



Edmonton and District Quilters' Guild

PO Box 68004, 70 Bonnie Doon Mall, Edmonton, Alberta, T6C 4N6

www.edqg.ca

Policy Manual

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Table of Contents

Contents

Introduction.....	4
EDQG Objects.....	4
EDQG Bylaws	4
EDQG Vision, Mission and Values.....	5
EDQG Vision	5
EDQG Mission	5
EDQG Values	5
EDQG Policy Development Process.....	5
EDQG Policy Types.....	6
1. SELF-GOVERNANCE POLICIES	7
1.1 Code of Conduct	8
1.2 Conflict of Interest	10
1.3 Policy Making	11
1.4 Transparency and Fairness	12
2. OPERATIONAL POLICIES	13
2.1 Financial - Cash Floats	14
2.2 Financial – Cheque Signing	15
2.3 Financial - Expense Reimbursements	16
2.4 Financial – Hosting Honorarium	17
2.5 Financial - Insurance	18
2.6 Financial - Payment Methods	19
2.7 Financial – Transportation	20
2.8 Services - Advertising	21
2.9 Services - Grants	22
2.10 Services – Guests	24
2.11 Services - Promoting/Selling Merchandise	25
2.12 Services - Raffles	26
2.13 Services - Registration Protocols	27
2.14 Services - Volunteer Recognition	29



Edmonton & District Quilters' Guild Policy Manual

3. ADVOCACY POLICIES	30
3.1 Media Contacts	31



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.



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 Quiltmaking

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.



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.



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.)



Policy Type	Self-Governance
Policy Name:	1.1 Code of Conduct
Approval Date:	May 27, 2020
Revision Date(s):	
Review Date:	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.



3. Policy Scope

EDQG Board Members

4. Related Policies

Conflict of Interest
Transparency and Fairness



Policy Type	Self-Governance
Policy Name:	1.2 Conflict of Interest
Approval Date:	October 23, 2018
Revision Date(s):	May 27, 2020
Review Date:	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



Policy Type	Self-Governance
Policy Name:	1.3 Policy Making
Approval Date:	April 22, 2020
Revision Date(s):	May 27, 2020
Review Date:	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



Policy Type	Self-Governance
Policy Name:	1.4 Transparency and Fairness
Approval Date:	February 26, 2020
Revision Date(s):	May 27, 2020
Review Date:	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



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.



Policy Type	Operational
Policy Name:	2.1 Financial - Cash Floats
Approval Date:	January 2016
Revision Date(s):	May 27, 2020
Review Date:	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



Policy Type	Operational
Policy Name:	2.2 Financial – Cheque Signing
Approval Date:	January 2016
Revision Date(s):	May 27, 2020
Review Date:	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



Policy Type	Operational
Policy Name:	2.3 Financial - Expense Reimbursements
Approval Date:	October 3, 2018
Revision Date(s):	May 27, 2020
Review Date:	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



Policy Type	Operational
Policy Name:	2.4 Financial – Hosting Honorarium
Approval Date:	October 20, 2018
Revision Date(s):	May 27, 2020
Review Date:	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



Policy Type	Operational
Policy Name:	2.5 Financial - Insurance
Approval Date:	January 2016
Revision Date(s):	May 27, 2020
Review Date:	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



Policy Type	Operational
Policy Name:	2.6 Financial - Payment Methods
Approval Date:	February 26, 2020
Revision Date(s):	May 27, 2020
Review Date:	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.

3. Policy Scope

EDQG Members and Non-members

4. Related Policies



Policy Type	Operational
Policy Name:	2.7 Financial – Transportation
Approval Date:	January 23, 2019
Revision Date(s):	May 27, 2020
Review Date:	Annually 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



Policy Type	Operational
Policy Name:	2.8 Services - Advertising
Approval Date:	September 2016
Revision Date(s):	May 27, 2020
Review Date:	Annually or upon request for review

1. Purpose

To identify appropriate EDQG advertisers and payment structure

2. Policy Details

Quilt-related businesses can advertise with EDQG.

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

Payment for advertising will be made in the form of:

- new merchandise,
 - gift certificates for merchandise, or
 - gift certificates for quilting services, and
- will be used as prizes at various EDQG events.

3. Policy Scope

EDQG Advertisers

4. Related Policies



Policy Type	Operational
Policy Name:	2.9 Services - Grants
Approval Date:	September 2016
Revision Date(s):	May 27, 2020
Review Date:	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.



- 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



Policy Type	Operational
Policy Name:	2.10 Services – Guests
Approval Date:	March 2016
Revision Date(s):	September 2016; May 27, 2020
Review Date:	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



Policy Type	Operational
Policy Name:	2.11 Services - Promoting/Selling Merchandise
Approval Date:	September 23, 2019
Revision Date(s):	May 27, 2020
Review Date:	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/Non-Members may promote items for sale on EDQG website bulletin board.

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



Policy Type	Operational
Policy Name:	2.12 Services - Raffles
Approval Date:	March 2017
Revision Date(s):	May 27, 2020
Review Date:	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



Policy Type	Operational
Policy Name:	2.13 Services - Registration Protocols
Approval Date:	March 28, 2018 & May 23, 2018
Revision Date(s):	May 27, 2020
Review Date:	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.
 - Participants are not considered registered until full payment is received.
 - Registration is non-refundable.

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.



C. *Event Registrant Refund*

A refund request must be made by the registrant in writing (email acceptable) to EDQG Secretary for decision by the Board.

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 a training event.
- may waive all or a portion of registration upon written request to and approval by EDQG Board.

3. *Policy Scope*

EDQG Sponsored Events

4. *Related Policies*



Policy Type	Operational
Policy Name:	2.14 Services - Volunteer Recognition
Approval Date:	February, 2019
Revision Date(s):	May 27, 2020
Review Date:	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**



3. ADVOCACY POLICIES

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



Policy Type	Advocacy
Policy Name:	3.1 Media Contacts
Approval Date:	September 2016
Revision Date(s):	May 27, 2020
Review Date:	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