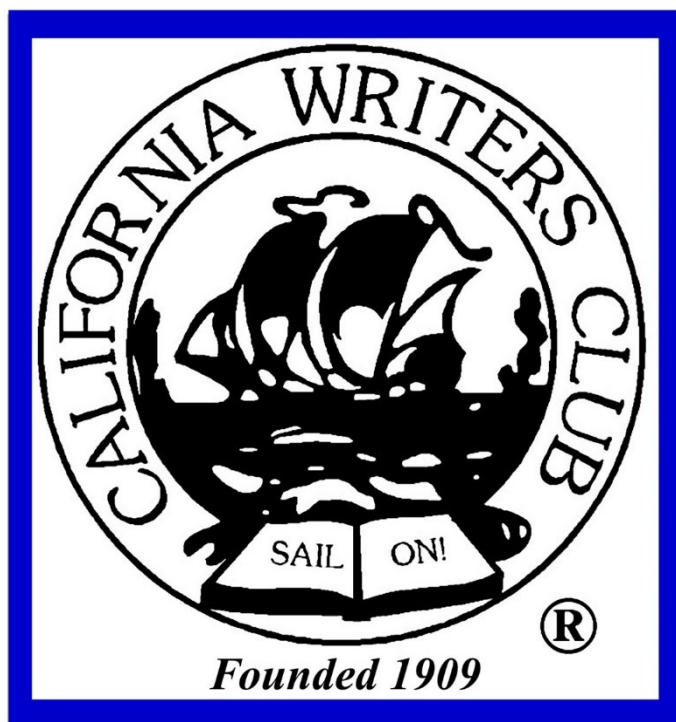


CWC User's Manual

How It Works

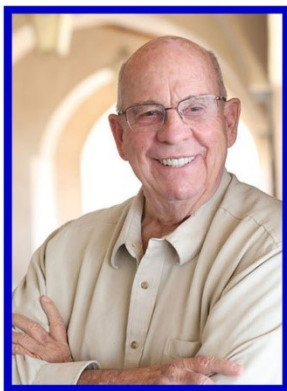


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The California Writers Club has a lot of moving parts. Unfortunately, that information is scattered and not readily available without going into old minutes, documents, the Policies and Procedures, or searching the CWC website.

This user's manual pulls together into one resource all the information available in those various documents, on the CWC website, and within the club's MRMS database, along with new pieces such as job descriptions for branch-level board of director positions.

All of this material and information may be used by any member of the California Writers Club as guidelines for their participation in the CWC or for information about the CWC and its history.



Bob Isbill has been a member of the California Writers Club since 2008, serving in many positions throughout the years. He is currently the CWC director of advertising and promotions, as well as the director of publicity and public relations.

CWC User's Manual: How It Works

by Bob Isbill

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All net proceeds from the sale of this book will be donated to the California Writers Club scholarship fund.

Printed in the United States of America.

Dedication

To my wife, Judi,
for her patience, encouragement, and support

and

to all the CWC volunteers who keep things working

CWC 2023-2024 Executive Committee

President Roger C. Lubeck, PhD

Vice President Geri Spieler

Secretary Elisabeth Tuck

Treasurer Constance Hanstedt

Member at Large Sandy Moffett

Immediate Past President and Parliamentarian Donna

McCrohan Rosenthal

CWC *Bulletin* Editor in Chief Joyce Krieg

Publicity and Public Relations/Advertising Bob Isbill

Webmaster John Byrne Barry

With gratitude for their feedback to Andrea Polk, Joyce Krieg, Karen Gorback, Carole Bumpus, Tim Flood, June Gillam, Lenore Hirsch, Linda Brown, Constance Hanstedt, Roger Lubeck, Elisabeth Tuck and Mike Apodaca.

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Introduction: Why This Book?

Every year each branch of the CWC holds elections and new officers are elected, or at least there is a possibility of new officers each year. Too often, though, outgoing officers fail to leave behind sufficient knowledge for those taking over the leadership of a branch. New terms of office bring new things to do, and the transition may not be as seamless as it should be. We, as former leaders, need to leave a good paper trail to help guide those who are assuming offices.

The California Writers Club has a lot of moving parts. There's history in this century-old club and lots to know about steering the ship. Unfortunately, that information is scattered and not readily available without going into old minutes, documents, the Policies and Procedures, or searching the website.

For example, at the last central board meeting, one of the new branch presidents asked, "What does a member at large do?" A good question. After all, a member at large is a voting member and, therefore, a very important ingredient for each board. But if you don't know what that member at large should be doing, it is hard to provide leadership and give them some direction.

You can probably find on the internet a very good description of what a member at large does. In fact, I know you can because I used artificial intelligence to write some of the job descriptions contained in this book.

What I'm trying to do with this user's manual is pull together into one resource all the information available in the Policies and Procedures, on the CWC website, in the minutes, within the MRMS database, or from any other documents. CWC volunteers have recorded a lot of facts,

and I am grateful for that. I do not want to rewrite or duplicate what they have already done, but when necessary, I have generated the missing information, either from my own knowledge, with the assistance of others, or using AI. I then assembled that information into this one volume so that a member can hold it in his or her hand and have the answers readily available.

One example is insurance and its benefits and the procedures to follow to get insured for each event a branch holds. As a new leader, you may find that many venues require a million dollars' worth of insurance to hold meetings. Recently, I talked to a library manager who said, "We do not have many non-county or non-city meetings because nobody can afford the insurance."

There is a lack of common information within the CWC branches about this, but you don't need to worry, because the CWC central board furnishes insurance coverage for your activities such as conferences or auxiliary meetings. All you must do is request it. With the provision of the section on insurance contained in this book, you will know how to go about doing that. I have provided a copy of the CWC certificate of insurance so you will know what it looks like, as well as a sample insurance form for submitting your request to the CWC insurance provider.

For another example, a new officer may not know how to conduct an election. He or she may be appointed as nominating chairperson and yet not know what to do next. The section on elections gives that person some knowledge of how to do that.

Many branches have their own job descriptions for their branch officers and those chair positions appointed by the president, but some don't. For the leaders of a branch to

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understand and direct those board members, it is necessary to have some understanding of what each position should be doing. I have included job descriptions for key positions contained in this book. They are reasonably accurate and can be used for you to form a committee to prepare your own individual job descriptions that pertain specifically to your branch. Just use my examples as a guideline and a resource.

Throughout the book, when the term “the Club” is used, it refers to the California Writers Club (CWC) as a whole, governed by the central board. The term “the Branch” refers any of the twenty-two local-level organizations which have their own governing boards.

Disclaimer

As a disclaimer, nobody told me to write this book or even asked me to. I hold the position of Director of Publicity and Public Relations, so I thought it was appropriate that I leave behind some of the experiences I have gained by being a member of the central board for the last thirteen years. This book was my idea, and it may be regarded as an unauthorized user's manual for the CWC. That's okay with me. My disclaimer is that if there is a conflict between this book and its contents and the Policies and Procedures, the Policies and Procedures should prevail.

I encourage every member, especially every board member, to become familiar with the CWC Policies and Procedures. I also encourage you to become familiar with your branch bylaws and, before making any serious decisions, keep those documents in mind and be careful to comply with their contents.

You might use this book as a resource for information and not a rule of law.

I have also included fifty-five ways to improve your branch. This list was originated for my leadership conference keynote appearance in 2014 created by Joyce Krieg. I have updated the list and submit the items to you as ideas that you may or may not want to implement.

I expect this book to have future iterations because I do not represent it to be totally complete, and I can only hope that the work so far has some standard of accuracy. Your suggestions and feedback would be very much appreciated by me so that we can make the next edition even better. Contact me at risbill@aol.com or 760-221-6367.

PART ONE

CWC History

(from www.calwriters.org)

The informal gatherings of Jack London, poet George Sterling, and short story writer Herman Whitaker, among others, eventually formed the Press Club of Alameda. In 1909, a faction of the membership split off to form the California Writers Club with Austin Lewis, an English civil libertarian, as the first president. Under the leadership of Dr. William S. Morgan, a quarterly bulletin was started in 1912, and the California Writers Club was incorporated in 1913, choosing the motto “Sail On!” from Joaquin Miller’s poem “Columbus.”

Early honorary members included Jack London, George Sterling, John Muir, Joaquin Miller, and the first California poet laureate, Ina Coolbrith. The first *West Winds*, a hardcover collection of fiction by members, was published in 1914 and was illustrated by California artists. Since that time, three other *West Winds* have been published.

“Writers Memorial Grove” at Joaquin Miller Park in Oakland celebrates California’s great writers with the planting of trees. The first tree was planted for Joaquin Miller. Bret Harte, Charles Warren Stoddard, Edward Roland Sill, Ina Coolbrith, Jack London, Mark Twain, Charles Fletcher Lummis, and Edwin Markham are so honored, as well as Dashiell Hammett, Gertrude Stein, and historians Will and Ariel Durant.

The first California Writers Club Conference was held in Oakland in 1941. Today, one- to three-day conferences

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are held by various club branches around California. Each attracts from 100 to 400 writers, and each conference hosts editors, authors, and publishers from all over the United States. The various guest speakers present lectures, workshops, and panel discussions on all aspects of writing.

You Don't Know Jack

One of the questions that is often asked is whether the famous American author Jack London actually started the California Writers Club. The following article written in 2015 by Joyce Krieg addresses that issue.

* * *

You Don't Know Jack—The Saga Concludes

By Joyce Krieg, CWC Vice President

In the last two issues of the *CWC Bulletin*, I explored the question as to whether CWC can legitimately claim Jack London as “our founder.” My inspiration came from a stack of club memorabilia unearthed in a paper bag stored in a former president’s garage. Among other goodies, I found a copy of a speech given by then-President William Morgan at the 1939 Treasure Island World’s Fair in which he reinforced the belief that London was, indeed, the founder of CWC, stating that London was “one of the most colorful members of our club” and “one of the initial forces in its organization.”

I also quoted from a paper written by one Faraday “Ray” Nelson in the mid-1970s which took a decidedly contrarian view, asserting that London was “never more than an honorary member.” I added an editorial aside, asking if readers knew whether this Faraday Nelson was one and the same as the 1960s’ science fiction author and inventor of the propeller beanie cap.

Imagine my delight a few days after publication of the Spring/Summer 2015 *Bulletin* when I received an email

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from Ray Nelson himself! Let me quote from his message:

“I am indeed the Ray Faraday Nelson, writer of science fiction novels, whom you quoted in the recent issue of the CWC *Bulletin* on the subject of the founding of our club. I think the seemingly different versions of the story are a result of a factional split during our early days. One side of the split, of which Jack London was a member, thought of us as a club of wild bohemians with high literary pretensions, while the other side thought of the club as something like a trade union for working journalists. Herman Whitaker, the muckraking journalist and also novelist, straddled the split. Though a close friend of London, he also served as editor of *West Winds*, our official club anthology. Because of him, the anthology also contained a reprint of a Jack London story. My version of the story is largely based on the memories of Jack's daughter Becky, who was a member of the Berkeley CWC when I was president of it. Also I consulted with my good friend, San Francisco columnist Herb Caen and several older members of the club who had memories of the Good Old Days. It seems to me that the feud between the Wild Bohemians and the hardworking journalists was still going on during my several presidencies and has not altogether died out to this day. For the record, I consider myself to be one of the Wild Bohemians, though I have been so much published [that] unkind critics have called me a hack.”

If William Morgan were still around, he could certainly claim that Ray Nelson is another one of those “most colorful members of our club.” Nelson invented that iconic geek accessory, the propeller beanie cap, while still in high school. He hung out with the Beats (Allen Ginsberg, et al) in Paris in the 1950s. He authored scads of sci-fi, perhaps best known for the short story “Eight O’clock in the Morning,” which was the basis for the 1988 cult classic film, *They Live*. At 84, he’s still a member of our very own Berkeley branch—we’d never consider you a hack, Ray!

But back to the subject at hand: Jack London. I also heard from former CWC President Casey Wilson, who has conducted extensive research into the London-CWC connection, including spending two and a half days at the library of the Logan campus of the University of Utah, which claims to have the largest collection of Jack London memorabilia in the world—some 68,000 items! After pouring over hundreds of these documents, Casey says, “Although I found some ‘loose’ associations between London and CWC, I found nothing, nothing to confirm his membership (other than honorary), much less any contribution to the club’s foundation. London himself never referred to the CWC in any language.”

So where does that leave us? After so many years of claiming Jack London as “our founder,” using his name and image as our brand, as it were, must we abandon all association with the handsome, prolific author?

Seems to me, it all hinges on how we define “founder.” Did he organize the club, write the first by-laws, recruit members, find a meeting spot, and bang the gavel to call the first meeting to order? Well . . . if he did do any of

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that, the historical record is silent. And this is a man who was a master of self-promotion, who left a voluminous paper trail for researchers to follow.

But . . . did he indirectly inspire the founding of the CWC? The record clearly shows that London was heavily involved in the literary community in the East Bay in the first decade of the twentieth century and was a friend, mentor, confidante, and associate of many of the names clearly associated with CWC: Joaquin Miller, Ina Coolbrith, Austin Lewis, and Herman Whitaker. It was out of this very collaboration of creative souls that the CWC was formed. As William Morgan said in his 1939 speech about the history of the CWC, Jack London was “one of the initial forces in its organization.”

Perhaps not Our Founder, but certainly Our Inspiration.

* * *

This article, first published in 2015, is reprinted with permission by Joyce Krieg.

She also provided the update about Ray Nelson. Since tracking him down for that article some eight years ago, he is no longer with us, having passed away on November 30, 2022, at age 91.

Taxes and Nonprofit Status

The California Writers Club (CWC), founded in 1909, is a 501(c)(3) nonprofit charitable corporation with twenty-two branches in California. Our organization is dedicated to educating writers of all levels and disciplines in the craft of writing and in publishing and the marketing of their work.

Contributions in the form of cash donations made to the California Writers Club are tax exempt, as described in Section 501(c)(3) of the Internal Revenue Code. (CWC EIN: 94-6082827).

Contributions to a specific branch of the California Writers Club can be made through the branch's website. Contributions to a branch, as a subsidiary of the CWC, also are tax exempt.

Branch Website Statement:

NAME, is a branch of the California Writers Club. The California Writers Club (CWC) is a 501(c)(3) charitable nonprofit corporation with twenty-two branches in California. Our organization is dedicated to educating writers of all levels and disciplines in the craft of writing and in publishing and the marketing of their work.

Contributions in the form of cash donations made to a branch, as a subsidiary of the CWC, are tax exempt, as described in Section 501(c)(3) of the Internal Revenue Code. (CWC EIN: 94-6082827.)

Should a donor ask for a donation receipt, the following language should be used:

To: Name of donor

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Thank you for your contribution of (insert amount of cash donation) on DATE to (insert name of the branch, including “California Writers Club”). *No goods or services were provided in exchange for this contribution.* The California Writers Club is a tax-exempt non-profit organization as described in Section 501(c)(3) of the Internal Revenue Code. Contributions made to a branch of the California Writers Club are tax exempt.

What is a Nonprofit Organization?

A nonprofit organization (NPO) is a legal enterprise recognized by the IRS that has been established to do public good rather than as a business entity whose purpose is to make a profit for the company and the shareholders. The IRS issues a letter of determination to such nonprofits to show they are so recognized.

Can such a determined nonprofit ever make a profit? Yes, if the activity it pursues is directly related to their mission statement. For example, a branch may put on a writers conference and make money over and above the expenses they experience and not be subjected to taxes on that profit because a writing workshop is directly related to the CWC Mission Statement. However, if the branch wanted to raise money by washing cars for Toys for Tots, that would not be related to their mission statement. Probably the best way to determine if the moneymaking activity is related to the mission statement is simply to read the California Writers Club Mission Statement and make your conclusion from that. The CWC Mission Statement can be found in its entirety on page 18 of this user’s manual.

California Writers Week

In 2003, the California State Assembly officially declared the third week in October each year as California Writers Week. This was due in large part to the efforts of Anthony Folcarelli and the CWC central board. The resolution is endorsed by the California Library Association. It is a time to celebrate California writers, both living and dead, and also to promote and publicize our California Writers Club.

CWC branches celebrate in different ways as is appropriate to their own imagination and abilities. Some may do special programs in libraries, schedule conferences or workshops, or hold open-mic events. The idea is to honor and promote California writers. And while we are promoting the writers, we are promoting our CWC and its existence.

The complete history of California Writers Week can be found on the CWC website (www.calwriters.org). The very beautiful California Writers Week poster is also available on our website and can be downloaded, printed out, and used by CWC branches in their promotions.

All California Writers Club branches are encouraged to plan and promote California Writers Week and the CWC during this historic time.

The Central Board

The California Writers Club central board consists of an elected board of officers including the president, vice president, secretary, treasurer, and one appointed member at large. In addition, one representative from each branch is appointed to the central board by that branch president or in accordance with their own branch bylaws. These are voting members; however, the president only votes in case of a tie.

Business is conducted by the central board in accordance with central board members voting on the issues. Expenses to attend the central board, which include travel and hotel accommodation and one meal during the board meeting, are borne by the central board. Central board reps submit an expense voucher to the CWC treasurer at the time of the meeting and are reimbursed for their expenses by the treasurer.

Except for the president, all elected officers are automatically the CWC representative for their specific branch, and no two officers can come from the same branch. Board officers are elected in July and take their positions effective August 1 of every year.

Governing documents of the CWC are posted on the CWC website (www.calwriters.org). They include minutes of past meetings as well as past issues of the CWC newsletter, *The Bulletin*.

During the last few years, and especially since the pandemic, the CWC frequently conducts meetings via Zoom.

CWC Mission Statement

- A. The California Writers Club (CWC) shall foster professionalism in writing, promote networking of writers within 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, writing styles and related professions such as editing, publishing, photographic journalism and agents.
- C. The branches provide an environment where members can obtain critique of their efforts, attend workshops, and share experiences. Branches are encouraged to mentor writers of all ages by providing educational programs for adults and fostering youth programs.
- D. The California Writers Club will not discriminate on the basis of race, religious creed, color, age, sex, sexual orientation, gender identity, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, and local laws and ordinances.

The Bulletin

The California Writers Club publishes a newsletter called *The Bulletin*. Some years ago, *The Bulletin*, then edited by Joyce Krieg, was mailed out to the membership in a hard-copy format. A period of time then elapsed when the *Bulletin* was not published, but it was again revived as a mail-out in 2012. After a few issues were published, there was discussion by the central board about including advertising and about the cost of mailing. It was decided that the *Bulletin* would go digital—reducing the cost of mailing to zero—and open it up to advertising, which could be a source of revenue.

In early 2016, this was accomplished with editor Rusty LaGrange, who edited the *Bulletin* for five years. It was published three times a year. In 2022, Joyce Krieg again took over the editorship of the *Bulletin*. It is now published four times a year—in March, June, September, and December. The *Bulletin* is emailed to all members and posted on the CWC website (www.calwriters.org). Back issues are also available on the website.

Terms of advertising are also listed on the website. With its ability to reach 2,000 or more writers, the *Bulletin* can be a resource for writers who have something to promote. Also, the editorial policy allows each branch to promote their writers conferences or other special events with a free 5x7 ad in the *Bulletin*. Check the CWC website for details.

CWC Website

The CWC website (www.calwriters.org) is a huge resource for our members. Information on how to contact other branches, the history and leadership of the CWC, advertising information, and more—it's all there.

It is especially useful to retrieve documents and information that are posted on the website. You will find minutes of the central board meetings, the articles of incorporation, and the constitution and bylaws of the CWC. The most current rendition of the CWC Policies and Procedures is also online. Because the P&Ps are a living document, and subject to change through central board approval, they are posted to the website as modified.

There is wonderful information on the California Writers Week, including the beautiful poster that is downloadable for your use. Records of the Jack London and Ina Coolbrith awards are also there as part of our history.

As a branch officer or chairperson, you may research the history of your own branch's Jack London awards on the website so you can know who in your branch has been awarded this achievement.

Our current webmaster is John Byrne Barry, and the coordinator for the website is Donna McCrohan Rosenthal.

Encourage your members to visit the state website so they may become familiar with the substantial history behind our organization.

The main category links are the Home page, Branches, Publications, Story, History, News, Membership, Resources, and Contact.

The Home page begins with a welcome from the

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current CWC president, as well as current important news and announcements.

