

## **SQG CODE OF CONDUCT**

### **Purpose:**

All members and guests of the Saskatoon Quilters' Guild (Guild) are entitled to an environment where they are treated with kindness, courtesy, and respect. The Code of Conduct clarifies the basic standards of behaviour expected of all members and guests at Guild events.

### **Scope:**

The code of conduct applies within all our Guild community spaces, both on and offline, including printed material, emails, and social media.

### **Definitions:**

*Members* are those persons over the age of 18 who have paid membership for the Guild year (July 1 to June 30).

*Guests* are those persons who are attending a meeting, event and/or workshop/retreat as a non-member.

### **Principles:**

The Executive of the Guild will:

- Act responsibly and in good faith consistent with the Guild's purpose.
- Act in a timely manner to address any concerns related to the Code of Conduct raised by members.

All Members of the Guild will:

- Considers the best interest of the Guild and all its members consistent with the Guild's purpose.
- Treat all members and guests with courtesy, openness, fairness, and respect.
- Maintain an environment that is free from all types of discrimination, abusive, harassing, or offensive behaviour or comments.
- Respect the confidential nature of the Guild's business.

### **General Expectations:**

Members are expected to protect the Guild assets, including the library materials, and use them responsibly. If a member has not returned any borrowed material, they will be responsible for repaying the cost. Membership may not be renewed until all such fees are paid.

When attending a Guild meeting, whether in person or virtually, members will raise their hand and wait to speak until they have been recognized by the meeting chairperson.

Members are not to place advertisements for goods or services on the Guild Facebook page, website, or any other social media tools the Guild may use in the future. Currently, the Guild newsletter does allow for free member advertising for items for sale.

### **Implementation:**

Any member or guest of the Guild who at a meeting or event sponsored by the Guild feels that they have been harassed, discriminated against or treated discourteously should report the incident to the President or Vice-President of the guild.

The executive committee will consider all complaints and take appropriate action.

An Ad Hoc Committee will be struck consisting of the President, Vice President and one other Executive Member at Large to investigate the complaint, determine if a violation of the Code of Conduct exists and come up with a plan of action to deal with the conduct violation if necessary. Any sanctions should send a clear message of proper conduct by its members and by doing so improve the social environment of the Guild.

Action against an individual may include but is not limited to:

- Request that the member take appropriate corrective action. (ie: An apology to the complainant either in person or in writing) or an apology to the Executive or the Guild if the breach of conduct was in a public forum
- A written warning to the individual explaining the breach of conduct and expected behaviours going forward and consequences of any further breaches
- Being asked to leave an event or workshop ~~and/or to~~
- Removal from an Executive position – up to 2 years
- Being suspended from the Guild – for the remainder of the Guild year
- Referral of activity of a criminal nature to the police
- Subsequent violations will result in permanent removal from the Guild

Any member who has had their membership suspended by the executive will not receive a refund of their membership fee. Any guest or member who is asked to leave an event or workshop by the executive will not receive a refund of any event/workshop fees.

Any member that fails to address their actions (eg. Letter of apology) will have their membership permanently withdrawn

The Ad Hoc committee should determine how to prevent recurrence and demonstrate the Guild's commitment to maintaining proper standards of conduct by Guild members.

This may include but not limited to:

- Training, coaching or development for members in a leadership role
- Change of processes or systems with the Guild and communication of such changes
- Address any issues within the Guild arising from the initial complaint (eg mediation or open discussion of issues of concern within the Guild)
- Re-evaluate the Guild culture to understand if the Guild normalizes certain behaviours, making it difficult for members to act appropriately

## **Distribution of Code of Conduct**

This information will be shared with members on the Guild website. Any member who reviews this information and wishes to withdraw their membership from the guild may do so in writing to the executive and will receive a full refund of their membership.

Adopted September 2023.

Revised May 2025