

# **California Writers Club, Inland Empire Branch**

## **Bylaws and Policies**

### **Article 1.**

#### **Name**

This organization is a Branch of the statewide organization known as the California Writers Club; said Branch shall henceforth be known as the Inland Empire Branch.

### **Article 2.**

#### **Mission**

The objective of the Inland Empire Branch of California Writers Club (herein referred to as "the Branch") is to foster professionalism in writing, to promote networking of writers within the writing community, to mentor new writers, and to provide literary support for writers and the writing community as is appropriate through education and leadership.

The Branch shall support the statewide organization in a manner which upholds the Bylaws and Policies of said organization. Furthermore the Branch will participate as appropriate to the furtherance of the rich literary tradition of the California Writers Club.

### **Article 3.**

#### **Membership**

In accordance with the statewide organization, levels of Branch membership are as follows:

- Active (professional Level, published)
- Associate (semi-professional level, seeking Active status)
- Patron
- Honorary
- Emeritus

In addition to these levels of membership, the Branch adds the following membership categories:

- Affiliate (one year only, apprentice level)
- TWIGS (youth membership)

## **Article 4.**

### **Dues**

Dues for Active, Associate, Patron, Honorary, and Emeritus levels shall be the same as for all other branches within the statewide organization, a portion of that amount being sent annually to the statewide organization as provided for in its Bylaws and Policies.

Dues for Affiliate and TWIGS members shall be retained in whole at the Branch level. These members are not considered members of the statewide organization, but Branch members only.

## **Article 5.**

### **Officers**

The officers of the Branch shall be President, Vice President, Secretary, Treasurer, and Newsletter Editor. In case of necessity, the offices of Secretary and Treasurer may be combined into the single office of Secretary-Treasurer.

The term of office is one year, from 1 July to 30 June, paralleling the fiscal year. All offices shall be determined by election the general membership in the month of June with the exception of the office of Newsletter Editor. This officer shall be appointed by the President with approval of the Board of Directors of the Branch.

Officers shall be limited to serving three (3) consecutive terms, with the exception of the office of Newsletter Editor who may serve indefinitely at the behest of the Board of Directors. After a period of one (1) years absence from an office, that person may run and be elected to serve again.

The offices of President and Vice President must be filled by members with Active Status. Affiliates and TWIGS may serve as Branch Board members, but not as elected officers.

The President does not vote, except to break a tie or in votes for election of officers or awards.

Only members of the statewide organization may vote on matters which emanate from or impact on the statewide organization. Affiliates and TWIGS members may vote on Branch issues or awards.

All members of the Branch will be eligible to receive the Branch newsletter; only statewide members will be eligible to receive the state newsletter.

Other Board members are as follows: programs, publicity, hospitality, TWIGS coordinator (adult), TWIGS representative (a youth member), and others as appointed by the Board as deemed necessary. All Board members will be working members of the Branch Board.

The immediate past President shall serve as non-voting Member Emeritus of the Board for one year immediately following the expiration of his or her term of office.

## **Article 6.**

### **Duties of Officers**

Duties of officers shall be as follows:

#### ***President:***

- Calls, schedules, and presides over monthly Branch and Board meetings.
- Appoints any committees and committee chairs as needed.
- Prepares an agenda of all Board and monthly Branch meetings and provides such to all Board members in a timely fashion.
- Performs administrative Branch duties as necessary.
- Acts as a resource person for all other officers and for committee chairs; may sit as an ad hoc member of any and all committees in the Branch.
- Caries out the duties customarily associated with the office, utilizing Robert's Rules of Order as a guideline for issues not specifically outlined in these Bylaws.

#### ***Vice President:***

- Presides at meetings in the absence of the President.
- Acts as Branch Membership chair, working with the Treasurer to maintain accurate Branch membership lists.
- Acts with the Treasurer as liaison to the statewide organization for transmission of dues and membership information.

#### ***Secretary:***

- Keeps accurate minutes of the meetings of Board and Branch, submitting these minutes monthly for approval by the members.
- Maintains custodial care of all official Branch records.

#### ***Treasurer:***

- Receives all dues and deposits said dues in the official checking account for the Branch.
- Is the major signatory on all checks disbursed by the Branch.
- Generates a monthly accounting of all Branch monies, and presents a written report of said accounting to the Board and general membership.
- Sends dues as appropriate to the statewide organization in a timely fashion
- Prepares quarterly and/or annual reports for the statewide organization and submits these in a timely fashion.
- Works with Branch Membership Chair to maintain an accurate membership list and serves as liaison to the statewide organization for an orderly transmission of dues and membership information.

***Newsletter Editor:***

- Receives all submission and/or regular columns for publication in the Branch newsletter
- Sets submission policies, deadlines, and assignments as is necessary for the smooth operation of said publication.
- Is the final word on content and layout.

**Article 7.****Vacation of Offices**

If an office becomes vacant before the natural end of its term, it may be filled by special election or appointment as deemed appropriate by the Board of Directors. The elected/appointed replacement shall serve to the end of the term.

**Article 8.****Central Board Representatives (delegates)**

The Branch may send two (2) representatives (delegates) to the quarterly meetings of the Central Board (state organization). These representatives must be active or associate members and will be appointed by the Branch President. The President may act as one of the two representatives.

**Article 9.****Nominating Committees**

For any and all elections, a nominating committee shall be appointed by the President. The committee shall be authorized under these Bylaws to present a slate as defined in Robert's Rules of Order.

**Article 10.****Miscellaneous**

Robert's Rules of Order will serve as the governing resources for any issues not specifically covered in these Bylaws or in the Bylaws of the statewide organization.

The President may appoint a parliamentarian for the purposes of implementing order and settling disputes as outlined in Branch Bylaws or by utilizing Robert's Rules of Order.

**Article 11.**

**Amendments to Bylaws**

Amendments may be submitted for approval by the Board or by written petition of any five (5) Branch members. At least three (3) of the petitioners must be active or associate members.

The proposed amendment or Bylaws change shall be published in the Branch newsletter within thirty (30) days of its receipt by the Board.

The Board Secretary shall cause a ballot to be prepared and distributed to the general membership within sixty (60) days after its receipt by the Board.

A simple majority of the general membership is needed to pass an amendment.

Unless otherwise stated at the time of voting the proposed amendment will take effect the month immediately following the vote.

Approved on April 24, 1999