



Bylaws
of the
Writers of Kern
Bakersfield Area Branch of California Writers Club
June 2003

ARTICLE I--Name

The name of this organization shall be Writers of Kern (WOK), the Bakersfield Area Branch of California Writers Club.

ARTICLE II—Purpose

The purpose of this organization shall be: To provide a forum for educating both members and the public in the craft of writing and in marketing their works. This is served by the monthly public meetings, workshops, and seminars, as well as periodic conferences which are open to all writers and are conducted for the purpose of educating writers of all levels and expertise. Writers of Kern networks with, and is a model for, other groups and agencies involved in similar pursuits.

ARTICLE III—Management

Section 1. The corporate powers of the Writers of Kern shall be vested in an Executive Board consisting of the elected offices of President, Vice President, Secretary and Treasurer, and two (2) Members at Large, and appointed positions including Membership Chair, Program Chair, Ways and Means, Hospitality Chair, Newsletter Editor, and Publicity Chair. A quorum of the Executive Board shall consist of half of the Board members.

Section 2. The President may, subject to approval by the Board, appoint an officer pro-tem or a director pro-tem to fill vacancies on the board. Such pro-tem appointments expire at the end of the term to which the original officer or director was elected or appointed.

ARTICLE IV—Officers

Section 1. Elected officers

(A) The officers of the Executive Board shall be elected by voice or ballot at the general membership meeting in May, to serve a term of one year. They shall assume their responsibilities at the general meeting in July. The duties of the officers are described in this article.

(B) No person shall hold office if he is not a member and no member shall hold more than one office at a time. Both Active and Associate members qualify to serve on the Board.

(A) Duties

(1) The President shall prepare agendas and preside over the meetings of the Executive Board and the general membership.

a) The President shall, with the advice and consent of the Executive Board, direct the affairs of the club in accordance with the bylaws.

b) Except for the nominating committee, the President shall, with the advice and consent of the Executive Board, appoint such committees and chairpersons as necessary to conduct the affairs of the club. Such appointments end when the business of the committee is finished or at the end of the term of the President who made them.

(2) The Vice President shall assume the duties of president in his/her absence, and assist in duties as requested by the President.

(3) The Secretary shall keep minutes for all meetings, handle incoming and outgoing correspondence and maintain administrative files for the Club.

(4) The Treasurer shall keep proper books of account and report the financial status of the branch at each called meeting of the Executive Board.

a) The Treasurer shall receive and keep all funds of the Club and pay them out only as authorized by the Executive Board. Any funds received for the organization shall be promptly deposited in an account set up for that purpose.

b) The Treasurer shall cosign all checks issued by the branch. Any of the other officers may be the second cosigner, providing their signature is on file for the account.

c) The Treasurer shall prepare all financial reports required by the Central Board of the CWC.

d) The Treasurer shall assist the Membership Chair in preparing reports for the Central Board of CWC.

(5) Member(s) at Large (traditionally, at least the immediate Past President) shall attend Executive Board meetings and vote on issues.

Section 2. Appointed Positions

(A) Duties

(1) Membership—receive and process applications from prospective members, ensure writing samples reach correct committee for review; work with Treasurer to provide membership report to CWC; maintain records of all current members; assist in production of membership roster.

(2) Program—contacts and establishes speaker for each general meeting; notifies publicity and newsletter chairs of upcoming speakers; introduces speaker and acts as a host to speaker; attends lunch with speaker.

(3) Ways and Means—Acquires sufficient prizes for fundraiser and assembles basket; sells tickets at general meeting; secures non-monetary donations until such time as needed; keeps a list of winners and submits to newsletter editor each month; oversees other club fund raisers as need arises.

(4) Hospitality—Greets people at door at general meetings; acts as liaison between attendees and providers of club services; purchases and prepares refreshments as needed.

