

Section I – National and RMR Region Seminar Policies and Procedures

A. National Region Seminar Policies: The region seminar chairman, assistant chairman, treasurer, registrar and dean of faculty need to be familiar with the *National Region Seminar Guidelines*. Go to the EGA national website for the most current version of national’s “*Region Seminar Policies and Procedures*” document.

B. VIII. Region Seminar Policies

- A. Region seminars will take place in even-numbered years.
- B. A seminar committee is a special committee of the Rocky Mountain Region. The seminar chairman does not sit on the region board.
- C. Assistant region director is seminar/retreat coordinator.
- D. A region seminar may be held in conjunction with the annual region meeting. The Region shall follow national policy regarding region seminars and, as applicable, the latest information in *Region Seminar Guidelines*.
- E. The region shall schedule its seminar upon acceptance of an invitation by a chapter, preferably two years in advance. Chapters may co-host a seminar. Hosting chapters shall, upon acceptance, provide their proposal for delineation of duties.
- F. For a region hosted seminar, the chairman shall be selected by the region director and the assistant region director and ratified by the region executive board of directors. The seminar chairman shall choose committee chairmen from as many chapters as possible.
- G. For a region seminar hosted by chapters, the chairman is selected by the host chapter(s) and ratified by the region executive board in a timely manner. A synopsis of background information relating to the position for the proposed chairman shall be submitted to the region director who will then distribute it to the region executive board prior to the ratification vote.
- H. The seminar chairman selects all committee chairmen. The chairman will submit the name and synopsis of background information relating to the position of the dean of faculty, treasurer and registrar to the region director within 30 days of the chairman’s ratification. The region director will send the information to the region executive board members and they will ratify these selections in a timely manner.
- I. Seminar checking and savings accounts require that one of the elected region officers (one who lives as close to the host chapter as possible) be a signatory on all the accounts.
- J. Job descriptions for the seminar chairman, seminar dean of faculty, seminar treasurer and seminar registrar are policy which must be observed – descriptions are found in the *Rocky Mountain Region Seminar Guidelines*.
- K. The treasurer of a seminar shall not be treasurer of any other unit of The Embroiderers’ Guild of America, Inc. from the time of appointment through the sending of the complete Final Seminar Financial Report at the end of the seminar.
- L. A Letter of Agreement for Financial Responsibility of Region Seminars will be sent by the assistant region director to the seminar chairman. The seminar chairman, dean of faculty, seminar treasurer and seminar registrar are to sign the letter indicating that each (chairman, dean of faculty, treasurer and registrar) has read the EGA *Region Seminar Policies and Procedures* and the RMR seminar policies and procedures contained in the *Rocky Mountain Region Seminar Guidelines* and the *Region Officers’ Notebook* and that they will abide by them. If these policies and procedures are not adhered to, any deficit will be borne totally by the host chapter. If there is a deficit and the policies and procedures have been adhered to, the deficit will be borne as indicated in section K below.

- M. Any surplus from the seminar will be shared between the region and host chapters with 40% going to the region and 60% going to the host chapter(s). If a deficit can be foreseen after all cost-cutting measures have been taken, including canceling low enrollment classes, the seminar will be canceled. Any deficit will be divided with 50% of the shortage borne by the region and 50% by the host chapter(s). (See item J above.)
- N. If a seminar must be canceled, the termination shall be accomplished by the teacher cancellation date indicated in the teachers' contracts or by the facilities contract cancellation date, whichever is earliest.
- O. Loan money in the amount of two thousand dollars (\$2,000) may be advanced to the host chapter. One thousand dollars (\$1,000) may be advanced two (2) years prior to the seminar upon acceptance of a preliminary workplan/budget by the region director, region treasurer and assistant region director. The remaining one thousand dollars (\$1,000) may be advanced to the seminar upon request and approval by the region director, region treasurer and assistant region director. Approval is contingent upon the seminar's compliance with RMR and national EGA guidelines.
- P. In the event a RMR seminar is required to provide deposit money to reserve seminar facilities, RMR shall be responsible for the minimum sum to reserve the facilities as a separate amount from normal seminar loan money. This deposit shall incur no risk to the region and shall be repaid at the time the loan money is repaid.
- Q. **NON-SUFFICIENT FUNDS POLICY:** Cash, money order, or cashier's checks shall be required from members who have outstanding, non-collectible, returned checks payable to an EGA chapter, region, or national. All documented returned check expenses associated with NSF checks shall be charged back to the issuer including returned check fee assessed by the bank, all other documented expenses associated with the return check, plus a \$25.00 handling fee.
- R. When the EGA national president accepts an invitation to attend a RMR seminar, the RMR will assume cost of her registration and food, excluding any class or kit fees. Transportation and lodging will be paid for by national. This arrangement should be clearly stated to the president in the original invitation.
- S. **REGISTRATION CANCELLATION POLICY:** Cancellation requests must be in writing and emailed OR mailed to the event registrar by Priority Mail with signature confirmation. If emailed, the registrant must follow-up with the event registrar via phone if not having heard from the event registrar verifying receipt of cancellation email. A full refund, less the non-refundable fee, will be made for cancellations received no later than 2 months prior to event opening date. After the specified date, refunds will be issued only if the cancellation is due to illness or death of a participant or immediate family member, to be approved by the event committee. The money for the RMR awarded scholarship(s) will be deducted from the region's share of the profits at the closing of the seminar financial books.
- T. The proceeds derived from fundraising sponsored by the host at region seminar will go to the host unless the donor has designated another EGA entity. (*i.e. a scholarship fund, national general fund, etc.*)
- U. An audit of the seminar books shall be conducted prior to the closing of the bank account and final report.
- V. The region's share of the proceeds shall be sent to the region treasurer within 120 days of the close of seminar.
- W. The region's portion of profit from the previous seminar will be used to offset the next seminar's expenses in order to maintain a feasible registration fee. (4/2017)
- X. The Final Seminar Report, which includes the complete financial report, shall be sent to the region director within 120 days of the close of seminar. If the Final Seminar

