask the newspaper to include your meetings on their "Calendar"; work with them for coverage of "special interest" features (for example a member who is actively incorporating needlework with other civic interests, care of nursing home patients, working with a girl scout troop, organizing a special event, etc.); special exhibition at local museum or historic home.

## MER Chapter Publicity Guidelines

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Publicity in newspapers and on local radio and TV stations is sure to bring visitors to your guild meetings and to build membership.

Local radio and TV stations often look for interesting guests to interview. TV especially lends itself well to visual objects and demonstrations of needlework.

If there are such programs in your area, telephone the station and see if you may make an appointment for discussion of your project.

Newspaper articles, especially if they appear in advance of meetings or special events, are invaluable.

Your publicity chairman should call the newspaper to determine deadlines for daily and Sunday editions, the proper person to receive your news and whether or not photographs are accepted for publications.

The usual form for a publicity release is double spaced, typed at least one-third down the page. Name, phone and address of the publicity chairman should appear in the upper right corner of the page.

Make sure that the date, place, time, event and the fact that it is sponsored by The Embroiderers' Guild of America, Inc., are included in the first paragraph. It is important to specify if there is a charge for guests or any other requirement for attendance. Give the name and phone number of someone to contact.

A sample publicity release follows:

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### Sample News Release

The Embroiderers' Guild of America, Inc.  
Chapter

Mary Jones (contact name)  
123 1st Street (contact's address)  
New York, NY 10010  
555-1212 (contact's phone number)

FOR IMMEDIATE RELEASE

A newly formed chapter of the Embroiderers' Guild of America, Inc., will meet on day, date, place at time to hear a program given by Mrs. Sally Smith on Colonial Samplers.

A native of Boston, Mrs. Smith is a widely known authority and collector of samplers, some of which she will show to the embroiderers. Her lecture will include the history, family background, techniques and care of these antique embroideries.

The Embroiderers' Guild of America, Inc., is a national non-profit organization dedicated to furthering education in fine needlework and is open to anyone interested in the art of embroidery, whether novice or advanced. Guests are welcome without charge at the day Meeting. Telephone \_\_\_\_\_ For further information.

# MER Chapter Guidelines -- Record Keeping

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## How long should a Chapter President keep information and correspondence?

### **Keep Permanently**

- Chapter Bylaws - current copy
- Region Bylaws - current copy
- Chapter Minutes - one set is kept in the Secretary's minutes book
- Chapter Newsletters - one set is kept in Chapter library
- Region Newsletters - one set is kept in Chapter library
- Chapter Budgets - keep with Treasurer's books
- Chapter Treasurer Reports - keep with Treasurer's books
- Correspondence of an important nature
- History/Scrapbook -should contain all old rosters or yearbooks, newspaper clippings, public relations materials, notices for chapter shows, flyers to recruit new members, seminar brochures, etc.

### **Keep Two Years:**

- Region Minutes
- National Minutes
- Region Treasurer Reports
- National Financial Reports/Statements
- General correspondence

### **Keep Six Months or Less**

- Newsletters from other chapters - extract useful information and then hand on to committee members

## How long should financial records be kept?

Certain business records must be retained to satisfy the requirements of the Internal Revenue Code and Headquarters. Because we are a tax exempt organization, it is essential for us to follow IRS regulations and retention of records is mandatory for all chapters, regions, and the national organization. Accordingly, this schedule should be used as a guide:

### **Keep Permanently:**

- Audit reports
- Canceled checks for important payments, special contracts, etc. (Checks should be filed with the papers pertaining to the underlying transaction.)
- Ledger of income and expenditures
- Correspondence of an important nature
- Contracts or leases still in effect
- Year-end financial statements
- Chapter E.I. number from the IRS; letter showing 501(c) (3) non-profit status.

