

**BELLE POINT QUILTERS
CONSTITUTION AND BYLAWS
2025**

ARTICLE I: NAME

The organization will be known as the Belle Point Quilters Guild.

ARTICLE II: OBJECTIVES

The objectives of the Belle Point Quilters Guild shall be to promote the appreciation of the rich heritage of the art of quilting and to enhance each member's own quilting skills and knowledge. It shall also be the purpose of this organization to expand and to enrich the art of quilting for future generations.

ARTICLE III: MEMBERSHIP

SECTION I: QUALIFICATIONS

Membership in the Belle Point Quilters Guild is open to anyone with an interest in the art of quilting.

SECTION II: APPLICATION OF MEMBERSHIP

Anyone meeting the qualification for membership and seeking membership in the Belle Point Quilters Guild may make an application for membership at any regularly scheduled meeting of the Guild. Membership status is achieved upon receipt of the completed application and payment of the organization dues. Any person may attend two meetings of the Belle Point Quilters Guild as a guest. However, further attendance requires payment of membership dues.

SECTION III: PARTICIPATION STATUS

An active member is a member whose dues are current. An active member shall be entitled to one vote on each matter submitted to the membership.

SECTION IV: MEMBERSHIP DUES

Annual dues shall be due January 1. If dues are not paid by the February meeting, membership is terminated. Any changes in dues will be proposed and voted upon in November.

ARTICLE IV: OFFICERS

The officers of the Belle Point Quilters Guild shall be President, President-Elect, Vice-President, Vice-President-Elect, Secretary, Secretary-Elect, Treasurer, and Treasurer-Elect. The Board shall consist of all elected officers. This constitutes the voting members of the Board with only the President voting to arbitrate a tie vote.

SECTION I: QUALIFICATIONS

A candidate for an office shall have been an active member of the Belle Point Quilters Guild for a period of one year and have attended a majority of the regular meetings.

SECTION II: ELECTION OF OFFICERS

Paragraph 1: The nominating committee shall consist of five members as follows: Two from the Board appointed by the President and three others elected from the general membership. A list of the nominees for the office shall be presented at the October meeting.

Paragraph 2: All officers shall be elected at the Annual Business Meeting in November. Nominations may be made from the floor at the time of the election provided that the consent of the Nominee is obtained. When there is more than one candidate for an office, the election for that contested office shall be by ballot. A majority of votes cast by the members present will elect the officers.

Paragraph 3: All elected officers shall serve for a term of two years. (See Section III, Paragraph 5).

Paragraph 4: The newly elected officers shall assume the duties of their respective offices at the end of the December meeting following the election.

Paragraph 5: The President shall appoint an active member to fill the vacancy of any unexpired term of an officer, subject to the approval of the Board.

SECTION III: DUTIES OF THE OFFICERS

Paragraph 1: President

The President shall preside at all meetings of the Belle Point Quilters Guild. The President shall appoint the committee chairmen and be a member ex-officio of all committees except the nominating committee. The President shall be chairman of the Board. The President shall only vote to arbitrate a tie vote.

Paragraph 2: Vice-President

The Vice-President shall provide for the continuing education of the membership by identifying educational needs, developing lectures, workshops or classes that would meet those needs and evaluating the effectiveness of the educational offerings. In the absence of the President, the Vice-President shall preside at the meeting of the Belle Point Quilters Guild.

Paragraph 3: Secretary

The Secretary shall keep an accurate record of all meetings of the Belle Point Quilters Guild and Board and shall provide a copy of the General Meeting minutes to be published in the Newsletter. In the absence of the President and Vice-President, the Secretary shall preside at the meeting of the Belle Point Quilters Guild. The Secretary shall attend to all general correspondence and notify members and Board members of any called meetings.

Paragraph 4: Treasurer

The Treasurer shall collect all dues and other money and keep an accurate account of all receipts and disbursements. The Treasurer shall submit an itemized monthly report to be published in the Newsletter. The Treasurer shall present a proposed budget to the Board at the January Board Meeting. The Treasurer shall present the budget to the membership for approval at the January meeting. At the end of the year, the Treasurer shall submit to the Board a year-end financial report and shall submit a condensed version for publication in the Newsletter.

Paragraph 5: Officers-Elect

The Officers-Elect shall attend the Board Meetings and assist the officers in their respective duties while learning the position in preparation for assuming those duties the following year.

