



# EDMONTON AND DISTRICT QUILTERS GUILD

# Policy Manual

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## Introduction

Welcome to the Edmonton & District Quilters' Guild (EDQG) Policy Manual. EDQG Policy Manual was developed to provide a resource to guide EDQG Board members in their decision-making roles for EDQG. This document began as a compilation of the policies of EDQG that were in various locations and formats and was designed as a 'living' document that will be updated and changed in response to the needs of EDQG.

## EDQG Objects

The objects outline why the organization was formed and describe its fundamental goals and objectives. Changes to the Objects can only be made by Special Resolution of EDQG members and must be submitted to Alberta Corporate Registry along with the appropriate fee for approval. The process to be followed is defined by the Government of Alberta.

Established in 1978 as an incorporated society under the Societies' Act of Alberta,  
The objects of EDQG shall be as follows:

- To contribute to the knowledge of and to promote the appreciation of fine quilts,
- To sponsor and support quilting activities,
- To encourage quilt making and collecting,
- To contribute to the growth of knowledge of quilting techniques, textiles, patterns, history and quilt-makers, through educational meetings, travel, and fellowship.

## EDQG Bylaws

The bylaws outline the governing rules and regulations of EDQG (how the organization is to be governed, how powers are to be exercised) and provide ground rules the board uses to develop its structure, clarify roles, responsibilities and functions, and establish meeting and voting procedures.

Edmonton and District Quilters' Guild Bylaws  
(Incorporated under the Societies Act)

Passed by Special Resolution September 18, 2019

Filed by Registrar of Corporations, Government of Alberta March 13, 2020

Any changes to EDQG Bylaws must be passed by Special Resolution of EDQG Members. The process to be followed is defined by Alberta Corporate Registry. The changes must then be sent to Alberta Corporate Registry for approval.

For EDQG current Bylaws, please see EDQG Website.



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## EDQG Vision, Mission and Values

EDQG has also established Vision, Mission and Values to further define EDQG. These will be reviewed annually by EDQG Board during the annual Board Planning session to ensure relevance for the current organization and its members.

### EDQG Vision

Sharing the heART of Quilting

### EDQG Mission

To celebrate, preserve the history of and, promote the future of quilt making in our community through education, encouragement, fellowship, and service

### EDQG Values

Fun  
Acceptance  
Creativity  
Trust  
Sharing

## EDQG Policy Development Process

The policy development process is cyclical and should be part of the annual planning cycle. Once the need for a policy has been identified by the board, an EDQG member or someone from outside the organization, below are the steps to follow:

### **1. Planning and Preparation:**

- Review EDQG's policy on policy making, committee terms of reference, job descriptions, and policy format.

### **2. Leadership:**

- Ensure board and those involved in developing the policy understand and are committed to the process.



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### **3. Participation:**

- Those identified will work together to formulate policy.
- Policies may be written by several different people (e.g. a board member, a volunteer, or a committee).
- Review existing policies (written and unwritten), past minutes, policies of similar organizations, and discuss with board members.
- Prepare the first draft.

### **4. Follow-through:**

- Submit the first draft to the appropriate committee, or to the board, for review.
- Identify and resolve any outstanding issues.
- Revise the first draft as required and re-submit for further review.
- Note: policies require board approval; procedures do not.

### **5. Evaluation:**

- Approval of the policy should be recorded in the board minutes, publicized as appropriate, and the policy integrated into the policy manual.
- Every board member should have a copy.
- Responsibility for implementation, review and evaluation should be clearly stated.
- Each policy should include a date for automatic review.

## **EDQG Policy Types**

EDQG policies may fall under any one of the following types: framework, self-governance, operational, and advocacy policies. The purpose of all policies is to:

- ❖ Foster stability and continuity within the organization.
- ❖ Enhance board and member efficiency.
- ❖ Clarify governing style, roles, responsibilities, and expectations.
- ❖ Clarify the organization's role within the community and why it warrants support.



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## 1. SELF-GOVERNANCE POLICIES

- ❖ State how the board will govern itself and the organization
- ❖ Set out principles, rules, governing style, roles, responsibilities and functions of membership, board, board members, and board committees (e.g. Policy making, Code of Conduct, etc.)