On the Branches link you will find a map with a location pin for each branch, along with general meeting information for each branch.

The Publication link provides access to past issues of the *Bulletin* and the *Literary Review*.

Under the Story link, you will find an article on “Who We Are,” the official mission statement, central board officers and committee chair contact information, and state- and branch-level awards information. (More on that later.)

The Resources link provides links to governing documents, past CWC minutes, the CWC logo to download, information for new central board representatives, special-event insurance information, and a number of leadership tools.

The Contact link provides the CWC physical mailing address and email contact information for current CWC officers.

It is definitely a website worth visiting often.

Election Procedures

California Writers Club elections are held once a year. There is a certain procedure that is necessary so that all elections in all the branches will be held fairly and conducted by informed members. Consult your individual branch bylaws to be sure your procedure is correct. The sequence is as follows:

At the branch level, a nominating committee chairperson is selected. This appointment may be done by the branch president or by the branch board of directors. Again, check your branch bylaws. This appointment is made before or during the month of March.

The nominating committee chairperson may choose others to assist them, depending on how many are needed. That is up to the nominating committee chairperson.

The name of the nominating committee chairperson is announced to the membership in the branch's April newsletter, and an invitation goes out for anyone who is interested in running for office to contact the nominating chairperson. Ways to contact—such as email address, phone number, or other method—should be explained.

The nominating chairperson's duty is to first inquire of the incumbent officers whether they are willing to stand for re-election. Then the nominating chairperson is to announce this slate in the branch's May newsletter, again inviting anyone else who is interested in running for office to contact the nominating chairperson. At this time, it is appropriate to also announce that the election will be held at the branch's June meeting.

The election is held at the June meeting in accordance

with those members present and voting. The procedure may be effectively conducted as follows:

The nominating chairperson announces that nominations are now open to the membership to nominate names for the president, vice president, secretary, and treasurer. Then the nominating chairperson announces the slate of incumbent officers. The nominating chairperson then asks if there are any other nominations, asking the question three times. After asking for the third time, the nominating chairperson states that the nominations are now closed.

If there is only one person standing for each elected position, the nominating chairperson then makes a motion to have the officers elected by acclamation and asks for a second. After a second is given, he calls for a verbal vote of Aye or Nay. He then announces that the motion has been carried and the election of officers has been successful. He may announce congratulations, after which the current president takes over the meeting.

When the nominating chairman asks for other nominations and another name is nominated from the floor, the procedure differs.

Any member present should be allowed to nominate another member for any of the offices as stated above. The person nominated must be willing to accept the nomination. If the person nominated is not present, the one nominating that person must have a note from the nominee in writing stating that he or she is willing to stand for election.

If the nominating member does not have a note in writing from the nominee, then the nominee cannot stand for election.

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Prior to the meeting, the nominating chairperson has appointed tellers, who are standing by. The tellers have been provided with blank voting forms to be distributed in case of a challenge.

If the nominated person is present and willing to stand for election, then the incumbent and the nominee are given five minutes each to state the reasons why they should be elected.

The election is held by secret ballot, after which the tellers tally the votes. The tellers then inform the nominating chairperson of their results, and the nominating chairperson announces who has won the election.

The incumbent officers remain in power until July 1, at which time, the new slate of officers is installed and takes control of the branch administration.

All appointee positions co-terminate with the office of the president, and the new president appoints members to those positions. The appointees must be other than those holding elected positions.

The central board also follows this procedure, except that elections are held in July and officers assume their new positions on August 1. Announcements about the upcoming election are made by the central board in the CWC newsletter.

Note: Although the member at large is a voting position, the person is appointed by the president, not elected.

The president may inform the membership of his/her appointments at the meeting scheduled for the new slate to be installed.

Editing Branch Officers List on the MRMS

After elections it is very important to edit the branch officers list on the Member Record Management System (MRMS). The main reason for doing this is so that the proper officers will receive the email that is sent to them by the central board and the branches throughout the CWC.

This is easily done by opening the report menu in the MRMS and selecting “Edit Officers List.” This section is found on the Reports Page after logging into your MRMS.

Now select the officer whose position has changed. For example, if you have a new president, you will select the membership number next to the name of your current president. Click on the number and that will take you to his or her membership information. From there, review the check boxes available. You will notice the President box is checked for the current president. Simply click that check box and that person will be unselected as president.

Click on Submit Changes. This will take you back to the list of officers for further changes.

For example, if your vice president is now becoming president, find the current vice president’s name in the branch officer list and click on the membership number. Be sure you click on the membership number and not the individual’s name.

Now uncheck the box labeled Vice Pres., and then check the box labeled President. Then click Submit Changes. This will automatically move the person from vice president to president.

If you have a new individual who is now going to be a member of the board, search for that member using the

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Member Search option. When you find that person's record on the MRMS, click on the membership number. That will take you to the selection of boxes as described above. Simply check the box for the position this member will now have as an officer. Then click on Submit Changes.

All of the above are really a simple procedure, but it is extremely important that the president or the MRMS-tasked individual in all branches make these changes as soon as possible after the election.

Insurance: Insuring Branch Activities

To obtain insurance for a branch event, all you have to do is ask for it. One of the perks of belonging to the CWC organization is that it furnishes insurance for all the branches, as well as accounting for annual tax returns. Individual branches do not pay for insurance coverage or for the annual accounting necessary for our club.

You will find that many venues require one million dollars in insurance in order to use their facilities. This is even true for many public libraries.

The CWC uses Diablo Valley Insurance Company, and they have a form for requesting insurance for a branch event. A sample of the request form is included in the appendix of this book, along with a sample Certificate of Insurance. Whenever a venue requires a certificate of insurance, download the form from the CWC website. The Special Event Insurance download link can be found in the drop-down menu under the Resources for Branches tab at www.calwriters.org. Then fill out the form and email it as an attachment to Ron Garcia of the Diablo Valley Insurance Company.

Members are encouraged to use email rather than phone. Ron is very good about responding to email.

His email address is: ron@diablovalleyinsurance.com

Ron's USPS mailing address is:

Diablo Valley Insurance Direct

185 Lennon Lane, Suite 200

Walnut Creek, CA 94598

Telephone: 925-210-1717 x 136

Ina Coolbrith Awards

Ina Coolbrith was the first California poet laureate and was also the librarian who introduced Jack London to books. According to Wikipedia, her mother was married to Joseph Smith, the founder of the Church of Jesus Christ of Latter Day Saints. Ina has an interesting history, and that history is worth investigating.

The California Writers Club has created an award named in honor of Ina. The Ina Coolbrith Award is specifically for service to the California Writers Club central board, just as the Jack London Award is given for outstanding service at the branch level. The Ina Coolbrith Award is rarely given; it has only been awarded seventeen times, including the three most recent candidates in 2023. The list of recipients is as follows:

Carole Bumpus	2023
Sandy Moffett	2023
Elisabeth Tuck	2023
Rusty LaGrange	2020
Donna McCrohan Rosenthal	2019
David George	2018
Anthony Folcarelli	2017
Bob Isbill	2017
Ray Malus	2016
Robert Garfinkel	2014
Dave LaRoche	2013
Kelly Hansen	2011
Joyce Krieg	2009
Casey Wilson	2007
Barbara Truax	2006
Betty Freeman	2004

CWC User's Manual

Ruth Theodus

2004

Jack London Award

The Jack London Award is awarded every other year (odd-numbered years) and honors branch members whose services to the CWC and/or a branch have been exemplary. Each branch may nominate one member to receive the Jack London Award for that award year. The award may only be received by a member once. It is not mandatory that a branch designate a recipient simply because the opportunity exists.

The awards ceremony is held during the fall CWC central board meeting. This is generally held during October at the Oakland Airport Holiday Inn. A two-hour business meeting precedes the award luncheon.

Each Jack London Award recipient for the year is encouraged to attend this unforgettable experience, which is very meaningful in terms of inspiring volunteerism. Expenses for the recipient's attendance, including transportation and hotel room—which will be available at the hotel—are the responsibility of each individual recipient and/or branch. The cost of the awards dinner for each recipient will be borne by the CWC central board.

According to the CWC Policies and Procedures, it is up to each branch how it determines the winner of the Jack London Award. This is a once-in-a-lifetime award; therefore, any prior recipients are ineligible to be nominated. The CWC encourages each branch to ask for nominations from their individual members and to certainly recognize those people who are nominated but not finally selected as the one-and-only recipient in that branch.

When requested, the Jack London Award coordinator

will need the following:

1. Name of the recipient exactly as they want it to appear on the Jack London Award plaque.
2. Email address, phone number, and home address of the recipient.
3. A 5x7 JPEG file photo of the recipient. Please do not embed this in a Word file, but send it as a separate JPEG file. This is very important! The JPEG should be at least a 300-dpi-quality file.
4. A 180-word article on why this recipient was chosen as that year's outstanding volunteer for the branch and why they are deserving of the Jack London Award. Whoever writes this up should be aware that this will appear in a very nice booklet that is given to each recipient. At one point it will also be placed on the CWC website as a historical document. Therefore, it should be well written.

There will come a time when you need to report the name of your recipient to the coordinator of the Jack London Award function. For many years, Joyce Krieg has organized and overseen the event. Do not send the information until requested. However, when it is requested, you should be able to comply immediately.

If recipients bring a guest, they will be entitled to purchase another lunch for that guest.

Any questions should be directed to the Jack London Award coordinator.

Job Descriptions and the Value of Artificial Intelligence

Each branch should have their own job descriptions that pertain to their branch officers. You can use descriptions from other branches for models for your branch if they are willing to share their descriptions with you, or you can create your own independently. Artificial intelligence is a valuable place to start if you're looking for help. I used AI to generate the basic information on the following job descriptions then amended as needed for the CWC.

Take a look at them to develop your own or see if you should modify your present job descriptions.

Job descriptions for president, vice president, secretary, treasurer, member at large, membership chair, newsletter editor, webmaster, programs chair, and publicity chair are included. Branches may have other appointed positions for which I have not included job descriptions. Every effort should be made to establish job descriptions for those positions.

Branch President Job Description

The branch president is the chief executive officer of the branch and the leader of its members. The president is responsible for overseeing the management and administration of the branch and ensuring that it operates in accordance with the CWC mission statement, vision, and values. The president is also responsible for fostering a positive and supportive club culture, promoting membership growth and retention, and facilitating effective communication and collaboration among branch members, officers, committees, and external stakeholders.

Duties and Responsibilities Include:

- Preside over all branch and board meetings, following the branch's by-laws and ensuring that the agenda is followed and the minutes are recorded.
- Appoint committee chairs and members, delegating tasks and responsibilities as necessary and monitoring their progress and performance.
- Set annual goals and objectives in alignment with the branch's strategic plan, and develop an action plan to achieve them.
- Manage or oversee the branch's budget, finances, and resources, ensuring that the branch operates within its means and complies with all relevant policies and regulations.
- Represent the branch in external events and activities, such as district or regional meetings, conferences, fundraisers, or service projects.

- Maintain regular communication with the branch's members, officers, committees, advisors, sponsors, and other stakeholders, providing updates, feedback, recognition, and support.
- Recruit, train, mentor, and retain members, ensuring that they feel valued, engaged, and motivated to participate in the branch's activities.
- Resolve any issues or conflicts that may arise within or outside the branch in a timely and respectful manner.
- Evaluate the branch's performance and impact at the end of the year, soliciting feedback from members and stakeholders and identifying areas for improvement or innovation.

Branch President Qualifications and Skills:

- Must be a current member of the branch in good standing, with a minimum of one year of experience in a leadership role within the branch or a similar organization.
- Must exhibit a strong passion for the branch's mission, vision, and values, as well as a commitment to serving the branch's members and community.
- Must demonstrate an ability to lead, motivate, inspire, and empower others to achieve common goals.
- Must exhibit a high level of professionalism, integrity, accountability, and ethical conduct.
- Must have excellent communication, interpersonal, organizational, problem-solving, and decision-making skills.

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- Must exhibit a willingness to learn new skills, seek feedback, and adapt to changing situations.

Branch Vice President Job Description

The vice president is a key member of the branch's leadership team who supports the president and other officers in fulfilling their duties and responsibilities. The vice president also prepares to assume the role of the branch president in the future.

Duties and Responsibilities Include:

- Preside over branch and board meetings when the president or president-elect is unavailable.
- Work with the branch president and president-elect to appoint committee chairs and members.
- Support assemblies and other branch events.
- Work with the branch president and president-elect to create, manage, or oversee the branch's budget and finances.
- Develop a safe and inclusive environment for all branch members and guests.
- Attend training seminars and workshops to enhance leadership skills and knowledge.
- Communicate effectively with the branch members, officers, advisors, and other stakeholders.

Branch Vice President Qualifications and Skills:

- Must be a current member in good standing of the branch.
- Must have a demonstrated commitment to the club's mission, vision, and values.
- Must have a proven record of leadership, teamwork, and communication skills.

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- Must have a willingness to learn, grow, and serve as a leader.
- Must be available to attend branch and board meetings, district events, and other branch activities.

Benefits of Being a Branch Vice President:

- An opportunity to develop and practice leadership skills in a supportive environment.
- A chance to contribute to the success and growth of the branch and its members.
- A recognition and appreciation from the branch for the service rendered.
- Provides preparation for becoming the branch president and leading the branch to new heights.

Branch Secretary Job Description

The secretary is responsible for performing the secretarial and administrative duties of the branch. They often work closely with the branch president, board of directors, and committee members. Probably the most important legacy the secretary can leave is well-kept records that facilitate a smooth transition when someone else takes the job.

Duties and Responsibilities Include:

- As their first task, the secretary should inventory all branch records to ensure they are complete and accurate.
- Record the minutes of all board of director meetings, including those members in attendance.

Branch Secretary Skills and Responsibilities:

- Must be well-organized and detail oriented.
- Must be computer literate, including the ability to use email and word-processing software. The ability to use spreadsheet software is also helpful.
- Must have good interpersonal and communication skills.
- Must be committed to the principles and objectives of the branch.
- Must have an empathetic personality and the ability to see all sides in a disagreement.

Branch Treasurer Job Description

The treasurer is responsible for managing the financial aspects of the branch.

Duties and Responsibilities Include:

- Keeping accurate records of all income and expenses of the branch.
- Preparing and presenting monthly financial reports and budgets for the branch, as well as other reports for other activities to the board of directors.
- Collecting and depositing dues, fees, donations, and other funds from the branch members and sponsors.
- Paying bills, invoices, taxes, and other expenses on behalf of the branch.
- Ensuring compliance with the club's constitution, bylaws, policies, and legal requirements.
- Advising the branch on financial matters and best practices.
- Working with other branch officers and committees to plan and execute fundraising activities and events.
- Maintaining a bank account, petty cash fund, and other income assets, if any, for the branch.
- Auditing the branch's financial records and transactions periodically.
- Preparing and filing quarterly financial statements and reports for the CWC state treasurer and accountant.
- Must be a current member of the branch in good standing, with a minimum of one year of experience

in a leadership role within the branch or a similar organization.

Must exhibit a strong passion for the branch's mission, vision, and values, as well as a commitment to serving the branch's members and community.

Branch Treasurer Skills and Qualifications:

- Must have a background or interest in accounting, finance, or business administration.
- Must have a proficiency in using spreadsheet software such as Excel, Google Sheets, or Numbers.
- Must exhibit an attention to detail and accuracy in handling numbers and data.
- Must exhibit honesty, integrity, and confidentiality in dealing with money and sensitive information.
- Must have communication and presentation skills to explain financial information clearly and concisely.
- Must have leadership and teamwork skills to work effectively with other branch officers and members.
- Must have creativity and problem-solving skills to find ways to improve the branch's financial performance and sustainability

Branch Member at Large Job Description

The member at large represents the general membership at board meetings and other branch functions. Overall, the role of the member at large is to understand and represent the interests and concerns of the general membership and to help the branch achieve its goals. Specific duties and responsibilities can vary on a branch-by-branch level.

Duties and Responsibilities Include:

- Represent the interests and concerns of the general membership and communicate those interests and concerns to the branch board of directors.
- Attend meetings and events in order to represent the general membership and stay informed about the branch's activities.
- Provide feedback and suggestions to the leadership of the branch to help improve its operations and services.
- Participate in decision-making processes within the branch, such as voting on issues that affect the membership.
- Recruit new members to the branch, as well as promote the club's mission and values.
- Serve on committees within the branch to help with specific tasks or initiatives.

Branch Member at Large Skills and Qualifications:

- Must be a current member of the branch in good standing for at least one year.

Bob Isbill

- Interest in and willingness to support the club's goals and objectives.
- Must exhibit initiative, integrity, and analytical abilities.
- Must exhibit sensitivity, awareness, and leadership qualities.
- Must exhibit sound decision-making abilities and planning skills.
- Must have an ability to use email and other technology such as cloud services.
- Must exhibit a commitment to open and honest communication.
- Must exhibit a strong passion for the branch's mission, vision, and values, as well as a commitment to serving the branch's members and community.

Branch Membership Chair Job Description

Membership chairpersons assist the branch with membership growth. Growth is achieved through new member recruitment and membership satisfaction, which results in members staying and serving longer with the branch. Overall, the membership chair plays an important role in ensuring that an organization has a strong and active membership base. By recruiting new members, managing membership records, and supporting member engagement, the membership chair helps to ensure that the organization can achieve its goals and fulfill its mission.

Duties and Responsibilities Include:

- Recruit new members to the branch. This may involve developing marketing materials, attending events to promote the branch, and reaching out to potential members directly.
- Manage the application process for new members. This may involve collecting application forms, reviewing them for completeness, ensuring that new members meet any eligibility requirements, and creating new member records in the MRMS.
- Maintain accurate and up-to-date membership records. This may involve tracking membership dues, updating contact information, and ensuring that members are in good standing with the organization.
- Welcome new members to the organization and help them get acclimated. This may involve providing

information about the club, introducing new members to other members, and answering any questions they may have.

- Manage the membership renewal process. This may involve sending out renewal notices, collecting dues, and updating membership records.
- Support member engagement by working closely with other members and the board of directors to help ensure that members are engaged and involved in the branch. This may involve organizing social events, facilitating volunteer opportunities, or providing opportunities for members to share their skills or expertise.

Branch Membership Chair Skills and Qualifications:

- Must exhibit leadership skills.
- Must exhibit a knowledge of the club's mission statement.
- Must exhibit organizational skills and easily handle emails and database entry.

Branch Publicity Chair Job Description

The main responsibility of the publicity chairperson is to promote and publicize the club or event to branch members, the public, and potential participants. Overall, the publicity chair plays a critical role in ensuring that the branch or event is well-promoted and reaches its target audience.

Duties and Responsibilities Include:

- Create and develop a comprehensive publicity plan that outlines how the branch or event will be promoted to the public. This plan should include strategies for advertising, social media, press releases, and other promotional activities.
- Create various promotional materials such as posters, flyers, brochures, and social media content to promote the branch or event.
- Reach out to coordinate with media outlets such as newspapers, TV stations, and radio stations to secure coverage of the branch or event.
- Manage the branch's social media accounts—or oversee the person appointed to handle that function—and create engaging content that will attract potential participants.
- Track the success of the publicity campaign and make adjustments as needed to ensure that the branch or event is reaching its targeted audience.
- Work closely with the branch's board of directors, other members of the branch, or event planning

committee to ensure that the publicity campaign is aligned with the overall goals of the branch or event.

Branch Publicity Chair Skills and Qualifications:

- Must be able to design flyers, posters, and other printed advertising material.
- Must be able to develop TV and radio station ads and write and submit pertinent articles and press releases to newspapers and other publicity sources.
- Should have a working knowledge of social media platforms such as Facebook, Instagram, and Twitter. (Alternatively, a social media person can be appointed who will work closely with the publicity chair on these functions.)
- Must exhibit strong organizational and project management skills.
- Should have a strong background in public relations and publicity.
- Should be able to easily send emails, work in Microsoft Office or comparable software, and Photoshop or other creative software.

Branch Program Coordinator Job Description

The program coordinator works in conjunction with the branch president, publicity chair, and other branch members in order to produce the best meetings possible.

