



MARIN GOLDEN THREADS
THE EMBROIDERERS' GUILD OF AMERICA, INC.

Standing Rules

MARIN GOLDEN THREADS CHAPTER STANDING RULES 1990 • REVISION JUNE '91, JAN '96, Apr 08, Aug 2020

ARTICLE I-MEETINGS

- A. The meetings shall be held in accordance with Article V, Section 1 of the bylaws. The meetings shall be held at a venue announced by the Executive Board in the call to meeting. If there should be a change of time or place, members shall be notified in time to attend the meeting.
- B. Guests and prospective members are welcome to attend one (1) meeting in a calendar year and are required to become members thereafter in order to attend additional meetings.
- C. There shall not be any unannounced Board of Director meetings called by the president or by any other board member. They shall be open to all members.
- D. Quorum is the number of members eligible to vote who must be present at the meeting to transact business. It should be twenty (20) percent or greater of the membership.
- E. Marin Golden Threads board and general meetings may be conducted electronically. The information required to participate will be sent to all members. Normal parliamentary procedures shall be used at electronic meetings, including determination of a quorum, discussion participation, motion submission and voting.

ARTICLE II-DUES

- A. The amount of the chapter dues shall be established by the general membership. Once established, the amount of dues shall be changed only by the general membership upon the recommendation of the Board of Directors.
- B. Total annual amount of dues includes the amount the chapter forwards to regional and national headquarters per member. Changes to dues assessment by either EGA National or Greater Pacific Region shall automatically increase the total amount of dues owed by members by the assessed amount.

ARTICLE III-ELECTED OFFICERS

- A. President – shall be the chief executive officer of the chapter and shall preside at all meetings and of the Executive Board. The President shall appoint Committee Chairpersons as the need arises.
- B. Vice-Presidents
 - 1) First Vice-President (workshops) – shall arrange and conduct all workshops for the chapter. She/he shall assist the President and perform such duties as required by the President. In the absence of the President, the first Vice-President (workshops) shall conduct the meetings.
 - 2) Second Vice-President (programs) – shall arrange and conduct all programs for the chapter meetings. She/he will assist the President and perform such duties as required by the President. In the absence of the President and First Vice-President (workshops), the Second Vice-President (programs) shall conduct the meetings.

- 3) Secretary – shall record all motions made and carried at each regular chapter, Executive Board, and Special Meetings. She/he shall carry out all correspondence as directed by the Executive Board.
- 4) Treasurer – shall have the care and custody of the chapter funds, pay all the bills, and sign all checks. The Treasurer shall prepare a budget in November with the assistance of the Executive Committee. The Treasurer shall send the annual Financial Report of the chapter to National Headquarters, in compliance with their deadline.
- 5) These elected officers shall be responsible to the chapter, to Greater Pacific Region and to The Embroiderers' Guild of America, Inc.
- 6) Standing Committees of this chapter shall be membership, sunshine, librarian, hospitality, community outreach, newsletter editor and webmaster.

ARTICLE IV-NAMETAGS

- A. Members shall stitch a nametag to wear at all chapter functions.
- B. Each new member shall have two (2) months in which to complete a nametag.

ARTICLE V-LIBRARY

- A. We shall have a librarian, appointed by the President.
- B. A library list shall be available to all members.

ARTICLE VI-COMMERCIAL ANNOUNCEMENTS

- A. Time for short announcements about local shops may be allowed during chapter meetings.
- B. Advertising in the chapter newsletter may be accepted from local merchants. A business card size ad will be \$7 per newsletter. If placed for one (1) year, the price shall be thirty-five dollars (\$35.00).

ARTICLE VII-FINANCES

- A. The annual Financial Audit shall be made available for the membership at the January meeting.
- B. The President shall appoint two (2) members (other than the treasurer) to be responsible for the chapter audit. One of the appointees should have had prior auditing experience.

- C. The Board of Directors is authorized to spend up to one hundred dollars (\$100) non-budgeted without prior membership approval.

ARTICLE VIII-WORKSHOPS

- A. Announcements of any/all workshops must be published in the chapter newsletter at least two (2) months prior to the event.
- B. Reservations must be accompanied by check made payable to the chapter.
- C. Workshops shall be open first to all chapter members, then to EGA members, then to all others. Other EGA chapter members shall be charged the workshop fee plus the fee for plural membership, as established by Marin Golden Threads, for their first workshop. Non-EGA members shall be charged the workshop fee plus an additional amount equal to the annual dues of Marin Golden Threads.
- D. Refunds due to a canceled workshop, or too much collected, etc. will be made within thirty (30) days. No refunds will be given for non-attendance.
- E. Acknowledgment of acceptance to the workshop will be by email or by SASE, if preferred by the participant.
- F. The member who houses the teacher is entitled to reimbursement from the workshop attendees commensurate with the incurred costs for hosting. The IRS per diem for meals and incidental expenses, including transportation shall be the guideline for the reimbursement amount.

ARTICLE IX

- A. Each member shall receive a copy of the bylaws, standing rules, membership list, and a chart of the Marin Golden Threads logo for a name tag.
- B. Each member shall receive a copy of all publications, including minutes and newsletter, of the chapter.
- C. Each member shall receive a copy of the quarterly NEEDLE ARTS magazine from national headquarters.

ARTICLE X

- A. The chapter may not be used to promote or advertise any commercial enterprise.