

WRITERS FORUM BYLAWS

I. NAME

The name of this organization shall be WRITERS FORUM.

II. PURPOSE

The WRITERS FORUM is a nonprofit social and educational organization dedicated to promoting writing as an art, business, and profession, and to encouraging and inspiring local writers.

III. MEMBERSHIP

- 3.1 Membership in this organization shall be open to all individuals who wish to promote the skills, creativity, and craftsmanship of writing, as well as those who wish to support such pursuits by their efforts and means.
- 3.2 Members in good standing shall be defined as those whose dues are currently paid.
- 3.3 Each member in good standing shall be entitled to one (1) vote in open meetings concerning decisions involving finances and other matters of organization.
- 3.4 This organization will maintain member data as required to administer the needs of the organization and its members. The Board shall determine and publish on its website a Privacy Policy covering the use of this data. This policy applies to any use of this data and not just the use by the website.

IV. MEETINGS

- 4.1 The organization shall hold monthly meetings of the general membership, except for July and August, and for off-site events. A quorum shall be ten percent (10 %) of the members.
- 4.2 The organization shall hold its Annual Meeting in June.
- 4.3. All meetings shall be conducted in accordance with Robert's Rules of Order.

V. OFFICERS

- 5.1 Officers of Writers Forum shall consist of: President, Vice President, Secretary, Treasurer, Membership Director, Newsletter Editor, Program Director, and three (3) Directors at Large, a total of ten (10) persons, all of whom shall be elected by the membership at the June Annual Meeting.
- 5.2 Officers shall serve a two-year term and may stand for re-election.
- 5.3 Officers shall assume office within thirty (30) days after their election.
- 5.4 The President shall chair club meetings and shall appoint the chairs of standing committees with approval of the Board. The President may call special meetings of the membership and the Board as needed. The President is an *ex-officio* member of all committees.
- 5.5 The Vice President shall assume the duty of the President in the latter's absence.
- 5.6 The Secretary shall prepare agendas, take minutes and maintain records of all board meetings.
- 5.7 The Treasurer shall keep adequate financial records, shall be responsible for the annual postal-fee renewal, for maintaining corporate records as required by the State of California and for filing reports required by the IRS or state agencies. The Treasurer shall provide to the Board a monthly statement of income and expenditures with beginning and ending balances.
- 5.8 Officers and Directors shall be nominated by a Nominating Committee.
At the meeting immediately preceding the June Annual Meeting, the Nominating Committee shall present the slate to the members. Other nominations will be received from the floor during the June Annual Meeting, at which time the vote shall take place.
- 5.9 All nominees must be members in good standing.
- 5.10 Officers and Directors shall be elected at the Annual Meeting in June by written ballot, except a written ballot is not required when only one person is nominated for an office. Only members in good standing are eligible for office. Election shall be by majority vote. The slate as presented can be voted upon as a whole.
- 5.11 Officers shall carry out their duties in accordance with the Job Descriptions maintained by the Board.

VI. BOARD OF DIRECTORS

6.1 The seven (7) Officers and three (3) Directors at Large shall constitute a Board of Directors. The immediate past president shall be an *ex-officio* nonvoting member.

6.2 The Board of Directors shall meet monthly except in July and August. Special Board meetings may be called at the discretion of the President. A majority of six (6) Board members shall constitute a quorum.

6.3 Vacancies on the Board shall be filled through appointments made by the remaining Board members.

VII. COMMITTEES

7.1 Standing committees may be formed as deemed necessary by the Board.

VIII. DUES, FISCAL YEAR AND FUNDS

8.1 Annual dues of \$25 are due on anniversary of joining, and become delinquent two (2) months later.

Exceptions: High school and college students shall pay ten dollars (\$10) dues. These members are entitled to receive the newsletter, attend and vote at meetings, and participate in all activities connected with the organization

8.2 Annual dues shall be set by majority vote of current members present at the Annual Meeting.

8.3 The fiscal year of this organization shall begin on January 1 and end on December 31.

8.4 Funds shall be disbursed as follows: for expenditures of more than \$300, two signatures shall be required: the Treasurer's plus the President's or the Vice President's or the Secretary's.

8.5 The Board of Directors shall appoint a person, anyone who is not an officer, to audit the Treasurer's records every other year just prior to the Annual Meeting in June.

IX. GUESTS

Guest's visits to regular meeting of the organization shall be limited to two (2) per year.

X. AMENDMENTS

These Bylaws may be amended by the membership attending the Annual Meeting, or at a special meeting called for the purpose, by a two-thirds vote of those present, provided that members have been notified of the proposed amendment(s) at least two weeks prior to the meeting.

XI. SCHOLARSHIPS

The Board of Directors may initiate action toward the awarding of scholarships as it deems appropriate.

XII. DISSOLUTION OF THE ORGANIZATION

In the event that the organization is dissolved, all debts and other financial liabilities shall be paid from existing funds. The remaining incumbent balance shall be disbursed in one of the following ways:

a) to a scholarship fund for creative writing at Shasta College;

b) to another nonprofit fund, foundation or corporation with similar literary desires as those of Writers Forum.

In either case, designation of the funds shall be by a majority vote of the members in good standing at the final meeting. Notification of such meeting shall be given to the members in good standing at least two weeks in advance, by mail and news media.