

# SARNIA QUILTERS GUILD - POLICIES AND PROCEDURES

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## 1.1 DUES:

- Collected annually.
- \$35.00 per year.
- \$20.00 February to June.

## 2.1 FACILITY RENTALS AND DONATIONS:

### a) Main Facility:

- To be calculated at \$20.00 per hour of use of the facility payable at the end of the fiscal year.
- Setup and takedown to be calculated at \$10.00 per hour payable at the end of the fiscal year

### b) Alternate Facilities:

- To be paid as per agreements with the various locations

## 3.1 GUESTS:

- First time, no charge, except for out-of-town guest speakers where there will be a charge of \$10.00 to all non-members.
- \$5.00 subsequent visit for an occasional meeting

## 4.1 LIBRARY:

- Members only may borrow.
- Members may borrow a limit of 3 books per month (renewable monthly)
- One month loan except for May where these books are to be returned in September.

## 5.1 CLASSES - (IN HOUSE TEACHERS):

- Cost - per person plus materials
- Members:
  - Full Day \$20.00 Half Day \$10.00
- Non Members:
  - Full Day \$25.00 Half Day \$15.00
- Fee paid to Teacher (Guild Member)
  - Full Day \$100.00
  - Half Day \$50.00
- Payment to the teacher is to be made within 30 days of the class
- Cancellation Fee: \$35.00 to be paid to teacher if class is cancelled by Guild within 30 days
- A minimum of 5 participants is required to cover the cost of the teacher
- Non members may sign up if space is available
- Treasurer and Program work together to ensure monies are collected and recorded
- Payments must be made when signing up for class
- Payments are not refundable unless cancelled by guild

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## 6.1 CLASSES (GUEST TEACHERS):

- Cost - fee will be set to cover teaching costs.
- Non-members will pay an additional fee as set by the Program Committee.
- A minimum of 10 participants is required at least 35 days prior to the scheduled class
- The amount of mileage paid to guest teachers will be at their current rate.
- Guild pays expenses according to contract requirements

## 7.1 MEMBERSHIPS (fees paid annually):

- Ontario Quilt Connection
- Canadian Quilters Association

## 8.1 OUT OF TOWN DELIVERY:

- Guild may pay mileage (at a rate of \$.45 per km.) or courier service when delivering or picking up Guild related items to out of town show/exhibit.
- The show/exhibit to be approved by the executive and payment to be arranged by the President and Treasurer.

## 9.1 CARDS:

- Cards are to be sent to members in case of illness or death in family by the one of the Secretaries.
- The address for the Secretary will be posted in the Newsletter monthly.

## 10.1 SIGNING OFFICERS:

- There will be (3) three persons with signing power.
- Cheques must be signed by any one of the designated persons: up to \$250.00
- Cheques over \$250.00 require two signatures.
- Cheques must not be signed by recipient.

## 11.1 EXECUTIVE SPENDING:

- The Executive has the authority to spend up to \$300.00 without the approval of the General Membership.

## 12.1 INSURANCE:

- The Treasurer will ensure an Insurance Policy for Commercial General Liabilities is in place for the Guild and inform the Executive at the first meeting of the year that the policy is in place.

## 13.1 ADVERTISING IN S'QUILT NEWSLETTER:

- Vendors or persons having products in which Guild Members may be interested may place an advertisement in the Newsletter at a cost of \$40.00 per full page, \$20.00 per half page, \$10.00 for a quarter page or \$5.00 for business card per issue.

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## 14.1 QUILT SHOW:

- A quilt show will be held every three (3) years.
- A committee shall be selected by the Quilt Show Convenor to oversee the preparation, display and other facets of the quilt show.
- In the year of the show, the next Convenor will be selected

## 15.1 WEB SITE:

- The Sarnia Quilt Guild will maintain a Website which will contain but not be limited to Newsletter, Policies, By-laws,
- Members who have access to a computer are expected to print off their own information.
- Hard copies of the Membership List will be provided, upon request for \$2.00.
- Membership Lists will be updated annually and available at the December meeting.
- Membership Lists will not be displayed on the Web