Abilene Writers Guild Bylaws

Article I: Organization

Section A. Name

The name of this organization shall be Abilene Writers Guild.

Section B. Non-Profit

Abilene Writers Guild shall be a non-profit organization under Section 501(c)(3) of the Internal Revenue Code. It shall have the right to collect dues, sponsor workshops and seminars, and any other activities incidental to carrying out the purposes of Abilene Writers Guild.

Section C. Dissolution

After giving thirty (30) days' notice to all members, Abilene Writers Guild may be dissolved by two-thirds (2/3) majority vote of the eligible voting members registered at any meeting of Abilene Writers Guild, whether regular or special, and upon compliance with the laws of the State of Texas. In the event of the dissolution of Abilene Writers Guild, the Executive Board shall distribute and dispose of the net assets of Abilene Writers Guild in a manner consistent with the stated purposes of the organization.

Article II: The purposes of this organization shall be:

A. To study methods of writing and research

B. To develop our talents as writers

C. To promote interest in writing.

D. To encourage our fellow writers at all times.

Article III: Membership

Section A. Who can be a member.

Membership shall be open to any and all people who are interested in any form of writing.

Section B. Types of membership shall be as follows:

1. **Individual Membership**.

2. **Family Membership** – A husband and wife; parent and/or legal guardian and a child under the age of twenty-one (21)

3. **Life** – A member of Abilene Writers Guild who has made a donation of $600 or more to the Permanent Endowment Fund or a person who has been a member of the Abilene Writers Guild for three or more years and who has reached his or her ninetieth birthday.

Article IV: Meetings

Section A. Main Meeting:

Abilene Writers Guild shall hold a Main Meeting at least monthly (except for December) for programs, business, and fellowship at times and dates to be announced.

Section B. Executive Board Meeting:

The Executive Board shall meet at least monthly (except for December) at a time and place agreed upon by the Board to conduct the ongoing business of Abilene Writers Guild.

Section C. Special Meetings and Workshops:

Special meetings may be called, and workshops and seminars may be scheduled upon approval of the Executive Board.

Section D. Parliamentary Procedure:

The Executive Board shall conduct its meetings in accordance with the rules of parliamentary procedure contained in the current edition of T*he Standard Code of Parliamentary Procedure* by Alice Sturgis where practical and consistent with these Bylaws. Main Meetings shall be structured but are not required to follow parliamentary procedure.

Article V: Officers

Section A. The elected Officers of this organization shall be:

1. President.

2. Executive Vice President.

3. Program Vice President.

4. Secretary.

5. Treasurer.

Section B. The qualifications of officers shall be:

1. A full member in good standing with dues paid.
2. Capable and willing to serve.

Section C. The duties of the President shall be:

1. To preside at all meetings.
2. To call special meetings.
3. To appoint special purpose Committees as the need arises.
4. To act as an *ex officio* member of all Committees.
5. To do any and all other things, upon approval of the Executive Board, which are proper and necessary to carry out the provisions of the Bylaws and to promote the common welfare of the Abilene Writers Guild.

Section D. The duties of the Executive Vice President shall be:

1. To aid the President in all duties and to preside in the absence of the President.
2. To act in the absence of all other Officers or Chairmen.
3. Other duties as assigned by the President which may include building and meeting arrangements.

Section E. The duties of the Program Vice President shall be:

1. To plan and coordinate the Main Meeting programs.
2. To develop and organize seminars and workshops for members.

Section F. The duties of the Secretary shall be:

1. To take minutes at each meeting, keeping a copy in a permanent file.
2. To write letters and handle routine correspondence as directed by the President and/or the Executive Board.

Section G. The duties of the Treasurer shall be:

1. To receive any and all monies and to write checks for all disbursements under the direction of the President and Executive Board.

2. To report the balance on hand at least once each quarter at a regular meeting of Abilene Writers Guild and at each meeting of the Executive Board, keeping a copy in a permanent file.
3. To serve as chairman of the Finance Committee.
4. To maintain all the records of the office of treasurer, and have them available for annual audit.
5. Send cards on appropriate occasions.
6. Arrange for flowers or memorial gifts to members or immediate family when appropriate.

Section H. Board Vacancies

1. Vacancies in any office or on the Executive Board shall be filled by the Executive Board for the unexpired term.

Article VI: The Executive Board

Section A. The Executive Board shall be composed of:

1. The Officers of Abilene Writers Guild.
2. Two ***(2)*** members elected at-large from the membership.
3. One alternate at-large, who will serve in the place of an absent member.
4. The outgoing President, the webmaster, and the Newsletter Editor, who will serve as *ex officio* members of the Executive Board.

Section B. The qualifications of Executive Board members shall be:

1. A full member in good standing with dues paid.
2. Capable and willing to serve.

Section C. Duties of the Executive Board:

The Executive Board shall conduct the ongoing business of the Abilene Writers Guild.

Article VII: Election of Officers and Executive Board

Section A. Composition of the Board

The President, Program Vice President, Secretary, and one (1) at-large member of the Executive Board shall be elected in even-numbered years. The Executive Vice President, Treasurer, one (1) member at-large, and the alternate at-large shall be elected in odd-numbered years.

Section B. Presentation of Nominees

At the April meeting the nominating committee Chairman shall present for consideration the slate of Officers and Board members to be elected for that year.

Section C. Nominations From the Floor

At the May meeting, immediately prior to voting, nominations from the floor shall be accepted. Any such nominations should be agreeable to the nominee.

Section D. Beginning of Term

New Officers shall be installed and assume their duties at the end of the June meeting each year.

Article VIII: Area Chairmen

Section A. Appointment

The President may appoint for two (2) years Area Chairmen of the following areas, as needed. Each Area Chairman may name a committee to assist in the duties.

As stated below:

1. Publicity.
    a. Arrange for media exposure for all Abilene Writers Guild events.
    b. Be in charge of promotional and other activities as requested by the Board.
2. Newsletter Editor.
    a. Prepare and edit a monthly newsletter.
    b. Mail to all current members.
3. Webmaster.

a. Maintain and update the Abilene Writers Guild website and related online presence as directed by the Executive Board.

4. Membership.

   a. Maintain contact with members as needed.

   b. Encourage interested writers to become members

   c. Make special telephone calls upon the President's request.

   d. Make and distribute new membership cards yearly or as needed.

   e. Keep name tags current.

Section B. Qualifications

Area Chairmen shall be members in good standing with dues paid and be capable and willing to serve.

Article IX: Amendments

Section A. Recommendations For Amendments

Recommendations for amendment to the Bylaws shall be considered when submitted to the Executive Board by July 1st of each year. Any member in good standing may recommend a change in the Abilene Writers Guild Bylaws.

Section B. Board Consideration

Proposed Bylaw amendments shall be considered by the Executive Board serving as a Bylaws Committee. Recommendation for or against each amendment shall be agreed upon.

Section C. Presentation Of Amendments

The President or his designate shall present all proposed amendments, with recommendations of the Executive Board, to Abilene Writers Guild at the regular August meeting, where these Bylaws may be amended by a two-thirds (2/3) majority vote of the membership present.

Section D. Alternate Proposals

Any proposed amendment to the Bylaws which has not been presented in the manner required above may be brought to the floor of the August meeting, where a three-fourths (3/4) majority vote of the members present shall be required for presentation. After

presentation and discussion, the amendment shall require a three-fourths (3/4) majority vote of the membership present for adoption.

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