

**Ancillary Document 2.1.1
GUIDELINES FOR CHAPTER FORMATION**

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WELCOME

Thank-you for accepting the challenge to form a new chapter of The Embroiderers' Guild of America, Inc. (EGA). Starting a new chapter requires organization and effort but can be accomplished through strong leadership and an equally dedicated support system. The director of the geographic region, the staff at headquarters, and national officers are resources.

The purpose of these guidelines is to outline the basic steps needed to form a new chapter. These are simple procedures which, when followed carefully, will produce the desired results.

This memo references all the materials needed in the formation process. Each item referenced is found in the Policies and Procedures on the EGA website. The cover page hyperlinks those documents for convenience.

In addition to this memo, enclosed are the following materials which should be of assistance in forming a chapter:

- Supply (50) of membership brochures – more will be provided upon request.
- Most recent EGA annual report.

The director of the geographic region in which the chapter is forming is the link to EGA Headquarters and will help with the preliminary work of forming a chapter.

Region is _____

Region Director is _____

Contact information _____

Additional support is provided from EGA headquarters. The office is responsible for the day-to-day operation

How to use EGA's document numbering system: Each "Policy" (a directive) has a number; the corresponding "Procedure" (how to) as well as related "Ancillary Documents" (forms, lists, etc.) bear the same number. By way of example, Section 2 of the Policies and Procedures pertains to "Organization". The sub-section 2.1 pertains to chapters. 2.1.4 pertains to chapter bylaws. On-line, the related Policy, Procedure and Ancillary Documents are hyperlinked for easy access.

ABOUT EGA

The Embroiderers' Guild of America (EGA) was formed in 1958 for fostering and preserving the art of needlework and associated arts. EGA seeks to promote cooperation and the exchange of ideas among those who are engaged in needlework throughout the world by encouraging a high standard of design and technique in embroidery.

EGA provides a center, a bureau of education and information regarding the art of embroidery, for all guild members. The mission of The Embroiderers' Guild of America is to inspire passion for the needle arts through education and the celebration of its heritage. This mission includes conducting instruction and research in the art of needlework, distributing related materials and publications to members and to the public as well as conservation of needlework examples and resource works.

Why Form a Chapter? EGA is a diverse community of all ages, backgrounds, and expertise levels. We share a love of embroidery of many kinds. We are a national guild with a worldwide membership. Our common bond is the enjoyment of stitching and the desire to learn more, and the 290 plus chapters provide the opportunity on a local level for personal educational growth and fellowship.

Member Benefits. EGA, its regions and chapters of EGA, offer programs to meet the needs of members at all levels of expertise.

EGA national and region seminars are a unique way to learn new techniques and connect with other stitchers who share a love of embroidery. From workshops led by chapter members, to the multi-day workshops with national teachers to multi-day region and national seminars, the horizon is unlimited. Over 65 Petite Projects are available to chapters to use for teaching, and to members for individual use.

Courses, correspondence, on-line, as well as classes sponsored by chapters, region and national seminars in various techniques are available for groups and individuals. The Online Studio offers classes periodically throughout the year. Master Craftsman and Challenge programs provide opportunities for achievement for the advanced stitcher. EGA also offers Appraiser, Teaching, and Judging Certification programs. EGA headquarters in Louisville, Kentucky, houses a large lending library which is expanded with study boxes and other educational materials, as well as an exhibit gallery and a permanent collection of more than 800 pieces of embroidery.

The quarterly magazine, *Needle Arts*, and quarterly newsletter, *Inside EGA*, are sent to every member. These publications include projects as well as articles on design and technique, upcoming exhibits, designer profiles, research, photographs of outstanding work, and news of the organization. Other publications include a monthly e-newsletter, the national seminar brochure, and the Education Catalog.

More information regarding EGA?

- **Website:** Visit the EGA website, www.egausa.org, to find additional membership information, history, free projects, exhibit photographs, group (GCC) and individual (ICC) correspondence course information, photographs, and so much more!
- **Headquarters:** EGA headquarters is in Louisville, Kentucky and is responsible for the day-to-day operation and implementation of EGA programs. The office staff maintains membership records and acts as the information center for chapters, regions, members, and the public. Headquarters is responsible for planning and implementing a variety of programs and strategies that will ensure the health of the organization, specifically regarding income, public awareness, and membership development. It also acts as a registration point for all educational programs including correspondence courses, online classes, certification, and extended study programs.
- **EGA Structure:** EGA is a democratic, nonprofit educational organization governed by the members through their elected representatives at the chapter, region, and national levels. Most members belong to at least one chapter, and each chapter belongs to one of 13 regions.