Report is **NOT** submitted within the 120-day limit, the region officer who is signatory to the accounts shall close those accounts and transfer the balance to the region treasury. Upon the region director's receipt of the complete Final Seminar Report, the host chapter's share of the proceeds, less any expenses incurred as a result of the region officer securing the funds for the region, will be sent to the host chapter.

- Y. **Volunteer Registration:** A seminar committee may choose to offer reduced registration for volunteers that entitles them to all seminar meals, hospitality items, and other seminar benefits except for a class and the class kit. To qualify for this type of registration, the registrant is required to volunteer for a minimum of four hours at the seminar and to stay in the seminar hotel for a minimum of two nights. The registrar will forward the names of those registering in this manner to the Volunteer Chairman.
- Z. Registration should be made available first to RMR members based on a first day postmark. First day registration shall not be a weekend or holiday.
- AA. At the discretion of the seminar committee, early registration for classes may begin at the region seminar the year prior. Early registration shall be open for at least two months. The fee due at the time of early registration should be the non-refundable portion of the total registration fee.
- BB. Early registrants are guaranteed a space in their choice of class if the class is not cancelled and does not go to lottery with early registrants, provided that the completed registration is received with a first-day postmark. By failing to complete the registration by first-day postmark, the early registrant forfeits guaranteed space in the chosen class.
- CC. No classes shall be closed until all registration fees for that class are received.
- DD. At Merchandise Night, the region will be given one half (1/2) table, free of charge, to sell region merchandise. Also, space at that table shall be made available, free of charge, for chapters to sell chapter pins. Chapters found to be in non-compliance (i.e. selling items other than chapter pins) will be levied a fee equivalent to rental of a full table.

IX. Region Seminar/Retreat Scholarship

- A. The region will pay the RMR seminar/retreat registration fee for one region member-in-good-standing.
- B. A second scholarship may be awarded to any RMR member-in-good-standing who has never attended a RMR region seminar or retreat before.
- C. The decision to offer one, two or no scholarships will be made by the region board at the first board meeting of the year for the next year's seminar/retreat based upon available funds
- D. The chapter region representatives will submit names of the interested region members in two lists - one of interested region members and one for all interested first-timers (if a second scholarship has been made available) - by a date determined by the region director.
- E. Previous Rocky Mountain Region Seminar/Retreat Scholarship awardees are ineligible.
- F. The drawing for the scholarship winner(s) and alternate(s) shall be made at the region seminar/retreat the year before.
- G. The winner(s) and alternate(s) of the RMR Scholarship(s) for the region seminar/retreat will be notified by the region director within the week following the seminar/retreat to congratulate them and to verify the intentions of the recipient (s). If the recipient is not able to accept the award the alternate(s) will be notified in the order they were selected.
- H. Once acceptance is verified, information regarding the process for registration should

follow. The region director will send the seminar/retreat registrar contact information for the winner(s) and alternate(s) so it can be noted that their registration is paid by the region and to be able to communicate with the scholarship winner(s) with necessary seminar/retreat information.

