

# **SECTION 1**

## **RMR SEMINAR GUIDELINES**

### **POLICIES**

(updated 10/2024)

## **NATIONAL REGIONAL SEMINAR POLICIES**

All seminar chairs need to be familiar with the [National Region Seminar Guidelines](#).

## **REGION SEMINAR POLICIES**

*(RON, Sec II, Policies and Procedures, Section VIII)*

- A. A region seminar may take place in any given year with the approval of the Region Board.
- B. The seminar committee is a special committee of the Rocky Mountain Region. The seminar chair does not sit on the region board.
- C. The assistant region director is the seminar/retreat coordinator.
- D. The region will use the current EGA-contracted event services company to help secure the venue for region seminars. No contact of any kind with any venue will occur prior to enlisting this company to begin the search. Contact with the company will initiate through the RMR Seminar/Retreat Coordinator.
- E. 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.
- F. 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.
- G. For a region-hosted seminar, the chair shall be selected by the region director and the assistant region director and ratified by the region executive board of directors. The seminar chair shall choose committee chairs from as many chapters as possible.
- H. For a region seminar hosted by chapters, the chair 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 chair shall be submitted to the region director who will then distribute it to the region executive board prior to the ratification vote.
- I. The seminar chair selects all committee chairs. The chair 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 chair'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.
- J. 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.
- K. Job descriptions for the seminar chair, seminar dean of faculty, seminar treasurer and seminar registrar are policies which must be observed – descriptions are found in the Rocky Mountain Region Seminar Guidelines Section 3.

- L. 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.
- M. Printing out teacher proposals is prohibitively expensive. To ensure seminar expenses are kept to a minimum, all teacher proposals are to be shared via electronic means, whether faculty selection committee is meeting virtually or in-person.
- N. 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). (Item J)
- O. 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.
- P. 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.
- Q. In the event an 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.
- R. **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.
- S. When the EGA national president accepts an invitation to attend a RMR seminar, the RMR will assume cost of their registration, excluding any class or kit fees. Transportation, meals (outside of registration fee), and lodging will be paid for by national. This arrangement should be clearly stated to the president in the original invitation.
- T. **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.

- U. 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.
- V. 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.)
- W. An audit of the seminar books shall be conducted prior to the closing of the bank account and final report.
- X. The region's share of the proceeds shall be sent to the region treasurer within 120 days of the close of seminar.
- Y. The region's portion of profit from the previous seminar will be used to offset the next seminar's expenses to maintain a feasible registration fee. (04/2017)
- Z. 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.
- AA. 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 Chair.
- BB. Early registration will be made available to RMR members only. Regular registration shall not open on a weekend or holiday.
- CC. Non-RMR members will be charged an additional fee.
- DD. At the discretion of the seminar committee, early registration for classes may begin at the region retreat 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.
- EE. 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 they have paid the balance of their registration fees by the designated date – one week before regular registration begins.
- FF. No classes shall be closed until all registration fees for that class are received.

GG. 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.