

SUN REGION  
STANDING POLICIES AND PROCEDURES  
2017

This *Sun Region Standing Policies and Procedures* document is divided into the following sections:

- I. Name
- II. Chapter Membership
- III. Meetings
- IV. Standing and Special Committees
- V. Fiscal Policies
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I. NAME

Sun Region may be referred to as region, SR, SREGA, SUN or SUN-EGA.

II. CHAPTER MEMBERSHIP

A. Membership in the region is concurrent with membership in a chapter in the region.

B. Annual dues shall be \$3.00 per chapter member for primary and plural members from other regions. Dues are collected in May in conjunction with the national dues schedule. For members who join the region after May, region dues will not be collected until the next dues cycle.

C. Sun Region waives its right to collect dues from a new chapter during the quarter in which it is chartered. Each new chapter shall become a part of the region on the date of formal acceptance by EGA of its petition for charter.

D. Member chapters have specific responsibilities to the region, which are described in the Region Representative's Notebook, Chapter's Responsibilities to the Region, Job Descriptions.

III. MEETINGS

The region shall hold two (2) meetings per year unless otherwise ordered by the board of directors. The meetings shall be the annual meeting, and one or more additional meetings per year. Written notice of all region board of directors meetings shall be given to the member chapters at least thirty (30) days prior to such meetings.

The newly-elected region officers and the official chapter region representatives shall hold an organizational meeting immediately following the annual meeting for committee appointment announcements and to elect a nominating committee.

A. Eligible Representative. Any chapter member may attend the region board meeting. Only a chapter's designated region representative, alternate region representative or a member holding the chapter's proxy may cast the chapter's vote.

B. Proxy. A legal proxy is a letter signed by the president of the chapter, appointing a temporary representative and filed with the region secretary prior to the meeting at which the member will vote. A chapter president may serve as the chapter representative for one region meeting per year [with the region director's approval] if the current chapter representative or alternate is unable to attend due to illness, death, resignation or other serious reason.

C. Chapter Representative Duties. The region representative shall be a voting member of the home chapter's board of directors. The representative shall be responsible for reporting region activities to the chapter, chapter activities to the Sun Region newsletter and chapter wishes and needs to the region director and board.

D. Secret Ballot. In the event of a secret ballot at the annual meeting, the region director shall appoint an election committee of three, none of whom is on the slate or a member of the nominating committee, to count the ballots and report to the region director and the region board.

E. Nametags. Members shall wear stitched nametags at all region functions. Any embroidery technique may be used. A member shall be fined \$1.00 each day of the event for not wearing a stitched nametag.

F. Locations. Region meetings shall be held in locations within the state of Florida. The assistant region director shall assign the host unit(s) if no chapter volunteers. The detailed policies are contained in the Region Representative's Notebook, Guidelines for Sun Region Meetings.

G. Voting between sessions.

When it is necessary for the region to conduct business between board sessions, the following are recommendations accepted by the region board of directors.

1. Means to communicate. The region officers together with the region representatives shall all agree on the means of communication and voting.

2. Ways to vote. There are three (3) means of voting between board sessions. They are:

- a) U.S. Postal Service
- b) Telephone
- c) Electronic mail

3. Contingency Plan. Should the secretary be unable to facilitate any business between board sessions, the region director will appoint a temporary facilitator from among the region board members.

4. Mechanics of presenting a motion.

- a) A motion is presented to the secretary of the region board with a copy to region director.
- b) The person making the motion will include the rationale for the motion.

c) The secretary forwards the motion, the rationale and a request for a second to all board members by the previously agreed upon means of communication. Between sessions motions arising from committee recommendations do not require a second.

d) Board members acknowledge receipt of motion as soon as it is received.

e) The secretary acknowledges to all board members receipt of a second, if a second is required.

f) A motion without a second is not considered.

