

# California Writers Club North State Writers Policies and Procedures

(August 2017)

CWC North State Writers  
Founded 2015



Founded 1909

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\*See the California Writers Club Policy and Procedures, updated April 1, 2014, or the latest version, June 2015, for complete or additional details.

## **I. MISSION STATEMENT**

- A. The California Writers Club (CWC), North State Writers shall foster professionalism in writing, promote networking of writers with the writing community, mentor new writers, and provide literary support for writers and the writing community as is appropriate through education and leadership.
- B. The club supports all genres, and writing styles, with the exception of pornography, and related professions such as editing, publishing, photographic journalism, and literary agents.
- C. CWC North State Writers will provide an environment where members can obtain critique of their efforts, attend workshops, and share experiences. CWC North State Writers endeavors to mentor writers of all ages by providing educational programs for adults and fostering youth programs, including providing qualified speakers experienced in various writing-related disciplines at monthly membership meetings.

## **II. ORGANIZATION**

### **– CWC NORTH STATE WRITERS AND CWC CENTRAL BOARD**

- A. Branches comprise the CWC. A branch, including the CWC North State Writers, operates on a semiautonomous basis of the state organization CWC, deriving its own bylaws, electing its own officers, and conducting its own programs and business. Branch operation shall conform to the Corporate Constitution, Bylaws, and Policies and Procedures of the CWC.
- B. The “California Writers Club” or “CWC” shall be referring to the state corporate CWC comprised of branches, currently 21 branches, and governed by the Central Board. The CWC Central Board is comprised of one representative from each of the 21 branches.
  - 1. The CWC North State Writers shall designate or appoint their representative to the Central Board.
  - 2. If a designated or appointed Central Board representative cannot attend a duly called Central Board meeting, the CWC North State Writers’ President may designate an alternate to attend.
- C. The “California Writers Club, North State Writers” shall be referring to the North State Writers of the CWC and may be referred to as “CWC North State Writers.”

- D. The “CWC North State Writers Board of Directors,” also known as “CWC North State Writers Board,” “Board” and “Directors,” shall comprise of elected officers and appointed Board members.

These are the latest versions of North State Writers Policy and Procedures, updated July 1, 2017. For complete or additional details on the North State Writers original version, see the attached June 2015 version.

**III. CWC NORTH STATE WRITERS BOARD MEETINGS** (Amended see III. CWC-NSW P&Ps June 2015)

- A. Official meetings of the CWC North State Writers Board shall usually occur the first Monday of each month, and planning and other special meetings may be called at a date, time and place selected by the President.

**IV. CWC NORCAL REGIONAL ASSOCIATION**

- A. CWC Northern California (NorCal) branches, currently 12 branches and which include the CWC North State Writers, comprise the CWC NorCal Regional Association. Regional associations are encouraged for purposes of furthering the mission of the CWC, for sharing branch operations information, collaborating on events, building membership, staffing book expos, and the like.
- B. The CWC NorCal Regional Association shall also be known as “CWC NorCal Group” or “CWC NorCal.” The CWC NorCal Group is comprised of one representative from each of the CWC NorCal branches.
  - 1. The CWC North State Writers shall appoint their representative to CWC NorCal.
  - 2. If an appointed CWC NorCal representative cannot attend a duly called CWC NorCal meeting, the CWC North State Writers President may designate an alternate to attend.

See the CWC Policy and Procedures, updated April 1, 2014, or the latest version, for complete or additional details.

**V. MEMBERSHIP**

- A. Membership categories are active, emeritus, life, patron, honorary, courtesy, associate and associate non-writing literary professionals, student and supporting.

See the CWC Policy and Procedures, updated April 1, 2014, or the latest version, for complete or additional details.