ARTICLE V: BOARD DUTIES

The affairs of the Belle Point Quilters Guild shall be managed by the Board; support and/or participation of the membership must be brought before the membership for approval. The Board must present all expenditures which are not in the budget, which exceed \$100.00, to the general membership for approval. The Board may accept on behalf of the Belle Point Quilters Guild any contribution, gift or bequest.

1. The Board shall set meeting dates and meeting places for Belle Point Quilters Guild.
2. The incoming Board shall prepare a proposed budget to be presented to the Guild for approval at the January meeting.
3. The Board shall transact any necessary business between monthly meetings.

ARTICLE VI: SPECIAL PROJECT COMMITTEES

The President shall appoint the Chairmen of Special Project Committees. The committee Chairmen shall submit a list of committee members to the President.

ARTICLE VII: MEETINGS

SECTION 1: ANNUAL BUSINESS MEETING

The Annual Business Meeting of the Belle Point Quilters Guild will be held on the fourth Monday of November for the purpose of electing officers. If this day falls on a legal holiday or poses considerable conflict, the Board may change the date.

SECTION 2: REGULAR MEETINGS

Paragraph 1: Regular meetings shall be held once a month, time and place to be determined by the Board.

Paragraph 2: Routine business matters shall be settled by the Board before presentation at regular meetings. A minimum of time shall be devoted to business matters at the regular meetings.

Paragraph 3: Voting on routine business matters shall be carried out by a simple majority of members present.

Paragraph 4: Robert's Rules of Order Revised shall be the authority on all questions not covered by the Belle Point Quilters Guild Constitution and Bylaws.

SECTION 3: BOARD MEETING

The Board shall meet monthly. Board decisions that do not need membership approval but affect the entire membership should be reported in the Newsletter.

ARTICLE VIII: FISCAL YEAR

The fiscal year of the Belle Point Quilters Guild begins on the first day of January and ends on the last day of December. A member's audit committee appointed by the Board and made up of non-Board members shall audit the financial records annually, prior to the proposal of the budget in January.

ARTICLE IX: ORDER OF BUSINESS

The following order of business is to be followed at all regular meetings:

Call to order

Officers

Chair Reports

Unfinished Business

New Business

Adjournment

ARTICLE X: AMENDMENTS TO THE BYLAWS

Amendments to the Bylaws may be proposed by the membership at large and/or by the Board. Amendments to the Bylaw shall be adopted and/or amended by a majority of the members present at any business meeting if at least thirty days' written notice is given of the amendment. Bylaws should be reviewed every five years, by a committee appointed by the President, for issues relevant to current organization.

ARTICLE XI: DISSOLUTION

Upon the termination or dissolution of the Guild, any surplus of property or assets remaining when all debts and obligations of the Belle Point Quilters Guild have been paid and satisfied, shall not, either directly or indirectly, incur to the benefit of any member of the Belle Point Quilters Guild or any other individual. Any surplus shall be distributed and paid over to an organization or organizations which are exempt from Federal Income Tax pursuant to the provisions of Section 501C (3) of the Internal Revenue Code of 1954.

BELLE POINT QUILTERS GUILD, INC.

POLICIES AND PROCEDURES

CHAIR POSITIONS: (At discretion of President)

Membership/Directories	Donation Quilt Tickets
Hostess Desk/Greeter	Challenge Block
Name Tags	Cozy Quilts
Publicity/Website Coordinator	Quilt Show
Sunshine and Shadows	Christmas Party
Donation Quilt	Newsletter Editor

Chairpersons are appointed at the discretion of the President and serve for the term of that President; they should have a willingness to fulfill the duties of their committee as described in the following paragraphs. Chairpersons should adhere to expenditures for their committee as listed in the budget as approved by the membership. Each committee chair shall maintain a procedure folder outlining their activities throughout the year and pass this folder to their successor.

MEMBERSHIP:

Prepare membership forms, make them available to the newsletter chair; collect forms and money; turn in money to Treasurer promptly. Prepare, update, print and distribute membership books, have forms available at all meetings and provide information about new members after the February meeting to the newsletter chair.

Membership directories are available (either digitally or in printed form, upon request) to all members; the information is for the sole purpose of personal use of members. Constitution, Bylaws, and Policies and Procedures are available upon request in either digital or printed form and will be posted on the Guild's website.

Membership dues are \$30.00 per year, plus \$20.00 donation quilt ticket requirement, making the total amount due in January or any new members during the year, \$50.00. Charter members (founding mothers) have been granted lifetime membership and do not pay annual dues. They include *Maxine Adney, Aundria Carlton, *Billie Carter, Cindy Dorzab, *Flora Mae Doville, *Kola Fortune, *Phyllis Lukas, Carolyn McChristian, *Shirley Nicholson, Cissy Rose, Judy Sagely, and Bonnie Turner. (*Deceased)

HOSTESS DESK/GREETER:

Hostess desk/greeters shall help set up, organize, and be at sign-in table 30 minutes prior to meeting (or if unable to attend, secure a substitute).

