



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

www.eac.ca

CHAPTER RESOURCE MANUAL

Embroiderers' Association of Canada (EAC) MISSION STATEMENT

To preserve the traditional techniques and promote new challenges in the art of embroidery through education and networking.

EAC PURPOSE

All members should endeavor to fulfill the following purpose: To encourage and promote the practice and knowledge of the art of embroidery in all its forms; to have a fellowship of persons who enjoy needlework and wish to learn and share their knowledge; and thereby to work towards maintaining higher standards of design, colour and workmanship.

Chapter Resource Manual

This manual provides information about EAC and information to help with starting up a new chapter and keeping your chapter running smoothly.

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Date	Version	Description
	None	Old Grey Pages
September 2017	V2.0	Updated to new format, include links to EAC topics, and remove reference to submitting chapter financials to EAC.

HISTORY OF THE EMBROIDERERS' ASSOCIATION OF CANADA, INC.

The idea for a National Embroiderers' Association began with a small group of dedicated embroiderers who met in Winnipeg in the studio of Leonida Leatherdale, a local needlewoman, teacher and shop owner. They were enthusiastic about the work done by some of the British and American embroiderers' organizations and their annual seminars. They felt that not only those in Winnipeg, but stitchers from all over Canada needed an opportunity to share their learning experience with one another. As Winnipeg is the geographic center of Canada, it was felt the organization could grow to the east and to the west. Letters were sent to every known embroidery enthusiast in Canada. From the response, it was decided that work could be started immediately on the formation of an Embroiderers' Association. With this in mind, a meeting was called for Thursday, September 27, 1973, to organize the national association. Bylaws were drafted and approved by the federal government. Ottawa made the final choice from seventeen titles submitted for the organization. In November of 1974, THE EMBROIDERERS' ASSOCIATION OF CANADA, INC. officially came into existence, with the head office in Winnipeg, Manitoba, Canada. The first chapter was known as the Winnipeg Embroiderers' Guild (1973). The Association continues to grow.

Chapter History

Year	Chapter Name/Location
1975	Toronto Guild of Stitchery, Toronto, ON
1976	Ottawa Valley Guild of Stitchery, Ottawa, ON
1977	St. John's Guild of Embroiderers, St. John's, NL Niagara Peninsula Needlearts Guild, St. Catherine's, ON – disbanded 1999 Winnipeg Needle Arts, Winnipeg, MB – disbanded 1989
1978	Edmonton Needlecraft Guild, Edmonton, AB Lakeshore Creative Stitchery Guild, Pointe-Clair, QC Regina Stitchery Guild, Regina, SK
1979	Embroiderers' Guild of Peterborough, Peterborough, ON
1980	Mississauga Stitchery Guild – Mississauga, ON – disbanded 1998
1981	Calgary Guild of Needle and Fibre Arts, Calgary, AB
1981	Embroiderers' Guild of Victoria, Victoria, BC Okanagan Guild of Needle Arts, Kelowna, BC - disbanded 2017 Stitchery Guild of Prince Rupert, Prince Rupert, BC – disbanded 2009
1983	Marigold Guild of Needle Arts, Truro, NS Sault Guild of Needle Arts, Sault Ste. Marie, ON – disbanded 2000
1984	Island Stitchery Guild, Nanaimo, BC Lower Mainland Embroiderers' Assoc., Surrey, BC – disbanded 1991

	Yukon Guild of Needlearts Society, Whitehorse, YT
1985	Norfolk's Own Needle Arts Guild, Waterford, ON Northumberland Hills Stitchery Guild, Coburg ON – disbanded 1994
1986	Chickadee Chapter of Needlearts, Moncton, NB Embroiderers' Guild of Fredericton, Fredericton, NB
1987	Beothuck Embroiderers' Guild, Grand Falls – Windsor, NL – disbanded 2014
1988	Stitchery Guild of Bedford, Bedford, NS Burnaby Embroiderers' Guild, Burnaby, BC – disbanded 2008 Saltchuck Stitchers: renamed Campbell River Needlearts, Campbell River, BC Comox Valley Needlearts Guild, Comox, BC – disbanded 2016
1990	Quinte Needlearts Guild, Belleville, ON Town Clock Stitchers, Halifax, NS Wild Rose Embroiderers' Guild, Fort McMurray, AB – disbanded 1998
1992	Arrowsmith Needle Arts Guild, Qualicum Beach, BC North Peace Needle Arts Guild, Fort St. John, BC Semiahmoo Guild of Needlearts, White Rock, BC
1993	Redberry Stitchers, Goose Bay, Labrador, NL – disbanded 2000 Vancouver Guild of Embroiderers, Vancouver, BC Suncoast Needleart Guild, Sechelt, BC – disbanded 1995
1994	Shuswap Fibre Arts Guild – (1999 renamed Shuswap NeedleArts Guild), Salmon Arm, BC Lady's Slipper Needle Arts Guild, Charlottetown, PEI
1995	Bermuda Guild of Stitchery, Hamilton, Bermuda, – disbanded 2009
1996	Bridge City NeedleArts Guild, Saskatoon, SK Seawind Creators Guild, Bridgewater, NS – disbanded 2001 Orillia Stitchery Guild – (2006 renamed Simcoe County Embroidery Guild), Barrie, ON
1997	Trillium Embroidery Guild, Bowmanville, ON – disbanded 1999
1998	Cowichan Lake Needle Arts Guild (2001 renamed Cowichan Valley NeedleArts Guild), Lake Cowichan, BC Pleasant Valley Stitchers, Belleisle Creek, NB

	Lighthouse Stitchers, Yarmouth, NS – disbanded 2000 Alderney Needlearts Guild, Dartmouth, NS
1999	Kingston Peninsula Stitchers' Guild, Kingston, NB – disbanded 2015
2001	Lakeland Needle Art Guild, Cold Lake, AB Pine NeedleArts Guild, Nipawin, SK Tulip Tree Needlearts, Ridgetown, ON
2002	Island Treasure Needlearts Guild, Summerside, PEI – disbanded 2006 The Cataraqui Guild of Needle Arts, Kingston, ON Moose Jaw Stitchers (2003 renamed Silver Sheaf Stitchers), Moose Jaw, SK – disbanded 2004
2003	Creston Valley Embroidery Guild, Creston, BC – disbanded 2004 Wheat City Fibre Arts Guild (2006 renamed Wheat City Needle Arts Guild), Brandon, MB Cochrane Big Hill Needlearts Guild, Cochrane, AB
2004	Tournament City Needlearts Guild, Kamloops, BC – disbanded 2007
2005	La Guilde Broderie Ianaudoise (2006 renamed Guilde de Broderie Repentignoise), Repentigny, QC Fraser Valley Guild of NeedleArts, Abbotsford, BC – disbanded 2017
2008	Texada Island Needlework Guild, Gillies Bay, BC
2012	York Chatelaines, Richmond Hill, ON
2012	A motion was passed at the November EAC Board Meeting encouraging the formation of an online cyber chapter within EAC
2013	EAC Virtual Threads cyber chapter

Membership Growth

Year	Membership #	Year	Membership #
1973	60	2010	1857
1978	806	2011	1741
1983	1200	2012	1736
1988	1536	2013	1669
1994	2041	2014	1517
1998	2075	2015	1558

