

Guidelines for Chapter Formation

The Embroiderers' Guild of America, Inc.

~ fostering the art of embroidery and a passion for needlework ~

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Mission Statement

The mission of The Embroiderers' Guild of America is to inspire passion for the needle arts through education and the celebration of its heritage.

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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 strong support system. You can count on the director in your region, the staff at headquarters, and our national officers as 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 results you want.

The packet which accompanies this letter contains all of the materials needed in the formation process.

Enclosed are the following materials which should be of assistance in forming your chapter:

- This manual: *Guidelines for Chapter Formation*.
- A copy of the national EGA Bylaws.
- Supply (50) of membership brochures – more will be provided upon request.
- Most recent EGA annual report.

The director of the region in which your chapter is forming is your link to EGA headquarters, and will help with the preliminary work.

Your region is _____.

Your Region Director is _____.

Contact information _____.

Additional support is provided from EGA headquarters. The office is responsible for the day-to-day operations and implementation of various EGA programs ensuring the health of the organization, specifically in regard to income, public awareness, membership development, and education.

ABOUT EGA

The Embroiderers' Guild of America (EGA) was formed in 1958 for the purpose of 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 to be used as a bureau of education and information regarding the art of embroidery for all guild members. It is our purpose to conduct instruction and research in the art of needlework and to distribute related materials and publications to members and to the public.

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.

Correspondence courses 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.

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 located 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 general public.

Headquarters is responsible for planning and implementing a variety of programs and strategies that will ensure the health of the organization, specifically in regard to 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 of 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 concurrent 3-year terms, are 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.

There are also members-at-large who do not belong to a chapter and, therefore, do not belong to a region.

HOW TO FORM A CHAPTER

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

1. Hold organization meetings.
2. Elect temporary chair and secretary.
3. Establish bylaws.
4. Elect officers according to the bylaws.
5. Enroll members.
6. Apply for new chapter status.
7. Obtain chapter charter.

Getting Started

The steps are easy and can be completed in as few as two organizational meetings.

Choose a location.

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.

Plan the program

Devote a short segment to describing EGA's mission, programs, and membership benefits.

Invite the EGA region director in your area to attend and make a presentation. The region director is responsible for assisting you with the requirements for chapter formation, and is available to make presentations about EGA at your introductory meetings. 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 your personal collection that you would like to share.

Educational Program

An educational program is not required, but could be provided as a way to attract participants. The EGA website offers free projects which could be utilized for this purpose at Resources – Free Projects.

Obtain EGA resources for show and tell

Obtain a supply of EGA membership brochures from headquarters. A supply should have been sent to you 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.

Send out invitations

If you have a list of prospective members, send invitations to each by mail or email. You may wish to invite local members-at-large (MALs). Contact headquarters to find out if there are MALs in your 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 pages 33-34 about “Publicity” and for sample news releases and public service announcements.

Refreshments

Refreshments are optional.

Obtain meeting supplies

Meeting supplies include:

- Sign-in sheet to collect names and contact information.
- Supply of the Chapter Formation Questionnaire – see page 17.
- Inexpensive nametags.

First Organizational Meeting

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.

Program for First Organizational Meeting

- Greet guests at the door.
- Have a sign-in sheet.
- Provide nametags.
- Ask attendees to complete the Chapter Formation Questionnaire – see page 17.
- Display examples of embroidery and EGA material.
- Start the meeting on time but be flexible if people are still arriving.
- Keep business portion of this meeting brief.
- The temporary secretary records 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.

Agenda for this meeting includes 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 – see page 31.
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 page 32 about “Minutes”), which should record the elections of the temporary officers.

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 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.

7. Start thinking about a chapter name, or possible 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.

- a. Copies of the completed draft should be distributed to all attending the next meeting.
- b. The region director will arrange for a Word version of the working copy of sample chapter bylaws to be provided to the bylaws chair.
- c. See page 15 for additional information about bylaws.

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.]

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."

