



Embroiderers' Association of Canada, Inc.
Association canadienne de broderie, Inc.

MEMBERSHIP POLICY & PROCEDURES

GENERAL:

- All EAC Chapter members must be current EAC members, with no exceptions.
- EAC membership is non-transferable.
- Privacy of EAC Membership lists is an important consideration. The lists are only available for approved use within EAC such as EAC Board members and the current Seminar Committees.

TYPES OF MEMBERSHIPS:

Chapter Membership:

An individual may join EAC through a local Chapter. Cost is \$40 annually for members residing in Canada, \$50 CAD for International members residing in USA and \$60 CAD for International members residing outside USA, plus local Chapter membership fees. Chapter members shall have complete access to all EAC privileges.

National Membership:

Any person may join EAC as a National member without association with an EAC Chapter. Cost is \$40 annually for members residing in Canada, \$50 CAD for International members residing in USA and \$60 CAD for International members residing outside USA. National members shall have complete access to all EAC privileges.

Affiliate Membership:

Institutions and groups belonging to other national or international organizations may become affiliated with EAC for \$50 annually within Canada, \$60 annually within USA and \$70 annually internationally. Each Affiliate group shall receive one annual subscription to *Embroidery Canada*.

Youth Membership:

Canadian Youth membership (ages 9 to 21) fees are \$15 CAD per year; International youth members, who have mailing addresses outside Canada, pay \$20 CAD per year. Youth members do not receive the *Embroidery Canada* magazine.

Life Membership:

EAC Life memberships are no longer available for purchase but there are currently EAC members who were granted these in the past. These memberships will be honoured. Any Chapter may grant Life Memberships but that Chapter is then responsible to pay both the Chapter and EAC dues for that person. Existing EAC Life Memberships have no expiry.

EXPIRY DATES:

Membership fees are based on a quarterly format as set out below. To assure continuous receipt of *Embroidery Canada*, memberships must be renewed **before** the expiry date. Expiry dates based on the table below are when the information is received by the EAC Membership Director not the Chapter membership chair.

You may want to have all members of your Chapter apply the same membership renewal date. Use the table below to determine the membership fee for new members to include them in your Chapter's renewal date.

New member joins Year 1:	Want renewal to be in this month:								
	Feb 1 Year 1	May 1 Year 1	Aug 1 Year 1	Nov 1 Year 1	Feb 1 Year 2	May 1 Year 2	Aug 1 Year 2	Nov 1 Year 2	Feb 1 Year 3
Jan		10	20	30	40				
Feb		10	20	30	40				
Mar			10	20	30	40			
Apr			10	20	30	40			
May			10	20	30	40			
Jun				10	20	30	40		
Jul				10	20	30	40		
Aug				10	20	30	40		
Sep					10	20	30	40	
Oct					10	20	30	40	
Nov					10	20	30	40	
Dec						10	20	30	40

PROCEDURE FOR NEW MEMBERSHIPS:

CHAPTER:

Application for Membership in EAC is sent to the EAC Membership Director with the appropriate fees, through the Chapter Membership Chair for chapter memberships.

<http://eac.ca/eng/images/docs/EAC-mail-application.pdf>

NATIONAL:

Application for Membership in EAC is sent to the EAC Membership Director with the appropriate fees, either by printing the application form and mailing a cheque for the

membership fee, or by paying on-line and sending an email to: [membership @eac.ca](mailto:membership@eac.ca) to advise of requested membership

EAC Membership Director will assign each new member a unique membership number, with the first two letters indicating the "home" chapter prefix. When a member changes "home" guilds, only the chapter prefix will change.

Each new EAC member, except Affiliates, will be sent a copy of the EAC Members' Handbook, a recent copy of Embroidery Canada and annual EAC membership card. The card will indicate member's number and annual expiry date.

PROCEDURE FOR RENEWALS:

CHAPTER:

Membership rosters with expiry dates shall be sent to each Chapter a few months prior to the renewal date. Renewals should be collected and forwarded to the EAC Membership Director **before** the expiry date. Use the fillable pdf form or complete the WORD document for renewals (ask the Membership Director - membership@eac.ca - to send you the form that suits you best). This form has sections to indicate Renewals, Dual members, Life Members, New members and Non-renewals.

NATIONAL:

A notice will be sent a few months before the membership expiry date. Members can either mail a cheque for the membership fee, or by pay on-line and send an email to: [membership @eac.ca](mailto:membership@eac.ca) to advise of the renewal

Dual members pay EAC dues at their "home" Chapter and Chapter dues at other Chapters. Their status should be noted on the form.

Cheques should be payable to: **Embroiderers' Association of Canada, Inc.** (Not to EAC). For non-Chapter members, payment may also be made online through our EAC website.

ADDITIONAL NOTES:

Any changes in addresses, emails or other pertinent information should be forwarded to the EAC Membership Director as soon as possible as this information is used for the mailing labels of *Embroidery Canada*. Changes in Executive positions should also be forwarded for EAC use.

Embroidery Canada magazines which have been "returned to sender" will not be sent until a new address is received.

When referring to a specific member, their EAC membership number should be used on all correspondence.

Canadian military personnel or families are considered to be residing in Canada for membership purposes, no matter where they may be posted and/or deployed in the world.

Membership fees are not refunded. The member will continue to receive EAC's Embroidery Canada magazine until their membership expires.