

Bylaws for the Fremont Area Writers

Founded March 22, 2008

Chartered as a Branch of the California Writers Club July 19, 2009

ARTICLE I: NAME

Section 1: The name of the organization shall be: Fremont Area Writers (FAW).
FAW is a chartered branch of the California Writers Club (CWC).

ARTICLE II: PURPOSE

Section 1: FAW educates writers and the public by providing:

- 1.1 Forums for educating members in the craft of writing and marketing their works
- 1.2 Monthly public meetings, workshops, and seminars open to all writers and the general public to facilitate educating writers of all levels of expertise.

Section 2: FAW supports all genres, writing styles and related activities such as editing, publishing, photojournalism, and literary representation.

Section 3: FAW provides an environment where members can obtain critiques of their efforts, attend workshops, and share experiences. FAW will encourage the mentoring of writers of all ages by providing educational programs for adults and fostering youth programs.

Section 4: FAW shall be a non-profit organization owned by the membership.

ARTICLE III: MANAGEMENT

Section 1: The business of the Fremont Area Writers shall be vested in a Board of Directors, consisting of the four elected officers of the branch and the appointed chairpersons of any branch committee. One director shall be the immediate past-president if requested by the current president and shall not stand for election.

Section 2: The president may, subject to ratification by the board, appoint a director pro-tem to fill vacancies on the board. Such pro-tem appointments shall expire at the end of the term to which the original director was elected or appointed.

Section 3: The Board of Directors may request the resignation of any director who is absent from three consecutive meetings, or who expresses a desire to be released from the duties of the board, or for malfeasance.

ARTICLE IV: MEMBERSHIP

Section 1: Membership in FAW shall consist of the following categories: Active, Emeritus, Life, Patron, Honorary, courtesy, Associate and Associate Non-writing Literary Professionals, Student, and Supporting.

Section 2: Definitions for this article:

- 2.1 General circulation shall be interpreted as distribution of at least one thousand copies.
- 2.2 A publisher of standing shall be interpreted as a business entity that derives all or part of its income from publishing literary, academic, or technical works.
- 2.3 The Membership chairperson shall head an Accreditation Committee appointed by the Board of Directors. The Accreditation Committee shall consider and approve material submitted by potential active or associate members and submits approved membership applications to the Board of Directors. The Accreditation Committee shall also consider and approve applications for advancement from Associate to Active category and informs the Board of Directors of their decision.

Section 3: Active members are writers who produce fiction, nonfiction, poetry, plays or other creative writing of quality and meet the following minimum production requirements:

- 3.1 A fiction writer, nonfiction writer, poet, and/or a photojournalist shall have had a book published by a publisher of standing within the past ten years, or a book currently under contract, or publications or acceptance within the past three years of not less than three stories, articles or columns in a periodical or periodicals of general circulation.
- 3.2 A writer of stage plays, screenplays, radio plays, television plays, or videos, shall have had a publication, performance, production, or production-in-development within the past ten years.
- 3.3 FAW may consider a self-publisher or writer who publishes his material under his own imprint eligible for membership. The accreditation committee shall use the following criteria to judge the submitted material:
 - 3.3.1. Professional presentation of writing style
 - 3.3.2. Professional presentation as to style
 - 3.3.3. Plans for distributing published materials
 - 3.3.4. The accreditation committee shall reserve the right to determine if the quality of the publication meets the high standards of professional writing. This evaluation deals only with the standard of writing and not with the genre or content.
- 3.4 FAW may consider for membership a self-publisher or writer who publishes material electronically. The accreditation committee shall use the following criteria to judge the submitted material:
 - 3.4.1. Professional presentation of writing style
 - 3.4.2. Professional presentation as to graphics

3.4.3. The accreditation committee shall reserve the right to determine if the quality of the publication meets the high standards of professional writing. This evaluation deals only with the standard of writing and not with the genre or content.

