Gems of the Prairie Quilters
Policies

A. Programs, Workshops, and Special Events

1. Guild members* who present a program at a meeting shall be offered $100, and an additional $25 for any expenses incurred for the program which will be paid only if proper documentation and detailed expense form is submitted.
2. Guild members* who present an all-day workshop shall be offered $125, and an additional $25 for any expenses incurred for the workshop which will be paid only if proper documentation and detailed expense form is submitted.
3. "November to Remember" shall be a self-sustaining committee. Fees collected shall be used to defray expenses incurred. Up to two committee chairmen are exempt from the registration fee.
4. Presenters at Gems Service workshops are not offered payment, as no money is received from participants to defray the costs.
5. The minimum number of attendees and the fees needed to hold a workshop shall be determined by the total cost of that workshop, unless the guild has voted to subsidize that workshop for a specific amount. For other workshops (e.g. service projects and workshops poorly attended), costs that exceed revenue shall be kept within the budget for workshops.
6. Workshop chairs that plan to take the workshop along with the other attendees shall pay half the fee for that workshop. Chairs that are presenting or assisting the presenter at the workshop but not participating in the workshop shall not be required to pay the fee.
7. Members who pay for a workshop and then find they cannot attend will receive a refund if:
    a. there is a waiting list for that workshop.
    b. the member finds a replacement for his/her spot. In this case, the check paid by the member who signed up for the workshop is not returned; the member must be reimbursed by the person they found to replace them.
    c. the workshop chairman determines there are extenuating circumstances preventing the member from attending.

*For example, if three members present a program, they will divide the payment three ways at their discretion.

B. Membership Dues

1. Membership dues are $30 for a calendar year and should be paid on or before that year's January meeting. Dues for new members joining after JUNE 30th will be reduced to $20 for the remainder of the year. Full-Time student dues are $15 for the full year and $7 after August 31st. (During the two days of the quilt show and only those two days, the Gems will offer a special reduced price for dues of $10 for the remainder of the calendar year for new members who join at the quilt show. This would apply to people who are new to Gems and not returning members). A change in dues amount will be handled according to the organizational bylaws. Dues that are not paid by the January meeting will result in that member being dropped from membership until dues are paid. A NEW member is defined as a person who has not belonged to the guild in the past 5 years.
2. Membership dues must be paid prior to or at the first meeting in May to be eligible to submit a quilt in the quilt show.

C. Nametags

When member joins Gems of the Prairie, a nametag will be provided at no cost to the member. If the nametag is lost or needs replaced, the cost of doing so will be incurred by the member. The member must be wearing his/her nametag in order to receive a door prize.

D. Monthly Meeting Site and Time

Meetings will be held the first Wednesday of each month unless that falls on a holiday. If that is the case, that meeting will be held on the second Wednesday of that month. In person meetings will be held at St. Paul Lutheran Church, 1427 W. Lake Avenue, Peoria, Illinois. Meetings will begin at 6:30 p.m. except for the December Christmas party, which will begin at 6:00 p.m. In the event that the church is not available, an alternate site will be chosen. Decisions regarding alternative dates and/or sites will be made by the president and/or executive board. January, February and March meeting will be held virtually via the internet.

E. Committee Chair Duties

1. All committee chairs will be provided with a written list of duties specific to that committee. The executive board, with the advice of the current committee chair, will initially write these job descriptions. The duties should be reviewed (and revised as necessary) each year by the incoming executive board.
2. Approval by the executive board shall be required in order to solicit donations from quilt shops, etc., for guild activities.
3. Committee chairs shall keep in contact with executive board regarding expenses for their Committee. If more money is needed, approval must come from the executive board.
4. Send any information for newsletter to the newsletter chairperson, by the due date provided by the chairperson.
5. Printing is not to be done at the church. Large print projects will be done at the lowest available cost by a local professional print shop.

F. Newsletter Publication Dates

The Gems of the Prairie Quilters' newsletter (Prairie Points) will be published monthly and distributed at least 10 days before the monthly meetings.

G. Requests for New Projects

1. Requests shall be presented to the executive board for approval.
2. Based on the number of current projects, time involved, financial considerations, etc., the executive board may decide to turn down the project under consideration after the following approval process:
    a. Presentation of the project to membership, if approved by the executive board
    b. Discussion and vote.
        1. If members vote to accept the project, volunteers to set up a committee to head the project and to contribute their time to the project shall be done at that meeting.
        2. If not enough members volunteer to work on the project at that meeting, the project shall be dropped regardless of the vote.
3. Guidelines include a lead-time requirement of six months for most projects and a limit to financial commitment of the guild as determined by the budget for charitable donations and a vote of the members.
4. Individuals are encouraged to take on projects they may feel are worthwhile, but there are limits to the number and types of projects the guild can do.

