

Seattle Knitter's Guild By-Laws

Article I Name and Definition

The name of this organization shall be the Seattle Knitter's Guild (hereafter known as SKG). This organization shall be unincorporated and registered in the State of Washington as an Association. The UBI number for SKG is 602-436-101.

Article II Purpose

SKG is organized as a community club for the purpose of the furtherance of knitting. SKG intends to provide a forum wherein individuals with common interests may promote the art of hand knitting within the greater Seattle community by offering a meeting place for all knitters from beginning to advanced levels. Within these meetings, SKG may provide programs to enhance skill levels, a supportive environment for passionate knitters and develop outreach/education projects.

Article III Membership

Membership shall be open to any person with an interest in supporting the purposes, activities, and objectives of SKG.

Dues are established annually by the board.

Article IV Officers

At a minimum, the Officers of SKG shall consist of a President, Vice-President, Treasurer, Program Chair, Membership Coordinator, Newsletter Editor, Newsletter Distributor, Webmistress, and Librarian. The Board may also include a Newsletter Reporter, Historian & Archivist, and other positions as need determines.

The Board shall be responsible for conducting the business of SKG at meetings and elsewhere as required.

The Board shall meet monthly to discuss and plan activities and goals of SKG. A quorum shall consist of three (3) members.

Duties of Officers:

- **President:** The President shall preside over all board and member meetings of SKG and shall coordinate the activities of SKG. The President shall perform all other duties as required by the office.
- **Vice-President:** The Vice-President shall act in place of the President in her/his absence or upon request of the President. The Vice-President shall serve as a recorder at all meetings and perform other such duties as required by the office. The Vice-President will serve as President during the second year of their term on the Board.
- **Treasurer:** the Treasurer shall maintain the financial records of SKG; shall collect all dues, assessments, contributions, donations, and other items of value; and shall report the financial status of SKG to the membership and to the Board. The Treasurer shall perform other such duties as required by the office.

- Program Chair: The Program Chair(s) shall solicit ideas for meeting topics/speakers from the Board and members, and coordinate program details and meeting activities. The Program Chair(s) shall write newsletter articles and website postings to promote upcoming meetings
- Membership Coordinator: The membership coordinator shall collect the annual dues, maintain the guild roster, maintain email distribution lists for guild members, and provide newsletter mailing labels to the Newsletter Distributor.
- Newsletter Editor: The Newsletter Editor shall compile articles from the Board and guild members in a newsletter for distribution to all guild members.
- Newsletter Reporter: The Newsletter Reporter shall write articles for the guild's newsletter.
- Newsletter Distributor: The Newsletter Distributor shall coordinate printing copies of the newsletter for distribution to members through the mail and at meetings.
- Webmistress: The Webmistress shall design, maintain, and update the website.
- Librarian The Librarian shall maintain the Guild Library including purchasing, inserting library cards, and labeling new books, organizing the library cart and checking books out for members of the Guild. In addition the librarian shall be responsible for maintaining the library database, and notifying members when their books are overdue and sending out an invoice for replacement when books are not returned or lost.
- Historian & Archivist: The Historian & Archivist shall maintain the history of the Guild by storing print and CD copies of the guild's newsletter. They may also collect articles, photographs, and other materials from other sources that relate to the local knitting scene.

Article V Meetings

Meetings will be scheduled monthly.

A quorum at a meeting shall consist of the members present, but in no case less than five (5) members, of which at least one must be a Board Member.

Article VI Amendments

Amendments to these By-Laws shall require a two-thirds majority vote of the Board in-person or by email.

Article VII Finances

The fiscal year of SKG shall be the calendar year, January 1 through December 31.

Checks or withdrawals from SKG funds shall require only the signature of the Treasurer. In the event funds must be expended and the Treasurer is not available the President may sign.

All funds received or disbursed for SKG purposes shall be recorded in the Treasurer's accounts.

The Treasurer shall account for and preserve the integrity of special types of funds, such as funds contributed for specific use(s), special SKG projects with substantial financial significance, capital reserves, and the like.

Upon request, all financial reports are available to any SKG member for review.

Article VIII Nominations and Elections

Outgoing Board Members shall be responsible for finding their own replacements. If the outgoing Board Member is unable to find her/his replacement, the Board is responsible for recruiting a replacement for the vacant office.

Board positions are filled on a voluntary basis.

Board positions are for a one-year term; and may be continued at the discretion of the Board and/or individual volunteer. A regular Term of Office begins in October and continues to the following September of the next calendar year.

Accepted and approved by those persons present and voting at the Seattle Knitter's Guild meeting of 3 November, 2004 in Seattle Washington. Amended 2 November, 2005. Amended 13 August, 2009.