Duties and Responsibilities Include:

- Seek out and recommend guest speakers to the board or the branch president.
- Establish a speaking program to ensure a continued source of knowledgeable and interesting speakers. This will entail contacting the guest speaker and arranging for their consideration and commitment.
- Coordinate with the publicity person and the newsletter editor to maximize communication about the event.
- Communicate with all those involved in putting on the meeting or event, which may include Zoom meetings.
- Help in the entire design of the meeting or event, including decorations, refreshments, publicity, audio and visual equipment, and facilitating meet-and-greet opportunities.
- Work closely with the branch president to make best meetings possible for the membership and the public.

Branch Program Coordinator Skills and Qualifications:

Bob Isbill

- Proven experience as program coordinator or relevant position.
- Knowledge of program management and development procedures.
- Knowledge of budgeting, bookkeeping, and reporting.
- Tech savvy, proficient in Microsoft Office or comparable software.
- Ability to work with diversity and multi-disciplinary teams.
- Excellent time-management and organizational skills.
- Outstanding verbal and written communication skills.
- Detail-oriented and efficient.

Branch Newsletter Editor Job Description

The branch newsletter editor is responsible for collecting articles, stories, poems, or other information from members and compiling it into a periodic newsletter sent to the branch members and, in some cases, all branches of the CWC.

Duties and Responsibilities Include:

- Responsible for meeting deadlines and working with the program and publicity chairpersons, as well as the branch president and meeting coordinator.
- Solicit articles, short stories, poetry, and other information of interest to members.
- Work independently but in coordination with a selected team to ensure a quality publication that represents the branch.

Branch Newsletter Editor Skills and Qualifications:

- Background in journalism with experience in writing and editing.
- Strong understanding of digital marketing and social media.
- Proficiency in Adobe InDesign, Microsoft Word or comparable word processing software, Adobe Photoshop, and/or other publication-producing software.
- Should be a detail-oriented person capable of putting together articles, photographs, and other

Bob Isbill

features in an attractive publication. Skills should include newsletter layout, formatting standards, and quality photograph/graphics design and implementation.

Branch Webmaster Job Description

The branch webmaster is responsible for managing and maintaining the branch's website or multiple websites. Their role involves various technical, operational, and content-related tasks to ensure that the websites are functioning effectively and providing a positive user experience. Overall, the webmaster is responsible for ensuring the smooth operation and performance of the branch's website or websites, staying up-to-date with industry trends, and effectively managing technical and content-related aspects to deliver a positive online experience for users.

Duties and Responsibilities Include:

- Website development and maintenance.
 - Create and update website content using content management systems such as WordPress, Go-Daddy, Weebly, Joomla, or Drupal.
 - Monitor and maintain website functionality, ensuring that all links, forms, and interactive elements are working properly.
 - Implement design changes, layout improvements, and user-experience enhancements.
- Technical Management:
 - Oversee web hosting and domain management, including server configuration, security settings, and domain renewals.

- Perform regular backups and implement disaster-recovery plans to ensure data integrity.
 - Address technical issues promptly, troubleshoot errors, and collaborate with IT teams or external vendors as needed.
- SEO and Analytics:
 - Optimize websites for search engines (SEO) to improve visibility and organic search rankings.
 - Monitor website traffic and user behavior using analytics tools such as Google Analytics, and make data-driven recommendations for improvements.
- Security and Updates:
 - Stay updated on the latest security threats and best practices to ensure website security.
 - Apply software updates, security patches, and implement measures to protect against cyber threats.
- Content Management:
 - Manage and update multimedia content, including images, videos, and downloadable files.
 - Ensure that content is accurate, up to date, and aligned with the branch's goals.
- User Experience:
 - Optimize website performance, page-loading speed, and mobile responsiveness for optimal user experience.

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- Test and improve website usability and navigation to enhance user engagement.
- Collaboration and Communication:
 - Work closely with other teams, such as marketing, design, and IT, to ensure website alignment with overall organizational objectives.
 - Communicate with branch members and board of directors to gather requirements, provide updates, and address any concerns.

Branch Webmaster Skills and Qualifications:

- Exhibit proven skills in computer science, web development, and/or information technology.
- Proficiency in HTML, CSS, Java Script, and/or other relevant programming languages.
- Exhibit experience with content management systems (CMS) and website development and hosting platforms such as WordPress, Weebly, or Go-Daddy.
- Exhibit a knowledge of SEO best practices and analytics tools.
- Must have excellent communication and collaboration abilities.
- Must have a familiarity with web security practices and cybersecurity.
-

Regional / Central Board Representative Job Description

Each branch of the California Writers Club appoints a representative whose job is to be liaison between that branch and the region they represent, as well as representing the branch at the state level. This position may be filled by the same member or two separate members may be appointed, one as a regional representative—the Norcal Region or CWC South—and the other as the state representative as central board meetings. These positions are appointed by the branch president. The position may be filled by the branch president or another member of the branch in good standing.

Duties and Responsibilities Include:

- Be familiar with what is on the specific meeting agenda/s and submit items prior to the meeting/s if necessary.
- Report to the branch board after the regional or central board meeting as to what was discussed and what decisions, if any, were made, including how the representative voted on agenda items.

Regional / Central Board Representative Qualifications and Skills.

- Must be a current member in good standing of the branch.
- Must have an empathetic personality and the ability of see all sides of a disagreement.

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- Must exhibit excellent interpersonal and communication skills,.
- Must have a demonstrated commitment to the club's mission, vision, and values.
- Must have a clear understanding of the branch's goals and interests and be able to communicate those to the region or central board as that branch's representative.
- Must be able to attend regional or central board meetings, as scheduled. These may be held in person or via Zoom or other online method.

Travel and expenses are reimbursed to the regional representatives according to their policies by each of the branches. Expenses for central board representatives who have to travel and stay in a hotel are borne by the central board in accordance with their policies of reimbursement.

Joaquin Miller



www.calwriters.org

Friends of



www.fojimp.org

Cincinnatus Heine Miller (September 8, 1837 – February 17, 1913), better known by his pen name Joaquin Miller, was an American poet, author, and frontiersman. He is nicknamed the “Poet of the Sierras,” after the Sierra Nevadas, about which he wrote in his *Songs of the Sierras* (1871).

Joaquin was also a close friend of Jack London. London and Miller, along with a group of other California writers, would meet and socialize in the early twentieth century at Miller’s home. They are credited with establishing what has become the California Writers Club.

On the following page is a short excerpt about one aspect of Miller’s life.

***Realms of Gold
The Colorful Writers of the
San Francisco Bay Area, 1850 – 1950***

by George Rathnell

*—excerpted with permission from author member of the
California Writers Club, Redwood Branch.*

His book is available on Amazon.

“At 47, Miller was ready to settle down. He wanted to be near San Francisco but not confined to cramped city quarters, so he purchased eighty acres of barren hilltop land in Oakland whose only asset was a magnificent view of San Francisco and the Bay. No roads led to the property; it was accessible only by steep hillside trails, and he was able to acquire his estate at a very reasonable price. He called the place “The Hights,” using his own idiosyncratic spelling, and set about building two small rough-plank cabins. The first of these was his living quarters and studio, its floor covered with bearskins and its walls decorated with bows and arrows, tomahawks, and other frontier artifacts. The second structure, which he called “the abby,” served as a place to entertain visitors as well as a guest bedroom.

Miller had read about a special holiday that had been established in Nebraska on which school children were given a day off to participate in tree-planting in some public place; it was called Arbor Day. Miller had seen the devastation of the forests around San Francisco and thought that the Nebraska holiday might flourish in California as well. He wanted a particularly visible site to

inaugurate his project, and managed to get permission to use Yerba Buena Island in the Bay, halfway between San Francisco and Oakland. The island had been denuded by early goat farmers. With his Bohemian Club connections, he obtained transportation from the U.S. Navy, eucalyptus seedlings from real estate magnate Adolph Sutro, financial assistance from wealthy city fathers, and cooperation from local school boards.

Thus, on November 26, 1886, 3,000 school children and their teachers invaded the island to plant trees. Miller had arranged for General Mariano Guadalupe Vallejo, now 78, to serve as the guest of honor. Vallejo had almost mythical status among Californians, and his presence, arriving on a white horse to open the proceedings, assured wide publicity for the event.”

The Literary Review

The California Writers Club *Literary Review* has been published once a year beginning in 2012 through 2022. The magazine was introduced and founded by Dave LaRoche and was originally intended to be something like *The New Yorker* magazine. Each year, CWC members were encouraged to submit their best work in fiction, nonfiction, and poetry to be judged and evaluated by volunteer editors and screeners.

Since 2012, there has been an abundance of volunteers to keep the project going and to produce an excellent publication. A very large value associated with the *Literary Review* is that critiques have been offered to authors who did not get accepted for publication.

The magazine was published and mailed to the members free of charge as a perk of membership. For several past years, the magazine has been available on www.calwriters.org as a PDF file for anyone wanting to download it. Back issues are also available on the website.

Over the years, the cost of publication went up significantly, and the cost of mailing such an issue became exorbitant if not impossible. New ways were studied to continue this excellent idea and to put this anthology into the hands of the members with minimum cost to the CWC. During the exploration, it was decided by the central board to skip the 2023 addition and evaluate feasible, alternative ways of producing the *Literary Review*.

The following outlines the new approach being taken in 2024 to keep the *Literary Review* alive—although the name of the publication may change.

The Literary Review: A New Approach

As has been the tradition of the CWC for many years, there will be a *Literary Review* published in 2024. With the blessing of the CWC, the High Desert Branch has created a new model. In order to expedite the process, and to make the costs more manageable, there will be some significant changes. Please read the following document carefully so that your branch can fully participate.

The *Literary Review* will no longer be comprised of stories submitted by individual members then collected and judged by the CWC or, in this case, the High Desert Branch. Each branch will be in charge of selecting the stories and poems that best represent the highest level of writing from their branch. The number of selections that a branch can submit will be determined by their membership. Those with 50 members or less will be allowed one story and one poem. Those who have memberships from 51 to 100 will be allowed two stories and two poems. You see the progression. Using the current reported membership, we may have up to 64 stories and 64 poems—a substantial anthology.

How are the stories to be chosen? This can be ascertained in various ways. One way is to publish a branch anthology, which many of our branches have done. Some branches judge their submissions, assigning first place, second place, etc. to the stories and poems. These branches will submit their top winning stories and poems. The number of submissions, as stated previously, will depend on their membership count at the time of submission.

Those branches that have an anthology that has not been judged will have to form an unbiased committee to judge their stories and poems and select the ones that represent the best writing of their branch. Branches that do not have an anthology may choose to have their own short contest, giving their members a few weeks to submit stories and then give a panel of judges a few weeks to choose the winners. Again, the best selections will be submitted according to the size of the branch's membership.

The following contact information, instructions, guidelines, and timeline have been established for the 2024 publication. They can easily be adapted as templates for future issues should another branch wish to take the responsibility for an annual project.

Contact Information:

All submissions will be sent to the president of the High Desert Branch, Mike Apodaca. Mike's email is MrDaca.ma@gmail.com. The High Desert Branch will compile the anthology and submit it to the CWC for approval and publication. After it is approved, the book will be published through KDP. Those who have a story or poem published will receive a free hard copy. (Hard copies to be supplied by and paid for by the member's branch.) Everyone else in the CWC will receive a link to download a free PDF of the publication. The *Literary Review* will also be available on Amazon.com in both printed and e-book formats.

Submission Specifications:

All submissions must be thoroughly edited before they are

submitted. They will not be edited by the High Desert Branch. Please remember that any errors will not reflect well on the branch that submits the piece or on the CWC as a whole. Quality of work is very important, so every effort should be made to make all works as error free as possible.

Timeline:

February 28, 2024: Submission deadline. All submissions must be submitted to Mike Apodaca by midnight on this date. ***No late submissions will be accepted.*** Any submissions that are formatted incorrectly will be rejected. It is possible—but not guaranteed—that if a submission is received very early and is found to be formatted incorrectly, there will be time to return it to the member (via their branch) for correction. The later a work is submitted, the less chance there may be for any opportunity for correction.

April 30, 2024: *Literary Review* will be completed and submitted to the CWC for approval.

May 31, 2024: Publication of the 2024 *Literary Review*.

Disclaimer:

This is not a mandatory project. Those choosing to participate will do so voluntarily. It is hoped that each branch will see it as an opportunity for the branch to promote their best writing and writers. We look forward to seeing the best of the best from our members.

Submission Questions:

Those branches with questions about the submission process should direct them to Mike Apodaca at MrDaca.ma@gmail.com. Please identify yourself in your email by making the subject line read: LITERARY REVIEW SUBMISSIONS. Those with specific questions about format and subject acceptability should direct their questions to Michael Raff at mprseven@aol.com. The subject line should read LITERARY REVIEW QUESTIONS.

Submission Guidelines:

Political or religious pieces meant to educate, proselytize, or persuade a reader to accept the author's point of view will not be included in the anthology. The 2024 *Literary Review* will be geared toward the general reading audience; therefore, works containing excessive violence or overt sexual situations or language will not be included.

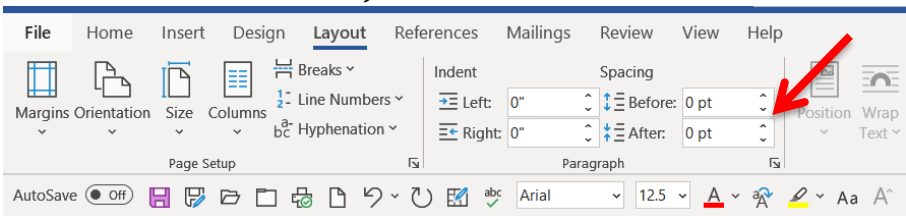
Works shall be as error free as possible and formatted using Times New Roman 12 point font. There is a maximum word count of 5,000 words per submission.

PROSE SUBMISSIONS:

- Center the title on the first line.
- Type the author's name exactly as they wish it to appear in the book (including any professional titles, if desired, such as John Smith, MD) on the second line.
- Type the author's branch on the third line.
- Leave the fourth line blank.

- Do not indent the first paragraph of a work or the first paragraph after a scene break or at the start of a new chapter.
- Scene breaks should be indicated by centering three asterisks with a space between each.
- Indent all other paragraphs by 0.35 inch.

Do not use block formatting. Do not put a blank line between paragraphs or enable Word's default spacing between paragraphs. (This can be eliminated by making sure both the BEFORE and AFTER boxes in the SPACING section on the LAYOUT tab in Word are set to zero. See the screenshot below.)



- All work is to be submitted in either DOC or DOCX format.

POETRY SUBMISSIONS:

- Center the title on the first line.
- Type the author's name exactly as they wish it to appear in the book (including any professional titles, if desired, such as John Smith, MD) on the second line.
- Type the author's branch on the third line.
- Leave the fourth line blank.

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- Poets may use whatever line spacing they prefer. However, if other than single spacing is used, the stanza breaks must be absolutely clear.
- Poets may use whatever formatting on the page they prefer: left justified, indented, centered, etc. Editor will make every effort to recreate the work in the publication exactly as it is submitted.
- Poets must submit their works in both DOC/DOCX and PDF formats so the editor can see the exact formatting the poet intended for the work.

ALL AUTHORS:

As an aid to those submitting, a Word template file is available upon request by contacting Michael Raff at mrpreseven@aol.com. The *Literary Review* will be formatted using a 6" X 9" page size, 0.5" margins all around, and a 0.3" gutter with "Mirror Margins" enabled, Widows/Orphans and hyphenation disabled.

- Do not include any headers or footers, including page numbers.
- Each work must include the author's short bio (150 words +/-). The bio should be separated from the submission by several blank lines or by other visual means. While submissions will not be edited, the editor reserves the right to edit an author's bio for voice, style consistency, and/or length.
- Each author is responsible for keeping a copy of their submission. The High Desert Branch will not be responsible for keeping any copies of submitted works.

- Works previously published in the *Literary Review* will not be accepted.

AUTHOR'S RELEASE FORMS:

Each author must sign a release form that acknowledges the following:

By submitting an entry, author represents and warrants that entry: (a) is author's original creation; (b) does not violate or infringe any copyright, trademark, privacy, or publicity rights, or other proprietary or intellectual property rights of any person or entity; (c) is not defamatory, libelous, obscene, overtly proselytizing, or illegal for any reason; and, (d) is author's sole and exclusive property. Author further represents and warrants to hold complete, worldwide distribution rights.

Author understands that they retain the rights to their work, but any royalties and/or profits from the sale of the 2024 *Literary Review* will go to the CWC.

Submissions are to be sent from each branch as an attachment to an email or emails addressed Mike Apodaca at MrDaca.ma@gmail.com. Subject line must read: LITERARY REVIEW SUBMISSION.

Signed, completed, and dated authors' release forms must be submitted at the same time as the submissions, either attached to the same email or a separate email. Or they may be sent via text to 760-985-7107.

A blank Author's Release Form was included with documentation sent to the branches. A copy may be requested by contacting Michael Raff at mprseven@aol.com, subject line: AUTHOR'S RELEASE FORM REQUEST.

SUBMISSION FEE:

A submission fee of \$10 must be paid to the CWC for each entry. A Branch may elect to cover this cost for their authors.

Member Record Management System (MRMS):

Uses and Advantages

Ray Malus of the San Fernando Valley Branch introduced the concept of the Member Record Management System (the MRMS) to the CWC central board in 2012. By January 2013, the MRMS had been approved and was in use within the branches of the CWC. Ray Malus was appointed as state systems administrator. He subsequently received the Ina Coolbrith Award for his development of the MRMS and the many other contributions he made to the California Writers Club.

Over the years since Ray Malus created the MRMS, there have been several discussions about its usefulness and its platform. However one may feel about the MRMS, I can remember when we had no such system, and without this program there was a lot of labor involved that has now been eliminated.

There are several good reasons for knowing about and using the database. Ray built in a lot of good features that, if we just learn to use them, can be very beneficial to you and your branch. I am listing just a few of the many outstanding uses for the MRMS. No doubt many of you will be able to think of dozens of others.

First, the Member Records Management System is a labor-saving device that allows you to quickly create membership reports that are required by the central board. This can easily be done with the click of a mouse and furnished in a timely way to the state membership chair.

It is also a great tool to get the branch email addresses so you can send out membership information rapidly to all your members who have an email. You can email specific regional and state officers by using the peer email list feature. Using this feature, you may identify which officer or chairperson you wish to send a message to or get a list of the emails for the CWC southern region, the Norcal region, or for the entire state. That is why it is vitally important for the president or the branch systems administrator to edit the officers list and keep those officers current in the MRMS. All those email addresses can only be accurate if the list of officers is up to date.

You may also get a list of emails of members who have not yet renewed their membership and, therefore, be able to send out an email to that specific group of people to encourage them to renew before October 1 of each year. This is such a good tool for staying in touch with those procrastinating members who are hesitant to renew. The method for doing this is featured later in this section.

Another feature that is often overlooked is the document vault within the MRMS which contains many important documents. If you're looking for a document and cannot find it elsewhere, check the document vault and search for it there. The files are downloadable.

It is well worth the time invested to learn the basics of the MRMS. This can be done by viewing the many videos that are available within the program or simply spending time using the MRMS software in order to learn and understand its features and value.

