BY-LAWS
OF THE
BAY AREA KNITTING GUILD

adopted October 2014

ARTICLE I – NAME AND PURPOSE

1. This organization shall be known as the Bay Area Knitting Guild (BAKG), and, upon approval of TKGA, shall be recognized as affiliated with THE KNITTING GUILD ASSOCIATION (TKGA).
2. The purpose of this local Guild shall be essentially the same as that of TKGA, which shall be to provide 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 organization may become a member by application and payment of dues, regardless of race, creed, color, or sex.
2. A 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.
4. Good Standing means members are current with their dues

ARTICLE III – OFFICERS

1. All officers of the local Guild shall maintain a current membership in TKGA. BAKG will pay annual TKGA for BAKG officers.
2. The local management of the affairs of this organization shall be vested in a Board of Directors composed of five(5) 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 time 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 DUTIES1. The officers of the local Guild shall consist of a President, a President-elect, a Vice President, a Secretary and aTreasurer. Terms of the office for each officer shall be for one (1) year.

2. The President:

- preside at all meetings of the membership and all meetings of the Board of Directors
- with the advice and consent of the Board of Directors, appoint all standing committees established by the local Guild
- serve as an ex officio member of any committee established by the local Guild

3. The President-elect:

- focusing on training for the position of President
- presides at meetings and events in the absence of the President
- develops a strategic plan for the upcoming year, including but not limited to annual goals, developing a public relations plan, and identifying and developing future leaders
- appoint committee chairs for any committees established by the local Guild

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4. The Vice President:
   - assists the President as directed
   - coordinates all standing and ad-hoc committees in conjunction with the President-elect
   - serve as the chairman of the local Guild's program committee, should such committee be established

5. The Secretary:
   - retain minutes of all proceedings of meetings of the membership and the Board of Directors
   - develop and distribute correspondence for the local Guild at the direction of the President
   - keep accurate and continually updated lists of members in good standing, with current contact information

6. Treasurer
   - keep accurate and continually updated lists of members in good standing, with current contact information
   - receive and disburse all monies and present a statement of the current financial condition at all meetings of the Board of the local Guild
   - assure that any TKGA membership forms and dues collected from the Guild membership shall be forwarded in the appropriate amount to the office of TKGA.

ARTICLE V – COMMITTEES

1. The local Guild's organization may have standing committees for:
   - education
   - programs
   - finances
   - membership

   The chairman of each committee shall be appointed by the President-elect, upon the advice and consent of the Board of Directors.
2. The duties of each committee shall be 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 communicated, in writing by the Secretary, to each member of the Board of Directors.
2. **Special Meetings**. Special meetings of the Board of Directors of the local Guild may be called from time to time by any two (2) members of the Board of Directors. Notice of any special meeting shall be communicated, in writing, to each member of the Board of Directors at least 48 hours 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 (at least 10 per year) or more frequent basis at the discretion of the Board.
4. **Quorum**. Twenty-five percent (25%) of the local members of the Guild currently in good standing shall constitute a quorum for a regular meeting of the members.

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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 and such nominating committee shall be prepared to present its proposed slate of officers no later than the monthly meeting of the members of the local Guild one month before the annual meeting.
2. An annual election of officers shall occur no later than the annual meeting of the Board of Directors in conjunction with the monthly meeting of the members of the local Guild.
3. The newly elected officers of the local Guild shall take office during the first membership after the annual 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.