

PRIDE OF THE PRAIRE QUILTERS BY-LAWS

Updated November 2017

ARTICLE 1: NAME AND PURPOSE

Section 1: This organization shall be known as “PRIDE OF THE PRAIRIE QUILTERS” or the “Guild”. The official mailing address is “Pride of the Prairie Quilters, PO Box 501, Plainfield, IL 60544.

Section 2: The purpose of this organization is to:

- Develop interest in the art of quilting;
- Work with other groups with similar objectives to promote continuing interest in quilting;
- Present programs of interest to members of the Guild;
- Educate members through programs and workshops; and
- Encourage philanthropic activities.

Section 3: The Guild is not organized for profit. All activities of the Guild shall be conducted in such a manner that no part of the net income shall benefit any individual member except that the Guild shall be authorized and empowered to pay reasonable compensation for services rendered.

Section 4: The Guild is considered disbanded upon a vote of the membership or in the event that the officers of President, Vice-President, Secretary, Treasurer and Program Chairman are not filled. Dissolution of the Guild will result in the distribution of any remaining treasury to a charity or like organization.

ARTICLE II: MEETINGS AND MEMBERSHIP

Section 1: A guild meeting can be cancelled by the President and Vice President due to inclement weather. The Board may submit a request to members to skip a monthly guild meeting (or meetings) during the course of one calendar year (because of finances, low attendance or other). Skipping a Guild meeting will require a vote by the general members in one guild meeting, a simple majority of those present is needed to pass. The request must be announced and presented for discussion at the previous month’s guild meeting and included in the guild newsletter. The location, date and time of meetings are published in the Guild newsletter and website. One business meeting shall be held each year at which reports from all officers and/or

committees are read.

Section 2: Board meetings are held as agreed upon by the Board of Officers. Board meetings are open to the general membership with prior notification of attendance to a current board member. Each board position is allotted one vote. There will be a joint meeting of newly elected officers and retiring officers at which time the Guild calendar for Guild meetings, Board meetings and newsletter frequency shall be determined. At the last board meeting of the calendar year, the Board of Officers shall determine a membership limit (if required to abide by fire codes of the meeting facility or parking limitations) and shall establish the amount for the annual dues for the upcoming year. The Board shall review and update the By-Laws and Policies and Procedures as needed. (Refer to Article VIII)

Section 3: Any person 18 years of age or older is eligible to join. Due to the style and complexity of Guild programs, children and infants are discouraged from being present. By-Laws, Policies and Procedures and the Guild membership list will be available to Guild members.

Section 4: Annual membership is from March 1st through the last day of February. Renewal dues are payable January 1st through the last day of February. Unpaid renewals are dropped on March 1st. If the membership cap is reached, a waiting list will be established. A past member rejoining after March 1st shall be considered a "new member". New members may join the Guild if no waiting list exists. New members will pay full dues March through September or a prorated fee of \$10 October through February. If a waiting list exists, new members may join at which time space is permitting.

Section 5: A nominal guest fee may be charged for guests at any program so designated by the Board of Officers.

ARTICLE III: ELECTION OF OFFICERS AND TERMS OF OFFICE

Section 1: Duties of the officers are as described herein (see Addendum). No member shall hold one office for more than two consecutive terms. No member shall hold more than one office at a time. A nominating committee of at least one board member and 2 non-board members shall be selected by the President by the November Guild meeting. It is recommended that individuals nominated for President and Program chairman be past or present Board members.

Section 2: Individuals nominated for office shall be contacted by the nominating committee to verify acceptance until a minimum of one and a maximum of Three nominations are offered as a slate to the general membership for each position. This slate of officers will be voted on by written ballot of the membership at the February meeting. If the slate of officers is not opposed, a show of hands can constitute a vote versus a written ballot.

Section 3: New officers shall take office on March 1 and shall assume their duties at the March meeting. A Contract Coordinator/Program Facilitator will be elected every year. This is a 2-year board position, beginning in March of election year and ending in February of the second year. The first year of the term (March through February), the elected guild member will serve as the Contract Coordinator, initiating and obtaining contracts from speakers for March through February of the next year. The second year of the term (March through February), the elected guild member will serve as the Program Facilitator for the programs/workshops that were contracted during the first year of the term.

Section 4: Any unfilled term of office will be filled by appointment of the Board.

ARTICLE IV: WORKSHOPS AND PROGRAMS

Section 1: The cost of each workshop will be determined by the Program Chairman and reported to the Board. Workshop fees must be paid at the time of reservation. Members are given priority over nonmembers.

Section 2: Refunds for workshops are issued only if an individual from the waiting list is able to attend. Any changes or substitutions must be made with the Program Chairman.

Section 3: Any supplies, handouts or equipment needed for workshops or programs to be paid for by the Guild in excess of \$50 must be approved by the Board prior to the meeting.

Section 4: All programs will be paid through the Program Chairman as contractually agreed upon by the speaker and approved by the Board. The Treasurer will issue these payments by Guild check.

ARTICLE V: NEWSLETTERS AND MAILINGS

Section 1: The Guild's newsletter is published at a frequency determined by the Board. Deadlines for contributed material shall be set forth by the Newsletter Chairman.

