



Invitation to Become a TKGA-Affiliated Club/Guild



🌀 DID YOU KNOW?

As a TKGA member you already know the value of belonging to a vital national knitting organization. Did you know that you can also enroll your local knitting club or guild in TKGA?

In addition to the more than 10,000 individual knitters who belong to TKGA, there are more than 270 guilds that also belong, as TKGA-affiliated groups. Whether your club has 10 or 200 members, you are welcome to join.

🌀 WHAT DOES BECOMING A TKGA GUILD ENTITLE YOUR GROUP TO?

- **An automatic listing on the TKGA Web site**, with your President's name and their contact information. This helps new members find you, and you can find other guilds in the list to communicate with. See the current listing at www.e-offinger.net/tkga/guildsbystate1.cfm.
- **The Guild President's Newsletter from TKGA** – the *Swatches* newsletter is e-mailed from TKGA to guild presidents approximately four times a year (mailed to those without e-mail). The presidents are then to forward the newsletter to all of the guild members. The newsletter provides information about TKGA activities, guild news and guild meeting ideas.
- **A Password to Access the Online Area for Member Guilds** – contains guild ideas, contact information for nationally-known teachers willing to do local guild workshops, thoughts on making your guild non-profit, and more!
- **TKGA Member Meetings for Interaction with TKGA Staff and Other TKGA Club/Guilds** at TKGA National and Regional Conferences.

🌀 IT'S EASY FOR YOUR GUILD TO BELONG

Simply fill out the enclosed application form and supporting documents and send with your fee (\$25) to Attn: Guild Relations, TKGA, 1100-H Brandywine Blvd, Zanesville OH 43701-7303. (Reminder: to make application to affiliate your guild, you must be a current TKGA member. TKGA membership is separate from guild affiliation.)

🌀 ARE YOU JUST STARTING A GUILD?

If you're just starting a guild and need some pointers, see the last page of this document.



FORM: Application For Recognition As A TKGA-Affiliated Club/Guild

1. **Club Name** _____
President's Name (Print) _____
President's Signature _____
President's TKGA Member ID # _____
Address _____
City _____
State/Prov. _____ **Zip Code** _____ **Country** _____
Phone _____ **Fax** _____
E-mail _____ @ _____
Club Web Site _____

(TKGA Management reserves the right to contact applicant via any of the means above, plus it should be understood that the President's Name, City, State and one of the following as available in this order may be published as part of the Guild Listing at www.TKGA.com: guild web site, e-mail address, phone number, address.)

2. **Attach Charter Officers Names and Contact Information.**
3. **Attach Signed Club/Guild Affirmation Statement.**
4. **Enclose Fee for Recognition as a TKGA-Affiliated Club/Guild – One-time fee of \$25.** Dues are not refundable for any reason. Be sure to read attached "Administrative Notes Regarding TKGA Guild Affiliation".
5. **Application cannot be processed without payment.**

Method of Payment (payment due at time of order)

Checks payable to: The Knitting Guild Association (TKGA)

Check Cashier's Check/Money Order Debit Card

Credit Card:

American Express Discover Master Card VISA

All payments in U.S. dollars drawn on U.S. banks. A \$25 fee will be charged for returned checks.

Card Number _____ Exp _____

3-digit security code _____ Amt. Charged \$ _____

Name on Card (Print) _____

Billing Address if different from above _____

Signature _____

Office Use Only

Rcvd _____

Amt _____

Ck# _____

Ackd _____

6. **Send Completed Application and Supporting Documents With Payment To:**

ATTN: TKGA

1100-H Brandywine Blvd

Zanesville OH USA 43701-7303

Ph: 740-452-4541 / Fax: 740-452-2552

E-mail: TKGA@TKGA.com

Web: www.TKGA.com

As soon as your application is processed by TKGA, your Guild listing will be posted on the TKGA Web site and you will be mailed a Welcome Packet.



CLUB/GUILD AFFIRMATION STATEMENT

1. **Club Name:** _____

Charter Club President (Print Name): _____

Signature of Charter President: _____

Signature of Vice President: _____

Signature of Secretary: _____

Signature of Treasurer: _____

Signature of Other Officer(s) and Their Titles: _____

2. (Check the appropriate response to affirm or deny the statement below)

Yes ____ No ____

The forming membership of this applying Club/Guild wishes to become affiliated with THE KNITTING GUILD ASSOCIATION, and as such, to support the mission of TKGA to provide education and communication to those wishing to advance the quality of workmanship and creativity in their knitting endeavors.

3. (Check the appropriate response to affirm or deny the statement below)

Yes ____ No ____

The Club/Guild pledges that any and all revenue shall be used to accomplish the educational goals of the local Club/Guild, and further that funds maintained by the local Club/Guild shall not in any way, either directly or indirectly, be utilized for the sole benefit of private individuals. Further, in the event that the local Club/Guild shall cease operations, assets remaining in the local Club's/Guild's treasury shall be given to a charitable organization.

4. (Check the appropriate response to affirm or deny the statement below)

Yes ____ No ____

The Club/Guild pledges that it will not form a cooperative in order to obtain a business license or tax number for the purpose of buying knitting supplies at a wholesale price.