**VI. DUES AND FEES** (Amended see VI. CWC-NSW P&Ps June 2015)

- A. All dues and fees are paid to the member's branch (North State Writers). The branch shall then remit the appropriate funds to the Central Board of CWC.
1. Active, Associate, Associate Non-writing Literary Professionals, and Supporting CWC members shall pay annual membership dues of \$45 to the branch (North State Writers).
  2. In addition to the membership dues, new members shall pay a CWC enrollment fee of \$20, for a total of \$65.
  3. Membership for students enrolled in six or more units at an accredited institution is \$20.00 Plus CWC fee of \$20 totals \$40.00. Student renewal dues is \$10 plus CWC \$20 for a total of \$30.
  4. The membership year is July 1 through June 30.
  5. Starting January 1, a branch may enroll new members for half-year membership dues of \$22.50 plus the \$20 enrollment fee, for a total of \$42.50.
  6. Annual membership renewal dues of \$45 are due by July 1. They must be recorded with CWC by August 30 or the member will be dropped from the roles.
  7. The Founding President of North State Writers, Tom Watson, is a life time member of this branch with no obligation to pay membership fees as long as the club exists as a CWC branch.
- B. See the CWC Policy and Procedures, updated April 1, 2014, or the latest version, for complete or additional details.

## **VII. OFFICERS OF CWC NORTH STATE WRITERS** (Amended see VII. CWC-NSW P&Ps June 2015)

- A. The officers of the CWC North State Writers shall be President, Vice President, Director of Membership, Secretary, and Treasurer, and comprise the Executive Committee.
- B. Duties: All officers are responsible for setting a tone of engagement and for encouraging a harmonious and collaborative operation, both in meetings and in associated communication.
1. **President.** The President shall:
    - a. Preside over the CWC North State Writers general membership and board meetings, and determine the time and place for special board meetings
    - b. Provide vision and leadership, and encourage an open forum for ideas and discussion.
    - c. Create and distribute meeting agendas the week prior to the meeting date

- d. With the advice of the Board, guides the business of the club, as specified in the Bylaws and Roberts Rules of Order.
  - e. Appoint three to seven members to serve on the Board of Directors, with approval of the Executive Committee.
  - f. The President is responsible for appointing all non-elected members of the Board of Directors, Chairpersons of committees, and Members-at-Large with the approval of the officers.
  - g. Serve as an authorized co-signer for checks issued to vendors and for reimbursement of expenses.
  - h. Serve as branch Systems Administrator of the Member Record Management System (MRMS), the system designated by the Central Board for maintaining members' information and processing memberships.
  - i. Attends monthly Board and general (member) meetings.
2. **Vice President.** The Vice President shall:
- a. Assume the President's duties when the President is unable to act.
  - b. Be responsible for arranging guest speakers, providing the speaker's contact information, topic, and other information to the Public Relations/Publicity Chair, Newsletter Editor.
  - c. Maintain contact with scheduled speakers to ensure they know the date, time, and location of the applicable meeting.
  - d. Act as the speaker's host and introduce the speaker at the general membership meeting.
  - e. Serve as an authorized co-signer for checks issued to vendors and for reimbursement of expenses.
  - f. Serve as the North State Writers Central Board Rep and attend all mandatory meetings with the California Writers Club
  - g. Attends or appoints a member to attend NorCal Meetings
  - h. Locate and book venues for special events
  - i. Attends monthly Board and general (member) meetings.
3. **Director of Membership.** The Director of Membership shall:
- a. Collect membership dues and renewals, record them in CWC accounting system (MRMS) and forward the checks/cash to the treasurer for deposit.
  - b. Accept new member applications and publications for review.
  - c. Once publications are approved by the Review Committee for an Active Membership status, forward the new member's dues to the treasurer for deposit, and then contact the applicant with the results and return their material (books, magazines, etc.).
  - d. Maintain the official membership roster and provide monthly report to the NSW board as well as providing membership updates to the CWC Central Board.
  - e. Provide email addresses of the members to the *Throughline* editor, Publicity Chair and website content manager.
  - f. Chair the Review Committee; which is a minimum of 4 people, (can be filled by board members), to review membership applicant's published material.

