

**STANDING RULES
OF
THE FORT WORTH CHAPTER
OF
THE EMBROIDERERS' GUILD OF AMERICA, INC.**

2022

ARTICE I: MEETINGS

Section 1. General Meetings shall be on the first Saturday of each month. Dates and times may change with the mutual consent of the members.

Section 2. Stitch-In Meetings shall be on the third Monday of each month. Dates and times may change with the mutual consent of the members.

Section 3. Members of the Board of Directors shall meet monthly at a date and time to be decided by the board.

Section 4. In the event that the Fort Worth Independent School District (FWISD) and/or Arlington School District (ASD) cancels or delays classes because of bad weather, the general meeting and/or the board meeting shall automatically be cancelled or held online.

Section 5. Guests shall be restricted to attending two meetings with the exception of out-of-town house guests of members. The Board of Directors shall establish rules for guests' attendance at meetings.

ARTICLE II: DUES

Section 1. Dues for membership shall be payable upon joining the Chapter and annually thereafter, to maintain active status.

Section 2. The total annual dues amount is \$61.00. Division of this amount is as follows: Fort Worth Chapter, \$17.00; South Central Region, \$5.00; EGA National, \$39.00.

Section 3. Annual dues for those joining as plural members whose primary membership is within the South Central Region shall be \$17.00, paid to the Fort Worth Chapter of EGA. Annual dues for those joining as plural members whose primary membership is outside the South Central Region shall be \$22.00; \$17.00 of which shall be retained by the Fort Worth Chapter and \$5.00 of which shall be forwarded to the South Central Region.

Section 4. Honorary membership in the Fort Worth Chapter shall be extended to the Director of the South Central Region and to presidents of all member chapters in the Region.

Section 5. The Board of Directors may extend honorary membership to an individual, with all privileges of the Chapter except voting, for a period of time to be determined by the Board.

ARTICLE III: ELECTIONS

Section 1. Election of officers of the Fort Worth Chapter shall be held in accordance with Article IV of the Chapter's Bylaws.

Section 2. Newly elected officers shall be installed at the General Meeting of the Chapter in December of each year and assume their duties on January 1 of the following year.

ARTICLE IV: NAME TAGS

Section 1. All members shall wear needle-worked name tags showing first and last name at any official gathering of the Fort Worth Chapter membership

Section 2. Members appearing without a name tag shall be fined \$1.00. The fines collected shall be used for the community outreach programs of the Chapter.

ARTICLE V: COMMERCIAL ANNOUNCEMENTS

Section 1. No member of the Fort Worth Chapter and/or shop owner shall sell or advertise any merchandise at chapter meetings, except for items that are part of a planned event.

Section 2. Unpaid announcements of a commercial nature shall not be printed in the Fort Worth chapter newsletter.

Section 3. Newsletter Advertising Rates:

Full Page (8.5" x 11")	\$130.00/year	\$35.00 (one time only)
Half Page	\$ 70.00/year	\$20.00 (one time only)
Quarter Page	\$ 50.00/year	\$15.00 (one time only)
Business Card	\$ 35.00/year	\$10.00 (one time only)
Link from our website egaftw.weebly.com		\$10.00 (for length of advertising contract)

ARTICLE VI: FINANCES

Section 1. The financial books of the Fort Worth Chapter shall be audited following receipt of the December bank statement. In the event the December bank statement is incomplete the Treasure shall go on-line to the Bank's website and obtain the information necessary to complete the bank records as of December 31st of each year.

Section 2. The Audit Committee shall be made up of two members of the Board of Directors and one member from the general membership to be elected during the November General Meeting of the Chapter.

Section 3. The Audit Committee shall present the results of the financial audit at the General Meeting of the Fort Worth Chapter in January of each year.

Section 4. All bills incurred on behalf of the Fort Worth Chapter of EGA shall be presented to the Treasurer for reimbursement within ninety (90) days of purchase.

Section 5. The Betty Doss monetary gift originally donated to the Fort Worth Chapter of EGA in 1999 is reserved for the use of funding workshops for the members of the Fort Worth Chapter and is henceforth referred to as the Betty Doss Workshop Fund.

The Betty Doss Workshop Fund is designated for use in providing a class or series of classes that focus on techniques and skills specifically related to the field of needlework, taught by professional teachers.

These funds are not to be used for Chapter Programs, educational exhibits, educational lectures, field trips, or offsites which are deemed membership appreciation type events.