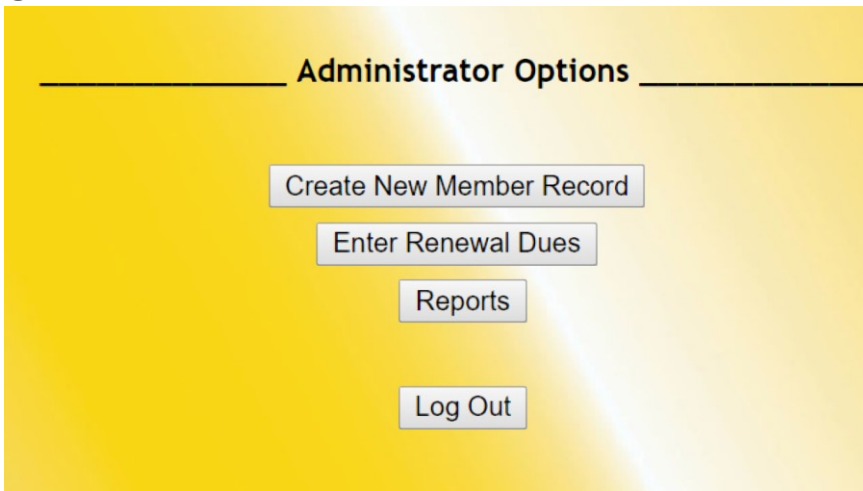
There may come a time in the future when we get another membership retrieval and storage system, but for

Bob Isbill

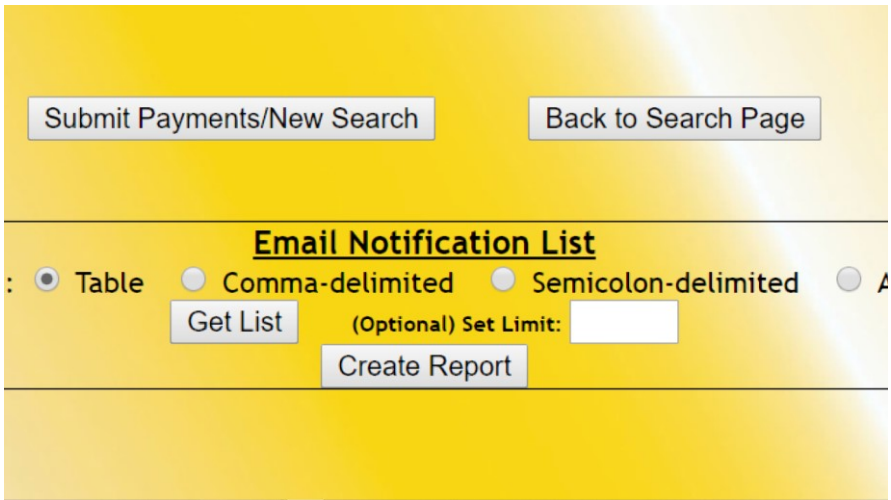
the time being we have what we have and that is the MRMS. I encourage you to take some time to learn about it and take advantage of its useful features.

How To Get an Email Address List of Pending Members Who Have Not Yet Renewed:

As your branch membership chair, systems administrator, or treasurer, you have these options at the bottom of your sign-on screen:



1. Click on the **Enter Renewal Dues** button.
You will see a list of members with various data. At the bottom of your screen, you will see the following buttons:



The screenshot shows a web interface with a yellow background. At the top, there are two buttons: "Submit Payments/New Search" and "Back to Search Page". Below these, there is a section titled "Email Notification List". Under this title, there are four radio buttons for selecting a format: "Table" (selected), "Comma-delimited", "Semicolon-delimited", and "A". Below the radio buttons, there is a "Get List" button, a text input field labeled "(Optional) Set Limit:", and a "Create Report" button.

2. Click on the Submit Payments/New Search button. That will give you a list of pending members who have not yet paid.
3. To get a list of email addresses, select the format you need (Table, comma delimited, or semicolon-delimited) under the **Email Notification List** heading, and click on the **Get List** button.

You can then copy and paste that email address string into your server (blind copy) and send everyone an email at the same time.

Or, you can click on “Get Info” to give you a vertical list of pending members’ names.

4. For detailed instructions, select “Video Tutorials” and watch the video on Membership Renewals.

Thank you, Ray Malus!

The Northern and Southern Regions of the California Writers Club

In order to operate more efficiently, regions within the CWC were established to help the branches in the Northern California and Southern California regions better communicate.

The Northern California Region is referred to as the Norcal Region. Southern California is known as CWC South. These two regions have their own regional meetings for the branches within their jurisdiction. Each region has its own chairperson, and the regions operate independently, calling their own meetings and establishing their own agendas.

Presently, the Northern Region does not have a website. CWC South has a website.

The URL is www.SoCalwritersshowcase.com.

The Northern Region has been successful in establishing a relationship with the San Francisco Writers Conference and also providing leadership conferences for their respective branches.

CWC South has been involved in providing many grants for local nonprofit organizations which have helped elevate the profile of the California Writers Club in the Southern California region.

A regional representative is another position appointed by each branch president.

Robert's Rules of Order

Official CWC central board meetings and CWC branch meetings are conducted under the procedures detailed in Robert's Rules of Order. Robert's Rules of Order is within the public domain and the entire text may be found online and downloaded as a PDF for free at:

<https://robertsrules.org/robertsrules.pdf>

If you prefer to have a hard copy, it is available at bookstores and on Amazon.com and other online services. The most recent version of the book at the time of publication of this CWC User's Manual is the 12th edition, dated September 18, 2022:

<https://www.amazon.com/Roberts-Rules-Order-Newly-Revised/dp/BoBFSKV41Q>

Scholarship Program and Policy and the California Writers Club

The California Writers Club has a longstanding commitment to its scholarship program. The club established a fund to provide money for scholarships as described in the Policies and Procedures of the CWC.

In a nutshell, each branch may get matching funds up to a maximum of \$250 per year to provide scholarships to a college for a student who is pursuing a writing-related career. The branch can establish a local scholarship and apply for matching funds from the central board in an amount up to \$250. Therefore, the branch could establish a \$500 scholarship and only pay \$250 out of the branch funds.

This is not preventing the branch from establishing a larger scholarship, of course. The branch could set up a \$1,250 scholarship, for example, and then pay the sum of \$1,000 from the branch with the remaining \$250 provided via the CWC scholarship grant.

Those interested branches should refer to the CWC Policies and Procedures and follow the detailed instructions on how to go about establishing a scholarship in the name of the CWC branch.

This is an excellent way for CWC branches to establish themselves within the educational community at a local level.

Other Important Information

Other things that the branch officers and members should be aware of:

- Each branch must have a minimum of twenty-five members. If membership falls below twenty-five, the branch could go on probation. Details for the dissolution of a branch or for the formation of a new branch are in the Policies and Procedures.
- It is imperative that each branch keeps minutes of their meetings and that they have a method of retaining documents that pertain to their branch operations. These documents should be stored in print in a safe place and backed up electronically. There are several storage mechanisms available, including external hard drives as well as what is known as cloud storage.
- Those members wishing to be a central board representative should make their desire known to the branch president, whose job it is to appoint such a position. Obligations and expenses for central board representatives are outlined and described in the Policies and Procedures. The main function of the central board representative is to be the liaison between the representative's branch and the central board. Communication of central board business to the local branch boards is valuable and important. Expenses allowable are described in the Policies and Procedures.
- The Volunteer Driver Statement in the appendix should be used by each branch to show due diligence and help protect CWC liability in case of accidents involving

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CWC volunteers. It is simply a signed statement that our volunteers are abiding by California law by having a valid driver's license and insurance in order to operate a vehicle.

PART TWO

The Value of Volunteerism

by Bob Isbill

CWC Director of Publicity and Public Relations

Experts generally agree that the best way to succeed is to surround yourself with great people.

How best can we do that?

You may think you know someone at the office (whatever “office” may mean in this context) or in your branch of the California Writers Club. Whether you are considering forming a business partnership, developing a professional project, or just contemplating the thought of hanging out together more often, one way to find out more about people is to volunteer with them.

Immersing yourself in a temporary project can reveal flaws as well as talents you otherwise would never encounter in a relationship. The simple act of working together to complete a goal can be beneficial in many ways. We bond—or not—in a more meaningful way with the mutual joy of accomplishment. When I have related with others to achieve something together, I have been astounded several times to discover they knew something or knew how to do something that I otherwise would never have been aware. Discovering the abilities of others is just one byproduct of volunteering.

Another obvious reason to “show up” is for our own personal development. It is a safe way to explore our own abilities. Giving time to do something for the general good of a project or organization can be fulfilling in many ways.

I remember a dozen years ago when our High Desert

Branch had enormous growth. We went from fourteen to one hundred members in twenty-six months. The reasons? Determination not to fail, but rather to excel, was one reason. Another was not caring about who got the credit. Another key factor was establishing to visitors that we were looking for members not just dues payers. We expected them to contribute to our growth and achievement. It was something of a rite of passage. Newbies were expected to join in our success story by sharing their talents and abilities.

The outcome was outstanding relationship-building. Even today, years later, the close bonding that took place through massive volunteering is present now. Friendships formed are solid and growing stronger. And our branch is still thriving.

One of the things I love about the CWC is the concept of the Jack London awards. They are something of a barometer of how well a branch is doing. For example, if there is a year in which no Jack London Award is given at a branch, that it is a red flag that either nobody is doing anything or that people are doing a lot without recognition. The Jack London Award is awarded only once per lifetime, but have you noticed that Jack London Award winners just keep doing exceptional things over and over again?

I recently contacted one of our former members who was a Jack London Award winner. I was not surprised to learn that years later, while working for an internationally famous company, she has been awarded that organization's equivalent to our Jack London Award. She knows the value of volunteering, and it has paid off all her life.

I find myself writing this on the anniversary of the

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assassination of President John F. Kennedy, who is famous for his challenge, “Ask not what your country can do for you, but ask what you can do for your country.”

Find a need in your branch and fill it.

You will discover the value of volunteerism.

Fifty-Five Ways to Build a Better Branch

by Bob Isbill
High Desert Branch

1. Having a special event? Send the email announcement not only to your present members but also to ex-members. Those who have dropped out may just be waiting for an excuse—or an invitation—to come back and rejoin. Email addresses are available on the MRMS under “All Members.” instead of “Current Members.”
2. Spending money on printing agendas and throwing away excess copies? Email the agenda to all your members who regularly attend meetings rather than printing them for distribution at the door. Instead, print ten or fifteen and ask the members to print their own plus a couple more for guests. You will eventually save a printer cartridge and a tree. It works!
3. What if your guest speaker doesn't show up? Nightmare time! No, not really. Instead, have a Plan “B.” One good plan can be “Ten-Minute Tips and Techniques.” This is planned by asking five or ten reliable members to prepare a “tip” or “technique” about writing that will take ten minutes or less to share with others. It can be about writing, marketing, publishing, whatever! Just don't exceed ten minutes in telling it. And have that in your “hip pocket” at every meeting for just such occasions when your

speaker doesn't show or when you need a ten-minute filler. The High Desert Branch has been there and done that on more than one occasion. We once had ten minutes' notice that our speaker was in the hospital. Within five minutes, we had an alternative program put together. It works.

4. Post a personal video greeting online from your president. Have your president offer a friendly, welcoming greeting to new visitors and inviting them to attend the meeting. Feature this embracing message on your website so visitors can hear a personal message.
5. Opinion Survey: Make sure every person attending for the very first time gets an "Opinion Survey" to fill out. This gives you feedback *plus* contact information so they can be reached again. (Have them indicate on the survey whether they would like to be notified of coming events—90 percent will say they do!)
6. A past High Desert Branch president sent out a handwritten note via snail mail to anyone visiting for the first time and who filled out an Opinion Survey. It adds a unique personal touch and a sincere welcome that is hard to beat. If not your president, maybe you can get a volunteer to take on that personal contact.
7. Donation Button: You can put a PayPal Donation Button on your website. It's easy. Just go through your PayPal account to get the instructions on how to

do it. The CWC is a non-profit organization, and there's nothing wrong with building your branch treasury with volunteer donations. Please see the section **Taxes and Nonprofit Status** for specific IRS language and donation receipt forms.

8. Facebook Page: With social networking growing by the minute, it's very possible you have someone in your branch who is familiar with Facebook who can monitor and be creative on your page so that others will "like" it. When that happens, your message is spread throughout the social networking community. Get a volunteer to make this happen!
9. If you speak to a group of young people for any occasion, don't forget to ask them to "like" your branch's Facebook page. That will get your postings out to a young demographic of potential members. Emphasize to them that you offer student membership rates.
10. Inventory Sheet: Over the years, you are going to accumulate "stuff." Some of it may be valuable. Your branch needs to know where this stuff is located because it can be "here and there" and not nailed down. Be sure to have such an inventory sheet to hand over to the next administration so they will know what belongs to the branch and where it can be located. It can also contain a "wish list" of costly equipment that you need but cannot quite afford for now.

11. Create a Grant Notebook with all your branch info: Have certain information collected and contained in a Grant Proposal Notebook. This will be handy not only for on-site inspections by funders, but for your own history to be passed on to administration after administration. It should also be kept as an electronic file and kept updated.
12. Welcome letter: Send some notification after getting the member's money and application to let them know they are welcome to your branch.
13. Indoctrination meeting to make sure new members know all the benefits. The more your members know about the benefits of belonging, the more likely they will be to repeat the experience time and again, year after year. One way to do this is to have an indoctrination meeting and let them know, in an organized way, what your branch is all about. Hold such meetings at least annually so that all members have this knowledge. The High Desert Branch also has a new member packet containing pertinent information and branch/club benefits that are given when a new member pays his dues.
14. Ask the guest speaker to write up their own bio. Then use this bio to give them a proper introduction so members will know who the speaker is, what their credentials are, and what they will be talking about. In

this way the audience will know what the guest speaker wants them to know about him or her.

15. Create a form letter to use as an invitation to a person of interest to be a guest speaker. In the body of the letter should be the amount of the stipend, if any, and the number of your typical audience attendance. Include a link to your website and your telephone and email. If you can give them choices of dates, mention those dates that are open. It's much better than asking them to "come speak to us some time" and easier to nail down a specific date and time.
16. Be sure the guest speaker knows his/her time constraints and be sure the topic is clearly specified beforehand. Always get their cell phone number and be sure they have yours if you are in charge of the meeting.
17. If your guest speaker has books for sale, let them know the price range that is popular with your members. For example, if a book sells retail for \$20, ask if they can still make money selling it for a discount. Some writers would rather sell out of their books for \$10 each and still make money rather than sell four or five books at retail. Don't fail to ask because of shyness or being afraid of haggling. Your guest speaker has a right to know what your branch market will bear, and if you know it, you should share it with them.

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18. Have tables and chairs arranged in a user friendly U-shape where the speaker can be easily seen and heard by all.
19. If feasible, go around the room for self-introductions. This is good to do periodically, even if the audience is quite large. It can be time well spent because of others hearing the names and seeing the faces and because of the attention you are giving the new people. It can also help the guest speaker to know who his audience is and their level of knowledge on the topic being presented.
20. Have Name Tags at the sign-in table for all attendees. Or have lanyards with name tags provided for all members and guests. (And don't forget one for the guest speaker.) With the MRMS program, it's easy to create individual name tags. The High Desert Branch collects these name tags at the end of each meeting and that becomes the entry for our door prize.
21. Door Prize: We began doing this with just inexpensive (on clearance) notebooks found at Target. They had a typewriter on the cover, and it made a cute writer's gift. This practice has grown into a much more interesting event that the members look forward to every month. We have authors donating books, etc., that we use for drawing. We recently purchased a wheel-of-fortune device that has added enjoyment to door-prize giving.

22. Educate the members to give appreciation, applause after introduction, and throughout the speech as appropriate, and especially when the speaker is finished.
23. Write press releases that don't have to be reworded or rewritten to avoid sucking up the editor's time. Give the Who, When and Where in the first sentence. Give more of the What and the How and Why in the next sentence. Make it newsy, not clubby. For example, rather than say, "It is our intention" when referring to your branch, say "The intention is." Meet the editor face to face and ask what they want. And then go do it. *Always* include your name and contact phone number for any follow-up questions they may have.
24. Have high expectations for your members. Emphasize personal development and personal responsibility. Engender pride in membership with high standards.
25. Be inclusive. Don't become a clique. Embrace everyone and ***make them feel valued and important.***
26. When you are holding a small group meeting for any occasion, *always* have the people self-introduce. Do *not* assume that everybody knows who everybody else is, and even if they do, be sure they all know who they are by name. This may seem totally unnecessary, but people are shy about not knowing others, and rather than embarrass themselves, they'll say nothing.

27. Print business cards with your branch's meeting dates and times, your website, and any other pertinent information. The High Desert Branch gives these cards to our members and asks them to invite people they meet in bookstores or other venues who are interested in writing to attend our meetings. We have picked up a surprising number of new members by doing this.
28. Take flyers and brochures to coffee houses and other businesses. Starbucks is very cooperative about letting nonprofits post on their bulletin boards, and we get definite interest from their customers. Have members "Adopt a Starbucks" where each Starbucks is contacted, and bulletin boards are kept current by a specific member who is assigned to that location.
29. Carry business cards or little informational material to just hand out at Starbucks or other coffee shops when you see someone writing. I have never had a negative response, and when I ask them if they are a writer and they say, "No," I simply ask, "Do you know anyone who writes?" The answer is almost always yes, and I give them the business card or informational material and ask them to pass it along. Be enthusiastic, but don't be a nuisance or you might get kicked out without your latte.
30. Purchase forty or fifty inexpensive pocket notebooks and print out your own personalized message on 3x2

labels that you can attach to the notebooks. Give one to each member of your audience at the end of your presentation. Message example: “Make a Note of It: The High Desert Branch of the California Writers Club meets at 10 a.m. to noon on the second Saturday of each month at the Apple Valley Library. Visit www.hdcwc.com or call 760.221.6367.”

31. Writers belong to other organizations as well, and part of finding those writers is to go to other groups and tell them who we are. We found the High Desert Resource Network, which is like a chamber of commerce for nonprofits. We have made some tremendously valuable contacts there, plus some of them have also joined our club.
32. I offered to do a publicity article on a nonprofit, and it was a hit. They’ve grown about 25 percent due to the ongoing articles in the paper, and the arrangement now is that I do their publicity and our members get a free membership to their organization. Whenever you can do something for another organization, do it, because it may pay off in mutual benefits and the formation of valuable relationships.
33. Recently, we sponsored another nonprofit in promoting their upcoming workshop on writing grant proposals. By facilitating a meeting and inviting one of their key speakers to talk on that topic, we advertised and arranged the whole meeting. We used it as an opportunity to draw in another genre of

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writing and to give them an awareness of our existence. If people are writing anything at all, they need to know about the CWC!

34. Create your own personal pitch for the CWC. Many times, you will find yourself in a meeting where you are allowed to make an announcement or are called upon to do so. Plan and make up an “elevator speech” about your branch so you will have a pre-rehearsed pitch to give.
35. It's fun to congregate with our old friends at the monthly meetings, but next time you attend, make a point of introducing yourself to at least one guest or member you don't know. It can make them feel more like coming back to a friendly group, and it can also provide you with a new friend or writing associate.
36. Join your city or town's Chamber of Commerce, attend *and announce* every chance you get. Let people know about your existence and do it in an enthusiastic way.
37. Does your Chamber of Commerce have a newsletter? Can you, as a member, get your club mentioned or highlighted in that publication? Do they offer to mail out fliers with the newsletter? If so, that's a great way to let others know about your organization and, especially, special events coming up.
38. Toastmasters. Speakers write and writers speak. Visit all the Toastmaster clubs in your area. You will have

an opportunity for self-introductions and to mention your CWC branch. Attend every meeting location you can, and make your presence known. Take along several of your branch business cards to hand out because you *will* generate interest!

39. Vista Print products: You can make up business cards online at vistaprint.com, and for a small fee they will put a scanning piece (a QR code) on the back of your business card. That way, when someone scans it with their smart phone, your website automatically shows up on their phone where they can see your information. Even faster service may be obtained at your local Staples store. You can create an account, make up your own business cards, and have them printed and ready for you in one day if you do it early enough. The cost is nominal and you do not have to pay postage. You can simply pick them up at the store.
40. Publicity: Make a record of any publicity you get for your branch. Create a scrapbook with clippings and make copies for a separate notebook. Also, make an electronic scrapbook with links. The reason for this is so you have a publicity portfolio on hand when compiling your history and also for when you submit a grant request and want to show what you have done in the community or for publicity campaigns. It is also useful for inclusion when you are emailing a confirmation letter to a guest speaker to show that you have publicized the event. Subsequent publicity

links after the event can be used in thank-you emails to the guest speaker.

41. Create a Volunteer Notebook where people doing those little routine jobs that carry on the branch's business can record their time spent. Why? Because if you ever write a grant proposal, this record of volunteerism is important to include in establishing your capacity to get the job done. It's a very important document to generate and keep current.
42. Visit the CWC website, www.calwriters.org. Explore the history of the CWC. Look at the documents provided. Find out about other branches—where they meet and their website address. You may get some good ideas on how to better present your online presence by exploring other CWC websites.
43. If other CWC newsletters are available online, read them. Find out what's happening in other branches that are successful or interesting that you can do in yours. Also, it's a good way to find interesting guest speakers. Call up the program chair and find out who their best speakers were and who they would recommend.
44. Have a public "open mic" reading at a local bookstore or library. Line up your participants and make a day of it. It will give your branch exposure on another level and can bring in new guests and/or members.