- **National governance.** All EGA is governed by the national board of directors which consists of seven elected officials, who form the executive committee, and one director from each of the thirteen regions. The members of the executive committee, who serve staggered 3-year terms, each is elected by chapter delegates every 3 years at the EGA annual meeting. The board of directors of each region elects its region director who serves for a term established by the region's bylaws. The national board of directors establishes policy for EGA, including the benefits and programs available to members.
- **Region governance.** Each region is governed similarly to the national organization, with a board of directors and an executive committee. The board of directors of each region includes at least one representative from each chapter within the region. The board of directors elects the region director and the other officers who lead the region. The officer positions and terms of service vary and are according to each region's bylaws.
Each region produces and promotes programs for members within the region.
- **Chapter governance.** Chapters are governed by a board of directors and an executive committee. The chapter members elect the officers who lead the chapter. The officer positions and terms of service vary and are according to each chapter's bylaws. Each chapter elects or appoints a region representative to serve on the region's board of directors. Chapters develop programs and provide benefits to their members in the form of educational programs and fellowship opportunities.
- **Members-at-large (MAL).** EGA includes members-at-large who do not belong to a chapter and, therefore, do not belong to a region. Members-at-large receive all the benefits offered by the national organization; however, regions and chapters have the discretion whether to permit MALs to participate in their activities.

HOW TO FORM AN EGA CHAPTER

The basic steps necessary to forming a chapter are described in this document. These steps are based on EGA Bylaws, its Policies and Procedures and EGA's parliamentary authority, which is the current edition of *Robert's Rules of Order Newly Revised*. The basic procedure is:

- Hold organization meetings.
- Elect temporary chair and secretary.
- Establish bylaws (as approved by EGA).
- Elect officers according to the bylaws.
- Enroll members.
- Apply for new chapter status.
- Obtain chapter charter from EGA.

Getting Started – Step by Step

1. First, read EGA's Policies and Procedures 2.1 (available on the EGA website).
2. See the Checklist provided with this memo. Some tasks maybe performed simultaneously to expedite the process.
3. Contact EGA representatives for advice. Both Headquarters and the Region Director of the proposed chapter's geographic area can provide guidance. While working locally to assemble

a viable group, discussion with the EGA representatives will speed the receipt of a formal charter for the chapter. Primarily, these contacts will be to (1) receive preliminary approval of a proposed chapter name and (2) preliminary approval of the chapter’s proposed initial bylaws. (3) Additionally, these contacts can will answer questions about who may join, number of members needed to charter a chapter, dues, etc.

4. Plan for at least two organizational meetings of the prospective chapter membership to accomplish the steps. To set up and conduct these meetings, see **Organizational Meetings** below.

CHECKLIST – FORMING AN EGA CHAPTER

In forming a chapter, consult with the region director regarding each step of the process as well as whenever information or advice is needed. Use the following checklist as your worksheet, noting what needs to be done and, has been done.

You will utilize the following documents (hyperlinked), available on the EGA website:

- Ancillary Document 2.1.1, Guidelines for Chapter Formation – this document
- Ancillary Document 2.1.1.1.4, Certificate of Resolution to Form Chapter
- Ancillary Document 2.1.1.1.4.1, Chapter Formation Questionnaire
- Ancillary Document 2.1.1.1.4.4, Elected Officers Form
- Ancillary Document 2.1.1.1.4.10, Chapter Dues Worksheet
- Ancillary Document 2.1.1.1.4.10.2.2, Calculation Payment to National and Region
- Ancillary Document 2.1.1.4.2.4, Enrollment of Forming Chapter
- Ancillary Document 2.1.6.2.1, Recruiting Campaign Suggestions
- Ancillary Document 2.1.6.2.1.1, Sample News Release
- Ancillary Document 2.1.6.2.2.4, Sample Public Service Announcement
- Ancillary Document 2.1.4.2, Chapter Bylaws Instructions and Checklist
- Ancillary Document 2.1.4.2.1, Chapter Bylaws Annotated Sample
- **Ancillary Document 5. ... [Financial Guidelines]**

