



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 an important consideration. The lists are only available for approved use within EAC/ACB such as EAC/ACB Board members and the current Seminar Committees.

## Types of Memberships

### Chapter Membership

An individual may join EAC/ACB through a local Chapter. Cost is \$50 annually for members residing in Canada, \$60 CAD for International members residing in the USA and \$70 CAD for International members residing outside the USA, plus local Chapter membership fees. Chapter members shall have complete access to all EAC/ACB privileges.

### Individual Membership

Any person may join EAC/ACB as an Individual member without association with an EAC/ACB Chapter. The cost is \$50 annually for members residing in Canada, \$60 CAD for International members residing in the USA and \$70 CAD for International members residing outside the USA. Individual members shall have complete access to all EAC/ACB privileges.

### Affiliate Membership

Institutions and groups belonging to other national or international organizations may become affiliated with EAC/ACB for \$60 annually within Canada, \$70 annually within the USA and \$80 annually internationally. Each Affiliate group shall receive one annual subscription to *Embroidery Canada*.

## Youth Membership

Canadian Youth membership (ages 9 to 21) fees are \$20 CAD per year; International youth members who have mailing addresses outside Canada pay \$25 CAD per year. Youth members do not receive the *Embroidery Canada* magazine.

## 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. Any Chapter may grant Life Memberships, but that Chapter is then responsible for paying both the Chapter and EAC/ACB dues for that person. Existing EAC/ACB 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/ACB Chapter Director, not the Chapter membership chair.

You may want to have all members of your Chapter apply for 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		12.50	25	37.50	50				
Feb		12.50	25	37.50	50				
Mar			12.50	25	37.50	50			
Apr			12.50	25	37.50	50			
May			12.50	25	37.50	50			
Jun				12.50	25	37.50	50		
Jul				12.50	25	37.50	50		

Aug				12.50	25	37.50	50		
Sep					12.50	25	37.50	50	
Oct					12.50	25	37.50	50	
Nov					12.50	25	37.50	50	
Dec						12.50	25	37.50	50

## Procedure for New Memberships

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

### Chapter

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

### Individual

Application for Membership in EAC/ACB is sent to the EAC/ACB Individual Director with the appropriate fees sent to [treasurer@eac-acb.ca](mailto:treasurer@eac-acb.ca), either by printing the application form and mailing a cheque for the membership fee or paying online.

## Procedure for Renewals

All payments must be sent to the EAC/ACB Treasurer by cheque (payable to **Embroiderers' Association of Canada, Inc.** (not to EAC), or via Global Payments online or by e-transfer to [treasurer@eac-acb.ca](mailto:treasurer@eac-acb.ca).

### Chapter

Membership rosters with expiry dates shall be sent to each Chapter a few months before the renewal date. Renewals should be collected and forwarded to the EAC/ACB Chapter Director before the expiry date. Use the fillable PDF form or complete the Word document for renewals (ask the Chapter Director - [chapterdirector@eac-acb.ca](mailto:chapterdirector@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** who are active in more than one chapter pay EAC/ACB dues at their "home" Chapter and Chapter dues at other Chapters. Their status should be noted on the form.

## Individual

A notice will be sent a few months before the membership expiry date.

# Additional Notes

Any changes in addresses, emails or other pertinent information should be forwarded to the EAC/ACB Chapter Director 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 for EAC/ACB 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/ACB 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/ACB's *Embroidery Canada* magazine until their membership expires.