

# **SOUTH FLORIDA WRITERS ASSOCIATION CONSTITUTION**

## **ARTICLE I — NAME AND PURPOSE**

### **Section 1 — Name**

This association shall be known as the South Florida Writers Association (“Association”).

### **Section 2 — Purpose**

The purpose of the Association shall be to establish and maintain a forum for fellowship, education and information among writers in the South Florida area; to assist in establishing and supporting high literary standards; and to encourage and promote interest in literary achievements in the community.

### **Section 3 --- Objectives**

The objectives of the Association shall be to promote literary arts and support writers.

## **ARTICLE II — MEMBERSHIP**

### **Section 1 — Membership Requirements**

Membership in the Association shall be conditional upon the payment of the required dues, and other requirements that may be established by the Board of Directors.

### **Section 2 — Privileges**

Privileges of membership appertain only to the Association.

## **ARTICLE III — OFFICERS AND MANAGEMENT**

### **Section 1 — Officers**

Officers of the Association shall consist of a President, Treasurer, Vice President, Secretary, and such additional officers as otherwise designated in the Bylaws of this Association. Officers must be active members of this Association.

### **Section 2 — Management**

The general management of the Association shall be entrusted to its officers and the members of the Board of Directors.

### **Section 3 — Board of Directors**

The Board of Directors shall consist of the elected officers and directors, and the immediate (or most recent available) past president, all of whom must be members of the Association. Each member of the Board of Directors shall have one vote at any regular or special meeting of the Board of Directors.

### **Section 4 — Election and Duties**

The election of the officers and their administrative duties shall be as defined in the Bylaws of the Association.

### **Section 5 — Parliamentary Authority**

Except as otherwise provided in the Bylaws of the Association, Robert's Rules of Order shall govern the procedure followed at all meetings of this Association.

## **ARTICLE IV — MEETINGS**

### **Section 1 — Frequency of Meetings**

Regular meetings of the Association shall be held at time and places as directed by the Board of Directors.

### **Section 2 — Notice of Meetings**

Members shall be notified of regular or special meetings of the Association, at least one week prior by communication and/or other electronic communication method as determined by the board at least one week prior by electronic communication and/or other communication method as determined by the board.

### **Section 3 — Special Meetings**

Special meetings, as deemed necessary, may be called by the President or any two members of the Board of Directors.

### **Section 4 — Quorums**

A minimum of 15 of the active members of the Association shall constitute a quorum at a regular or special meeting of this Association. A quorum for a meeting of the Board of Directors shall consist of a majority of its members.

## **ARTICLE V — AMENDMENTS**

Amendments to the Constitution and/or Bylaws of the Association shall be reviewed every fiscal

year:

- 1) First approved by the Board of Directors;
- 2) At least 30 days prior to a regular or special meeting at which the amendment(s) is (are) presented for adoption, submitted to all Association members
  - a) in writing by direct mail, or electronic communication or other options determined by the board
  - b) by publication in the Association newsletter, and/or other communication options as determined by the board
- 2) Approved by a vote of a majority of the active and voting members present at the regular or special meeting.

## **BYLAWS - SOUTH FLORIDA WRITERS ASSOCIATION**

### **ARTICLE I — OFFICERS**

#### **Section 1 — Nominations**

Nominations for officers and directors shall be made at the April meeting by a Nominating Committee, and from the floor at the May meeting. Nominees must be active members (paid) of the Association. The slate of nominees presented by the Nominating Committee shall be listed in a notice of election in the Association newsletter prior to the election at the May meeting.

#### **Section 2 — Election**

All officers and directors shall be elected at the May meeting by a majority vote of active members present at the meeting.

#### **Section 3 — Term of Office**

The term of office for all elected officers and directors shall be for one year, beginning July 1st of the year when election was held and ending June 30th.

