

## **BY-LAWS OF THE CENTRE KNITTERS GUILD**

### **ARTICLE I – NAME AND PURPOSE**

1. This organization shall be known as the Centre Knitters Guild and, upon approval of TKGA, shall be recognized as affiliated with THE KNITTING GUILD ASSOCIATION (TKGA).
2. The purpose of this local Club/Guild shall be essentially the same as that of TKGA, which is to provide members with the education and communication to advance the quality of workmanship and creativity in their knitting endeavors.

### **ARTICLE II – MEMBERSHIP**

1. Any person who is interested in the purpose of this Club/Guild may become a member by application and payment of dues, regardless of race, creed, color or gender.
2. A Club/Guild may not form a cooperative in order to obtain a business license or tax number for the purpose of buying knitting supplies at a wholesale price.
3. All members of the local Guild are encouraged to maintain current membership in TKGA. The local Guild officers should support and promote TKGA and its educational programs and other services to its Guild members.

### **ARTICLE III – OFFICERS**

1. The president shall maintain a current membership in TKGA. Other officers of the local Guild are encouraged to also maintain a current membership in TKGA.
2. The local management of the affairs of this organization shall be vested in a Board of Directors composed of four (4) executive officers provided for herein, and such executive Board shall set local policy in support of the mission of TKGA.
3. The Board shall meet at such times and places as the President of the local Guild shall direct, or at the call of any two (2) other members of the Board.
4. A majority of the local Board shall constitute a quorum for transaction of business at any meeting.
5. Vacancies on the local Board shall be filled by appointment of the President with approval of the remaining directors of the Board.

### **ARTICLE IV – OFFICERS AND DUTIES**

1. The officers of the local Guild shall consist of a President, a Vice President, a Secretary, and a Treasurer. Terms of the office for each officer shall be for two (2) years.
2. The President shall preside at all meetings of the membership, all meetings of the Board of Directors, and shall be an *ex officio* member of any committee established by the local Guild. The President, with the advice and consent of the Board of Directors, shall

appoint all standing committees to be established by the local Guild.

3. The Vice President shall assist the President and serve in the absence of the President.
4. The Secretary shall keep minutes of all proceedings of meetings of the membership and the Board of Directors. The Secretary shall take care of the correspondence at the direction of the President.
5. The Treasurer shall receive and disburse all monies and present a statement of the current financial condition at all meetings of the Board of the local Guild. The Treasurer shall keep accurate and continually updated lists of members in good standing, together with their current addresses.

#### **ARTICLE V – COMMITTEES**

1. The local Guild's organization shall have standing committees for (1) Community Outreach, and (2) Programs. The President, upon the advice and consent of the Board of Directors, shall appoint the chairman of each committee.
2. The duties of the committee shall be as defined by the Board of Directors of the local Guild.

#### **ARTICLE VI – DUES**

The local Guild shall be charged with the responsibility of establishing annual dues for its members.

#### **ARTICLE VII – MEETINGS**

1. Annual Meeting. There shall be at least one (1) annual meeting of the Board of Directors during the calendar year. Notice of such meeting, shall be emailed to the last recorded email address of each member of the Board of Directors.
2. Special Meetings. Any two (2) members of the Board of Directors may call special meetings of the Board of Directors of the local Guild from time to time. Notice of any special meeting shall be emailed to each member of the Board of Directors at that member's last recorded email address at least ten (10) days in advance of such special meeting.
3. Membership Meetings. The Board of Directors shall have the authority to set a membership meeting schedule on a monthly or more frequent basis at the discretion of the Board.
4. Quorum. Thirty percent (30%) of the local members of the Guild currently in good standing shall constitute a quorum for a regular meeting of the members.

## ARTICLE VIII – ELECTIONS

1. The local Guild shall organize a nominating committee for the purpose of nominating officers of the local Guild for the next annual term. This nominating committee shall be prepared to present its proposed slate of officers at the Guild's April meeting.
2. An annual election of officers will be held at the Guild's May meeting. Elections will rotate: years ending with an odd number will hold the election for President and Secretary; years ending with an even number will hold the election for Vice President and Treasurer.
3. The Guild's newly elected officers shall take office at the conclusion of the May meeting.

## ARTICLE IX

These by-laws may be amended, repealed or altered in-part by a two-thirds (2/3) vote of those members present at a scheduled meeting that has a quorum.

## ARTICLE X

Basic parliamentary procedure shall govern all procedure and parliamentary matters of the local Guild.

Approved by the Centre Knitters Guild

Friday, May 5, 23 (*Note: Date information will automatically update itself when the by-laws are approved by the Guild*)