Adjourn

Adjourn the meeting. This can be by motion and vote, or the chair can say "If there is no objection, the meeting is adjourned."

Follow-Up after the First Organizational Meeting

- A. Submit proposed chapter name(s) to EGA headquarters for approval. This can be done directly or you can have the region director do it.
- B. Ask that the region director have the following documents emailed to the chair of the bylaws committee: Word version of working copy of sample chapter bylaws and PDF version of annotated sample chapter bylaws.
- C. The bylaws committee works on proposed bylaws for presentation at the second organization meeting.
- D. The bylaws chair has copies of the proposed bylaws made for distribution at the second organization meeting.
- E. Contact a few of the most enthusiastic people for help with the next meeting and involve as many as possible from the very beginning.
- F. Telephone, e-mail, or mail a reminder of the next meeting to attendees of first meeting.
- G. Continue publicity.

Second Organizational Meeting

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.

Program for Second Organizational Meeting

- Greet guests at the door.
- Have a sign-in sheet as well as a supply of the Chapter Formation Questionnaire for new attendees.
- Provide nametags.
- Distribute copies of minutes of previous meeting. (Alternatively, the secretary can read the minutes aloud during the meeting.)
- Distribute copies of proposed bylaws.
- Have a member enrollment form available.
- Light refreshments are optional.
- An educational program may be offered.
- Schedule time before or after the meeting to socialize.
- Collect completed Chapter Formation Questionnaires.
- Take pictures to be incorporated into future publicity, and for historical records.

Agenda for this meeting includes the following:

1. The temporary chair convenes the meeting.
2. Minutes of previous meeting.

The secretary reads the minutes. Ask if 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]."

4. Discuss and vote on the chapter name, assuming it has been approved by EGA.
5. Bylaws approval – see page 15.
 - a. Provide a copy of the proposed bylaws to all attendees.
 - b. Discuss and vote on the proposed bylaws.
 - c. Approval of the bylaws for a forming chapter requires a majority vote.
 - d. The bylaws take effect immediately after the vote

Caution. It will not be possible to enroll members, elect officers, and establish dues should it be necessary for the proposed bylaws to be referred to the bylaws committee and reconsidered at a future meeting.

From the point bylaws are approved by the group, only chapter members have the right to vote.

6. Recess the meeting to enroll members.

7. Enroll members – sample enrollment form is provided on page 26.
 - a. Individuals who enroll at this time would be considered charter members, or founding members.
 - b. If desired, charter members could include those who enroll before a specified subsequent date. This date would have to be voted on and approved by members (see below).
8. Resume meeting.
9. Elect the officers prescribed by the bylaws.
10. Optional installation. (See page 35 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.)

The newly elected president assumes the chair.

11. Establish the amount of chapter dues. See Guidelines for Establishing Chapter Dues pages 20-21.

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 – see pages 19 and 22.

13. Conduct other business as needed, for example:
 - a. Establish committees.
 - b. Appoint committee chairs.
 - c. If desired, establish a deadline for enrolling charter members.
 - d. Future planning.
14. Adjourn meeting.

Follow-Up after the Second Organizational Meeting

- A. Initiate the “application” process – see page 14.
 - 1. Have the secretary prepare and send the following to EGA headquarters with copies to the region director:
 - a. Certificate of the resolution to form the chapter. See template on page 16.
 - b. List of the permanent officers with address, telephone numbers, and e-mail addresses.
 - c. 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).
 - 2. Have the bylaws chair update the bylaws to reflect approved amendments, if any, and print out 4 clean copies.
 - 3. Have the president date and sign the 4 copies.
 - 4. Mail the 4 dated and signed copies of the approved bylaws to the EGA chapter/region bylaw review committee chair for EGA approval.
 - a. The bylaws will be signed by EGA officials and a signed copy will be returned to the president.
 - b. 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. You will be notified if this is necessary and it will not hold up the application process.
- B. Provide each chapter member with a copy of the bylaws as signed by the national EGA officials.
- C. Communicate with members regarding meetings and other activities.
- D. Continue public relations efforts.

