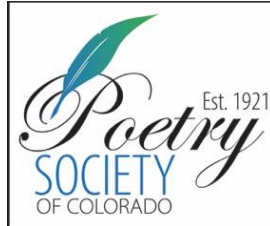


The Poetry Society of Colorado Constitution and By-Laws



**Revision approved by
The Poetry Society of Colorado Members
July 15, 2017**

Article I – Name

Section 1. The name of this society is The Poetry Society of Colorado. (Hereinafter referred to as PSC.)

Article II – Purpose

Section 1. The purpose of PSC is to promote the study, writing, and performing of poetry and to provide outlets for creative expression by people of all ages and at all levels of poetic development.

Article III – Membership

Section 1. Applicants for membership must submit three original poems along with the PSC application form, the application fee, and current dues to the Membership Chair.

Section 2. Minimum age to join Poetry Society of Colorado is 18 years old; guests between 12 and 17 must be accompanied by an adult.

Section 3. Prospective members may contact the Membership Chair for rules that govern the PSC.

Section 4. Honorary membership may be conferred for distinguished service to PSC by a 2/3 vote of the Board. Honorary members do not pay dues or hold office but are entitled to all other privileges.

Article IV – Officers

Section 1. Officers of PSC include President, Vice-President, Treasurer, Secretary, and Historian. Duties and responsibilities are detailed in a job description list transferred from outgoing to incoming Board members. All Officers perform their duties and conduct meetings according to relevant sections of *Robert's Rules of Order* (<http://www.rulesonline.com/index.html>).

Article V – Officers' Duties

Section 1. The President presides at monthly and Board meetings, calls special meetings, designates special committees, and serves as an *ex officio* member of all committees except the Nominating Committee. The President sets the agenda for all meetings and performs other duties as deemed necessary to the office or as required by the Board.

Section 2. The Vice-President, in the President's absence, presides at monthly, special, and Board meetings.

Section 3. The Secretary records the minutes of all monthly, special, and Board meetings, and presents the minutes from the previous meeting at the next meeting.

Section 4: The Treasurer receives and disburses all the PSC monies, presents a financial report at every meeting, and submits a Year-End Financial Statement to the Board. The Treasurer also coordinates payments for contest winners and judging honorariums with the Contest Chairs.

Section 5. The Historian keeps PSC's history up to date and displays part or all of it as designated by the President and the Board.

Article VI – Auditor's Duty

Section 1. The Auditor, either an outsider or a PSC member, will be chosen by the Board at the July Board Meeting to examine the Year-End Financial Statement.

Article VII –Board Duties

Section 1. The Board consists of Officers and Committee Chairs, Contest Chairs, and Publication Chairs. The Board supervises all PSC affairs and determines the time and place of monthly meetings. Duties and responsibilities are detailed in a job description list transferred from outgoing to incoming Board members.

Section 2. The Board must meet at least twice each membership year, which is from July 1 to June 30.

Section 3. The Board establishes PSC budgetary guidelines, spending limits, and committee expenditures. The Treasurer has sole authority to disapprove expenses that exceed these guidelines.

Section 4. The Board may, by a simple majority vote, reprimand, remove, or replace any elected Officer or appointed Committee Chair, Contest Chair, and Publication Chair for failure to perform.

Section 5. The Board, which also serves as the Rules Committee, or its appointed *ad hoc* committee recommends any changes to the Constitution and By-Laws and prepares amendments. All changes must be authorized by a 2/3 majority vote of the active members present at a monthly meeting.

Article VIII – Committees

Section 1. The standing committees include the following: Workshops, Rules (the Board), Communications and Publicity, Membership, Webmaster, Open Contest, Members-Only Contest, Poets' Showcase, and Annual Yearbook.

Section 2. The President may also designate other smaller *ad hoc* groups as needed.

Section 3. All Committee Chairs are responsible and accountable to the Board for their tasks and any monies or expenses associated with those tasks.

Section 4. The President, at his/her discretion, may appoint an Advisory Council of immediate past Presidents. The number of people serving on the Advisory Council will not exceed six members, *who are to act in an advisory capacity only*. Members of this Council may attend Board meetings; *however, they are not permitted to vote*.

Article IX – Committee Chairs

Section 1. Committee Chairs receive detailed explanations of their duties in an informational list that is passed from outgoing to incoming Chairs. Duties include guidelines for tasks, coordination, budget, and deadlines, if any. Chairs should make every effort to meet any deadlines that might involve the entire membership.

Section 2. The Members-Only Contest Chair selects judges, receives entries, and ensures that all winning and honorable-mention poems are read at the monthly meetings. Contest themes, forms, and line limits are determined by the Members-Only Chair but are sponsored by members.

Section 3. The Open Contest Chair chooses judges, receives entries, and ensures that all winning and honorable-mention poems are read at the monthly meetings. Contest themes, forms, and line limits are determined by members sponsoring the contests.