- I. Scholarship winner(s) MUST complete early registration for region seminar/retreat. If early registration fee has been paid by winner(s), it will be returned.
- J. Scholarship winner(s) MUST register for region seminar/retreat by the applicable deadline registration date. The registration fee is not submitted by the scholarship winner(s). All other applicable fees must be paid by the winner(s).
- K. It is suggested that the winner(s) should be guaranteed their first class choice. If that class is cancelled, then they should receive their second choice.

C. Letter of Agreement for Financial Responsibility of Region Seminars

The seminar executive committee determines its own financial workplan and budget. Financial workplans and budgets shall be submitted on a regularly scheduled timeline to the region director, assistant region director, and the region treasurer for review and approval. The approval shall be reported to the region board of directors. The initial workplan shall be approved by the region executive board.

IF THE APPROVED BUDGET POLICIES AND PROCEDURES ARE FOLLOWED AND A DEFICIT OCCURS, THE HOST UNIT AND THE REGION WILL SHARE THE RESPONSIBILITY EQUALLY. IF A DEFICIT OCCURS BECAUSE THE POLICIES AND PROCEDURES WERE NOT FOLLOWED, THE RESPONSIBILITY LIES TOTALLY WITH THE HOST CHAPTER... *RMR Policies and Procedures.*

The seminar budgeting process is an important planning tool of the seminar executive committee. However, the region board of directors has the responsibility of approving finances. The seminar executive committee collects and organizes financial information to assist in planning.

Please carefully read and review the policies and procedures of the Rocky Mountain Region and those of EGA relating to region seminars. Ask the assistant region director or the region director any questions where you feel clarification is necessary in order that you completely understand what is required of you. Then, sign, date, and return the original form to the assistant region director by DEADLINE DATE.

“I have read and understand the Rocky Mountain Region Policies and Procedures and those of EGA relating to region seminars. I understand the duties and responsibilities of my office, and shall adhere to the policies set forth.”

_____ Seminar 'xx Chairman	_____ Date
_____ Seminar 'xx Dean of Faculty	_____ Date
_____ Seminar 'xx Treasurer	_____ Date
_____ Seminar 'xx Registrar	_____ Date
_____ RMR Seminar/Retreat Coordinator	_____ Date
_____ RMR Director	_____ Date

Sponsoring Entity (Region or Chapter) _____

D. Job Description of Seminar Chairman

Qualifications: The seminar chairman shall have prior administrative experience, be capable of dealing with large groups of people, and be able to delegate responsibilities. She shall be provided with a copy of the Rocky Mountain Region Seminar Guidelines upon her confirmation by the Rocky Mountain Region executive board of directors.

The Seminar Chairman:

1. Reports to and directs questions on seminar policy to the assistant region director for interpretation.
2. Signs “Letter of Agreement for Financial Responsibility of Region Seminars.” (Section I.C)
3. Informs assistant region director regularly of all aspects of the seminar and its finances.
4. Provides reports as requested – prior to each executive and region board meeting and *Border to Border* deadlines.
5. Ensures that all documents are sent in a timely manner to assistant region director.
 - a. Meeting notices.
 - b. Minutes of all seminar committee meetings within 10 days of meeting.
 - c. Reports.
 - d. Final Seminar Report, including the Final Seminar Financial Report.
6. Appoints other seminar committee chairmen and provides each with a copy of the workplan/budget, all seminar policies contained in Section I, Seminar Committee Chairman Report Form (Section IX-A), portions of guidelines and previous reports that will enable each to do her job.
7. Serves as ex-officio member of all seminar committees and works with all chairmen to interpret region policy, answers questions and monitors all activities.
8. Works with seminar treasurer, region treasurer, and assistant region director to establish a workplan/budget, monitors loan monies and helps prepare workplan/budget revisions as needed.
9. Requests loan money according to time line.
10. Works with the dean of faculty to prepare the contract(s) and makes sure that the contract(s) are submitted to the region director for approval and signature.
11. Works with boutique/bookstore chairman to negotiate contract(s), makes sure that the contract(s) are submitted to the region director for signature. NOTE: All contracts and services for region seminars, including faculty contracts, shall be approved and signed by the region director. The director is the last to sign the contract.
12. Acquaints self with facility.
 - a. Reviews all negotiations.
 - b. Familiarizes self with site contracts, including complimentary room policy.
 - c. Confers with the region director on room use.
13. Works with region director to facilitate region events that are held in conjunction with the seminar, i.e. executive and region board meetings, region exhibits, etc.
14. Assists banquet chairman in planning all food functions. Presides at each banquet or special function.
15. Schedules wrap-up meeting during seminar or soon after.
16. Invites next seminar chairman and committee chairmen to attend wrap-up meeting.
17. Issues an invitation by phone or mail for next seminar chairman to accompany her to all meetings, functions, and planning sessions occurring during the seminar.
18. Prepares Final Seminar Report (Appendix IX-B) and Seminar Summary Report (Appendix IX-C) to be sent to the region director, assistant region director and the next year’s seminar and retreat chairmen within 120 days of the close of seminar. This report includes the complete Final Seminar Financial Report.