5. (Check the appropriate response to affirm or deny the statement below)

Yes ____ No ____

The Club/Guild agrees that the TKGA membership of its officers shall be current at all times. Whenever offices change, through vote or other means, TKGA headquarters will be provided with a new officer roster and contact information.

6. (Check the appropriate response to affirm or deny the statement below)

Yes ____ No ____

The Club/Guild pledges to promote TKGA membership and renewal to its members, with a goal that all local club/guild members be members of TKGA national, as well.

Special Note: TKGA retains the right to break affiliation with any club/guild for any reason, without announcement or explanation.



ROSTER OF CHARTER OFFICERS

Below is the charter list of the names and contact information for the Club's/Guild's officers.
(Note that fax and e-mail should only be listed below if the member approves that TKGA may contact them via e-mail.)

Club Name: _____

Date: _____

President

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
Fax: _____
E-Mail: _____

Vice President

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
Fax: _____
E-Mail: _____

Secretary

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
Fax: _____
E-Mail: _____

Treasurer

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
Fax: _____
E-Mail: _____

Precious Pals™ Coordinator

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
Fax: _____
E-Mail: _____

(Add additional officer listings as may be appropriate for your Club/Guild):

Title: _____
Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
Fax: _____
E-Mail: _____

Title: _____
Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
Fax: _____
E-Mail: _____

IF POSSIBLE, INCLUDE WHERE AND WHEN YOUR MEETINGS ARE REGULARLY HELD. This information will be posted along with your guild name and contact information. Please regularly report any changes in contact information or meeting details to TKGA@TKGA.com so your listing can be kept up to date by TKGA staff:

Where We Meet: _____

When We Meet: _____



ADMINISTRATIVE NOTES REGARDING TKGA GUILD AFFILIATION

- 1) Note that payment of affiliation fees is considered by TKGA to be a fee paid by the local guild and not an individual – therefore an individual does not “own” the local guild.

- 2) Any guild whose contact person(s) fails to return communication with its members and/or TKGA for a period of one month may be deactivated by TKGA (which includes removal from any listings of local guilds by TKGA and discontinued communication from TKGA).

- 3) TKGA will send a notice to the prior guild contact whenever possible if an update to the local guild record is made to reflect new guild contacts.

- 4) To help avoid confusion, guilds should not have “TKGA” in their guild name.

- 5) TKGA guilds are defined as “local” chapters, which hold regular “local” (physical, face-to-face) meetings. No “online chapters” will be considered until further notice. Local guilds may include online communication with their members, but all officers and guild contacts must be local.



BY-LAWS OF THE " _____ " CLUB/GUILD

ARTICLE I – NAME AND PURPOSE

1. This organization shall be known as the " _____ " Club/Guild and, upon approval of TKGA, shall be recognized as affiliated with THE KNITTING GUILD ASSOCIATION (TKGA).
2. The purpose of this local Club/Guild shall be essentially the same as that of TKGA, which shall be to provide education and communication to advance the quality of workmanship and creativity in their knitting endeavors.

ARTICLE II – MEMBERSHIP

1. Any person who is interested in the purpose of this Club/Guild may become a member by application and payment of dues, regardless of race, creed, color, or sex.
2. A Club/Guild may not form a cooperative in order to obtain a business license or tax number for the purpose of buying knitting supplies at a wholesale price.
3. All members of the local Guild are encouraged to maintain current membership in TKGA. The local Guild officers should support and promote TKGA and its educational programs and other services to its Guild members.

ARTICLE III – OFFICERS

1. The president shall maintain a current membership in TKGA. Other officers of the local Guild are encouraged to also maintain a current membership in TKGA.
2. The local management of the affairs of this organization shall be vested in a Board of Directors composed of four (4) executive officers provided for herein, and such executive Board shall set local policy in support of the mission of TKGA.
3. The Board shall meet at such times and places as the President of the local Guild shall direct, or at the call of any two (2) other members of the Board.
4. A majority of the local Board shall constitute a quorum for transaction of business at any meeting.
5. Vacancies on the local Board shall be filled by appointment of the President with approval of the remaining directors of the Board.

ARTICLE IV – OFFICERS AND DUTIES

1. The officers of the local Guild shall consist of a President, a Vice President, a Secretary, and a Treasurer. Terms of the office for each officer shall be for one (1) year.
2. 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 local Guild. The President, with the advice and consent of the Board of Directors, shall appoint all standing committees to be established by the local Guild.
3. The Vice President shall assist the President and serve in the absence of the President. The Vice President shall serve as the chairman of the local Guild's program committee, should such committee be established.
4. The Secretary shall keep minutes of all proceedings of meetings of the membership and the Board of Directors. The Secretary shall take care of the correspondence at the direction of the President. The Secretary shall keep accurate and continually updated lists of members in good standing, together with their current addresses.
5. The Treasurer shall receive and disburse all monies and present a statement of the current financial condition at all meetings of the Board of the local Guild. The Treasurer shall insure that any TKGA membership forms and dues collected from the Guild membership shall be forwarded in the appropriate amount to the office of TKGA, 1100-H Brandywine Blvd, Zanesville OH 43701-7303.

