

**ROCHESTER KNITTING GUILD**  
**BY-LAWS**  
**Amended April, 2016**

**Article I. Name**

The name of this organization shall be the Rochester Knitting Guild, hereinafter referred to as the Guild.

**Article II. Purpose**

The purpose of this Guild shall be to promote interest, appreciation, and skill in knitting.

**Article III. Membership**

Membership shall be open to any person interested in the purpose of this organization upon payment of their dues. There shall be six (6) classes of membership. Participation in any Guild shows or sales shall be limited to members.

- A. Charter Membership: Charter members shall be all those members that became members of the Guild within the first three months of the Guild, November 1986 to January 1987. Charter members shall enjoy all the rights and privileges of General Membership.
- B. General Membership: General members shall be all those members who elect to join the Guild.
- C. Honorary Membership: Honorary Membership shall be granted to those knitters who have made outstanding contributions to the Guild and whom the Guild wishes to honor. No dues are charged and Honorary Members shall enjoy all the rights and privileges of General Membership.
- D. Complimentary Membership: Complimentary Membership shall be granted to those knitters whom the Guild wishes to honor. No dues are charged for the year that the Complimentary Membership is given. Complimentary Members shall enjoy all the rights and privileges of General Membership.
- E. Shop Membership: Shop Membership shall be granted to those commercial organizations that support the purpose of the Guild. Shop members shall also offer to Guild membership a discount on knitting items, at their discretion, that are available in their shops. Shop members shall notify the Guild of the knitting items and discount available to Guild members in their shops.
- F. Student Membership: Student membership shall be granted to those knitters who show a student identification card or other proof of school registration (either in person or a copy

mailed in with the guild membership form) who elect to join the Guild. Reduced membership dues are charged for the year that the Student Membership is given.

## **Article IV. Officers**

Section 1. The officers of the Guild shall be President, Vice President, Secretary, Treasurer, two (2) Directors, and the Immediate Past President.

Section 2. All officers may be re-elected up to a total of three (3) one (1) year terms, except for Immediate Past President. The directors shall hold office for two (2) years, being elected on alternate years.

### Section 3. Duties

- A. President: The President shall preside at all meetings of the Guild and of the Executive Board; shall appoint the chairperson of all standing and special committees as defined in Article VI; may serve as member of all committees except the Nominating Committee; and shall perform all other duties usually associated with the office.
- B. Vice President: The Vice President shall perform the duties of the President during that officer's absence and succeed to that office should it be vacated before completion of the term; and shall act as chairperson of the Program Committee (see Article VI, Section 3).
- C. Secretary: The Secretary shall record the minutes of all business meetings of the Guild and the Executive Board and may carry on necessary correspondence on behalf of the Guild.
- D. Treasurer: The Treasurer shall receive, hold and account for all moneys of the Guild and shall keep a proper account thereof. A statement of account will be published twice a year in the Guild Newsletter. Books shall be audited according to Article VI, Section 3.
- E. Immediate Past President: The Immediate Past President shall be Chair of the standing Nominating Committee (see Article IV, Section 4 and Article VI, Section 3).

### Section 4. Election

The Nominating Committee shall request nomination in writing for officers at the March Guild meeting, shall obtain consent from the qualified candidates, and shall present a slate of officers at the April meeting. Election of officers shall take place at the May meeting. Newly elected officers shall take office following the May meeting. A vacancy in office shall be filled by the Nominating Committee in consultation with the President unless otherwise allowed for under these By-laws.

## **Article V. Meetings**

Section 1. There shall be at least eight (8) regular meetings a year. Time and place will be determined by the availability of a suitable place for the program to be presented.

Section 2. The Annual Meeting shall be held at the time of the regular meeting in May. It shall include the election of officers and the annual reports of the officers and committee chairpersons. Written copies of all reports shall be given to the newly elected Executive Board.

Section 3. At all meetings of the Guild, forty (40) members shall constitute a quorum.

## **Article VI. Executive Board**

Section 1. The Executive Board shall consist of the elected officers and appointed Chairs of the Standing Committees.

Section 2. The duties of the Executive Board shall be to conduct all business of the Guild between meetings; to approve the plans of the standing and special committees; and to approve the President's proposed budget for the fiscal year.

Section 3. Chairpersons of the Standing Committees shall be appointed by the President with the approval of the Elected Officers. Committee Chairpersons may appoint committee members to assist them with the work of their committee. Standing Committees of the Guild shall be:

- A. Program shall consist of the Vice President and any appointed members of the Guild and shall plan and present to the Executive Board future programs of the Guild.
- B. Nominating shall consist of at least 3 members, one of whom must be the Immediate Past President, who shall act as Chairperson of the Committee performing duties specified in Article IV, Section 4E. In the absence of an immediate Past President, the Chairperson for the Nominating Committee shall be appointed by the President with the approval of the Elected Officers.
- C. Auditing shall audit the Treasurer's books yearly following the Annual Meeting and distribute a copy of the report at the meeting following the issuance of the audit report.
- D. Newsletter shall be responsible for the preparation and distribution of the newsletter and liaison between the Guild and other guilds.
- E. Hospitality shall be responsible for the set-up of all meetings of the Guild including the meeting room and the serving of all refreshments.
- F. Membership shall receive dues and applications for membership and maintain a membership list and membership applications.
- G. Community Projects shall be responsible for coordinating the Community Projects chosen by the Guild.

- H. Publicity shall be responsible for all publicity and announcements of the Guild's activities.
- I. Library and Knitting Resources shall be responsible for the maintenance of all library material and the distribution of Guild resources to members.
- J. Shop Liaison shall be responsible for the liaison between the Guild's Shop members and the Guild.
- K. Yarn Auction shall be responsible for the collection and coordination of yarn and other items for the guild's auction.
- L. Web Site shall be responsible for the maintenance and update of the guild's web site and information contained therein.

Section 4. Special committees may be named by the President subject to the approval of the elected officers.

Section 5. A majority of the Executive Board shall constitute a quorum of the Executive Board.

Section 6: The President and the Treasurer will have signatory approval for the Guild banking duties. Both shall be on record for the financial institution(s) where the Guild's banking takes place. Any changes to the designated signatories require review and approval of the Executive Board.

## **Article VII. Dues**

Section 1. Dues shall be payable to the Rochester Knitting Guild along with a Guild Membership form no later than the first meeting in the Fall.

Section 2. New members joining during the fiscal year (September 1 through August 31) shall pay full dues.

Section 3. The amount of dues shall be determined by the Executive Board according to the needs of the Guild.

## **Article VIII. Parliamentary Authority**

The rules contained in *Robert's Rules, Newly Revised*, shall govern the Guild in all cases where they are applicable and where they are not inconsistent with the by-laws of the Guild.

## **Article IX. Amending the Guild's By-Laws**

The by-laws may be amended at any regular meeting of the Guild by a two-thirds (2/3) vote of a quorum, provided the proposed amendment(s) was submitted in writing and discussed at a previous regular meeting.