Use of the Betty Doss Workshop Fund shall be approved by a majority vote of the Chapter members.

Upon reaching the threshold of \$3,000, means of replenishment (for example: fund raisers, donations, etc.), if any, of the Betty Doss Workshop Fund will be determined by a majority vote of the Chapter members.

ARTICLE VII: WORKSHOPS

Section 1. All workshops shall be announced in the newsletter.

Section 2. Reservations shall be made in the order in which payment is received by the workshop chairman.

Section 3. A refund shall be made to any member who has been accepted for a workshop and is not able to attend, provided that the member finds another to assume the registration. After a deposit has been paid the member is responsible for payment of all costs associated with the class whether or not attended.

Section 4. Chapter members have preference, but if a workshop is not filled, guests may be invited to attend. In the event a guest shall attend a workshop, a proportionate amount of the fees charged by the teacher, plus any other fees for the workshop shall be paid by such guest. The proportionate amount of teaching fees shall be determined by the Board of Directors.

Section 5. Checks shall be made payable to FWC EGA.

Section 6. The workshop chairman shall notify each attendee of acceptance in a workshop during a General Meeting of the members, by email, or by use of a self-addressed stamped post card provided to the workshop chairman by the student.

Section 7. In the event there is a waiting list for any workshop, the workshop chairman shall notify any prospective student, in the order in which they signed up on the waiting list, that a space is available. Payment for fees and notification shall be made in accordance with the preceding sections in this Article.

ARTICLE VIII: PROGRAMS

Section 1. Programs shall be open to all members in good standing. Chapter members have preference to participate in programs. However, programs shall be open to guests, provided space is available, reservations are made, and any attendant fees are paid by the deadline stated in the newsletter or at a General Meeting of the chapter. An extension of the deadline and payment for the program is at the discretion of the program chairman.

Section 2. A teaching fee shall not be paid to members of the Fort Worth Chapter. However, the chapter may contract with members in their professional capacities, as provided in the Chapter's Bylaws, Article IX, Section 3.

Section 3. Reservations for Chapter events shall be made in the order in which funds are received by the program chairman. Checks shall be made payable to FWC EGA.

ARTICLE IX: AMENDMENTS

Section 1. Suggested amendments to these Standing Rules shall be made in writing through the newsletter and/or email to all Chapter members. During the General Meeting of the membership which is held no fewer than 30 days following delivery of the newsletter and/or email, a vote shall be taken to accept or reject the suggested amendments.

Section 2. Amendments to these Standing Rules shall be made by a vote of twenty-five percent (25%) of the primary members. In the event there are insufficient primary members at the General Meeting where such vote is taken, a paper vote, either by written ballot or email responses to the Treasurer of the Chapter shall be counted to decide whether the suggested amendments are accepted. In such event, the Treasurer shall announce in the next General Meeting the results of the vote.

ARTICLE X: RETURNED CHECKS

Section 1. Members whose personal checks are returned to the Chapter marked "unpaid" must rectify the matter within 30 days of notification of the problem.

Section 2. The member shall pay the Chapter for both the check amount and the fee charged by the Chapter's bank for the return of the check.

Section 3. If, after 30 days, the matter remains unresolved the person's membership is considered to be in "bad standing". The person will be barred from any Chapter activities until the matter is settled.

ARTICLE XI: MEMBERSHIP ON THE BOARD

No member shall be eligible to serve more than two terms consecutively in the same elected office, as provided in the Bylaws of this Chapter, nor more than six consecutive years as a member of the board, beginning January 1, 2006. A member serving in an appointed office may be exempted from this rule annually, as approved by the Board, if no other member is able or willing to serve in its capacity.

ARTICLE XII: COMMUNICATIONS

Section 1. All Fort Worth Chapter yearbook information is private and is not to be used except for EGA approved business or communications.

Section 2. Mass communication to EGA members must be approved prior to distribution by the President or another executive Board member authorized by the president.

Section 3. All distributions are to be made by the President or communications coordinator and only to current members.

Section 4. On the “Embroiderers’ Guild of America Fort Worth Chapter” public Facebook page or any Chapter public website page, no personal information about any member shall be published. Personal information includes, but is not limited to: photos, names, addresses, email addresses, and phone numbers. Any member may request that no personal information, except for the member’s name, shall be included on any Chapter website.