



#### Article I - Name and Definition

1. The name of this organization shall be Wichita Knitters' Guild.
2. This organization shall be unincorporated.
3. Wichita Knitters' Guild operations shall be based in city of Wichita, Kansas.

#### Article II - Purpose

The purpose of our guild shall be essentially the same as that of TKGA, which shall be to provide fellowship, education, and communication to advance the Wichita community's quality of workmanship and creativity in our knitting endeavors.

#### Article III - Membership

1. Membership shall be open to any person with an interest in supporting the purposes, activities and objectives by application and payment of dues, regardless of race, creed, color, sex, or national origin.
2. The Board reserves the right to revoke membership at any time due to negative conduct of member, one warning will be given.
3. All members of the local guild are required to maintain current membership in TKGA; the local guild officers should support and promote TKGA and it's educational programs and other services to its guild members.
4. The Treasurer shall receive dues.
5. Wichita Knitters' Guild Membership needs to be renewed annually in September; proof of TKGA membership will be required at renewal.
6. Dues are established annually by the board.

#### Article IV - Officers

1. At a minimum, the Officers of Wichita Knitters' Guild shall consist of a President, Vice-President, Secretary, Treasurer.
2. The Board shall be responsible for conducting the business of Wichita Knitters' Guild at meetings and elsewhere, the executive board shall set local policy in support of the mission of TKGA.
3. The Board shall meet monthly to discuss and plan activities and goals of Wichita Knitters' Guild. A quorum shall consist of three members.
4. Vacancies on the Board shall be filled by appointment, with approval of the remaining Board Members. The officer so elected shall serve only until the next general election.

#### Article V: Duties of the Officers

- a. 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 standing committees to be established by the local guild. The incoming President shall appoint an auditor who shall audit the treasurer's books from the previous guild year. The report of the audit shall be made at the March meeting.
- b. Vice-President: shall serve as the chairman of the local guild's program committee should such committee be established. Vice-President shall act in place of the President in her/his absence or upon request by the President.
- c. Secretary: shall keep minutes of all proceedings of meetings of the membership and the Board of Directors, the Secretary shall take care of correspondence at the direction of the Board of Directors. The Secretary shall keep accurate record of members in good standing, together with their current contact information.
- d. 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 record all funds made available to the guild; shall keep written record of all transactions involving the guild in the guild treasurer's book and present to the membership an itemized annual report.
- e. Board of Directors will focus on Education: shall plan the educational programs.

f. Board of Directors will focus on Membership: shall plan activities to promote current membership in Wichita Knitters' Guild and shall plan events to recruit new membership.

#### Article VI - Committees

The duties of the committees shall be as defined by the Board of Directors of Wichita Knitters' Guild.

#### Article VII: Meetings

1. Regular meetings will be scheduled monthly.
2. Annual meeting will be held in January to include the elections of all board member positions.
3. A quorum for regular monthly meetings, the annual meeting, and special meetings is the number of members present, provided the meetings have been properly called giving at least 7 days advance notice.

#### Article VIII - Finances

1. The fiscal year of Wichita Knitters' Guild shall be September 1 thru August 1.
2. Checks or withdrawals from Wichita Knitters' Guild funds shall require only one signature of the Board. All expenditures above \$200 related to any guild checking account will require two signatures.

Two Board members are required to be authorized account members.

3. All funds received or disbursed for Wichita Knitters' Guild purposes shall be recorded in the Treasurer's Account book.
4. Upon request, all financial reports are available to any Wichita Knitters' Guild member for review.

#### Article VIII - Nominations and Elections

1. Any member in good standing may hold office.
2. Nominations may be made from the floor at the December meetings, providing consent of any qualified candidate has been obtained. Nominations can also be called in to 316.302.KNIT or emailed in to [wichitaknittersguild@gmail.com](mailto:wichitaknittersguild@gmail.com) no later than a week prior to the January election meetings.
3. Elections will be held for the following positions: President, Vice-President, Secretary and Treasurer.

4. Each member in good standing is allowed one vote.
5. Election of new officers shall take place annually at the January meeting with new officers taking office in February.
6. No board member shall be eligible to serve for more than two consecutive years.

#### Article VIII – Local Yarn Shops

1. Wichita Knitters' Guild will remain neutral and fair to all local yarn shops (LYS).
2. Wichita Knitters' Guild will collaborate with LYS affiliated with TKGA.

#### Article X - Procedures for Dissolution

In the event of dissolution of this organization, assets will be distributed only to a charitable organization exempt under Section 501(c)3, or a fiber related educational or social club. The Executive Committee will determine to which organization the funds and supplies will be disbursed.

Article XI - These bylaws may be amended, repealed, or altered in part by  $\frac{2}{3}$  vote of those members present at a scheduled meeting that has a Quorum.

#### Article XII - Effective Date

These bylaws shall become effective immediately upon approval by the founding Board; September 7, 2016.