1999	2108	2016	1562
2000	2128	2017	1530
2001	2113	2018	
2002	2166	2019	
2003	2507	2020	
2004	2474		
2005	2195		
2006	2166		
2007	2064		
2008	2004		
2009	1904		

EAC Presidents

Term	President
1973 – 1976	Leonida Leatherdale (Winnipeg, MB)
1976-1978	Sylvia Allen (Winnipeg, MB)
1978-1980	Ardeen Hannus (St. Catharines, ON)
1980-1982	Margery Essex (Thunder Bay, ON)
1982-1984	Barbara LeSueur (Toronto, ON)
1984-1986	Anna-Marie Winter (Regina, SK)
1986-1988	Loletta Hale (Victoria, ON)
1988-1990	Buntly Severs (St. John's, NL)
1990-1992	Helen McCrindle (Vancouver, BC)
1992-1994	Connie Wilks (Vancouver, BC)
1994-1996	Barbara Gilbert (Victoria, BC)
1996-1998	Sheila Horsman (Moncton, NB)
1998-2000	Joan Mills (Vancouver, BC)
2000-2002	Phyllis Perkins (Regina, SK)
2002-2004	Joyce Davis (Saskatoon, SK)
2004-2006	Deborah Blackmore (Peterborough, ON)
2006-2008	Madelaine Basta (Ottawa, ON)
2008-2010	Leslie Burrows (Green Oak, NS)
2010-2012	Sue Thomas (Lakefield, ON)
2012-2014	Joyce Gill (Cornwall, PEI)
2014-2016	Beryl Burnett (Winnipeg, MB)
2016-2018	Margaret Adey (St. John's, NL)
2018-2020	

Regional Division

In 1982, it was realized that the national character of the organization made it difficult for all chapters and members to communicate with the Board. It was decided to set up regional representation based on two regions, but allowing for future subdivision when necessary. The two regions established were the Prairie/Pacific Region and the Atlantic/Central Region. Originally the Regional Directors were elected to the Board of Directors by the chapter

presidents during the fall regional meeting for a two-year term. Recently, a move was made to have the Regional Directors go through the nomination procedure to be elected by the membership within the Region to be represented to the Board of Directors for a two-year term;. Regional meetings have traditionally been held in the fall and during seminar and provide a forum for the chapter Presidents and the Regional Directors.

In 2014 a National Member Appointee position was created. This person is the contact for those National members not affiliated with a chapter.

Seminar

The first chapter, the Winnipeg Embroiderers' Guild, undertook to hold a seminar in May 1975. Constance Howard, from England, was the featured teacher. Phillip and Nellie Bergh gave an outstanding slide lecture and display of Nellie's embroidery collection. Other teachers for the first seminar were Bea Erickson, Sally Schreiber and Jane Dams. Participants came from Canada and the United States.

Seminar Locations and Themes

Year	Location and Theme
1976	Seminar 2 – Winnipeg, MB sponsored by Winnipeg Embroiderers' Guild
1977	Seminar 3 – Quetico Centre, ON sponsored by EAC
1978	Seminar 4 – Inn-On-the-Park, Toronto, ON sponsored by Toronto Guild of Stitchery
1979	“Rocky Mountains” – Banff Centre for Continuing Education, AB sponsored by EAC
1980	“Spring” – Niagara Falls, ON sponsored by Niagara Peninsula Needle Arts Guild
1981	“Back to our Roots” – Winnipeg, MB sponsored by Winnipeg Embroiderers' Guild
1982	“Tulips” – Ottawa, ON sponsored by Ottawa Valley Guild of Stitchery
1983	“Open Fields” – Regina, SK sponsored by Regina Stitchery Guild
1984	“City Skylines” – Montreal, QC sponsored by Lakeshore Creative Stitchery Guild
1985	“Northern Lights” – Edmonton, AB sponsored by Edmonton Needlearts Guild
1986	“From Sea to Sea” – St. John's, NF sponsored by St. John's Guild of Embroiderers
1987	“Summer Kaleidoscope” – Peterborough, ON sponsored by Embroiderers' Guild of Peterborough
1988	“Impressions” – Sault Ste. Marie, ON sponsored by Sault Guild of Needlearts
1989	“Contours” – Calgary, AB sponsored by Calgary Guild of Needle & Fibre Arts
1990	“West Coast Images” – Victoria, BC sponsored by the Embroiderers' Guild of Victoria
1991	“Meeting Place” – Toronto, ON sponsored by Toronto Guild of Stitchery, Mississauga Stitchery Guild, and Northumberland Hills Stitchery Guild

1992	"Under Prairie Skies" – Winnipeg, MB sponsored by Regina Stitchery Guild and Winnipeg Embroiderers' Guild
1993	"Our Embroidered Heritage" – Vancouver, BC sponsored by EAC, with the assistance of BC and Yukon chapters
1994	"Rivers of Friendship" – Ottawa, ON sponsored by Lakeshore Creative Stitchery Guild and Ottawa Valley Guild of Stitchery
1995	"From a Distance" – Edmonton, AB sponsored by Edmonton Needlecraft Guild
1996	"Time to Stitch" – St. John's, NF sponsored by the St. John's Guild of Embroiderers
1997	"A Stitcher's Garden" – Victoria, BC sponsored by Embroiderers' Guild of Victoria
1998	"Reflections" – Hecla Island, MB sponsored by Winnipeg Embroiderers' Guild
1999	"Talking Threads" – Vancouver, BC sponsored by Vancouver Guild of Embroiderers
2000	"Turning the Tide" – Moncton, NB sponsored by Chickadee Chapter of Needlearts
2001	"A Stitcher's Odyssey" – Calgary, AB sponsored by Calgary Guild of Needle & Fibre Arts
2002	"A Basket of Stitches" – Regina, SK sponsored by Regina Stitchery Guild
2003	"Stitchers' Ceilidh" – Truro, NS sponsored by The Marigold Guild of Needle Arts
2004	"Coastal Colours" – Victoria, BC sponsored by the Embroiderers' Guild of Victoria
2005	"Stitchers' Mosaic" – Toronto, ON sponsored by the Toronto Guild of Stitchery
2006	"River of Threads" – Edmonton, AB sponsored by the Edmonton Needlecraft Guild
2007	"Stitching on the Edge" – St. John's, NF sponsored by the St. John's Guild of Embroiderers
2008	"Valley of Threads" – Kelowna, BC sponsored by the Okanagan Guild of Needle Arts
2009	"1,000 Islands, 1,000 Stitches" – Kingston, ON sponsored by Cataraqui Guild of Needle Arts
2010	"Stitching Outside the Box" – Regina, SK sponsored by The Regina Stitchery Guild
2011	"Strait Stitches, A Maritime Event" – Sackville, NB sponsored by the nine Maritime chapters
2012	"Island Images" – Victoria, BC sponsored by Embroiderers' Guild of Victoria, Cowichan Valley Needle Arts Guild, The Island Stitchery Guild, and Arrowsmith Needle Arts Guild
2013	"Branching Out" – Winnipeg, MB sponsored by The Winnipeg Embroiderers' Guild
2014	"A Symphony of Stitches" – Ottawa, ON sponsored by Ottawa Valley Guild of Stitchery

2015	"Stampeding Stitches" – Calgary, AB sponsored by Calgary Guild of Needle & Fibre Arts
2016	"Inspiring Threads" – Toronto, ON sponsored by Embroiderers' Guild of Peterborough, Quinte Needlearts Guild, Simcoe County Embroidery Guild, Tulip Tree Needlearts, and York Chatelaines
2017	"Rock Needle Scissors" – St. John's, NL sponsored by St. John's Guild of Embroiderers
2018	"Bridging Stitches - Un Pont Entre Les Points" – Charlottetown, PE sponsored by Virtual Threads
2019	"Beyond the Edge", Victoria, BC sponsored by the Embroiderers' Guild of Victoria
2020	"Rhythm of the Needle" Sponsored by the Marigold Guild of Needle Arts in Truro, NS

FORMING A NEW EAC CHAPTER

With just a few stitchers you can form a chapter in EAC. Some chapters run very well with less than 10 members and some chapters have over 50 members. Of course, the organization of a small chapter will be different than the organization within a larger chapter.