Section 4: FAW may accord Emeritus membership to Active members who have made significant contributions in the field, but may no longer be actively writing. Emeritus members may vote and hold office.

Section 5: FAW shall accord Life membership only to Active members. Life members shall be exempt from any further payment of dues, but otherwise shall have all the duties and privileges of active membership.

Section 6: FAW may accord Patron membership to persons or organizations that contribute to FAW in either outright gift, substantial yearly contribution or significant service. Patron members shall have no vote nor hold office unless they are Active or Associate members.

Section 7: FAW may accord Honorary membership to persons who are of such eminence that the Branch in honoring them, honors itself.

7.1 Honorary members shall not pay dues, hold office, or vote.

Section 8: FAW may accord Courtesy membership of one year to unpaid speakers as an acknowledgment of such services.

8.1 Courtesy members shall not hold office, or vote.

8.2 When a Courtesy membership expires, he or she may be designated as an Active or Associate member upon payment of renewal dues.

Section 9: Associate membership shall be accorded to those persons who qualify by submission of writing material that is approved by the accreditation committee as clear evidence of acceptable writing quality.

9.1 An exception to this policy exists for non-writing literary professionals. If no demonstrated conflict of interest exists, FAW may accord Associate membership to career professionals in areas related to writing. These adjunct memberships may include editors, librarians, literary agents, booksellers, publishers, producers, directors, and book illustrators. The accreditation committee has the discretion to grant these memberships.

9.2 The accreditation committee shall consider literary agents only if his or her agency has at least three published clients and is a member in good standing of the Association of Authors' Representatives.

9.3 Associate members shall have the right to vote, serve as FAW directors, and hold offices.

9.4 The number of associate members in FAW shall not exceed the number of active members.

Section 10: Student memberships are offered to writers from the ages of 8 through 22, or to include any writers who are a verified full-time student at an accredited school. No writing submission shall be required. Student members will not be eligible to vote or hold office.

Section 11: FAW may create a Supporting membership in those cases where the ratio of associate to active members does not allow additional associates on the roster, or for people who want to support the branch, but are not interested in a writing career.

11.1 Supporting members are entitled to the same privileges and benefits as active and associate members, except they may not vote or hold office.

11.2 Supporting members shall pay the same dues and fees as active and associate members.

Section 12: All members in good standing shall be entitled to participate in, and vote on, all matters or actions of the Branch.

Section 13: It shall be the responsibility of all members to familiarize themselves with these bylaws, and to comply with their meaning and intent. Failure to comply with any article or section, thereof, shall be considered as grounds for expulsion from the Fremont Area Writers.

ARTICLE V: DUES

Section 1: All dues and fees are paid to FAW, who shall then remit the appropriate funds to the CWC Central Board treasurer.

1.1 Active, associate, and supporting members shall pay annual dues of \$45.00 to FAW. The membership year is July 1 through June 30. FAW shall remit \$25.00 to the central board with the member's renewal to the membership chair by October 20 or be reported as delinquent to the CWC Central Board. The membership chair must submit funds and forms to the FAW treasurer and updated membership records to the CWC Central Board by November 5.

1.2 Members in good standing have until September 30 to renew their membership in FAW. On October 1, FAW shall drop all delinquent members from the rolls. If dropped, a member must requalify his or her status and pay the new member enrollment fees.

Section 2: Non renewal of membership

2.1 FAW will deny a member's application for renewal if that member has exhibited behavior that the FAW board of directors deems to be detrimental, libelous, or slanderous to FAW and/or CWC's good name or its members. Documentation of accusations followed by a 2/3 vote from the current board of directors will be required to deny renewal of membership. The board of directors reserves the right to define the parameters of detrimental, libelous, or slanderous behavior.

Section 2: In addition to the membership dues, new members shall pay an enrollment fee of \$20.00. FAW shall remit one-half the amount of the enrollment fee to the Central Board treasurer with each new member application.

Section 3: Starting January 1, FAW may enroll new members for \$22.50 plus \$20.00 enrollment fee.

