



MIDWEST MACHINE KNITTERS' COLLABORATIVE BYLAWS

Meeting Location:

*Textile Center of Minnesota
3000 University Avenue South East
Minneapolis, Minnesota 55414
(612) 436-0464
www.textilecentermn.org*

When:

*2nd Tuesday of each month
(January - December)
7:00 pm*

Adopted October 2011
Revised April 2015
Midwest Machine Knitters' Collaborative

www.midwestmachineknitters.org

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ARTICLE I. NAME

The name of this organization shall be The Midwest Machine Knitters' Collaborative, further known in this document as MMKC.

ARTICLE II. PURPOSE

The purpose of this organization shall be to provide a forum to promote education, interest, appreciation, and fellowship in the art of machine knitting.

ARTICLE III. FISCAL YEAR

The fiscal year of the organization shall run from January through December.

ARTICLE IV. MEMBERSHIP

The membership shall be open to any person interested in the purpose of this organization upon payment of dues, regardless of race, creed, color, or gender.

ARTICLE V. FOUNDERS/Initial Board of Directors

The MMKC Founders shall have Board voting privileges in perpetuity, regardless whether they are members of MMKC or not.

The Founders constituting the initial board of directors is three (3); their names and addresses are as follows:

Dolores Z. Kupka, 8883 Flesher Circle, Eden Prairie, MN 55347 Maria Ann Youngs, 6991 Boyd Avenue, Eden Prairie, MN 55346 Jane S. Niemi, 11866 Driftwood Road, Eden Prairie, MN 55344

Members of the initial board of directors shall serve until the third annual meeting, at which time elections for the President, Vice President, Secretary, and Treasurer will be conducted per Article VI, Section 4. The exception will be the Secretary/Treasurer position which was combined. This combined position can be split after the first year.

ARTICLE VI. OFFICERS

Section 1. Elected Officers

The elected officers of this organization shall be President, Vice President, Secretary, Treasurer, Member at Large, and Events/Fundraising.

Section 2. Terms of Office

All Board Officers will be elected for a 1-year term. No elected official shall hold the same office for more than three consecutive one-year terms. In the event of small membership size, an individual can hold more than a single position at one time; however, votes will be per Officer, not per position held.

Section 3. Duties

a. President: shall preside at all general meetings of the organization and of the Executive Board; shall call for a minimum of one Executive Board meeting per quarter; shall appoint or accept volunteers for chair positions of standing and special committees with approval of the Executive Board; shall serve as ex-officio member of all committees; shall ensure annual re-filing with the Minnesota Secretary of State Office as a not for profit organization, and shall perform all other duties usually pertaining to the office. The President shall only vote in the occurrence of a tie in voting. President shall present a slate of officers at the Annual Meeting for membership approval. President shall fill Executive Board positions in the event that an officer cannot complete his/her term.

b. Vice President: shall perform the duties of the President during that officer's absence and shall succeed that office should it be vacated before completion of the term. The Vice President shall be responsible for the presentations of MMKC meetings for June through May following the Annual Meeting membership approval of the Executive Board. The Vice President shall also be the liaison with the Minnesota State Fair and shall promote entry into all county and state fairs where the membership resides.

c. Secretary: shall record the minutes of Executive Board meetings and shall carry on all necessary correspondence. The Secretary shall distribute copies of the minutes to all Executive Board members and file a written copy of all minutes in the permanent file maintained in MMKC's storage box prior to the next meeting.

d. Treasurer: shall receive, hold, pay, and account for all moneys and shall keep a proper account thereof and present a statement of account at each MMKC Board meeting. The Treasurer shall also maintain a current membership roster and submit a quarterly update of new members to the MMKC Newsletter Editor and to the Textile Center of Minnesota Librarian. Financial records shall be audited according to Article IX. Section 1.a.

e. Member at Large: shall participate on the Executive Board by representing the members at large. This Officer shall work with committee chairpersons, if requested, to obtain volunteers as needed by committees. Member at Large holds a key to the MMKC storage locker and shall set-out name badges and other meeting paraphernalia prior to each general meeting and collect these for storage at the conclusion of the general meetings.

f. Events/Fundraising: shall determine events and fundraisers for MMKC from June through May following the Annual Meeting membership approval of the Executive Board.

Section 4. Elections

- a. No person shall hold office who has not been a member for one full calendar year preceding elections.
- b. The MMKC President shall present a slate of officers in the March issue of the newsletter.
- c. The Executive Board Slate of Officers for the coming term will be presented for approval at the Annual Meeting.
- d. Newly elected officers shall take office following the Annual meeting.
- e. Vacancies in office shall be filled by appointment of the President with approval of the remaining Executive Board.

ARTICLE VII. MEETINGS

Section 1. Meeting Frequency

Meetings shall be held on the second Tuesday of every month. Special event meetings, when announced in advance may be held on other days, at other designated times and/or locations.