You can refer to CHAPTER EXECUTIVE and apply using the form: CHAPTER MEMBERSHIP APPLICATION.

To help you get started, EAC can provide a mentor on a voluntary basis and provide some promotional materials.

CHAPTER and EAC BOARD RELATIONSHIP

The Embroiderers' Association of Canada is administered by a Board of Directors elected by EAC members. The Board works to develop and maintain services to all members. The Board reports to the members on its activities through our quarterly magazine, EMBROIDERY CANADA, Regional Meetings and at the Annual General Meeting. Newsletters are produced by Regional Directors and the National Members Appointee. A list of all the services provided by EAC is available on the EAC website (www.eac.ca).

Chapters must adhere to EAC bylaws. Chapter members must be EAC members.

Chapters are also responsible for:

- filing a copy of chapter constitution/by-laws and any amendments with the EAC President
- reporting to the EAC Membership Director with full disclosure of membership records and fees collected
- reporting to the Regional Director annually with reports of the chapter's activities for inclusion in reports presented at the Regional Meetings

- participating in the annual Regional Meeting
- sending updated executive lists to the Regional Director and the Membership Director,
- promoting EAC through community events, community service opportunities and the sale of EAC Pins
- hosting annual Seminar
- contributing to EMBROIDERY CANADA through articles on successful chapter activities, workshop ideas, projects, etc.

Chapters are encouraged to interact with each other through correspondence, submitting newsletter to the EAC website for all chapters to read, reporting on chapter activities in EMBROIDERY CANADA, taking an active part in Regional Meetings, and attending the annual Seminar.

Checklist for Submissions to EAC

Annually, the following information should be submitted to the EAC Board of Directors as noted below.

- Membership dues – Prepared by the chapter Membership/Treasurer; sent to EAC Membership Director
- EAC dues are payable quarterly at least one month before the due date: February 1, May 1, August 1, and November 1. The complete list of fully paid members, their membership number and their full mailing address is forwarded by the Membership Chair to the chapter after every quarterly update. Any discrepancies must be reported immediately.
- Chapter Reports – Prepared by the chapter President; sent to EAC Regional Director
- All chapter reports, should be submitted to the Regional Director prior to the Regional meetings.

Chapter Newsletter

If a chapter newsletter is published, copies should be sent by the Newsletter Editor by electronic distribution to:

- the advertisers
- Regional Director
- EAC webmaster for distribution to EAC Board. EAC archives and for posting on the EAC website.
- Current issues of newsletters are available on the EAC Members' Only area of the EAC website.

Chapter Stationery

All correspondence should be sent out on letterhead. If the chapter does not have its own logo, the logo of the Embroiderers' Association of Canada, Inc. may be used. You can get this from the EAC website.

All letterhead must acknowledge the affiliation with the Embroiderers' Association of Canada, Inc. by stating that your chapter is a "Chapter of the Embroiderers' Association of Canada, Inc."

CHAPTER EXECUTIVE

Executive officers for chapters

EAC suggests the following executive depending on the size of your chapter:

Small Chapter (5-15 active members)	Medium to Large Chapter (15+ active members)
President (EAC contact)	President (EAC contact)
Vice-President (optional for very small chapters or this person may handle membership)	Vice-President
Secretary	Secretary You may have separate people for recording secretary and correspondence secretary
Treasurer	Treasurer
Membership	Membership

If your chapter is large enough, you may consider filling the following offices:

- Past-President
- Education (workshop)
- Chairpersons for the following standing committees are further suggested:
 - Publicity
 - Program
 - Social
 - Archives Coordinator

As with EAC, chapter executive is usually elected for a two-year term.

Each executive member should have specific tasks for which s/he is responsible. It is recommended that a description be drawn up to help volunteers meet and understand their

commitment, and that the duties of each position be reviewed regularly. Responsibilities of each position could be described in separate notebooks that are passed on to successors to each office. Helpful suggestions and comments could be included at the end of each year.

Position	Suggested Duties
President	<ul style="list-style-type: none"> • acts as a contact for EAC and reports EAC information to chapter members • support the aims and objectives of EAC • coordinate all activities of the chapter • preside at all meetings of the chapter and of the executive • submit a report to the annual meeting of the chapter • submit a report to the Regional Director for the regional meeting • is an ex-officio member of all chapter committees except the nominating committee • Participate (self or representative) in the regional meetings • At all meetings of a chapter, the President should ensure that the following should be available: <ul style="list-style-type: none"> ○ membership and promotional material ○ membership application blanks ○ receipt book for membership ○ chapter constitution and bylaws ○ copies of EMBROIDERY CANADA
Vice President	<ul style="list-style-type: none"> • assist the President in performance of duties • perform the duties of President in her/his absence • may have responsibility for projects emanating from the national Board of EAC • perform duties as chapter requires (e.g. program)
Past President	<ul style="list-style-type: none"> • Chairs the nominating committee
Recording Secretary	<ul style="list-style-type: none"> • record the minutes of the chapter and executive meetings in minute book • send copies of executive meeting minutes to members of the executive • send copy of chapter meeting minutes to the President • keep a copy of all minutes (signed) on file

	<ul style="list-style-type: none"> • keep on file any written reports submitted at meetings What is included in the minutes? <ul style="list-style-type: none"> a. kind of meeting, regular or special b. name of the organization c. date and place of meeting d. presence of regular president and secretary or names of substitutes e. approval of previous minutes f. all reports and action taken g. all motions, carried or lost (omit those withdrawn) and an accurate summary of discussion h. program highlights if applicable i. adjournment time j. signature
Corresponding Secretary	<ul style="list-style-type: none"> • conduct all official correspondence in the name of the chapter • keep on file all letters received and copies of all letters written • write thank-you letters on behalf of the chapter • notify members in advance of the annual meeting • contribute reports to EMBROIDERY CANADA
Treasurer	<ul style="list-style-type: none"> • collect fees for each year as determined by the executive • prepare the budget with the assistance of the chapter executive or a finance committee • has custody of the funds, keeping proper books of account and making disbursements as directed by the executive • submit a financial statement at the end of the year to the chapter • submit a financial statement for any meeting of the chapter, if requested • at the time of a change of treasurer an examination of the books shall take place • A Treasurer's report can be made from meeting to meeting, it should be received. This means the report was heard; it does not give official approval by the group. The Treasurer's report should never be accepted or approved unless the books have been examined - either internally or externally.

