



# **YELLOWKNIFE GUILD OF ARTS AND CRAFTS**

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**POLICY MANUAL**

**APRIL 2008**

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# YELLOWKNIFE GUILD OF ARTS AND CRAFTS POLICY MANUAL

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## GUILD MEMBERSHIP

1. All Guild memberships are valid for a period coinciding with the fiscal year of the Guild, being April 1 through March 31, and must be renewed annually. Memberships are not transferable or refundable.
2. The membership fee for adults is \$30 per year.
3. The membership fee for children under 18 years of age is \$10 per year. Children must be supervised by an adult member at all times when on Guild premises or participating in Guild activities.
4. Adult memberships entitle the member to:
  - (a) participate in Guild classes and workshops;
  - (b) receive Guild communications, including access to the Guild website and other informational resources;
  - (c) participate as a studio member pursuant to the applicable policies;
  - (d) exercise the opportunity to serve as a member of the board of directors of the Guild or on various Guild committees;
  - (e) attend and vote at the annual general meeting and at special meetings of the membership of the Guild;
  - (f) access the Guild library; and
  - (g) attend social events sponsored by the Guild.
5. Memberships will lapse automatically if not renewed annually. Any articles or art product left on Guild premises will become the property of the Guild if not removed within 30 days after the lapse of membership. Any such art product may be sold and the proceeds retained by the Guild.

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## STUDIO ACCESS AND FEES

1. Access to the pottery studio located on the first floor of the Guild is available to studio potters as follows:
  - (a) payment of open studio fees at \$40 per month permits access to the pottery studio during scheduled open studio sessions only;
  - (b) payment of full access studio fees at \$60 per month permits access to the pottery studio during scheduled open studio sessions and during all hours when the studio is not being used by the Guild for classes, workshops or other activities; and
  - (c) payment of a drop-in fee of \$10 permits access to the studio during scheduled open studio sessions for a single session not exceeding 3 hours in duration.
2. Access to the fibre and mixed media studio located on the second floor of the Guild is available to studio members as follows:
  - (a) payment of full access studio fees at \$60 per month permits access to the fibre and mixed media studio during scheduled open studio sessions and during all hours when the studio is not being used by the Guild for classes, workshops or other activities; and
  - (b) payment of a drop-in fee of \$5 permits access to the studio during scheduled open studio sessions for a single session not exceeding 3 hours in duration.
3. Both open studio access fees and full access studio fees must be paid in advance in blocks of not less than 2 months each. Ongoing payment of such fees by each member is required to maintain that member's use of storage space for work-in-progress and tools or equipment.
4. Full access to Guild facilities is limited to those members who are appropriately trained and experienced and who are capable of working independently in Guild studios. A probationary period applies to all members wishing participation and access on the basis of full access studio fees. In the case of access to the pottery studio, the member must have paid open studio fees and have regularly attended and actively participated in scheduled open studio sessions for a minimum of 3 months prior to applying for full access. Approval from the Pottery Representative or the Fibre and Mixed Media

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Representative is required prior to a member being granted full access to the pottery studio or fibre and mixed media studio.

5. Full access to both the pottery and the fibre and mixed media studios may be granted to a member upon payment of full access studio fees of \$60 per month. Such dual access requires approval of both the pottery representative and the fibre and mixed media representative.
6. All studio members, whether enjoying open studio access or full access, are expected to contribute a minimum of 15 minutes of volunteer effort to the Guild during each visit to the studios. The participation and cooperation of all members is essential as considerable volunteer labour is necessary to maintain and operate the studios.
7. Scheduled open studio hours must be strictly adhered to by all members. Access to the pottery and fibre and mixed media studios by members paying open studio access fees is restricted to scheduled open studio sessions only in order to permit uninterrupted time outside open studio sessions for those members paying full access studio fees.
8. Flexible arrangements may be available to permit Guild members, not currently resident in Yellowknife, to access the pottery and/or fibre and mixed media studios when visiting Yellowknife. Requests for such arrangements require approval by the Board of Directors and will be considered on case by case basis.
9. Studio access fees payable by members holding child memberships are the same as for those holding adult memberships.

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## KEYS AND ACCESS TO PREMISES

1. Members paying full access studio fees will be issued a key providing access to Guild facilities upon payment of a non-refundable key fee of \$15.
2. Instructors will be issued a key providing access to the Guild facilities for the duration of the class or workshop being taught. This key must be returned to the Guild prior to the payment of any honorarium to the instructor.
3. Keys are issued to individual members and instructors and may not be lent or transferred.
4. Members to whom keys have been issued must adhere strictly to all Guild policies respecting access to Guild facilities. In particular, members may not permit access to Guild facilities to any members or persons who have not paid the applicable open studio or full access studio fees.

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## RENTAL OF STUDIO SPACE

1. Guild facilities, including the space used for the pottery and fibre and mixed media studios, may be available for use by other groups. Such use requires approval from the Board of Directors and will be considered on a case by case basis.
2. When evaluating requests for the use of Guild facilities, the Board of Directors shall consider the impact of such use on regular Guild activities including classes, workshops and open studio sessions.
3. Appropriate payment arrangements will be required prior to approval of requests for use of Guild facilities. Applicable rates will be established on a case by case basis taking into consideration the cost of the space and the potential loss of revenue from regular Guild activities.
4. Any group making use of Guild facilities shall be responsible for returning the space used to a clean and orderly state and for the repair of any damage caused by its usage.