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<b>Policy Type</b>	Self-Governance
<b>Policy Name:</b>	<b>1.1 Code of Conduct</b>
<b>Approval Date:</b>	May 27, 2020
<b>Revision Date(s):</b>	
<b>Review Date:</b>	Annually or upon request for review

## **1. Purpose**

To identify a standard of behavior of EDQG Board

## **2. Policy Details**

EDGQ Board will:

- endeavor to represent the broader interests of members and/or stakeholders.
- seek to balance their contribution as both an advisor and learner.
- refrain from influencing other board members outside of meetings that may influence and limit free and open discussion.
- be a dissenting voice, endeavor to build on other board member's ideas, offer alternative points of view as options to be considered and invite others to do so too.
- be balanced in one's effort to understand other board and committee members and to make oneself understood.
- support a decision once it has been made even if one's own view is a minority one.
- not disclose or discuss differences of opinion on the board with those who are not on the board.
- communicate externally with "one voice".
- respect the confidentiality of information.
- be an advocate for the organization and its mission wherever and whenever the opportunity arises in their own personal and professional networks.
- disclose one's involvement with other organizations, businesses, or individuals where such a relationship might be viewed as a conflict of interest.





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### **3. Policy Scope**

EDQG Board Members

### **4. Related Policies**

Conflict of Interest  
Transparency and Fairness



# EDMONTON AND DISTRICT QUILTERS GUILD

<b>Policy Type</b>	Self-Governance
<b>Policy Name:</b>	<b>1.2 Conflict of Interest</b>
<b>Approval Date:</b>	October 23, 2018
<b>Revision Date(s):</b>	May 27, 2020
<b>Review Date:</b>	Annually or upon request for review

## 1. Purpose

To define what 'Conflict of Interest' is and is not and to identify requirements if a board or committee member is in a Conflict-of-Interest situation

## 2. Policy Details

A conflict of interest:

- arises when a board or committee member exercises an official power, duty, or function that provides an opportunity to further their private interests or those of their relatives or friends or, to improperly further another person's private interests.
- does not arise when EDQG or a member agrees to purchase goods or services offered on the same or better terms as to the public from a commercial enterprise owned by a member of EDQG.

A board or committee member **shall not** decide or participate in decision-making, if they know, or, reasonably should know, that they would be in a conflict of interest. They must leave the room during discussion and voting on the matter.

## 3. Policy Scope

EDQG Board and Committee Members

## 4. Related Policies

Code of Conduct  
Transparency and Fairness



# EDMONTON AND DISTRICT QUILTERS GUILD

<b>Policy Type</b>	Self-Governance
<b>Policy Name:</b>	<b>1.3 Policy Making</b>
<b>Approval Date:</b>	April 22, 2020
<b>Revision Date(s):</b>	May 27, 2020
<b>Review Date:</b>	Annually or upon request for review

## **1. Purpose**

To identify how EDQG will manage Policy Development and ongoing review

## **2. Policy Details**

The Policy Review Adhoc Committee will draft and review policies for the consideration of EDQG board.

This responsibility will pass to the Director of Governance as identified in EDQG Bylaws (6.5.1.3) when that position is filled in September 2020. The Director of Governance shall lead those identified to work together to formulate policy.

Policy development is cyclical and should be part of the annual planning cycle.

## **3. Policy Scope**

All policies governing EDQG

## **4. Related Policies**



# EDMONTON AND DISTRICT QUILTERS GUILD

<b>Policy Type</b>	Self-Governance
<b>Policy Name:</b>	<b>1.4 Transparency and Fairness</b>
<b>Approval Date:</b>	February 26, 2020
<b>Revision Date(s):</b>	May 27, 2020
<b>Review Date:</b>	Annually or upon request for review

## **1. Purpose**

To identify EDQG's position on Transparency and Fairness

## **2. Policy Details**

EDQG will:

- determine its needs annually, and
- provide equal opportunities to providers of facilities and/or products.

Decisions will be:

- based on research and available information provided for facilities and/or products.
- deferred to EDQG Board for a decision if there is a potential conflict of interest during the decision making.