	<ul style="list-style-type: none">• The Treasurer should be reporting to the chapter on a regular basis, but not necessarily at every meeting. An internal examination can be done with two or more executive members checking all bills received and paid. All figures are checked. This internal examination confirms that the books “are in good order and found correct”. The Treasurer’s report is then approved or accepted by the membership. <p>Example of a monthly report:</p> <table><tr><td>Cash on hand</td><td></td><td></td><td>\$44.00</td></tr><tr><td>Receipts:</td><td></td><td></td><td></td></tr><tr><td>(item)</td><td>12.00</td><td></td><td></td></tr><tr><td>(item)</td><td>3.00</td><td></td><td></td></tr><tr><td>(item)</td><td>9.00</td><td></td><td></td></tr><tr><td>(item)</td><td>22.00</td><td></td><td></td></tr><tr><td>Total</td><td></td><td>\$46.00</td><td></td></tr><tr><td>Disbursements:</td><td></td><td></td><td></td></tr><tr><td>(item)</td><td>3.00</td><td></td><td></td></tr><tr><td>(item)</td><td>5.00</td><td></td><td></td></tr><tr><td>(item)</td><td>7.00</td><td></td><td></td></tr><tr><td>(item)</td><td>6.00</td><td></td><td></td></tr><tr><td>Total</td><td></td><td>\$21.00</td><td></td></tr><tr><td>Net cash balance for month</td><td></td><td></td><td><u>\$25.00</u></td></tr><tr><td>Balance on hand</td><td></td><td></td><td>\$69.00</td></tr></table>	Cash on hand			\$44.00	Receipts:				(item)	12.00			(item)	3.00			(item)	9.00			(item)	22.00			Total		\$46.00		Disbursements:				(item)	3.00			(item)	5.00			(item)	7.00			(item)	6.00			Total		\$21.00		Net cash balance for month			<u>\$25.00</u>	Balance on hand			\$69.00
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Membership Chairperson	<ul style="list-style-type: none">• keep an up-to-date membership record and receive members' dues• attend regular meetings of the chapter and bring attendance book or note attendance at each meeting• attend executive meetings and give a report on membership• provide up-to-date mailing lists to chapter President, Corresponding Secretary, telephone committee and Workshop convener• send up-to-date executive list to EAC Membership Director• send renewal notices to members, either by letter or in the chapter newsletter• send membership lists, any updates, and EAC dues to EAC Membership Director• distribute EAC membership cards, to chapter members• Is a member of the nominating committee• Review the EAC Membership Policy here																																																												

Publicity Chairperson	<ul style="list-style-type: none"> • assume all publicity duties for chapter • work in conjunction with the chapter executive and EAC Regional Director • advertise the chapter and its activities by distributing pamphlets and posters and by taking part in community events (such as fairs, booths in local sewing shows) • issue press releases and other publicity, subject to the approval of the executive • announce time and place of meetings in papers, on TV and radio • take responsibility for a notice board, if one is available • send publicity notices to EMBROIDERY CANADA and EAC Web master
Program Chairperson	<ul style="list-style-type: none"> • is responsible for planning and arranging all chapter programs, speakers, demonstrators and/or other activities, according to a plan submitted to the executive for approval • encourage members to participate in monthly meetings • chapters should make an early ruling on whether members shall or shall not receive honoraria for sharing skills and interests at monthly meetings
Workshop Chairperson	<ul style="list-style-type: none"> • is responsible for planning and organizing workshops, submitting all plans to the executive for approval • refer to the sample teacher contract at the end of this section • may also interact with the workshop chairperson of other chapters in the case of touring teachers • encourages members to attend workshops or seminars (financial assistance may be offered in return for sharing their experience with the membership)
Social Convener	<ul style="list-style-type: none"> • is responsible for all hospitality at regular meetings • may be the "sunshine" coordinator - responsible for cards of achievement, condolence etc.
Archives Coordinator	<p>These duties could be assumed by someone filling another office (e.g. publicity chairperson).</p> <ul style="list-style-type: none"> • collect newspaper articles and other written reports and photographs about the activities of the chapter • Pertinent material should be sent to the EAC Archives (see listing in Embroidery Canada).

PROCEDURES FOR CHAPTER MEETINGS

Rules of Order

The following rules for the conduct of proceedings at a business meeting of a chapter are suggested. We suggest you follow "Robert's Rules of Order" or consistently use some other rules of order for items not covered here.

- That, except by permission of the Chairperson, no member or other person shall speak other than to ask a question or to introduce or to speak to a motion.
- That in the discussion following the introduction of a subject, no person shall speak more than twice, not for longer than five minutes, except by permission of the meeting.
- That before the vote is taken on any motion or amendment, the Chairperson shall ask, "Is the meeting ready for the question?" and the question shall not be put so long as any member desires to speak and is in order.
- That any member wanting to ask a question on a subject introduced may do so verbally, but if s/he desires to ask more than two questions, s/he must submit them to the Secretary in writing.
- Every member is entitled to protest against any decision of the meeting and request her/his objection to be recorded in the minutes, and to protest against the decision of the Chair and to appeal to the meeting, stating the grounds of appeal, and the question shall then be put without debate in these words: "Shall the decision of the Chair be sustained?"
- A motion to reconsider any question decided by the meeting shall be in order, providing such motion be not made on the same day on which the resolution is carried.

Chapter Meetings

Any question of order arising and not provided herein, can be decided in accordance with Robert's "Rules of Order", or Brunet (available at public libraries or bookstores).

General Meetings

Each chapter may adopt its own order of business, which may be suspended at any time by a two-thirds vote. The following order is suggested:

- Call to order Roll Call (optional)
- Introduction of visitors, if any
- Reading and approval of minutes of previous meeting
- Report of Treasurer Communications and bills
- Report of Standing Committees
- Report of Special Committees
- Unfinished business

- New business
- Regular program (optional)
- Adjournment

Special Meetings

The President may direct the Secretary to call special meetings. It shall be the duty of the President, or in her absence, the Vice-president, to call a special meeting upon the application of the majority of the Board of Directors of the chapter, or one-quarter of the membership. No business shall be transacted at a special meeting other than that for which the meeting was called.

Annual Meeting

This should include:

- Minutes of the last Annual Meeting
- Report of Secretary
- Report of Treasurer Auditor's report (if applicable)
- Reports of standing committees
- Report of any special committee functioning for the year
- President's report
- Election: installation of officers
- Unfinished business
- New business
- Program (social time optional)
- Adjournment

Good Form in Procedure

- All meetings should begin at the hour announced.
- Prompt dispatch of business should be encouraged and lengthy meetings avoided.
- If the President is absent, the Vice-president should preside. If both are absent, the Secretary should open the meeting and have those in attendance appoint a chairperson to carry on the meeting until the President or Vice-president arrives.
- In the absence of the Secretary, the President should appoint a Secretary pro tem.

On the Part of a Member

- In presenting matters, a member stands, addresses the Chair and waits for recognition.

- A member is not permitted to speak twice to one motion, but may ask permission to explain a former statement. The mover may speak more than once.
- A member should speak to the Chair, consider the whole assembly and speak loudly enough to be heard by all. Any discussion not recognized by the Chair is out of order and discourteous. Members must confine themselves to the subject under discussion.
- A member may appeal against the ruling of the Chair, in which case the Chairperson asks, "Shall the decision of the Chair stand?", and takes a vote of the members present.
- The will of the majority must rule but the rights of the minority are preserved too. Discuss matters freely, state opinions, but support the decision of the majority.
- Members should cooperate with their officers; they need all possible help.
- It is important that members speak well of their chapter and encourage membership growth.