5. Time limits of debate/discussion. Upon the acknowledged receipt of the motion from at least two-thirds of the region board members and the receipt of a second, if required, the secretary determines whether a quorum has been established, sets the time limit for discussion and notifies members of date for return of votes.

6. Actual debate/discussion.

a) All comments shall be copied to and by all voting members.

b) Should an amendment be made, the same procedure as in making a motion shall be followed. However, until the call for vote, the motioner may at any time ask to modify the motion, stating the specific modifications. Provided the request is addressed to all voting members, the motion will be considered modified if no objections have been received within 48 hours for the executive committee or 72 hours for the board of directors and all other committees, following the request.

c) The motioner may at any time ask to withdraw the motion. Provided the request is addressed to all voting members, the secretary will declare the motion withdrawn if no objections have been received within 48 hours for executive committee or 72 hours for the region board and all other committees, following the request.

7. Call for the vote.

a) The votes shall be sent to the secretary with a copy to the region director or chair on or before the previously set date.

b) For a motion to pass two-thirds (2/3) of the quorum of board members established in section 5 must vote in favor of the motion.

8. Results of the voting process. The secretary shall immediately send the results of the vote to all region board members.

9. Recording the results. The secretary shall include the motion and results at the beginning of the minutes of the next region board meeting.

#### IV. STANDING and SPECIAL COMMITTEES

The standing committees of Sun Region are as follows: bylaws, education, finance,

historian, newsletter, nominating, outreach, seminar, and information technology. Special committees or additional standing committees shall be appointed by the region director as the region or board of directors deems necessary. Chairs shall be chosen from among chapter representatives whenever possible.

#### A. Bylaws

The bylaws chair shall:

1. Maintain and update Sun Region Bylaws and Policies and Procedures and other policy manuals as needed.
2. Whenever updates are made, provide clean copies of all approved documents to the webmaster for posting on the region website.
3. Propose amendments where needed.
4. Send all proposed changes to EGA chapter/region bylaws review committee for approval before such amendments become part of region bylaws.
5. Assist chapters when necessary in updating their bylaws.
6. Coordinate review and update of region bylaws every ten (10) years in accordance with the instructions provided in the EGA Policies and Procedures Manual.

#### B. Education

The education chair shall:

1. Administer region paid group correspondence courses (GCCs) and special education events per procedures.
2. Administer region grants for workshops, GCC courses and all non-seminar, region sponsored educational events per procedures.

#### C. Finance

The finance committee shall consist of five (5) members. The region director shall appoint the committee chair. The region director and the treasurer shall serve on the finance committee with three (3) other members appointed by the region director.

The finance chair shall:

1. Monitor the finances of the region.
2. Watch for over-budget situations.
3. Prepare the budget to be sent out with the call to meeting prior to presenting to the board of directors at the second meeting of the year.
4. Request revision of budget when needed.
5. Recommend investments for region monies, if needed.

#### D. Historian

The region historian shall maintain a history of Sun Region. The region history shall contain:

1. Names and dates of charter/dissolution of chapters.
2. Names of former and current region officers.
3. Written descriptions and photographs of significant events and awards.

E. Newsletter

Sun Region shall have a newsletter. The newsletter chair is responsible for receiving information from chapters, board members and committee chairs and publishing the region newsletter. It shall be named The Sun Region News. It shall be published in March, June, September and December.

It shall be distributed free of charge to Sun Region board members and committee chairs, chapter presidents and chapter newsletter editors, as well as current and past region directors and region newsletter editors of all other regions, and select national officers. Individual subscriptions for printed and mailed copies will be available for \$5.00 per year. E-mail copies and subscriptions are free.

F. Nominating Committee

The nominating committee shall be elected for a three-year term at the organizational meeting following the annual meeting in accordance with Article IV of the region bylaws. Elected executive committee members, chapter elected region representatives, past board members and committee chairs shall be eligible for election to the nominating committee.

