

Pride of the Prairie Quilters

Policies and Procedures

Updated May 2010

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, a program, and refreshments. Door prizes are raffled at each guild meeting. The standard guest fee of \$5 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 asked to sell or purchase a minimum of \$20 in raffle tickets for each POPQ quilt show.

Members are asked to serve on one quilt show committee or volunteer for set-up, take-down or other guild activity during each POPQ quilt show.

If a member is not actively involved in committee work or scheduled to volunteer during the quilt show (Friday-Saturday-Sunday), members are asked to work at least one shift (2 hours) where needed (ex. ticket sales, white-glove, etc.) at each POPQ quilt show.

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

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

Members are asked to provide food for the refreshment table or an item which is needed and has been listed on the sign-up sheet, once yearly at a guild meeting. Members unable to fulfill their obligation are required to find a substitute and notify the Hospitality Chairman of same.

Members shall be given priority for workshop registrations up to two months prior to the workshop date. Non-members are eligible to sign up for a workshop two months 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 current monthly overdue fines levied by the guild library are: \$.50 per book and \$1.00 per electronic media.

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

- The guild normally holds an auction in the summer of odd numbered years. Auction items are donated by members and may consist of sewing items, craft items, completed projects, and foodstuffs.
- A charitable activity or community project should also be organized each year.
- A Christmas block exchange and ornament exchange usually occurs at the Christmas-Holiday Party.
- Normally a completed project challenge is also organized for one month of the year.
- The Program Chairman or any other guild member may organize other programs such as block-of-the-month program as 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-chairmen.

If a board member needs to be absent from a monthly guild meeting, another member must be selected to fill in for the board member's duties.

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

The quilt show chairperson(s) is encouraged to attend board meetings.

The website administrator is encouraged to attend board meetings.