

Standing Rules for the Tennessee Valley Region
The Embroiderers' Guild of America, Inc.
(October 1988 minutes not reviewed)

I. ORGANIZATION

- A. The region shall consist of the chapters within the geographical boundaries as set by the national board.
- B. Member chapters of the region are responsible for providing leadership at the region level either through elective or appointive positions, sharing responsibility for the smooth and effective running of all region activities, and the payment of region dues.

II. GOVERNANCE

- A. The responsibility of leadership in the region shall be vested in the board of directors and committees as written in Articles IV, V, and VI of the bylaws.
- B. To participate fully and receive the benefits of the region, the responsibilities of the member chapters are as follows:
 - 1. Each member chapter shall select a region representative and an alternate representative. The duties of the representative or the alternate are as follows:
 - a. attend region meetings and be an active participant in region activities
 - b. report region activities to the chapter and convey the chapter wishes and needs to the region director and the board
 - c. submit chapter news to the TENNESSEE VALLEY REVIEW
 - d. keep a current file of the TVR roster, minutes, bylaws, policies, TENNESSEE VALLEY REVIEW, and other pertinent information and
 - e. provide the region director with a current list of the chapter officers, including the regional representative and alternate, and other information as requested.
 - 2. Each member chapter shall provide the region director with the following:
 - a. a copy of written minutes of all chapter meetings
 - b. current chapter roster or yearbook
 - c. annual chapter profile if requested and
 - d. a copy of the chapter newsletters.
 - 3. Each member chapter shall send a copy of the chapter newsletters to the EGA newsletter reviewer and the TVR newsletter editor. A chapter is also encouraged to send chapter newsletters to the TVR officers as well as to other member chapters, finances permitting.
 - 4. Each member chapter is encouraged to invite the region director for chapter visitation once during the director's term of office and to provide lodging if needed when such a visit is made.
 - 5. Member chapters are encouraged to reimburse the chapter representative for the expense of transportation (mileage) at the current IRS standard.

III. DUES

- A. Annual dues of three dollars (\$3.00) per chapter member shall be paid as established in the bylaws. (7/96; 10/00)
- B. Payment of dues is required to participate in all region activities.
- C. Dues shall be paid by the chapter for all primary members and for plural members whose primary chapter is outside the TVR. The TVR treasurer should have a report each quarter from every chapter even if dues are zero to know this requirement was not neglected. (3/99)

IV. FINANCES

- A. All TVR monies shall be kept in federally insured institutions. Money shall be deposited in interest bearing accounts if minimum balance can be maintained.
- B. Officers and committee chairmen shall submit to the treasurer expense records with accompanying receipts for reimbursement or recording when no reimbursement is desired. Such recording shall be submitted at least semiannually.
- C. The Region will reimburse the region director up to the amount budgeted for the following:
 - 1. travel to each chapter in the region once during the elected term of office
 - 2. travel to TVR board meetings at the current IRS standards
 - 3. travel to the national board meetings at the lowest available airfare or the reimbursable government mileage rate whichever is less
 - 4. a shared hotel room at the national board meetings in excess of the commitment made by EGA which is currently three (3) hotel nights
 - 5. a fifty-dollar (\$50.00) per diem for national board meeting (3/93; 3/00; 3/04) and registration fees for national seminar, hotel cost for the required days at a national seminar and a per diem of fifty dollars (\$50.00) in compliance for required days of attendance (10/91; 10/97; 3/00; 3/04)
 - 6. expenses incurred at the national level on behalf of the region such as but not limited to gifts, donations etc. (3/00) and
 - 7. administrative expenses of postage, photocopying, and telephone.
- D. Prior to taking office in January, the incoming region director shall be reimbursed for travel and lodging to the same extent as the region director to attend the national board meeting at the national seminar and receive the same per diem. (7/98)
- E. The region will reimburse the elected officers, and the standing committee chairmen for travel to region board meetings at the current government mileage rate (3/92; 3/93; 7/96)
- F. The executive committee may approve expenditures not to exceed one hundred dollars \$100.00) in each instance for unforeseen expenses not included in the budget.
- G. Non-budgeted expenditures not of an emergency nature must be approved by the TVR board.
- H. An audit of the TVR finances shall be made at the end of each year, reported to the board, and filed with the region director. The region director shall appoint the audit committee.

