



The Constitution of the International Writers Association/Friends of Helen Steiner Rice

*Since 1999
revised March, 2021*

Article 1: The name of this society is The International Writers Association/Friends of Helen Steiner Rice.

Article 2: The purpose of this society is twofold: to educate, support, promote, encourage and inform individual writer members in their respective writing communities. Our membership wants to both help to produce and to market their respective work. **Secondly**, to inform the local community, and the greater community about the life and world-wide impact of Helen Steiner Rice, Poet Laureate; her life and her work. Members of this society want to see lasting memorials established for the purpose of recognizing and honoring her legacy.

Article 3: The membership shall include any man, woman or child wanting to improve his/her writing skills and talents AND want to see Helen Steiner Rice appreciated locally/universally.

Article 4: The officers will consist of President, Vice-President, Secretary, and Treasurer, who will serve their respective office until resignation or new office holders are duly elected. “Website Coordinator”; “Media Coordinator”; “Correspondence Secretary” and “Historian” are positions agreed upon by respective volunteers and will be duly appointed by the President. Such positions are strictly optional per respective chapter.)

Article 5: The duties of the officers will be the traditional roles assumed: **President**, to lead and preside over meetings (unless otherwise delegated by the President); **Vice-President**, to assist and support the needs of the president, confer with him/her, and assume the role of leader when the President is not available; The **Secretary** is to record the minutes of IWA/FHSR meetings, both physical or virtual; to collect and record attendance, to keep records of membership, and to publish an annual directory for the membership; the **Treasurer** is to record, collect and dispense funds. If the following positions are filled, the “Website Coordinator” is to post, update and remove relevant information as needed within the IWA/FHSR website: www.internationalwritersassociation.com; the “Media Coordinator” is to inform and “market” to the public of meetings and various events sponsored by said society; the “Correspondence Secretary” is to send and receive mail regarding the business of IWA/FHSR, and the “Historian” is to record, collect and preserve IWA/FHRS history.

Article 6: The structure of the International Writers Association/Friends of Helen Steiner Rice will be such that the President of the founding, original Lorain society and said society will determine if other satellite chapters are to be established and her membership will need to determine the parameters if the situation materializes. (IWA/FHSR has discussed and proposed ideas regarding “satellite chapters.”)

Article 7: The local leadership “of each potential or possible forthcoming new satellite chapter”, with approval and mutual agreement of both the original

IWA/FHSR Lorain membership and the petitioning satellite society will determine the parameters of said expansion at some potential “future date and time”.

Article 8: The dues will consist of \$25.00 enrollment fee, paid annually upon joining and renewed the third Saturday meeting of the first month (January) of each year. The initial attendance of any writer is always complementary. If members joins IWA/FHSR during the months of September, October, November or December, their \$25.00 enrollment fee will be payment for the “January” annual dues collected the third Saturday of the following January...and renewal of the IWA/FHSR fee will be annual, each January of each year. Payment can be made on the IWA Website or by check mailed to: the International Writers Association, 121 N. Leavitt Rd. Ste. 125, Amherst, OH, 44001. Any lapse in annual dues will result in separation from the society. The President, Vice-President, Secretary, Treasurer and Website Coordinator are not obliged to pay these annual fees in gratitude for the many hours of service required by their office responsibilities.

Article 9: The amending of these bylaws and the IWA/FHSR Constitution can be made at any regular or special meeting by a two-thirds vote of members present.
(Updated 3/13/2021)