

GEMS OF THE PRAIRIE QUILTERS

BYLAWS

Article I

Name

The name of this organization shall be Gems of the Prairie Quilters.

Article II

Purpose

The purpose of this organization is to contribute to the knowledge of and to promote the appreciation of fine quilts; to sponsor and support quilting activities; to encourage quilt making and collecting; to contribute to the growth of knowledge of quilting techniques, textiles, patterns, history, and quilt makers through the education of members and the community through member-supported community services.

Article III

Membership

- A. Membership in this organization shall be achieved by paying annual dues.
- B. The fiscal year shall be January 1 through December 31.
- C. Dues shall be paid yearly by the first meeting in January. Any new members joining after June 30th will receive a reduced fee for the remainder of the year.
- D. Any changes in annual dues shall be proposed by the Executive Board and published in the newsletter prior to the meeting at which they will be voted upon by the membership. Approval will be by a simple majority using a paper ballot. First time visitors will come at no cost. Subsequent visits will require a \$5 fee. A \$10. Fee is charged for a special event or speaker whose lecture costs over \$300. The fee paid will be applied to the membership fee if payee decides to join in the same calendar year. Visitors who qualify as students (to be limited to ages 14-22) will pay \$2 to attend a regular meeting and \$5. for a special event meeting. Children under 14 years old can attend at no cost. The Welcome committee will give the names of those paying the visitor fees to the Membership committee to keep for that calendar year, so the meeting fee(s) can be deducted from the cost of the membership should the person decide to join.
- E. Members-at-Large are defined as guild members in good standing who do not currently hold office on the Executive Board, which includes Guild Representatives.
- F. No person shall be discriminated against because of race, color, religion, age, sex, national origin, or disability.

Article IV

Officers and their Election

- Section I The Executive Board of this organization shall be the Officers: President, President-Elect, Recording Secretary, Corresponding Secretary, Treasurer, and two guild representatives.
- Section II The President shall serve a term of one year and shall be succeeded by the President-Elect, who will have served one year in that position, for a total of two years. Other members of the board shall serve a term of one year and shall not be eligible to serve more than two consecutive terms in the same office. Executive Board members shall not serve more than four consecutive years.
- Section III A slate of officers proposed by the Nominating Committee shall be presented at the June meeting. Any other person interested in placing their own or another's name on the ballot shall notify a member of

the Nominating Committee no later than the regular July meeting. Election of officers shall be at the first regular meeting in August. They shall assume office at the first regular meeting in January.

- Section IV If there is an uncontested ballot for officers, voting may be by a show of hands. If there is more than one candidate for any office, that election shall be by ballot. All members present in good standing are eligible to vote.
- Section V Guild Representatives shall serve for two consecutive years. One guild representative will be elected each year at the August meeting.
- Section VI A vacancy among the officers, other than the President, President-Elect or member(s)-at large, shall be filled by appointment by the President with approval of the Executive Board.
- Section VII A vacancy in the office of the President as determined by the Executive Board shall be filled by the President-Elect who shall serve the unexpired term and the following term.
- Section VIII A vacancy in the office of President-Elect shall be filled in the following manner: The Executive Board shall determine if this position shall be filled for the remainder of the current year. In the event that the Board decides it should be filled, the Nominating Committee shall convene to nominate a new President-Elect according to the provisions of Section III.
- Section IX A vacancy in the position of a Guild Representative shall be filled by membership election.
- Section X In the event that a member of the Executive Board fails to fulfill the duties of that office, the remaining Executive Board may request the resignation of that Board member.

Article V

Meetings

- Section I Meetings shall be held monthly.
- Section II Meetings shall be conducted according to a current edition of Robert's Rules of Order.
- Section III A quorum shall be determined as 40% of the membership to conduct business at membership meetings.
- Section IV Minutes will not be read at meetings but will be posted on the website and on file with the Recording Secretary. Unless minutes are disputed, they are assumed approved by the membership.

