

# **Pride of the Prairie Quilters**

## **Policies and Procedures**

Updated November 2017

### **GENERAL**

Regular meetings of the guild will be held at 7:00 pm at Zion Lutheran Church, 11007 S. Book Road, Naperville, Illinois on the third Thursday of every month. The meeting date may be changed for the purpose of avoiding holidays, church events or to correspond with special guild events or programs.

Membership shall be limited to 175 members.

The guild newsletter will be published bimonthly.

### **MEETINGS**

The regular guild meeting consists of announcements, show-and-tell and a program. Door prizes are raffled at each guild meeting. A guest fee will be assessed for programs involving paid speakers.

Area charitable organizations and other guilds may display quilts for the purpose of selling raffle tickets at regular guild meetings. This activity should be limited to one quilt per meeting. Organizations should be directed to contact the President for arrangements.

### **DUTIES AND RIGHTS OF MEMBERSHIP**

The annual membership fee is \$25.

Members are encouraged to wear their nametags to monthly meetings, workshops and special events of the guild.

Members shall be given priority for workshop registrations up to 120 days prior to the workshop date. Non-members are eligible to sign up for a workshop 120 days prior to the workshop date, subject to availability. Non-members may be assessed at a higher fee if so designated by the board.

Members wishing to attend board meetings should notify a current board member of their intention to attend. Any guild member may request to see the permanent records of the guild.

The Guild may enter into contracts with members for services rendered with prior board approval that are in accordance with Illinois social non-profit group guidelines.

### **FUND-RAISING**

Fund-raising 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.

## **OPTIONAL EVENTS**

A charitable activity or community project should also be organized each year as suggested by Philanthropy.

The Program Chairman or any other guild member may organize other programs (with board Approval) such as block-of-the-month, a block raffle, secret pals, quilt progressives, mini workshops, etc. to supplement meeting programs.

## **BOARD POLICIES**

Two or more members may hold the same board position as co-chairs.

If a Board member needs to be absent from a monthly guild meeting, they must notify the President and/or Vice President and provide a written report if necessary.

The Guild Past President is an ex-officio nonvoting board member and is invited to board meetings.

The Website Administrator is encouraged to attend board meetings.

## **QUILT SHOW**

Members are required to sell or purchase a minimum of \$30 in raffle tickets for each POPQ quilt show.

Members are asked to serve on one quilt show committee or sign-up for set-up, takedown or other guild activities during each POPQ quilt show.

Members are required to work at least one shift (2 hours) where needed at each POPQ quilt show. (ex. ticket sales, white-glove, etc.)

If a member is actively involved in committee work or is scheduled to work at least 2 hours during the quilt show (Saturday-Sunday), the member shall have free admission into the POPQ quilt show all days of the show. Members who have not fulfilled their obligation in any way will be charged admission to the POPQ Quilt show each day.

One or both of the quilt show chairs should attend board meetings to give updates on the quilt show status.

The Quilt Show shall have a separate treasurer and a separate bank account. Ninety days following the conclusion of the event, profits less the seed money will be transferred to the POP general account.

The Quilt Show Treasurer maintains financial records pertaining to the quilt show for the Guild. Dispenses Guild funds based on submitted bills and reimburses members for approved expenses within ninety days following the conclusion of the event. Submits accounts for an internal audit by one board member and one guild member at large within 120 days following the conclusion of the event. Develops and implements the quilt show budget.

The Quilt Show Treasurer shall balance monthly bank statements, keep an accurate and current check register, and shall prepare a financial report within 120 days after the conclusion of the event.