- g. Create sub-committees for administration of membership matters with the approval of the Board.
  - h. Set up welcome/sign-in table at general meetings and greet members and guests.
  - i. Serve as an authorized co-signer for checks issued to vendors and for reimbursement of expenses.
  - j. Attends monthly Board and general (member) meetings.
4. **Secretary.** The Secretary shall:
- a. Take minutes or secures an alternate member to take minutes of all duly called branch Board and general (member) meetings
  - b. Distribute an electronic version of the minutes to Board Members at least one-week prior to the next Board meeting.
  - c. Upon Board approval of the minutes the Secretary files a paper copy in the Board Minutes binder, and makes the Minutes binder available to members at the next general (member) meeting
  - d. Handles official correspondence as necessary.
  - e. Attends monthly Board and general (member) meetings.
5. **Treasurer.** The Treasurer shall:
- a. Keep all accounts in good order and prepare CWC North State Writers mandated quarterly Balance Sheet, Income Statement, Expense Statement, and monthly reconciliation reports, and deliver to the Central Board quarterly and annually.
  - b. Process and deposit checks and cash payments for new membership dues and membership renewals, utilizing the MRMS database system, in coordination with the Director of Membership.
  - c. Deposit checks and cash payments received for donations and other branch activities.
  - d. Write checks for CWC-NSW Board approved expenses; i.e. speaker honorariums, general meeting expenses, etc.
  - e. Report the branch's financial condition at monthly Board meetings.
  - f. Prepare an annual budget with the advice of the President and/or other branch Board members
  - g. Serve as an authorized co-signer for all checks issued to vendors and for reimbursement of expenses.
  - h. Attends monthly Board and general (member) meetings.

C. **Founding President:** In a show of appreciation the board entitles its founding President, Tom Watson, to a lifetime of free membership in the CWC, North State Writers. The founding President is not, however, considered an appointee or voting member of the board unless he is appointed by the current President and/or rejoins the board as an elected officer.

## VIII. ELECTIONS (Amended see VIII. CWC-NSW P&Ps June 2015)

- A. In March of each year, the President, subject to Board approval, shall appoint a minimum of three members to the Nominating Committee. In the event no members are willing to volunteer, the President may appoint 3-members of the Board to serve.

1. The Nominating Committee appointees and the name of the Chair shall be posted in the April edition of the newsletter.
  2. The nominating committee shall solicit candidates for the positions of President, Vice President, Director of Membership, Secretary, and Treasurer. Term of office is for two years.
  3. The Nominating Committee appointees and the name of the Chair shall be posted in the April edition of the newsletter
- B. The membership shall elect North State Writers officers each year. Ballots may be distributed each May via email or regular United States Postal Service and made available at the May meeting. Election results shall be announced at the regular June meeting.
1. The North State Writers imposes no limits on the number of times a member may run for office, relying instead on the general memberships' satisfaction with elected officers.
  2. North State Writers members reserve the right to recall elected or appointed officers either by vote or petition to the North State Writers Executive Committee, by a simple majority.
- C. The Nominating Committee Chair shall declare election by acclamation when only one name appears on the ballot for each of the officer positions.
- D. Nominations and the nominee consent must be mailed or emailed to the Nominations Committee Chair and received no later than April 28<sup>th</sup>. Nominations received after this date will not be accepted.
1. If there is more than one nominee for an office, voting shall be by ballot.
  2. Nominations must have the nominee's consent.
  3. The Newsletter Editor shall include the slate of nominees in the May issue of the newsletter before ballots are mailed.
  4. The Nominating Committee shall announce the nominees via an email to members in May before ballots are mailed
  5. The Nominating Committee shall forward to members the slate of nominees, a ballot, and election instructions via email
  6. Ballots and a ballot box will also be made available to members at the May general member's meeting.
- E. If no candidate volunteers or accepts a nomination for any officer position (except the presidency), the incumbent President may appoint someone to fill the office until the following year's election.
- F. Current and newly elected NSW Officers for the upcoming year will be announced at the June members meeting.
- G. The elected officers shall assume their duties on July 1, at the start of the membership year.
- H. The incoming and outgoing Officers and Directors shall meet on or about the end of the fiscal year (June 30) to effect an orderly transfer of responsibilities.
- I. At the July general membership meeting, the incoming President shall introduce the incoming officers and directors.