TIMELINE/DATE	CHAPTER ORGANIZERS’ TASKS	NOTES & DETAILS
	Initiate contact with EGA (Region Director or EGA Headquarters or both)	Done by phone, email, letter, etc.; no formal requirement to initiate contact. See page 10 below.
	Conduct FIRST ORGANIZATIONAL MEETING:	See guidelines below, page 13-18 and Ancillary Document 2.1.1.1.4, Certificate of Resolution to Form Chapter; Ancillary Document 2.1.1.1.4.1, Chapter formation Questionnaire
	Submit proposed chapter name to EGA headquarters for approval.	EGA must approve proposed chapter name
	Adopt chapter name (after EGA approves)	Ancillary Document 2.1.1.1.4, Certificate of Resolution to Form Chapter
	Adopt Resolution to form chapter	Ancillary Document 2.1.1.1.4, Certificate

		of Resolution to Form Chapter
	Send Signed “Certificate of Resolution” to EGA headquarters	Ancillary Document 2.1.1.1.4, Certificate of Resolution to Form Chapter
	Draft proposed chapter bylaws using EGA’s forms	See page 11 below, and Ancillary Document 2.1.4.2, Chapter Bylaws Instructions and Checklist Ancillary Document 2.1.4.2.1, Chapter Bylaws Annotated Sample
	Submit proposed bylaws to EGA’s Chair of Chapter/Region Bylaws Committee for preliminary approval.	Ancillary Document 2.1.4.2, Chapter Bylaws Instructions and Checklist; Ancillary Document 2.1.4.2.1, Chapter Bylaws Annotated Sample
	Conduct SECOND ORGANIZATIONAL MEETING: Enroll members using Enrollment of Forming Chapter form; Elect initial officers; Adopt chapter bylaws by 2/3s vote of enrolled members	See guidelines below, page 13-18 and Ancillary Document 2.1.1.4.2.4, Enrollment of Forming Chapter See Policies and Procedures 2.4 for more information about membership
	Send signed copy of chapter bylaws EGA’s Chair of Chapter/Region Bylaws Committee for formal, final approval.	Ancillary Document 2.1.4.2, Chapter Bylaws Instructions and Checklist Ancillary Document 2.1.4.2.1, Chapter Bylaws Annotated Sample
	Send list of elected officials sent to EGA headquarters. (List to include names, addresses, telephone numbers, and email addresses.)	Ancillary Document 2.1.1.1.4.4, Elected Officers Form
	Send list of at least 15 enrolled members sent to EGA headquarters. (List to include names, addresses, telephone numbers, and email addresses.)	Ancillary Document 2.1.1.4.2.4, Enrollment of Forming Chapter
	Receipt from EGA’s Director of Bylaws, the chapter’s copy of signed and formally approved by EGA. (Initiate an amendment if bylaws changes are needed – see below. This will not be an impediment to obtaining new chapter status.)	Ancillary Document 2.1.4.2, Chapter Bylaws Instructions and Checklist Ancillary Document 2.1.4.2.1, Chapter Bylaws Annotated Sample
	Copy chapter bylaws and distribute to each chapter member (via email is acceptable).	
	Receipt from EGA notice that new chapter status has been granted	
	Complete the chartering process within 30 days of notice by EGA of approval:	See guidelines below
	Obtain Employer Identification Number (‘EIN’) from Internal Revenue Service (IRS)	If unsure how to do this, contact EGA’s national Treasurer

	Send copy of IRS's EIN assignment notice to EGA headquarters.	
	Collect dues from enrolling members.	Ancillary Document 2.1.1.1.4.10, Chapter Dues Worksheet Ancillary Document 2.1.1.1.4.10.2.2, Calculation Payment to National and Region
	Open bank account using EIN issued to chapter by the IRS.	If unsure how to do this, contact EGA's national Treasurer
	Pay national and region dues.	Ancillary Document 2.1.1.1.4.10.2.2, Calculation Payment to National and Region
	Review the new Charter, Financial Guidelines, and miscellaneous useful items received from EGA Headquarters.	Ancillary Document 5. ... [Financial Guidelines]
	<i>If a bylaws revision is necessary:</i> Submit bylaws revision to EGA's Chair of Chapter/Region Bylaws Review Committee for preliminary approval. (After the initial bylaws, amendments to specific provisions may be submitted as desired).	See Page 11 below
	Receipt of preliminary approval from Chair of Chapter/Region Bylaws Review Committee of revised bylaws or amendments	
	Provide chapter members with a 30-day notice of motion to amend the chapter bylaws.	This may be done by mail or email; notice must be written
	Chapter members vote to approve amendment (2/3 vote is mandatory, and a quorum of enrolled members must be present).	
	Send signed copy of revised or amended chapter bylaws to EGA's Chair of Chapter/Region Bylaws Committee for formal, final approval.	
	Receipt from EGA's Director of Bylaws, the chapter's copy of signed and formally approved by EGA. (Initiate an amendment if bylaws changes are needed – see below. This will not be an impediment to obtaining new chapter status.)	
	Copy chapter bylaws and distribute to each chapter member (via email is acceptable).	