## **3. Policy Scope**

Decisions about providers of facilities and/or products

## **4. Related Policies**

Code of Conduct

Conflict of Interest



# EDMONTON AND DISTRICT QUILTERS GUILD

<b>Policy Type</b>	Self-Governance
<b>Policy Name:</b>	<b>1.5 PIPA - Personal Information Protection Act</b>
<b>Approval Date:</b>	June 26, 2021
<b>Revision Date(s):</b>	
<b>Review Date:</b>	Two years from acceptance or upon change

## **1. Purpose**

This act describes how an organization should handle personal information. In our case, this is primarily member information but could also include non member information of individuals who attend our events such as retreats, meetings or workshops.

EDQG is responsible for all personal information in our control. The person responsible for compliance with this will be the Director of Governance. As well, all questions re: PIPA will be referred to this person.

As a non profit organization, we fall under the PIPA rules as we offer a commercial component in the form of training (retreats, workshops etc ) similar to for profit companies.

## **2. Policy Details**

We need consent to collect personal information from an individual and implied consent is given when a membership application or retreat registration form is provided. There must be a specific reason why we collect each field. Most often it is so we can communicate with our members E.g. Email addresses are provided on the membership form so that we can notify our members when the newsletter is on the website or when we provide information about events. PIPA wording needs to be on the membership and workshop/retreat registration forms.

Safeguards must be in place to protect personal information from unauthorized access, theft, modification, access, disclosure and destruction. Safeguards should be appropriate to the sensitivity of the information.



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### **3. Policy Scope**

All information collected cannot be shared and for this reason, only board /committee members have access to the membership list and use for EDQG purposes only. We do not sell or share our membership list.

The EDQG does not store credit card information.

### **4. Related Policies**

Cross Reference:

<https://open.alberta.ca/dataset/0f9e8b2e-cc94-4379-a886-ae86cdb9632f/resource/467b01fe-0347-4054-8c75-dbb5aa0fca36/download/2010-pipa-summary-revised-2010-05.pdf>



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## 2. OPERATIONAL POLICIES

- ❖ Outline the board's directions for financial and program functions
- ❖ Direct actions of committees and volunteers

High-level procedures may form part of a policy; detailed procedures to be used in day-to-day operations will be maintained separately from the Policy Manual.

Generally, procedures are developed by committees and do not require the approval of the board.



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<b>Policy Type</b>	Operational
<b>Policy Name:</b>	<b>2.1 Financial - Cash Floats</b>
<b>Approval Date:</b>	January 2016
<b>Revision Date(s):</b>	May 27, 2020
<b>Review Date:</b>	Annually or upon request for review

## **1. Purpose**

To provide members with a cash float when required

## **2. Policy Details**

The Treasurer will provide cash floats as approved by the Board.

## **3. Policy Scope**

EDQG Members

## **4. Related Policies**





# EDMONTON AND DISTRICT QUILTERS GUILD

<b>Policy Type</b>	Operational
<b>Policy Name:</b>	<b>2.2 Financial – Cheque Signing</b>
<b>Approval Date:</b>	January 2016
<b>Revision Date(s):</b>	May 27, 2020
<b>Review Date:</b>	Annually or upon request for review

## **1. Purpose**

To identify EDQG requirements on cheque signing

## **2. Policy Details**

EDQG cheque-signers **will not** sign any blank cheques.

## **3. Policy Scope**

All EDQG Cheques

## **4. Related Policies**



# EDMONTON AND DISTRICT QUILTERS GUILD

<b>Policy Type</b>	Operational
<b>Policy Name:</b>	<b>2.3 Financial - Expense Reimbursements</b>
<b>Approval Date:</b>	October 3, 2018
<b>Revision Date(s):</b>	May 27, 2020
<b>Review Date:</b>	Annually or upon request for review

## **1. Purpose**

To clarify the parameters of expense reimbursements

## **2. Policy Details**

Members will be reimbursed for:

- direct expenses incurred on behalf of EDQG that are part of an approved budget.
- expenses not part of an approved budget if the Board has approved the expense prior to it being incurred.

