

## Salem Millstream Knitting Guild By-Laws

**PURPOSE:** The Salem Millstream Knitting Guild (SMKG) is established to stimulate interest in knitting; to encourage and develop the necessary knowledge and skills of its members in all aspects of knitting; and to provide community support through donations of knitted items to guild sponsored programs.

**MEETINGS:** The membership meetings shall be held on the second Saturday of each month.

**MEMBERSHIP:** The Guild is open to anyone with an interest in knitting. Potential members may attend two (2) meetings before joining.

**DUES:** Annual membership dues shall be \$24.00 per year (January - December). Dues are pro-rated depending on the month joining the Guild. If you join between January and June, dues will be \$24.00. If you join between June and December, dues will be \$12.00.

During extraordinary events that prevent the Guild from meeting in-person, such as during the Coronavirus pandemic, the Board may choose to suspend the collection of all or part of the yearly dues.

**BENEFITS OF MEMBERSHIP:** Paid up members shall have priority to participate in any classes, tours, trips, and events organized by the Guild.

**ELECTIONS OF OFFICERS:** All Officers are elected for two (2) year term (January to December) by the general membership by a simple majority of members present at the December meeting. All nominations shall be taken from the floor. If a candidate is running uncontested, a simple voice or hand vote is sufficient. If two (2) or more candidates are running for a position, then a secret balloting process is required.

During extraordinary events that prevent the Guild from meeting in-person, such as during the Coronavirus pandemic, elections will be held via email, with nominations due by the end of November, and votes due by the December meeting.

Each Officer shall remain in the elected position for at least one (1) year. No more than two (2) Officers shall be elected each year. An individual may serve no more than two (2) consecutive two (2)-year terms at a time unless an extension is approved by the Board and the general membership. After an absence of no less than one (1) year, an individual may again be nominated, elected, and serve as an Officer.

New Officers are installed at the January meeting, or when it becomes necessary to elect a new Officer when a position is vacated. All necessary paperwork pertaining to an office shall be turned over at the December meeting so the new Officer can become familiar with the documents before the next meeting.

Vacancies in elected offices will be temporarily filled through appointment by the Board of Directors. Such appointment will terminate at the next meeting when an election is held to fill the vacant office.

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**OFFICERS AND DUTIES:** Guild Officers are President, Secretary, Treasurer.

The below listed duties maybe delegated to other Guild members as deemed appropriate by the Board with the responsibility remaining with the elected officer.

**PRESIDENT:** The 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 guild.

The President, with the advice and consent of the Board of Directors, shall appoint standing or ad hoc committees to be established by the guild.

The President sets the agenda and conducts the monthly Guild meeting and Board of Directors meeting.

**SECRETARY:** The secretary is the caretaker of the Guild documents (i.e., guild roster, forms, agendas etc.), producing and distributing the monthly minutes, and electronic communication with the membership.

The Secretary also maintains stewardship over the Guild's In-Focus projector and makes it available for use during meetings, when needed.

**TREASURER:** It is the responsibility of the treasurer to handle the money coming in and going out of the Salem Millstream Knitting Guild (SMKG) account. The treasurer makes deposits, writes checks, balances the checkbook, checks the post office box and gives periodic reports at guild meetings.

**COMMITTEES:** The Board may authorize Committees and define their duties. The President, with the approval of the Board, appoints the Chairs of Committees who, in turn, may select their own Committee members. The Chair reports the activities of the Committee to the Board at a time determined by the Board.

**BOARD OF DIRECTORS:** The Board of Directors consists of all current Officers and the immediate past President. The Board considers questions on policy and makes recommendations to the general membership for approval.

The Board shall meet at least four (4) times (once a quarter) each year. A majority of the Board shall constitute a quorum for transaction of business at any meeting.

**QUORUM:** A quorum shall be a majority vote of the membership present at the business meeting.

Basic parliamentary procedures shall govern Business Meetings held at the discretion of the Board and at least one annually.

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### ORDER OF BUSINESS FOR BUSINESS MEETINGS:

1. Call to order
2. Presentation by guest's speakers
3. Report of the President
4. Report of the Secretary
5. Report of the Treasurer
6. Report of the Committee Chairs
7. Old business and comments from the membership
8. New business and comments from the membership
9. Voting, if needed
10. Motion of adjournment and second

The presiding officer may vary the order of business at his/her discretion.

**MOTIONS:** After a motion has been submitted, voted upon, and seconded, it cannot be changed unless it is made into a NEW motion.

**AMENDMENT OF BY-LAWS:** To amend the By-Laws, the Board shall make changes and provide electronically to the general membership at least one (1) week prior to the next regularly scheduled meeting. By-Laws as amended may be adopted by a two-thirds (2/3) vote of the attending members at the next regularly scheduled meeting.

**GUILD PROCEDURES:** Operating procedures will be established and maintained. Procedures will be reviewed and updated yearly.

**DISBANDMENT:** If the Salem Millstream Knitting Guild should disband, all monies or other assets remaining after outstanding debts are paid shall be donated to a 501c3 organization or distributed according to state and federal guidelines in effect at time of disbandment.