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

Membership Policies and Procedures

General

All EAC/ACB Chapter members must be current EAC/ACB members, with no exceptions. EAC/ACB membership is non-transferable.

Privacy of EAC/ACB Membership lists is important. The lists are only available for approved use within EAC/ACB such as EAC/ACB Board members and the current Seminar Committee.

Types of Memberships

Chapter Membership

An individual may join EAC/ACB through a local Chapter. Costs are in addition to the local Chapter membership fees and are listed in the table below. Chapter members shall have complete access to all EAC/ACB privileges extended to their group.

Chapter Members are individuals who have joined the EAC/ACB through a member chapter of the Association. As such, they have complete access to all EAC/ACB member services.

A member may belong to more than one chapter, in which case the member chooses a "home" chapter. EAC/ACB fees are paid through the home chapter. (Note that, in this case, the two-digit code included as the prefix on their membership number will be that of the home chapter's.)

Individual Membership

Any person may join EAC/ACB as an Individual member. They will only pay the EAC annual portion of the membership fee indicated in the table below.

Affiliate Membership

Institutions and groups belonging to other national or international organizations may become affiliated with EAC/ACB. Each Affiliate group shall receive one annual subscription to Embroidery Canada. Fees for Affiliate Membership are indicated in the table below.

Youth Membership

Youth memberships are offered to Canadian youth through Chapters to individuals aged 9 to 21. Fees for these memberships are indicated in the table below.

Life Membership

EAC/ACB Life memberships are no longer available for purchase but there are currently EAC/ACB members who were granted these in the past. These memberships will be honoured. Should any chapter wish to recognize a member with a "life membership," the chapter becomes responsible for paying the EAC/ACB membership fee for their candidates. Existing EAC/ACB Life Memberships are not transferrable and end upon the passing of the life member.

Schedule of Membership Types and Associated Fees:

Membership Type	Canada	U.S. Resident	International
Chapter Membership	$55.00	$70.00	$80.00
Individual Membership	$55.00	$70.00	$80.00
Affiliate Membership	$60.00	$70.00	$80.00
Youth Membership	$20.00	$25.00	$25.00

Expiry Dates

Membership fees are charged annually, with staggered renewal dates based on a quarterly format with pro-rated fees for memberships that come in during the fiscal year for the chapter 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/ACB Chapter Membership Appointee.

Chapters should strive to have all members renew on the same date. Fees for new members coming in part way through the year should be pro-rated as per the applicable table below.

Prorated fee for the following dates for a new Canadian member

When a new member joins during the year, please collect the following EAC/ACB amount to submit according to the chapter's renewal date:

November 1 renewal date October, November, December - $55.00 January, February, March - $41.25 April, May, June - $27.50 July, August, September - $13.75	**February 1 renewal date** January, February, March - $55.00 April, May, June - $41.25 July, August, September - $27.50 October, November, December - $13.75
May 1 renewal date April, May, June - $55.00 July, August, September - $41.25 October, November, December - $27.50 January, February, March - $13.75	**August 1 renewal date** July, August, September - $55.00 October, November, December - $41.25 January, February, March - $27.50 April, May, June - $13.75

It is suggested that during the last quarter before renewal, the full EAC/ACB annual amount plus $13.75 be collected to save going back to the new member asking for more money in a short time frame. It also commits the new member to remain with the chapter for a full year to really obtain the chapter and EAC/ACB experience.

Prorated fee for the following dates for a new USA member

When a new member joins during the year, please collect the following EAC/ACB amount to submit according to the chapter's renewal date:

November 1 renewal date October, November, December - $70.00 January, February, March - $52.50 April, May, June - $35.00 July, August, September - $17.50	**February 1 renewal date** January, February, March - $70.00 April, May, June - $52.50 July, August, September - $35.00 October, November, December - $17.50
May 1 renewal date April, May, June - $70.00 July, August, September - $52.50 October, November, December - $35.00 January, February, March - $17.50.	**August 1 renewal date** July, August, September - $70.00 October, November, December - $52.50 January, February, March - $35.00 April, May, June - $17.50

It is suggested that during the last quarter before renewal, the full EAC/ACB annual amount plus $17.50 be collected to save going back to the new member asking for more money in a short time frame. It also commits the new member to remain with the chapter for a full year to really obtain the chapter and EAC/ACB experience.

