

**BY-LAWS**  
**THE RIVERSIDE KNITTING GUILD**  
**A CHAPTER OF THE KNITTING GUILD ASSOCIATION**

Revised June 7, 2014

**ARTICLE I - NAME**

This organization shall be known as the Riverside Knitting Guild, hereinafter referred to as RKG, affiliated and recognized by The Knitting Guild Association, a nonprofit organization, hereinafter referred to as TKGA.

**ARTICLE II - PURPOSE**

The purpose of the RKG shall be to bring together a group of people with a common interest in knitting and to further their knitting knowledge through education, workshops, sharing of ideas and service to the community.

**ARTICLE III - 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, color, creed, sex or national origin.
2. The RKG 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. No individual members will benefit financially from revenues of the RKG. All revenues acquired by the RKG shall be used solely to accomplish the educational and community service goals of the group. However, the guild may contract with members in their professional capacities.
3. All members of RKG are invited to maintain membership in TKGA. RKG will support and promote TKGA and its educational programs and other services to Guild members.

**ARTICLE IV - OFFICERS**

1. The local management of the affairs of this organization shall be vested in a Board of Directors composed of five (5) elected officers provided for herein. The local chapter's Board of Directors shall set local policy in support of the common goals and missions of RKG and TKGA.
2. The newsletter Editor shall serve as an ex officio (non-voting) member of the Board of Directors.
3. The Board shall meet monthly. Time and place of said meetings shall be held, (a) at the discretion of the President, or (b) at the call of any two (2) members of the Board of Directors, or by written request of five (5) members in good standing.
4. A majority of the Board shall constitute a quorum for transaction of business at any meeting of the Board.
5. Vacancies on the Board shall be filled by appointment of the President with approval of the remaining Board members.
6. In the event of dissolution of RKG, all of its assets and funds shall be distributed to tax exempt organizations as determined by the Board of Directors.

## **ARTICLE V - OFFICERS AND DUTIES**

The elected officers of the RKG shall consist of a President, a Vice President, a Membership Chair, a Secretary and a Treasurer. Terms of office for each officer shall be for one (1) year, which shall begin January 1 of each year. Only RKG members in good standing for at least one (1) year shall be eligible to be officers.

1. The President shall perform the following duties:

A. Preside at all meetings of the membership and the Board of Directors.

B. Appoint the chairs of all committees and other project coordinators.

C. Communicate with TKGA.

D. Upon completion of the elected term, the President shall serve as an advisor to the incoming Board of Directors, as immediate Past President, in a non-voting capacity. After the term, upon election of a new Board, the position will transfer to the subsequent Past President.

2. The Vice President shall perform the following duties:

A. Serve as program chair.

B. Assist the President and serve in the absence of the President.

C. If a vacancy in the office of President occurs, the Vice President shall automatically become President. All other vacancies on the Board shall be filled by appointment by the new President with approval of the remaining Board of Directors.

3. The Membership Chair shall perform the following duties:

A. Assist the President, the Vice President and serve in the absence of the President and Vice President.

B. Keep accurate and continually updated lists of members in good standing, together with their current addresses, telephone numbers and e-mail addresses and dues payments.

C. Handle publicity for the RKG.

4. The Secretary shall perform the following duties:

A. Record and keep in her/his custody the minutes of all meetings of the membership and the Board of Directors.

B. Have minutes and a copy of the By-laws and Standing Rules available for reference at all meetings.

C. Have charge of such correspondence of the RKG as delegated to her/him by the President or Board of Directors.

D. Keep copies of all communications received and of all letters sent.

E. Chair bylaws revision committee as necessary.

5. The Treasurer shall perform the following duties:

A. Receive all monies due the RKG.

B. Pay all bills as approved by the Board of Directors.

C. Keep a proper set of books.

D. Present a statement of the current financial condition at all meetings of the Board and the membership business meetings.

E. Have copies of the monthly Treasurer's Report available for members either as hand-outs or by e-mail.

F. Present books for audit in January of each year. The audit shall be done by an audit committee, appointed by the President. The audit committee's report shall be presented at the February business meeting.

G. File all tax returns.

## **ARTICLE VI - COMMITTEES**

The RKG shall have Chairs/Coordinators for the afghan project, library, Precious Pals and a newsletterEditor. These positions shall be appointed by the President at a business meeting or upon the advice and consent of the Board of Directors. Any ad hoc Chairs/Coordinators deemed necessary by the membership or the Board of Directors shall be appointed by the President at a business meeting or with the approval of the Board of Directors.

## **ARTICLE VII - DUES**

Annual dues are payable on January 1 of each year and the deadline for payment is January 31. Members with delinquent dues will no longer be in good standing. They will not receive further newsletters, will not be eligible to vote in business meetings, may not use the Guild library and must pay non-member fees for classes.

## **ARTICLE VIII - MEETINGS**

1. Membership Meetings: the Board of Directors shall have the authority to set a membership meeting schedule on approximately a monthly basis.
2. Quorum: Thirty percent (30%) of the RKG members currently in good standing shall constitute a quorum for a regular meeting of the members.
3. Special Meetings: Special meetings of the Board of Directors of the RKG may be called from time to time by any two (2) members of the Board of Directors. Notice of any special meeting shall be mailed or e-mailed to each member of the Board of Directors at that member's last recorded address at least ten (10) days in advance of such special meeting.

## **ARTICLE IX - ELECTIONS**

1. At the October business meeting, the President shall appoint a Nominating Committee consisting of three RKG members in good standing. Membership on the Nominating Committee does not preclude a person from being a nominee. The Nominating Committee shall present a slate of consenting candidates to the membership at the November business meeting.
2. An annual election of officers shall occur at the December business meeting of the RKG membership. Voting shall be by ballot and a majority of the votes cast shall be necessary for election. If but one candidate is nominated for an office, the vote may be taken by voice.
3. The newly elected officers shall take office during the January membership meeting.

## **ARTICLE X - AMENDMENTS**

These bylaws may be updated, amended, repealed or altered in part, by a two-thirds (2/3) vote of those members in good standing present at a scheduled meeting that has a quorum. The President will appoint a By-Law Revision committee, which will consist of the Secretary (as chair) and two other RKG members in good standing. The By-Law Committee shall review minutes of all meetings at

which issues of substance pertaining to the bylaws were adopted, consult with officers and chairs/coordinators and with the membership at large. After consultation, the committee will submit a report of recommended changes to the By-Laws and Standing Rules to the RKG Board. Proposed amendments to these by-laws must be submitted in writing to the general membership thirty (30) days prior to the scheduled meeting. The Secretary will present the changes orally at a scheduled meeting, answer questions and lead a discussion of said changes before the vote is taken.

## **ARTICLE XI - PROCEDURES**

Robert's Rules of Order shall govern all procedures and parliamentary matters of the RKG meetings.