## **3. Policy Scope**

EDQG Members

## **4. Related Policies**

Transportation



# EDMONTON AND DISTRICT QUILTERS GUILD

<b>Policy Type</b>	Operational
<b>Policy Name:</b>	<b>2.4 Financial – Hosting Honorarium</b>
<b>Approval Date:</b>	October 20, 2018
<b>Revision Date(s):</b>	May 27, 2020
<b>Review Date:</b>	Annually or upon request for review

## **1. Purpose**

To define parameters of an honorarium provided to an EDQG member for hosting a guest lecturer, workshop facilitator or judge

## **2. Policy Details**

EDQG will provide an honorarium:

- to an EDQG member who hosts a guest lecturer, workshop facilitator or judge at their home.
- based on a per night honorarium amount set annually by EDQG Board.
- for the number of nights identified in the contract.

## **3. Policy Scope**

EDQG Members hosting a Guest Lecturer, Workshop Facilitator or Judge

## **4. Related Policies**



# EDMONTON AND DISTRICT QUILTERS GUILD

<b>Policy Type</b>	Operational
<b>Policy Name:</b>	<b>2.5 Financial - Insurance</b>
<b>Approval Date:</b>	January 2016
<b>Revision Date(s):</b>	May 27, 2020
<b>Review Date:</b>	Annually or upon request for review

## **1. Purpose**

To ensure EDQG and EDQG Board Members are protected by insurance

## **2. Policy Details**

EDQG will maintain insurance coverage for:

- Liability Insurance, and
- Director and Officer Insurance.

## **3. Policy Scope**

EDQG

## **4. Related Policies**



# EDMONTON AND DISTRICT QUILTERS GUILD

<b>Policy Type</b>	Operational
<b>Policy Name:</b>	<b>2.6 Financial - Payment Methods</b>
<b>Approval Date:</b>	February 26, 2020
<b>Revision Date(s):</b>	May 27, 2020; Nov 26, 2020; Oct. 26, 2022
<b>Review Date:</b>	Annually or upon request for review

## **1. Purpose**

To outline methods of payment accepted by EDQG

## **2. Policy Details**

EDQG will accept the following methods of payment, unless specifically stated otherwise:

- cash,
- cheque,
- credit card,
- debit card, or
- interac e-transfer

Service charges will be:

- absorbed by EDQG for use of debit cards.
- paid by the card holder for use of credit cards. This fee is non-refundable.
- **Oct. 26, 2022:** In cases where a member pays their membership fee with a credit card when it was already paid or given free (as to a Silver Thimble member), a refund will be given with the service charges on their card absorbed by EDQG.

## **3. Policy Scope**

EDQG Members and Non-members

## **4. Related Policies**



# EDMONTON AND DISTRICT QUILTERS GUILD

<b>Policy Type</b>	Operational
<b>Policy Name:</b>	<b>2.7 Financial – Membership Fees</b>
<b>Approval Date:</b>	May 26, 2021
<b>Revision Date(s):</b>	
<b>Review Date:</b>	Two years from acceptance or upon change

## 1. *Purpose*

To adjust membership income yearly due to the bylaw change in year end.

## 2. *Policy Details*

With the change in the year end to March 31st when the new bylaws were passed, we must now account for the difference in the timing of the membership year (September to August) and the fiscal year end.

As members renew their membership in September but the fiscal year end is the end of March, 25% of membership revenue will be deferred to the following year.

## 3. *Policy Scope*

Annual adjustment

## 4. *Related Policies*



# EDMONTON AND DISTRICT QUILTERS GUILD

<b>Policy Type</b>	Operational
<b>Policy Name:</b>	<b>2.8 Financial – Transportation</b>
<b>Approval Date:</b>	January 23, 2019
<b>Revision Date(s):</b>	May 27, 2020, January 26, 2022, May 25, 2022
<b>Review Date:</b>	Annually in April or upon request for review

## **1. Purpose**

To identify parameters for Transportation Reimbursement

## **2. Policy Details**

EDQG:

- will outline (as part of the contract), EDQG guest lecturer, workshop facilitator or judge's transportation within Edmonton and District or from the point of arrival to their accommodation.
- will reimburse transportation costs for guest lecturer, workshop facilitator or judge under contract for the lesser of flight costs or driving costs.
- will reimburse an EDQG representative for providing transportation from within Edmonton and District as defined in the contract.
- Board will annually set the per-kilometer reimbursement rate.