On the Part of the President

The President acts as presiding officer of all chapter meetings. The President stands when opening and closing meetings and when stating questions.

- The President speaks clearly, loudly enough to be heard, maintains order and sets the basis for a pleasant and enjoyable meeting.
- The President, together with the Secretary, makes out the order of business for the meeting. The President is an ex-officio member of all committees or, if so designated, may be an active voting member.
- The President asks the Secretary to read minutes and communications, and deals with them as required.
- After the minutes are read, the Chair says, "You have heard the reading of the minutes. Are there any corrections?", pauses and then says, "If none, the minutes stand approved." If corrections are made, the Chair should say, "Are there any other corrections?" If none, "The minutes stand approved as corrected." The Secretary should sign the minutes when they are written and the President signs them when they are approved by the meeting.
- The presiding officer does not show prejudice on questions. If the presiding officer wishes to take part in a discussion, the chair must be vacated and the Vice-President or another person be asked to preside temporarily. The President does not make a motion, second a motion or speak to a motion while occupying the chair, but may give information.
- The chairperson or presiding officer who is a member of the organization can have the casting vote. The universal rule is that when there is a tie vote, the motion is lost unless the chair casts the deciding affirmative vote.

- The presiding officer avoids taking negative votes on questions of condolence, sympathy and courtesy.
- It shall be the duty and privilege of the presiding officer to introduce all speakers, or if the presiding officer so desires, some other member of the chapter may be delegated to make the introduction. Introductions and thank you should be brief. Four things are necessary in a good introduction: the name of the speaker, his/her title, where s/he is from, and the subject.

On the Part of the Secretary

- The Secretary is seated on the right of the President and is ready to assist the Chair at all times.
- The Secretary is responsible for the minutes, which should be a legible and concise record of the proceedings. They should be signed by the Secretary when she writes them. When confirmed by the meeting, they should be signed by the President.
- The record of each item of business should constitute a separate paragraph. In recording a motion, the names of the mover and the seconder should be given, and result of the vote should be stated; for example: "moved by E. Smith and seconded by J. Black, that... Carried." Motions which are lost should also be recorded. All motions are recorded as stated. Important motions should be presented in writing. In case of disagreement, the Secretary's minutes, when approved, are the final authority.
- The Secretary's minutes should be up-to-date and completed as soon as possible after the meeting.
- Items or numbers on the program should be described briefly without voicing the Secretary's opinion. Only a short synopsis of the lecture or discussion should be included in the minutes. If a complete report is desired, a copy of the address should be stapled in the back of the minute book for future reference.
- The Secretary, at the request of the President, reads communications to the assembly.
- The Secretary conducts all official correspondence in the name of the chapter.
- The Secretary, who is a member of the organization, has the right to make a motion, second a motion, speak and vote on all questions.

On the Part of the Treasurer

- The Treasurer shall collect membership fees, receive all monies on behalf of the chapter and keep an accurate account of receipts and disbursements.
- The Treasurer shall deposit all funds to the credit of the chapter in a financial institution with deposit insurance; withdrawals are made by cheques to be signed by the President and Treasurer. When new signing officers are elected, their signatures should be registered with the bank without delay.

- The Treasurer shall pay all bills when authorized as soon as possible.
- At each regular meeting, the Treasurer shall report the receipts and expenditures for the month and the balance on hand.
- Before the annual meeting, the Treasurer shall balance the books and prepare a summary of the year's receipts and expenditures. The Treasurer's books and summary shall then be reviewed - internally or externally - for verification, where applicable.
- On approval of the membership by vote, the Treasurer's books and summary may undergo an internal review by two members of the executive and approved for presentation at the annual general meeting. The Chair puts the question on adopting it, which, if carried, has the effect of approving the Treasurer's report
- Alternately, the Treasurer's books may be reviewed by a qualified person, not a relative of the Treasurer, before the annual meeting or when there is a change of Treasurer. The reviewed financial statement, certified by the reviewer, is read by the Treasurer at the annual meeting. The Chair puts the question on adopting it, which, if carried, has the effect of approving the Treasurer's report.
- As soon as possible, after the election of his/her successor, the Treasurer shall hand over all books, money and documents pertaining to the office to the new treasurer.

Business and Motions

All business should be introduced to a meeting by a communication, a report of a committee or a motion as a statement of a proposition to be considered by the members in attendance.

Motions are:

- moved by a member
- seconded by a member
- stated by the presiding officer
- discussed by the members. This is where each member should express personal opinions. After the vote is taken the decision of the majority should be supported.
- presented to the meeting by the presiding officer who states the question, then asks, "Are you ready for the question?" S/he then takes the affirmative and the negative vote. (A negative vote is never taken on motions of sympathy, congratulation or courtesy.)

The result is announced by the presiding officer. The mover may need to give some explanation before making the motion, but the chairperson should not permit this to continue unduly. S/he must see that the members confine themselves to the motion under consideration.

A motion which has been moved, seconded and stated cannot be withdrawn without the consent of the meeting. The mover of the motion, with the consent of the seconder, asks permission to withdraw the motion. The presiding officer then asks, "Is it your pleasure that the motion be withdrawn?" If there are no objectors, s/he announces, "The motion is by leave withdrawn." Should there be any objections to withdrawing the motion, then it must be moved,

seconded and voted on. A motion cannot be withdrawn after it has been voted on. A withdrawn motion does not appear in the minutes.

Matters for deliberation are brought before a meeting in the form of a main motion or resolution. In a business-like assembly the resolution should be in writing. A member rises and say, "Mister/Madam President, I move that we give a banquet at the annual meeting.", or s/he may say, "I move the adoption of the following resolution: Be it resolved that a banquet be held at the annual meeting."

Subsidiary motions are not resolutions. They are issued to aid the main motion and allow the majority to take care of the main motion in the best manner possible. They must be voted on before the main motion. The following motions are all subsidiary motions:

- to lay on the table (to be debated at a later time)
- the previous question (calls for an immediate vote on the main resolution before the assembly)
- to postpone to a definite time - to refer to committee
- amendment
- to postpone to an indefinite time These motions should be voted on in the order given and all have precedence over the main motion.

To lay on the table

This motion cannot be debated or amended and requires a majority vote for its adoption. This question may be brought before the meeting again by a motion "to take from the table". This may be done at the same meeting provided other business has intervened or under the head of new business at the following meeting.

The previous question

This requires a two-thirds vote. It cannot be debated or amended. The purpose of this motion is to stop debate and vote on the main motion. A member rises and says, "Mister/Madam President, I move the previous question." When it is seconded, the Chair says, "The previous question is moved and seconded. All in favour of the previous question show hands. The affirmatives have it. Debate is closed."

To postpone to a definite time

This motion may be debated and amended in regard to time only. If the question postponed is not brought up at the time fixed it is lost.

Refer to a committee

This motion is debatable and amendable. A member rises and says, "Mister/Madam President, I move that the resolution be referred to a committee of three to be appointed by the Chair."

Amendments

A motion may not be entirely satisfactory to all members. An amendment is then in order before the vote is taken.