### **Keep Six to Seven Years**

- Canceled checks (see exception under Permanent Record)
- Contracts and payments to teachers and program leaders
- Sales records

### **Keep Two to Three Years**

- General correspondence
- Internal audit reports
- Miscellaneous internal reports

### **Keep One Year or Less**

- Bank statements (unless canceled checks are not returned, in which case keep as for canceled checks)
- Correspondence of unimportant nature
- Receipts for reimbursement expenditures.

(Any questions concerning this business retention schedule should be referred to Headquarters.)

## **MER Guidelines -- Region Communications**

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### **Region Mailings**

- Agendas for all region meetings will be sent out with call to meeting notice two (2) months ahead of said meetings.
- Approved Minutes will be sent out to all board members one month after said meetings.
- The deadline for providing region secretary with information for packets for spring and fall region meetings shall be two (2) weeks before said meeting.
- The region mailing list will consist of region officers and standing committee chairmen, chapter representatives, and chapter presidents.

### **Region Meetings**

It is the intent of the region to schedule an annual meeting in the Spring (April-May) and an additional meeting in the Fall (September - October) for chapter representatives and presidents. Chapter members are always welcome as guests.

## **MER – Region Education Programs**

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### **Region Education Programs**

It is the intent of the Region that the Region shall:

- Hold a Region seminar biannually in even numbered years.
- Hold a MER chapter sponsored one-day seminar, Little Stitches in odd numbered years.
- Develop a file of teachers and educational resources available within the Region.
- Develop a master calendar for the year.
- Sponsor region exhibitions.
- Sponsor region education scholarships.
- Publish a region newsletter, *The MER Messenger*.

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## MER Procedure -- Satellites

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A satellite group is a branch of a chapter defined by interest, geography or preferred time of meeting. This is usually a small group and will be formed in connection with a nearby established chapter to educate and strengthen the group. These groups hold meetings with programs, as opposed to “stitch-ins” where people merely come together to work on the project of their choice.

The satellite group will have all the same privileges as the chartered chapter, region and the national organization.

Membership in EGA is open to anyone in the community wanting to join. All meetings, classes and workshops of these satellite groups are open to any member of the chartered chapter. All meetings, classes and workshops of the chartered chapter are open to any participant.

A chartered chapter may be asked by the Region Director and Vice President of Operations to accept a satellite group. This chapter will be asked to assist this group.

Satellite groups have all the privileges of the chartered chapter:

1. Meetings that stress furthering your knowledge of all types of needlework through the sharing of ideas and expertise.
2. Programs
3. Workshops
4. Lectures
5. Communication through newsletters
6. Tours
7. Exhibits
8. Library

All the privileges of the region:

1. Meetings that stress the sharing of ideas for strengthening the chapter
2. Touring teachers
3. Training sessions for leadership
4. Program ideas
5. Study boxes
6. Seminars
7. Exhibits
8. Communication through newsletters

All the privileges of the national organization:

1. Correspondence courses
2. Master Craftsman program
3. Teaching Certification programs
4. National magazine
5. National seminars
6. National exhibits
7. Slide shows
8. Library
9. Collection

In addition to being able to participate in all the activities of the chartered chapter, the satellite group participants have the advantages of meetings tailored to their specific needs:

1. Time and date of meeting more convenient to them.
2. Place of meeting closer to their homes.
3. Subject of program closely tailored to their specific interests.

## **MER Procedure -- Satellite to New Chapter**

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1. When a satellite is interested in converting to chapter status, a representative shall contact the Region Director with a written request stating the rationale for the change.
2. If the Region Director approves the request, a planning packet shall be sent to the satellite and the chapter involved will be notified.

The planning packet shall include the Procedure for New Chapter Organization and a copy of the annotated sample chapter bylaws.

3. The procedure for completing an application shall be the same as for any new chapter, with the exception of the New Members Form. This form shall be modified to include membership numbers.
4. Since the parent chapter has established its budget based on the current membership, which includes satellite members, the dues of members of the forming chapter shall not be refunded.
5. The newly established chapter may establish a treasury by assessing the amount agreed on as dues. This would then establish the member as a primary member of the new chapter and a plural member of the parent chapter. On the date of renewal, the member shall pay national, region and chapter dues to the new unit; plural membership may be continued or dropped at this time.
6. Upon receipt of the completed application, the national office shall adjust the records to show the new chapter affiliation of members.
7. Chapter approval by the board, and subsequent mailings shall follow the procedures established for new chapters in National EGA guidelines.