## **3. Policy Scope**

Guest Lecturer, Workshop Facilitator, Judge, or EDQG representative providing transportation

## **4. Related Policies**

Expense Reimbursement



# EDMONTON AND DISTRICT QUILTERS GUILD

<b>Policy Type</b>	Operational
<b>Policy Name:</b>	<b>2.9 Services - Advertising</b>
<b>Approval Date:</b>	September 2016
<b>Revision Date(s):</b>	May 27, 2020; March 2, 2022, February 28, 2024
<b>Review Date:</b>	Annually or upon request for review

## **1. Purpose**

To identify appropriate EDQG advertisers and payment structure

## **2. Policy Details**

Alberta based quilt-related businesses can advertise with EDQG via our monthly newsletter, website and social media.

The value of the advertising will be set annually by EDQG Board.

Payment for advertising will be made in the form of:

- An annual fee due on September 1<sup>st</sup> of the upcoming year.

## **3. Policy Scope**

EDQG Advertisers

## **4. Related Policies**

2.12 Services - Promoting/Selling Merchandise





# EDMONTON AND DISTRICT QUILTERS GUILD

<b>Policy Type</b>	Operational
<b>Policy Name:</b>	<b>2.10 Services - Grants</b>
<b>Approval Date:</b>	September 2016
<b>Revision Date(s):</b>	May 27, 2020
<b>Review Date:</b>	Annually or upon request for review

## **1. Purpose**

To define grants issued by EDQG

## **2. Policy Details**

EDQG may award an annual grant for each of the following.

- Continuing Education is for an eligible member to attend a workshop or course of their choice and to present their experience at a program meeting.
- Teaching Grant is for an eligible member to develop and deliver a one-day workshop for EDQG.

Eligible member is a member who:

- has been a member for one year,
- did not receive a grant in the previous year (will be considered if there are no other applicants), and
- has applied by the deadline.

Awarding of Grants

- Award recipients will be announced at the Annual General Meeting (AGM).
- The Continuing Education grant will be awarded at the AGM.
- The Teaching Grant will be awarded immediately following delivery of the workshop.

EDQG Board:

- will determine the grant amounts annually.



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- 
- has the authority to waive the requirement for a presentation for the Continuing Education Grant.
  - will not adjust a deadline for submission once set.

### **3. Policy Scope**

EDQG Eligible Members

### **4. Related Policies**



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<b>Policy Type</b>	Operational
<b>Policy Name:</b>	<b>2.11 Services – Guests</b>
<b>Approval Date:</b>	March 2016
<b>Revision Date(s):</b>	September 2016; May 27, 2020
<b>Review Date:</b>	Annually or upon request for review

## **1. Purpose**

To outline the parameters of guest attendance at EDQG program meetings

## **2. Policy Details**

Guests may attend EDQG Program meetings.

Guests will be charged a fee unless:

- they are sponsored by an \*eligible member,
- they are a guest of the Program Speaker,
- they are a guest speaker, or
- the EDQG Board has approved that all guests will attend a specified meeting free of charge.

\*Eligible members may sponsor the attendance of one guest per year by using the coupon included with the annual membership.

## **3. Policy Scope**

EDQG Program Meeting Guests

## **4. Related Policies**



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<b>Policy Type</b>	Operational
<b>Policy Name:</b>	<b>2.12 Services - Promoting/Selling Merchandise</b>
<b>Approval Date:</b>	September 23, 2019
<b>Revision Date(s):</b>	May 27, 2020; March 2, 2022, February 28, 2024
<b>Review Date:</b>	Annually or upon request for review

## **1. Purpose**

To identify EDQG position on promotion/sale of merchandise or services

## **2. Policy Details**

EDQG does not allow members or non-members to promote or sell their merchandise or services at EDQG meetings.

Members may promote items for sale on EDQG website bulletin board and on our social media sites. Non-members may promote items for sale on the EDQG website bulletin board upon approval by the Webmaster.

### **Exception:**

Individuals who are Presenters at an EDQG Member meeting, may promote and sell products before and after a meeting.