E. Job Description of Seminar Dean of Faculty

1. Reports to the seminar chairman.
2. Signs Letter of Agreement for Financial Responsibility (Section I-C).
3. Works within the budget, makes timely reports to seminar chairman and seminar treasurer.
4. Chooses a faculty selection committee consisting of at least five people and the seminar chairman. The assistant region director and the region director are ex-officio members of this committee. **The names of this committee's members shall not be disclosed.**
5. Prepares letter of invitation (Attachments V-B) to teach and/or an invitation notice in EGA publications and region newsletters 2 years prior to seminar.
6. Works with the seminar chairman and region director to prepare a list of EGA and other prospective teachers to be invited (Attachment V-C).
7. Consults with seminar chairman and region director to determine any special classes or lectures to be included. Teachers/lecturers do not need to be EGA members or even embroiderers. NOTE: Classes for judges or teachers in color and design may be partially subsidized by national. Check with the region director for latest information.
8. Prepares proposal packet to send out to interested teachers (Attachment V-D & V-E)
9. Establishes a review system to be followed by the faculty selection committee. (Attachment V-F)
10. Receives proposals and prepares them for review by the faculty selection committee. Verifies that teachers have sent items needed for consideration.
11. **BEFORE** the faculty selection committee meets, prepares a list of teachers submitting proposals and sends the list to the region director. The region director forwards the list to the director of education for review. (see National Policy for Region Seminars)
12. Chairs the faculty selection committee. Compiles ratings for the selection of the faculty.
13. Sends Acceptance Letter (Attachment V-H) and Teacher's Contract (Attachment V-I) to accepted teachers and sends Letter of Regret (Attachment V-G) to non-selected teachers with return of proposals.
14. Forwards signed faculty contracts to seminar chairman and region director for signature.
15. Prepares dean of faculty Checklist (Attachment V-M)
16. Prepares a teacher information packet, which includes request for teacher resume' and class description, Teacher Reimbursement Form (Attachment V-L) and Faculty Schedule and Checklist (Attachment V-J) for teachers and for the committee.
17. Arranges with faculty for class pieces to be displayed at previous year's retreat.
18. Compiles information from teachers for seminar brochure (Attachments V-O, V-P, & V-Q). Sends pre-publication copy to teachers for approval. Works with brochure committee to arrange for photography of projects. Submits teacher resumes and class descriptions to the brochure chairman. Arranges for a courtesy brochure to be sent to each teacher.
20. Maintains contact with registrar.
 - A. Monitors class size
 - B. Contacts teachers as needed to cancel or change class size.
21. Visits seminar site with seminar chairman to assign classrooms.
22. Notifies facilities chairman and special equipment chairman of any needs. Prepares schedules for equipment usage.
23. Plans a faculty meeting prior to the beginning of classes at seminar to:
 - A. Introduce angels
 - B. Discuss policies of seminar
 - C. Emphasize rule forbidding sales of anything outside of merchandise night.
 - D. Hand out Student Evaluation Sheets (Attachment V-R and V-S)
24. Monitors classes during seminar and assists as needed.

25. Is responsible for and is the only contact person for faculty. That includes monitoring:
 - A. Transportation
 - B. Lodging in a member's home or extra hotel night(s) as needed
 - C. Kits, if sent by the teachers ahead of time
26. Prepares final job report (Section IX-A) to be sent to seminar chairman within 60 days of close of seminar.

