

GREAT LAKES REGION
THE EMBROIDERERS' GUILD OF AMERICA, INC
2004 REVISED STANDING RULES

Preface: Articles and sections identified below correlate to articles in the bylaws

ARTICLE III. MEMBERSHIP

Section 4. Dues

B. Right to set Dues

1. Great Lakes Region (GLR) annual dues are \$1.00 per primary individual chapter member.
2. If plural members' primary chapter is not in the GLR, members shall pay \$1.00 annual dues through the GLR plural chapter.

ARTICLE IV. OFFICERS

Section 1. Identification of Elected Officers

Responsibilities of Officers

1. A GLR elected officer shall not serve concurrently as a chapter representative.
2. With the exception of the Director, GLR elected officers have no voting rights on matters brought before the Region Board. The Director shall present his/her written ballot to the Credentials Official prior to the voting of the representatives and her/his vote will be considered only in the event of a tie.

A. Director

1. Represent the GLR on The Embroiderers' Guild of America, Inc. (EGA) Board of Directors.
 - a. Be familiar with all EGA Bylaws and the Policies and Procedures Manual.
 - b. Attend all EGA board meetings.
 - c. Submit the GLR Director's report to EGA for presentation at each EGA board meeting.
 - d. Vote as (s)he determines is in the best interest of the GLR on such items as are presented.
 - e. Distribute interpretation of the actions and decisions of the EGA Board to the region membership.
 - f. Inform National Vice President of Operations of major GLR events and concerns.
 - g. Work with the National Vice President of Operations to identify and authorize prospective chapters and satellite groups.

- h. Review all minutes and correspondence from EGA.
 - i. Submit names of GLR candidates for national office to the Nominating Committee Chairman.
2. Coordinate and supervise the operation of the Great Lakes Region and the GLR Executive Board of Directors.
- a. Preside at GLR meetings and receive chairman reports.
 - b. Submit state of the region report at GLR meetings.
 - c. Appoint the Parliamentarian who serves without vote.
 - d. With the concurrence of the Executive Board of Directors, appoint GLR State Liaisons, standing and special committee chairs, and other chairs as needed.
 - e. Supervise GLR seminars and exhibits.
 - f. Maintain communication with the assistant Director, State Liaisons, Region Board members, and the Director-elect, responding as promptly as possible.
 - g. Working closely with the state Liaisons, oversees chartering and dissolution of GLR chapters.
 - h. Be a signee for each account doing business for or as the GLR (including seminar accounts using the GLR identification number).
 - i. Review and approve the Secretary's minutes of meetings. Notify the Newsletter Editor of any changes before the minutes are published in the GLR newsletter.
 - j. Contribute to and review the contents of the GLR newsletter. Encourage chapter contributions to the GLR newsletter.
 - k. Attend each state's State Day when possible.
 - l. Maintain list of current chapter officers.
 - m. Visit chapters within the GLR as requested or needed, if possible.
 - n. Identify and develop a current list of potential GLR leaders.
 - o. Maintain Director's records of the Region.
 - p. Review treasurer's annual GLR financial statement before submission to the EGA treasurer.
 - q. Coordinate the St. Clair Award Program.

B. Assistant Director

1. In the absence of the Director, perform the duties of the office of Director.
2. Serve as GLR Bylaws and Standing Rules chair.
3. Help chapters review their bylaws, if asked, and ensure their submission to EGA when due.
4. Maintain a current copy of Bylaws and Standing Rules as amended between revisions.
5. Coordinate date, time and location for the semiannual meeting with Region Director. Plan the semiannual meeting is to be held, if possible, in the triangular area of Indianapolis, South Bend, and Toledo.

C. Secretary

1. Transcribe minutes of the GLR Executive Committee, the Executive Board of Directors and Region Board meetings, ensuring all motions and voting results are recorded. Receive from the Director chairman reports to become part of the meeting minutes.
2. Mail copies of the minutes to the Director, GLR Newsletter Editor, and EGA Vice President of Operations.
3. Prepare correspondence as requested by the Director for the Director's signature.
4. Maintain complete permanent copy of all GLR meeting minutes and related reports.

D. Treasurer

1. Administer GLR financial matters.
 - a. Receive and disburse region funds in accordance with the approved budget and bylaw restrictions.
 - b. Maintain a permanent ledger of debits and credits.
 - c. Maintain the GLR checking and savings accounts.
 - d. Maintain a receipt file of GLR expenses paid.
 - e. Prepare an annual GLR financial statement for the Directors approval. When approved, submit it to the EGA treasurer (see Bylaws Article X, section 2).
 - f. Prepare current GLR financial report for each board meeting.
 - g. Prepare evaluation of expenses and income to be presented at GLR annual and semi annual meetings.

- h. Provide records for an annual audit of GLR records to be conducted by a designated auditor.
2. Advise the Director on financial issues.
3. Prepare the preliminary annual budget and present the proposed budget at the semiannual Board Meeting to the Region Executive Board and finalize the budget for Region Board approval.
4. Treasurer shall monitor the budget on an ongoing basis, comparing it to actual income and expenditures.

