

PRIDE OF THE PRAIRIE QUILTERS BY-LAWS

Updated February 2026

ARTICLE I: 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. ALL Guild related correspondence including but not limited to banking documents and membership renewals MUST be sent to the Guild PO Box and NOT to any individual Guild member’s home.

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 offices of President, Vice-President, Secretary, Treasurer or 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, natural disaster, or other unforeseen tragedy such as a global pandemic. 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 the vote of 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 newsletter. The location, date and time of the meetings are published in the Guild newsletter and the website.

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 the attendance to a current board member. Each board position is allotted one vote. There will be a joint meeting of the newly elected officers and retiring officers at which time the Guild calendar and 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 the Guild members.

Section 4: Fiscal/membership year is from March 1st through the last day of February. Renewal dues are payable January 1st through the last day of February. Members with 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 will pay full dues March through September or a prorated fee of half the current dues 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.

ARTICLE III: ELECTION OF OFFICERS AND TERMS OF OFFICE

Section 1: Duties of the officers are as described herein (See Addendum). Terms of offices are two years. 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 two non-board members shall be selected by the President no later than the October Guild meeting. It is recommended that individuals nominated for President and Contract/Program Facilitator 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 present 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 1st of the year elected and shall assume their duties at the March meeting. The election of officers will be staggered to prevent a Board made up entirely of inexperienced officers. The offices of President and Vice President will begin in even years; the offices Treasurer and Secretary will begin in odd years. A Contract/Program Facilitator will be elected every year. This is a 2-year Executive Board position. The first year of the term, the elected Guild member will serve as the Contract Coordinator, initiating and obtaining contracts from speakers for the following fiscal/membership year. The second year of the term, the elected Guild member will serve as the Program Facilitator for the program/workshops that were contracted during the first year of the term.

Section 4: The Executive Board consists of the President, Vice President, Secretary, Treasurer, and Contract Coordinator/Programs Facilitator. The Board includes the Executive Board and Committee Chairs.

Section 5: Any unfilled term of office will be filled by appointment of the Executive 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. Board members are not given preferential treatment at workshops and do not receive free workshops.

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 the workshops or programs to be paid 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: NEWSLETTER 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 operations costs and activities from membership dues and fundraising activities.

Section 2: The Quilt Show and 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 occurring during or in transit to or 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 the 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.

Section 3: These By-Laws may be amended by the Board for punctuation and grammatical errors without membership approval.

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: Coordinates 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 a review 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. Second signatory on the checking account.

VICE PRESIDENT: Fills in for the absence of the President. 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.

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 Executive Board. In the event of the death of a Guild member, the Vice President shall arrange for flowers or the planting of a tree 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 and send birthday cards to each Guild member.

SECRETARY: Maintains and accurately records minutes of each Guild meeting and scheduled board meetings and conducts Guild correspondence. Distributes minutes electronically to Board members within two weeks of the board meetings.

TREASURER: Maintains financial records of the Guild. Develops and implements the Guild budget. Dispenses Guild funds based on submitted bills and reimburses members for approved expenses. Submits accounts for an internal review 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. Prepares reports for scheduled board meetings.

CONTRACTS COORDINATOR/PROGRAMS FACILITATOR: Contracts Coordinator 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 Facilitator, 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. Must be present at the workshop and meeting to act as assistant to the speaker.

MEMBERSHIP CHAIR: Acts as an assistant to the Vice President. Maintains and updates membership, attendance and membership waiting lists. Distributes new member packets at the time of new membership signing. Distributes an updated electronic copy to the membership list (via the Newsletter chair) to all board members, webmaster and quilt show chairs. Collects dues and guest fees.

NEWSLETTER CHAIR: 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.

PUBLICITY/SOCIAL MEDIA CHAIR Oversees committee of members responsible for updates to Guild website, managing social media and Guild bookmarks. Communicates with other guilds and local media to promote POPQ.

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