

POLICY I G-Mail Communications within the Guild Policy

The G Mail Coordinator (and the G Mail Backup) will be the primary conveyors of information sent to the Membership via email. When they are in doubt as to whether a message is appropriate they will consult with the President. **The Membership Coordinator and the ZOOM Coordinator will also have access to the G-Mail account.**

Emails will be forwarded to the membership for the following reasons:

- To relay information about events, retreats, quilt shows etc., hosted by other guilds or fibre arts organizations.
- To relay information about serious illness or death of a **Guild member** such as visitation information etc.
- To relay information, from any of the **paid** advertisers in our Guild Newsletter, about sales, store hours etc.
- To relay information about in house Guild activities such as Newsletter or Program information
- To relay information about inclement weather closures

Emails will **not** be forwarded to the membership for the following reasons:

- Any requests from business enterprises who have not advertised in our Guild Newsletter, regardless if they are Guild members or not. These parties will be diplomatically advised that the information will be forwarded to our President for conveyance at a meeting, and they will be provided contact information for our Newsletter Editor should they wish to take out an ad in our Guild Newsletter.
- Any requests from Guild members who wish to advertise the selling of personal merchandise, or fundraising activities they are involved in. Members should be advised to contact the Newsletter Editor about a possible notice in the next Newsletter.
- Other emails of a personal nature.

POLICY II Guidelines for Weekend Workshops for 'Members'

GUILD

- The Guild will hold at least two workshops during the guild year – November and April (Fall and Spring)
- The topics will be decided upon based on the suggestion(s) put forward by the membership
- The suggested topics should come from both Stitchery and Quilting, allowing each to hold a workshop during the year, if there is adequate member participation from each
- The workshops could be self-funded or funded through a surplus of Guild monies.

ATTENDEES

- All weekend learning initiatives are fully-paid by attendees on a cost sharing basis. This is subject to availability of some funding from Guild revenues
- Attendees are required to make a deposit of 50% of the established cost. This deposit is only refundable up until a date specified by the Workshop Coordinator. The final amount is due on a date established by the Workshop Coordinator and IS **NON REFUNDABLE AFTER THAT DATE**. Any excess fees collected will remain in the Guild general account.
- If there is a specified kit, pattern or supplies required for the Workshop, this cost is borne by the attendee before the order is submitted and is non-refundable. Attendees must purchase copyrighted materials. Instructors will provide a supply list at the earliest opportunity to allow for order time.
- Members of the SDQS Guild are given first choice to attend Guild Workshops. If after a date specified by the Workshop Coordinator, there is room in the class, attendance may be opened to others. Participants from

outside our Guild will pay the full fee for the Workshop. Only SDQS Guild members will receive the subsidized rate, if applicable.

TEACHERS/LECTURERS/PRESENTERS

- All Teachers/Lecturers/Presenters will be required to sign a contract/agreement stating the terms of service and payment for services rendered. Unless the teacher has their own established format, the SDQS Guild will utilize the agreement created for this purpose.
- Class size will be determined at the discretion of the Instructor.
- When out of town expenses are to be incurred, they will be clearly spelled out beforehand and those involved (teacher, host, drivers) compensated as per established guidelines. (See Workshop Coordinator's Guidelines)

FACILITY

- Classes will normally be held at the Parkside
- Costs for the rental of the Parkside Centre will be set as per discussions with Parkside Management and the amount included in the workshop costs to the participants.

POLICY III Bereavement Announcement Policy

To properly balance our desire to support our members during their time of grief with the need to be sensitive about privacy and confidentiality, it is the policy of the Sudbury and District Quilting and Stitchery Guild to only announce, via email, the death of a current or past Guild Member, or a member of their immediate family, where it is accompanied by a publicly announced obituary.

Undoubtedly, we also want to be sympathetic regarding the death of other family members of our fellow Guild members, past or present. However, due to privacy and confidentiality, we will not make those announcements through our Guild Email without the express permission of the member or their family.

POLICY IV Inclement Weather Policy

In the event that a meeting is to be cancelled due to inclement weather, the President and the Vice President will:

- monitor the local weather reports via T.V. , the weather network and the weather app: 511.on.ca and other media sources
- make a joint decision, no later than 3:00 p.m. whether or not to cancel a meeting
- in the event of a cancellation, the President or Vice President will contact the G Mail Coordinator who will send out a notification email to all members and telephone members who do not have email
- cancellation of meetings or events other than regular Guild Meetings will be the responsibility of the Coordinator of that event
- will contact the Parkside Management (telephone: 705 673 6227) to advise of cancellation and ask to put a sign on the Parkside door, in case a member arrives to a cancelled meeting
- members should use their best judgment at all times to decide if they wish to travel to and from the Parkside.

POLICY V Letter of Response to a Request for Charitable Donation

Date

Name and Address of Recipient

Dear

RE: Request for Charitable Donation

This will acknowledge receipt of your request for the donation of _____
from the Sudbury and District Quilting and Stitchery Guild.

Service to the Community is a very important commitment for our Guild. Our Guild honours this commitment with the creation and donation of Community Quilts to numerous organizations in our city. In this way, our charitable work serves a broad spectrum of needs in the Greater Sudbury area. Our quilts are made to be used directly by the intended recipients, and we preclude the organizations from using our quilts for raffle purposes.