**IX. COMMITTEES** (Amended see VIII. CWC-NSW P&Ps June 2015)

- A. The President shall appoint, with Board approval, the Committee Chairs necessary to the conduct of business of the CWC North State Writers. The Vice President or an elected member of the Board shall be an ex officio member of all committees.



- B. The President may retain or appoint special consultants to the Board for a specific time with the CWC North State Writers Board's approval.
- C. No committee may enter into a contract in excess of \$100 without the CWC North State Writers Board's approval.

**D. Newsletter Editor**

- 1. The editor of the official newsletter of the CWC North State Writers, shall chair this committee. The chair may recruit other members to assist in production and circulation.
- 2. The newsletter shall be produced in accordance with established policies approved by the Board. Content and format is at the discretion of the editor and final approval shall be made by the President.
- 3. The newsletter shall be produced monthly and distributed to all members in good standing and others as appropriate.
  - a. Advertising and sponsorship for the newsletter is encouraged, but it must conform to Publication 417 of the United States Postal Service for nonprofit organizations.
  - b. Members are encouraged to submit information to the editor for publication, but the editor may edit the material for length and content.

**E. Public Relations/Publicity Coordinator**

- 1. Responsibilities of this committee include:
  - a. Working closely with the Newsletter Editor and Website Technographer to raise public awareness of the CWC North State Writers, develop relationships with targeted media outlets and literary institutions, and promote Branch achievements.
  - b. Promotion of the CWC North State Writers in the press, media, social media, and the community.
  - c. Distribute PR releases and provide copies to the Newsletter Editor and Web Coordinator.
  - d. May work in tandem with the Outreach Chair.

**F. Outreach**

- 1. Responsibilities of this committee include:
  - a. Serve as a liaison and assist with member recruitment and education.
  - b. Coordinate community outreach events, such as CWC North State Writers appearances at libraries, public venues, and other community events.
  - b. Initiate a library or other literary liaison.
  - c. Engage in fostering Branch activities in conjunction with or support of various events, including community book fairs, contests, and conferences.
  - d. May work in tandem with the Public Relations and Publicity Chair.

**G. Historian**

- 1. The Historian shall:

- a. Collect documents and organize files, club papers, news clippings, and other ephemera to preserve the club's history.
- b. Maintain professional-looking scrapbooks, binders, and/or other files, and create electronic backups of these files to preserve the club's historical records such as the charter and other important documents in case paper documents are lost.

#### **H. Website Technographer**

1. The Website Technographer shall maintain the CWC North State Writers website in accordance with established policies approved by the Board.
  - a. The website shall provide information to members and the public about CWC North State Writers and CWC. The information provided to the public may include member milestones, calendar events, including the monthly general membership meeting, other meetings, and workshops.
  - b. The website shall include on its homepage a disclaimer that any members' links from that website are not endorsed, approved, or reviewed by CWC North State Writers officers and directors.
  - c. Events, contests, milestones, resources publicized on the website must be approved by the Board and initiated by CWC sponsored branches which CWC members are active, or writing organizations that are recognized or sponsored by accredited educational institutions or professional writing organizations.

#### **I. Other Committees**

1. The President shall appoint, with Board approval, other permanent or occasional committee chairs as deemed necessary to spearhead activities the board decides to pursue.

#### **X. CWC LOGO**

See the CWC Policy and Procedures, updated April 1, 2014, or the latest version, for complete or additional details.

#### **XI. REIMBURSEMENT POLICY**

- A. The CWC North State Writers NorCal Representative may be eligible for reimbursement of CWC NorCal related out-of-pocket expenses incurred in the course of attending out-of-town CWC NorCal meetings, including mileage at the rate of \$.50 per mile for personal vehicle travel plus highway and bridge tolls, and parking with receipt or voucher.
- B. With pre-approval of the Board, CWC North State Writers members may be eligible for reimbursement of CWC North State Writers related out-of-pocket expenses incurred in the course of their service to the club. Typical expenditures include office supplies (paper, envelopes, postage, etc.), payments to vendors for board-approved seminar sites, publicity materials, special events costs, and other related expenses incurred in the performance of assigned CWC North State Writers work are eligible for reimbursement

upon submission of the Request for Reimbursement form with receipts or the appropriate documentation.