## **3. Policy Scope**

EDQG Members and Non-Members

## **4. Related Policies**

2.9 Services - Advertising



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<b>Policy Type</b>	Operational
<b>Policy Name:</b>	<b>2.13 Services - Raffles</b>
<b>Approval Date:</b>	March 2017
<b>Revision Date(s):</b>	May 27, 2020
<b>Review Date:</b>	Annually or upon request for review

## 1. Purpose

To ensure EDQG is compliant with raffle requirements defined by Alberta Gaming, Liquor and Cannabis Commission

## 2. Policy Details

EDQG may hold a fund-raising raffle in which tickets are sold:

- to raise funds for a specified EDQG activity, and
- for a chance to win a prize or cash.

Raffles sponsored by EDQG **must be** licensed through the Alberta Gaming, Liquor and Cannabis Commission as per legislation.

The Past Chair, in the role of Raffle Chairperson, will ensure all raffles are registered, procedures followed, and required reporting is completed and submitted as and when required.

## 3. Policy Scope

All EDQG raffles

## 4. Related Policies



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<b>Policy Type</b>	Operational
<b>Policy Name:</b>	<b>2.14 Services - Registration Protocols</b>
<b>Approval Date:</b>	March 28, 2018 & May 23, 2018 & April 24, 2024
<b>Revision Date(s):</b>	May 27, 2020 & April 24, 2024
<b>Review Date:</b>	Annually or upon request for review

## 1. Purpose

To identify registration protocols for an EDQG Sponsored Event

## 2. Policy Details

### A. Event Registrations

- Members of EDQG will have the first opportunity to sign-up for EDQG sponsored activities.
- If space permits, activities will be made available to non-members, but it *may* be offered at a higher cost.
- Registration process will be defined by the committee responsible for that activity.
- Registration requires full payment and completion of all documentation.
  - Participants are not considered registered until full payment is received.

### B. Event Registrant Transfer

After contacting the event coordinator, any registered participant may arrange for a transfer of their registration to another EDQG member, following established protocol:

- Priority must be given to those listed on the wait list.
- Notice of transfer of registrant must be sent to the event organizer prior to the event.
- The event organizer may help to facilitate the transfer of registration, but it is not their sole responsibility.



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## **C. *Registration refund/discount***

Cancellations/refunds will be considered under the following circumstances:

Cancellation received prior to the booking commitment deadline for the venue/event will result in a full refund of the registration fee paid.

If the registration can be transferred, the registrant will be fully refunded. Registrants requesting cancellation will work with the Committee Chair to ensure the waitlist participants have first right of refusal before going to others to fill the vacancy. The Committee Chair will request a refund on behalf of the member.

If cancellation is requested after the commitment deadline and a transfer is not possible, a refund request may be made by the registrant in writing/email to the Committee Chair for Board consideration.

EDQG may waive all or portion of registration for an EDQG member upon written/email request to the committee chair for consideration by the EDQG board. The member's name does not need to be provided to the Board, just the circumstance.

## **D. *Event Postponement by EDQG***

- Should circumstances arise that result in the postponement of an event, registrations will be transferred to the same event at the new-future date.
- In the event the new date does not work for the registrant, a full refund will be provided.

## **E. *Event Cancellation by EDQG***

- EDQG reserves the right to cancel an event due to low enrollment or other circumstances which would make the event non-viable.
- If EDQG cancels an event, EDQG will make every effort to provide registrants with a full registration refund.

EDQG is not responsible for travel arrangements or any other actual or perceived loss due to postponement/cancellation of an event.

## **3. *Policy Scope***

EDQG Sponsored Events

## **4. *Related Policies***

2.16 Prizes

2.21 EDQG Sponsored Events such as Retreats and Sew Days

2.6 Payment Methods



# EDMONTON AND DISTRICT QUILTERS GUILD

<b>Policy Type</b>	Operational
<b>Policy Name:</b>	<b>2.15 Services - Volunteer Recognition</b>
<b>Approval Date:</b>	February, 2019
<b>Revision Date(s):</b>	May 27, 2020
<b>Review Date:</b>	Annually or upon request for review

## 1. **Purpose**

To identify how EDQG recognizes volunteers

## 2. **Policy Details**

Monetary gifts (i.e. cash or gift cards) are not appropriate for recognition to members and volunteers for EDQG.