SUBSEQUENT MEETINGS

Typical order of business:

- A. Convene meeting.
- B. Establish quorum.
- C. Approve minutes of previous meeting.
- D. Conduct necessary business.
- E. Announce the next meeting time and location.
- F. Adjourn meeting.
- G. Program and socialization as desired.

Follow up after subsequent meetings.

- A. By this time, new chapter status may have been granted. If not, work should continue on being able to provide the necessary documents to EGA headquarters:
 - 1. Certificate of resolution to form chapter.
 - 2. Bylaws signed by the following 3 officials: chapter president; chair of the chapter/region bylaws review committee, EGA director of bylaws.
 - 3. List of chapter officers, including contact information.
 - 4. List of at least 15 members, including contact information.
- B. After you receive notice that new chapter status has been granted, complete the steps for obtaining a charter within 30 days. See page 19.
- C. Follow up with headquarters regarding status of the charter after a reasonable time has elapsed.
- D. Communications with members regarding meetings and so forth.
- E. Continue public relations efforts to recruit members.
- F. Plan future programs.

APPENDIX

The appendix includes the following:

- Checklist
- Application for New Chapter Status
- Bylaws of a Forming Chapter
- Chapter Formation Questionnaire
- Chartering Steps
- Certificate of Resolution to Form a Chapter of EGA
- 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

CHECKLIST

A forming chapter should consult with the region director regarding each step of the process, and whenever information or advice is needed.

Timeline/Date Check

- _____ A. Proposed name submitted to EGA headquarters for approval.
- _____ B. Resolution to form chapter adopted, and signed Certificate of Resolution is sent to EGA headquarters.
- _____ C. Bylaws adopted and 4 signed copies sent to chair of EGA chapter/region bylaws review committee.
- _____ D. List of elected officials sent to EGA headquarters. List to include names, addresses, telephone numbers, and email addresses.
- _____ E. List of at least 15 enrolled members sent to EGA headquarters. List to include names, addresses, telephone numbers, and email addresses.
- _____ F. Chapter's copy of signed bylaws received from the director of bylaws. (Initiate an amendment if bylaws changes are needed – see below. This will not be an impediment to obtaining new chapter status.)
- _____ G. Signed bylaws copied and distributed to each chapter member.
- _____ H. Notice received that new chapter status has been granted.
- _____ I. Steps initiated to complete the chartering process within 30 days:
 - _____ 1. Obtain EIN and send copy of assignment notice to EGA headquarters.
 - _____ 2. Collect dues from members.
 - _____ 3. Open bank account.
 - _____ 4. Pay national and region dues.
- _____ J. Charter, Officer's Notebook, Financial Guidelines, and Petite Projects are received from headquarters.

If a bylaws amendment is necessary:

- _____ K. Bylaws amendment is submitted to chair of the chapter/region bylaws review committee for approval.
- _____ L. Approval received from chair of chapter/region bylaws review committee.
- _____ M. 30 days written notice of amendment sent to chapter members. This can be done at the same time as K.
- _____ N. Chapter members approve amendment; 2/3 vote is required and a quorum must be present.
- _____ O. 4 copies of the amendment signed by the president are sent to the chair of the chapter/region bylaws review committee.
- _____ P. Chapter's copy of the signed amendment is received. Copies provided to chapter members.

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.
 - 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. A summary of the steps is provided on page 19.

BYLAWS OF A FORMING CHAPTER

The bylaws of an organization define the rules by which the organization operates.

Bylaws:

- 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 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. An annotated version of the sample bylaws is also available.

Steps for Developing Chapter Bylaws

1. The bylaws chair obtains the following documents.
 - a. Sample Chapter Bylaws – working copy formatted in Word.
 - b. Annotated Sample Chapter Bylaws.
 - c. Instructions.
 - d. Checklist.
2. The bylaws committee drafts the proposed bylaws using the working copy as a template.
3. When the committee agrees on the proposed bylaws, copies are made for distribution at the second organizational meeting. The mandated text could be left in bold type to aid in discussion at the meeting.
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 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.