Provide sign-in sheets for members and visitors (and for the Senior Center); “Show and Tell” sign-in sheets; sell door prize tickets (tickets are 5 for \$1.00); collect money for 50/50 drawing from those wearing name tags.

NAME TAGS:

Assemble and distribute nametag kits; have kits available at all meetings. Kits are free for new members or \$3.00 for those who have previously had a name tag kit.

PUBLICITY/WEBSITE COORDINATOR:

Make information about meetings, special events and opportunities available to the public through newspapers, television, or websites.

SUNSHINE AND SHADOWS:

Inform members of illness/death/celebration with membership. Send cards, friendship blocks, and donations as appropriate. *Provide information to the newsletter chair. Members should make this chairperson aware of concerns within the guild.

*Cards and friendship blocks are sent for surgery and/or hospitalization of a member.

*A \$25.00 donation will be made to charity of a members’ choice upon the death of a member. A card will be sent to the member for the death of an immediate family member. Immediate family shall be defined as: Spouse, Child, Mother, or Father.

DONATION QUILT:

Select a design and supervise construction of the quilt; purchase all necessary materials for construction of the quilt; purchase all necessary materials for construction and quilting. Provide treasurer with bills and all receipts of expenses incurred in construction and quilting. Drawing for the quilt will be at the December Christmas party from all donation tickets sold by guild members.

QUILT TICKET SALES:

Have tickets printed for the December drawing and distribute tickets to all members. Collect tickets and money from members; turn money into Treasurer as collected. Retain tickets in a secure location until drawing at Christmas Party. Arrange for the quilt to be at appropriate locations to sell tickets to the public. Price of tickets is to be decided by the Board of Directors. Belle Point Quilters Guild Members are required to purchase, sell, or donate \$20.00 in support of the Donation Quilt project. The \$20.00 requirement will be included in the payment of dues in January for members renewing and when new members join. The amount due at the time of membership or renewal shall be \$50.00. \$30.00 annual dues, \$20.00 donation ticket requirement. All members are encouraged to sell additional donation quilt tickets above the \$20.00 requirement.

CHALLENGE BLOCKS

Select and distribute information (via the newsletter) for the challenge block of the month. Patterns, fabrics, and instructions are at the discretion of the chairperson. Collect and display challenge entries, supervise drawing for winner(s). Participants' names are entered based on the number of blocks made.

COZY QUILTS:

Collect donated fabric and batting; assemble fabric into appropriate kits and have available for members at meetings. Set dates and times for workdays; collect completed quilts. And distribute them to designated agencies. Encourage members to participate.

QUILT SHOW:

Co-Chairs: To committees, location and dates of the biannual quilt show. Oversee securing teachers, judges, ribbons, fees, and volunteers. Prepare and distribute entry forms. Arrange for, collect and display quilts.

CHRISTMAS PARTY:

Organize an annual Christmas party for members and guests, plan food, decorations and entertainment in accordance with budget. Publicize date, time and costs in newsletter.

NEWSLETTER EDITOR:

In conjunction with the membership chairperson, maintain a roster of members to include contact information (address, email, phone number, birth month and day). With input from the board and membership, prepare the monthly newsletter and send it to all members.

PROGRAM GUIDELINES:

Programs scheduled and directed by the Vice-President; active members providing programs will be paid \$100 and if there are more than two presenters the fee will be equally divided.

COMMUNITY DONATION:

The Guild shall donate to a community charity of the members' choice in the amount specified in the budget. The charity will be selected by member nominations and vote at the annual meeting in November.

MEMORIAL FUND:

Money donated to the Guild in memory of deceased members will go into a special fund (separated on paper from the operating fund) and be used at future BPQG Quilt Shows to recognize "Members' Choice" winners; in the amount of \$100- first place; \$75 – second place; and \$25 third place. (Named in honor of those past members).

OUTGOING PRESIDENT'S QUILT:

The incoming president is responsible for organizing the outgoing president's quilt.

INCLEMENT WEATHER:

If Fort Smith schools have been cancelled there will be no meeting; however, if weather should turn bad during the day, the Board will make the decision whether to cancel and to activate a phone chain and notify the newsletter chair to send an email if the meeting is to be cancelled.

Revised March 2025