Section 4: Active members may purchase life membership for \$675.00 and are then exempt from further dues. FAW shall remit \$275.00 of the life membership fee to the Central Board treasurer.

- Section 5: FAW shall pay annual dues of \$25.00 to the Central Board treasurer for each patron or courtesy membership they bestow.
- Section 6: Emeritus members shall pay a renewal fee of \$15.00. FAW shall remit \$8.00 to the Central Board treasurer.
- Section 7: A branch shall determine its student membership fees. FAW shall pay \$10.00 per member to the Central Board treasurer to cover the costs of insurance and accounting.
- Section 8: For hardship memberships, FAW shall remit \$10.00 to the Central Board treasurer.

ARTICLE VI: OFFICERS

- Section 1: The officers of the Fremont Area Writers shall be elected by the members of FAW as specified in ARTICLE VII: ELECTIONS of these bylaws.
- 1.1 There shall be four elected officers: president, vice president, secretary, and treasurer.
- 1.2 The duties of the officers shall be as described in this article.
- Section 2: President. The president shall preside over meetings of the Board of Directors and general membership.
- 2.1 The president shall, subject to the advice and consent of the directors, direct the affairs of FAW in accordance with these bylaws.
- 2.2 Except for the nominating committee, the president shall appoint such committees and chairpersons as necessary to conduct affairs of FAW. Such appointments end when the business of the committee is finished or at the end of the term of the president who made the appointments.
- Section 3: Vice President. The vice president shall assume the duties of president in the absence of that officer at any duly called meeting. The vice president shall also serve as the chairperson of the Programs Committee.
- Section 4: Secretary. The secretary shall prepare agendas and keep minutes for all meetings, handle incoming and outgoing correspondence, and maintain the administrative files for the Fremont Area Writers.
- Section 5: Treasurer. The treasurer shall keep proper books of account showing receipts and disbursements for Fremont Area Writers and report the financial status of the Branch at each duly called meeting of the Board of Directors.
- 5.1 The treasurer shall receive and keep all funds of Fremont Area Writers and pay them out only as authorized by the Board of Directors. Any funds received for the organization shall be promptly deposited in an account at a financial institution set up for that purpose.

5.2 The treasurer's signature shall be required on all checks \$350 or less. A second cosigner's signature shall be required on checks of more than \$350. The second cosigner shall be either of two persons so authorized by the Board of Directors.

Section 6: No officer shall be elected to more than two consecutive terms of office. No director shall be elected to more than four consecutive terms on the board.

Section 7: In the absence of both president and vice president at a duly called meeting the remaining members of the Board of Directors shall appoint one of its remaining members to preside, and such member will be vested with the duties and powers of the president for that meeting.

ARTICLE VII: ELECTIONS

Section 1: In April of each year, the board of directors shall appoint a nominating committee to present nominations for election of Branch officers. The news of the formation of the nominating committee and the name of the chairperson shall be included in the Fremont Area Writers newsletter.

Section 2: The slate shall be presented at the May general membership meeting.

2.1 No nomination may be made by the nominating committee without the prior approval of the nominee.

2.2 At the May general meeting, nominations shall be accepted from the floor. Any such nomination must be accompanied by permission of the nominee. A nomination from the floor shall be seconded by any other member in good standing.

Section 3: The slate shall be posted on the FAW website within one week after the April general meeting.

Section 4: The election of officers shall be held at the June general membership meeting. Nominations from the floor may also be made prior to the election, provided the procedures in Section 2 (2.2) are followed. If there is more than one nominee for an office, voting shall be conducted by written ballot, otherwise the slate shall be considered elected by acclamation. In the case of written ballot, the person receiving the greatest number of votes, of the members present at the meeting, for a position shall be declared the winner.

Section 5: The officers- and directors-elect shall meet with the outgoing Board of Directors in July to affect an orderly transfer of responsibilities. At the following general membership meeting, the new president shall introduce the officers and members of the board.

