

# CAROLINAS MACHINE KNITTERS GUILD BYLAWS

Updated January 2005

## ARTICLE I: Name

The name of this organization shall be "The Carolinas Machine Knitters Guild" herein referred to as "The Guild".

## ARTICLE II: Insignia

The insignia of the Guild shall be the replica of a knitting machine.

## ARTICLE III: Objective

The Guild shall be non-profit and dedicated to establishing communication among machine knitters in the following ways:

- A. Publication of a newsletter
- B. To unite into a close relationship all members and to support each other in all endeavors in machine knitting.
- C. To stimulate and encourage members to greater efficiency in machine knitting by providing information about products and/or services related to machine knitting.

## ARTICLE IV: Membership

A member qualifies by paying the Treasurer annual dues. Qualification entitles the member attendance at all meetings, participation and voting in elections and matters introduced at scheduled meetings.

Volunteers who fill the following positions will not pay dues in order to belong to the Guild, but will be full members receiving all the benefits of membership:

- A. Newsletter editor(s)
- B. Guild officers as outlined in Article VII

There will be no rebate of dues.

## ARTICLE V: Dues

Annual dues shall be initially set at \$20 and shall remain the same unless changed by vote of the membership either at a regularly scheduled meeting or through the newsletter media. Dues are payable to the Treasurer and are due January 1 of each year, with a grace period through January 31. If dues are delinquent after January 31, membership will be dropped.

## ARTICLE VI: Meetings

Meetings will be held as follows:

A. If a seminar is held, a meeting of the membership may be held in conjunction with the seminar. Otherwise, business will be brought before the membership by any member of the Executive Committee via the internet group (<http://www.yahogroups/CKMG>) or through the newsletter publication of the group. Any business that requires a membership vote shall be run in two (2) consecutive newsletters. Votes may be mailed to the President of the Guild or the Editor(s) of the newsletter or Votes may be placed on line in the Polling Place in the internet group. After the second notice is placed in the newsletter, members who have not otherwise voted will have ten (10) days to cast a vote. Ballots that are not returned or votes that are not cast in the Polling Place will count as "Agree."

B. Executive Committee meetings shall be held either in conjunction with an annual membership meeting, if one is held, or by emails within the Committee itself.

#### ARTICLE VII: Officers and Committee Chairs

Elected Officers shall be as follows:

A.. President, who shall preside at all meetings of the Guild and Executive Committee; who will call special meetings, with the approval of the Executive Committee; who shall appoint chairs of standing committees not otherwise provided for in the bylaws; who shall appoint all special committees and serve as liaison with the chapters.

B. Vice-President, who shall assist the President and assume the duties of the President in his/her absence.

C. Secretary, who shall keep minutes of the membership and Executive Committee meetings and submit precise report of same to the newsletter editor for publication, conduct all correspondence of the Guild, shall file all reports and important papers of the Guild including the Bylaws.

D. Treasurer, who shall be custodian of all Guild funds and shall keep accurate records of all transactions, shall pay all bills with the approval of the Executive Committee, shall keep a record of active members and furnish up-to-date copy of same to the newsletter editor(s) and shall supply for publication a financial statement showing starting balance, total receipts, total disbursements, and ending balance since last report, semi-annually in January and July. If a new Treasurer is elected, all funds shall be properly accounted for, all records shall be delivered to the Executive Committee via email, and all funds shall be transferred to the new Treasurer no later than January 1.

#### ARTICLE VIII Nominations & Elections

A. Nominations: A nominating committee of three members shall be elected by the Executive Committee in Fall, one of whom shall be named Chair. No member of this committee shall be a member of the Executive Committee. Committee members shall seek out qualified and willing candidates for all elective offices, and make a report to the membership by October 15. Further written nominations from the membership of qualified and willing candidates shall be accepted by the committee until November 1. Nominees must be members in good standing of the guild and have access to regular email.

B. Elections: The election of officers shall be by ballots in the newsletter or by a Polling Place in the internet group. Elections will be held by December 15. Term of all officers is two years. A person shall not hold more than one office at any time.

#### ARTICLE IX: Committees

A. The Executive Committee shall consist of the Elected Officers and the Editor(s) of the Newsletter. This committee shall be responsible for conducting the normal business of the Guild via Email as well as through Special Meetings called by members of the Committee.

B. New members shall either be sent a copy of the Bylaws and the most recent newsletter or shall access those documents on line.

C. The Newsletter Editor(s) shall be responsible for the regular, and timely publication of the Guild newsletter. The newsletter should be published monthly. The Editor(s) will exercise editorial judgment in selecting material for publication always in keeping with the stated requirements of the bylaws.

#### ARTICLE X: Seminars

A. Demonstrators shall appear by invitation only, to be approved by the Seminar Committee. The date of this seminar shall always be tentative, depending on the availability of the hotel and/or demonstrators. The fee for the seminar shall be set each year to cover all costs involved in conducting the seminar.

B. The Seminar Committee shall apply in writing to the Executive Committee with a plan for a Guild Seminar. The Seminar Committee shall consist of a Chairman and one or two Co-Chairmen. Date and Location shall be determined by the Seminar Committee.

C. The fee for the seminar shall be set so all costs involved in conducting the seminar will be covered. Any profit from the seminar shall be given to the Guild. No dues monies may be used to conduct a seminar.

D. The two or three members of the Seminar Committee shall not be required to pay a seminar fee or for meals offered in the seminar package, but shall receive these items gratis. If the Seminar Chairman chooses to have additional helpers, each of the additional helpers shall be required to pay any and all seminar fees.

E. After the seminar, the Seminar Chairman shall hand in a report of the event to the Executive Committee, including a list of receipts paid and monies taken in, a list of vendors, and a list of members attending.

F. Seminar vendors shall consist of the following and will be solicited by the Seminar Committee in the following order:

1. Demonstrators invited by the Guild Seminar Committee.
2. Guild Members who were vendors at the last seminar.
3. Guild Members who were not vendors at the last seminar but who were members of the Guild as of October the year prior to the current seminar, e.g., seminar in March, 1998, vendor must have been a paid member for the membership year beginning October 1997.
4. Members of the General Public who wish to hire a table from the Guild for the purpose of vending at that year's seminar.

The seminar committee shall contact vendors in the above order at the beginning of the seminar planning stage and shall give each group (in the order above) one (1) month to return contract and pay fees before contacting the next group. Each vendor shall be given the opportunity to change his or her mind and obtain a refund up to two (2) months before the actual seminar date and a waiting list of vendors shall be kept to fill in. Vendor tables shall be limited by cost of rooms and at the discretion of the hotel. (Number of tables per room according to hotel fire regulations.)

#### ARTICLE XI: Parliamentary Authority

The rules contained in "Roberts Rules of Order Revised" shall govern the Guild in all cases to which they are applicable and to the extent that they are not inconsistent with the Bylaws of the Guild.