

SUN REGION

STANDING POLICIES AND PROCEDURES

This *Sun Region Standing Policies and Procedures* document is divided into the following sections:

- I. Name
- II. Chapter Membership
- III. Meetings
- IV. Standing and Special Committees
- V. Fiscal Policies
- VI. Other

I. NAME

Sun Region may be referred to as region, SUN or SUN-EGA.

II. CHAPTER MEMBERSHIP

- A. Membership in the region is concurrent with membership in a chapter in the region.
- B. Annual dues shall be \$3.00 per chapter member for primary and plural members from other regions. (2/97)
- C. Sun Region waives its right to collect dues from a new chapter during the quarter in which it is chartered. Each new chapter shall become a part of the region on the date of formal acceptance by EGA of its petition for charter.
- D. Member chapters have specific responsibilities to the region, which are described in the Region Representative's Notebook, Chapter's Responsibilities to the Region, Job Descriptions.

III. MEETINGS

The region shall hold three (3) meetings per year unless otherwise ordered by the board of directors. The meetings shall be the annual meeting, a meeting in conjunction with the region seminar (if a seminar is held), and one or more additional meetings per year. Written notice of all region board of directors meetings shall be given to the member chapters at least thirty (30) days prior to such meetings.

The newly-elected region officers and the official chapter region representatives shall hold an organizational meeting immediately following the annual meeting in odd-numbered years for committee appointment announcements and to elect a nominating committee.

- A. **Eligible Representative.** Any chapter member may attend the region board meeting. Only a chapter's designated region representative, alternate region representative or a member holding the chapter's proxy may cast the chapter's vote.
- B. **Proxy.** A legal proxy is a letter signed by the president of the chapter, appointing a temporary representative and filed with the region secretary prior to the meeting at which the member will vote. A chapter president may serve as the chapter representative for one region meeting per year [with the region director's approval] if the current chapter representative or alternate is unable to attend due to illness, death, resignation or other serious reason.
- C. **Chapter Representative Duties.**
1. The region representative shall be a voting member of the home chapter's board of directors. The representative shall be responsible for reporting region activities to the chapter, chapter activities to the Sun Region newsletter and chapter wishes and needs to the region director and board.
 2. Each chapter's region representative shall inform the secretary during roll call of chapter's number of primary and plural members and members in attendance.
- D. **Secret Ballot.** In the event of a secret ballot at the annual meeting, the region director shall appoint an election committee of three, none of whom is on the slate or a member of the nominating committee, to count the ballots and report to the region director and the region board.
- E. **Nametags.** Members shall wear stitched nametags at all region functions. Any embroidery technique may be used. A member shall be fined \$.50 for not wearing a stitched nametag.
- F. **Locations.** Region meetings shall be held in locations within the state of Florida. The assistant region director shall assign the host unit(s) if no chapter volunteers. The detailed policies are contained in the Region Representative's Notebook, Guidelines for Sun Region Meetings.

G. Voting between sessions. (9/06)

1. Mechanics of presenting a motion when voting between sessions.
 - a. A motion is presented to the secretary with a copy to the presiding officer.
 - b. The person making the motion includes the rationale for the motion.
 - c. The secretary forwards the motion, the rationale, and a request for a second to all board members by the previously-agreed-upon means of communication.
 - d. All board members acknowledge receipt of motion as soon as it is received.
 - e. The secretary acknowledges to all board members receipt of a second.

f. A motion without a second is not considered.

2. Discussion regarding the motion

a. Upon the acknowledged receipt of the motion from two-thirds of the members and a receipt of a second, the secretary sets the time limit for discussion and notifies members of the date for return of votes.

b. All board members must be aware of all the discussion comments, either via email or conference call.

3. Voting process - All votes are sent to the secretary with a copy to the presiding officer, and the results are acted on and reported in accordance with the region bylaws.

IV. STANDING and SPECIAL COMMITTEES

The standing committees of Sun Region are as follows: bylaws, education/library, finance, historian, membership, newsletter, nominating, outreach, seminar, touring teacher, ways and means, website and youth. Chairs shall be chosen from among chapter representatives whenever possible.