## **MER Procedure -- Chapter to Satellite**

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- A. A chapter may become a satellite to another chapter if:
1. The membership has dropped below 15 primary members and within 12 months has not been able to increase the membership to the required number, and variance has not been approved by the national board.
  2. For some reason, it cannot adequately administer itself.
- B. In either of the above situations, the following applies:
1. The members shall determine whether they wish to become either a satellite of another chapter, or to dissolve with its members becoming MALs (Members at Large).
  2. The Region Director shall offer the former chapter a list of chapters (each of which has agreed to become a parent chapter) from which a prospective satellite may choose to affiliate.
  3. If the dissolving chapter decides to become a satellite, the members vote to choose a parent chapter.
  4. The Region Director relays to the parent chapter the request from the dissolving chapter for permission to be added as a satellite.
  5. When the parent chapter has agreed:
    - a. The new satellite shall elect a liaison between it and the parent chapter.
    - b. The treasury of the dissolving chapter shall be transferred to the parent chapter.
    - c. The procedures for chapter dissolution shall be followed. The final financial statement shall state that the dissolving chapter's treasury was transferred to the parent chapter as required. (Refer to National Officers Handbook Appendix VII-E.)
  6. The following acknowledgments shall be made between the parent chapter and the satellite.
    - a. Region and national dues shall not be payable until existing dues expire (EGA, Inc. Makes this decision; it is not a matter of an agreement between the chapter and the satellite...)
    - b. The liaison shall attend board meetings of the parent chapter if at all possible.
    - c. Since there is only one treasurer in a chapter, the satellite may not have a treasurer. However, there may be an agent who collects monies and forwards it to the parent chapter.

EGA headquarters shall be notified of the disbanding chapter and the creation of a satellite.

The EGA Membership Coordinator shall transfer the names from the dissolved chapter roster to that of the sponsoring chapter.



## MER Policy -- Copyright Ethics

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The purpose of copyright is to protect the original work of authors and designers. It protects intellectual property. Fairness is an issue.

There is NO TRUTH to the commonly expressed opinion that one can use a copyrighted design if altered by 10% - or indeed by any percent! Such a notion will not protect the chapter/chapter member in the courtroom. Copyright owners jealously guard their property.

Unauthorized copying may NOT substitute for the purchase of books, publisher's reprints or periodicals. You may not deprive the copyright holder of income.

Anyone may purchase a book/booklet/flyer and photocopy - FOR HER OWN USE ONLY - graphs, charts, etc., from that publication. She does NOT have the right to copy material from said publication for friends, classes one might wish to teach, etc. If you wish to photocopy or otherwise use copyrighted material, (i.e., in a newsletter), write the copyright owner to request written permission authorizing (usually one-time) use. Include a photocopy of exactly what you wish to make use of.

We need designers, authors, and shop owners. If we take away their opportunity to earn money for their talents, we are wrong - This IS IMPROPER. It is only ethical to give credit where credit is due.

- May you sell copyrighted kits or books, either purchased or received as gifts? Yes. You may sell items at a garage sale or silent auction, give them to women's center, library or hospital.
- Who gets credit for a concept developed in a design class? If you develop a very different presentation from the teacher's sample project you can identify it as original. But it never hurts to assign credit to the source of support or inspiration.

We must deal with copyrights in a conscientious, scrupulous fashion.

## **MER Policy -- Use of Needle Arts Articles**

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- The use of instructions contained within the magazine is a right of the individual owners of the magazine (EGA members).
- Use of instruction of a *NEEDLE ARTS* project for a chapter meeting is acceptable.
- Reprinting project instructions in a newsletter or distributing to non-members is not acceptable.