ARTICLE V – COMMITTEES

1. The local Guild's organization shall have standing committees for education, programs, and finances. The chairman of each committee shall be appointed by the President, upon the advice and consent of the Board of Directors.
2. The duties of the committee shall be as defined by the Board of Directors of the local Guild.

ARTICLE VI – DUES

The local Guild shall be charged with the responsibility of establishing annual dues for its members.

ARTICLE VII – MEETINGS

1. Annual Meeting. There shall be at least one (1) annual meeting of the Board of Directors during the calendar year. Notice of such meeting, signed by the Secretary, shall be mailed to the last recorded address of each member of the Board of Directors.
2. Special Meetings. Special meetings of the Board of Directors of the local Guild may be called from time to time by any two (2) members of the Board of Directors. Notice of any special meeting shall be mailed to each member of the Board of Directors at that member's last recorded address at least ten (10) days in advance of such special meeting.
3. Membership Meetings. The Board of Directors shall have the authority to set a membership meeting schedule on a monthly or more frequent basis at the discretion of the Board.
4. Quorum. Thirty percent (30%) of the local members of the Guild currently in good standing shall constitute a quorum for a regular meeting of the members.

ARTICLE VIII – ELECTIONS

1. The local Guild shall organize a nominating committee for the purpose of nominating officers of the local Guild for the next annual term and such nominating committee shall be prepared to present its proposed slate of officers no later than the monthly meeting of the members of the local Guild one month before the annual meeting.
2. An annual election of officers shall occur no later than the annual meeting of the Board of Directors in conjunction with the monthly meeting of the members of the local Guild.
3. The newly elected officers of the local Guild shall take office during the first membership after the annual meeting.

ARTICLE XI

These by-laws may be amended, repealed or altered in-part by a two-thirds (2/3) vote of those members present at a scheduled meeting that has a quorum.

ARTICLE X

Basic parliamentary procedure shall govern all procedure and parliamentary matters of the local Guild.



How to go about starting a brand-new guild

Gathering with other knitters and starting a local guild can be fun. Your group is sure to have its own personality, whether members just want to knit and talk or be formally organized. Local guilds can share knitting knowledge, bring in special teachers, work on charity projects and take knitting trips together – whatever they choose to do! If you need some pointers on getting started, here are a few:

Locate Potential Club Members in Your Area:

- ☼ Contact local knitters to create interest in organizing a local Club. There may be yarn, needlework, or craft shops in your area that would be happy to announce your meetings to their customers in store newsletters or on store bulletin boards.
- ☼ Send the TKGa Guild Relations Coordinator your local zip codes to request up to 25 labeled postcard invitations addressed to TKGa members in your area. There's a place on each card for you to fill in your meeting information before you mail them out.

Hold An Initial Organizational Meeting:

- ☼ Meet in a central location of town, if possible. Consider holding your meeting in a public building, such as a bank, library, community center, or church, which is accessible to nearly everyone.
- ☼ Elect temporary officers to get the group started. Charter officers can be: President, Vice President, Secretary, Treasurer. You may also want to elect a Precious Pals™ Coordinator (for information on Precious Pals, go to www.TKGA.com and click on Association and the Precious Pals entry). Make sure your club president is a member of the TKGa National organization. Encourage your other officers to also belong. A six-month term for officers is a good length to begin with, in order for members to get to know each other. After this initial period, an annual election for officers can be held. Additional committees and officers may be provided for as needed by the local club. When ready, adopt bylaws or some form of operating outline.

Remember to Share Information About TKGa at Each Meeting:

- ☼ At each club meeting, give a brief overview of TKGa. Discuss the benefits of becoming an individual member of TKGa, as well as a member of the local club. Share that TKGa is a non-profit association of approximately 10,000 knitting members. TKGa member benefits include: *CAST ON* magazine subscription, discounts on TKGa national and regional conference registration and classes, free entry to TKGa-sponsored markets, access to TKGa correspondence courses and the Master Knitting Program, exclusive member-only online area with free tips and bonus patterns, and more. Copy and distribute the Individual Membership Application form at the end of these materials or help them join at www.TKGA.com.

Properly Register Your Club with TKGa

- ☼ Complete the enclosed application form and supporting documents and send with your fee (\$25) to Attn: Guild Relations, TKGa, 1100-H Brandywine Blvd, Zanesville OH 43701-7303.

Keep the Enthusiasm Alive

- ☼ Keep in close touch with your members and attract new members. Publicize your meetings to the community via Public Service Announcements or Releases to your local newspaper.
- ☼ Develop a monthly newsletter to your membership: share stories about members, post upcoming meeting information, share patterns, and report on updates that may come from TKGa about activities or services. If your members have access to e-mail, you can publish your newsletter online. Be sure to **put TKGa on your newsletter mailing or e-mailing list** (Attn: Guild Relations, TKGa, 1100-H Brandywine Blvd, Zanesville OH 43701-7303 or TKGA@TKGA.com).
- ☼ **Forward the Swatches newsletter you receive from TKGa so all of your members see it.** You should receive Swatches about four times a year from TKGa.