Article VI

Bylaw Maintenance

- Section I These Bylaws may be altered, amended or repealed and new Bylaws adopted at any business meeting of the guild by two-thirds vote of the members present. Notification of proposed Bylaw changes shall be made in the newsletter or distributed prior to the voting date.
- Section II These Bylaws shall be reviewed by the Executive Board annually.

Article VII

Elected Offices - Executive Board

Power of the Executive Board: Shall have authority over the affairs of the Organization between its meetings, shall make recommendations to the Organization, perform duties specified in the Bylaws and shall act as directed by the Organization.

- Section I President
- A. Shall arrange for the meeting
 - B. Shall conduct regular meetings
 - C. Shall conduct Executive Board meetings quarterly or as needed.
 - D. Shall conduct meetings of the Committee Chairmen semi-annually or as needed.
 - E. The President is considered to be an “ex officio” member of all committees, except the Nominating Committee.
 - F. Shall supervise all activities of the guild.
- Section II President-Elect
- A. Shall assist the President as necessary
 - B. Shall conduct business in the absence of the President
 - C. Shall assume office of President at the conclusion of the current President’s term or, if needed, during the term.
 - D. Shall maintain and update by-laws, policies, job descriptions, and records of Chairmen.
- Section III Recording Secretary
- A. Shall maintain a book of minutes and other records of membership and board meetings.
 - B. Shall have minutes book available at all membership and board meetings.
- Section IV Corresponding Secretary
- A. Shall assist President as necessary.
 - B. Shall maintain a calendar of events and submit such to the Newsletter Committee for publication in the guild newsletter.
 - C. Shall conduct correspondence of the Guild as directed by the President and Executive Board.
- Section V Treasurer
- A. Shall receive and bank all group funds
 - B. Shall maintain all bookkeeping records of all funds
 - C. Shall disburse funds as authorized (checking accounts require two signatures; President, Treasurer and/or President-Elect)
 - D. Shall report budget status at Executive Board meetings
 - E. Shall prepare monthly financial statements for publication in the newsletter and detailed monthly statements for publication on the website in the members tab.
 - F. Shall give complete and audited financial reports to be available for review by the second meeting of the year
 - G. Shall serve on budget committee
- Section VI Guild Representative
- A. Shall represent guild members and present report at board meetings.
 - B. Shall have a vote on the Executive Board.

Article VIII

Appointed Committee Chairmen

- Section I Selection

- A. Committee Chairmen, with the exceptions of those noted in Section I-B, shall be selected by the President and President-Elect and approved by the incoming Executive Board by the regular October meeting. They shall serve the same term as the Board that approved them.
- B. The Chairmen of the following committees shall be selected by the current President and President-Elect and approved by the current Executive Board by the regular June meeting, allowing them a six-month lead-time to organize the activities of their committee. These committees are (alphabetized) Block Lotto, Programs/Special Events, Quilt Show, Raffle Quilt, Workshop and others as deemed necessary by the Executive Board. The term for which they are selected shall begin with the January meeting of the following year.
- C. Committee Chairmen shall select members as needed.
- D. The length of term for a Committee Chairman may not exceed two consecutive years on the same committee, except Service Project chairmen, and Website Coordinator. In the event a committee chairman fails to fulfill the duties of that position, the Executive Board may request the resignation of that Committee Chairman and shall appoint a replacement.

Section II General Responsibilities

- A. The Executive Board shall supervise the activities of all committees. They may veto, by a simple majority, any activity that they deem is not in the best interest of the Guild.
- B. Committee Chairmen or their representative shall attend the semi-annual meetings as scheduled by the President.
- C. The Committee Chairmen shall maintain a record of committee activities and shall present a compilation of such activities to the next Chairman. A copy of this report shall be given to the President-Elect.
- D. Incoming Committee Chairmen shall be provided with a written list of duties specific to that committee. By October of each year, the outgoing Chairman shall present suggested revisions to the incoming Committee Chairmen and the incoming Executive Board for review.
- E. Each Committee Chairman shall submit information of activities to the publisher of the newsletter as needed.
- F. Each Committee Chairman shall submit a proposal of expected expenditures to the Budget Committee for inclusion in the following year's budget by the October meeting.
- G. Committee Chairmen will be accountable to the Executive Board for any expenditure using budgeted monies.