45. Hold a Barnes & Noble Book Fair to raise money for your branch with very little effort. The idea is to advertise to your members, family, and friends that if they are going to make a book purchase, to do it on a certain day and use your Book Fair code. Your organization gets a percentage of the revenue from books purchased. Visit the FAQ page at their website link: www.barnesandnoble.com/bookfairs/
46. Survey your members. www.surveymonkey.com is a free website. You can make up a survey and send it out to your members or any other group of people and receive an analysis of your answers. They have a premium membership that does cost, but you don't have to subscribe to it to take good surveys and get the pulse of your people. If your branch has a talented individual who can use Google Forms, they may be able to create a better survey and get good answers to your questions. The MRMS is also capable of creating surveys. Learn the fundamentals of this to also survey your members.
47. Attend other CWC branch meetings when possible. They are always interesting to go to for new insights, ideas, and friendships. If you have something special coming up, don't forget to send invitations to branches in your region.
48. Publish an anthology of your members' writings. Our High Desert Branch board of directors has seen the transformational effect an anthology has on its

membership. Never-before-published writers have an opportunity to see their work in print in a professionally executed volume. The elevation of self-esteem is remarkable, and all the hard work it takes to put it together is justified.

49. Have “auxiliary” meetings. *Do not change your regular membership meeting place and time!* Offer the extra meetings to reach another audience. For example, invite a knowledgeable person to speak on Promoting Yourself through Public Speaking (by someone from a local Toastmasters’ Club), and publicize it. People who have other interests will find out about your club, and if they themselves don’t join, they will tell others. You don’t have to do a lot of work because you will be sponsoring and/or facilitating other organizations to put on the program. Encourage them to bring handouts and brochures, and you be sure to do the same for your CWC branch.
50. Hold an extra meeting just to tell people what is going on and to get their input. We often are “too busy” in our regular monthly meetings to take the time to really inform our members, and this is a good way to break out of that mold. When you have lots of things going on, take the time to hold an informational meeting.
51. Make a writing-related video and post it on YouTube. Then ask your members to put the link on their

signature line in their personal emails. And post it on your branch website.

52. Learn something about non-profits and running a board of directors. Don't lose sight of the fact that the California Writers Club is a 501(c)(3) and there are certain things you should know. Consider having a guest speaker talk on this important topic so all your members can get a sense of what that world is about.
53. Organize a "Speakers' Bureau" within your branch. Discover who has what qualifications and is willing to share them with elementary schools, high schools and colleges, other organizations and even other branches within the CWC. Once your branch gets a higher profile, people are going to be contacting you to provide these services, and you will be ready with a backlog of available speakers to send out to the public to make your club known. To view the speakers' bureau created by the High Desert Branch, visit www.ontopicspeakers.com.
54. Consider having an auxiliary meeting featuring underserved communities or people of different ethnicities. The High Desert Branch has held Black History Month, Hispanic Heritage Recognition, and Women's History Month meetings, as well as other ethnic or group-specific meeting. You will reach people with other ideas and other writing abilities who can enhance your own club membership.

55. California Writers Week is the third week in October of every year. This is a state-endorsed event where writers are recognized and appreciated. Plan an activity for your branch to promote this event and do something special to recognize this honor. It is a chance to promote the California Writers Club in a special way where literary communities get together and appreciate authors.

APPENDIX

IRS 501(c)(3) Letter



IRS Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 024824832
Feb. 13, 2008 LTR 4167C E0
94-6082827 000000 00 000
0001600
BODC: TE

CALIFORNIA WRITERS CLUB
ATTN: CASEY WILSON
1252 NORTH GUARD STREET
RIDGECREST CA 93555



000606

Employer Identification Number: 94-6082827
Person to Contact: Ms. Mills
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Feb. 04, 2008, request for information about your tax-exempt status.

Our records indicate that you were issued a determination letter in 1995, and that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Based on the information supplied, we recognized the subordinates named on the list you submitted as exempt from Federal income tax under section 501(c)(3) of the Code.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106 and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

Twelve Documents Every Branch Should Have Available

1. 501(c)(3) Letter of Determination
2. Articles of Incorporation
3. Bylaws
4. Board of Directors addresses with affiliates
5. Current financial statements
6. Biographies and resumes of key personnel
7. Letters of support
8. Letters of grant awards
9. Insurance coverage documentation
10. Licenses
11. Funders
12. Organizational structure chart

California Writers Week

The Story Behind California Writers Week

For several months in early 2003, with the expert help of Anthony Folcarelli, the central board of the California Writers Club worked to establish California Writers Week. The plan was successful, and on September 4, 2003, at 10:00 a.m., California Writers Club members gathered on the Assembly floor in Sacramento to receive a Joint Legislative Resolution from Assemblyman Tim Leslie. The Resolution is endorsed by the California Library Association.

The California State Assembly officially declared the third week in October each year as California Writers Week. We invite all authors and readers to celebrate with us. Check your local branch's website in October for sponsored events.

Resolution #2170 reads, in part:

CALIFORNIA WRITERS CLUB

WHEREAS, The California Writers Club was founded in 1909, with Jack London, Ina Coolbrith, George Sterling and others as members; and

WHEREAS, California's literary tradition dates back to the works of Mark Twain, Bret Harte, Mary Austin, Nobel prize and Pulitzer prize winner John Steinbeck, Delilah L. Beasley, Joaquin Miller, Dashiell Hammett, Raymond Barrio, Gertrude Atherton, Raymond Chandler, Pulitzer prize winner William Saroyan and a great many others; and

WHEREAS, The California Writers Club honors all California writers, past and present, and continues to

Bob Isbill

nurture the talents of new writers as well as established authors, and to provide a forum for the sharing of their writing experience; and

WHEREAS, The California Writers Club's mission is to teach, mentor and encourage all writers for the good of our society; and

WHEREAS, California libraries are the forum where the writing of Californians is preserved and provided to the public; and

WHEREAS, the California Writers Club encourages all California libraries to showcase the works of California writers through displays, author programs and reading clubs; and

WHEREAS, The California Writers Club urges all educational institutions to place more emphasis on developing the writing and reading skills of everyone; and

WHEREAS, The California Writers Club is observing the third week in October as California Writers Week; now, therefore, be it

RESOLVED BY ASSEMBLY MEMBERS TIM LESLIE, JOSEPH CANCIAMILLA, GUY S. HOUSTON, BILL MAZE, GENE MULLIN, JOE NATION, AND PATRICIA WIGGINS AND PRESIDENT PRO TEMPORE OF THE SENATE JOHN L. BURTON AND SENATORS NELL SOTO AND JACKIE SPEIER, That they recognize the third week in October as California Writers Week, and encourage the people of the State of California to reflect upon the contributions that California writers have made to humankind.

Members Resolution No. 2170.

Dated this 4th day of September, 2003.

On the next page is a small version of the official California Writers Week poster. A full-size, color version in PDF format can be downloaded from www.calwriters.org:
<https://calwriters.org/our-story/california-writers-week/>

Bob Isbill

By decree of the Governor and State Legislature,
the third week of October is perennially designated as

California Writers Week

Celebrate the writers of California!

Jack London Eugene O'Neill Sam Shepard Alan Ginsberg F. Scott Fitzgerald Carolyn See Tom Wolfe Sue Grafton Dr. Leo Buscaglia
Raymond Chandler Dean Koontz Beverly Cleary John Steinbeck Robert Louis Stevenson Armistead Maupin Henry Miller Theodor "Dr.
Seuss" Geisel T. Jefferson Parker Robert Frost Elizabeth George Norman Mailer Julia Child Baba Ram Dass Mark Twain Jack Kerouac
D.J. Waldie Danielle Steele Gertrude Stein Ambrose Bierce Alice Walker Jessamyn West T.C. Boyle Ray Bradbury Joseph Wambaugh
Marianne Williamson Richard Henry Dana Allen Drury Isadora Duncan Lawrence Ferlinghetti Lisa See Gertrude Atherton Joan Didion
Ken Kesey Joe Eszterhas Annie Lamott Robert A. Heinlen Richard Vaughn Gary Zukav Dr. David Viscott Richard Boyle Raymond
Carver Clive Cussler Jack Canfield Richard Ford Wallace Stegner Yusef Komunyakaa Whitney Otto Alice Sebold Carlos
Castaneda Suzanne Forster Jane Fuster Ina Coolbrith Catherine Coulter Mary Austin Amy Tan Thomas Harris Tobias
Wolff Phil Amot George Sterling Yolanda Nava Thomas Pynchon Raymond Barrio Upton Sinclair Alyson Noel
John Gray Jennifer Ann Kogler Herbert Gold Martin Cruz Smith John Blumenthal Michael Chabon Helen Hunt
Jackson Jessica Barksdale Incan Dashiell Hammett Barbara Seranella Susan Veeland Mike Blake William
Saroyan Molly Dick James Dalessandro Michael DiLeo Robyn Schneider Delilah Beasley Herb Caen
David Meltzer Anna Deavere Smith Jim Deaver Richard Alan Bunch Molly Giles Rhys Bowen
Andrea Siegel Barnaby Conrad Ashley Wolff S.I. Hayakwa Peter S. Beagle Jonathan
Kellerman Alan Rifkin Gayle Brandeis Susan Kelly-DeWitt Oscar Zeta Acosta Adali
Isaacs Menken Joaquin Miller Dan Millman Terry Black Jack Hicks April Halpr
Wayland J.S. Holliday Anh Do John Muir Michael Scott Moore
Carolyn Follett Carl Reiner Victoria Silva Audrey Wood
Don Miguel Ruiz Rebecca Solnit Isabel Allende M.F.K.
Fisher Firoozeh Dumas Lisa Alpine Steve Martin
Khaled Hosseini Edward Humes Faye Kellerman
Susan Ito Pico Iyer Freeman House D.P. Lyle
Eric Shapiro Bonnie Domrose Stone Sharleen
Cooper Cohen Victoria Zackheim
Kathleen Sharp Joe Quirk Ross
Macdonald Lynette Brasfield
Gail Tsukiyama Jo Anne Van Tillburg
Bret Harte K.C. Cole June Dutton
Alexandra Haslam Elizabeth McKenzie
Chitra Banerjee Divakaruni Deanne Stillman
Jessica Mitford Ray Berry Patt Morrison
Rupert Hughes Hughes Thom Gunn
Susan Straight Rayn Roberts
Randy Shilts Peter Richardson
Veronique de Turenne Ursula K. LeGuin Tony Lazzarini Peter LeCourt Raymond Strait Percival Everett
Yone Noguchi Wylene Dunbar Vladimir Lange Tony Johnston Malcolm Margolin M.L. Malcolin
Michael McClure Ruthanne Lum McCunn Lucille Lang Day Oakley Hall
Nik C. Colyer Robyn McGee Kelly Lange Tamim Ansary Nancy Huebotter
Mark Coggins Kathi Kamen Goldmark John Gregory Dunne Alan Epstein
Thomas Steinbeck
Theodora Kroeber Alan Clements Deborah Major Joie Davidow
John Lescroart Linda Palmer Robert Haas Louis B. Jones Sylvia Boorstein
Susan Dunlap Robert de Heer Leora Krygier John Grissim John Gilmore Keith Bailey Robinson Jeffers Molly Fish Kathryn J. Abajian
John Forbes William O'Daly Shirley Ann Parker Maxing Hong Kingston Wardlaw Lee John Collins Penny Warner
Taylor Smith Ruben Martinez Peg Bracken Joe Gores Jean Harfenist Lee Lofland Paul Erdman Ona Russell Sheshu Foster
Molly Katzen Mikel Dunham Laurel House Jean Ardell Judy Reeves Melba Beals Robert A. Davies Rick Wartzman Marybeth Bond
Judith Greber Dora E.H. Crow Ann Bastian Jack Hirschman Edwin Markham Donald DeNevi Ishmael Reed David Masumoto Andrew
Sean Greer Floyd Salas Jimmy Hopper Tillie Olsen Stewart Emery Michael Parenti Jerimiah Abrams Jean Simonda Bolen Fanny
Osbourne Daniel Handler Frank Chin Julie Williams Lacey Foshburgh Kevin Starr Julie Wallace Francisco Garces Evan Connell
Daniel A. Olivas Anthony Marais Marc Allen Louise Steinman Mary Mackey Louise Clappe Anthony Arnold Al Young Ernest
Callenbach Richard Rodriguez Erik Erikson Aimee Liu Reyna Grande Stewart Brand Regina Louise Helen Benedict Dana Gioia
Elliot Feldman Jaime de Angulo Hector Tobar Gina Berrault Ellen Sussman Curt Gentry Eric Stone Elizabeth Stromme Maria Espinosa....
and the list goes on



Watch for special events sponsored by:

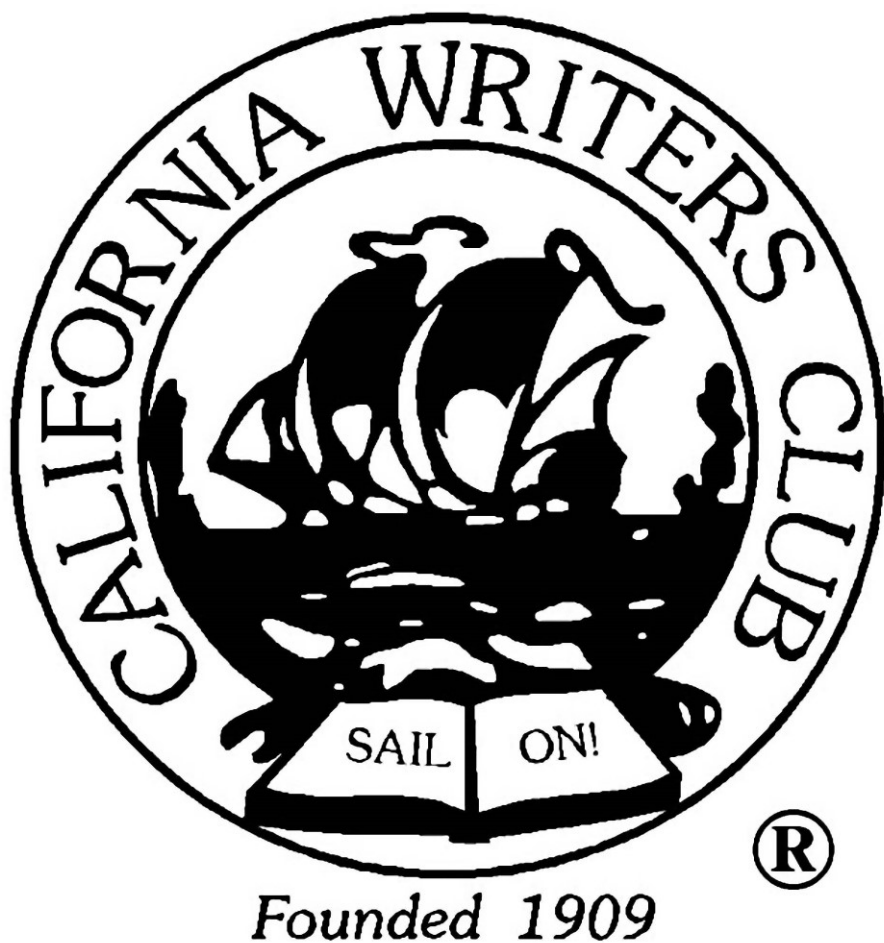
California Writers Club

The nation's oldest professional writers organization

www.calwriters.org

Photo: Dave Cypert

California Writers Club Logo



Insurance Application for Branch Events

Jay-Marie Garcia License #0668893
 Diablo Valley Insurance Agency Inc Lic#0C26181
 801 Ygnacio Valley Rd Ste 100, Walnut Creek, CA 94596
jay@diablovalleyinsurance.com or ron@diablovalleyinsurance.com or jay-marie@imgins.com
 925-210-1717 Jay-Marie Garcia X135 Ron Garcia X136

SPECIAL EVENT INFORMATION FORM

APPLICANT/INSURED'S NAME: _____

NAME OF EVENT: _____

CONTACT NAME: _____ PHONE NUMBER OF CONTACT: _____ EMAIL: _____ FAX: _____

LOCATION OF EVENT: _____

DATE/S OF EVENT: _____ APPROXIMATE NUMBER ATTENDING: _____

DESCRIPTION OF EVENT (ATTACH COPY OF FLYER OR BROCHURE) _____

ATTACH ADDITIONAL SHEETS IF NECESSARY

RECEIPTS: CHECK ALL THAT APPLY

ESTIMATED GROSS RECEIPTS

_____ ADMISSIONS _____

_____ FOOD & NON-ALCOHOLIC BEVERAGES _____

_____ ALCOHOLIC BEVERAGES _____

_____ OTHER DESCRIBE _____

_____ NUMBER ATTENDING UNDER 18 _____ NUMBER ATTENDING OVER 18

IS PROPER SUPERVISION IN PLACE IF MINORS WILL BE ATTENDING THE EVENT _____

WHAT TYPE OF LIQUOR CONTROLS ARE IN PLACE? _____

IF THE EVENT IS HELD INDOORS, ARE THERE ADEQUATE EXITS? YES _____ NO _____

IS THE EVENT HELD ON OR NEAR THE WATER? YES _____ NO _____

IF YES PLEASE DESCRIBE: _____

IS THERE SECURITY PROVIDED: YES _____ NO _____ DESCRIBE TYPE _____

IS THERE EMERGENCY MEDICAL EQUIPMENT AND PERSONNEL AT THE EVENT? YES _____ NO _____

IS THE EVENT BEING HELD SOLELY BY THE INSURED OR IN CONJUNCTION WITH ANOTHER ENTITY? YES _____ NO _____

IF YES PLEASE INCLUDE NAME OF OTHER ENTITY/S _____

IF ANOTHER ENTITY IS INVOLVED ARE THEY INSURED? YES _____ NO _____

IMPORTANT - PROVIDE - NAME OF ORGANIZATION, ADDRESS, CONTACT NAME, PHONE, EMAIL & FAX NUMBER CERTIFICATE RECIPIENT'S / ADDITIONAL INTERESTS:	INTEREST	ADD'L INS'D.
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Make Copies As Needed - Complete One Form For Each Special Event

California Writers Club Certificate of Insurance Example



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/02/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHT UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER	Diablo Valley Insurance Agency, Inc. 185 Lennon Lane, Suite 200 Walnut Creek, CA 94598 License #: 0C26181		CONTACT NAME: Ron Garola	PHONE (A/C No. Ext): (525)210-1717	FAX (A/C No.): (525)210-1818
			E-MAIL ADDRESS: ron@diablovalleyinsurance.com		
			INSURER(S) AFFORDING COVERAGE		RMC #
INSURED	California Writers Club P.O. Box 11212 Pleasanton, CA 94588-1212		INSURER A: Nonprofits' Ins Alliance of Ca		NIAC
			INSURER B: QBE Insurance Corporation		NIAC
			INSURER C:		
			INSURER D:		
			INSURER E:		
			INSURER F:		

COVERAGES		CERTIFICATE NUMBER: 0001324-01257		REVISION NUMBER: 49		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSURER	TYPE OF INSURANCE	ADOL SUBR INSD INVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> NO AGGREGATE LIMIT APPLIES PER POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER <input checked="" type="checkbox"/>	Y	2023-09122	01/05/2023	01/05/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMBOP AGG \$ 3,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		2023-09122	01/05/2023	01/05/2024	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/>					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER/EMPLOYEE (Mandatory in NE) If yes, describe your DESCRIPTION OF OPERATIONS below	Y / N	N / A			PER STATUTE OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

B	Accident Medical		2023-09122 ACC MED	01/05/2023	01/05/2024	50,000
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: High Desert Branch
 "City of Hesperia, its elected and appointed officials, officers, agents, volunteers and employees are included as additionally insured in respects to General Liability" Additional insured as respect to insureds use of Library Community Room facility for meetings held throughout the policy period per form CG20261219.

CERTIFICATE HOLDER	CANCELLATION
City Clerk's Office Erin Baum City of Hesperia 9700 Seventh Avenue Hesperia, CA 92345	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  (RDG)

ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD. Printed by RDG on 02/02/2023 at 09:21AM
 POLICY NUMBER: 2023-09122 COMMERCIAL GENERAL LIABILITY
 Named Insured: California Writers Club* CG 20 26 12 19

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

- | | |
|---|---|
| <p>A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:</p> <ol style="list-style-type: none"> 1. In the performance of your ongoing operations; or 2. In connection with your premises owned by or rented to you. <p>However:</p> <ol style="list-style-type: none"> 1. The insurance afforded to such additional insured only applies to the extent permitted by law, and | <p>2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.</p> <p>B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:</p> <p>If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:</p> <ol style="list-style-type: none"> 1. Required by the contract or agreement; or 2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less. |
|---|---|

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

CG 20 26 12 19 © Insurance Services Office, Inc., 2012

CWC Volunteer Driver Statement

I understand that I may be called upon from time to time to use my personal vehicle in my volunteer service to the California Writers Club. I attest that I am a legally licensed driver and will keep in effect personal automobile liability insurance equal at or greater than the minimum limits required by California state law.