(5) Publicity—Obtains any information pertinent to the Club and drafts all news releases, public service announcements and any other written publicity necessary, and sends out to all media. Coordinates printing to ensure uniformity in publicity; meets with the media to arrange for feature stories and television coverage as needed; provides past monthly speaker synopsis.

(6) Newsletter—Collects all articles, news events, contests, markets and any other pertinent information for newsletter; coordinates printing to ensure uniformity in newsletter and mailing in a timely manner. (To arrive 10 days prior to general meetings.) Writes newsletter editor's article, biography and synopsis of upcoming speakers' workshop and any other pertinent articles needed.

(B) Appointed Board members and Committee Chairs are appointed by the President with approval by Executive Board. Both Active and Associate members qualify to serve on the Board.

ARTICLE V—Membership

Membership in the Writers of Kern, Bakersfield Area Branch of California Writers Club, shall conform to ARTICLE I Section 1 of the bylaws of the California Writers Club. Questions of interpretation of the articles of membership shall be referred to the Central Board of the California Writers Club.

ARTICLE VI—Elections

Section 1. In March of each year, the Executive Board shall appoint a committee to present nominations for election. The news of the formation of the committee and the name of the chairperson shall be posted in the Club newsletter.

Section 2. The slate of officers (President, Vice President, Secretary and Treasurer) shall be presented at the May general meeting and published in the Club newsletter at least two weeks before the May general membership/election meeting. No nominations may be made by the committee without the prior approval of the nominee.

Section 3. The election shall be held at the May general membership meeting. Nominations from the floor may be accepted with the prior consent of the nominee. If there is more than one nominee for an office, voting shall be by written ballot.

Section 4. The incoming and outgoing officers and directors shall meet in July to effect an orderly transfer of responsibilities. At the July general

membership meeting, the incoming President shall introduce the incoming officers and directors.

ARTICLE VII—Meetings

Section 1. A regular meeting of the Club shall be held on the third Saturday of every month unless the Club orders otherwise in advance.

Section 2. The regular meeting in May shall be known as the annual meeting and shall be for the purpose of electing officers, receiving annual reports and conducting other business that may arise.

Section 3. A special meeting of either the general membership or the Board may be held upon the call of the President or by three members of the Board or on the written request of one-quarter of the membership of the Club, providing the notice of the meeting is mailed or e-mailed to the interested parties no less than 96 hours in advance.

Section 4. In an emergency the President may poll the Board by telephone or e-mail to handle urgent matters, and act according to the majority received by such poll. The Board shall affirm the actions of the President at its next meeting.

Section 5. Critique groups shall be governed by an appointed facilitator within the Club guidelines. Said member must be an Active member in good standing. Assignment of a new facilitator is subject to the approval by a simple majority of the existing critique group.

ARTICLE VIII—Quorum

Section 1. A quorum for a meeting of the Executive Board shall consist of half of the members. For all other meetings, the members present shall constitute a quorum.

Section 2. Unless otherwise stated in these bylaws, a simple majority of a quorum will determine the outcome of a vote.

ARTICLE IX—Representatives to California Writers Club Central Board

Section 1. The President shall, with the approval of the Board, appoint one branch member to represent the Writers of Kern at the quarterly meetings of California Writers Club. The delegate must be a member in good standing of the Writers of Kern.

ARTICLE X—Amendments

Section 1. Amendments to these bylaws shall require that the proposed amendment:

(a) be published in the branch newsletter no less than two weeks prior to a regular scheduled meeting; and

(b) be submitted in writing as a motion at said meeting, read aloud at said meeting, and be approved by a majority of the members present at the meeting.

Section 2. Any amendment to the California Writers Club bylaws will automatically be included in the Writers of Kern bylaws.

ARTICLE XI—Parliamentary authority

The rules contained in the Modern edition of *Robert's Rules of Order* shall govern the Club in all cases where they are not inconsistent with these bylaws and any special rules of order the Club may adopt.

ARTICLE XII—Precedence

In the event of a conflict between this document and the bylaws of California Writers Club, the state bylaws will supersede this document.

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