H. Mileage Reimbursement

1. The guild will reimburse mileage expenses at a rate no greater than IRS guidelines.

I. Income/Expense Reimbursement Procedures

Because we are a not-for-profit organization and file taxes with the IRS, these procedures will be followed to ensure legal compliance in our record keeping and transactions.

1. All income and reimbursements must be contained in an envelope with a completed income/expense report form specifying:

   a. The committee name and the name of the individual submitting the form
   b. The amount to be deposited/reimbursed

   c. A **detailed** description of the expense & matching receipt

2. A separate envelope and form should be used for each committee category.
3. If there is money to be paid out on the night of the Gems meeting, the treasurer must be notified in advance. The treasurer will check receipts before reimbursement is disbursed.
4. The President/President Elect and the Treasurer will meet briefly before each meeting to approve expenditures and sign checks, and as needed throughout the month.
5. The treasurer only writes the check; interaction with relevant individuals/companies is the responsibility of the committee chairman.
6. An executive board member cannot sign a check written to herself/himself.
7. **With the exception of the holiday party (due by the end of December), all bills and receipts should be turned in within 60 days or by the December meeting, whichever comes first, or reimbursement will not be made. No exceptions**.
8. It is our bank's policy that checks be cashed within six months of receipt.
9. If a chairman **delegates** the responsibility of making expenditures to a committee member, they must be fully informed of the reimbursement procedures.
10. Anyone submitting cash and/or checks for deposit must include an Income/Expense form with the cash/checks to the Treasurer. Upon receipt, the Treasurer will count the money and checks to verify the total(s) on the form. Once the amount is confirmed, the Treasurer will fill out a receipt and both the Treasurer and the depositor will sign to indicate the deposit and receipt of said cash/checks. The receipt will be filled out in duplicate, with the Treasurer and depositor each receiving a copy for their records. This procedure will be done at the end of each meeting in a discreet location.
11. The Chairperson and the Treasurer will include all the receipts in the fiscal section of their annual report which will be available for the Audit committee.
12. Large expenditures may be approved by the Board in advance, or by a special phone or email conference, to ensure quick payment to members to alleviate any resulting financial hardship.
13. Each Committee Chair will keep track of their own budgets. Budget overages need to be approved by a minimum of four members of the Executive Board. All receipts over the allotted budget need to be approved prior to purchase or the member pays out of their pocket.

J. Credit Card

Gems shall maintain a business credit card. The card will be held by the President and Uthorized use will be by the Treasurer or President. The President will authorize in writing to the Treasurer, any

payments to be issued by credit card. Receipts will be maintained along with other financial records by the Treasurer.

K. Web Site

1. All mass emails shall be approved by President and/or President-elect.
    a. Notification of death of a GEMS member.
    b. Emergency notification, (bad weather, meeting cancellations, meeting location or date change.)
    c. Any other mass notification as deemed urgent

K.

L. GEM of the Year

1. Selection for Gem of the Year is as follows: Members shall submit a nomination in writing to the executive board stating the reasons a member should be considered for Gem of the Year.
2. Multiple nominations for one member does not constitute more "weight" in the selection process.
3. At the July Executive Board meeting, nominations and reasons will be read by the President, discussion will follow. Each executive board member shall cast a single vote by paper ballot. a If all seven executive board members are not present and there is a tie, the absent member(s) will be contacted to break the tie. Selected member will be notified shortly after the July Gems Board meeting. If the selected member refuses the honor, the member with the second highest votes will be selected.
4. A maximum of $75 will be spent for a gift for the GEM of the Year, to be presented at the Christmas Party.

L. Benevolent Policy

1. In the event a current Gems member or the spouse of a Gems member passes away, the Gems of the Prairie Quilters will send a memorial to the family in the amount of up to $50.00. If a previous member of Gems passes away, a card will be sent. For any other member of the family a card will be sent to the Gems member. This will be the duty of the Corresponding Secretary. Funds for this will come from the Vicki DuBois Memorial Fund which was established in 2022 for this purpose.

M. GEMS Property

1. Members in possession of all GEMS equipment, i.e., computers, sound system, quilt stands, etc., must contact the President-elect by the December meeting for inventory and maintenance checks and/or replacement.

N. GEMS Quilt Show

1. GEMS quilt show shall be presented annually, or as decided by the guild membership.
2. The purpose of the GEMS quilt show is:
    a. To showcase our talents and quilts to the community and other quilters.
    b. To raise money to fund the activities of the guild including programs, special events, community service projects and the costs to operate the guild.

O. Committee and Service Projects

Any proposed budget changes will require review and approval by the Executive Board President and Treasurer prior to any changes being made.

Reviewed/Revised October, 2026