	<p>Review chartering steps; determine that all steps have been completed:</p> <ul style="list-style-type: none"> Name approved; Bylaws approved; Officers elected; Members enrolled; Dues collected; EIN obtained; Bank account opened. <p>All information regarding the major steps submitted to EGA along with dues.</p>	
	<p>Proceed to hold meetings and conduct regular chapter business in compliance with EGA's Policies and Procedures.</p>	<p>Page 20 and Ancillary Document 2.1.6.2.1, Recruiting Campaign Suggestions Ancillary Document 2.1.6.2.1.1, Sample News Release Ancillary Document 2.1.6.2.2.4, Sample Public Service Announcement</p>

APPENDIX

The appendix includes the following:

- Application for New Chapter Status
- Bylaws of a Forming Chapter
- Chapter Formation Questionnaire
- Chartering Steps
- Certificate of Resolution to Form a Chapter of EGA
- Conducting Organizational Meetings
- Dues - Guidelines for Establishing Annual Chapter Dues
- Dues – Calculating Payments Due National and Region
- Elected Officers Form
- Enrollment Form
- Job Descriptions
- Membership Requirements for Forming a New Chapter
- Minutes
- Parliamentary Authority
- Program Ideas
- Publicity – including a sample news release and public service announcement
- Sample Installation Ceremony
- Subsequent Meetings

APPLICATION FOR NEW CHAPTER STATUS

Application Process

The “application” for new chapter status is initiated by the region director or EGA vice president upon the completion of the following steps:

1. EGA headquarters notifies the EGA vice president and region director when the following have been received at headquarters:
 - a. Certificate of the adoption of the resolution to form the chapter (Ancillary Document 2.1.1.1.4, Certificate of Resolution to Form a Chapter of the EGA)
 - b. List of the permanent officers.
 - c. List of at least 15 members, including at least 10 primary members.
2. The director of bylaws signs the bylaws, and notifies the EGA vice president, region director, and headquarters when this happens.
3. The director of bylaws mails a copy of the signed bylaws to the chapter president, region director, headquarters, and chair of the chapter/region bylaws review committee.
4. The region director or vice president makes a motion to the EGA board of directors that new chapter status be granted.

Notification of New Chapter Status

The region director will notify the chapter president when the EGA board of directors has granted new chapter status. A letter outlining the steps necessary to obtain a charter will be sent to the chapter president from headquarters.

BYLAWS OF A FORMING CHAPTER

Bylaws:

- Define the rules by which the organization operates.
- Contain essential provisions of an organization relating to its name, object, members, officers, and meetings.
- Classify members' rights and privileges.
- State the degree of control the membership has over the actions of the board and what functions the board can pursue independently or in the name of the organization.
- Define additional fiscal details and outline the procedure for instituting amendments.

EGA has established and provides annotated sample chapter bylaws to provide a template for consistent construction based on requirements of EGA and the current edition of *Robert's Rules of Order Newly Revised*. Certain provisions are mandated and must be included in all bylaws. Some of the mandated text is required by IRS regulations or state law. Other provisions are required because they have been approved by the EGA national board of directors. Mandated text is identified in the sample chapter bylaws by bold type. See Ancillary Document 2.1.4.2.1.

Summary of Steps for Developing Chapter Bylaws

1. The bylaws chair obtains the following documents.
 - a. Ancillary Document 2.1.4.2, Chapter Bylaws Instructions and Checklist;
 - b. Ancillary Document 2.1.4.2.1, Chapter Bylaws Annotated Sample
2. The new chapter's bylaws committee drafts the proposed bylaws using the Annotated Sample as a template.
3. After the committee agrees on the proposed bylaws, copies are made for distribution at the second organizational meeting. The mandated text may be left in bold type to aid in discussion at the meeting (but the bold font should be removed before finalization of the document).
4. At the second organizational meeting, the bylaws committee chair moves for adoption of the proposed bylaws. Coming from a committee, a second is not needed. *Robert's Rules of Order Newly Revised* states that each provision of the proposed bylaws should be discussed, amended as agreed by the group, and voted on separately. However, given that the bylaws are based on a straight forward template, it may be clearer and more productive to discuss the provisions in groups by article title. Or, discussion may simply focus on items questioned by the attendees.

Remember that mandated text (bold text in the sample) cannot be deleted or amended.

5. If it develops during the discussion that additional time is needed to resolve questions, the bylaws committee can be directed to investigate and to report back at a specified date and time. This can be done by general consent or motion.
6. A majority vote only is needed to approve the bylaws of a forming chapter. (In the future, a 2/3 vote will be required to amend the bylaws.)

