## CONSTITUTION OF THE

## WEST COAST KNITTERS’ GUILD

**1. Name:** The name of this organization shall be The West Coast Knitters’ Guild.

**2**. **Purpose:** The purpose of this organization shall be:

1. To foster and maintain an interest in the craft of Knitting.
2. To support and assist other craft organizations in raising an awareness of Knitting.
3. To encourage members to participate in projects to provide knitted items for fundraising and community groups.
4. To inform members of new trends in knitting.
5. To raise money for the purpose of carrying out these objectives.

**3. Place of Operation:**

The place of operation of the organization shall be chiefly in the Province of British Columbia.

**BY-LAWS**

## 1. Membership:

Membership shall be open to any person on the payment of dues.

**2. Executive Officers:**

The officers’ positons are: President, Past President, Vice-President, Secretary, Treasurer, Membership, Communications, Events, and three Members-at-Large.

**3. Executive Committee:**

Shall consist of Executive Officers and Working Committee Leaders. Members who hold non-executive positions may be invited to participate in the executive meetings.

**4. Duties of Executive**

 **a) President:**

Presides at all meetings of the organization and of the Executive Committee; performs all other duties pertaining to the office and is the spokesperson for the organization.

 **b) Vice-President:**

Performs duties of the President during that officer’s absence and shall succeed to that office should it become vacant before completion of the term.

**c) Treasurer:**

Receives, holds, and accounts for all monies and presents a financial statement at the Annual General Meeting.

**d**) **Secretary:**

Records minutes at business meetings and manages correspondence.

**e) Past President:**

Is Responsible for presenting a slate of Officers for the election at the Annual General Meeting.

**f) Membership:**

Processes on-line and in person memberships.

**g) Communication:**

Is Responsible for website and Ravelry.

**h) Events:**

Is Responsible for annual events.

**i) Members-at-large:**

Performs other duties as requested by the president.

**5. Working Committees**

Special Events, Workshop and Guest Speaker, and other committees as required.

## 6. Meetings

Are held each month at a time and place designated by the Executive.

An Annual General Meeting is held in June each year for the purpose of approving the financial statement and of electing new officers.

## 7. Dues

The amount of the dues will be determined by the Executive according to need, and will be paid in full for the full or partial calendar year. The fiscal year shall be from January 1 to December 31.

## 8. Election of Officers

**a)** The Past President will present a slate of Officers at the May Meeting and the election will take place at the Annual General Meeting held in June.

**b**) Officers will be elected for a two-year term, which may be extended for one year.

**c)** The term of office runs from September 1 to August 31.

## 9. Method of Amending By-Laws

The By-laws may be amended at any regular meeting by simple majority of members present. A quorum shall consist of ten members.