

**SARNIA QUILTERS GUILD
POLICIES AND PROCEDURES
APPROVED NOV 2007**

1.0 DUES

Collected on or before August 1st

\$35.00 per year.

\$20.00 February to June.

2.0 FACILITY DONATION

To be calculated at \$10.00 per hour of use of the facility. To be paid at the end of the fiscal year.

\$100.00 for Janitorial Staff. To be paid at the end of the fiscal year.

Setup and takedown to be calculated at \$10.00 per hour. To be paid at the end of the fiscal year.

3.0 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

4.0 LIBRARY

Members only may borrow.

One Month loan except for summer, July and August

5. CLASSES – (IN HOUSE TEACHERS)

Cost – per person plus materials

Members

Full Day \$20.00 Half Day \$10.0

Non Members

Full Day \$25.00 Half Day \$15.00

Fee paid to Teacher (Guild Member)

Full Day \$100.00

Half Day \$50.00

Cancellation Fee \$35.00 given to teacher if canceled by Guild within 30 days

Classes filled with members with the total # of participants divided between the afternoon and evening sessions. Non members may sign up if space is available

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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 canceled by guild.

6.0 CLASSES (GUEST TEACHERS)

Cost – fee will be set to cover costs. Non-members will pay an additional fee as set by the Program Committee.

The amount of mileage paid to guest teachers will be at there current rate.

per long Guild pays traveling expenses, meals, room and board at a members home at a cost of \$50.00 night unless other arrangements are made. Hotel costs will be covered for up to two for distance teachers.

7.0 MEMBERSHIPS (fees paid annually)

Ontario Quilt Connection

Canadian Quilters Association

8.0 OUT OF TOWN DELIVERY

Guild may pay gas or courier service when delivering or picking up quilts 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.

9.0 CARDS

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

10.0 SIGNING OFFICERS

There will be (3) three persons with signing power.

Cheques must be signed by any one of the following designated persons: President, Vice President and Treasurer up to \$250.00
Cheques over \$250.00 require two signatures.
Cheques should not be signed by recipient.

11.0 EXECUTIVE SPENDING

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

12.0 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.

13.0 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 \$20.00 per half page, \$10.00 for a quarter page or \$5.00 for business card per issue.

14.0 PUBLIC QUILTS

The Sarnia Quilters Guild will not accept donations of quilt tops or unfinished quilt tops from the public.

15.0 GUILD QUILT.

A guild quilt may be made by for our tri-annual quilt show. Following its display at the quilt show it shall be donated to a national charity such as but not limited to Quilt for a Cure. The SQG name shall be prominently displayed as the donour.

16.0 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.

17.0 WEB SITE

The Sarnia Quilt Guild will set up and administer a Web Site which will contain but not limited to Newsletter, By-laws, Library Inventory, Programs. Members who have access to a computer are expected to print off their own information.

Hard copies of the Membership List will be provided for \$1.00

Membership Lists will not be displayed on the Web