### **ARTICLE II — OFFICES AND DUTIES**

#### **Section 1 — Offices**

The Association Shall Have the Following Officers:

President

Vice-President

Treasurer  
Secretary  
Director - Membership  
Director - Programs & Development  
Director - Public Relations  
Director - Community Relations  
Director - Publications  
Director - Website  
Director - Conferences  
Director - Writers Contest  
Director-at-Large - At least one, and as many as three, positions as decided by the Board

## **Section 2 — Duties**

The Duties of the Officers and Directors of the Association Shall Be as Follows:

### **The President will:**

- a. Preside at all meetings of the Association and Board of Directors.
- b. Fill by appointment any officer and director vacancy, such appointee to be approved by the Board, and to remain in the office until the next regular election.
- c. Serve, as necessary, as ex-officio member of all committees.
- d. Present an annual report to the membership at the annual meeting, such report to include highlights of the year's activities, membership totals and a financial report to be prepared by, or with assistance from, the Treasurer as necessary.
- e. Pursue grant procurement and strategic planning for future development and growth.

### **The Vice President will:**

- a. Assume all duties of the president in their absence or disability.
- b. Other activities as necessary and appropriate.
- c. Maintain the Association's archives.

### **The Treasurer will:**

- a. Maintain the account(s) for all funds, receipts, and disbursements for the Association.
- b. Be the custodian of Association funds, which must be deposited in a bank, or banks, approved by the Board of Directors.
- c. Present a Treasurer's Report, in writing, as to the financial condition of the Association at each meeting of the Board of Directors. The Treasurer's report, or a summary thereof, may be published in the monthly newsletter, and/or presented at the monthly meeting.
- d. Pay all bills received and check reimbursement of expenses as required in conducting the activities of the Association.

- e. Prepare and file financial and/or collateral reports required for licenses, registration, state/local and Federal Tax returns, as necessary to maintain its 501©3 IRS tax exempt status and other legal business status.
- f. Participate in planning and coordination of fund-raising activities by a Director-at-Large.

**The Secretary will:**

- a. Record and transcribe minutes of all Board of Directors meetings, annual meeting, any special meeting duly called, or other meetings, as requested by the President.
- b. Perform secretarial duties as requested by the President.

**The Membership Director will:**

- a. Plan and coordinate membership recruiting and retention efforts.
- b. Recommend members for nominating committee.
- c. Maintain mailing list of Association members and others needing or desiring information regarding the Association.
- d. Chair Membership Committee.

**The Director of Programs & Development will:**

- a. Plan for programs and speakers for the monthly meetings of the Association.
- b. Plan and coordinate other programs, as directed by the Board of Directors.

**The Director of Public Relations will:**

- a. Promote SFWA via press releases, newspapers, radio, social media, and other broadcast modes about regular meetings, installations, workshops, conferences, and other activities within SFWA.
- b. Serve as liaison between SFWA, and other appropriate community media organizations in collaboration to promote each other in the community.
- c. Pursue and help implement activities to increase membership benefits through community involvement relevant to their writing careers. Additional Projects to be assigned.

**The Director of Community Relations will:**

- a. Promote networking of Association within membership, and with activities in the greater literary community.
- b. Organize and participate in the Junior Orange Bowl creative writing contest.
- c. Oversee public relations for the writer's conference for the Association.
- d. Participate in planning and coordination of fund-raising activities by a Director-at-Large
- e. Coordinate other community relations matters

**The Director of Publications will:**

- a. Serve as or appoint Editor of Association newsletter.
- b. Oversee other Association publications.
- c. Appoint an Assistant Editor and newsletter staff, as needed.

**The Website Director will:**

- a. Maintain the Association website, as necessary.
- b. Post information on the website and update information, as appropriate.
- c. Oversee other activities related to the Internet.

**The Conferences Director will:**

- a. Establish conference date and theme.
- b. Find a venue (table décor and electronics, map for conference crew, signs, parking).
- c. Contact speakers from in and outside SFWA. Request a photo and bio.
- d. Recruit conference crew, and lists their duties.
- e. Engage a photographer, musician, and caterer.
- f. Direct and manage all volunteers in reservations, and tuition of workshops.
- g. Solicit donations from community businesses.
- h. Maintain a list of enrollees.
- i. Manage program covers, schedules, photos, bios, tributes, donors.
- j. Manage budget and expenses incurred, submits receipts to the treasurer.
- k. Advertise event widely on social media.