One of the three members of the current nominating committee shall be eligible to serve a second three year term in succession. The current region director shall not serve on the nominating committee. The alternates shall serve only in the event that one or more of the elected members of the committee shall be unable to serve out the three (3) year term. All deliberations of the nominating committee shall be kept confidential.

1. Nominating Committee Procedure

- a) Identify the chair pro-tem from the three (3) elected members. The chair pro tem is automatically the person whose last name is the first on the list of the three elected members.
- b) The list should be in alphabetical order.
- c) Elect the chair of the committee at the first called meeting of the committee.
- d) The first called meeting shall be immediately after the adjournment of the board organizational meeting (which occurs at the close of the annual meeting).
- e) Notify the region director of the name of the chair.

f) Be required to attend all region meetings. If two (2) consecutive meeting are missed, the committee member will automatically be dismissed and the first alternate to the committee as described previously in this document shall replace the dismissed committee member.

g) In case of a vacancy on the nominating committee, the elected alternate(s) shall be asked to serve in the order their names were recorded as accepted by the secretary at the Organizational Meeting.

## 2. Duties

a) Present a single slate of officers (region director, assistant region director, secretary, and treasurer) in accordance with the region bylaws, Article IV.

The following qualifications for office shall apply:

(1) An officer shall not hold more than one elected office at a time.

(2) No more than one officer shall be from any one chapter.

(3) No chapter president or region representative shall serve concurrently as a region officer.

b) Review the job descriptions of all the positions they are required to fill.

c) Obtain resumes from region members and maintain file of eligible candidates.

d) Set up a schedule of timely interviews of possible candidates and others for consideration as region officers. When possible these interviews shall be conducted at region meetings and seminars. Two (2) members of the committee shall be present at all interviews.

e) Submit a single slate of names to fill any vacancies that occur in the region executive committee.

f) Submit and publish the slate in accordance with current Sun Region bylaws.

g) Prior to the EGA national board election held every three years, submit to the chair of the national nominating committee the name and resume of a candidate to stand as nominee for election to the EGA nominating committee. The Sun Region nominating committee shall make its recommendation based on the candidate's knowledge of EGA at the national level.

h) Submit the name of a candidate for a national committee chair for a region sponsored national event. The name shall be submitted to the EGA president for approval three (3) years prior to the actual event so the committee chair can begin working. Region-sponsored national events are defined as seminars and/or exhibits.

i) Submit slate of three nominating committee members and two alternates.

#### G. Outreach

The outreach chair shall:

1. Maintain a file of each chapter's outreach projects.
2. Write an annual summary report of the region's chapters' activities.
3. Send the report to EGA's outreach chair for inclusion in the EGA annual report on outreach with a copy to the region director.

#### H. Seminar

##### 1. National Seminars [Special Committee]

a) The national seminar chair shall be elected three years before the year in which Sun Region hosts a national seminar. The nominee shall be presented to the region board by the region nominating committee.

b) Once elected by the region board, the seminar chair shall be presented to the national president for appointment and board approval during the calendar year three years prior to the scheduled event.

c) Once the appointment has been approved, the chair shall be a voting member of the Sun Region board and shall hold no other elected office on the region board for a period of two years prior to the scheduled event.

##### 2. Region Seminars

Detailed policies for Sun Region seminars are contained in a separate document available from the region director. The seminar chair and committee must follow these policies.

#### I. Information Technology

1. Sun Region's website is the solely owned, copyrighted property of Sun Region EGA.

2. No Sun Region chapter may use the Sun Region website for publication of its newsletter. If a chapter wishes to distribute the newsletter by electronic means it should consider having an e-mail listing and distribute the newsletter by e-mail attachment in a PDF-type file.

3. Sun Region EGA's website shall closely follow EGA's policy of not releasing membership listings in any form. There shall be no exceptions. For example: addresses, and telephone numbers of its members shall not be listed on any Sun Region website or Sun Region Website-linked pages, or, released to any organization, whether or not for nonprofit, profit, or commercial purposes.