After the bylaws are approved, the meeting recesses to enroll members, and then resumes to elect the officers specified in the bylaws.

CHARTERING STEPS

Begin these steps only after the chapter contact has received the new chapter status letter from EGA Headquarters.

Steps to Be Taken by the Chapter.

These steps must take place within 30 days after the chapter president is notified that the chapter has been granted new chapter status. The steps will be described in more detail in the new chapter status letter which will be sent to the president by Headquarters.

1. Obtain an Employer Identification Number (EIN) from the IRS and send a copy of the EIN assignment notice to Headquarters and the Region Director. The EIN is needed to formally associate the chapter with EGA's tax exempt status, and for the chapter to be able to open a bank account.
2. Open a bank account using the EIN obtained by the chapter from the IRS, deposit dues, and order checks.
*The format for the name on the checks is: [chapter name] Chapter, EGA.
3. See Ancillary Document 2.1.1.1.4.10, Chapter Dues Worksheet and Ancillary Document 2.1.1.1.4.10.2.2, Calculation Payment to National and Region to assist in the calculation of the amounts due to national and the region.
4. Send a check to EGA Headquarters for the amount of national dues for each primary chapter member and include a list of the members covered by the dues payment.
5. Send a check to the region for the amount of region dues for each chapter member, except for those who have already paid region dues. Include a list of the members covered by the dues payment.

Issuance of Charter

The charter will be sent from EGA Headquarters following the completion of steps 1-4 above, along with additional material including but not limited to the Financial Guidelines and links to other information on the website.

New Member Packets

A welcome letter and other materials will be sent to each new primary member from headquarters as soon as possible after the charter is issued. Each packet will include:

- Membership card and
- A recent issue of *Needle Arts*.

CONDUCTING ORGANIZATIONAL MEETINGS

Besides the interaction with EGA, to form a chapter, the prospective members must meet, make certain decisions and take certain actions. To assist organizers, suggestions and guidelines for organizational meetings is as follows:

1. Planning for Organizational Meetings:

- a. Choose a location for these organizational meetings. A central location which is easily accessible will encourage prospective members to attend. Possible locations are:
 - Library
 - Museum
 - Art gallery meeting room
 - Community center
 - Shopping mall or department store public meeting room
 - Places of worship
 - Free meeting room at a local business or restaurant
 - While a meal in a restaurant may provide a comfortable, casual setting, it adds to the time involved and an expense to participants. Also, it is less conducive to displaying needlework.
- b. Plan the program:
 - Devote a short segment to describing EGA's mission, programs, and membership benefits.
 - Invite the EGA region director in the area to attend and make a presentation. The region director is responsible for assisting with the requirements for chapter formation and is available to make presentations about EGA at introductory meetings. Alternatively, the president or other member of a nearby chapter could also be invited to speak. Ask these individuals to bring examples of finished needlework to display. Identify items from personal collections that to share.
- c. Educational Program. An educational program is not required but could be provided to attract participants. The EGA website offers free projects which could be utilized for this purpose at Resources – Free Projects.
- d. Obtain EGA resources for show and tell. Obtain a supply of EGA membership brochures from headquarters. A supply should have been sent to with this manual, and more copies will be provided upon request. Obtain a variety of EGA materials from headquarters to share with participants, such as *Needle Arts*, *Inside EGA*, Education Catalog, a recent national seminar brochure, and the most recent annual report.
- e. Send out invitations
 - Prepare a list of prospective members, send invitations to each by mail or email. Invite local members-at-large (MALs). Contact headquarters to find out if there are MALs in the area and to obtain a list.
 - Spread the word of the first meeting
 - Flyers, posters, and brochures may be placed in a variety of shops and businesses. Local newspapers, radio, and TV may offer free public service announcements. See

- Policy and Procedures 2.1.6.2.1 and the Ancillary Documents at 2.1.6.2.1. Also, See Policy and Procedures 2.1.6.2.2 and the Ancillary Documents regarding “Publicity” and for sample news releases and public service announcements.
- Refreshments – Refreshments are optional.
 - Obtain meeting supplies – Meeting supplies should include:
 - Sign-in sheets plus pens to collect names and contact information.
 - Supply of the Chapter Formation Questionnaire, Ancillary Document 2.1.1.1.4.1.
 - Inexpensive nametags.

