

SECTION IV
POLICIES AND PROCEDURES

(revised 04/2026)

EGA NATIONAL POLICIES AND PROCEDURES

For the most up to date version of the EGA National Policies and Procedures, click on the hyperlink below:

[protected-EGA-POLICIES-Manual-2024.docx \(live.com\)](#) or

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POLICIES AND PROCEDURES

I. Governance

- A. To participate fully and receive the benefits of the region, RMR chapters have the following responsibilities:
 - 1. Attend region meetings and be an active participant in region activities.
 - 2. Report region activities to the chapter and convey the chapter's wishes and needs to the region director and the board.
 - 3. Submit chapter news to Border to Border.
 - 4. Keep a current file of the region roster and minutes.
 - 5. Be familiar with the Region Officers' Notebook and RMR Policies and Procedures, located on the region's website.
 - 6. Provide region director and national office with the current list of chapter officers.
- B. The Chapter shall provide the region director with:
 - 1. A copy of the minutes from **ALL** chapter meetings and executive board meetings
 - 2. A copy of chapter newsletters or notification of posting online.
- C. Chapters are encouraged to reimburse their region representative for expenses when attending region meetings.
- D. The region documents/bylaws chair maintains the master copy of the Region Officers' Notebook (RON) on an external electronic device and in the RMR Dropbox. The chair makes any changes or additions following the protocol below:
 - 1. Changes will come from:
 - a. Board meetings and/or email "meetings"
 - b. Region director
 - 2. Once the documents/bylaws chair has made the changes to the RON, a copy is sent to the region director to verify. Once verified by the region director, the revised section of the RON wherein the changes took place, is put into the master copy on external electronic device and in the RMR Dropbox.
 - 3. The documents/bylaws chair will also send approved changes to web liaison:
 - a. Sends entire Section where change(s) took place, so webmaster only must replace the Section.

- b. Sends the information in the format required by the webmaster.
4. Webmaster will make changes on the website.
5. Webmaster will inform documents/bylaws chair that changes are posted on the website.
6. Documents/bylaws chair will notify region secretary that changes are posted on the website. A list of the changes and where the changes have been made will be included in the notification. Region secretary will pass this notification and list on to region board members.

II. Region Meetings

- A. Region board meetings may be held virtually, in-person, or a combination (i.e., hybrid meeting) twice yearly at the discretion of the Region Director unless the date of the Board meeting coincides with an in-person event (e.g., Region Education event), in which case the meeting shall be held in-person.
- B. The region secretary sends out the Call to Meeting, attendance/lunch reservation form, and proxy thirty (30) days prior to the region meeting.
- C. All region board members are required to return their attendance/lunch reservation form to the secretary within the time limit requested.
- D. A proxy form will also be included with the Call to Meeting for the purpose of allowing a chapter to vote in absentia.
- E. Proxies may be assigned to a member of the chapter for purposes of representing chapter members and voting on business measures at region meetings. Proxies should be dated and filled in with identification when returned by email.
- F. The region secretary sends out the board packet which consists of chapter and officer reports, agenda, and any additional meeting information at least ten (10) days prior to the meeting.
- G. Minutes of previous meetings need not be read aloud because each board member shall have been sent a copy.
- H. **Unscheduled Meeting Protocol:** When it is necessary for a board/committee to conduct business between scheduled meetings, the following are the recommendations set by the region board of directors:
 1. Region director/committee chair sets the time and/or dates of the meeting with a seven (7) day minimum notice, except in cases of emergency.
 2. Director/chair sets agenda for meeting (with input from board/committee members as needed) and sends it out at least three days before scheduled meeting.
 3. In the case of an emergency meeting, only the emergency topic will be on the agenda.
 4. The region secretary shall keep records for a board meeting. Committee chair shall select a record keeper for the committee meeting. The secretary/record keeper will be the conduit for the communications during the meeting.
 5. The secretary/record keeper will record the names of those participating in the meeting.

6. If a motion needs to be made during an unscheduled meeting the protocol below is followed.
7. **Presenting a motion and voting:**
 - a. All motions must be in writing and sent to secretary/record keeper prior to the meeting. Rationales for motions are no longer required.
 - b. The secretary/record keeper will second the motion and send the motion to the appropriate recipients and will set the timeline for discussion and voting.
 - c. Recipients will be asked to acknowledge receipt of the motion within the designated time frame.
 - d. The secretary/record keeper will record the names of those acknowledging receipt of the motion.
 - e. All discussion must include all participants.
 - f. Should an amendment be made to a motion, the same procedure as making the motion is followed.
 - g. Once the vote is called, the secretary/record keeper will record the names of those who vote, along with their vote – yes, no, or abstain.
 - h. All votes must be in writing.
 - i. If a ballot is necessary, it shall be designed with a space for the voter's identification and full instructions for marking and returning.
 - j. Two thirds of the responding members of the board/committee must vote in favor of the motion for adoption.
 - k. The secretary/record keeper shall immediately send the results of the vote to all board/committee members.
 - l. If a motion is passed in an unscheduled meeting, it must be ratified at the next regular region board meeting.

