

EAC - MEMBERSHIP POLICY

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

NEW MEMBERS

- All members will receive a copy of the EAC Members' Handbook and annual EAC membership cards. The card will indicate members # and annual expiry date
- Guild and National members have complete access to all EAC privileges
- Affiliate members are limited to an annual subscription to *Embroidery Canada*
- Upon joining, National members will receive a current Correspondence Course brochure
- Expiry dates reflect when the information is received by the EAC membership *director*, not Chapter membership chair
- Each member is assigned 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

FEES

- Individual membership fees are \$35.00 per year
- International members, who have mailing addresses outside Canada, pay an additional \$10 per year for postage
- Youth membership (ages 9 to 17) fees are \$15.00 per year
- International youth members, who have mailing addresses outside Canada, pay \$20.00 per year

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.

Fees received in	Expiry date	1st issue received
May, June, July	August 1	September
August, September, October	November	December
November, December, January	February 1	March
February, March, April	May 1	June

- Reminder of expiry dates will be published in *Embroidery Canada* each quarter
- Membership rosters with expiry dates will be sent to each Chapter on a quarterly basis
- Life Memberships have no expiry date
- Chapter Life Membership is not the same as EAC Life membership
- The current Seminar committee will receive an up-to-date Membership directory

CHAPTER SUBMISSION REPORTS

- Send membership dues as received to expedite process
- Cheques should be payable to "Embroiderers' Association of Canada, Inc."
- Do not postdate payments, nor send cash
- Indicate status of each member **R – Renewal, N – New, L – Life, Y – Youth, D – Dual** (*New-DN or Renewal-RN*)
- **Dual members** pay EAC dues at their "home" chapter and chapter dues at other chapters
- Every year indicate if Dual and/or Life members are renewing with your chapter

- Indicate if a new member was a past member at any time
- List the member's complete mailing address and include member's middle initial if possible
- Include full Guild name & address as well as chapter president's name and Chapter membership chair's name and address on the submission forms
- When referring to a specific member, include EAC membership number on all correspondence
- Indicate amount paid for each member (\$35, \$0, \$15)
- Highlight or underline all changes
- Original submission forms will be provided by the membership director to be photocopied for chapter use
- Keep a copy of all reports submitted for chapter records

CHANGE OF INFORMATION

- Send all changes without delay to the Membership Director; this information is used for the mailing labels of *Embroidery Canada*
- *Embroidery Canada*' magazines which have been "returned to sender" will not be sent until new address is received, the magazines will then be sent in care of chapter membership chair
- Send list of Executive names, address and upcoming changes annually
- A Membership Directory is produced semi-annually using data received prior to December and June
- Unlisted phone numbers not intended for publication should not be sent - use "unlisted"

Membership Directories are given to board members bi-annually; they are not used or given out for commercial purposes.

Membership recruitment and Correspondence Course brochures are available from the Membership Chair or EAC Secretary.