## **XII. CONTRACTS**

- A. No member of the CWC North State Writers will encumber the club with any financial obligation without the majority approval of the board.

## **XIII. INSURANCE AND ACCOUNTING**

See the CWC Policy and Procedures, updated April 1, 2014, or the latest version, for complete or additional details.

## **XIV. SPECIAL AWARDS**

- A. The Jack London Service Award.
  - 1. The Central Board shall present a Jack London Service Award to designees selected by the branches bi-annually, beginning in 2007. The purpose of the award is to honor a member whose service to the CWC and/or a branch has been exemplary. The Central Board stresses that the merit of the award is in the service, independent of writing accomplishments. It is not mandatory that a branch designate a recipient simply because the opportunity exists.
  - 2. Each branch may select one member designee. The means of selecting the recipient is at the branch's discretion.
  - 3. The CWC *North State Writers* board shall select a member to receive the Jack London Service Award, typically taking into account the nominee's exceptional service and contributions to the branch over a sustained period of time.
  - 4. The CWC President shall present the Jack London Service Awards at the annual corporate membership meeting, usually in July.
  
- B. The Ina Coolbrith Award.
  - 1. From time to time and when deemed appropriate, the Central Board shall bestow the Ina Coolbrith Award to a deserving member. The purpose of the award is to honor a member whose service to the CWC and/or the Central Board has been exemplary.

See the CWC Policy and Procedures, updated April 1, 2014, or the latest version, for complete or additional details.

## **XV. WEBSITE –WWW.NORTHSTATEWRITERS.COM (Amended see XV. CWC-NSW P&Ps June 2015)**

- A. The CWC North State Writers website is: [northstatewriters.com](http://northstatewriters.com)

- B. The Website Technographer shall maintain the Website in accordance with established policies approved by the Board.

**XVI. NEWSLETTER** (Amended see XV. CWC-NSW P&Ps June 2015)

- A. Please see IX. D. Newsletter

**XVII. CWC LITERARY REVIEW**

- A. A CWC Literary Review shall be published, and be a vehicle for promoting members' writing and the CWC reputation. It shall be of a high quality in form, content, and distribution eliciting pride for those included and enthusiasm from those reading.

See the CWC Policy and Procedures, updated April 1, 2014, or the latest version, for complete or additional details.

**XVIII. CALIFORNIA WRITERS WEEK**

- A. The CWC Central Board and branches shall recognize the third week in October every year as California Writers Week, resolved by the California State Assembly in a Legislative Resolution, September 4, 2003. The week shall be set aside to honor all California writers, past and present, for their contributions to society, and to encourage future writers.
- B. The CWC North State Writers shall endeavor to celebrate California Writers Week at the October general membership meeting. Other California Writers Week celebrations or activities may be scheduled.

**XIX. AMENDMENTS** (Amended see XIX.. CWC-NSW P&Ps June 2015)

- A. Member questions, concerns and suggestions regarding board or club operations and policies must be submitted to the board for review in one of the following ways:
  - 1. In person at a board meeting (please contact the President or vice-President so that time can be set aside on the agenda).
  - 2. In writing using the suggestion box available at the CWC-NSW general meetings.
  - 3. In writing using the suggestion form available on the *Members Only* page of the CWC NSW-website.
- B. Board members or representatives sponsoring a change to the CWC North State Writers Policies & Procedures must present it to the Board in writing or in a motion. Amendments to the Policies & Procedures require a majority vote of the Board. If accepted as policy, the new NSW Policies and Procedures will be presented on the NSW website and made available at monthly member meetings.

## **XX. PRECEDENCE**

- A. In case of conflict or contradiction between CWC North State Writers Policies and Procedures and the Central Board's CWC Policy and Procedures, the Central Board's will take precedence.
- B. In the absence of specific directions in this document or the Central Board's Bylaws, CWC Policy and Procedures, Constitution, or Articles of Incorporation, the latest edition of Robert's Rules of Order will govern procedure at board meetings.

### **Approved and Adopted**

*Kathi Hiatt*, President  
California Writers Club, North State Writers

Dated *August 21, 2017*