## V. FISCAL POLICIES

### A. General Policy:

1. Fiscal Year. The Sun Region EGA fiscal year shall be January 1 through December 31.

2. Sun Region Contracts. All Sun Region EGA contracts with financial obligations shall be signed by the region director. The treasurer shall be supplied with copies of all Sun Region EGA contracts with financial obligations signed by the region director.

3. Check Writing Privileges. The region director and treasurer are authorized to sign Sun Region EGA checks.

4. Non-budgeted Purchases Between Board Sessions. The Sun Region executive committee shall not spend non-budgeted funds in excess of \$300.00 between board sessions.

5. Financial Policy Change Procedure. Financial policy shall be changed only with approval of the board of directors after a notice has been sent thirty (30) days prior to the board of directors' meeting.

6. Personal Loans. No personal loans shall be made to conduct Sun Region business. All transactions shall be conducted with region check or credit card.

7. Fixed Assets Purchases. Fixed assets shall not be purchased by a Sun Region executive committee member or by a committee without a recommendation from the finance committee and the approval of the board of directors. Fixed assets are defined as items costing \$300 or more or items having a useful life of three years or more.

8. Executive Committee, Board of Directors and Standing Committee Over- Budget Procedures. Any member of the executive committee, board of directors or standing committee who anticipates exceeding the budgeted allocations shall notify the finance committee prior to the expenditure or reimbursement shall not be made for the overage.

9. Over-Budget Items. In the event of overages in a budget line, the finance committee chair shall:

a) Present a motion to the executive committee to authorize the reimbursement from board approved projects

OR

b) Present a motion to the region board to authorize reimbursement of overages from operating reserves.



10. Region Credit/Debit Card. The region shall maintain a credit card for the treasurer's use on behalf of the region. Use of the credit card shall be limited to air travel, lodging and as needed for region business incurred as a result of region activity.

11. Seminar Scholarship. One region scholarship shall be issued for the next scheduled region seminar. This scholarship shall be limited to the registration fee only. The funding shall come from the region's general funds.

12. Any other scholarship or matching grant that may be issued by region or matched by region for a national funded scholarship/grant shall be granted on a one-time grant only. Its approval shall come from the region board of directors.

13. National President Visitation Policy. The region and the seminar shall be responsible for paying any registration fee for the national president's visit to a Sun Region function. National will absorb the travel, hotel and per diem costs; the President will pay for any applicable class and kit fees.

14. Financial Reports. The treasurer shall issue financial reports periodically throughout the fiscal year.

a) Completed financial reports shall be issued by the treasurer at each region board meeting. The annual financial report shall provide financial information through the end of the fiscal and calendar year. The secretary shall receive the financial report in a timely manner to place in the board packets. Financial reports for the respective meetings shall be for periods ending the last day of the month prior to the region meeting.

b) Financial reports for publication in The Sun News shall be current as of the last day of the month prior to scheduled publication.

15. *"Embroiderers' Guild of America Chapter/Region Financial Guidelines"* shall be the guiding document for payment reporting forms to teachers/lecturers as independent contractors. These guidelines supersede the former 1099-MISC instructions.

B. Administrative Expense Reimbursement - Expense Reimbursement Procedures.

All requests for expense reimbursement shall be submitted on a region Request for Reimbursement Payment form. The request shall include all receipts and/or an equivalent record and be submitted to the treasurer within 30 days of the expenditure. Late requests for requests for reimbursement shall require the approval of the executive committee.

C. Travel Reimbursement

1. General Travel. Reimbursement of travel expenses shall comply with the following:

a) Mileage for car travel between the participant's home address and the designated location of the Sun Region official activity shall be paid at the current published IRS nonprofit rate. Or gasoline expenses shall be paid when receipts are presented.