**The Writers' Contest Director will:**

- a. Oversee Association's monthly writers contest and all activities related to the contest.
- b. Prepare budget

**The Directors at Large will:**

Each Director-at-Large will perform duties or activities as decided by the President. For example:

- a. Coordinate critique groups and workshops.
- b. Organize writers conference.
- c. Plan and coordinate fund-raising activities.
- d. Other activities as necessary and appropriate.

**Section 3 — General Duties**

New commitments involving community activities or financial obligations shall be made by officers only as authorized and directed in advance by the Board of Directors. Association letterhead and business cards may be used by the officers in carrying out their duties in behalf of the Association. These items shall be designed and authorized by the Board of Directors.

**Section 4 — Authorized Signatures**

Subject to the provisions of Section 3, the President, Treasurer, or any member specially designated by the Board of Directors may sign official documents related to the Association.

## **ARTICLE III — ASSOCIATION COMMITTEES**

### **Section 1 — Board of Directors**

The Board of Directors shall consist of all elected officers, Directors, and the immediate past president, other than the current president. The Board of Directors shall conduct and transact Association business, consider the annual budget of the Association, as prepared and presented by Treasurer. The Board shall meet monthly, but at least twice a year, and at such additional times as the Association needs. Members of the Board shall serve without compensation and are expected to lead and assist in recruiting members.

### **Section 2 — Nominating Committee**

The Nominating Committee shall consist of at least three members, who shall be appointed by the President no later than the March meeting, at least 60 days prior to the May meeting, of the Association. The Nominating Committee shall include the immediate Past President, and if he/she is not available to serve, a recent Past President, and at least one member who is not a member of the Board of Directors. The committee shall solicit and receive recommendations/referrals as to members who may be available and interested in serving as officers and directors; and present the slate of all candidates at the April meeting of the Association. The proposed slate shall be published in the monthly newsletter of the Association. At the May meeting of the Association, the chair of Nominating Committee shall again present the proposed slate, receive nominations from the floor, if any, conduct the election, tally the ballots as appropriate, and announce results of the election which shall be published in the newsletter.

### **Section 3 — Standing or Ad hoc Committees**

The Board of Directors, at the recommendation of President, may establish and maintain any number of standing or ad hoc committees as it deems necessary for carrying out the work of the Association.

These committees may include, but are not limited to:

- Conferences Committee
- Contest Committee
- Fund-Raising Committee
- Newsletter Committee
- Programs Committee
- Publicity Committee

The scope of activities and duties of each committee, so established, shall be specified by President when a committee is appointed, consistent with those set forth in Bylaws of the Association.

## **ARTICLE IV — FINANCE**

### **Section 1 — Budget**

The Board of Directors shall determine the annual budget of the Association and shall empower the Treasurer to pay for approved budget items.

### **Section 2 — Fiscal Year**

The fiscal year shall begin on July 1st and end on June 30th of the following year.

### **Section 3 — Signatories**

All checks above \$1000.00 written on the Association's bank account(s) must have two signatures to be valid. The President and the Treasurer shall be authorized signatories on the account. However, the Board of Directors may designate another member to be an authorized signatory also.

### **Section 4 — Dues**

The Association shall levy annual dues to be paid by members as required by budget needs and approved by the Board of Directors. Dues of the Association are payable to the Association on annual basis. Nonpayment of the required annual dues shall automatically (without notice) terminate membership in the Association.

### **Section 5 — Financial Responsibility**

The Board of Directors is responsible to see that the Association business is conducted in a financially sound and break-even manner, as best as possible. It is the intention that all debts incurred during their term of office be paid in the fiscal year of such term of office.

## **ARTICLE V — DISSOLUTION OF ASSOCIATION**

If the Association falls to five members or less, it will be dissolved, and all funds and assets will be donated to an appropriate organization to be determined by those remaining members.

Approved by vote of a majority of the Board of Directors of the Association at its regular meeting on November 2, 2019.