**CERTIFICATE OF RESOLUTION TO FORM A CHAPTER OF
THE EMBROIDERERS' GUILD OF AMERICA, INC.**

The group which met in* _____ on _____, and tentatively known as** _____, resolved to work towards forming a chapter of The Embroiderers' Guild of America, Inc. The purpose of the chapter 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.

Signature: _____, Temporary Chair
_____ Print name

Signature: _____, Temporary Secretary
_____ Print name

*Enter city and state

**If there was consensus on a tentative name, or names, enter here; otherwise leave blank.

CHAPTER FORMATION QUESTIONNAIRE

A sample questionnaire is provided on the next page.

You may wish to copy and distribute this at your organizational meetings to identify interests and assist with planning of programs.

Note there is a line at the end for attendees to suggest a chapter name.

CHAPTER FORMATION QUESTIONNAIRE

Please share your ideas to assist in the creation of a local chapter of The Embroiderers' Guild of America which will best reflect the interests and needs of its participants.

Name: _____

Address: _____

Telephone: (____)_____ E-mail: _____

When is your ideal meeting day and time? _____

What is your second best day and time? _____

What type of needlework do you enjoy most at the present time? _____

What new techniques are you most interested in? _____

If any of the following interest you, please number them in order of your preference. For example, #1 would mean you are most interested in that kind of needlework.

____ Applique

____ Beading

____ Clothing Embellishment

____ Color Principles

____ Canvas work

____ Counted Thread

____ Conservation

____ Design Principles

____ Framing Preparation

____ Hardanger

____ Quilting, Handwork

____ Quilting, Machine

____ Smocking

____ Stumpwork

____ Surface Embroidery

____ Tassels

Would you like to do small projects to learn new techniques? _____

What kind of educational programming do you think would be most valuable to you?

Have you thought of a possible name for the chapter?

CHARTERING STEPS

Begin these step only after you receive the new chapter status letter from 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 that 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 your 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, deposit dues, and order checks.
The format for the name on the checks is: [chapter name] Chapter, EGA.
3. See page 22 for a worksheet to assist in the calculation of the amounts due to national and your 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 headquarters following the completion of steps 1-4 above, along with the following materials:

- *Officer's Notebook*
- *Financial Guidelines*
- Petite Projects

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.
- A recent issue of *Needle Arts* magazine and *Inside EGA*.
- Education Catalog.

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. Printing an issue every 2 months will keep members informed, but monthly newsletters should be the goal if funds are available. You may be able to find a local company willing to do printing and provide paper for the publicity gained by being listed in each newsletter. When possible use email 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 on the next page may be helpful in establishing the chapter dues component for your chapter.

DUES – CHAPTER COMPONENT WORKSHEET

Number of Members:			
Income:			
1.	Dues at \$_____ per member (to be collected from each member)		
Expenses:			
2.	National dues at \$_____ per member		
3.	Region dues at \$ _____ per member		
4.	Total dues to be paid out (line 2 plus line 3)		
5.	Balance available for chapter activities (line 1 minus line 4)		
6.	Newsletter copying (# of issues x # of pages x cost/page x # mailed)		
7.	Newsletter postage (# of issues x postage x # mailed)		
8.	Rent		
9.	Expenses sub-total (total of lines 4, 6, 7, and 8)		
10.	Amount remaining for administrative expenses and education activities such as teachers, lectures, study boxes, (line 1 minus line 9)		

For example:

Number of Members:		15	20	25
Income:				
1.	Dues at \$55 per member	\$825	\$1,100	\$1,375
Expenses:				
2.	National dues at \$39 per member	\$585	\$780	\$975
3.	Region dues at \$3 per member	45	60	75
4.	Total dues to be paid out	\$630	\$840	\$1,050
5.	Balance available for chapter activities (line 1 minus line 4)	\$195	\$260	\$325
6.	Newsletter copying (6 issues of 4 pages per year, \$.10/page, assume mailed to 5 members, emailed to other members)	\$12	\$12	\$12
7.	Newsletter postage (\$.49 stamp, 6 issues)	14.70	14.70	14.70
8.	Rent (12 meetings at \$10* each)	120	120	120
9.	Expenses sub-total (total of lines 4, 6, 7, and 8)	\$776.70	\$986.70	\$1,196.70
10.	Amount remaining for administrative expenses and education activities** such as teachers, lectures, study boxes.	\$48.30	\$113.30	\$1,178.30

*This is a low estimate for rent. Investigate free meeting rooms available from public libraries and other community facilities.

**Dues alone may not be able to support the cost of program expenses such as copying instructions, teaching fee, materials. It is not unusual to charge a registration fee to cover the costs of copying and supplied materials, teaching fee, the teacher's transportation, and a kit fee. Some chapters hold fund raising activities to subsidize the cost of a workshop or class.

DUES - CALCULATING PAYMENTS DUE TO NATIONAL AND REGION

National Dues

Each chapter pays annual dues to EGA for each of its primary members except for life members. The prorating schedule for payment of national dues is as follows:

<u>Date Joins</u>	<u>Prorating – as % of annual dues amount</u>
April 1 through June 30	100%
July 1 through September 30	75%
October 1 through December 31	50%
January 1 through March 31	25%

For a forming chapter, the prorating date will be determined by the date that the EIN is assigned by the IRS.

Region Dues

Each chapter pays annual dues to the region for each of its primary members and out of region plural members. Contact the region director to find out the prorating schedule for your region.

Chapter Dues

The chapter establishes the prorating schedule for the chapter dues component. Most chapters have chosen to use the same schedule as national's.

Worksheets for Calculating Dues Payments by a Forming Chapter

National Dues			
Number of primary members		Annual amount:	\$
Subtract life members:		Prorated (____%) amount:	\$ (b)
Subtract transferring* members:		Total amount owed to EGA: (item a x item b)	\$
Number of members for whom payment is due:	(a)		

Region Dues			
Number of primary members		Annual amount:	\$
Add number of out of region plural members:		Prorated (____%) amount:	\$ (d)
Number of members for whom payment is due:	(c)	Total amount owed to region: (item c x item d)	\$

Membership Renewal

The annual renewal date is May 31. Renewal dues payments from chapters to national must be postmarked on or before May 31 annually.

*Transferring includes those who transferred primary membership from another chapter or from member-at-large status.

ELECTED OFFICERS FORM

Send a list of elected officers to EGA headquarters. The form on the next page can be utilized for this purpose.

The Embroiderers' Guild of America, Inc.

_____ **Chapter**

Elected Officers

List all **elected** positions and the names of **elected** officers below:

Position	Name	Contact Information* (street, city, state, zip code, telephone, email address)
President		
Vice President		
Secretary		
Treasurer		

*Can leave the contact information blank if it is included on the membership list.

ENROLLMENT FORM

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

Copy the “Enrollment of Forming Chapter” form from the next page and use it to enroll members.

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

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

JOB DESCRIPTIONS

The following pages provide suggested job descriptions for the positions of:

- President
- Vice President
- Secretary
- Treasurer
- Membership
- Program Chair
- Education Chair
- Newsletter Editor
- Region Representative