Section 2: Mailings to the general membership for any other purpose other than guild business must be approved by the Board. No membership or attendance list may be used for any purpose other than Guild communications.

ARTICLE VI: FUNDRAISING

Section 1: The Guild is not organized for profit and shall fund its operational costs and

activities from membership dues and fundraising activities.

Section 2: Other fundraising activities may be conducted as necessary for the ongoing financial obligations of the Guild as approved by the Board. Plans for such activities may be submitted to the general membership for approval and participation.

ARTICLE VII: LIABILITY

Section 1: The guild and board members assume no responsibility for any accidents or injury resulting during and in transit to and from any guild activities. Bond insurance will cover the Treasurer and Quilt Show Treasurer during their term of office.

ARTICLE VIII: AMENDMENTS

Section 1: These by-laws may be amended by a simple majority of total members present at any regular meeting. Any proposed changes shall be announced in a regular meeting one month prior to a vote on any change.

Section 2: These by-laws shall be liberally interpreted, keeping the general welfare of the Guild in mind.

PRIDE OF THE PRAIRIE QUILTERS ADDENDUM: DUTIES OF BOARD MEMBERS

It is the duty of each board member to have regular attendance at monthly guild meetings and scheduled board meetings.

PRESIDENT: Coordinated activities and ideas of members and the Board of Officers. Develops and implements agendas for each meeting. Oversees fundraising, other Guild events and the Quilt Show. Conducts the monthly meetings and Board meetings. Shall annually appoint an audit committee, consisting of one board member and one guild member to inspect the Guild books. May appoint special committees and committee chairmen as approved by the Board. Maintains the Guild calendar. Responsible for one of the two Guild's credit cards and reports any charges to the Treasurer.

VICE PRESIDENT: Fills in for the absence of the President. Organizes a new member event annually. Maintains the By-Laws and the Policy and Procedures. Is responsible for picking up the Guild mail at the Plainfield Post Office Box 501 on a timely basis.

Contact members at the time of illness or death in the family, as approved by the Board.

In the event of an illness or death in the family of a guild member, the Vice President will send a card or flowers as approved by the board. In the event of the death of a guild member, the Vice President shall arrange for flowers or a donation to a charity as befits the wishes of the family. A quilting book shall also be donated to the Plainfield Library in the name of the deceased.

The Vice President shall write thank you notes as appropriate for any donations of materials and/or time to the Guild.

SECRETARY: Maintains and accurately records minutes of each guild meeting and scheduled board meetings and conducts guild correspondence. Distributes minutes to board members at scheduled board meetings.

TREASURER: Maintains financial records of the Guild. The guild fiscal year is from the current year March 1st through the end of the following February. Develops and implements the Guild budget. Dispenses guild funds based on submitted bills and reimburses members for approved expenses. Submits accounts for an internal audit by one Board member and one member at large by March 1st. Keeps signature cards at the bank up-to-date. Obtains all insurance for the Guild, including, but not limited to, liability insurance, bond insurance and any quilt show related insurance.

The Treasurer shall balance monthly bank statements, keep an accurate check register up-to-date, prepare quarterly reports for board members and prepares an annual financial report.

The Treasurer shall reimburse expenditures as follows:

- All requests for reimbursement must be accompanied by receipts and a Pride of The Prairie reimbursement form.
- Board members will be automatically reimbursed for general expenses, such as copying, phone calls, postage, and miscellaneous items which are used for Guild communications and for items related to their board position.
- All fund raising activities should have a separate budget, with proposed expenses and projected income that must be approved in advance by the board. Board members or committee chairs that submit expenses within the budget should be automatically paid.
- Any expense item involving a contract or long term commitment of guild funds must be approved by the board prior to signing. This will provide the Treasurer with adequate warning and documentation to pay out amounts due. (This would include speakers, change in meeting room fees, workshops, bus trips or any other item that must be arranged in advance.
- Monitors and pays the Guild credit card electronically.
- Non-board members must have prior Board approval for expenses.
- Any item falling outside these limits will require Board approval.

MEMBERSHIP: Acts as an assistant to the Vice President. Maintains and updates membership, attendance and membership waiting lists. Distributes an update electronic copy to the membership list to all board members, webmaster and quilt show chairs. Collects dues and distributes membership cards.

NEWSLETTER: Creates and distributes newsletters. Maintains a library of back issues of Guild newsletters. Responsible for distributing special notifications as requested by the President, Programs or other committee with important news. All newsletters and Notifications need to be approved by the President/Vice President prior to publishing.

CONTRACTS/PROGRAMS: As part of contracts the first year, submits plans of the next years' programs to the Board for approval. Prepares and follows up on speakers' contracts and letters of confirmation.

As part of Programs the second year, provides information on meetings and workshops for the newsletter and website. Oversees all aspects of the workshops. Arranges for housing, meals and transportation of guest speakers as needed.

PUBLICITY: Maintains a list of all area guilds, their contact info, meeting information, current president and programs chairs. Creates bookmarks each fiscal year to promote the guild programs and quilt show and oversees the distribution of bookmarks by guild members. Keeps a scrapbook of guild events held throughout the year.

PHILANTHROPY: Identifies and organizes philanthropic projects for the Guild. Strives for at least one on-going activity per year.