

PANA PIONEER HERITAGE GUILD BYLAWS

Article I - Name

The organization shall be known as the Pana Pioneer Heritage Guild and shall be referred to in the Bylaws as the Guild.

Article II - Objectives

The objectives of the Guild shall be:

- To teach and preserve the skills and crafts of earlier generations in the Pana area;
- To demonstrate the lifestyles of earlier generations in the Pana area to schools, churches, and other community organizations;
- To promote an appreciation of the numerous achievements of earlier generations in the Pana area through educational activities; and
- To preserve the artifacts which were of importance in the founding and development of the Pana area so that future generations may see the actual object.

Article III - Policy

The Guild shall be a nonprofit organization.

Article IV - Membership

Section 1.

- a. Membership types and dues in the Guild shall be as follows:

Regular Member \$ 10.00 per year after Apr. 1, 1982

Heritage Member \$ 25.00 per year

Life Member \$100.00 (one time)

Charter Life Member \$ 50.00 -no longer available

Charter Member \$ 5.00 -no longer available

Honorary Member pays no dues

- b. Dues become payable at the September meeting.

Section 2.

- a. Membership privileges in the Guild shall be as follows:

Regular

- To attend all Guild meetings, vote on all issues, hold any Guild office, and receive all Guild publications.

Business / Organizations

- Same as those of a regular member.

Life

- Same as those of the above members for life.

Charter Life

- Same as those of all other members for life.

Charter

- Same as those of a regular member plus a certificate recognizing them as a charter member.

b. Honorary member shall:

1. Be nominated by and approved by voting members.
2. Not vote nor hold office.

Article V - Officers

Section 1.

The officers of the Guild shall be co-chairpersons, a secretary, a treasurer, and three (3) directors, and shall constitute the Executive Council.

Section 2.

- a. The term of office shall be two (2) years.
- b. One co-chair, one director, and the secretary shall be elected in even years; one co-chair, two directors, and the treasurer shall be elected in the odd years.

Section 3.

Officers shall assume their duties immediately following their election at the September meeting and shall serve for two (2) years or until their successors are duly elected.

Article VI - Nominations and Elections

Section 1.

A nominating committee of at least three (3) members shall be appointed by the Executive Council at the following October meeting. The nominating committee shall present a slate of nominees for each office at the April meeting. Nominations may also be made from the floor.

Section 2.

Officers shall be elected at the Guild's meeting in September.

Section 3.

Vacancies, due to death, resignation, or incapacity, shall be filled by appointment by the Executive Council, for the remainder of the unexpired term.

Article VII - Duties of Officers

Section 1.

The co-chairpersons shall be the principal officers of the Guild and shall:

- a. Preside alternately at all meetings of the Guild.
- b. Appoint together standing and special committee chairpersons.
- c. Serve as ex-officio members of all committees except the nominating committee.
- d. Bring to the attention of the membership all pertinent information relating to the Guild.
- e. One co-chairperson will co-sign all checks with treasurer.

Section 2.

The secretary shall:

- a. Take and record accurate minutes of the proceedings of all meetings of the Guild and report them to the members at the next meeting.
- b. Prepare and send all standard correspondence of the Guild.

Section 3.

The treasurer shall:

- a. Keep a record of all income (including all dues) and expenditures and give a financial report at each meeting.
- b. Co-sign all checks with one (1) co-chairperson.
- c. Be responsible for maintaining a current membership list and shall provide the secretary with a copy.
- d. Be responsible for all correspondence dealing with monetary donations.

Article VIII – Meetings

Section 1.

Regular meetings shall be held on a monthly basis as set by the membership.

Section 2.

Special meetings may be called by the co-chairpersons or by any five (5) members, provided all members are notified of time, place, and purpose of each meeting.

Section 3.

Five members present shall constitute a quorum Article IX-Standing Committees.

Article IX – Standing Committees

Section 1.

The standing committees of the Guild shall be Site, Historic Research, Fundraising, Membership, Program, and Acquisitions.

Section 2.

Committee Chairmen shall be appointed for a term of one year and may be reappointed.

Section 3.

The Committee Chair shall appoint committee membership for a term of one year and may re-appoint such members.

Section 4.

Chairpersons of Site, Historic Research and Fundraising Committees shall be appointed in even-numbered years, and chairpersons of Membership, Program and Acquisitions Committees shall be appointed in odd-numbered years.

Section 5.

Committee responsibilities:

- a. Site Committee shall be responsible for maintaining the grounds, i.e. mowing, weed control, water control, building maintenance, tree/shrub trimming, plant labeling, and anything else deemed necessary by the membership.
- b. Historic Research Committee shall be responsible for researching.
 1. History of the Pana area and Central Illinois.
 2. Family backgrounds of the original occupants.
 3. Structures at the site.
 4. Appropriate artifacts for site.
 5. Appropriate lifestyles for site.
 6. and any other research deemed necessary by the membership.
- c. Fundraising Committee shall be responsible for:
 1. Recommending fundraising projects.
 2. Coordinating approved projects.
 3. and any other related assignment deemed necessary by the membership.
- d. Membership Committee shall be responsible for:
 1. Increasing membership.
 2. Coordinating membership activities.
 3. and any other related assignments deemed necessary by the membership.

e. Program Committee shall be responsible for:

1. Providing programs for Guild membership.
2. Providing programs for outside organization.
3. Organizing teaching packets/activities for community groups.
4. Organizing project packets for community groups.
5. Developing a list of resource persons in the area.
6. and any other assignment deemed necessary by the membership.

f. Acquisitions Committee shall be responsible for:

1. Current written and pictorial inventory of artifacts.
2. Current and accurate list of donors.
3. Sending thank-yous for donations other than monetary.
4. Working with Research Committee in determining appropriate artifacts,
5. and any other assignments deemed necessary by the membership.

Article X - Parliamentary Procedure

Section 1.

Robert's Rules of Order, Newly Revised, shall govern all proceedings of this Guild.

Article XI - Amendments

Section 1.

Amendments to these by-laws may be proposed by the Executive Council or any member of the Guild at a regular meeting. Such amendments must be presented in writing.

Section 2.

All proposed amendments shall be added to the Bylaws after receiving a two-thirds vote of the members present at the next regular meeting after their proposal.

Section 3.

Bylaws shall be reviewed every five years by an appointed committee of three members, starting in 1998.

Article XII - Dissolution

Upon dissolution of the Guild, the assets shall first be offered to the Tri-County Fair Association, with the condition that they will continue the objectives of the Guild as stated in these Bylaws.

If the above association will not accept this condition, the assets will then be offered to the Pana Historic Preservation Commission/Pana City Council, with the same condition. If the above Commission/Council will

not accept this condition, the assets will then be offered to the Christian County Historical Society, with the same condition.

If no group/organization is willing to accept the assets and meet the stated objectives, the assets will be sold and the monies donated to the Carnegie-Schuyler Library, Pana, Illinois.

First Bylaws adopted Nov. 1981

Above Bylaws Revised on January 21, 1999.