- insert or add words
- eliminate words
- substitute words

All amendments should be relevant to the motion. The word "not" as an amendment is out of order, since a negative vote gives the same result. Amendments should follow the same steps as a motion. If an amendment is not satisfactory, a motion to amend the amendment is in order. Only two amendments may be proposed dealing with one motion. The amendment to the amendment is first voted on, next the amendment as amended and last the motion as amended. (E.g. "Mister/Madam President, I move that we hold a workshop on March 10th". After this motion has been moved and seconded, the Chair repeats it and asks the assembly, "Are you ready for the question?" A member moves to amend the motion by striking out March 10th, and substituting March 17th. When this amendment is seconded, the Chair says, "It has been moved and seconded to amend the motion by striking out March 10th and inserting March 17th." S/he calls for discussion and a vote. If the motion to amend is carried, the Chair says, "The question is on the adoption of the motion as amended - that we hold a workshop on March 17th - are you ready for the question?" S/he calls for the vote and states to the meeting whether carried or lost.)

To postpone to an indefinite time

This is debatable but cannot be amended. The motion is used to enable opponents of a question to try their strength, and if adopted, the question cannot be brought before the same session.

Incidental Motions

These motions take precedence over both subsidiary and main motions. The following motions are all included in this class:

- to withdraw a motion
- objection to the consideration of the question
- to rescind

To withdraw a motion

After a main motion has been made, seconded and repeated by the Chair, it can be withdrawn only by leave of the assembly.

Objection to the consideration of the question

If any debate has taken place concerning the question before the assembly, it is too late to offer an objection. This motion needs no seconder and requires a two-thirds vote. The Chairperson says, "All in favour of considering the resolution show hands. Opposed." A negative two-thirds vote is required to adopt the objection.

To rescind

To rescind or annul a motion requires a Notice of Motion, or it may be rescinded without notice by a two-thirds affirmative vote of those members present, or an affirmative vote of the majority of the entire membership.

Miscellaneous Motions

- To reconsider
- To reconsider and enter in the minutes
- To adjourn
- Resignations

To reconsider

If a motion has been passed, any member may at the same meeting move for a reconsideration, to be discussed at the same meeting or at the first meeting held thereafter, provided not more than a month has elapsed.

To reconsider and enter in the minutes

This motion is to delay the final action to another meeting and gives time to notify absent members of the proposed actions. This motion may be made at any time on the day the vote on the resolution in question was taken. This motion must be made by one who voted on the majority side. It does not require a vote. This means that the resolution in question will have to come up again at the next regular meeting.

To adjourn

When this motion fixes neither time nor place of next meeting, it is not debatable and cannot be amended or reconsidered. It may be withdrawn. It is in order at any time. The following procedures are suggested: After the order of business has been properly attended to, the Chairperson may say, "Is there any further business to come before this meeting?" If no one claims the floor, the Chairperson says, "I declare the meeting adjourned." Or the Chairperson may say, "A motion to adjourn is in order". If this motion is made, it must be seconded and voted upon like any other motion.

Resignations

A resignation may be handled as a motion. A resignation may be referred to a committee instructed to confer with the one resigning to ask him/her to reconsider. If no action is taken regarding the disposition of a resignation, the Chair says, "The question is on acceptance of the resignation." and calls for a vote.

Reports of Committees

Reports of committees are made at a chapter meeting by the chairperson of the committee. A copy signed by the entire committee or by the name and title of the chairperson of the

committee should be given to the Secretary. The chairperson should present the report to the meeting thus: "Mister/Madam President, the committee on..... submits the following report." There are three types of reports submitted by committees:

- Summary of work done
- Recommendations
- Work done and recommendations

If a report is of either the second or third type, the chairperson should move its adoption after reading the report. Another member of the committee should second the motion. If the report embodies only a record of work done, without any recommendations, its acceptance should be moved and seconded by members who are not on the committee. When a report contains a series of recommendations, each is dealt with separately. When the report of a committee is finally made and dealt with, the committee is dismissed. If no comments are made and the report carries no recommendations, the chairperson may say, "Is there any discussion? (Pause) If there is no objection, this report will be accepted as read." This is receiving a report by silent consent.

Communications

The Secretary, not the Chairperson, reads communications which should come before the regular meetings. If they carry recommendations or resolutions, they should be handled as questions. They may be informally discussed and then acted upon.

Nominations

A nominating committee is a committee set up to prepare a slate of officers. A nominations committee is a committee set up to receive names from the membership at large. In both instances, nominations may be made from the floor. Nominations do not need to be seconded. Members of the nominating committee or nominations committee are not barred from becoming nominees for office.

Duties of the Nominating or Nominations Committee are:

- make or receive nominations - see that all nominees are willing to stand
- prepare the slate for presentation at the annual meeting
- present the list at the annual meeting

Procedure

The nominating or nominations committee presents its report in the following manner: "Mister/Madam President, the nominating committee begs to submit the following persons...who allow their names to be submitted for..., for the ensuing year. Respectfully submitted (signed by committee members)". The Chair asks for a motion accepting the work of the committee, has this seconded and voted on, or may say, "If there is no objection, the work of this committee will be accepted."

Elections

The election chairperson should be a chapter member who is familiar with procedure for the conduct of elections.

Duties of the Election Chairperson:

- declares all offices vacant
- calls for a motion for a Secretary for the election (this is usually the former Secretary) - has the meeting decide the following by a motion:
 - method of voting - ballot, show of hands, standing or by voice (aye or no) • plurality or majority vote. Plurality means the greatest number of votes; majority means more than half the vote for one person; where ballots are used, the Chairperson asks for their disposal immediately following the election.
- appoints scrutineers
 - explains terms of office that nominations should be made only if the person named is present or has consented to his/her name on the list
- asks for the report of the nominating committee. It is advisable that this list be posted so that all members may examine the report before the election takes place
- asks for a motion accepting the work of the nominating committee; has this seconded and voted on; then proceeds with the election
- calls for nominations from the floor for each office separately, after nominees from the slate for that office have been named, e.g. "The nominating committee has named Mary Doe for President. Are there any nominations from the floor for President?" Where a nominations committee is used, all nominations must be presented. "The following names have been submitted to the nominations committee for President: Susan Black, Anne Green. Are there any further nominations from the floor?"
- closes nominations by:
 - declaring nominations closed or
 - asking for a motion from the floor. This requires a seconder and a vote. Note:

When only one candidate has been named for an office, the following procedure is observed: The Chairperson, after asking for further nominations from the floor and hearing none, declares the nominations closed and the single nominee elected by acclamation

- asks for the vote as per method decided upon
- asks the scrutinizers for the count
- announces the result
- checks with the Secretary to see that no officers have been omitted
- asks the Secretary to read the full list of elected officers and chairperson

- asks the President who has been in office the preceding year to complete the meeting

Duties of Scrutinizers

- When voting is by a show of hands or standing vote, count the affirmative and negative votes.
- When voting is by ballot, distribute the ballots; keep count.
- Collect the ballots; check count.
- Hand the result of the count to the Chairperson, and after receiving authorization from the meeting, destroy the ballots.

Resolutions

How to draft a resolution

A formal resolution consists of two parts: a preamble or introduction, which sets forth the reason for the resolution, and the body, which contains the resolution proper. A resolution is stated in the following manner: "Whereas this community at present possesses no suitable hall in which public meetings may be held, and Whereas such a hall would be of great advantage to this community, with library and facilities for recreation; Therefore, be it resolved: That a committee of five be named by the Chairperson to find out possible sites for such a hall with the cost of the same and obtain plans for a building to cost no more than \$14,000.00".