ARTICLE VII. EXECUTIVE BOARD OF DIRECTORS

Section 1. Composition of Executive Board of Directors.

A. State Liaison. The Director will appoint one State Liaison for each state in the Great Lakes Region, i.e., Illinois, Indiana, Michigan, Ohio, Wisconsin. A State Liaison shall not concurrently serve as an elected chapter representative. The duties of a State Liaison shall include but not be limited to:

1. Be the first line of communication between chapters in the Liaison's assigned state and the Director.
2. Contact directly and visit each chapter in the Liaison's state at least once during the term of office.
3. Help develop and assist in meeting the requirements for national chartering for new chapters in the Liaison's state. Help identify and establish satellite groups in the state.
4. Report to the Director immediately any perceived serious problems encountered by chapters within the Liaison's state.
5. Receive minutes and newsletters from chapters in the Liaison's state. Provide information as necessary to the Director and GLR Newsletter Editor.
6. Participate in membership development and education enrichment in the Liaison's state.
7. When chapters arrange workshops and registration is solicited beyond the chapter, help the chapters publicize the workshop information to other GLR chapters.
8. Solicit hosts for annual State Days and, when requested, serve as an advisor at that state's State Days.

B. Nominating Committee.

1. Solicit, review, and retain for 3 years resumes of individuals interested in GLR Region Board and GLR Nominating Committee positions.
2. Develop a slate of GLR Nominating committee candidates.

3. Develop a slate of GLR officer candidates, identifying one candidate for each office.
4. Present proposed slates at the odd-numbered year annual meeting.
5. Forward slates and a brief biography of each GLR officer and Nominating Committee candidate to the GLR Newsletter Editor to be published at least forty-five (45) days prior to the semiannual meeting during which the slates are to be presented for vote.
6. Tally and record votes.
7. Forward to the GLR Newsletter Editor the list of elected GLR officers and Nominating Committee members.
8. Submit final Nominating Committee report at the GLR meeting following an election.

ARTICLE IX. COMMITTEES

Section 1. Identification. After consultation between the Director and the Executive Committee and with the approval of the executive Committee, the following committee chairs will be appointed. The names of the appointees shall be published in the first GLR newsletter distributed following the annual meeting at which the elected officers are installed. A committee chair may also serve as a chapter representative.

A. Standing Committee Chairmen. The duties of the following chairs shall include but not be limited to:

1. Community Outreach.

- a. Receive Community Outreach Project Forms from GLR chapters by February 15 annually.
- b. Maintain record of chapter community outreach projects through annual report received from chapters.
- c. Consolidate chapter reports and submit an annual report to National Community Outreach Chair.
- d. Communicate with chapters and share ideas for development of community outreach projects.

2. Correspondence Courses.

- a. Encourage use of EGA group correspondence courses.
- b. GLR-Sponsored EGA Group Correspondence Courses:
 - (1) Determine the courses to be sponsored.
 - (2) Establish participant cost to ensure the self-funding of a course.

- (3) Announce course selection in the GLR newsletter.
- (4) Coordinate participation by individual chapter members by acting as GLR group leader for registration and shipping purposes.
- (5) Provide a report to the Director at the completion of each course.

3. Credentials.

a. Meeting Preparation. Distribute GLR Representative registration forms prior to a meeting using either the GLR newsletter or the host chapter's announcement publication.

- (1) Tally the responses.
- (2) Note alternate representatives identified and proxy votes received.
- (3) Advise the Director if it appears there may not be a quorum.
- (4) Prepare voting cards.

b. Annual and Semiannual Meetings.

- (1) Register the representatives.
- (2) Ensure representatives sign voting cards when the cards are issued.
- (3) Confirm to the Director a quorum is present.
- (4) Collect the voting cards at the end of the meeting.
- (5) Distribute literature to any representative not in attendance.

4. Education.

a. Contact new chapters and explain EGA and GLR education resources.

b. GLR Education Resources.

(1) Periodically review the condition of the GLR education resources, identifying those which require revision.

(2) Coordinate identified revisions, seeking assistance from GLR members.

5. GLR Merchandise and Fund Raising.

a. Develop and coordinate GLR fund raising efforts.

b. Supervise the distribution of the GLR fund raising design publication, complying with EGA rules concerning product design and product approval.

6. Historian.

- a. Maintain GLR historical files to include:
 - (1) List of GLR Directors and board members.
 - (2) Dates and locations of GLR meetings.
 - (3) Dates and locations of GLR Seminars.
 - (4) Photographs as appropriate.
- b. Solicit articles and entries for the GLR historical files.