A. Bylaws

The bylaws chair shall:

1. Maintain and update Sun Region Bylaws and Policies and Procedures and other policy manuals as needed.
2. Propose amendments where needed.
3. Send all proposed changes to EGA chapter/region bylaws review committee for approval before such amendments become part of region bylaws.
4. Assist chapters when necessary in updating their bylaws.
5. Coordinate review and update of region bylaws every ten (10) years in accordance with the instructions provided in the EGA Policies and Procedures Manual.

B. Education/Library

The education/library chair shall:

1. Arrange for region-sponsored correspondence course(s) as indicated by popular demand. All region-sponsored correspondence courses are available to all Sun Region members on a first-come, first-serve basis until the course limits are met by the deadline indicated by the education committee chair.

2. Collect fees for correspondence course registration. Send the registration fee(s) collected to the treasurer within seven (7) days of receipt for deposit in region accounts.
3. Maintain and update the region's library. Provide a listing of library materials for the representative's notebook. Collect late fees and send to the treasurer within seven (7) days of receipt for deposit in region accounts. (2/04)

C. Finance

The finance committee shall consist of five (5) members. The region director shall appoint the committee chair. The region director and the treasurer shall serve on the finance committee with three (3) other members appointed by the region director. (2/04) The finance chair shall:

1. Monitor the finances of the region.
2. Watch for over-budget situations.
3. Prepare the budget to be presented to the board of directors at the second meeting of the year.
4. Request revision of budget when needed.
5. Recommend investments for region monies, if needed.

D. Historian

The region historian shall maintain a history of Sun Region. The region history shall contain:

1. Names and dates of charter/dissolution of chapters.
2. Names of former and current region officers.
3. Written descriptions and photographs of significant events and awards.

E. Membership

The membership chair shall:

1. Act as liaison between chapter membership chairs and national.
2. Encourage chapters to sponsor activities that promote the recruiting and retention of new members.
3. Maintain a file of each chapter's recruiting and retention projects and communicate these ideas to all chapters.
4. Write an annual summary report of the region's chapter activities prior to region meetings.
5. Send a report to EGA's membership chair.

6. Keep an updated list of all region members. Reconcile region membership list with individual chapter membership lists.

F. Newsletter

Sun Region shall have a newsletter. The newsletter chair is responsible for receiving information from chapters, board members and committee chairs and publishing the region newsletter. It shall be named *The Sun Region News*. It shall be published four (4) times per year. The dates of the newsletter's publication shall be determined by the newsletter chair with the approval of the region director. (2/07)

It shall be distributed free of charge to each member of the region board, past Sun Region directors, chapter presidents, alternate region representatives, program chair, education chair, membership chair and newsletter editor of Sun Region; as well as the national newsletter reviewer. Subscriptions shall be offered at \$5.00 for one year (four issues) or free to any region member who wishes to subscribe electronically. (2/05)

G. Nominating Committee:

The nominating committee shall be elected for a two-year term at the organizational meeting following the annual meeting in odd-numbered years in accordance with Article IV of the region bylaws. Elected executive committee members, chapter elected region representatives, past board members and committee chairs shall be eligible for election to the nominating committee. (2/02) One of the three members of the current nominating committee shall be eligible to serve a second two year term in succession. (9/07) The current region director shall not serve on the nominating committee.

The alternates shall serve only in the event that one or more of the elected members of the committee shall be unable to serve out the two (2) year term.

All deliberations of the nominating committee shall be kept confidential.

1. Nominating Committee Procedure

- a. Identify the chair pro-tem from the three (3) elected members. The chair pro-tem is automatically the person whose last name is the first on the list of the three elected members. This list should be in alphabetical order.
- b. Elect the chair of the committee at the first called meeting of the committee. The first called meeting shall be immediately after the adjournment of the board organizational meeting (which occurs at the close of the annual meeting).
- c. Notify the region director of the name of the chair.

- d. Be required to attend all region meetings. If two (2) consecutive meeting are missed, the committee member will automatically be dismissed and the first alternate to the committee as described previously in this document shall replace the dismissed committee member.

In case of a vacancy on the nominating committee, the elected alternate(s) shall be asked to serve in the order their names were recorded as accepted by the secretary at the Organizational Meeting.