PRESIDENT

1. Presides at all chapter and board meetings.
2. Prepares an agenda for chapter and board meetings.
3. Calls meetings of the board.
4. Appoints all chairs of standing committees and special committees with the approval of the board.
5. Serves as an ex-officio member of all committees except the nominating committee.
6. Delegates responsibilities to the elected officers and committee chairs.
7. Stays current with national and region bylaws and is prepared to answer any questions regarding same.
8. Relays news to the editor of the newsletter prior to the deadline.
9. Reads and responds promptly to all correspondence from other chapters, the region, and national, and provides copies of information to the appropriate officers or committee chairs.
10. Updates the *Officer's Notebook*. (This notebook is an EGA reference chapter officers use to assist them in their office.)
11. Keeps current the chapter files.
12. Develops leadership within the chapter.
13. Makes sure committee chairs complete their duties or suggests a replacement.
14. Maintains master calendar of all chapter and region events to prevent conflicts in the schedule.
15. Represents the chapter to the community.
16. Sends national and region reports on time – ensures that other officers do the same.
17. Signs all contracts as the legal representative of the chapter.
18. Attends and votes at national annual meeting or delegates an official representative.
19. Instructs successor and passes on all information pertaining to the office, including the *Officer's Notebook*.

VICE PRESIDENT

1. In the absence of the president, the vice-president serves in the president's stead, to exercise and discharge such duties as may be required.
2. Serves on the executive board and is familiar with chapter bylaws, procedures and reporting forms.
3. Reads and responds promptly to correspondence from chapter officers, region officers or on national level.
4. Serves in any capacity as requested by the president.
5. Instructs successor and passes on all information pertaining to the office.

SECRETARY

1. Serves as a member of the board.
2. Records the minutes at all chapter meetings and promptly distributes copies to all chapter members.
3. Records minutes of board meetings and promptly distributes copies to the board and the region director.
4. Keeps record of all motions made including full names of those who made the motion and the result of the vote.
5. Opens all ballots and tabulates all votes (by ballot) and reports the results, then files for the record, keeping ballots.
6. Writes correspondence for the president if requested.
7. Recognizes that minutes are the permanent, formal, official record of the chapter business; accuracy counts.

8. Maintains archival file of chapter minutes.
9. Instructs successor and passes on all information pertaining to the office.

TREASURER

1. Serves as a member of the board.
2. Serves as custodian of the general funds of the chapter.
3. Receives and disburses all chapter funds upon receipt of written records of expenditures.
4. Ensures that a completed EGA IC Payment Reporting Form is sent to headquarters immediately after each teacher is paid.
5. Submits written monthly reports to the board.
6. Serves as chair of the budget committee.
7. Pays region and national dues following given timetables.
8. Submits annual financial report to EGA headquarters and region director by February 15.
9. Maintains spending within budget.
10. Keeps ledger in the form prescribed by national.
11. Cooperates in annual audit of treasury books.
12. Maintains that all funds go through chapter treasury.
13. Instructs successor and passes on all information pertaining to the office and transfers banking records to the successor.

MEMBERSHIP

1. Serves as a member of the board.
2. Actively recruits new members for the chapter.
3. Attends all meetings, arriving in time to greet members and guests.
4. Gives a report of new members and guests at regular meetings.
5. Keeps the master membership list updated and sends this information to EGA headquarters.
6. Plans for the printing of the annual membership directory. (If applicable)
7. Issues membership cards.
8. Contacts non-renewing members to encourage renewal.
9. Transfers money to chapter treasurer upon receipt of dues.
10. Instructs successor and passes on all information pertaining to the office.

PROGRAM CHAIR (this function is performed by the vice president in some chapters)

1. Serves as a member of the board.
2. Arranges a committee to assist in program planning.
3. Selects programs for the following year for the chapter with the help of the program committee, subject to the approval of the board.
4. Distributes an interest sheet to members of the chapter periodically to obtain information to be used in planning future programs.
5. Obtains instructors, makes contractual arrangements which the president signs and determines costs for monthly meetings of the chapter, subject to the approval of the board.
6. Sends written notice of the upcoming programs to the newsletter editor and publicity chair.
7. Collects monies for programs and arranges payment to the instructor and any others involved.
8. Provides written report of future programs to the region newsletter editor.
9. Maintains program notebook for reference.
10. May act as a coordinator with other chapters.
11. Instructs successor and passes on all information pertaining to the office.