- b) Rental car expenses (including gas) shall be reimbursed as long as it is less expensive than either the lowest round trip coach airfare available or the allowable reimbursement for miles.
- c) Parking and tolls shall be reimbursed when receipts are presented.
- d) If air travel is less expensive or near the same amount as car travel expenses, the participant shall have the right to choose which is best for the trip to be taken.

2. RD Travel to EGA Board Meetings: Travel, lodging, and per diem reimbursements are authorized as follows:

- a) The region shall reimburse travel expenses at the lowest reasonable cost available for its official representative (usually the region director) while attending EGA board sessions in accordance with general travel reimbursement.
- b) EGA pays lodging for 3 nights (or 4 if the region director is a member of the finance or personnel committee. For meetings held in conjunction with the EGA seminar and annual meeting, the region shall reimburse additional room nights (at one-half the double room rate at the lowest reasonable cost available) as required through the night of the Annual Meeting.
- c) The region shall pay a per diem, not to exceed \$40.00/day, for its official representative (usually the region director) to attend EGA board sessions. The region shall be responsible for no more than 5 days per diem at the board meetings.
- d) For the EGA board session held in conjunction with the EGA seminar and annual meeting, the region shall reimburse per diem as required for the official representative (usually the region director) through the night of the EGA Annual Meeting.
- e) The region shall reimburse the designated successor (usually the assistant region director) for travel, lodging, and per diem, to accompany the region director to one EGA board session prior to the successor's installation as region director, if possible to the first board session preceding the election into office.

3. Region Director Travel within Region. The region shall reimburse the region director for travel to visit chapters as established in the budget. Travel expenses reimbursed in accordance with general travel reimbursement.

4. Region-Sponsored Seminar Reimbursement for Region Director. The region shall reimburse the region director for one-half a double room rate at the lowest reasonable cost available to attend the region-sponsored seminar and the seminar faculty selection committee meeting. Travel expenses shall be reimbursed in accordance with general travel reimbursement.

5. Executive Committee Reimbursement. The region shall reimburse members of the executive committee to attend region meetings as follows:
  - a) Travel expenses shall be reimbursed in accordance with general travel reimbursement.
  - b) Lodging expenses shall be reimbursed for one-half a double room rate at the lowest reasonable cost available for up to two nights, excluding seminar.
  - c) The region shall pay the cost of the banquet/luncheon function scheduled at the region meetings for members of the executive committee.
  - d) The region shall reimburse all incoming officers during the transition period. The transition period shall be the region meeting at which election and installation takes place. Reimbursement policy shall be consistent with executive committee reimbursement.
6. Parliamentarian. The region shall reimburse the parliamentarian as follows:
  - a) Lodging expenses for one-half a double room rate at the lowest reasonable cost available for the night between meeting sessions, excluding seminar. The region shall reimburse the cost of the parliamentarian's lunch/or banquet.
  - b) Travel expenses shall be reimbursed in accordance with general travel reimbursement.
7. Region Committee Chairs. The region shall reimburse the region committee chairs that are not otherwise reimbursed by their chapters at one-half the double room rate at the lowest reasonable cost available for the night between meeting sessions excluding seminar.

## VI. OTHER

- A. Merchandise or needle-related services by an individual chapter shall not be offered for sale at any region- sponsored function, unless previously approved by the executive committee.
- B. Money received by the region treasurer shall be deposited within 7 days.
- C. All properly documented requests for reimbursement shall be paid within 7 days of receipt.
- D. All monies received for region-sponsored activities shall be deposited within 10 days of receipt.
- E. State of Florida Resale Tax. If items are offered for resale at a chapter-sponsored event, the chapter shall contact the region director or treasurer to determine the requirements for that specific event.

## VII. AMENDMENTS

Policies and procedures may be amended by recommendation of the board or a committee and a two-thirds vote by members present at a regular meeting or between session motion, or by a majority if previous notice is given. Financial items require a thirty (30) day advance notification in writing and a two-thirds vote.