

**BYLAWS
Of the
High Desert Branch
Of
California Writers Club
December 11, 2002**

ARTICLE I: NAME

Section 1: The name of the organization is the *High Desert Branch of California Writers Club*.

ARTICLE II: PURPOSE

Section 1: The purpose of this organization, as allowed by the Articles of Incorporation filed in the office of the Secretary of State, State of California, May 7, 1913, and amended October 20, 1994, and March 6, 1995, shall be:

For the purpose of providing a forum for educating both members and the public in the craft of writing and in marketing their works. This is served by monthly public meetings, workshops, and seminars of each of the branches as well as the state conference, which is open to all writers and is conducted for the purpose of educating writers of all levels of expertise. California Writers Club networks with and is a model for other groups and agencies involved in similar pursuits.

ARTICLE III: MANAGEMENT

Section 1: The corporate powers of the High Desert Branch shall be vested in an Executive Board consisting of the elected officers of President, Vice President, Secretary and Treasurer, and a board of directors whose membership shall not be less than three nor more than seven people.

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

ARTICLE IV: MEMBERSHIP

Section 1: Membership in the High Desert Branch shall conform to ARTICLE I of the bylaws of the California Writers Club, and the Policies and Procedures of the CWC Central Board. Questions of membership requirements shall be referred to the CWC Central Board.

Section 2: Each member shall pay dues according to the policies and procedures of the Central Board of California Writers Club.

ARTICLE V: OFFICERS

Section 1: The officers of the Executive Board shall be elected at the general membership meeting in June. The duties of the officers are described in this article.

Section 2: The President shall prepare agendas and preside over meetings of the Executive Board and general membership. In the absence of the president at a duly called meeting, the vice-president shall assume the duties of the president.

- (a) The president shall, with the advice and consent of the Executive Board, direct the affairs of the club in accordance with the bylaws.
- (b) Except the nominating committee, the president shall appoint such committees and chairpersons as necessary to conduct affairs of the club. Such appointments end when the business of the committee is finished or at the end of the term of the president who made them.

Section 3: The Vice President shall assume the duties of President in the absence of the president.

Section 4: The Secretary shall keep minutes for all meetings, direct incoming and outgoing correspondence and maintain administrative files for the High Desert Branch.

Section 5: The Treasurer shall keep proper books of account and report the financial status of the High Desert Branch at each meeting called of the Board of Directors, and provide copies of said reports to the Central Board or the general membership upon request.

- (a) The treasurer shall receive and keep all funds of the High Desert Branch and pay them out only as directed and authorized by the Executive Board. All funds received for the organization shall be promptly deposited into the branch account as ordered by the Executive Board.
- (b) The treasurer shall co-sign all checks issued by the branch. Any other officer may be the second co-signer, providing his or her signature is on file for the account.
- (c) The treasurer shall prepare financial reports required by the California Writers Club Central Board.
- (d) The treasurer shall assist the membership chairperson in preparing reports for the Central Board of the California Writers Club.

Section 6: The board of directors shall consist of not less than three or more than seven members in good standing, appointed by the president. These positions may include the Membership Chair, Newsletter Editor and/or Member(s) at Large, according to the needs of the branch.

ARTICLE VI: ELECTIONS

Section 1: In April of each year, the Executive Board shall appoint a committee to present nominations for election. The news of the formation of the committee and the name of the

chairperson shall be posted in the High Desert Branch newsletter, *Ink Slingers*.

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

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

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

ARTICLE VII: REPRESENTATIVES TO THE CENTRAL BOARD

Section 1: The president shall, with the approval of the board, appoint one branch member to represent the High Desert Branch at the quarterly meetings of the California Writers Club. The representative must be a member in good standing of the High Desert Branch.

ARTICLE VIII: MEETINGS

Section 1: Except for special meetings, the High Desert Branch shall conduct regular monthly meetings throughout the year at a place and time determined by the president.

- (a) Board meetings shall be at the discretion of the president.
- (b) Special meetings of either the general membership or the board may be called by the president or by three members of the board providing that the notice of the meeting is mailed or emailed to interested parties no less than 96 hours before the scheduled meeting.

Section 2: In an emergency, the president may poll the Executive Board by telephone or email to handle urgent matters and act according to the majority received by such poll.

ARTICLE IX: QUORUM

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

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

ARTICLE X: AMENDMENTS

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

- (a) Be published in *Ink Slingers* no less than two weeks prior to a regular scheduled meeting; and
- (b) Be submitted in writing as a motion, read at a regularly scheduled meeting and be approved by a majority of the members present at the meeting.
- (c) Does not supersede the bylaws of the California Writers Club.

Section 2: Any amendment to the California Writers Club bylaws or Policies and Procedures will automatically be included in the High Desert branch bylaws.

ARTICLE XI: PRECEDENCE

Section 1: In the event of a conflict or contradiction between these bylaws and the corporate bylaws of the California Writers Club, the corporate bylaws shall always take precedence.

Adopted by the existing board of directors of the High Desert Branch of the California Writers Club on *mm/dd/yy*.