2. Duties

- a. Present a single slate of officers (region director, assistant region director, secretary, and treasurer) in accordance with the region bylaws, Article IV. The following qualifications for office shall apply:
 - (1) A region director shall not come from the same chapter as the predecessor.
 - (2) An officer shall not hold more than one elected office at a time.
 - (3) No more than one officer shall be from any one chapter.
 - (4) No chapter president or region representative shall serve concurrently as a region officer.
- b. Review the job descriptions of all the positions they are required to fill. Obtain resumes from region members and maintain file of eligible candidates.
- c. Set up a schedule of timely interviews of possible candidates and others for consideration as region officers. When possible these interviews shall be conducted at region meetings and seminars.
- d. Two (2) members of the committee shall be present at all interviews.
- e. Submit a single slate of names to fill any vacancies that occur in the region executive committee.
- f. Submit and publish the slate in accordance with current Sun Region bylaws.
- g. In each odd-numbered year submit to the National Nominating Committee chair for incorporation into the board packet mailed prior to the national board election, the name and resume of a candidate to stand as nominee for election to the EGA nominating committee. The region executive committee shall make recommendations based on the candidate's knowledge of EGA on a national level.
- h. Submit the name of a candidate for a national committee chair for a region-sponsored national event. The name shall be submitted to the EGA president

for approval three (3) years prior to the actual event so the committee chair can begin working. Region-sponsored national events are defined as seminars and/or exhibits.

H. Outreach

The outreach chair shall:

1. Maintain a file of each chapter's outreach projects.
2. Write an annual summary report of the region's chapters' activities.
3. Send the report to EGA's outreach chair for inclusion in the EGA annual report on outreach with a copy to the region director.

I. Seminar

1. National Seminars [Special Committee]

- a. The national seminar chair shall be elected three years before the year in which Sun Region hosts a national seminar. The nominee shall be presented to the region board by the region nominating committee.
- b. Once elected by the region board, the seminar chair shall be presented to the national president for appointment and board approval during the calendar year three years prior to the scheduled event.
- c. Once the appointment has been approved, the chair shall be a voting member of the Sun Region board and shall hold no other elected office on the region board for a period of two years prior to the scheduled event.

2. Region Seminars

Detailed policies for Sun Region seminars are contained in a separate document available from the region director. The following are the general policies:

- a. Region shall loan each region seminar up to \$2000. This \$2000 includes the funds for hotel deposit - \$500 to be given upon ratification of the seminar chair and the balance of \$1500 one year before the seminar. Loan money shall be repaid within 30 days of the opening of registration and/or pre-registration.
- b. EGA members who are not members of Sun Region shall be allowed to attend Sun Region seminars. Their registration date shall be seven (7) days after the opening date for Sun Region members.
- c. The chair of the region seminar shall be a voting member of the Sun Region board once the appointment has been approved.

J. Touring Teacher Program

The detailed policies for conducting a touring teacher program are contained in the Region Representative's Notebook, Guidelines for Touring Teacher Program. The following are the general policies.

1. The purpose of the touring teacher program is to encourage educational opportunities for all chapters by sharing transportation costs, coordinating the teachers' travel throughout the region thus allowing the smaller chapters in the region the opportunity to host national teachers.
2. Teacher tours will be arranged when one of the following criteria is met and providing funds are available.
 - a. Sun Region board votes to organize a tour for a specific teacher.
 - b. Six or more chapters of Sun Region initiate a tour.
 - c. After receiving two requests for a specific teacher the touring teacher chair may contact other chapters and try to promote a tour.

K. Ways and Means

The ways and means chair shall:

1. Be responsible for all sales of Sun Region items at region meetings and seminars. Plans, organizes and facilitates one fund raising project to be held during the annual region seminar.
2. Forward~~s~~ all monies collected from sales within seven (7) days of the end of the fundraising project to the region treasurer for deposit into region account(s). Forward~~s~~ the required Florida sales tax information with a request for a region check to the region treasurer immediately following the close of the event. The region treasurer shall complete the sales tax return form and forward this with a check, if applicable, to the Florida sales tax office with a copy to the ways and means chair.