F. Job Description of Seminar Treasurer

1. Reports to seminar chairman and the assistant region director.
2. Signs Letter of Agreement for Financial Responsibility (Section I-C).
3. Works with the seminar chairman and assistant region director to prepare seminar workplan/budget. (Attachment IV-B)
4. Opens a checking account for the seminar and has signatory powers along with the seminar chairman and seminar treasurer as well as an elected officer of the region board (one who lives closest to the host chapter). This account will be part of the bank accounts maintained by the region. The seminar treasurer will be responsible for ordering checks and the regular maintenance (writing checks, balancing statements, etc) of the seminar account, once opened.
5. Cash, money order, or cashier's checks shall be required from members who have outstanding, non-collectible, returned checks payable to EGA. This policy applies at all levels of EGA; notification shall be made to all tiers. All documented returned check expenses associated with NSF checks shall be charged back to the issuer including returned check fee assessed by the bank, all other documented expenses associated with the return check plus a \$25.00 handling fee. *5/92, 4/93, 8/03, 10/03 EGA Policies*
6. Accounts for all monies received and all expenditures. Establishes and maintains a double entry book keeping system in keeping with good accounting principles. (Attachment IV-A)
7. Prepares financial statements and provides them for the seminar chairman, seminar committee chairmen, assistant region director, region treasurer, and region director on a quarterly basis (Attachment IV-C) until 1 year before the seminar and then the reports shall be submitted on a monthly basis (Attachment IV-D).
8. Keeps the assistant region director, region director and the seminar chairman up-to-date concerning all aspects of the seminar finances.
9. Deposits all monies upon receipt.
10. Repays loan monies 30 days after seminar registration opens. Pays region for hotel deposit if such was paid.
11. Prepares reimbursement request form for distribution to committee chairmen.
12. Pays all bills promptly, including to the faculty for per diem, kit costs, teaching fee and travel.
13. Verifies that Social Security Number or Federal Tax ID (FEIN) numbers for all teachers are on file at EGA headquarters. Sends W-9 form to teachers who do not have numbers on file with the request to return it to EGA headquarters.
14. Files Payment Reporting Form (Attachment IV-G) information with EGA headquarters within 14 days of close of seminar, along with:
 - a. Copy of the contract for each teacher.
 - b. All receipts & memoranda used to compute check totals
15. Drafts Final Seminar Financial Report.
16. Prepares seminar ledgers, checkbooks, bills and reports for audit. The audit should be accomplished within 90 days of the close of seminar. Audit shall be conducted by at least two qualified region EGA members appointed by the region director. Auditors could be current or former region treasurer, former seminar chairmen or treasurers.
17. Notifies region treasurer to close bank account after receiving audit report and correcting any underpayments.
18. Sends final job report (Section IX-A) to the seminar chairman within 90 days of the close of seminar.

19. Forwards closing balance split to the host unit's treasurer and to the region treasurer within 120 days of the close of seminar.
20. Sends seminar ledgers, checkbooks, bills, and reports to region treasurer within 120 days of the close of seminar for storage.

G. Seminar Registrar – Job Description

1. Reports to seminar chairman.
2. Signs “Letter of Agreement for Financial Responsibility of Region Seminars.” (Section I.C)
3. Works with seminar chairman, treasurer and brochure chairmen to prepare a registration form. Alters this form to create an early registration form, as needed. (Attachment VI-A)
4. Receives names and other information on region scholarship winner(s) from region director.
5. Receives and handles early registration.
6. Receives class registrations from participants, recording postmark and assigning a registration number.
7. Works with seminar treasurer to record checks and/or credit card information received with registrations and kit fees.
8. Coordinates bank deposits with seminar treasurer. If registrar deposits receipts, registrar shall provide treasurer with a photocopy of check or credit card receipts, and registration forms or kit fee invoices and original copies of bank deposit slips and bank deposit receipts, retaining photocopies of these for registrar’s records.
9. Prepares a list of class assignments based on choice of participants and postmark. **There shall be no preferential treatment for any participant.**
10. Notifies dean of faculty and seminar chairman of classes not meeting minimum registration requirement five days after last registration date.
11. Responds to inquiries concerning registration.
12. Prepares and mails seminar class assignment letters (Attachment VI-B) to participants, including Fee Statement (Attachment VI-C) and lodging reservation card. Sends the same information plus the teacher’s student letters to late registrants.
13. Prepares waiting lists and sends letters (Attachment VI-D), as needed.
14. Makes copies of class lists for dean of faculty to meet deadline for mailing to teachers.
15. Prepares list of participants and teachers, including mailing and e-mail addresses and phone numbers and provides the list to the handbook chairman.
16. Prepares list of participants for various committees for any special events associated with the seminar, i.e., Merchandise Night.
17. Prepares registration packets, including tickets to special events and meals, handbook, etc. to be distributed at registration.
18. Arranges for a registration area, prepares procedures and trains assistants to provide for a smooth traffic flow.
19. Is available to answer questions during registration at seminar.
20. Prepares final job report (Attachment IX-A) to be sent to seminar chairman within 60 days of close of seminar.