### **Acceptable Recognition:**

- Meals and non-alcoholic refreshments provided during the time a member is volunteering for EDQG
- Recognition at general meetings, in publications, or with a token gift (e.g. thank you card, certificate of recognition)
- Upon written request to EDQG Board, there may be times when it will be deemed appropriate to waive all or a portion of admission fees

## 3. **Policy Scope**

EDQG Members

## 4. **Related Policies**





# EDMONTON AND DISTRICT QUILTERS GUILD

<b>Policy Type</b>	Operational
<b>Policy Name:</b>	<b>2.16 Services – Prizes</b>
<b>Approval Date:</b>	May 26, 2021 & April 24, 2024
<b>Revision Date(s):</b>	September 22, 2021, February 28, 2024, April 24, 2024
<b>Review Date:</b>	Two years from acceptance or upon change

## **1. Purpose**

To describe Member Prizes and Raffles.

## **2. Policy Details**

EDQG newsletter advertisers are not to be contacted for the donation of items for prizes.

Member prizes – All members (not just those attending virtual and in person guild meetings) will be eligible for prizes. A member may only win one prize in any one membership year. Once they have won a prize, their name will be taken off the eligible list for the balance of the year.

Raffles – any raffles must be licensed through AGLC – Alberta Gaming, Liquor and Cannabis. The difference is that the member purchases a ticket for these draws and there is a chance that they will win a prize. AGLC requires the licensing of the raffle as well as proper reporting of raffle income and related expenses.

## **3. Related Policies**

2.14 Services - Registration Protocols

2.21 EDQG Sponsored Events such as Retreats and Sew Days



# EDMONTON AND DISTRICT QUILTERS GUILD

<b>Policy Type</b>	Operational
<b>Policy Name:</b>	<b>2.17 Contracts</b>
<b>Approval Date:</b>	March 2, 2022
<b>Revision Date(s):</b>	March 2023
<b>Review Date:</b>	One year from acceptance or upon change

## **1. Purpose**

To identify who reviews and signs contracts on behalf of the EDQG

## **2. Policy Details**

All contracts with the EDQG will be reviewed by the treasurer. Directors can then sign on behalf of the guild for their committees and in their absence, the EDQG chair can sign the contract.

Note: Current year expenses identified in the contract should be reflected in the approved budget.

## **3. Policy Scope**

## **4. Related Policies**

Reference: Policy 2.3 on Expense Reimbursement



# EDMONTON AND DISTRICT QUILTERS GUILD

<b>Policy Type</b>	Operational
<b>Policy Name:</b>	<b>2.18 Guidelines for Recruitment of Presenters</b>
<b>Approval Date:</b>	May 24, 2023
<b>Revision Date(s):</b>	May 2024
<b>Review Date:</b>	One year from acceptance or upon change

## 1. *Purpose*

To provide guidelines for the recruitment of presenters for EDQG meeting.

## 2. *Policy Details*

The Program Committee must determine if/what the presenters plan to promote during their presentation including but not limited to workshops, tools, products, travel tours, books, or services and door prizes.

Presenters will provide the title of their lecture, a biography, and a summary of their presentation along with photos for the newsletter and EDQG website.

Presenters must be prepared to present at a hybrid meeting, providing equal opportunity to both the in-house and online audience. i.e., use of PowerPoint or similar technology.

Workshops for EDQG members may be offered through the Guild to complement the presentation (typically post-presentation). Non-members may be invited if space allows.

Guild members and non-members may submit proposals for presentations to the Program Committee for consideration.

The Program Committee will invite recommendations from members for potential presenters.



# EDMONTON AND DISTRICT QUILTERS GUILD

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Presenters will be selected by the Program Committee. A list of presenters for the following September to May meetings will be submitted annually in April to the Board of Directors for their information.

## ***Policy Scope***

EDQG Members and Non-members

## ***Related Policies***

2.12 Services – Promoting/Selling Merchandise



# EDMONTON AND DISTRICT QUILTERS GUILD

<b>Policy Type</b>	Operational
<b>Policy Name:</b>	<b>2.19 Public Health Guidelines</b>
<b>Approval Date:</b>	March 2, 2022
<b>Revision Date(s):</b>	March 2023
<b>Review Date:</b>	One year from acceptance or upon change

## **1. Purpose**

To outline protocols for EDQG activities in the event of public health guidelines

## **2. Policy Details**

The EDQG board is responsible for being aware of all guidelines.