V. NEWSLETTER

- A. The TENNESSEE VALLEY REVIEW is the official publication of the region.
- B. The TENNESSEE VALLEY REVIEW will be published three (3) times a year after each board meeting. (10/97; 4/02)
- C. A copy of each issue shall be sent to the EGA newsletter reviewer.
- D. The TENNESSEE VALLEY REVIEW shall be distributed to each TVR officer and standing committee chairmen, to each chapter president and the newsletter editor, region representatives, Share-a-Stitch chairmen, the region directors of the other regions, and other persons deemed necessary. (6/02) Subscriptions may be offered at cost to other EGA members. Individual subscriptions for the newsletter are available for eight dollars (\$8.00) per year. (4/88; 7/93; 10/97; 10/01)
The newsletter may be received by any member electronically, renewable annually. (10/01)
- E. The TVR newsletter editor as well as the national newsletter reviewer is to receive a copy of each chapter's newsletter. (4/88; 3/96)

VI. REGION SEMINAR

- A. The purpose of the Tennessee Valley Region's Share-a-Stitch shall be to provide a quality educational experience for the members of the region at a reasonable cost and be the primary fundraiser for the region. (11/03)
- B. The region will follow the newest version of policies and procedures as contained in the *Region Seminar Guidelines* of The Embroiderers' Guild of America, Inc.
- C. The region will schedule its seminar, Share-a-Stitch, upon acceptance of an invitation by a chapter at least two years in advance. Chapters may co-host. Co-hosting chapters shall upon issuance of the invitation provide their proposal for delineation of duties and distribution of profits. (4/88)
- D. Dates of the seminar shall be scheduled with the region director and as soon as confirmed shall be sent to the national office and to the national secretary for inclusion in the master calendar.
- E. Registration is available first to TVR members and then to other EGA members. (4/88)
- F. Region teachers shall be given first consideration and chosen when possible, which is consistent with the purpose of Share-a-Stitch.
- G. Pending budget approval by the advisory committee, loan money in the amount of six thousand dollars (\$6,000.00) will be advanced to the chapter(s) hosting the seminar. This will be loaned as follows: two (2) years ahead three thousand dollars (\$3,000.00); one (1) year ahead three thousand dollars (\$3,000.00) if needed. (4/97; 11/03)
- H. All loan money will be repaid within thirty (30) days of the opening of registration. Loan money is not to be considered in the calculation of profits or any division of profits.
- I. Seminar profits shall be share with seventy-five per cent (75%) going to the TVR and twenty-five per cent (25%) to the host chapter(s). This per cent can be reviewed for each seminar. If a deficit can be foreseen, the Seminar will be canceled. If a loss occurs, expenses incurred will be shared seventy-five per cent (75%) by the region and twenty-five per cent (25%) by the host chapter(s). (4/88; 7/94)
- J. Helping chapters will not receive a share of the seminar profits.
- K. A seminar advisory committee will be in place composed of two past seminar chairmen, all future chairmen with a signed site contract, the executive committee, and as ex officio the region director nominee and the treasurer nominee, with the Region Director as chairman. (7/88; 6/02; 11/03) All committee members will have voting privileges. The duty of this committee will be to review and approve the proposed seminar contract for the selected site and the budget as well as the division of labor between hosting and helping chapters. (11/03)
- L. The preliminary site contract and budget will be presented to the executive committee no later than fifteen (15) months prior to the seminar. The committee will make recommendations and reply to the seminar committee within one (1) month. The budget should be approved and the contract with the seminar site management should be signed one (1) year in advance. (11/03)
- M. The preliminary budget will be presented to the executive committee no later than fifteen (15) months prior to the seminar. (11/03)
- N. Seminar reports and accounting reports will be sent to the TVR director and the advisory committee. As budgets are revised or vary in significant amounts, the TVR director and the advisory committee should be notified.
- O. The seminar chairman shall be selected by the host chapter.
- P. Sale of merchandise or needle related services will be limited to the region seminar merchandise night and shall not be offered at any other region activity.
- Q. The final region seminar report including the complete financial report will be given at the TVR annual meeting following that seminar. (4/88; 6/02)