ARTICLE VIII: (RESERVED)

Section 1: RESERVED

ARTICLE IX: MEETINGS

Section 1: Except for special meetings, Fremont Area Writers shall meet monthly throughout the year at a place and time determined by the president. The branch may hold social events in lieu of a general meeting. Board meetings may be conducted at a time and place designated by the president with the consent of the other board members. All board meetings shall be announced in advance and open to the general membership.

1.1 Special meetings of either the board or the general membership may be called by the president or three members of the board providing that notice of the meeting is mailed (or e-mailed) no less than 96 hours before the meeting, as shown by postmark (or timestamp on an e-mail).

Section 2: In an emergency, the president may poll the board to handle exigent matters and act according to the majority received by such poll. The poll may be made by phone or e-mail. The board of directors shall affirm the actions of the president at their next meeting.

Section 3: Meetings shall be governed by Roberts Rules of Order. If in conflict with Roberts Rules of order these bylaws shall prevail.

ARTICLE X: COMMITTEES

Section 1: Standing committees:

1.1 The MEMBERSHIP committee shall serve as the FAW ACCREDITATION committee and shall receive all applications for membership, review pertinent publications, and determine the membership status of applicants in accordance with ARTICLE IV: MEMBERSHIP. The membership committee shall keep records of the membership and report to the Board of Directors at the board's regular meetings. An updated roster of the membership shall be provided to the members each September and March.

1.2 The PROGRAMS committee shall arrange guest speakers for the meetings. The committee shall prepare a budget for a speaker's travel and accommodations at least two months prior to appearance. Only those speakers who require a fee or reimbursement for appearance must be approved by the board. The vice president shall serve as the chairperson of the programs committee.

1.3 The NEWSLETTER committee shall prepare a monthly newsletter to inform the membership of the Fremont Area Writers activities. The chairperson of the committee shall serve as editor. The chairperson may appoint as many assistants as deemed necessary to prepare the monthly newsletter.

1.4 The WEBSITE committee shall maintain and keep current FAW's website. At the discretion of the Board of Directors, a representative of the committee may be a member of FAW or be a professional paid person or company with the skills to perform this task. The webmaster shall serve as the chairperson of the website committee.

Section 2: The president or any member of the Board of Directors may propose the chairperson and members of the NOMINATING committee, but the nominating committee shall be approved by a majority vote of the Board of Directors. No member of the board whose term is expiring may serve on the nominating committee.

Section 3: The president, with the consent of the Board of Directors, may appoint other committees to conduct the affairs of FAW.

ARTICLE XI: QUORUM

Section 1: A quorum for a meeting of the board of directors shall be four 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 XII. CONTRACTS

Section 1: No member of FAW may encumber the organization with any financial obligation without the majority approval of the Board of Directors. The president and treasurer shall sign all contracts.

ARTICLE XIII: EMPLOYEES

Section 1: FAW shall be an equal opportunity employer.

Section 2: FAW is primarily a volunteer organization. If FAW must hire work due to the lack of sufficient volunteers, it shall hire independent contractors.

ARTICLE XIV: AMENDMENTS

Section 1: Any amendment(s) to these bylaws shall require that the proposed amendment(s):

- 1.1 be published in the newsletter or on-line website, no less than two weeks prior to a regular scheduled meeting; and,
- 1.2 be submitted in writing as a formal motion, seconded, passed out, read at a regular scheduled FAW meeting and tabled for the next FAW meeting; and, be approved by a two-thirds majority of the members present at the FAW meeting following the reading of the motion. All members will receive an electronic or hard copy of the full bylaws.
- 1.3 Deleted

Robert A. Garfinkle

President

November 21, 2009

Date

Adopted: April 26, 2008

- Revised:
1. March 28, 2009; drop word "Branch" from our Name.
 2. November 21, 2009; renumbered paragraphs, revisions as necessary to comply with CWC, deleted Article XIV, Section 1, paragraph 1.3.