Name (as shown on license)
(Please print)

Driver's License #

I warrant that the above information is true. I agree to inform the California Writers Club immediately of any changes that may affect my legal driving status or insurance coverage.

Volunteer Driver Signature

Date

CWC Branch

The information provided on this form is to be held *private and confidential* by an officer of the branch (suggest either the president or secretary) and is to be used solely to verify acceptability as a volunteer driver on behalf of the California Writers Club.

(Revised: 12/2014)

California Writers Club Policies and Procedures

(As updated January 10, 2024)



Founded 1909

Contents

Article

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I MISSION STATEMENT

- A. The California Writers Club (CWC) shall foster professionalism in writing, promote networking of writers within 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, writing styles and related professions such as editing, publishing, photographic journalism and agents.
- C. The branches provide an environment where members can obtain critique of their efforts, attend workshops, and share experiences. Branches are encouraged to mentor writers of all ages by providing educational programs for adults and fostering youth programs.
- D. The California Writers Club will not discriminate on the basis of race, religious creed, color, age, sex, sexual orientation, gender identity, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, state, and local laws and ordinances.

II ORGANIZATION

- A. Branches comprise the CWC. A branch operates on a semiautonomous basis, 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 this policies and procedures (P&P)

document. Officers of the branches are expected to adhere to the conditions listed below. Failure to do so may result in the revocation of the branch charter.

1. Allow any officer of the central board or duly appointed representative to attend official CWC branch events, including but not limited to board meetings, general membership meetings, workshops, conferences and social events. If an entry fee is being collected, the branch will waive the fee except for the cost of meals.
2. Respond in a timely manner to any and all business communication from any officer of the central board or duly appointed representative, including but not limited to emails, phone calls, and letters sent through the US Postal Service.
3. Make available for inspection and review of branch records and documents, including but not limited to minutes, newsletters, correspondence, and financial records at the request of an officer of the central board or duly appointed representative. These shall include records and documents kept in electronic format.
4. Agree to participate in mediation led by an officer of the central board or duly appointed representative upon request by any branch officer or member in good standing and authorized by the officers of the central board.

The president is directed to send a copy of this new P&P material to every branch president with

instructions to acknowledge receipt and understanding of these expectations.

B. Unless otherwise stated in this document or the bylaws, the central board conducts the corporate business in accordance with a majority vote of the representatives present at duly called meetings. Unless otherwise stated in this document or the corporate bylaws, a quorum consists of half of the duly appointed branch representatives or their proxies.

1. This board is comprised of one representative from each branch. Branches should appoint their representative for a two-year term by the methods specified in their local bylaws.
2. If an appointed representative cannot attend a duly called meeting, the branch president may appoint a proxy. To vote on issues, the substitute must carry a written (e-mail or FAX) letter of proxy from the absent representative or from the branch president. A representative may carry only one proxy representing another branch.

III CENTRAL BOARD MEETINGS

A. Unless for urgent and special reason ascertained by the executive committee of the central board, official meetings of the central board will occur no more than quarterly. Three of the four meetings (if scheduled) shall be virtual over the internet. The first quarter meeting (with elections) must be held and shall be in July. The July meeting can be in person (physical) or

virtual over the internet.

1. The president shall select the meeting locations, north or south, based on equity in attendance considerations and costs
2. The president shall solicit agenda items no less than three weeks before the meeting and circulate a planned agenda at least one week before the meeting.
Proposals for changes must be provided three weeks before the meeting.
3. It is incumbent upon branches to provide representation at central board meetings including those held via the internet.

IV REGIONAL ASSOCIATIONS

- A. Regional associations of branches 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. Regional associations may operate at the discretion of their member branches, but that operation shall not conflict with the California Writers Club governing documents

V MEMBERSHIP

- A. Membership categories are active, emeritus, life, patron, honorary, courtesy, student, associate, and associate literary professionals.
- B. The branch shall send the central board its share of initiation fees and annual dues with each application.

- C. Active members are writers who produce works of fiction, nonfiction, memoir, poetry, plays or other creative writing. On submission of an application, the branch membership chair will review the applicant's experience as a writer. It is the expectation of the CWC that branches endeavor to maintain a strong presence of professional, published, and experienced writers representing the widest possible range of genres and disciplines, ranging from book, magazine, and newspaper, to playwriting, screen- and TV-writing, in traditional and non-traditional print and electronic formats. Branches will encourage mentorship that reflects the changes in today's evolving publishing world and fosters a level of growth and achievement in the branch and fosters a welcoming and supportive inclusion of writers just starting out.
- D. A writer who publishes his/her material under his/her own imprint will be considered a published author. A writer who publishes his/her material electronically will be considered a published author.
- E. Emeritus. A branch may accord emeritus membership to active members who have made significant contributions in the field. Emeritus members may vote and hold office. (Refer to Article VII Dues and Fees.)
- F. Life. Branches 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.

- G. Patron. A branch may accord patron membership to persons or organizations that contribute to the branch in either outright gift, substantial yearly contribution or significant service. Patron members shall have no vote nor hold office unless they are active members. The branch pays the central board's share of such member's annual dues to the central treasury.
- H. Honorary. The central board may accord, with the consent of the honoree, honorary membership to persons who are of such eminence that the CWC in honoring them honors itself.
 - 1. Honorary members shall not pay dues, hold office, or vote. Unless subsequently revoked, honorary membership remains in effect and does not expire.
 - 2. A branch shall petition the central board to grant honorary memberships.
- I. Courtesy. A branch may accord courtesy membership of one year to unpaid speakers as an acknowledgment of such services.
 - 1. Courtesy members shall not hold office or vote.
 - 2. The branch pays the central board's share of such member's annual dues to the central treasury. (Refer to Article VII Dues and Fees.)
 - 3. When a courtesy membership expires, he or she may be designated as a member upon payment of renewal dues.
- J. Associate or Associate Literary Professionals. Branches may accord associate literary

professional membership to career professionals in areas related to writing. These adjunct memberships may include editors, librarians, agents, booksellers, publishers, producers, directors, and book illustrators. The branch membership chair has the discretion to grant these memberships.

1. Associate or Associate Literary
Professional members are entitled to the same privileges and benefits as active members except they may not vote, hold office, nor represent their branch to the central board and may choose their designation as either Active, Associate, or Associate Literary Professional.
2. Associate and Associate Literary
Professional members shall pay the same dues and fees, local and central board, as active members.

- K. Student. Student memberships are offered to writers from the ages of eight through 22, or any writers who are a verified full-time student at an accredited school. No experience as a writer shall be required. Student members will not be eligible to vote or hold office. (Exceptions may be made by the central board.)
- L. Dual. If any existing member of a CWC branch wishes to join one or more additional branches, they shall pay branch dues (\$25, not prorated) to each branch they join, and they will not have to re-qualify for their membership level at any additional branches they join. Regardless of how many branches to which a member belongs, the

member will have only one vote in statewide issues.

- M. Hardship. Branches may offer hardship memberships on a case-by-case basis at the discretion of the branch board of directors. Hardship memberships shall not constitute more than five percent of the branch's membership.
- N. Guest. When inviting members to CWC branch meetings, "member" means a member in good standing of any CWC branch statewide. "Guest" or "non-member" shall refer to those who do not belong to any CWC branch. Thus, any CWC member may attend a regular branch meeting of any other CWC branch for the same price as the sponsoring club members. This policy applies only to regular meetings but not to contests, anthologies, events, conferences, seminars, submissions to a club's newsletter, or any other activity a CWC branch may organize unless stated otherwise by the sponsoring branch.
- O. It shall be the policy of the CWC to not void or delete any member information from the central electronic membership record system for a period of not less than seven years.

VI DUES AND FEES

- A. All dues and fees are paid to the member's branch. The branch shall then remit the appropriate funds to the central board.
Active, associate, and supporting CWC members shall pay annual dues of \$45 to a branch. The membership year is July 1 through June 30. The branch shall remit \$20 to the central board with the

member's renewal to the membership chair by October 20 or be reported as delinquent to the CWC board. The membership chair must submit funds and forms to the treasurer and updated membership records to CWC board by November 5.

- B. Members in good standing have until September 30 to renew their membership at the local branch. On October 1, CWC shall drop all delinquent members from the rolls. If dropped, a member must re-qualify his or her status and pay the new member enrollment fees.
 - 1. Non-renewal of membership: Branches will deny a member's application for renewal if that member has exhibited behavior that the central board deems to be detrimental, libelous, or slanderous to the CWC's good name or its members. Documentation of accusations followed by a 2/3 vote from the current central board will be required to deny renewal of membership. The central board reserves the right to define the parameters of detrimental, libelous, or slanderous behavior.
- C. In addition to the membership dues, new members shall pay an enrollment fee of \$20. The branch remits one-half the amount of the enrollment fee to the central board with each new member application.
- D. Starting January 1, a branch may enroll new members for \$22.50 plus \$20 enrollment fee.
- E. Active members may purchase life membership for \$675 and are then exempt from further dues. The branch shall remit \$275 of the life membership fee to the central board treasury.

- F. Branches shall pay annual dues (\$25) to the central treasury for each patron or courtesy membership they bestow.
- G. Emeritus members shall not pay a renewal fee. The branch shall remit \$15 to the central board treasury.
- H. A branch shall determine its student membership fees. The branch shall pay \$10 per member to the central treasury to cover the costs of insurance and accounting.
- I. For hardship memberships, a branch shall remit \$10 to the state CWC treasury.

VII OFFICERS OF THE CENTRAL BOARD

- A. The central board officers shall be president, vice president, secretary, and treasurer.
- B. Duties of officers: All officers are responsible for setting a tone of engagement and for encouraging a harmonious and collaborative operation, both in meetings and associated communication.
 - 1. **President.** In addition to other duties that may be described in these Policies and Procedures, the president shall:
 - a. Preside over central board meetings, the executive committee, shall provide vision and leadership, and encourage an open forum for ideas and discussion and the participation of all branches in the governance of the club.
 - b. Determine the time and place for each central board and executive committee meeting on the basis of convenience, cost and equity among branches.

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- 1) Create and distribute agendas, via e-mail attachment. Except for special meetings, entertain inputs to agendas from six weeks in advance of meetings and e-mail final agendas to members one week before the event.
- 2) May deliver special meeting agendas at the event.
- c. May cosign all drafts, checks, and contracts approved by the central board.
- d. Appoint committee chairs unless otherwise stated in these Policies and Procedures.
2. ***Vice president.*** In addition to other duties described in these Policies and Procedures and in the bylaws, shall:
 - a. Assume the president's duties when the president is unable to act.
 - b. May cosign all drafts, checks, and contracts approved by the central board.
3. ***Secretary.*** In addition to other duties described in these Policies and Procedures and in the bylaws, shall:
 - a. Take minutes of all duly called central board meetings and distribute them after the meeting.
 - b. Maintain information as to branch officers, meeting venue, and other like data to meet the needs of the club's insurance provider and to fulfill reporting requirements of the California Secretary of State and Federal Internal Revenue Service, not to include filing tax returns. Produce such

information as needed to meet filing deadlines.

- c. May cosign all drafts, checks, and contracts approved by the central board.
- 4. ***Treasurer.*** In addition to other duties described in these Policies and Procedures and in the bylaws, shall:
 - a. Keep all accounts in good order.
 - b. Prepare an annual budget with the advice of the finance committee.
 - c. Cause branches to send quarterly and year-end financial reports to him or her.
 - d. When deemed necessary, appoint subcommittees, with approval of the executive committee, to conduct the financial business of the central board.
 - e. Work with an accounting firm to improve the reporting processes and pass requirements down to the branches.
 - f. May cosign all drafts, checks, and contracts approved by the central board.
- C. The central board shall fill vacancies occurring in the offices of president, vice president, secretary, or treasurer by appointment.
- D. Official term of service for Central Board Elected Officials: Effective January 31, 2016, the official term of service for Central Board Elected Officers—President, Vice President, Secretary, and Treasurer—will be changed from July 1 of one calendar year to June 30 of the next calendar year henceforth to be August 1 of one calendar year to July 31 of the next calendar year.

VIII RIGHTS OF VOTING AND NON-VOTING MEMBERS OF THE CENTRAL BOARD

- A. Three categories of participating attendees to the central board are accommodated:
 - 1. Central Board Directors: Branch elected or appointed representatives to the central board or their proxies, and the president.
 - 2. Non-representative Committee Chairs: CWC members, who are not directors, appointed to serve the central board by the president.
 - 3. Guests by Invitation: retained consultants, other CWC members, and the public with a bona fide interest.
- B. Only attending directors, or their proxies, may:
 - 1. Participate in discussion related to a motion.
 - 2. Vote on motions proffered during official central board meetings or cast ballots during elections.
- C. Attending directors, or their proxies, are entitled to cast one vote representing the consolidated opinion of their branch.
- D. With presidential permission, non-directors having pertinent information that may constructively impinge on non-legislative discussions may participate in face-to-face meetings.

IX ELECTIONS

- A. The representatives to the central board shall elect central board officers each year at the July meeting. The normal term of office for all officers is one year or until a successor is elected.

- B. In January of each year, the president shall appoint the chair of the nominating committee, subject to approval by the central board. The chair shall not be from the president's home branch.
1. The chair may enlist as many members from the central board as the chair deems necessary.
 2. The nominating committee shall solicit candidates for the positions of president, vice president, secretary, and treasurer, as follows:
 - a. Candidates must be from different branches.
 - b. Candidates for president and vice president must be active members of their respective branches.
 3. Candidates for president and vice president must have served at least one year in the previous five on the central board or their branch board.
 4. The candidate slate may have more than one name for each position. In the event the nominating committee chair and/or any member of the committee decides that they wish to be a candidate for any of the offices of the central board, they will so notify the president and the central board immediately and no later than two weeks prior to the date of election.
 - a. Such notification shall carry with it an immediate resignation as the chair and/or member of the nominating committee.
- C. In April, the nominating committee shall present the slate to the central board. *The Bulletin* editor shall include the nominating committee's slate in

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each issue of *The Bulletin* published between April and the elections in July.

- D. In July, the president shall yield to the chair of the nominating committee for the purposes of soliciting further nominations for the four positions from the central board. Any one making a nomination from the floor must have written permission from that person.
- E. The chair shall declare election by acclamation when only one name appears on the slate for an office.
- F. In the event that two or more candidates contest a position, the chair shall conduct an election by secret written ballot. The chair shall appoint a teller to distribute, collect, and count ballots, as follows:
 - 1. The chair shall give each candidate five minutes to speak to the assembly before the teller distributes ballots.
 - 2. The teller shall tally and announce the results of the voting to the central board.
- G. The elected officers shall assume their duties at the end of the July meeting.

X COMMITTEES AND SPECIALTY DIRECTORATES

- A. The president shall appoint the committee chairs and specialty directors necessary to conduct the business of the central board. The president shall be an ex-officio member of all committees and directorates except the nominating committee.
- B. Except where this document assigns the position, the president may establish other committees,

directorates, and chairs, subject to approval by the central board. Chairs and directors other than finance and bylaws may be selected at large from branch membership.

- C. The president may retain or appoint special consultants to the board for a specified time.
- D. All appointments or retentions must have the approval of the central board.
- E. Standing Committees.
 - 1. Executive
 - a. The central board elected officers and one member-at-large approved by the central board shall comprise the executive committee. The president shall chair the committee.
 - b. The president fills the position of member at large on the executive committee by appointment subject to central board approval.
 - c. The central board shall charge the executive committee with handling day-to-day corporate business that in the executive committee's opinion it cannot defer to the next duly called central board meeting. For that purpose, the central board authorizes the committee to use the discretionary funds approved in the corporate budget for CWC business.
 - d. The committee may not enter into any contract in excess of \$500 without central board approval.

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- e. The president shall report all executive committee actions at the next duly called central board meeting.
- 2. Membership
 - a. The CWC president shall appoint the chair of the membership committee, subject to approval by the central board.
 - b. The chair shall collect membership renewals and requisite fees from each branch. After verifying that the correct fees were paid, the chair shall forward the money and appropriate forms to the central board treasurer. The chair will then verify (using the MRMS “Verify” button) those member records in the state Membership Records Management System (MRMS).
 - c. The chair shall provide a file of current member addresses for statewide mailings, e.g. *The Bulletin* or the *CWC Literary Review*.
 - d. The chair, along with the state MRMS administrator, shall be responsible for the accuracy of membership records in the state Memberships Records Management System (MRMS) and shall provide periodic membership updates to the central board.
 - e. The chair, along with the state MRMS administrator, shall have global access permissions to information contained in the MRMS database.

- f. The chair is responsible for providing instructional guidance to new and existing branch membership chairs.
 - g. The chair may, with the approval of the central board, create a subcommittee to deal with membership matters.
- 3. Bylaws, Policies and Procedures, and Standards
 - a. The Bylaws Section
 - 1) The committee shall conduct a comprehensive bylaws review every fourth year. The committee shall notify the central board when the bylaws require change.
 - 2) In the interim, the central board shall vest the committee with the responsibility of reviewing change proposals made by branches or representatives under the provisions of the constitution and bylaws and make a recommendation to the central board for action.
 - 3) The committee shall review bylaws submitted by candidates for new branch charters to assure they conform to the corporate constitution, bylaws, and policies and procedures.
 - 4) Branches shall submit changes of their bylaws to the committee to assure those changes conform to the corporate constitution, bylaws, and policies and procedures.

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- 5) Except for resolving conflicts, neither this committee nor the central board may dictate changes or modifications to branch bylaws.
- 6) The committee chair shall serve as central board parliamentarian.
- b. The Policies and Procedures Section
 - 1) The committee shall assist the secretary in maintaining the Policy and Procedures manual and providing copies to branch representatives, the webmaster, and to other members of CWC when requested through their representative or the executive committee.
 - 2) The committee shall provide assistance, when requested, in constructing changes to the P&Ps.
- c. The Ethics and Standards Section
 - 1) The committee will recommend standards on a case-by-case basis as issues arise with the aim of developing an evolving code of standards.
 - 2) Officers, directors, and event chairs must show personal integrity, must be free of conflicts of interests, and carry out their duties in a professional manner.
4. Finance

The central board treasurer shall chair the finance committee and may create any necessary subcommittees.

The treasurer may recruit as many central

board members for the committee as deemed necessary to conduct the CWC fiscal affairs within its constitution and bylaws and the California and United States nonprofit corporate laws and rules.

- a. The committee shall meet quarterly before the central board meeting to develop its report and resolutions for the central board. The chair may consult with committee members between meetings, as deemed necessary. The central board charges the committee with the responsibility to review quarterly financial reports and make recommendations to keep the corporation solvent.
- b. In July of each year, the committee shall present a budget to the central board for the coming fiscal year. The central board shall vote to approve or modify the budget at the same meeting.

5. Branch Development

The president shall appoint a branch development chair. The vice president shall be a member of the committee. The committee shall investigate and contribute to:

- New branch development
 - Troubled branch problem-solving and/or renewal
- a. The committee will advise and assist in the forming of new branches, provide model documents, techniques for achieving an appropriate membership, process and methods of operation, may assist in

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acquiring meeting venues, and instilling the mission of the CWC. See New Branch Development Section.

- b. The committee is also charged with identifying and providing suggested solutions to existing branches with significant problems. The committee shall be the first line of central board involvement with regard to assisting troubled branches with offers of substantive value and operate with the notion that early discovery and assistance leads to better solutions.

6. *The Bulletin*

- a. The official newsletter of the CWC shall be *The Bulletin*.
- b. The editor of *The Bulletin* shall chair this committee. The chair may recruit other members of the CWC to assist in production and circulation.
- c. *The Bulletin* shall be digitally produced three (3) times a year, and distributed to all members in good standing and certain other people and agencies that the editor deems will further the purposes of the CWC. *The Bulletin* shall be posted on the CWC website upon publication.
- d. Advertising and sponsorship for *The Bulletin* is encouraged, but it must conform to Publication 417 of the United States Postal Service for nonprofit organizations.
- e. Branches are encouraged to submit information to the editor for publication in

The Bulletin, but the editor is the sole authority on what is printed and may edit the material for length and content.