Section 2. Annual Meeting

The annual meeting shall be held in April. It shall include the election of the slate of officers, any by- law changes, and the annual reports of the current officers and committee chair people with written copies given to the newly elected President and to the Historian/Parliamentarian.

Section 3. Voting Quorum

Twenty (20) percent of members shall constitute a quorum for voting purposes. Two-thirds of Board will constitute a quorum for Board voting purposes.

ARTICLE VIII. EXECUTIVE BOARD

Section 1 Executive Board

The Executive Board shall consist of the elected officers and President (who will serve as ex-officio) of the preceding year.

Section 2. Duties

The duties of the Executive Board:

- a. To conduct all business as necessary to the proper administration of MMKC.
- b. To prepare a budget for the fiscal year to be published in the December newsletter.
- c. Expenses not covered in the fiscal year budget are to be presented to and approved by the Board.
- d. There will be a minimum of one Executive Board meeting each quarter with two-thirds members present.
- e. The President or two officers may call additional meetings of the Executive Board as needed.

ARTICLE IX. STANDING COMMITTEES

Section 1. Creation and Purpose

The Standing Committees shall be created by the President with the approval of the Executive Board as may be required to promote the objectives and interests of MMKC. Committee chair people may appoint committee members to assist. Each standing committee will have representation by a Board Member.

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a. Auditing: shall audit the Treasurer’s financial records yearly before the Annual Meeting and shall publish the report in the summer newsletter. The Treasurer shall not be a member of the committee.

b. Service: shall, using funds and materials donated for charitable purposes, distribute yarns and supplies to groups and organizations that demonstrate a financial need, distribute items MMKC members have turned in to be donated to charities, and to promote/teach machine knitting.

c. Communication: shall maintain the MMKC website, shall publish the MMKC Newsletter (The Knit Stitch), and shall handle public communication as necessary – outside the scope of the Secretary duties.

d. Historian/Parliamentarian: shall maintain a scrapbook of all MMKC activities and publications and shall be final authority in procedural questions. Robert’s Rules of Order, Newly Revised, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws of this organization.

ARTICLE X. SPECIAL COMMITTEES

The President subject to the approval of the Executive Board may create special committees. These committees shall cease to exist when work is complete.

ARTICLE XI. DUES Section 1. Payment

Dues shall be payable to the Treasurer on or before the first meeting in January.

Section 2. Timelines

New members may pay the following year’s dues beginning in October of the current year, and receive all of the privileges and benefits of MMKC for the last quarter of the current year. New members joining during the fiscal year shall pay full dues – not to be pro-rated.

Section 3. Amount

The amount of the dues shall be determined annually by the Executive Board. Changes in annual dues will be reported in the newsletter prior to the October general meeting.

ARTICLE XII. GUESTS

Guests to MMKC meetings are welcome and encouraged. There will be no fee charged to guests the first two times a guest attends general meetings during a calendar year; guests must join to attend further meetings that year. Guests are allowed all benefits of a member with the exceptions of voting privileges and newsletters. Spouses who attend general meetings will not be charged a guest fee.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules, Newly Revised, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws of this organization.

ARTICLE XIV. METHOD OF AMENDING THE BYLAWS

The bylaws may be amended by a two thirds vote of the 20% required quorum of the membership provided the proposed amendment was submitted to the membership one month prior to its being voted upon. This presentation may take the forms of written handouts, email, or publication in the newsletter.

ARTICLE XV. ACTIONS IN THE NAME OF MMKC

Any member wishing to act in the name of MMKC, actions such as, but not limited to, using the name Midwest Machine Knitters' Collaborative or MMKC in writing or incurring a non-budgeted expense in MMKC's name, must first propose such action to the Executive Board. The Board must approve such action by a majority vote, duly recorded in the minutes, for it to be considered an action of MMKC.

ARTICLE XVI. CERTAIN LIMITS IN CORPORATE ACTIVITIES

Section 1. Limitation of Propaganda/Politics

No part of the activities of MMKC shall be used for carrying on propaganda or otherwise attempting to influence legislation or participating in or intervening in any political campaign on behalf of any candidate for public office.

Section 2. Access to Directory

The MMKC Directory of Members is to be used solely for the purpose of MMKC and its members to communicate activities and special notices of MMKC. Email and postal addresses of the Directory of Members is not to be used for personal gain, example: a member is starting a new business and wishes to send information to MMKC members. When a communication outside those specifically outlined is needed, a member should bring the request to use the MMKC Directory of Members email/postal list for communication purposes to the Member at Large for presentation to the Board for approval. Specific purpose and a copy of the communication should be included with the request.

Section 3. Dissolution

Should MMKC be dissolved, all assets of MMKC will be donated to a not for profit organization related to fibers, as designated by the MMKC Executive Board at the time of liquidation.