2. First Organizational Meeting:

- a. The objectives of the first organizational meeting are to:
 - Educate participants about EGA and the benefits of belonging to a chapter.
 - Elect a temporary chair and a temporary secretary.
 - Resolve to work towards forming a chapter.
 - Appoint a committee to write the chapter’s bylaws based on the EGA sample chapter bylaws.
 - Obtain suggestions for the chapter name.
 - Set date, time, and place of next meeting.
- b. First Organizational Meeting should include:
 - Organizer(s) greet guests at the door.
 - Have a sign-in sheet to obtain contact information.
 - Provide nametags.
 - Ask attendees to complete the Chapter Formation Questionnaire, Ancillary Document 2.1.1.1.4.1. Ancillary Document 2.1.6.2.1.2
 - CHAPTER FORMATION QUESTIONNAIRE
 - Display examples of embroidery and EGA resource material.
 - Start the meeting on time but be flexible if people are still arriving.
 - Keep business portion of this meeting brief.
 - Designate a temporary secretary to record minutes.
 - Schedule time after the meeting to socialize.
 - Collect completed Chapter Formation Questionnaires.
 - Take pictures to be incorporated into future publicity, and for historical records.
- c. Formal agenda for this meeting should include the following:
 - Call to order, introductions, and program
 1. The meeting organizer, or other person, calls the meeting to order.
 2. Introduce EGA members, if present.
 3. Explain the purpose of EGA and member benefits.
 4. Display and explain EGA resources.
 - Essential business
 1. Review the membership requirement for a new EGA chapter – Policy and Procedure 2.1

2. Elect a temporary chair. This can be done by nomination and voting. Or, the organizer can say, “*If there is no objection, _____ [state name of person] will serve as temporary chair.*”
3. The temporary chair takes over the meeting.
4. Elect a temporary secretary. This can be done by nomination and voting. Or, the temporary chair can say, “*If there is no objection, _____ [state name of person] will serve as temporary secretary.*”
5. The temporary secretary begins taking minutes (see Procedure 2.1.6.1.5, “Minutes”), which should record the elections of the temporary officers.
[Note: The election of permanent officers will take place after the bylaws have been adopted – see the section about the Second Organizational Meeting.]
6. Introduce and adopt a resolution proposing definite action to work toward forming a chapter to read as follows: *Resolved, this group shall work toward forming a chapter of The Embroiderers’ Guild of America, Inc. The purpose of the chapter shall be to inspire passion for the needle arts through education and the celebration of its heritage.*
7. Discuss possible chapter name or names, for submission to EGA headquarters for approval. A chapter name cannot include the word “Guild” or the name of any person living or dead or the name of a current or former EGA chapter.
8. Form a bylaws committee to have proposed bylaws ready for the next organizational meeting. See the process for preliminary approval of bylaws by EGA’s Chapter/Region Bylaws Chair. For the chapter’s bylaws committee to do before the next meeting:
 - a. A “Word” version of EGA’s annotated sample chapter bylaws should provide to the chapter’s bylaws chair for use.
 - b. Policy and Procedures 2.1 for additional information about bylaws.
 - c. Copies of the completed draft should be distributed to all attending the next meeting.
9. Introduce and adopt a motion to authorize the bylaws committee to provide photocopies of the completed draft of the bylaws to all who attend the next organizational meeting.
[Note: that while expenses may be involved in organizing a chapter, initiation fees or dues cannot be collected or received in the name of the chapter until after the bylaws are adopted. Expenditures can be reimbursed after the chapter’s bank account is set up.]
10. Schedule next meeting: Introduce and adopt a motion to set the time and date of the next meeting, usually a month away. If it isn’t practical to set a date and time, the motion can be “to meet at the call of the chair.”
11. Adjourn the meeting. This can be by motion and vote, or the chair can say “If there is no objection, the meeting is adjourned.”

3. Follow-Up after the First Organizational Meeting:

- a. Submit proposed chapter name(s) to EGA headquarters for approval. This can be done directly or request that the region director do it.
- b. Either download from the EGA website or ask that the region director have the following documents emailed to the chair of the bylaws committee: “Word” version of the annotated sample chapter bylaws.
 - The bylaws committee works on proposed bylaws for presentation at the second organization meeting.
 - The bylaws chair has copies of the proposed bylaws made for distribution at the second organization meeting.
- c. Contact a few of the most enthusiastic people for help with the next meeting and involve as many as possible from the very beginning.
- d. Telephone, e-mail, or mail a reminder of the next meeting to attendees of first meeting.
- e. Continue publicity.