III. Elections

- A. Nominating Committee presents the slate to the region director by March 15.
- B. Slate (along with nominees' biographies and pictures) is sent to the region board for approval on April 1.
- C. Approved slate is published in Border to Border (along with nominees' biographies and pictures) by April 15. Notification of this publication must be sent to region representatives.
- D. Nominations from the floor will be accepted until May 15.
- E. Region secretary sends ballots to the chapters on May 22. Voting closes on June 30. Region secretary announces the results of the election by July 15.

IV. Dues

- A. Annual dues of five dollars (\$5) per chapter member shall be paid to the region as set forth in the bylaws.
- B. Payment of national dues is a requirement for participation in any region activity.
- C. Dues shall be deposited into the region's banking account by national EGA for all chapter primary members.
- D. Life Member and Out of Region Plural Member region dues shall be paid to the region treasurer by the member's RMR chapter.

V. Finances

- A. All region monies shall be kept in federally insured institutions. Money shall be deposited in interest-bearing accounts if minimum balance can be maintained.
- B. All accounts will have three signature authorities: the region director, assistant region director, and the region treasurer.
- C. Officers and committee chairs shall submit Request for Reimbursement Form to the region treasurer, along with receipts, for reimbursement or recording (when no reimbursement is desired). Requests must be submitted within the year that the expenses were incurred.
- D. The region director shall approve all requests for reimbursement submitted for the region treasurer's expenses.
- E. **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.
- F. The region's financial books shall be audited at the close of each calendar year, either professionally or by an audit committee appointed by the region director. The treasurer shall furnish EGA with a report of the finances of the region by February 15 of each year.
- G. The outgoing region treasurer will send the Annual Financial Report to EGA by the 15th of February.
- H. After the audit, all accounts will be transferred to the new signatories by March 1.
- I. The region will reimburse the region director for the following expenses, up to the amount budgeted:
 - 1. Travel to national board sessions at the lowest available airfare and a per diem rate for meals. The per diem rate will be determined from the IRS, *Per Diem Rates*.
 - 2. Travel within region for chapter visits, budget permitting.
 - 3. Administrative expenses for postage, photocopying, etc.
- J. Prior to taking office in January, the incoming region director shall be reimbursed for travel, and per diem to the same extent as current region director, to attend a national board session. They will also be reimbursed for lodging to the same extent the current RD is reimbursed by National.

- K. The Rocky Mountain Region financial report shall be published in *Border to Border* at the end of the second and fourth quarters of the year.

VI. Newsletter

- A. Border to Border is the official publication of RMR.
- B. The newsletter shall be distributed via email to all RMR members, all MALs who live within the geographic boundaries of RMR, the National President and Vice President.
- C. Advertising deemed appropriate to the interests of the member chapters in the region will be accepted, at a rate to be determined by the region board.
- D. The History/Dropbox Chair shall upload in the RMR Dropbox a copy of each *Border to Border* upon its distribution.

VII. Job descriptions

- A. Each office has a job description, which should be followed as closely as possible.
- B. Job descriptions may be changed by the office holder with the approval of the region director.
- C. The region director may change her job description after conferring with a previous region director.
- D. Region representatives should confer at a region meeting before changing their job descriptions.

VIII. Prospectors Exhibit

For the policies regarding the Prospectors Exhibit, please go to the **Rocky Mountain Region Notebook, Section G, Prospectors Exhibit Information and Forms, Policies.**

IX. Jody Gergens Memorial Scholarship

For the policies regarding the Jody Gergens Memorial Scholarship, please go to the **Rocky Mountain Region Notebook, Section I, Jody Gergens Memorial Scholarship Policies and Forms, Policies.**

X. Clare Award

For the policies regarding the Clare Award, please go to the **Rocky Mountain Region Notebook, Section J. Clare Award Information, Policies.**

XI. National Exhibit Award

- A. The name of the award shall be the “Rocky Mountain Region Award for Artistic Merit”.
- B. The award, to be determined at the discretion of the national exhibit jurors, shall be for a work by a Rocky Mountain Region member.

- C. The monetary award will be evaluated for each national exhibit and shall not be less than \$100. The amount will be determined at the annual region board meeting in the year prior to the opening of the national exhibit.

XII. Region Seminar Policies

For the policies regarding the Region Seminar, please go to **Rocky Mountain Region Education Events, In Person Education Events, IPEE Documents, IPEE Guidelines, Section 2, Seminar Policies.**

XIII. Region In-Person Education Event Policies

For the policies regarding In-Person Education Events, please go to **Rocky Mountain Region Education Events, In Person Education Events, IPEE Documents, IPEE Guidelines, Section 1, Policies.**

XIV. Region In-Person Event Scholarship

For the policies regarding the Region In-Person Event Scholarship, please go to **Rocky Mountain Region Education Events, Region In-Person Event Scholarship.**

XV. Region Online/Virtual Education Course

For policies regarding Region Online/Virtual Education Courses, please go to **Rocky Mountain EGA Education Events, Online/Virtual Education Events, Section 1, Policies.**

XVI. Region Sponsored, Chapter Guided Education Events

For policies regarding Region Sponsored, Chapter-Guided Education Events, please go to **Rocky Mountain EGA Education Events, Region Sponsored, Chapter-Guided Education Events, Section 1, Policies.**

XVII. Amendments

These policies and procedures may be amended by a majority vote at a regular meeting of Rocky Mountain Region board of directors or between scheduled meetings following the protocols in Section I-Governance.