

By-Laws
of
The Knit at Night Guild

Article I: Name and Purpose

1. This organization shall be known as The Knit at Night Guild.
2. The purpose of the Guild shall be to promote education and communication and to advance the quality and workmanship in the members' knitting.

Article II: Membership

1. Any person who is interested in the purpose of this organization may become a member by application and payment of dues, regardless of race, creed, color or gender.

Article III: Guild Chapters

1. Chapters will be defined as full members meeting as a group at a separate location.
2. A knitting group will be considered for Chapter status by making application to the Executive Committee, paying dues for all chapter members, designating representatives to attend the Executive Committee meetings, and adhering to the bylaws of the Knit at Night Guild.
3. Dues-paying members of the Chapter are entitled to all the benefits of Guild membership, including but not limited to, the right to vote at Chapter meetings, participate in drawings for door prizes, early entry for workshops, access to Chapter programs, may attend meetings of any Chapter of the Guild and may receive Constant Contact, the Guild newsletter, and are eligible to serve as elected officers or committee chairs of the Chapter.
4. A visiting person may attend Chapter meetings three times and then must become a member to continue attending meetings.

Article IV: Executive Committee

1. The management of the affairs of the Guild shall be vested in an Executive Committee (the Committee), composed of officers, committee chairs, and two (2) representatives from each Chapter. All officers, committee chairs and representatives must be a member in good standing. Only members of the Committee are eligible to vote on matters brought before the Committee.
2. The Executive Committee shall meet at such time and place(s) as the President of the Guild shall direct or at the call of any two (2) members of the Executive Committee.
3. Fifty percent of the membership of the Executive Committee shall constitute a quorum for transaction of business at any meeting.
4. Vacancies of all elected positions occurring during the election year shall be filled by appointment of the President, with approval by the Executive Committee.

5. Financial expenditures under \$500 can be approved by a majority vote of Executive Committee members present at the business meeting. Expenditures over \$500 must be presented to the membership for vote at a membership meeting.

Article V: Executive Committee Members and Duties

1. The Executive Committee of the Guild shall consist of a president, a treasurer, a secretary, committee chairs, and two (2) representatives from each Chapter. Officers, chair persons and representatives must be a member in good standing.
2. The President shall preside at all meetings of the general membership, all meetings of the Executive Committee, and shall be an ex officio member of any committee established by the Guild.
3. The Executive Committee shall appoint all standing committees to be established by the Guild and shall define the duties of the committees.
4. The Secretary shall keep minutes of all proceedings of the Executive Committee and shall take care of all correspondence. The minutes of the Executive Committee meetings shall be published on the Guild website.
5. The Treasurer shall receive and disburse all monies and present a statement of the current financial condition, including account balance, at all meetings of the Executive Committee and the Guild membership meetings. The Treasurer shall publish an annual financial report to the membership of the Guild.
6. Each chapter will designate two (2) representatives of the Executive Committee, one representative being the Chapter President. The Chapter representative, voted on or appointed by the Chapter represented, shall serve as the communication link between the Chapter and the Executive Committee and will be a voting member of the Executive Committee. Each chapter is free to establish its own officers and committees, as deemed necessary, but only the designated Chapter representatives will be voting members of the Executive Committee.

Article VI: Dues

1. The guild, under the guidance of the Treasurer, shall be charged with the responsibility of establishing annual dues for its members.

Article VII: Meetings

1. Executive Committee Meeting: There shall be at least one (1) meeting of the Executive Committee during each quarter of the calendar year. All Executive Committee meetings will be open to the full membership.
2. Membership Meetings: The Executive Committee shall have the authority to set a membership meeting schedule on a monthly or more frequent or less frequent basis at the discretion of the Committee.

3. 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, and in order to approve items presented by the Executive Committee for a membership vote.

Article VIII: Elections and Voting

1. The Executive Committee shall appoint a nominating committee for the purpose of nominating a slate of officers and committee chairs of the guild for the next annual term. The nominating committee shall be comprised of at least three (3) members, with at least one member representing each chapter. Such nominating committee shall be prepared to present its proposed slate of officers at the July monthly meeting of the members of the Guild.
2. Terms of office shall be for one (1) year beginning August 1 and ending July 31.
3. An annual election of officers shall occur no later than July 31 in conjunction with the monthly meeting of the members of the Guild.
4. The newly elected officers of the Guild shall take office on August 1.
5. Members cannot serve more than two consecutive years in the same office, with the exception of the Treasurer, who may serve an additional two terms, but no more than four years total.
6. Items requiring a vote by the general membership of the Guild will be announced in the monthly newsletter, the monthly meeting of the Guild, and then a vote taken at the next consecutive meeting. Each voting location will maintain a roster of members present at that meeting to insure that members vote at only one location.

Article IX: Alteration of By-Laws

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: Termination

If, for any reason, the membership of the guild elects to cease existence, no member will receive any portion of its remaining assets or property. Upon dissolution, the balance of any assets or property of the guild which remains after all debts or obligations are paid will be distributed to any not-for-profit organization, which has been selected by the Executive Committee.

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