Section III Committees (Alphabetized)

- A. Audit
 - 1. Shall consist of President, President-Elect, Treasurer (for questions only) and two members-at-large.
 - 2. Shall reconcile income and expenses with guild records at a meeting set within 60 days after the end of the year.
 - 3. Shall produce and approve report for budget files.
- B. Budget (with Treasurer, President, President Elect and three members-at-large who are not committee chairs.)
 - 1. Shall create and propose a budget for the following year to the incoming Executive Board utilizing committee chair expense and activity reports. The Budget will be discussed and approved by the incoming Executive Board and presented to the membership at the November Meeting.

C. Meeting

1. Program/Special Events

- a. Shall organize, schedule speakers for meeting program, and fulfill contract and accounting procedures necessary to accomplish responsibility.
- b. Shall schedule special events and fulfill contract and account procedures necessary to accomplish responsibilities

2. Sub-committees (alphabetized)

- a. Block Lotto
- b. Challenges
- c. 50/50
- d. Guild Merchandise
- e. Welcome
- f. Others as approved by Executive Board

D. Membership

- 1. Shall collect dues, distribute informational packets for new members, maintain and report up-to-date membership list to relevant committees.

E. Newsletter

- 1. Shall publish and appropriately distribute newsletter for February through January issues as determined by policy.

F. Nominating Committee

- 1. Shall consist of President-Elect and two members at large.
- 2. Shall convene beginning at the April meeting.
- 3. Shall independently propose a slate of officers to be presented to the membership at the June meeting. This slate shall be presented again at the July meeting.
 - a. Shall receive member names for nomination as officers.
 - b. Learn availability and willingness of candidates to serve.
 - c. Shall accept any additional nominations from members before or at the July meeting.
- 4. Shall notify the publisher of the Guild Newsletter of the slate of officers for inclusion in the August publication.
- 5. Shall conduct the election at the August meeting according to the bylaws and tally votes in the event a written ballot becomes necessary.

6. In the event of the necessity to elect a new President-Elect during that term, they shall present candidate(s) for that office to the membership for approval.

G. Quilt Show Chairperson

1. Shall assume overall responsibility for show
2. Shall coordinate all subcommittees which may include the following and others as needed:
 - a. Admissions
 - b. Little Quilt Auction
 - c. Decorations
 - d. Publicity/Advertising
 - e. Quilt Registration/Computer
 - f. Set-up/ Take-down
 - g. Special Events
 - h. Vendors
 - i. Volunteers
 - j. Any committee that has display responsibilities in the quilt show (e.g. Block Lotto, Junior Gems, Little Gems, November to Remember, Special Events, NICU, etc.) are, by virtue of that responsibility, a subcommittee of the show.

H. Raffle Quilt

1. Construction Chairman shall organize construction of raffle quilt
2. Sales Chairman shall arrange for license, printing and sales of tickets

I. Service Projects

1. Subcommittees shall serve as liaison with Hospital/Organizations (which include the following or others approved by members)
 - a. OSF Saint Francis Neonatal Intensive Care Unit
 - b. St. Jude Midwest Affiliate
 - c. Center for the Prevention of Abuse
2. Shall oversee completion of service projects.

J. Web Site

1. Shall maintain web site to include guild information.
2. Shall send email blasts as directed by the president and/or president-elect.

L. Workshops and Education

1. Shall assume responsibility for organizing various workshops to promote education among quilters.

Article IX

Dissolution

Should the Gems of the prairie Quilters be dissolved, its remaining assets will be divided equally among the Peoria Public Library, the Peoria Historical Society, and the Riverfront Museum.

Reviewed/Revised March, 2019