L. Website

1. Sun Region's website is the solely owned, copyrighted property of Sun Region EGA. All use of this website must have the approval of the Sun Region director before publication.
2. No Sun Region chapter may use the Sun Region website for publication of its newsletter. If a chapter wishes to distribute the newsletter by electronic means it should consider having an e-mail listing and distribute the newsletter by e-mail attachment in a PDF-type file. (5/01)

3. Sun Region EGA's website shall closely follow EGA's policy of not releasing membership listings in any form. There shall be no exceptions. For example: addresses, and telephone numbers of its members shall not be listed on any Sun Region website or Sun Region Website-linked pages, or, released to any organization, whether or not for non profit, profit, or commercial purposes.

M. Youth

The youth chair shall:

1. Act as liaison between chapter youth chairs and national.
2. Maintain a file of each chapter's youth programs.
3. Write an annual summary report of the region's youth activities.
4. Send a report to EGA's Youth Chair.
5. Encourage chapters to sponsor activities that promote youth programs.

V. FISCAL POLICIES

A. General Policy:

1. **Fiscal Year.** The Sun Region EGA fiscal year shall be January 1 through December 31.
2. **Sun Region Contracts.** All Sun Region EGA contracts with financial obligations shall be signed by the region director. The treasurer shall be supplied with copies of all Sun Region EGA contracts with financial obligations signed by the region director.
3. **Check Writing Privileges.** The region director, assistant region director, secretary, and treasurer are authorized to sign Sun Region EGA checks.
4. **Non-budgeted Purchases Between Board Sessions.** The Sun Region executive committee shall not spend non-budgeted funds in excess of \$300.00 between board sessions.
5. **Financial Policy Change Procedure.** Financial policy shall be changed only with approval of the board of directors after a notice has been sent thirty (30) days prior to the board of directors' meeting.
6. **Personal Loans.** No personal loans shall be made to conduct Sun Region business. All transactions shall be conducted with region check or credit card.
7. **Fixed Assets Purchases.** Fixed assets shall not be purchased by a Sun Region executive committee member or by a committee without a recommendation from the finance committee and the approval of the board of directors. Fixed assets are defined as items costing \$300 or more or items having a useful life of three years or more.

8. **Executive Committee, Board of Directors and Standing Committee Over-Budget Procedures.** Any member of the executive committee, board of directors or standing committee who anticipates exceeding the budgeted allocations shall notify the finance committee prior to the expenditure or reimbursement shall not be made for the overage.

9. **Over-Budget Items.** In the event of overages in a budget line, the finance committee chair shall:
 - a. Present a motion to the executive committee to authorize the reimbursement from board approved projects

OR

 - b. Present a motion to the region board to authorize reimbursement of overages from operating reserves.

10. **Region Credit Card.** The region shall maintain a credit card for the region director's use. There shall be a credit limit of \$1000.00. Use of the credit card shall be limited to air travel, lodging and as needed for region business incurred as a result of region activity. (9/06)

The newsletter chair shall be given the use of the region credit card for the printing and mailing of the region newsletter. (2/05)

11. **Seminar Scholarship.** One region scholarship shall be issued for the next scheduled region seminar. This scholarship shall be limited to the registration fee only. The funding shall come from the region's general funds.

Any other scholarship or matching grant that may be issued by region or matched by region for a national funded scholarship/grant shall be granted on a one-time grant only. Its approval shall come from the region board of directors.

12. **National President Visitation Policy.** The region and the seminar shall absorb the expenses of the national president's visit to a Sun Region function. The region shall pay the same per diem as that paid to teachers. Receipts shall be asked of the president.

13. **Financial Reports.** The treasurer shall issue financial reports periodically throughout the fiscal year.
 - a. Completed financial reports shall be issued by the treasurer at each region board meeting. The annual financial report shall provide financial information through the end of the fiscal and calendar year. The secretary shall receive the financial report in a timely manner to place in the board packets. Financial reports for the respective meetings shall be for periods ending the last day of the month prior to the region meeting. (9/07)

- b. Under separate cover, the treasurer shall send the region director completed financial reports accompanied by bank statements for each quarter. These reports shall be dated: March 31, June 30, September 30, and December 31. (9/06)
- c. Financial reports for publication in The Sun News shall be current as of the last day of the month prior to scheduled publication. (9/07)

B. Administrative Expense Reimbursement

Expense Reimbursement Procedures. All requests for expense reimbursement shall be submitted on a region *Request for Reimbursement Payment* form. The request shall include all receipts and/or an equivalent record and be submitted to the treasurer within 30 days of the expenditure. Late requests for reimbursement shall require the approval of the executive committee.