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## CLAY AND GLAZE PURCHASES

1. Guild members may purchase clay through the Guild at regular Guild prices. Such prices are determined by the Board of Directors from time to time as necessary to cover the cost of clay, freight, glaze chemicals and firing.
2. Any member ordering clay through the Guild must be available to receive and take possession of the shipment promptly upon its delivery to the Guild.
3. Any clay purchase in excess of 5 boxes must be approved by a pottery representative in advance due to the impact on the Guild's clay inventory.
4. Guild members may purchase prepared glazes, for use in home studios, at prices determined by the Board of Directors.

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## RENTAL OF GUILD EQUIPMENT

1. Guild members may rent certain Guild equipment for use outside Guild studios. Such rental requires advance approval from the appropriate Pottery or Fibre and Mixed Media Representative.
2. Rental of Guild equipment requires payment of a deposit and rental fees as determined by the Board of Directors.
3. Guild equipment is available for rental only if and when the particular equipment is not required by the Guild for use in classes or workshops, operation of studios, or other Guild activities.

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## PARTICIPATION IN SALES

1. The Guild conducts annual spring and Christmas sales and operates Fireweed Studio as a summer retail outlet.
2. Subject to the provision of this policy, active contributing members may sell their art product at Guild sales and at Fireweed Studio.
3. Active contributing members are those who have paid annual membership dues, have been members of the Guild for a minimum of 3 months, and participate in the operation of the Guild through volunteer activities including but not limited to the following:
  - (a) service on the Board of Directors;
  - (b) participation on Guild committees;
  - (c) instruction of classes and workshops;
  - (d) participation in work and clean-up parties;
  - (e) fundraising;
  - (f) studio operation, including supervision of open studios, operation of kilns, and preparation of glazes; and
  - (g) organization of special events and projects.
4. Art product which may be sold at Guild sales and at Fireweed Studio must consist of quality hand-crafted items falling within an active Guild discipline. Guild disciplines are those arts and crafts offered through the Guild as class, workshops, or open studios. Sales of art product not falling within an active Guild discipline requires prior approval from the Board of Directors.
5. Any member wishing to sell art product at a Guild sale or at Fireweed Studio must give notice to the Vice-President, Sales at least 1 month prior to the date of the sale or the opening of Fireweed Studio.

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6. Any member selling at a Guild sale or at Fireweed Studio shall donate art product of a minimum value of \$50 to the Guild for resale. The Guild shall retain the proceeds of sale of the art product. If the art product is not sold, the Guild shall retain the art product for future sale.
7. Any member selling art product at a Guild sale or at Fireweed Studio must participate in the volunteer effort required for the sales function.
8. The Guild will retain a commission on the sale of all art product at a Guild sale or through Fireweed Studio. The commission is calculated as 15% of the sale price of the art product.
9. Alternative arrangements may be available to permit long-term Guild members, not currently resident in Yellowknife, to participate in Guild sales or in Fireweed Studio. Requests for such arrangements require approval by the Board of Directors and will be considered on case by case basis.

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## CLASSES AND WORKSHOPS

1. Classes and workshops offered by the Guild are open to all members. Registration in any class or workshop is confirmed only upon payment of the applicable registration fee.
2. Registration fees are non-refundable except where:
  - (a) the class or workshop is cancelled by the Guild;
  - (b) the registrant's place can be filled from a class waiting list or otherwise prior to commencement of the class or workshop;
  - (c) emergency circumstances, such as serious illness, but not including employment obligations or personal travel, prevent the registrant from taking the class or workshop.
3. Pottery class registrants may exercise access to the pottery studio during scheduled open studio sessions for the duration of the first beginner level class in which they participate.
4. The maximum number of registrants permitted in a class or workshop will be determined according to the nature of the particular class or workshop.
5. No class or workshop will be offered if it would result in a net loss of revenue to the Guild.

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## INSTRUCTORS

1. An honorarium is payable to any instructor teaching a class or workshop at the request of the Guild. This honorarium is calculated as \$15 per hour for each hour of actual instruction. The honorarium will be paid upon presentation of an invoice to the Treasurer.
2. No honorarium or other compensation is payable to any instructor for time spent in preparation or in the acquisition of materials and supplies.
3. Honoraria payable to visiting instructors, being instructors who are not members of the Guild, may vary. Such honoraria will be determined by the Board of Directors on a case by case basis.
4. An instructor may elect to waive an honorarium or portion thereof.
5. As required by the Canada Revenue Agency, the Guild shall issue T4 slips for all honoraria paid to an individual instructor totalling \$400.00 or more per calendar year.
6. Where materials and supplies required for a class or workshop are purchased by an instructor, and upon the presentation of receipts for the same, the Guild will reimburse the instructor for the actual cost of the materials and supplies, including the cost of shipping and any applicable taxes.

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## CHARITABLE DONATIONS

1. The Guild may choose to support various organizations and activities through the donation of art product or the sponsorship of awards. All decisions respecting charitable and other donations will be made by the Board of Directors.
2. In considering requests for donations, the Guild will focus on supporting charitable organizations and activities. Support will generally not be provided to organizations or causes involving political activism.
3. Requests received by the Guild for donations of art product for silent auctions and similar events will be brought to the attention of the membership through posting on the Guild bulletin board or through other communication. The Guild will leave the decision to participate to the discretion of each individual artist.