Prorated fee for the following dates for a new International member

When a new member joins during the year, please collect the following EAC/ACB amount to submit according to the chapter's renewal date:

November 1 renewal date October, November, December - $80.00 January, February, March - $60.00 April, May, June - $40.00 July, August, September - $20.00	**February 1 renewal date** January, February, March - $80.00 April, May, June - $60.00 July, August, September - $40.00 October, November, December - $20.00
May 1 renewal date April, May, June - $80.00 July, August, September - $60.00 October, November, December - $40.00 January, February, March - $20.00.	**August 1 renewal date** July, August, September - $80.00 October, November, December - $60.00 January, February, March - $40.00 April, May, June - $20.00

It is suggested that during the last quarter before renewal, the full EAC/ACB annual amount plus $20.00 be collected to save going back to the new member asking for more money in a short time frame. It also commits the new member to remain with the chapter for a full year to really obtain the chapter and EAC/ACB experience.

Procedures for New Memberships

Each new EAC/ACB member will be sent a welcome email with a link to the EAC/ACB Members' Handbook. New Chapter members will be given their EAC/ACB magnetic pin/needle minder and membership card by the Chapter Membership Chair. Individual members will be sent a welcome letter with an EAC/ACB magnetic pin/needle minder and their EAC/ACB membership card.

Chapter Members

Chapters can add new members via the Membership Renewal form and may attach the Application for Membership. This is sent to the EAC/ACB Chapter Membership Appointee with the appropriate fee sent to the EAC/ACB Treasurer.

Find the form here.

The EAC/ACB Membership Director will assign each new member a unique membership number, with the first two letters indicating the "home" chapter prefix. Should a member change their "home" chapter, only the chapter prefix will change.

Individual Members

New Individual Membership in EAC/ACB is received via the online payment system and the Application for Membership form is sent to the EAC/ACB Individual Membership Director. If not paying via credit card, the appropriate fee is sent to treasurer@eac-acb.ca.

The EAC/ACB Membership Director will assign each new member a unique membership number, with the first two letters indicating the region prefix. Should an individual member change to become a chapter member, only the prefix will change.

Procedures for Renewals

All payments are sent to the EAC/ACB Treasurer either by cheque, online by credit card or by e-transfer to treasurer@eac-acb.ca. Cheques should be payable to the **Embroiderers' Association of Canada, Inc.**

Chapter Member

Membership rosters with expiry dates are sent to each Chapter a few months prior to the renewal date. **Before** the expiry date, renewal information should be forwarded to the EAC/ACB Chapter Membership Appointee and renewal fees should be sent to the EAC/ACB Treasurer.

Use the fillable .pdf form or complete the WORD document for renewals (ask the Chapter Membership Appointee - chaptermembership@eac-acb.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.

Dual members are those who are active in more than one chapter. They pay EAC/ACB dues at their "home" Chapter and Chapter dues only at other Chapters. Their status should be noted on the form.

Individual Member

A notice will be sent a month before the membership expiry date. Canadian members can either mail a cheque for the membership fee, e-transfer to treasurer@eac-acb.ca or pay online by credit card. For non-Canadian members, payment may be made online by credit card through the EAC/ACB website.

Affiliate Members

A notice will be sent a month before the membership expiry date by the Individual Member Director.

Youth Members

Youth membership renewal is handled by the “home” chapter and sent to the EAC/ACB treasurer a month before the membership expiry date.

Additional Notes

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

Embroidery Canada magazines which have been "returned to sender" will be remailed when a new address is received.

When referring to a specific member, their EAC/ACB membership number should be used in all correspondence. Enter it as two capital letters, a space and the six numerals.

Canadian military personnel and members of their 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 refundable. The member will continue to receive EAC/ACB’s *Embroidery Canada* magazine until their membership expires.