

Standing Rules
April 2025 Knoxville Chapter
The Embroiderers' Guild of America, Inc.

ARTICLE I MEETINGS

SECTION 1. Guests may attend two interest group meetings after which membership is a requirement for further attendance.

SECTION 2. Children under the age of 12 may not attend chapter functions unless specifically invited by the chapter. Youth members who are approved by the membership committee are automatically invited to all meetings.

ARTICLE II DUES

SECTION 1. Annual dues for individual members shall be \$76.00 of which \$55.00 is designated for the national EGA, \$18.00 is designated for this chapter, and \$3.00 is designated for Tennessee Valley Region, effective January 1, 2024.

SECTION 2. For young adult members as defined by national EGA, the annual dues shall be \$51.00 of which \$30.00 is designated for the national EGA, \$18.00 is designated for this chapter, and \$3.00 is designated for Tennessee Valley Region, effective January 1, 2024.

SECTION 3. The dues for each renewing member shall be payable on or before the member's annual renewal date.

SECTION 4. Plural members already in the Tennessee Valley Region shall be accepted by this chapter upon application and payment of \$18.00 chapter dues because the member's current national and region dues were paid through their original or primary chapter. Out-of-region plural members shall be accepted as above, with the addition of \$3.00 to be paid to Tennessee Valley Region. Life members pay chapter dues and regional dues each year and do not pay annual national dues.

SECTION 5. The amount of the annual dues shall be recommended by the board and voted on by the membership at a chapter meeting in accordance with the current edition of Robert's Rules of Order Newly Revised.

SECTION 6: Youth member dues shall be \$16.00 designated to national EGA and \$1.00 designated for Tennessee Valley region.

ARTICLE III FINANCES

SECTION 1. The audit committee shall be appointed by the president prior to the annual meeting.

SECTION 2. The annual financial audit shall be completed within six weeks following the close of the fiscal year.

SECTION 3. The annual budget shall be presented and adopted by the October Quarterly meeting preceding the beginning of the calendar year.

SECTION 4. Expenditures up to \$500.00 other than budgeted items shall be approved by the board of directors.

SECTION 5. A year-end financial report of all chapter funds shall be made available to membership.

SECTION 6. The chapter or the board of directors may designate restricted funds for specific membership use.

SECTION 7. Sales of items are permitted only before and after meetings and workshops. Fees and kits for educational purposes are not considered sales.

ARTICLE IV EDUCATIONAL EVENTS

SECTION 1. Educational events are events whose primary focus is to enhance and further the member's knowledge of embroidery and needlework. Examples are workshops, tours, chapter seminars and speakers, trips to exhibits, etc.

SECTION 2. An educational event fee may be refunded using the following guidelines.

- When the event chairman is notified at least 24 hours in advance and the vacancy can be filled from a waiting list or
- In cases of emergency or special extenuating circumstances, requests for refunds must be submitted in

writing to be reviewed and approved by the executive committee.

- Kit fees shall be refunded at the discretion of the teacher.

SECTION 3. The chapter member providing lodging for the teacher may attend the educational event upon payment of the kit fee only, and that member's participation shall be included in calculating any fees.

SECTION 4. Priority is given to members at chapter retreats if rooms are limited. Caregivers and family members may attend provided they pay for their room and meals.

ARTICLE V INTEREST GROUPS

SECTION 1. Any group of five or more members of the chapter may form an interest group by appointing an interest group leader(s) and reporting a time and meeting place to the president of the chapter, subject to the approval of the board of directors.

SECTION 2. All interest groups are open to all members.

SECTION 3. Each interest group shall have a leader who represents the interest group on the board of directors. The leader shall attend board meetings and have one vote on the board of directors. The interest group leader should provide an alternate if unable to attend board meetings. In the event of two or more leaders in an interest group, one leader of the interest group will be designated at the beginning of each board meeting as the voting representative.

SECTION 4. An interest group shall meet in person or virtually a minimum of four times per year to retain active status except during designated governmental states of emergency.