- f. Branches may advertise local events, such as conferences, workshops, and other activities, by having inserts included in *The Bulletin* but shall reimburse the central board for the direct expense, not including postage, of the printing in accordance with the posted advertising rates. Articles announcing such events shall be published at the discretion of the editor at no charge to the branches.

7. Scholarship

- a. The scholarship committee (the committee) shall comprise at least five active members of the California Writers Club (CWC). Committee members need not be representatives to the central board. The central board president shall appoint the committee's chair subject to ratification by a majority vote of the board.
- b. The scholarship fund will be a set-aside (reserve) of the central board treasury. At the end of each fiscal year, one half of any uncommitted general funds, one half of any investment dividends and interest, one half of any net income for conferences and contests, and one half of any net income from any other fund raising efforts of the central board shall be transferred to the scholarship fund. The CWC will award scholarships when in the committee's

opinion the scholarship reserve has accrued sufficient funds. The committee shall seek to supplement the scholarship fund with grants, donations from the membership, and members' endowments.

- c. The committee may not use funds derived from grants for administrative purposes. The committee may not use more than 20 percent of the scholarship fund, excluding grants, for administrative costs, including solicitation of funds and grants, and travel and per diem for committee members. The use of the scholarship fund, excluding grants, for any other purpose shall require approval by a three-fourths vote of the central board or two-thirds of the general membership.
- d. Funds shall be distributed as matching funds at an amount not to exceed \$250 per branch, per year, for candidates entering or continuing in writing-related pursuits. This motion shall remain in effect so long as there are adequate funds in the CWC Scholarship Fund.
 - 1) Branch researches potential institutions as scholarship recipients (may be any accredited California institution of higher learning—public or private—hereafter referred to as *college*).
 - 2) Name of proposed college is brought to the branch board for discussion and a vote.

- 3) Branch board votes to allocate a specific amount of branch funds (may be any amount but the CWC will only match up to \$250) for the purpose of the scholarship to a specific institution.
- 4) Branch approaches the selected college and learns their procedures for accepting money toward establishing scholarships.
- 5) Branch receives a letter (may be an email) from the college indicating that they will accept funds from the CWC for the purpose of establishing a scholarship in the name of donating branch.
- 6) Branch applies to the central board for matching funds up to \$250, check to be made payable to the receiving institution. Application will be emailed to: president@calwriters.org. The application will indicate the branch name; name, title, and email address of branch person making the request; commitment by the branch to allocate an amount matching or higher than the amount requested from the CWC scholarship program; confirmation that the college has agreed to accept the CWC scholarship to be awarded to a student studying a writing-related field; verification that the college will attach the name "California Writers Club" to the scholarship; and name of

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payee and address to which the check should be mailed.

- 7) Branch receives the check from the CWC and prepares their branch check payable to the receiving institution.
- 8) Branch presents two checks to the receiving institution.

e. These articles, once adopted, may be changed only by a two-thirds vote of the central board provided all representatives are notified of the proposed changes no fewer than two weeks before a duly called face-to-face meeting of the body.

8. Outreach

- a. This chair may work in tandem with the public relations and publicity chair. The committee is responsible for providing specific action and events related to assisting branches with:
 - 1) Recruitment and education
 - 2) Writing and publication opportunities
 - 3) Funding sources
 - 4) Providing writing feedback opportunities and agent and editor feedback and consulting opportunities
 - 5) Invigorating and inspiring writers both within and outside the CWC
 - 6) May also engage in fostering central board activities in conjunction with or in support of adjacent interests as in book fairs, contests, conferences, etc.

9. Ad Hoc Committees: the president may create and appoint chairmen, subject to ratification

of the central board, for such other committees as may be necessary for the operation of the central board.

F. Public Relations and Publicity Directorate (PR&PD)

1. A CWC member shall be appointed director of the PR&P directorate who may recruit up to two additional members as staff. The director shall be a non-voting, advisory member of the executive committee.
2. The director shall act as gatekeeper for all public notices describing, defining, or referring to, in an expository manner, the CWC as a state organization. This responsibility excludes branch and regional specific broadcasts.
3. As gatekeeper the director and staff will:
 - a. Actively approve all state website posting
 - b. Be cognizant of and assure consistency in club representation with regard, but not limited to:
 - 1) *The Bulletin* (the CWC official newsletter)
 - 2) *The CWC Literary Review*
 - 3) State-sponsored representations at trade shows (excludes exclusive branch and regional organization presence).
4. The PR&P director shall continually direct the activities of the CWC webmaster, guiding state website design and maintenance, and assuring appropriate content and currency.
5. The PR&P director shall also see to
 - a. Reasonably current media-access contact information and its availability to branches.

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- b. The generation and placement of public relations and promotional messages in various media and formats, enhancing the club's presence among its various public communities and branches.
 - c. Establishing and maintaining relations with related government and NGOs so as to foster exchange and garner support.
 - d. Maintaining an awareness of CWC events and activities so as to involve branches when opportunity presents.
6. The PR&P director shall coordinate financial requirements with the central board treasurer, so that a line item for PR&PD is included in annual budget planning.
7. Sponsorships: From time to time an organization such as the San Francisco Writers Conference will invite the CWC to sponsor a writers conference, festival, or similar event. Typically, they offer us a free booth and promotion in their literature and we, in exchange, promote them to our members (such as with a link on our website calwriters.org, blurb on our website, email to branches) and make a sponsorship donation. The CWC central board may engage in such sponsorship with a majority vote of the central board or, when time does not permit, by approval of the executive committee; a disclaimer will not be required.
8. Affiliations/Member Benefits: From time to time, agencies/companies/new technologies offer us promotion on their sites and ask that

we publicize them in return. In keeping with our mission to educate members in the craft and business of writing, the CWC may, with a majority vote of the central board, enter into such arrangements to the extent that we will inform branches and, with specific permission by the central board, note the relationship on our CWC website. A disclaimer will not be required.

G. Advertising and Promotion Directorate:

1. A CWC member shall be appointed director of advertising and promotion by the central board president.
2. The advertising and promotion director shall be charged with handling the “business aspects” of CWC statewide publications (currently, *The Bulletin* and the *Literary Review*). Specific responsibilities will include the managing of budgets, development of advertising policies, release schedules, and advertising income generation. Any publication creative content decisions remain with the publication editors.
3. The advertising and promotion director shall have global MRMS contact information access to aid in advertising income generation. Promotion responsibilities may include solicitation of charitable donations or grants to the CWC or in conjunction with CWC statewide-sponsored events, such as California Writers Week, conferences, contests, or anthologies.

4. Branches may seek assistance from the advertising and promotion director involving advertising in or promoting branch anthologies or sponsored events.
5. The director of advertising and promotion is to coordinate all income and expenses with the CWC state treasurer.

XI BRANCHES

- A. The number and method of electing officers within a branch shall be according to its bylaws. Within two weeks after an election, the branch president shall send a list of branch officers and directors to the central board secretary. For each member of the branch board of directors, the list shall include:
 - Position
 - Name
 - Postal mailing address, city, state, and ZIP code
 - Telephone number
 - E-mail address
- B. Each branch is entitled to one representative on the central board. The representative shall be a member in good standing of the branch.
- C. Each representative is responsible for communication between the central board and his/her branch.
- D. A branch must maintain a minimum of 25 paid members in good standing. If, during a duly called, central board meeting, a branch is noted to have fallen below that number, they will have until the next such meeting to return their membership to

that minimum or above. Failure will result in consideration of probation for that branch. (See XII).

XII BRANCHES PROBATION AND DISSOLUTION

- A. When the executive committee determines that a branch has failed to comply with mandatory requirements for branches as set forth in the CWC Policies & Procedures, it will review the branch for probation. Such requirements include but are not limited to:
 - 1. Timely filing of quarterly branch financial reports.
 - 2. Timely filing of branch membership reports.
 - 3. Timely payment of member dues, enrollment fees, and/or other funds due to the CWC.
- B. When the executive committee determines that a branch has failed to meet any of the above-stated criteria, it shall recommend probation for a period of six months. The central board will vote on whether to proceed.
- C. If put on probation and the branch has not satisfied the necessary requirement(s) within six months, it may appeal the decision. Appeal must be accompanied by a statement of how the omissions will be remedied within no more than three months. The executive committee will have the authority to grant or not grant the appeal.
- D. While central board representatives are urged to act in the best interest of the organization to guard against potential weakness and liabilities, there is no obligation to vote for dissolution if, in the judgment

of the central board, the branch has demonstrated sufficient reason to continue for either a specified or indefinite period.

- E. If the criteria are not met by the close of the probation (or the appeal process if applicable), the matter of dissolving the branch will be put to a central board vote.
1. If the vote is carried to dissolve the branch, said branch will no longer be a branch of the California Writers Club. The CWC treasurer will advise the IRS and California Franchise Board that the branch, with its corresponding EIN, is no longer a branch of the CWC. The CWC president will advise the CWC's accountant and insurer that the branch no longer belongs to the organization.
 2. The branch will close its bank account(s), first settling any debts owed to the CWC. Once it has met those obligations, it will disburse any funds remaining either (based on vote by the branch members) to the CWC or to a non-profit organization in its community.
 3. Also by branch vote, it will dispose of branch physical properties such as projectors, display boards, banners, and the like.
 4. The branch governing board assumes responsibility for informing members that the branch affiliation with the CWC has ceased.
 5. The branch governing board further assumes responsibility for settling or resolving any outstanding commitments made by the branch, such as costs associated with publishing a branch anthology or venue rental.

6. The remaining group, or remaining members thereof, will cease to represent any affiliation with the CWC.
 7. Members who have paid dues through the end of the fiscal year will remain members at large of the CWC through the close of the fiscal year. Under no circumstances will their dues be returned.
- F. A branch, of its own accord, may choose to withdraw from the CWC. In this case, its officers will inform the CWC president and executive committee. At least 2/3 of branch members will affirm their consent to this action.

XIII NEW BRANCH DEVELOPMENT

- A. When a group of writers expresses interest in creating a new branch, the CWC shall quickly and earnestly respond in writing.
- B. The branch development committee shall be responsible for guiding and assisting in the development of new branches. In case of conflict of interest concerning a candidate branch, a committee member will recuse himself and the central board will approve another committee member. The committee may delegate the authority specified in Item 4 to another member of the central board from an existing branch closer to the prospective group.
- C. The minimum requirements for branch formation are:
 1. The group must have a minimum of 30 primary members. Of these, more than half must qualify for active membership, and the

others as associates. Supporting members do not count for this purpose.

2. The group must meet the criteria of balance, which states that the number of associate members shall not exceed the number of active members. For active members, the candidate branch must provide documentation of published work to the committee. Once a branch is approved for charter, accreditation of active members is handled locally by the branch.
3. The group shall have been meeting regularly for six months and recording minutes.
4. A delegation from the group shall meet at least once with a member of the central board designated by the committee to discuss CWC bylaws and policies and procedures.
 - a. Prior to or after this meeting, the candidate branch will submit to the committee a letter of intent, to include 1) two contact names in full, along with address, phone number and e-mail address; 2) proposed branch name; 3) geographic area of expected membership recruitment (e.g. city or cities and/or county).
 - b. The committee will acknowledge receipt of the letter of intent and indicate to the candidate branch whether information received is sufficient for continuing the process toward charter.
5. The group shall then submit an application for charter, to include: 1) local branch bylaws, which shall conform to the bylaws and policies

and procedures of the central board; 2) final proposed name of branch; 3) geographic area of member outreach; 4) list of 30 or more proposed members, more than half of which must be active members per definition in current CWC Policies and Procedures as shown in supporting documentation; 5) minutes of six months of regular meetings; 6) intended meeting place.

- a. Upon recommendation by the committee, the executive committee shall invite one representative of the candidate branch to the next central board meeting in their region.
 - b. The committee chair shall introduce the candidate branch with a recommendation for charter and request approval from the central board.
6. With the central board's approval and payment of dues and enrollment fees, the group shall become a branch of the corporation.
 7. The new branch shall accept responsibility for active participation on the central board and in certain joint activities of the CWC, such as conferences, workshops, and recognition of California Writers Week.
In return, the branch will be issued a certificate of charter and entitled to all benefits of CWC membership.
- D. Any group of local writers, which already exists as an organization, with bylaws, an established membership protocol, and wishes to petition for a charter as a branch of the CWC, shall be

considered on an ad-hoc basis by the central board.

XIV CWC LOGO

- A. When used, the CWC logo must appear in the exact form described in the constitution, including the registered trademark symbol. The lettering style must remain exactly as displayed on the historic woodcut by Perham Nahl. No person shall use the CWC logo in any way that is not in the best interests of the CWC, its purposes, and its ideals. The central board is the final authority for use of the CWC logo.
- B. Branches must use the CWC logo for identifying club affiliation. When used in conjunction with a branch's individual logo, the CWC logo must appear to the left or above the other logo and must be at least the same size.
- C. With permission from the central board, CWC members in good standing may use the logo on their personal stationery or website. When used on a website, the logo must provide a hyperlink to the CWC website at www.calwriters.org.

XV INVESTMENT MANAGEMENT

- A. The CWC may invest accrued funds. The CWC shall diversify the invested funds so that no less than fifty percent of the holdings shall be kept in low-risk investments, the remainder may be placed in moderate-risk investments.
- B. At its discretion, the central board may place the excess funds with an investment manager;

otherwise, the central board treasurer shall conduct the management.

- C. The central board shall use revenues from investments to further the purposes of the club.

XVI REIMBURSEMENT POLICY

- A. Eligibility: the following people may be reimbursed for CWC-related out-of-pocket expenses subject to the terms of this article/section.
1. Members of the central board and their proxies.
 2. Consultants, non-central board members of the CWC and others invited by the central board to attend meetings or assigned club-related tasks subject to pre-approval by the executive committee or central board.
- B. Items eligible for reimbursement
1. Central board meeting expenses.
 - a. Transportation: the least costly available method that does not put an undue burden on travelers.
 - 1) Air, train and personal car are approved methods. Car rentals are excluded from reimbursement. Air reservations should be booked at the earliest convenience once a meeting date is established, allowing for personal preference and mindful of any air discounts or promotional fares.
 - 2) Car mileage round trip from home to the meeting or to the airport or train station at the rate of \$0.40 per mile.

- 3) Taxi or shuttle fare round trip from hotel to airport or train station when free service is not available.
 - 4) Overnight parking fees at airports or train stations.
 - 5) Highway tolls for drivers.
 - 6) Reimbursement for add-on fees resulting from changes in itinerary, missed connections or failure to use a ticket requires executive committee approval. Requests must be submitted within 30 days of the travel date and will be handled on a case-by-case basis. The decision will be based on the reason for the change. Expenses incurred by central board changes will be reimbursed.
- b. Lodging: Saturday night lodging for the class of accommodations arranged by the president will be paid directly by the CWC for those who generally travel more than 100 miles to reach the meeting site by car, providing reservations are made in advance of the group-rate deadline. Those making late reservations will pay the difference out of pocket.
- 1) Sunday night lodging may be pre-approved by the executive committee on request by those whose health and well-being are jeopardized or when deemed in the best interest of the executive committee. Requests must be made and approved more than one

month before a meeting to assure availability of advance fares. The extra night will be paid by the traveler and reimbursed in accordance with the reimbursement procedure item and includes only the basic room rate.

- 2) Room upgrades, entertainment and all other hotel services and personal expenses are the responsibility of the traveler.
 - c. Meals: The CWC will pay directly for meals associated with a meeting on meeting day. No other meals will be reimbursed.
 - d. Miscellaneous: travel-related items such as gratuities for baggage handling, shuttle service, etc. that fall within generally accepted amounts for such services.
2. Non-meeting expenses: a variety of expenses incurred in the performance of assigned club-related work will be reimbursed at actual cost. These items include but are not limited to printing, copying, phone, mileage and other charges necessary to the task.
- C. Procedure for reimbursement.

Reimbursement is limited to eligible parties who follow these procedures.

 1. When possible, reimbursement checks for meeting costs and non-meeting expenses up to \$25 incurred between meetings will be delivered at meetings, provided the necessary paperwork is submitted at the start of the meeting and conforms with reimbursement requirements.

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2. Expense forms with copies of receipts attached must be delivered to the treasurer during a meeting. Some incidental items, such as gratuities, may not require receipts. The treasurer is authorized to determine eligibility. The officers will sign the reimbursement requests and the treasurer will deliver checks during the meeting. Expense requests delivered during meetings but lacking documentation must be delivered to the treasurer no later than 30 days after the meeting and will follow the procedure described in Item 3 below.
3. Requests for reimbursement of more than \$25 incurred between meetings and all expenses incurred by those who do not attend meetings must reach the treasurer no later than 30 days after the expense is incurred.
4. When further documentation is needed, the treasurer will advise the person and an additional 30 days will be allowed to submit missing data.
5. Reps and others are responsible for requesting reimbursement and providing documentation in accordance with the terms of this article/section.

XVII CONTRACTS

- A. No member of the CWC may encumber the corporation with any financial obligation without the majority approval of the central board.

- B. The president and treasurer must sign all contracts.

XVIII EMPLOYEES

- A. The CWC shall be an equal opportunity employer.
- B. The CWC is primarily a volunteer organization. If the CWC must hire work due to the lack of sufficient volunteers, it shall hire independent contractors.

XIX INSURANCE AND ACCOUNTING

- A. Insurance
 - 1. The central board shall indemnify the corporation and its branches with insurance.
 - 2. The central board shall periodically review the insurance and determine if coverage should be increased or decreased.
 - 3. The CWC shall carry insurance through an agent who specializes in insuring nonprofit organizations.
 - 4. The central board shall carry a directors and officers insurance policy for the central board.
- B. Accounting
 - 1. The central board shall provide the corporation and its branches with accounting services in compliance with nonprofit standards.
 - 2. All financial information submitted by the branches to the treasurer of the central board shall be only on forms designed by the board for financial reports, including balance sheet, income report, expense report, bank statements showing reconciliation, and any

other documents requested by the state treasurer.

3. Any branch that does not use the financial reporting forms and procedures established by the central board shall be liable for outside accounting fees that exceed the following guidelines: a) less than 50 members, 1 hour per quarter; b) 50-75 members, 1 ½ hours per quarter; c) over 75 members, 2 hours per quarter.
4. Any event that generates more than \$5,000 in gross income will require a separate account with the accounting firm hired by the central board, and the branch or event shall pay the fees. The central board may grant exceptions.
5. All branches are required to maintain signature cards for each account held at any financial institution with a minimum of two valid, current signatures.

XX 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 every other year, beginning 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. The president shall present the awards at special luncheon following a quarterly meeting in the corresponding year.
 3. An individual may receive the Jack London Service Award only one time.
- B. The Ina Coolbrith Award

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.

XXI WEBSITE — www.calwriters.org

- A. The CWC website shall fall within the purview of the public relations and publicity directorate. The central board budget shall provide for design, hosting, and maintenance of the CWC website. The president shall appoint and or retain the webmaster with due consideration to the interests and recommendations of the PR&P committee.
- B. The website shall provide historical and contemporary information to the public about the CWC and its various branches. The information provided to the public may include calendar events such as meeting time and places, workshops and conferences.

- C. Branches may be represented on the CWC website in one of two ways:
 - 1. The website will provide a hyperlink to the branch website, or
 - 2. The branch may have one page on the CWC website with its unique information. In the case of a unique page, the branch must also furnish an e-mail address for public contact.
 - 3. All branches with a website must include on their home page a disclaimer that any links from that site are not endorsed, approved, or reviewed by the CWC.
- D. Events and contests publicized on the website must be sponsored by:
 - 1. Other branches of the CWC.
 - 2. Writing organizations in which CWC members are active.
 - 3. Writing organizations that are recognized or sponsored by accredited educational institutions, the CWC, or professional writing organizations.
- E. The CWC will provide reciprocal links to:
 - 1. CWC branches.
 - 2. Free, writing-related resources that are of a professional quality.
 - 3. Publishing resources that do not charge reading fees, pay authors, and are legitimate online or print publications. The legitimacy of publications is based on the source of the information, such as trade-publication notices requesting stories or publications in which CWC members are involved.