EDUCATION

1. Serves as a member of the board.
2. Receives education material from region education coordinator and acts as chapter information source on educational programs.
3. Sees that copies of education material received from the region education coordinator and EGA headquarters are made available for all members of the chapter.
4. Informs chapter members, in meetings and newsletter, of all individual educational achievements.
5. Is familiar with and follows through with the mechanics of group correspondence courses, including choice, sign-up, costs, place and time.
6. Conveys to region education coordinator completion of group or individual correspondence courses within the chapter.
7. Contacts region education coordinator to solve problems concerning national education programs and relays suggestions or comments regarding programs.
8. Maintains a file of material regarding region and national educational programs.
9. Instructs successor and passes on all information pertaining to the office.

NEWSLETTER EDITOR

1. Serves as a member of the board.
2. May divide duties and arrange a committee.
3. Prepares copy, proofreads, and reproduces newsletter. Sends newsletter electronically if possible.
4. Solicits ads, keeps current financial records, and prepares advertising copy.
5. Keeps current mailing list, addresses the newsletter, and prepares it for mailing.
6. Sends newsletters to region director, region newsletter editor, other region officials as determined by region procedure, and other chapters within the region.
7. Is aware of possible copyright infringement.
8. Sets deadlines for information for the newsletter and adheres to schedule.
9. Instructs successor and passes on all information pertaining to the office.

REGION REPRESENTATIVE

1. Serves as a member of the board.
2. Serves as chapter representative to region meetings and casts chapter's vote and voices its opinion. If unable to attend, sends an authorized substitute.
3. Reports on region meetings to chapter board and membership at meetings as well as through the newsletter.
4. Is familiar with region and national rules and policies, and is aware of resources and sees that appropriate chapter officers have this information.
5. Reads and processes all region mailings promptly, filing originals, but giving copies to appropriate people.
6. Sends chapter information to region newsletter editor.
7. Informs region officers of name-address-telephone and email changes of pertinent chapter personnel.
8. Maintains a region notebook, keeping it updated, and passing it on to successor.
9. Instructs successor and passes on all information pertaining to the office.

MEMBERSHIP IN A FORMING CHAPTER

Membership Requirements for Forming a Chapter

The membership requirements for forming a chapter are:

- At 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 VII-G.

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 are the official record of a meeting and should record what is done, not what is said.

Include:

- The name of the organization.
- The kind of meeting (regular, special, annual).
- The date, time, and place of the meeting.
- Report the presence of the president and secretary, by name, or the names of their substitutes.
- Report the presence or absence of a quorum.
- Report whether the minutes of the previous meeting were approved. (If corrections are necessary, the corrections are made to the minutes of the previous meeting.)

The rest of the minutes tell what is decided.

- For each motion, record: exact text of the motion as voted on, name of motioner, disposition (adopted/carried, failed/lost, referred, postponed), the fact it was seconded, and the fact it was discussed. Do not record the name of the seconder. If the motion is amended, note the fact that it is amended. Do not record the text of motion(s) to amend – record the final motion as amended. Do not record a motion that is withdrawn.
- Time of adjournment.

The final element is the signature of the secretary.

Discussions do not belong in the minutes, although it is practice in some organizations to record that a discussion took place. For example, “Program ideas were discussed as follows: _____.”

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. At the present time, *Robert’s* is in its eleventh edition.

PUBLICITY

News Releases

Publicity in newspapers and on local radio and TV stations is sure to bring visitors to your guild meetings and to build membership. Check the radio, TV or newspaper website to see about contact information and submission formatting.

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 to discuss your project.

Newspaper articles, especially if they appear in advance of meetings or special events, are invaluable. Be certain to determine the format your information should take (email, fax, other).

The contact person should call the newspapers 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 typing beginning at least one third down the page. Name, phone, email, and address of the contact person 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 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 the contact person.

A sample news release is provided on the next page.