Extraordinary Resolutions

"Extraordinary resolution" is a resolution passed by a majority of such members entitled to vote as are present in person at a general meeting of which notice specifying the intention to propose the resolution as an extraordinary resolution has been duly given, such majority being two-thirds.

The foregoing rules of order and procedures for meetings were adapted from the handbook of British Columbia Women's Institutes, Victoria, Department of Agriculture, Province of British Columbia, 1963.

Writing Reports

for Inclusion in Minutes of Meetings of Executive Officers and Committee Chairpersons:

- head the report with the name of the committee and the full date (year, month and day)
- briefly report activities since last report
- explain, the purpose of the committee, if new
- if direction is required, state problem and alternatives considered by committee
- insure that the minutes record action taken, direction received and any other pertinent information

- remember that reports are for the reference of future committees and should be as complete as possible (copies should be kept on file and passed on to the successors)

How to Chair a Committee

Enjoy Yourself

- A group of people had enough confidence in you to make you chairperson. Their belief in your ability can be part of your enjoyment.
- Look forward to your meetings. Be on time, or a few minutes early, so you can be calm, cool and collected before the other members of the committee arrive. This also gives you an opportunity to adjust the physical set-up of the room.

Create a Climate

- The atmosphere at some committee meetings is as cold as a deep freeze. At others, it's hot and tense. As chairperson, you help create the atmosphere. Your poise, confidence and friendliness are contagious. The committee members should feel accepted and welcome.
- Names are important. If the committee is small, memorize members' names and faces. If the committee is larger, have name tags ready. This will help you to get to know the members present and helps members identify each other.
- As chairperson, you don't need to repeat the speech each member makes, you don't even need to comment on it. You may nod or smile, or, on rare occasions, say "Now there's an interesting idea." This useful phrase can be used if you think the idea is far-fetched, or if you think it's an idea with possibilities or if you think the group can move along by thinking along that line. Whenever you do, guard against identifying members with "right" or "wrong" ideas. The chairperson can help create an acceptance of ideas by not tying them in so closely with persons that they cannot be separated.

Know the Purpose of the Meeting

- Know why this group is being called together. If it is to plan, members should have been alerted to bring all their best ideas.
- Discuss the scope of the job at hand with the committee at the beginning of the meeting. If you are planning an event, you need to know who, what, why, where, when and how. The committee will have to make the arrangements for all the obvious circumstances and then let imaginations anticipate all the what-ifs.
- If you are chairing a legislative or decision-making session, you require other skills. You need all the background material available and an understanding of the range and scope of the decisions to be made. Know your boundaries - what this group has the right and responsibility to decide. As chairperson, you should have an adequate knowledge of parliamentary procedure so the session is free to move along. If you think there will be some complicated "I move to amend the third amendment," you may have to call on someone with special skills in this discipline. You must let all persons have their say yet

respect the limitations of time which every meeting has. You must move the meeting along without being a railroad conductor.

- If your organization has got into a rut, you may need a brainstorming time. If the purpose of the meeting is to brainstorm, the group will not be upset if ideas come pouring in, but there will be more feeling of accomplishment if some of the ideas can be discussed further.

Have a plan

- Plan the agenda. Share it with the group at the beginning of the meeting. If they accept this as their plan of action, you will all feel that you have someplace to go, and you're on your way.

Move Along

- Listen carefully to ideas so you will be able to see the relationships among the suggestions made. Make brief summaries frequently so the group has a feeling of progress. When it's time for a decision, outline the issues involved and the implications of courses of action and prepare the group for making a thoughtful decision.
- When one item on the agenda has been satisfactorily dealt with, move on to the next

You are Important

- The chairperson helps set the climate of the meeting. Be glad of individuals and their separate ideas and contributions. Realize the power and strength within a group and help it attain its goal. (adapted from an article by Elizabeth Gene, YWCA Magazine).

Sample Teacher's Contract

Print this contract on chapter stationery, or insert the chapter logo. There is also the option of using the EAC logo.

This contract is entered into between _____

Name of Guild

And _____
Name of Instructor

who will teach a course or workshop in _____
Technique

For the _____
Name of Guild

on _____
Date

This course will total _____ hours, at _____ hours per day.

This class will be limited to a maximum of _____ participants.

The _____
Name of Guild

will be responsible for the following expenses:

1. Teaching fees of \$_____ per day OR \$_____ for the total teaching time of ____ hours.
2. Instructor's traveling expenses of \$_____.
3. Room (private) and board with a Guild member.

Materials will be supplied by: (Please check one)

___ 1. Student (supply list attached) OR ___ 2. Instructor (at a cost of \$_____ per participant).

This contract may be terminated by either party, should it become necessary to do so, at least 30 days prior to the Workshop date. This contract will be considered valid when signed by the Instructor and the Education Chairperson of the Guild.

Guild Signature

Instructor Signature

Date _____

(A copy to be sent to the Instructor and the original to be held by the Guild.)

CHAPTER RENEWAL

Keeping your Chapter in Tune with its Needs

As EAC chapters grow and age, their needs change. At first everything is fresh and new. The whole world of embroidery is out there to conquer. As the years go by, things may change in several ways. The original members may wish to move into new techniques or more difficult pieces but incoming members may feel overwhelmed as they are still beginners, testing the waters. The needs of both extremes and all levels in between will need to be taken into consideration if your chapter is to thrive.

Also, as much as we hate to admit it, we all are aging, so eyesight or hearing may not be what it once was; transportation may have become a problem; stamina won't be that of a teenager. It is a good idea to re-assess the organization of your group occasionally. Ask yourself some questions.

- *Why did we join together in the beginning?*
- *What are we getting out of being members?*
- *Have our needs changed?*
- *What are our current needs?*
- *What can we change to better meet the current needs?*
- *What benefits could be obtained from the group? Are we taking advantage of them?*
- *What are our challenges? How can they be overcome?*

After going through this exercise within your group it will be beneficial to lay out on paper a list of potential areas for growth and change. Then you should brainstorm for your options to arrive at a personalized solution for your group. Brainstorming is creating a list of ideas without any pre-judgement.

Under the Microscope

You will need to look carefully at the composition of your group of members. No two chapters are alike. Are you mostly timid beginners or experienced stitchers? Is your group composed of members who are content to stitch on one project until it is finished and only work on one type of stitching technique? Or are they constantly trying new techniques and have many projects going at once? Is their priority socializing or learning new techniques? Is their stitching a major part of their life or a break from their hectic life?

If you find that you have all types of stitchers in your group you will need to reach some compromises in your program planning so that the needs of everyone will be met by the chapter. Often group projects can be adapted to different skill levels that might meet the needs of both beginner and expert. It may be possible to offer two projects on the same topic but geared to different skill levels. It is rare to have a project where everyone is anxious to participate. Make allowances for this and your group will run smoother. How about trying a

Mentor program within your group? If Jane wants to learn Hardanger and Bernie is willing to help her they will get to know each other and both the teacher and student will gain.

Small groups within a chapter that are working on projects such as correspondence courses or other special interests will serve to build excitement within the group as they show their accomplishments. The forest would be monotonous if all birds sang the same song.