We realize that there are other very worthy organizations doing their part to address other community needs. Unfortunately our Guild does not have the resources to provide support beyond our Community Quilt Program, and as a result, we cannot grant your request.

We will note your request in our Guild Newsletter in the event that there is an individual member who wishes to assist your organization. We will ask members to contact you directly in this regard.

Yours truly,

President
Sudbury and District Quilting and Stitchery Guild

POLICY VI Live and Virtual Speaker Contracts

SUDBURY DISTRICT QUILTING AND STITCHERY GUILD LIVE LECTURER / WORKSHOP AGREEMENT

TEACHER/LECTURER:

ADDRESS: _____

PHONE: _____ CELL PHONE _____

EMAIL: _____

QUILT GUILD: Sudbury District Quilting and Stitchery Guild**PRIMARY CONTACT:** _____

ADDRESS: _____ PHONE: _____ CELL PHONE: _____

SECONDARY CONTACT: _____ PHONE: _____ CELL PHONE: _____**LECTURE** ☐ **WORKSHOP** ☐ **TRUNK SHOW** ☐

TITLE and TOPIC _____

LENGTH OF EVENT: _____ NUMBER OF PARTICIPANTS: _____

DATE: _____ TIME: _____

LOCATION: _____

COST TO GUILD MEMBER: _____ PATTERN TO BE PURCHASED: _____

FEES AND EXPENSES:

INSTRUCTOR FEE: _____ TOTAL AMOUNT PAYABLE TO INSTRUCTOR: _____

MEALS/ACCOMODATION FEE: _____

TRAVEL/MILEAGE FEE: _____

FACILITY FEE: _____

NOTE: If due to illness, accident or unavoidable circumstances, the Lecturer/Instructor fails to appear or the above activity is unable to occur, and a mutually satisfactory date for appearance cannot be arranged, it is hereby agreed that this contract shall be considered null and void.

Lecturer/Instructor_____
Date_____
President, S.D.Q.S. Guild_____
Workshop Committee Coordinator_____
Date_____
Date

**SUDBURY & DISTRICT QUILTING & STITCHERY GUILD
VIRTUAL SPEAKER CONTRACT**

This agreement is between Sudbury & District Quilters and Stitchery Guild (SDQSG) and the guest speaker/workshop presenter identified below:

Name: _____
Address: _____
Phone: _____
Email: _____
Website: _____

1. SERVICES CONTRACTED

SDQSG wishes to engage the guest speaker for the following services:

☐ **Virtual Lecture/Trunk Show**

Lecture Title:

Date:

Meeting Time:

Length of lecture: 45 minutes followed by 15-minute live Q&A session

Fee: \$ Currency:

The meeting will be held on the Guild's virtual platform unless other arrangements are noted here:

☐ **Virtual Workshop**

Workshop Title:

Date:

Workshop start time End time

Workshop fee: \$ Currency:

Class size: The maximum enrollment is students per class. additional students
can be added for an additional fee of .

Kit fee, if applicable: \$

The speaker will provide supply lists and any kit materials at least 30 days before the workshop.

The workshop will be held on the Guild's virtual platform and/or email system unless other arrangements are noted here:

2. RECORDINGS

SDQSG recognizes the content of presentations and workshops is the intellectual property of the speaker.

Lectures

SDQSG uses a prerecorded presentation to avoid an array of potential technical problems. The recording will not be archived and used beyond the meeting date.

- ☐ SDQSG will work with the speaker to create a prerecorded presentation for use at the SDQSG meeting. Please contact the Guild representative 45-days before the scheduled lecture to make arrangements for this work.
- ☐ SDQSG will use a prerecorded presentation provided by the speaker.

Meetings

The parties agree that SDQSG can record the guild meeting, including the speaker presentation, to allow members to review it later. Members receive a password-protected link enabling them to view the recording which expires _____. (Note to Program Coordinator –one week is the standard that Sudbury has been utilizing during our negotiations) SDQSG's Zoom settings prohibit members from making their own recordings.

Note any special arrangements/exceptions here:

3. PUBLICITY

SDQSG is permitted to publicize the Speaker's event to its members their email newsletter, mailing lists, website, social media channels, and other channels they deem appropriate. The speaker will submit materials to be used for publicity (biography, photo, lecture/workshop description) to the Guild representative within 14 days of the contract being signed.

4. PAYMENTS

SDQSG will pay the speaker \$ _____ via E-transfer as soon as possible upon receipt of the invoice.

(Note for Program Coordinator – This area is negotiated with the speaker to make sure that the method of payment is mutually agreeable. Another area to be discussed is whether the speaker requires a down payment to secure the date and the balance to be paid once the service is rendered)

5. CANCELLATIONS

This contract may be cancelled, without penalty, by either party with a 60-day notice prior to the scheduled service. Similarly, neither party will be held to this contract if the workshop is cancelled due to illness.

In the event of technical difficulties not attributed to either party, the Guild representative and the speaker will attempt to work out a satisfactory alternative date for delivery of service.

Please sign, date and return a copy of this contract to the SDQSG representative noted below.

Guild representative
Email:

Program Coordinator

Signed: _____ Date: _____
Guild President or Designee with authority to bind the organization

Signed: _____ Date: _____
Speaker