R. SAS Pre-Registration Requirements:

1. Early or pre-registration is a perk for TVR chapter members attending a SAS. Pre-registration will be held during the preceding year's SAS. It is NEVER to be on a first come first serve basis.
2. Other requirements are as follows:
 - a. Must be a TVR chapter member registered for the current SAS.
 - b. May only register for yourself.
 - c. Submit the required registration form with a \$25.00 non-refundable deposit only by check or cash.
 - d. List second choice in case your first choice is cancelled or goes to pre-registration lottery.
 - e. Submit the final payment before date or class space will be forfeited. (11/03)

VII. REGION BOARD MEETINGS

- A. Region board meetings will be centralized. The host chapter will be determined in alphabetical order from among eleven (11) chapters. These chapters are Alabama, Birmingham, Chattanooga, Cheekwood, Cotton Valley, Cumberland, Iris, Knoxville, Plateau, Southern Stitchers, and Stones River. (10/97; 3/01) If a chapter swaps with another chapter, the chapter removing itself from the proper rotation sequence takes the rotation of the chapter involved. Also, if a chapter on the rotation list hosts a Share-a-Stitch which automatically hosts the region board meeting, then that chapter is taken out of the rotation for one meeting time. (10/99)
- B. The host chapter should confer with the TVR director to determine the date, time, schedule, number of anticipated attendees, and the deadline to get the information into the TENNESSEE VALLEY REVIEW.
- C. The host chapter should select a site for the meeting. Meeting may be held in a church, hotel, or other facility with enough space. Space, cost, and meal availability are the main factors to consider. Enough extra seating should be available for visiting members. Meals may be provided in a variety of ways. Potluck by the chapter members, catered by a church group or other organization, provided by a hotel dining room, or box lunches brought in are some suggestions. Adequate parking space needs to be considered.
- D. Physical items to be considered for the room are set up of tables, audio-visual needs, a head table to seat the officers, a registration desk, and possibly a blackboard.
- E. TVR provides a hundred fifty dollars (\$150.00) to the host chapter for expenses in having a meeting. (10/02) Registration money is received by the region representative of the host chapter and administered by the chapter treasurer.
- F. The registration fee should be set so that the money plus the one hundred fifty dollars (\$150.00) from TVR covers all the cost including breakfast if applicable and lunch.
- G. Select a menu for the lunch and determine whether workers from the chapter will be required. Find out if the gratuity is included in the price of the meal, what the deadline for making reservations is, and what is the policy for cancellation.
- H. Clearly state whether a continental breakfast will be served and at what time and place, and whether overnight lodging is being offered.
- I. If the chapter plans any social event the evening preceding the meeting, be certain that the time, place, and whether a meal is being served are clearly stated. A map or directions should be included.

- J. Information regarding the meeting should be sent to the TVR secretary from the host chapter at least two months prior to the meeting. This should include the following:
 - 1. a clear road map
 - 2. a reservation slip including attendee's name, address, telephone number, chapter, and amount of money being sent
 - 3. name and address of the person to whom the checks are to be sent
 - 4. date to return the form making it according to the deadline the facility requires
 - 5. if overnight lodging is offered by the host chapter, have a place to indicate whether smoking or non-smoking is needed as well as other health considerations such as allergies to pets, etc. and
 - 6. a list of motels and hotels close by with addresses, phone numbers and prices.
- K. The choice of whether or not to give a favor to each attendee is up to each host chapter.
- L. EGA members may attend the meeting without participating in the meal if they choose to do so.
- M. Register everyone as they walk in. Encourage each attendee to wear a nametag. Have spares for those who forgot.
- N. Be sure to arrive early on the meeting day and check all arrangements as well as assist the TVR officers in anything they might need. (10/93; 10/00)

VIII. AMENDMENTS

These standing rules may be amended by a majority vote at any regular meeting of the TVR board. Official copies will be issued to the chapters, TVR officers, and committee chairmen at each annual meeting. (7/97)

Revised March 2004

