

# **VILLAGE WRITERS' CLUB BYLAWS**

## **ARTICLE 1: NAME AND PURPOSE**

- 1.1 The name of the organization shall be "Village Writers' Club."
- 1.2 The purpose of the Club shall be to provide a forum to:
  - (a) exchange writing-related experiences, skills and concerns,
  - (b) motivate production of original writing by its members,
  - (c) improve the writing skills of members,
  - (d) assist members in marketing their work.

## **ARTICLE 2: MEMBERS**

- 2.1 Any person interested in writing may become a member of the Club upon payment of dues.
- 2.2 Any member may serve as an officer or chairperson of the Club.
- 2.3 Any member is entitled to vote on issues brought before the Club.
- 2.4 Honorary non-voting member status may be granted by a majority vote of the members present at any meeting of the Club. Payment of dues shall not be required of honorary members.

## **ARTICLE 3: DUES**

- 3.1 Annual dues shall be payable at the September meeting of each year, or when joining.
- 3.2 Annual dues shall be established and amended by a vote of the membership.

## **ARTICLE 4: MEETINGS**

- 4.1 Regular meetings shall be held on the fourth Monday of each month, with the exception of July and August, at a location selected by the Executive Board.
- 4.2 Announcement of meetings shall be given during the preceding meeting.
- 4.3 Regular meetings may be canceled, or additional meetings may be scheduled by the Executive Board upon notice to members.
- 4.4 A quorum shall be one half the Club membership and that number shall be present to conduct any business of the Club.

## **ARTICLE 5: OFFICERS AND CHAIRPERSONS**

- 5.1 Officers of the Club shall be a President, a Vice-President, a Secretary and a Treasurer.
- 5.2 A term of office for club officers specified in Article 5.1 shall be two years.
- 5.3 Elections shall be held each even-numbered year. Officers shall be elected by majority vote at the April meeting and shall be installed at the June meeting. In the absence of a quorum at the April meeting, an election shall be held at the next meeting at which a quorum is present.
- 5.4 The officers specified in Article 5.1 plus the immediate Past President shall serve as the Executive Board of the Club.
- 5.5 The President-elect shall appoint a Membership Chairperson and a Program Chairperson from the membership of the club as soon after the annual election as is reasonably practical. Chairpersons shall assume office after the June meeting.
- 5.6 The President may appoint such other chairpersons as may be required for the management and coordination of special projects undertaken by the Club. All chairpersons shall serve at the pleasure of the President.
- 5.7 In the event of a vacancy in the office of President, the Vice-President shall immediately accede to that office.
- 5.8 The President shall appoint a member to serve the unexpired term in the event of a vacancy occurring in any office.

## **ARTICLE 6: DUTIES OF OFFICERS AND CHAIRPERSONS**

- 6.1 The President shall preside at all meetings of the Club and Executive Board.
- 6.2 The Vice-President shall perform the duties of the President in the absence of the President.
- 6.3 The Secretary shall keep and report minutes of all meetings of the Club and the Executive Board.
- 6.4 The Treasurer shall keep accurate records of all receipts and disbursements of the Club. A written operating statement covering the current period, from the date of the last report to the present date, shall be presented at regular meetings and appended to the published minutes.
- 6.5 The Membership Chairperson shall implement and direct plans adopted by the Executive Board for maintaining and promoting membership and attendance at meetings.
- 6.6 The Program Chairperson shall coordinate and direct the programs presented at meetings of the Club.

## **ARICLE 7: CLUB FUNDS AND EXPENDITURES**

- 7.1 All income shall be deposited in a financial institution designated by the Executive Board.
- 7.2 The Executive Board shall be authorized to approve all club expenditures.
- 7.3 The Treasurer's records shall be subject to audit annually and when called for by the President or by a majority vote of those members in attendance at any meeting.

## **ARTICLE 8: AMENDMENT**

- 8.1 Notice of intent to propose an amendment to these Bylaws shall be given to the membership no later than thirty days prior to a vote.
- 8.2 Bylaws shall be amended by approval of 60 percent of the membership. If required number is not in attendance, members may be polled by email or phone.

**ADOPTED: October 28, 2013**