

# Abilene Writers Guild Bylaws

**Motto: Not Failure, but low aim, is crime. (Lowell)**

## **Article I: Organization**

**Section A.** The name of this organization shall be Abilene Writers Guild.

**Section B.** 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.** 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:**

1. To study methods of writing and research.
2. To develop our talents as writers.
3. To promote interest in writing.
4. To encourage our fellow writers at all times.

## **Article III: Membership**

**Section A.** 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/ legal guardian and child under 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: Dues**

**Section A.** The annual dues shall be set by the Executive Board and shall be payable on or before June 1st of each year for the following twelve (12) months.

**Section B.** If any Member's dues have not been paid within forty-five (45) days

following the deadline, the Secretary or his designate shall notify each member by mail that he/she is in danger of being dropped from the roll. Fifteen (15) days after the written notice, any member whose dues are not paid will be deleted from membership.

## **Article V: Meetings**

**Section A.** Abilene Writers Guild shall meet at least monthly (except for December) for business, programs, and fellowship at times and dates to be announced.

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

**Section C.** Meetings of Abilene Writers Guild shall be conducted in accordance with the rules of parliamentary procedure contained in the current edition of *Standard Code of Parliamentary Procedure* by Alice Sturgis in all cases where they are applicable and in which they are not inconsistent with these Bylaws.

## **Article VI: Officers**

**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 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 serve as Program Chairman.
2. To plan and develop seminars and workshops.

**Section F.** The duties of the Secretary shall be:

1. To take minutes at each meeting, keeping a copy in a permanent file and giving a copy to the president.
2. To write letters and handle routine correspondence as directed by the President and/or the Executive Board.
3. To contact members delinquent as stated in Article IV, Section B. above.

**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 each meeting of Abilene Writers Guild and the Executive Board, keeping a copy in a permanent file and giving a copy to the President.
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.** Vacancies in any office or on the Executive Board shall be filled by the Executive Board for the unexpired term.

## **Article VII: The Executive Board**

**Section A.** The Executive Board shall be composed of:

1. The Officers of Abilene Writers Guild.
2. Four (4) 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 Chairman, 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 VIII: Election of Officers and Executive Board**

**Section A.** The President, Program Vice President, Secretary, and two (2) at-large members of the Executive Board shall be elected in even-numbered years. The Executive Vice President, Treasurer, the remaining two (2) members of the Executive Board, and the alternate at-large shall be elected in odd-numbered years.

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

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

### **Article IX: Area Chairmen**

**Section A.** The President shall appoint for two (2) years Area Chairmen of the following areas. 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
  - a. Prepare and edit a monthly newsletter.
  - b. Mail to all current members.
3. Records and Scrapbook
  - a. Keep and maintain a record of all publicity that pertains to Abilene Writers Guild or any individual member.
  - b. Preserve these records permanently in an Abilene Writers Guild scrapbook.
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.

## 5. Refreshments

- a. Obtain volunteers to be responsible for refreshments for upcoming meetings.
- b. Notify those responsible for refreshments the week prior to each meeting.

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

### **Article X: Amendments**

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

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

**Section D.** Any proposed amendment to the Bylaws which has not been presented in the manner required above may be brought to the floor of the April 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.

Revised 1989  
Revised 1995  
Revised 1999  
Revised 2003  
Revised 2005  
Revised 2006

Revised 2011