4. Second Organizational Meeting:

- a. The objectives of the second organizational meeting are to:
 - Consider and adopt a chapter name.
 - Consider and adopt the bylaws.
 - Enroll members.
 - Elect permanent officers.
 - Establish the amount of chapter dues.
 - Conduct other business as needed.
- b. Second Organizational Meeting should include:
 - Greet guests at the door.
 - Have a sign-in sheet as well as a supply of the Chapter Formation Questionnaire, Ancillary Document 2.1.1.1.4.1, for new attendees.
 - Provide nametags.
 - Distribute copies of minutes of previous meeting. (Alternatively, the secretary may read the minutes aloud during the meeting.)
 - Distribute copies of proposed bylaws.
 - Have a member enrollment form, Ancillary Document 2.1.1.4.2.4, available.
 - Refreshments – optional.
 - An educational program – optional.
 - Schedule time before or after the meeting to socialize.
 - Collect completed additional Chapter Formation Questionnaires as well as Membership Enrollment Forms.
 - Take pictures to be incorporated into future publicity and for historical records.
- c. Agenda for this meeting should include the following:
 - The temporary chair convenes the meeting.
 - Minutes of previous meeting. The secretary reads the minutes; then, asks whether there are corrections. It isn’t necessary to read the minutes if copies are distributed in advance of, or during, the meeting. If distributed during the meeting, give the attendees a chance to read them. Minutes can be adopted by general consent, where

the chair says, “If there are no objections the minutes are adopted as submitted [and corrected].”

- Discuss and vote on the chapter name, if the name has received approval by EGA.
- Bylaws approval. Use EGA’s process for chapter bylaws; see the Checklist for Chapter Bylaws, Ancillary Document 2.1.4.2, and the sample annotated bylaws, Ancillary Document 2.1.4.2.1.
- Provide a copy of the proposed bylaws to all attendees.
- Discuss and vote on the proposed bylaws. *
 1. Approval of the bylaws for a forming chapter requires a majority vote.
 2. The bylaws take effect immediately after the vote.

*Caution. *It will not be possible to enroll members, elect officers, and establish dues until the proposed bylaws have been approved by the EGA Chapter/Region Bylaws Committee. Consequently, those actions may need to be postponed until a subsequent meeting.*

- From the point bylaws are approved by the group, only chapter members have the right to vote.
- d. Recess the meeting to enroll members: Enroll members – sample enrollment form is provided. Ancillary Document 2.1.1.4.2.4. – Individuals who enroll at this time are considered “charter members” or “founding members”. If desired, charter members may include those who enroll before a specified subsequent date. This date should be voted on and approved by members (see below).
 - e. Resume meeting.
 - f. Elect the officers prescribed by the bylaws. Optional installation. (See Ancillary Document 1.7 for the text of a sample installation ceremony. The ceremony could be performed by anyone who is not one of the elected officers. Or, the temporary chair could install the president, and the president could then install the other officers.)
 - g. The newly elected president assumes the chair.
 - h. Establish the amount of chapter dues. See Guidelines for Establishing Chapter Dues on page 17.

Note. It is recommended that dues not be collected until after new chapter status is granted and the chapter’s Employer Identification Number (EIN) is assigned by the IRS.
 - i. Conduct other business as needed, for example:
 - Establish committees.
 - Appoint committee chairs.
 - If desired, establish a deadline for enrolling charter members.
 - Future planning.
 - j. Adjourn meeting.

5. Follow-Up after the Second Organizational Meeting

- a. Initiate the formal “application” process with EGA. (By this time, the group will have been in contact with several representatives of EGA.)

- b. Have the secretary prepare and send the following to EGA headquarters with copies to the region director:
 - Certificate of the resolution to form the chapter. See the Resolution at page X of this memo
 - List of the permanent officers with address, telephone numbers, and e-mail addresses.
 - List of at least 15 members, including at least 10 primary members (a photocopy of the member enrollment form can be used if it includes mailing addresses, telephone numbers, and e-mail addresses).
- c. Have the chapter's bylaws chair update the bylaws to reflect approved amendments, if any, and print out clean copies. (By this time, the group should have preliminary approval of the proposed bylaws by the EGA Chapter/Region Bylaws Chair. If not, that approval should be sought before the formal vote on the bylaws by the chapter*. (If the bylaws were not submitted in draft form to the chair of the chapter/region bylaws committee in advance, it may be necessary to have chapter members approve an amendment to adopt needed revisions. The EGA Director of Bylaws will notify the chapter contact if this is necessary and it will not hold up the application process.)
 - Have the chapter's president date and sign the bylaws.
 - Mail (email preferred) the dated and signed copies of the approved bylaws to the EGA Chapter/Region Bylaws Chair for EGA formal, final approval. The bylaws will be signed by EGA officials and a signed copy will be returned to the president.
6. Provide each chapter member with a copy of the bylaws as signed by the national EGA officials (via email is acceptable).
7. Communicate with members regarding meetings and other activities.
8. Continue public relations efforts.
9. Apply to the IRS for an Employers Identification Number (EIN).
10. Open a bank account using the EIN assigned to the chapter by the IRS.