SECTION 5. Currently active interest groups are Bead Buddies, Blount Needles, Canvas, Clinton Pearls, Concord, Fiber Arts, Sampler, Smoky Mountain, Thread Ed, Twilight Threads, West Knox Day, and Where Stitchers Count.

SECTION 6: If an interest group is no longer meeting in accordance with Article V, Section 4, the interest group leader(s) shall report the interest group's dissolution to the president, subject to the approval of the board of directors.

ARTICLE VI BOARD OF DIRECTORS

SECTION 1. Each member of the board shall have one vote.

SECTION 2. The director of educational services shall be responsible for coordinating the educational activities of the chapter, including classes, retreats, and the other committees and projects assigned by the president, Board of Directors, and/or chapter membership.

SECTION 3. The director of financial services shall be responsible for coordinating the budget, audit, and Rummage Sale, as well as the other committees and projects assigned by the president, Board of Directors, and/or chapter membership.

SECTION 4. The director of membership services shall be responsible for coordinating the activities of the membership committee, including the production of the member directory.

SECTION 5. The following committees or positions report directly to the President: Newsletter editor, the Landmarks of Knoxville committee, and special services such as Fantasy of Trees, Share-A-Stitch, the program committee, the outreach committee, the hospitality committee, and the public relations committee.

SECTION 6: At the beginning of any Board meeting, the President shall request board members to identify any possible conflicts of interest regarding the proposed agenda. Board members are encouraged not vote on any item that would provide monetary gain for themselves, for an immediate family member, or for an employer of the board member or of her or his immediate family. Immediate family is defined as spouse, parent, or child.

ARTICLE VII COMMITTEES

SECTION 1. Committees and their chairs shall be appointed by the president upon the approval of the executive committee.

SECTION 2. Job descriptions shall be made available to all prospective nominees. Job descriptions are in the policies and procedures manual and shall be given to the board members and committee chairs.

ARTICLE VIII ADMINISTRATION

SECTION 1. The chapter shall maintain a Policies and Procedures Manual.

SECTION 2. The purpose of the Policies and Procedures Manual is to:

- Establish consistent, repeatable policies/practices/procedures involving chapter activities.
- Ensure clear and consistent definition of the policies that impact and govern the administration of the chapter.
- Improve the transition through job descriptions and other written documentation when new members take on chapter responsibilities.

ARTICLE IX AMENDMENTS

SECTION 1. The parliamentarian and committee shall review the standing rules on an annual basis, or as deemed necessary, and propose changes as necessary.

SECTION 2. Members may submit changes to the Standing Rules to the board for consideration.

SECTION 3. The parliamentarian is responsible for preparing proposed revisions to the Standing Rules and presenting them to the board for recommendation.

SECTION 4. Upon recommendation of the board, Standing Rules are presented to the chapter members at any chapter meeting for approval of the membership. Standing Rules may be amended by a vote of the membership at a chapter meeting in accordance with the current edition of Robert's Rules of Order Newly Revised.

MEMBERSHIP APPROVAL


Chapter President

4/8/25
Date

Amended:

July 2011 to reflect dues increase and Sarah Beaty Scholarship Fund

October 2012 to reflect dues increase, date due and proration of new member dues; Interest Group deletions and additions; Financial Chairman's additional duty; Life membership

July 8, 2014, the membership voted to change the way in which the nominating committee was selected.

April 2016 updated Interest Groups, updated to agree with the 2016 Bylaws and to add a statement about sales which was removed from the Bylaws.

January 2017 added Article IV, Section 5 regarding caregivers and family members at retreat.

April 2022 added updated number of meetings a guest can attend, added youth membership, clarified membership dues, updated restricted funds, updated interest groups, added conflict of interest section for Board voting, revised committee reporting structures, and removed nominating committee language, which is already in bylaws.

April 2024 added national dues changes and updated current interest groups and director responsibilities.

April 2025 updated active interest groups, clarified process for dissolution of interest groups, and updated language that conflicted with Robert's Rules of Order.