Section 4. The Poets' Showcase Chair is responsible for the layout and coordination of the annual Poets' Showcase, obtaining the publisher (within the approved budget), and planning for yearly distribution of the *Showcase* for sale to the PSC membership and public.

Section 5. The Communications and Publicity Chair oversees a network of members to provide notices and publications to the general membership, media, and the community.

Section 6. The Membership Chair reviews and processes applications for membership and refers poems to the Membership Committee for approval and action.

Section 7. The Workshop Committee Chair elicits and approves topics for monthly workshops that will encourage and promote the growth and knowledge of the art of poetry.

Section 8. The Rules Committee, or its appointed *ad hoc* committee, recommends any changes to the Constitution and By-Laws. Once approved by a simple majority vote of the Board, the changes must be authorized by a 2/3 majority vote of the active members present at a monthly meeting.

Section 9. The Annual Yearbook Committee Chair is responsible for the layout and coordination of the yearbook, obtaining the yearbook publisher (within the approved budget), and coordinating yearly distribution of the yearbook to the membership.

Section 10. The Webmaster is responsible for the maintenance of the website and for posting information as requested by the President and/or the Board.

Article X – Election

Section 1. As necessary, at the February monthly meeting of an election year, three (3) members who attend regularly and know the membership may be appointed as an *ad hoc* Nominating Committee. Current Officers may not serve on this committee. The Committee provides a slate of candidates for office to the Board before presenting it to the membership at the March monthly meeting.

Section 2. Every two years, at the April monthly meeting, a slate of candidates to serve as Officers will be presented. Members may nominate themselves, members may nominate other members present, or members may be nominated by a Nominating Committee.

Section 3. The Election of Officers takes place every two years at the April monthly meeting. Election is by voice vote. A simple majority of members present at the meeting elect Officers.

Section 4. Officers are installed with an oath of office at the Annual Luncheon in June.

Article XI – Dues and Fees

Section 1. The annual dues for members are to be paid by June 30 each year. The Board determines the amount of the dues.

Section 2. Dues for new members admitted between January 1 and June 30 are one-half of the annual dues plus the application fee.

Section 3. The names of members whose dues are in arrears by July 31 of each year will be considered lapsed and will not appear in the Yearbook.

Section 4. Anyone with a lapsed membership who rejoins after July 31 must pay current dues plus the application fee.

Section 5. The Board decides by simple majority vote on honorariums to be given to speakers, readers, and judges in recognition of their contributions to PSC.

Article XII – Finance

Section 1. The PSC checking account should be maintained with a minimum balance of \$1,000.00.

Section 2. All monies from Memorial, Annual, Members-Only, and Open Contests donors and/or sponsors must be received by July 31 in order for that contest donor and/or sponsor to be listed in the Yearbook.

Article XIII – Quorum

Section 1. Five Board members are required to transact business at Board meetings. If a quorum is not present, the President must call for a special meeting requiring a quorum to be present. If a quorum is not reached, the President must table any official business until a special meeting is called.

Article XIV – Majority Rule

Section 1. Except as provided elsewhere in the Constitution and By-Laws, a simple majority vote of those present, decides all questions.

Article XV – Amendments

Section 1. A request for proposed updates or amendments to the Constitution and By-Laws must be submitted in typed format to the Board for review.

Section 2. The Constitution and By-Laws may be updated, when necessary, by a majority vote of the Board, all changes must be ratified by at least a 2/3 majority vote of active members present at a monthly meeting.

Section 3. Forty-eight hours advance notice must be given to all members before the monthly meeting at which a vote will be taken on amendments to the Constitution and By-Laws.

Article XVI – Terms of Office

Section 1. All Officers serve a term of two years. No elected officer is eligible for more than two consecutive terms (four consecutive years) in the same office except for the Treasurer, the Secretary, and Historian. No Officer may serve in more than one elected office at the same time.

Article XVII – Vacancy

Section 1. Any existing vacancy, except President, can be filled by a 2/3 majority vote of the Board.

Section 2. A vacancy in the office of President requires the Vice-President to take over the President's duties until the next election or until a special election can be held at which members in attendance can select a new President.

Article XVIII – Rule of Order

Section 1. Any parliamentary question not covered in the Constitution and By-Laws is to be decided according to *Robert's Rules of Order* (<http://www.rulesonline.com/index.html>).

Article XIX – Nondiscrimination Policy

PSC is an inclusive organization that does not and will not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status. The PSC is committed to providing an inclusive and welcoming environment for all PSC activities.

Article XX – Dissolution

Section 1. PSC can only be dissolved by a majority vote of all active members by a special write-in vote. Reasons for dissolving PSC might include insufficient or an unsustainably low membership number.

Section 2. Every reasonable attempt must be made to resolve problems that might cause dissolution.

Section 3. Funds left after the paying of expenses shall be given to a cultural organization that promotes poetry (such as a public library, a book store, another poetry group, and so forth, chosen by the Board).