C. Travel Reimbursement

1. General Travel. Reimbursement of travel expenses shall comply with the following:

- a. Mileage for car travel shall be paid at the published IRS rate between the participant's home address and the designated location of the Sun Region official activity. (11/03)
- b. Rental car expenses (including gas) shall be reimbursed as long as it is less expensive than either the lowest round trip coach airfare available or the allowable reimbursement for miles. (9/06)
- c. Parking and tolls shall be reimbursed when receipts are presented. (5/98)
- d. If air travel is less expensive or near the same amount as car travel expenses, the participant shall have the right to choose which is best for the trip to be taken. (2/04)

2. RD Travel to EGA Board Meetings: Travel, lodging, and per diem reimbursements are authorized as follows:

- a. The region shall reimburse travel expenses at the lowest reasonable cost available for its official representative (usually the region director) while attending EGA board sessions in accordance with General Travel Reimbursement. (9/06).
- b. EGA pays lodging for 3 nights (or 4 if the region director is a member of the finance or personnel committee. For meetings held in conjunction with the EGA seminar and annual meeting, the region shall reimburse additional room nights (at one-half the double room rate at the lowest reasonable cost available) as required through the night of the Annual Meeting.

- c. The region shall pay a per diem, not to exceed \$38.00/day, for its official representative (usually the region director) to attend EGA board sessions. (9/02) The region shall be responsible for no more than 5 days per diem at the board meetings held in Louisville or other designated places.
 - d. For the EGA board session held in conjunction with the EGA seminar and annual meeting, the region shall reimburse per diem as required for the official representative (usually the region director) through the night of the EGA Annual Meeting. (9/06)
 - e. The region shall reimburse the designated successor (usually the assistant region director) for travel, lodging, and per diem, to accompany the region director to one EGA board session prior to the successor's installation as region director, if possible to the first Louisville board session preceding the election into office.
- 3. Region Director Travel within Region.** The region shall reimburse the region director for travel to visit chapters as established in the budget. Travel expenses shall be reimbursed in accordance with general travel reimbursement. (9/06)
- 4. Region-Sponsored Seminar Reimbursement for Region Director.** The region shall reimburse the region director for one-half a double room rate at the lowest reasonable cost available to attend the region-sponsored seminar and the seminar faculty selection committee meeting. Travel expenses shall be reimbursed in accordance with general travel reimbursement. (9/06)
- 5. Executive Committee Reimbursement.** The region shall reimburse members of the executive committee to attend region meetings as follows:
- a. Travel expenses shall be reimbursed in accordance with general travel reimbursement. (9/06)
 - b. Lodging expenses shall be reimbursed for one-half a double room rate at the lowest reasonable cost available for up to two nights, excluding seminar. (5/98)
 - c. The region shall pay the cost of the banquet/luncheon function scheduled at the region meetings for members of the executive committee.
 - d. The region shall reimburse all incoming officers during the transition period. The transition period shall be the region meeting at which election and installation takes place. Reimbursement policy shall be consistent with executive committee reimbursement. (9/06)
- 6. Parliamentarian.** The region shall reimburse the parliamentarian as follows:
- a. Lodging expenses for one-half a double room rate at the lowest reasonable cost available for the night between meeting sessions, excluding seminar.

The region shall reimburse the cost of the parliamentarian's lunch/or banquet. (5/98)

b. Travel expenses shall be reimbursed in accordance with general travel reimbursement. (9/06)

7. **Region Committee Chairs.** The region shall reimburse the region committee chairs who are not otherwise reimbursed by their chapters at one-half the double room rate at the lowest reasonable cost available for the night between meeting sessions excluding seminar. (9/01).

VI. OTHER

A. Merchandise or needle-related services by an individual chapter shall not be offered for sale at any region- sponsored function, unless previously approved by the executive committee.

B. Money received by the region treasurer shall be deposited within 7 days.

C. All properly documented requests for reimbursement shall be paid within 7 days of receipt.

D. All monies received for region-sponsored activities shall be deposited within 10 days of receipt.

E. **State of Florida Resale Tax.** If items are offered for resale at a chapter-sponsored event, the chapter shall contact local and state tax collectors to determine the requirements for that specific event. (9/06)