DUES – GUIDELINES FOR ESTABLISHING ANNUAL CHAPTER DUES

What is Included in Chapter Dues?

- National dues component. The amount is determined by the national board of directors. Contact headquarters for the current amount.
- Region dues component. The amount is determined by the region board of directors. Contact the region director for the current amount, and to determine how the region prorates dues.
- Chapter dues component. The amount is determined by the chapter. The typical expenses of running a chapter include:
 1. Educational activities.
 2. Newsletter. It may not be practical to print a hard-copy newsletter monthly; however, a periodic printed and distributed hard-copy newsletter can be a useful tool in recruiting additional members. Within the chapter, if practical for the group, use email to distribute the newsletter to save mailing and printing costs. Many chapters

- include their meeting minutes in their newsletters. Some chapters issue written or emailed meeting notices in addition to, or instead of, a newsletter.
3. Rent.
 4. Administrative expenses such as supplies, postage, incidental photocopying. [The worksheet and sample in Ancillary Document 2.1.1.7.5 may be helpful in establishing the chapter dues component for the chapter.]

ENROLLMENT FORM

Enrollment takes place after the bylaws are approved in an organization meeting.

Copy the Enrollment of Forming Chapter form (Ancillary Document 2.1.1.4.2.4) and use it to enroll members.

Remember that at least 15 members, including at least 10 primary members, are required to qualify for new chapter status.

Copies of the completed enrollment form should be sent to headquarters to complete the requirement for a list of members.

MEMBERSHIP REQUIREMENTS FOR FORMING A CHAPTER

See Policies and Procedures 2.4 for more information about membership categories.

The membership requirements for forming a chapter are a least 15 members, including at least 10 primary members.

- **Primary Member.** A primary member is one whose principal, or main, chapter is the forming chapter and the chapter to which the member pays national, region, and chapter dues.
- **Plural Member.** A plural member is one whose primary chapter is not the forming chapter. The plural member pays chapter dues to the forming chapter, and also pays region dues if the member's primary chapter is in a different region (aka, out-of-region). A person may be a plural member of more than one chapter.
- **Life Member.** A life member is exempt from paying national dues and can join a chapter as a primary or plural member.
- **Transfer of Primary Membership to a Forming Chapter.** The region director of the forming chapter's region must first discuss the transfer with the member's primary chapter before approving the transfer in accordance with EGA Procedure 2.4.5.
- **Member-at-Large.** A member-at-large can join the founding chapter as a primary member and is exempt from paying national dues upon joining. A member-at-large cannot be a plural member.

MINUTES

Minutes of all official meetings should be maintained. Chapter may be expected to provide copies to the Region Director.

PARLIAMENTARY AUTHORITY

The parliamentary authority used by all of EGA is the current edition of *Robert's Rules of Order Newly Revised*. An inexpensive concise guide, *Robert's Rules of Order Newly Revised in Brief*, is also available. The official Robert's website is a helpful resource: <http://robertsrules.com>.

The bylaws of EGA, its regions, and its chapters are worded in such a way that as a new edition is released, it automatically supersedes the previous editions.

SUBSEQUENT MEETINGS – FORMALITIES

Typical order of business for a chapter meeting: (Using *Robert's Rules of Order Newly Revised*.)

- Convene meeting.
- Establish quorum.
- Approve minutes of previous meeting.
- Conduct necessary business.
- Announce the next meeting time and location.
- Adjourn meeting.
- Program and socialization as desired.

Follow up after subsequent meetings.

- By this time, new chapter status may have been granted. If not, work should continue being able to provide the necessary documents to EGA headquarters:
- Certificate of resolution to form chapter.
- Bylaws signed by the following 3 officials: chapter president; chair of the national EGA chapter/region bylaws review committee and EGA director of bylaws.
- List of chapter officers, including contact information.
- List of at least 15 members, including contact information.
- After the chapter contact receives notice that new chapter status has been granted, complete the steps for obtaining a charter within 30 days.
- Follow up with headquarters regarding status of the charter after a reasonable time has elapsed.
- Communications with members regarding meetings and so forth.
- Continue public relations efforts to recruit members.
- Plan future programs.