

# **EMBROIDERERS' GUILD OF VICTORIA**

## **Special Interest Groups (SIGs) Policy**

### **POLICY:**

The Embroiderers' Guild of Victoria (EGV) will encourage the establishment of smaller sub groups within the guild to provide an opportunity for all members to explore and grow in a particular aspect of the needlearts.

In recognition of the fact that the Embroiderers' Guild of Victoria is the largest EAC chapter on Vancouver Island, and in the spirit of sharing and supporting the growth of needlearts in specialty areas within the smaller Island chapters that do not have the membership to support their own SIG, we extend an offer for membership in our SIGS.

### **CRITERIA:**

The members of the SIG must all be active members in good standing of the Embroiderers' Guild of Victoria, any other Island chapter or an EAC member. There must be a minimum of five members to form a SIG. Members of the SIG must comply with the by-laws and policies of EGV.

Some of the benefits of SIG membership include:

- Access to EAC library, and guild equipment.
- Advertising and opportunities for exhibitions and show
- Insurance coverage – liability
- Advertising in the Sampler
- Inclusion in all EGV promotional literature
- The ability to book rooms using EGV as the parent group

### **VENUE:**

The venue will be determined by the group, depending upon their size and needs. EGV will NOT be responsible for the provision of facilities or room rental costs.

### **MEETINGS:**

The date, time and frequency of meetings will be determined by the group members. Visitors to the SIG meetings are entitled to two free meetings.

### **SIG MEMBERSHIP FEES:**

A fee for membership in the SIG itself will be determined by the group's members.

Membership is currently available in the following SIGS:

- Canvas SIG
- Lace SIG
- Rapt Threads (design)
- Sampler Saturday

## **PROGRAMS:**

The programs of the meetings will be determined by the group's members.

## **EDUCATION:**

A needs assessment should be carried out by the group to determine the educational needs and wants. Teachers may be brought in to meet the identified educational needs of the group members. The cost of such teachers or workshops is to be borne by the participants of the workshops.

Workshops will be open to all SIG members first. Then, should space permit, workshops will be open to members of EGV. The premium cost for non-SIG members must be applied to the total cost of the workshop, using the following formulas:

- EGV non-SIG members will pay a premium of 25% or \$10.00 whichever is greater
- Members of the public will pay a premium of 35% or \$25.00, whichever is greater

The SIG will keep the additional premiums to help cover the cost of the workshop.

## **ACCOUNTIBILITY:**

The Chair of the SIG and the Treasurer of the SIG must be EGV members.

The SIG will submit an Annual Report. This report will be due before the EGV Annual General Meeting and will be published in the May/June issue of the Sampler.

The finances of the SIG will be run independently of EGV. The SIG may apply to the Executive – using the EGV Loan Form – for consideration of a loan of up to \$500.00 after they have been in existence for at least one *g*uild year. The loan will need to be repaid in cash. Such requests will need to go through the Executive for discussion and inclusion in the annual EGV budget. Agreement on the repayment schedule between the SIG and the Executive must be concluded before the loan can be added to the budget.

## **REVIEW:**

This policy shall be reviewed as required.

Amendments to this policy may be proposed by the executive and/or an appointed Policy Review Committee and adopted after being discussed and voted upon by the general membership.

## **ATTACHMENT:**

SIG Loan Form

## **APPROVAL:**

Established: September 2001. Revised: 2006; 2012; 2015

**EMBROIDERERS' GUILD OF VICTORIA  
SIG LOAN FORM**

SIG \_\_\_\_\_ Date: \_\_\_\_\_

Contact person \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Explain why your SIG needs a loan from the Embroiderers' Guild of Victoria (EGV). Include details such as the date, location and subject of the workshop. A proposed budget must include revenue (workshop fees, other) and expenditures (teacher fee, travel, room rental, supplies and any other costs). Include an up-to-date financial statement of SIG finances.

How will this activity/workshop promote or enhance the growth of the SIG members.

---

---

---

---

---

**REIMBURSEMENT**

The Loan is to be repaid within one year of the completion of the subsidized workshop/activity.

This form must be completed and submitted to the EGV President in time for the February Executive Meeting for inclusion in the proposed EGV budget discussions. It is advisable that a representative of the SIG be prepared to speak to the request during the budget discussions at an EGV evening meeting.