XXII THE *BULLETIN*

- A. *The Bulletin* shall be the official news publication of the CWC central board and be published and distributed occasionally when appropriate to highlighting or announcing club news to all members.
- B. The president shall appoint an editor, either as a standing committee member of the central board or as limited to a particular time or issue. The editor shall follow established policies approved by the central board and summarized below.
 - 1. Content shall be limited to news and announcements pertaining to activities benefiting from a broad membership distribution, such as the celebration of Jack London honorees, corporate constitution and bylaws voting, central board elections, central board-sponsored events, and other such articles and announcements. Other outlets, such as branch newsletters, the CWC website, and communiqué from central board representatives is always a consideration.
 - 2. Photographs may be included when appropriate.
 - 3. Paid advertising may be acceptable if of benefit to members and is related to writing, publishing, the news precipitating a particular issue, and conforms to the United States Postal Service regulation for nonprofit periodicals.
 - 4. Distribution, hardcopy or electronic, may be as determined by branches via surveying their members.

- C. Without specific permission from the executive committee, no payment will be made for any material printed in *The Bulletin*.
- D. While the First Amendment rights are and always shall be a prime concern, *The Bulletin* will not print gratuitous vulgarity, obscenity, or explicit sexual content.

XXIII The 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.
- B. Organization – The president will appoint a managing editor or editors as committee chair or chairs. The managing editor(s) will control content and form in accordance with policy (below) and be responsible to the president, acting as publisher.
- C. Operation – Managing editor(s) shall see to an objective review of submissions, assuring an unbiased selection of content quality representing a cross-section of category, style and member-authors. A concentrated effort will be made by the editors to achieve:
 - 1. A high-quality publication
 - 2. Content reflecting the best of CWC authorship
 - 3. Fairness in selection
 - 4. Submission guidelines such that compliance is reasonable and easy

- D. Content – The *Literary Review* will include members' work only, unless the publisher authorizes a special inclusion for a work that can be judged of significant benefit to the *Literary Review*. The cover and interior design are subject to approval by the president and executive committee. The final product should be of high quality and consistent with any professional publication.
- E. Policy – The *Literary Review* may contain poetry, fiction, and nonfiction in the form of essay, memoir, and article; photography and/or graphics may be included at the discretion of the managing editor(s). Excerpts from books may be accepted if the submission complies with guidelines and stands alone as a read.

Authors must possess and convey to the *Literary Review* the rights to publish their submission one time. Previously published work may be submitted.

Content will not be limited except the following is deemed inappropriate to the *Literary Review* and by way of editors' discretion will be rejected:

- a. Pornography
- b. Gratuitous obscenity or vulgarity
- c. Political or religious rants or proselytizing

Editing is not anticipated. However, pursuant to quality, minimal proofing changes not affecting message but grammatically necessary shall be the prerogative of editors and included in the rights

conveyance statement.

- F. Product and Distribution – The *Literary Review* shall be published every other year within the allocated budget. It shall be published and distributed to all members at no additional cost to them. Going forward, the *Literary Review* shall also be available in digital format on the state website, www.calwriters.org.
- G. Advertising – Display paid advertising of a variety limited to interests germane to the craft of writing may be permitted.

XXIV CALIFORNIA WRITERS WEEK

The 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.

XXV ROSTER

- A. The membership chair is responsible for the official roster.
- B. The membership roster of the club or any one of its branches and any lists generated by CWC-sponsored events is proprietary information. No member may use the official state roster or other event-generated lists or release it to anyone outside the club unless they have explicit permission in writing from the central board.

Violation of this provision may result in immediate termination of the offender's membership and such legal action as the central board deems appropriate, including obtaining an injunction and seeking reasonable attorney fees. Each branch is responsible for maintaining its own roster on the Membership Records Management System (MRMS).

- C. From time to time, the central board may publish the roster to the membership. The central board shall determine the form and substance of the published roster.

XXVI DOCUMENT RETENTION AND DESTRUCTION

A. Policy and Purposes:

1. Retention and maintenance of hard copies and electronic media documents necessary for the proper functioning of the organization as well as to comply with applicable legal requirements;
2. Destruction of documents which no longer need to be retained; and
3. Guidance for the central board, officers, staff and other constituencies with respect to their responsibilities concerning document retention and destruction. Additionally, all branches will put their own document retention policies in place no later than December 31, 2015. Each individual branch will decide on form and substance of its policy and process, provided that this be consistent and not in conflict with State policy (retention

periods, etc.). Retained branch documents, both physical and electronic, will be retained at the branch level.

B. Administration: Responsibilities of the

Administrator: The organization's president shall appoint an "administrator" to supervise and coordinate document retention. The administrator shall also be responsible for documenting the actions taken to maintain and/or destroy organization documents and retaining such documentation.

C. Suspension of Document Destruction;

Compliance: The organization becomes subject to a duty to preserve (or halt the destruction of) documents once litigation, an audit, or a government investigation is reasonably anticipated. Further, federal law imposes criminal liability (with fines and/or imprisonment for not more than 20 years) upon whomever "knowingly alters, destroys, mutilates, conceals, covers up, falsifies, or makes a false entry in any record, document, or tangible object with the intent to impede, obstruct, or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States . . . or in relation to or contemplation of any such matter or case."

D. Electronic Documents; Document

Integrity: The administrator shall establish standards for document integrity, including guidelines for handling electronic files, backup procedures, archiving of documents, and regular

checkups of the reliability of the system, provided that such standards shall only be implemented to the extent that they are reasonably attainable considering the resources and other priorities of the organization.

- E. **Privacy:** It shall be the responsibility of the executive committee, after consultation with counsel, to determine how privacy laws will apply to the organization's documents.
- F. **Emergency Planning:** Documents shall be stored in a safe and accessible manner. The administrator shall develop reasonable procedures for document retention in the case of an emergency. A 2/3 vote by the central board shall be required to accept these procedures.
- G. **Document Retention Schedule:** [Periods are suggested but are not necessarily a substitute for counsel's own research and determination as to appropriate periods.]

Document Type	Retention Period
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Accounting and Finance

Accounts Payable	7 years
Accounts Receivable	7 years
Annual Financial Statements and Audit Reports	Permanent
Bank Statements, Reconciliations & Deposit Slips	7 years
Canceled Checks – Special, such as loan repayment	Permanent
Credit Card Receipts	3 years
Business Expense Reports/	

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Documents	7 years
General Ledger	Permanent
Interim Financial Statements	7 years

Contributions/Gifts/Grants

Contribution Records	Permanent
Documents Evidencing Terms of Gifts	Permanent
Grant Records	7 yrs after end of grant period

Corporate and Exemption

Articles of Incorporation and Amendments	Permanent
Bylaws and Amendments	Permanent
Minutes	Permanent
Annual Reports to Attorney General & Secretary of State	Permanent
Other Corporate Filings	Permanent
Requests for and results of IRS and/or FTB audits	Permanent
IRS Exemption Application (Form 1023 or 1024)	Permanent
IRS Exemption Determination Letter	Permanent
State Exemption Application (if applicable)	Permanent
State Exemption Determination Letter (if applicable)	Permanent
Licenses and Permits	Permanent
Employer Identification (EIN) Designation	Permanent

Correspondence and Internal Memoranda

Correspondence and internal memoranda
important to the organization or
having lasting significance Permanent,
subject to review

Electronic Mail (E-mail) to or from the Organization

E-mails considered important to the
organization or of lasting significance
should be printed and stored in a
central repository. Permanent,
subject to review

Electronically Stored Documents

Electronically stored documents
considered important to the organization
or of lasting significance should be printed
and stored in a central repository
(unless the electronic aspect
is of significance). Permanent,
subject to review

Artifact and “Relic” Documents

Documents deemed to be of historic
importance will be stored at the
Bancroft Library, UC Berkeley,
if accepted by the Library.
Otherwise, at a safe, protected
storage facility designated
by the central board. Permanent

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Insurance

Property and General Liability

Insurance Policies	Permanent
Insurance Claims Records	Permanent

Legal and Contracts

Contracts, related correspondence and and other supporting documentation	10 yrs after termination
Legal correspondence	Permanent

Management and Miscellaneous

Strategic Plans	7 years after expiration
Disaster Recovery Plan	7 years after replacement
Policy & Procedures Manual	Current version w/revision history
Trademarks, Copyright Trademarks, Copyrights, Patent	Permanent

Tax Documents

Tax exemption documents and correspondence	Permanent
IRS Rulings	Permanent
Annual information returns – federal & state	Permanent
Tax returns	Permanent

XXVII CONDUCTING BUSINESS IN AN EMERGENCY

An emergency is a serious, unexpected, and often dangerous situation requiring immediate action. Events such as wildfire, flood, earthquake, and pandemic are examples where many are negatively affected. Continuing normal activity could be life-threatening. The current policies of the CWC do not allow major changes to procedure without a full board vote. In a critical situation, the time it takes for a proposal, discussion, and vote would unduly delay any necessary action by the president and/or executive committee. The following should govern such situations.

- A. A national disaster will result in direction being given by the federal or state government.
 - 1. The CWC president will communicate such direction as it affects the activities of the branches and request their compliance. If the internet is down, telephone communication is an option.
 - 2. Face-to-face meetings may need to be discontinued until such time as it is safe.
 - 3. Alternate meeting methods, such as Zoom or Skype, will be left to the discretion of branch presidents, acting within P&Ps. Branches should maintain up-to-date phone and necessary passcode lists for quick communication.
- B. The safety of members supersedes any policy guidelines if they interfere with the safe operation of the branches. Decisions which normally

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require a full board vote will be handled as follows.

1. The president, with the concurrence of the executive committee, may cancel central board meetings, withhold dues collection, discontinue annual elections, award ceremonies, or any other activity that can be suspended until such time as it is safe to do so.
2. Should there be an urgent financial decision to be made (i.e. insurance, website down), the executive committee is authorized to approve expenditures up to \$2,000.

The president and/or the executive committee will determine when the above procedures are no longer necessary.

XXVIII FAIRNESS AND DIVERSITY

As writers, we recognize the immense and storied power of the written word to inspire or crush, save or destroy, enrich or mislead, and to contribute to the advancement of peace and understanding. However, past inequities have served to exclude or limit the voices of certain segments of our society, a practice which has deprived our world of valuable perspectives.

Therefore, we encourage individual branches to honor and promote diversity, equity, and inclusion through any means by which they interact with their members and communities, including but not limited to programming, publications, board representation, and outreach.

XXIX AMENDMENTS

- A. Amendments to the P&Ps require a two-thirds majority vote of the representatives present at a duly called central board meeting.
- B. The director sponsoring a change to these Policies and Procedures or their parenting documents will coordinate the change with the bylaws committee chair before any additional action. Subsequent to the coordination, the sponsoring representative may introduce the proposal as a motion at a meeting. The motion must be clearly presented both before and after wording. Motions introduced at a meeting must be presented to the secretary, in writing, and in motion or resolution form.
- C. Complex or controversial proposals should be included in full on or associated with an agenda and be circulated among central board members at least two weeks before their scheduled presentation.

XXX PRECEDENCE

- A. In the absence of specific directions in this document or the bylaws, Constitution, or Articles of Incorporation, the latest edition of Robert's Rules of Order available will govern procedure at central board meetings.

XXXI DEFINITION OF POLICY

- A. All matters of policy and procedure that govern the California Writers Club statewide shall be included in the official Policies and Procedures of the California Writers Club, whether passed by

the central board at a face-to-face meeting or by other means. The only exceptions are policies/procedures included in the CWC Constitution, CWC Articles of Incorporation, and CWC Bylaws.

- B. Policies/procedures are defined as “rules adopted in order that the decisions made by the governing body be followed at state, regional, and branch levels,” shall be published in the official CWC Policies and Procedures on the CWC Website calwriters.org, and shall therefore be accessible to all members.
- C. Policies/procedures, whether passed at face-to-face central board meetings or by other means, shall require a 2/3 majority vote as specified by the official CWC Policies and Procedures.
- D. New policies/procedures shall be added to the official Policies and Procedures following said 2/3 vote.
- E. Policies/procedures previously adopted pursuant to a simple majority vote at a central board meeting shall be “grandfathered in” without further voting; however, they shall be added to the official CWC Policies and Procedures within one month of the passage of the motion.

AMENDMENTS & INCORPORATED MOTIONS FROM JANUARY 13, 2011 ON

Published 2/17/11 as amended via the several motions listed below:

Motion 1 (amended) – added new Article IV, Meetings and Regional Associations, 1-13-11 (e-business)

Motion 2 – Article VIII, Officers of the Central Board, 2-27-10 (e-business)

Motion 3 – Article VII, Dues and Fees, 1-6-11 (e-business)

Motion 4 (renumbered as 8res) – Article IX, Rights of Voting and Non-Voting Members, 1-6-11 (e-business)

Motion 5 (amended & resubmitted as 5fnl) – Article XI, Committees, 1-29-11 (e-business)

Motion 6 – various articles, Congruency and Language, 1-30-11 (Central Board Meeting)

Motion 7 – Article XXV, Amendments and Precedence, 1-26-11 (e-business)

Published 5/9/11 as amended via:

Removal of Section C, Article II, Term Limits, i.e., “No person may serve more than six consecutive years as an officer or representative, but may return after an interval of one year.”

Published 7/24/11 as amended via:

Change in *The Bulletin* (newsletter) from frequent to occasional publication, approved June 4, 2011 Addition of *CWC Literary Review*, approved June 15, 2011

Published 2/1/13 as amended via:

Elevation of PR&P chair to director and non-voting member of executive committee. Added duties and oversight of *The Bulletin*, *Literary Review*, and the website, approved via e-business August 22, 2012.

Revised secretary's duties with regard to e-business reporting and membership roster maintenance, approved January 27, 2013, at central board meeting.

Published 4/1/14 as amended via:

Minimum membership of 25 or branch probation established; Article XII, Branches, new Section D – approved January 26, 2014, at central board meeting.

Dual membership increased from \$20 to \$25; Article VI, Membership, Section M revised – approved January 26, 2014, at central board meeting.

CWC shall not discriminate in recruitment, hiring or contracting practices; Article I, Mission Statement, new Section D – approved March 30, 2014, via e-business motion.

Advertising is permitted in the *Literary Review*; Article XXIII, new Section G – approved April 1, 2014, via e-business motion.

Published 1/14/15 as amended

CWC shall not discriminate in recruitment, hiring or contracting practices; Article I, Mission Statement, Section D revised and approved September 17 2014, via e-business motion.

Published 3/16/15 as amended via e-business

motion passed 3/11/25

Reduced the review time for scholarship policy changes from one month to “no fewer than two weeks.”

Published 7/19/15 as amended via e-business motion passed 6/17/25

Addition of Article XXVI, Document Retention and Destruction Policy.

Published 7/15/18 as amended via central board meeting motion passed 1/31/16

Addition to Article XI, F, as item 7, rules governing Sponsorships.

Published 7/15/18 as amended via central board meeting motion passed 1/31/16

Addition to Article VIII, as D, revision to term of office of Central Board officers.

Published 7/15/18 as amended via central board meeting motion passed 7/24/16

Addition of Article XXIX, Definition of Policy.

Published 7/15/18 as amended by central board meeting motion passed 1/31/16

Addition to Article XI: Item G, Creating position of Advertising and Promotion Directorate.

Published 7/15/18 as amended by central board meeting motion passed 7/24/16

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Addition to Article XI, F, as item 8, Affiliations/
Member Benefits.

**Published 7/15/18 as amended by e-business
motion passed July 2017**

Addition to Article VI, L, as Item 3, requirement that
deceased active members remain on branch roster for not
longer than seven years.

**Published 7/15/18 as amended by central board
motion passed 7/23/17**

Revision of Article XI (E) (6) as it regards *The
Bulletin*.

**Published 7/15/18 as amended by central board
motion passed 7/23/17**

Addition of Article XIII, Branch Probation and
Definition, followed by subsequent renumbering of
remaining articles.

**Published 7/15/18 as amended by central board
motion passed 7/23/17**

Revision of Article XI, Section 7, Scholarships.

**Published 7/15/18 as amended by January 2018 e-
business**

Revision of Article XXVI, The Roster.

**Published 7/7/19 as amended by central board
motion passed 7/15/18**

Revision of Article XXIV, the *Literary Review* will no

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longer be hard copy only and will be available in digital format on the website going forward.

Published 7/7/19 as amended by central board motion passed 7/15/18

Large addition to II, regarding communication and cooperation between branches and central board.

Published 7/7/19 as amended by central board motion passed 7/15/18

Addition to XI, clarifying the Scholarship application process.

Published 7/7/19 as amended by central board motion passed 7/15/18

Large addition to XI, Committees & Specialty Directorates, E (Standing Committees), 2 (Membership): Expanded on Membership Chair reporting to State MRMS Administrator.

Published 7/7/19 as amended by central board motion passed 7/15/18

Revision to XXI, clarifying when we will present the Jack London Award.

Published 7/7/19 as amended by central board motion passed 7/15/18

Revision to XXVI, change from holding the secretary responsible for maintaining the official roster. Membership chair now takes that responsibility.

Published 7/7/19 as amended by central board

motion passed 7/15/18

Revision to Reimbursement policy at XVII, B, regarding making air reservations.

Published 7/7/21 as amended by central board motion passed 7/9/20

Addition of XXVIII, Conducting Business in an Emergency.

Published 7/7/21 as amended by central board motion passed 1/24/21

Revision to VI Membership, (L) retention of member data and (O) membership privileges outside their branches.

Published 7/7/21 as amended by central board motion passed 1/24/21

Revision to XXIV The CWC *Literary Review* (F) Product and Distribution.

Published 9/11/22 as amended by central board motion passed 7/31/22

Revision to VII Membership: Eliminated primary distinctions between Active and Associate Memberships. The distinction between Active and Associate has been misleading. The club welcomes writers at every level. In the future Active status will mean paid in full for the current year. Beginning in 2022-2023, New Members will be designated Active, meaning they paid in full.

Published 4/15/23 as amended by central board

motion passed 11/13/22

Revision to X Elections: Requirement for time of service on central board for president and vice president candidates amended to include service on branch board.

Published 4/15/23 by central board motion passed 11/13/22

Revisions to III Central Board Meetings: Frequency of meetings expanded to allow more central board meetings, including via the internet.

Published 4/14/23 by central board motion passed 11/13/22

Revision to XXI Jack London Awards: Timing set for presentation of awards at a special luncheon (following a quarterly meeting in the corresponding year).

Published 4/15/23 by central board motion 11/13/22

Revision to XXIV The *Literary Review*: Managing editor responsible to the president; a physical (print) edition no longer required.

Published 4/15/23 by central board motion 11/13/22

Added new policy, XXIX, Fairness and Diversity.

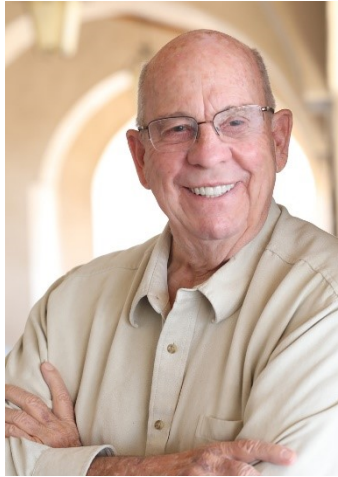
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Roger C. Lubeck, President, California Writers Club
4/15/23

About the Author



Bob Isbill has been a member of the California Writers Club since 2008. He has served as the High Desert Branch president, vice president, and is currently the branch's programs and publicity chair. Bob has been a central board representative since 2011 and has also served as forum moderator and administrator and CWC vice president. He is currently the CWC director of advertising and promotions and director of publicity and public relations.

Bob has a BA from Chapman University and is an alumnus of the Teamsters Leadership Academy in Washington, D.C. He is a graduate of the High Desert Resource Network Fundraising Academy for nonprofits and grant writing. Much of his career was spent in dispute resolution as an officer and business agent for the Teamsters Union. Bob is also a certificated divorce mediator. He has been a Better Business Bureau arbitrator since 1997 and has rendered over one hundred written decisions.

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Bob is the 2009 recipient of the Jack London Award, and in 2017 he received the Ina Coolbrith Award. In 2021 the High Desert Branch awarded him President Emeritus status for his many contributions to the branch.

