

Policy Sheet

Membership

The Hinsdale Embroiderers' Guild (HEG) is an Illinois corporation. Its purpose is educational. The principal objectives are to foster the art of needlework and to encourage a high standard of design and technique. All Guild members are expected to become active participants, to share ideas, to serve as hostesses, and to bring stitching projects for display and discussion.

New members shall be admitted on an ongoing basis. Dues will be pro-rated for members joining after January 1st.

Honorary members are nominated by any current member and approved by the board. To be nominated as an honorary member, one must have demonstrated exceptional contributions to the Hinsdale Embroiderers' Guild, and embody the values and mission of the organization. These contributions may include recognition for serving as a Board member or officer, sharing of expertise, implementation of organization wide projects or long-term membership. Members of long standing who have moved out of the area or are unable to continue to attend meetings can also be considered. In recognition, honorary members will no longer be required to pay dues or act as a hostess at a meeting. All other rights and privileges are the same as regular members. It is hoped they will take the opportunity to serve as advisors of the Embroiderers' Guild.

Annual dues are payable at or before May 31st of each year. Annual dues are to be reviewed periodically by the Board. If any changes are deemed necessary it must be approved by a membership vote. Honorary members do not pay dues.

Members are encouraged to design and stitch a nametag which shall be worn to all meetings.

Each member's name is included on the list of hostesses for one meeting each year. Hostess duties are to bring refreshments and to help set up and clean up at the meeting. If she cannot serve at the assigned meeting, it is the member's responsibility to find a replacement.

The membership directory is for the use of members only and may not be used for any purpose other than Guild business.

Upon the death of a member or member's spouse, the Guild shall submit a remittance to a memorial fund if named by the family or send flowers to wherever services will be held. If neither of the above is appropriate, an alternative form of remembrance shall be decided upon. The Board shall periodically determine the amount to be allotted for such purpose.

Meetings

Meetings of the Guild are held on the third Monday of each month, September through May, with the exception of December. Alternate activities are held on the first Monday of each month, September through May. Meetings and alternate activities are held at locations and times in the annual program listings.

Guests may attend Guild activities, always paying such fees as are applicable for workshops and paying a small guest fee as determined by the Board.

Workshops and Programs

Members must pay the applicable fee at the time of sign-up for workshops and only prepayment shall reserve a place in the workshop. A member who is signed up for a workshop and is unable to attend shall notify the Program Chairman who shall attempt to fill the vacancy from a waiting list. If there is no waiting list for that particular workshop, the cancelling member must find her own replacement in order to receive a refund.

Workshops shall be open to HEG members only, unless presented in combination with another Guild or unless the minimum or maximum number of students has not been reached by a date specified by the Program Chairman. In that case, other Guilds and/or individuals who have shown interest in the programs shall be notified of the opening. An additional cost for non-members shall be determined by the board.

Compensation for HEG members presenting programs or workshops shall be determined from time to time by the Board. HEG members providing housing for non-members presenting programs and/or workshops shall receive reimbursement for one restaurant meal for the presenter and HEG member in an amount to be determined by the Board.

Newsletter

There shall be at least three issues of the HEG newsletter, The Chatelaine, distributed to members during the year and posted on the website.

Officers and Committee Chairs

Nominees for the office of Vice-President must have been members for two years prior to nomination.

The Executive Board shall prepare a budget for the upcoming year to be presented at the April business meeting. All committee chairs shall be prepared to give a report at each business meeting.

(Revised January 20, 2025)