Fed Up with Fundraisers

A group may feel that fundraisers are an inevitable part of paying for their activities. However, it might be a good idea to explore the options if your group is tired of fund-raising. Work out a budget to see how much money your group will need to do the things they want to do. Perhaps an increase in chapter dues, or an internal Auction Sale or a Potluck for which you charge admission would bring in the necessary funds? Possibly contact your Provincial Lottery Association or Department of Cultural Affairs and Development for information on possible ways to obtain funding for events, classes, shows or exhibits. Read the newsletters from other chapters to get fresh new ideas. These are available in the Members' Only section of the EAC website.

Problems Finding an Executive

No one was born knowing how to run a meeting. Some of us gained experience in 4-H or other groups through our lives to this point. And although there are some rules to Parliamentary Procedure (Don't watch footage from any political Parliaments to learn it!!) it is more important to arrive at a consensus of what your group wishes to do. They need to be informed about options and feel that they are important parts of the group decision-making process. You could use surveys or questionnaires and act on the results, or bring each issue before the group for decisions. A strong group is a democracy, not a one-person dictatorship.

Perhaps the most common response of a members being asked to take a position is "I don't know how!" To help overcome this problem, write up a description of each of the positions on the executive. Be honest and try to cover all aspects of the job in straight-forward, non-flowery wording. This should take away the fear of the unknown and may bring some results.

Another response might be "I don't have time!" To help with this one you will need to work out estimates of the time needed for each position. Would it be 1-2 hours per month? or 2 hours before each meeting? Possibly two people could share a position. Possibly the outgoing person could mentor the in-coming one for a couple of months.

The Nominating Committee has a huge role to play in getting a new executive. Very few people volunteer but a personal approach from a member of the Nominating Committee usually yields results. A brainstorming session with people who know the other group members well can usually come up with suggestions for each position.

Business Meeting Blues

Sometimes Business Meetings are the downfall of a group. To keep a group viable, an exchange of information and some decision-making needs to take place. However, there are many ways of handling Business Meetings:

Some groups have monthly Business Meetings but keep the actual business part very short (20-30 minutes) so a program can be included on the same evening.

Other groups reduce the number of Business Meeting to every second month. They will be longer so there will only be time for a short program or Free Stitching.

Other groups let the Executive Meetings attend to all of the Business of the chapter. Thus the membership meetings can be totally program meeting.

There are both good points and bad points to each of these options and every chapter will have their own unique circumstances. It is important that every member should feel part of the group and have access to the information that comes to the group, whether it is read out a meeting or distributed by newsletter or by other methods. If members wish, they should be able to take part in the decision-making processes. It is much easier to get volunteers for a show, for example, if members are involved in making some decisions on holding the event.

Time for a Tune-up

So is your chapter fulfilling its potential? Are the members happy with the way decisions are made? Do they feel that they are participating important members of the group? Is it time for some changes? Perhaps it is time to really look at what is happening in your chapter and to be sure it is still meeting the needs of the members. There is no magic wand to make things work but if the group works together honestly and openly, not letting fear of change get in the way, a lot can be accomplished and your chapter will be a stronger unit, enjoying their time together.

CHAPTER DISBANDING

Before disbanding your chapter, explore all options for your group. See CHAPTER RENEWAL above, contact your Regional Director and EAC President.

Refer to [CHAPTER DISBANDING POLICY](#) at the end of this document.

CODE OF CONDUCT

EAC has guidelines covering your behavior as a member of the EAC community in any form, whether email, website, public meeting, private correspondence, or face-to-face communication.

LIBRARY

EAC has always realized the need for establishing a reference library. From the early 1980's until 1994, the Leonida Leatherdale Library was in the Regina home of Anna-Marie Winter, who acted as librarian and was assisted by the Regina Stitchery Guild. In 1994, the library was moved to Vancouver under the new librarian, Helen McCrindle. The library was relocated to the Winnipeg home of Isla Marsh in 2006. All chapters and national members are entitled to use the resources of the library. A book list and borrowing procedures are available on the EAC website.

CHAPTER MEMBERSHIP APPLICATION

In the EMBROIDERERS' ASSOCIATION OF CANADA, INC.

We, _____ (President)

_____ (Secretary)

_____ (Treasurer)

of the _____ (Chapter Name)

of _____ (City/Province)

on behalf of those persons whose names and addresses are listed on the page(s) attached hereto, all being members in good standing of the

_____ (Chapter)

hereby apply for a CHAPTER MEMBERSHIP in the EMBROIDERERS' ASSOCIATION OF CANADA, INC.

On approval of this application it is understood and we hereby agree:

1. The name of the chapter shall be known as

All members of this chapter must be members of the Embroiderers' Association of Canada, Inc.

The chapter will share the objectives of the national organization, the Embroiderers' Association of Canada, Inc.

"Its purpose is to encourage and promote the practice and knowledge of the art of embroidery in all its forms; to have a fellowship of persons who enjoy embroidery—not necessarily skilled craftspeople, but primarily those who enjoy needlework and wish to learn and share their knowledge and thereby work towards maintaining higher standards of design, colour and workmanship—in all forms of embroidery."

The business affairs of the chapter will be conducted so as not to conflict with the bylaws of the Embroiderers' Association of Canada, Inc. The chapter shall deposit a copy of its bylaws with the President of the Embroiderers' Association of Canada, Inc.

The chapter shall be self-sustaining financially.

Membership fees and any information changes are to be forwarded to the Membership Director in the month in which they are received.

Membership fees are subject to change at the discretion of the Board of Directors of the Embroiderers' Association of Canada, Inc.

The chapter shall advise the Membership Director of the Embroiderers' Association of Canada, Inc. forthwith of any subsequent new members and their full mailing addresses, along with the appropriate membership fee for each such member.

Immediately following chapter elections, the chapter shall submit a list of officers for the coming year to the EAC Regional Director, the EAC Membership Director and the Webmaster.

Dated at _____
on _____

_____ (President)

_____ (Secretary)

_____ (Treasurer)

This application for chapter membership in the Embroiderers' Association of Canada, Inc. is accepted.

(President, Embroiderers' Association of Canada, Inc.)

_____ (Date)

One copy of this application will be returned to the new chapter.

One copy will be filed with the President of the Embroiderers' Association of Canada, Inc. and one with the Membership Director. The original will be filed with the Archives.

CHAPTER DISBANDING POLICY

Before disbanding your chapter, explore all options for your group. Refer to CHAPTER RENEWAL earlier in this document, contact your Regional Director and EAC President.

1. Explore all options for your group.
2. Bring all options to a full general meeting of the chapter, the purpose of which has been advertised to all members.
3. Conduct an open discussion in which everyone is encouraged to express their views and possibly come up with other options. If there are conflicts it may be helpful to have an outside facilitator.
4. Conduct an impartial vote when your group has arrived at an option that seems to have consensus within the group.
5. Follow the vote of the majority. If this vote calls for (a) disbanding the chapter, then proceed to #6 below; or (b) continuing as a chapter, then proceed to #7 below.
6. *Disbanding a Chapter:*
 - a. Inform the EAC Board of the decision through the Regional Director (atlantic@eac.ca or prairie@eac.ca) and the President (president@eac.ca)
 - b. Send a financial statement to the EAC President and the Regional Director with an explanation of plans for disbursement of the remaining funds.
7. *Renewing a Chapter:*

If you decide that you will continue as a chapter you will need to re-assess your group to determine what the issues are that brought you to this point. You will most likely find that your group will be a stronger unit because of this reassessment. Don't be afraid of change! If any EAC board members can be of assistance never hesitate to contact them.

8. These steps could be conducted over a series of several meetings.