7. Newsletter.

- a. Publish the GLR newsletter quarterly.
- b. Distribute GLR newsletter to, avoiding duplicate mailing when possible:
 - (1) EGA Board members and National Newsletter Reviewer.
 - (2) Region Board Members.
 - (3) GLR chapter president, newsletter editor, region representative, and program chair.
 - (4) Individual subscriptions.
- c. When provided by the responsible chair, ensure the following are published.
 - (1) Short biography of prospective officer and nominating committee candidates prior to the meeting at which they are elected.
 - (2) Proposed Bylaws amendments which have been reviewed by EGA and Standing Rules as necessary at least thirty (30) days before the meeting during which there will be a vote.
 - (3) Interim Bylaws amendments which have been reviewed by EGA and accepted by the Region Board and Standing Rules amendments accepted by the Region Board.
 - (4) Complete revised Bylaws after the five year review and EGA and Region Board acceptance.

(5) Proposed standing rules amendments which have been reviewed by the Executive Board of Directors.

(6) Region Board-approved standing rules amendments.

(7) Secretary's minutes of the Executive Committee, Executive Board of Directors and Region Board meetings which the Director has reviewed and released for publication.

(8) GLR Roster.

8. Teacher Listing.

a. Identify teachers in the GLR who want to be included in the listing.

b. Publish a consolidated list of GLR teachers for distribution annually at the Region Board meeting and 1

9. Touring Teacher.

a. Explain the Touring teacher Program to interested chapters.

b. Plan a teacher tour.

(1) Determine interest of chapters regarding a tour by a teacher from outside the region.

(2) Determine teacher's availability for such a tour.

(3) Advertise the tour in the GLR newsletter.

(4) Coordinate GLR aspect of tour (travel into and out of the GLR) with the teacher and chapters interested.

(5) Help chapters plan the teacher's travel within the region.

B. Special committee chairmen. The duties of the following chairs shall include but not be limited to:

1. Audit.

a. Audit GLR Treasurer's records annually and when there is a change in treasurer.

b. Submit a report of findings at the annual GLR meeting.

2. Bylaws and Standing Rules. The Assistant Director shall serve as chair with Parliamentarian and one other member constituting the committee.

a. Bylaws (EGA review required).

- (1) Review GLR bylaws every five (5) years from the date of approval by the EGA Bylaws Chairman.
- (2) Prepare proposed amendments.
- (3) Submit proposed amendments to the Executive Board of Directors for review.
- (4) After the Executive Board of Directors approval is received, submit proposed amendments to EGA Chapter/Region Bylaws Review Committee Chairman.
- (5) After EGA approval is received, forward proposed amendments to the GLR Newsletter Editor.
- (6) Present the proposed amendments for vote at GLR Region Board meeting.
- (7) Forward amendments as accepted by the Region Board to the GLR Newsletter Editor.

b. Standing Rules (EGA review is not required).

- (1) Review GLR Standing Rules annually from the date of approval by the Region Board.
- (2) Submit proposed revisions to the Executive Board of Directors for review.
- (3) Forward to the GLR Newsletter Editor the Executive Board of Directors-reviewed proposed amendments to be published in the GLR newsletter at least 30 days prior to meeting during which amendments are presented for vote.
- (4) Present proposed amendments for vote at the GLR Board meeting.
- (5) Forward the amendments as accepted to the GLR Newsletter Editor.

ARTICLE X. FISCAL POLICIES

1. Signature Authority. The authorized signature for:

- A. GLR bank accounts shall be those of the Director and treasurer.
- B. Contracts drawn between the GLR and a second party shall be those of the Director and the chair involved.

2. Expenses Reimbursement.

- A. All individuals performing duties necessary to the operation of the GLR should submit for reimbursement of expenses at least sixty (60) days prior to a regularly scheduled GLR meeting so the Treasurer may submit a true report of GLR finances.
- B. Any expense incurred must be submitted to the treasurer for reimbursement within 6 months of date of occurrence.

ARTICLE XII. AMENDMENTS OF STANDING RULES

These standing rules may be amended by a simple majority at any GLR Region Board meeting, provided the proposed amendments have been submitted in writing to the membership at least thirty (30) days before the meeting.

ARTICLE XIII. GENERAL STANDING RULES

1. Region Board Members responsibilities:

- a. Be familiar with GLR Bylaws and Standing Rules.
- b. Submit to the Director a written report prior to GLR meetings. These reports will become part of the meeting minutes. Other reports required or requested are to be submitted in a timely manner.
- c. Ensure smooth transfer of duties and records to successor.

2. Chapter GLR Representative Responsibilities.

- A. Attend Region Board meetings, express consensus opinions pertinent to issues under discussion and cast vote as advised by sponsoring chapter.
- B. If unable to attend Region Board meeting, identify and notify alternate representative or submit proxy vote as needed.
- C. Review correspondence received from GLR and report to chapter GLR decisions and actions affecting the chapter.
- D. Inform chapter of GLR resources available to the chapter, ensuring appropriate chapter members receive pertinent information and verifying their timely response for information requests and report requirements.
- E. Inform State Liaison of chapter resources (e.g., publications, workshops, teachers, potential Region Board candidates) and events available to the GLR.
- F. Maintain current GLR Representative notebook.

Great Lakes Region of The Embroiderers' Guild of America, Inc. Approval

Director

Date