

MARIN GOLDEN THREADS CHAPTER

STANDING RULES

1990

REVISION JUNE '91, JAN '96, Apr 08

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 the Valley Baptist Church, 3 N. San Pedro Road, San Rafael, Ca. unless changed by the Executive Board. 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 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.

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. The Secretary shall monthly forward copies of all minutes of chapter meetings to national and GPR chairperson of EGA.
 - 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. At the close of each fiscal year, the Treasurer shall forward copies of the financial audit of the chapter to National Headquarters, to the attention of the Chapter Coordinator and GPR. It shall be the Treasurer's duty to see that fiscal year balance of the Money Market account does not exceed five thousand dollars (\$5,000).

- 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, education, community outreach and newsletter editor.

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. Rates as follows:
 - i. Full page \$15.00
 - ii. Half page \$ 8.00
 - iii. Quarter page \$5.00 per month. If same ad is placed for one (1) year, the price shall be twenty-five dollars (\$25.00).
 - iv. Business card size \$3.00 per month. If placed for one (1) year, the price shall be fifteen dollars (\$15.00).

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 EGA, for their first workshop. Non-EGA members shall be charged the workshop fee plus an additional ten dollars (\$10).
- D. Refund due to canceled workshop, or too much collected, etc. will be made within thirty (30) days. No refunds 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 workshop shall be given free to the member who houses the teacher.

- G. A ten percent (10%) fee shall be collected from any workshop teacher selling materials other than those needed for class use.

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 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.

ARTICLE XI

- A. The chapter may have group membership in affiliated organizations.