Public Service Announcements

All commercial television stations are required to make occasional announcements about groups and events providing services to the public. Stations enjoy having a variety of interesting "PSA's" to show their viewers. EGA's mission as a non-profit educational organization and your chapter's exciting events make EGA a natural choice to have our message aired!

It is very easy to request public service announcements. If you provide the stations with information you will almost surely be successful. Phone a station and speak with the person in charge of PSAs. That person will tell you the specifics, but, again, there is really very little involved.

PSA's can be nearly any length: 5, 10, 15, 30, 45 or 60 seconds. However, the 5 and 10 second announcements are the ones strongly favored by most stations and are the ones most likely to be shown.

This same announcement can also be used for radio announcements. Be sure to ask for time with your local radio stations, too.

If your public service announcement does not address a specially dated event, tell the station that you would like it to run indefinitely. If it does announce an event, be sure to call the station immediately after the event to remind them that it is out of date.

In any case, you should send a letter to the station managers to thank them for their public-spirited assistance.

A sample public service announcement is provided on the next page. A picture of embroidered pieces could accompany the PSA and would enhance visual appeal. Ask the station how to submit a picture if you want to do this.

Sample News Release

The Embroiderers' Guild of America, Inc.

Contact:

Name:

Address:

Telephone:

Email address:

FOR IMMEDIATE RELEASE

The Embroiderers' Guild of America, Inc.

Do you enjoy needlework?

Come find out about The Embroiderers' Guild of America (EGA) and visit a group dedicated to preserving the needle arts through education, study, and fellowship.

A local chapter is being formed for individuals who are interested in expanding their needlework horizons and in stitching with others who are eager to share their love of stitching.

Dates:

Time:

Place:

For more information, contact:

Name:

Telephone:

Email address:

We are looking forward to meeting you!!! All levels are welcome from beginner through expert.

EGA is nonprofit educational organization with headquarters in Louisville, Kentucky. Visit the website at www.egausa.org.

Sample Public Service Announcement

A group is meeting at _____ [location] on _____ [date and time] to explore forming a chapter of The Embroiderers' Guild. All stitching levels are welcome. Call _____ [insert telephone number] for more information.

SAMPLE INSTALLATION CEREMONY

(Eliminate text for those positions which are not elected positions within your chapter)

Education Director: _____ as you accept the responsibility of education director of _____ Chapter for the years _____ do you promise to inform the membership of all educational opportunities made available to them to the best of your ability?

Membership Director: _____ in accepting the responsibility of membership director of _____ Chapter for the years _____ do you pledge to fulfill your duties in a timely and orderly manner?

Region Representative. Do you, _____, accept the responsibilities of region representative of _____ Chapter for the years _____ and pledge to serve our chapter to the best of your ability?

Treasurer. _____, you have been elected to see that the finances of the _____ Chapter for the years _____ are duly recorded and kept balanced. In accepting, do you promise careful collecting, accurate accounting, and discreet disbursement of funds entrusted to you?

Secretary. _____, you have been elected as secretary of the _____ Chapter for the years _____. You will be entrusted to keep an accurate record of all club proceedings and conduct correspondence as promptly as occasion demands. Do you accept this responsibility?

Vice President. _____, it is my hope that at all times you will assist the president in her every undertaking for the _____ Chapter for the years _____, and that in case of her inability to serve, you will perform the duties of her office competently. Do you pledge to be ever ready when your president needs you?

President. _____, you have been elected to the highest position in the _____ Chapter for the years _____. The duties, responsibilities, and government of our chapter are passed to you. With your knowledge and leadership, I know our chapter will continue to move forward. Do you accept your responsibilities?

I declare you duly installed in your positions of the _____ Chapter for the years _____.

Will the general membership please stand?

Members of _____ Chapter. Let us not forget our general membership for without your cooperation and enthusiasm these officers cannot complete a successful term Do you agree to support our officers in their endeavors?

Congratulations and best wishes for a successful term.