The Alberta Health Services guidelines and restrictions will be followed in all cases as well as all requirements of the facility hosting the event. The EDQG organizing committee (or board in the case of monthly meetings) will ensure all attendees at an event are aware of these guidelines/restrictions/requirements.

## **3. Policy Scope**

All EDQG members and their guests/speakers

## **4. Related Policies**



# EDMONTON AND DISTRICT QUILTERS GUILD

<b>Policy Type</b>	Operational
<b>Policy Name:</b>	<b>2.20 Donations of Goods and Funds to EDQG</b>
<b>Approval Date:</b>	March 2, 2022
<b>Revision Date(s):</b>	March 2023
<b>Review Date:</b>	One year from acceptance or upon change

## **1. Purpose**

To clarify use of goods and funds donated to the EDQG

## **2. Policy Details**

Specific requests by the donor for use of the goods or funds will be honoured by the EDQG.

Books-Donations of books will be given to the library. Culled and duplicate copies of books may be offered for sale to members yearly, at a nominal cost.

Fabric and Batting - Donations of these items will be gratefully acknowledged and the donor will be advised of its intended use. Goods that cannot be used will be donated to other charitable organizations. Usage of fabric and batting is most often used for charity quilts or for raising funds for scholarships.

Monetary donations are also gratefully accepted and acknowledged.

## **3. Policy Scope**

All donations to EDQG

## **4. Related Policies**



# EDMONTON AND DISTRICT QUILTERS GUILD

<b>Policy Type</b>	Operational
<b>Policy Name:</b>	<b>2.21 EDQG Sponsored Events such as Retreats and Sew Days</b>
<b>Approval Date:</b>	April 24, 2024
<b>Revision Date(s):</b>	
<b>Review Date:</b>	One year from acceptance or upon change

## 1. Purpose

To provide guidelines and consistency in planning EDQG sponsored events.

## 2. Policy Details

### A. Registration Fees

Events are based on cost recovery. The registration fee will be based on the planned attendance, determined by the Committee Chair.

For example: the Committee Chair can set the budget based on 85% of the planned attendance.

The cost of a welcome gift can be built into the registration fee.

Door prizes can be purchased for registered participants, if a surplus is confirmed by the Committee Chair, up to a maximum of five (5) \$50 value prizes. Prizes won at events do not affect eligibility for the monthly member prizes.

Any overage or shortage will be dealt with at EDQG board level.



# EDMONTON AND DISTRICT QUILTERS GUILD

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## ***B. Equipment - new/replacement***

Items such as irons, boards, power cords etc. can be used by a variety of committees. Requests for additional budget for supplies of this type can be made to the Board for consideration.

## ***C. Vendors***

The planning committee may invite quilting vendors, presenters and wellness personnel to attend an event.

The planning committee or Guild does not pay vendors to attend, but will cover the cost of their lunch on the day they attend. This cost will be built into the event budget/registration fee.

Vendors may provide door prizes for event participants.

## **3. Related Policies**

2.14 Services - Registration Protocols

2.16 Prizes





# EDMONTON AND DISTRICT QUILTERS GUILD

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## 3. ADVOCACY POLICIES

- ❖ Create public awareness of EDQG
- ❖ Establish how the organization will promote its mission



# EDMONTON AND DISTRICT QUILTERS GUILD

<b>Policy Type</b>	Advocacy
<b>Policy Name:</b>	<b>3.1 Media Contacts</b>
<b>Approval Date:</b>	September 2016
<b>Revision Date(s):</b>	May 27, 2020
<b>Review Date:</b>	Annually or upon request for review

## **1. Purpose**

To identify the parameters of EDQG media communication

## **2. Policy Details**

Media enquiries to EDQG:

- will be referred to EDQG Board Chair.
- may be delegated to a specific EDQG representative in writing on a case-by-case basis (e.g. Endowment, Quilt Show, etc.).

Media requests from EDQG:

- will be approved by EDQG Board before contacting the media.
- may be delegated to a specific EDQG representative in writing on a case-by-case basis (e.g. Quilt Show, Endowment, etc.).

## **3. Policy Scope**

EDQG

## **4. Related Policies**