



DETROIT WORKING WRITERS

Constitution and Bylaws / Bylaws revised as of August 1, 2015

CONSTITUTION

Article I – NAME

The name of this organization shall be Detroit Working Writers.

Article II – PURPOSE

The purpose of the organization shall be to encourage creative writing of the highest professional standard.

Article III – MEMBERSHIP

Section 1 – Eligibility

Anyone whose work meets the standards for writing established by this organization is eligible to become a member. Professional excellence or the promise of professional excellence for writing shall be the sole basis for judging eligibility. There shall be no consideration of age, race, creed, religion or faith, national origin, sex, or gender identity as a requirement for membership.

Section 2 – Application for Membership

Application for membership must be made in writing, submitted via U.S. mail or electronically. Applications shall be referred to the New Membership Committee for review. Upon review, the New Membership Chair shall then submit the name(s) of applicant(s), along with the Committee's recommendation(s), to the Board of Directors for approval. Once the Board of Director's has reached a decision regarding an applicant, the New Membership Chair and/or the President shall immediately notify the applicant of the organization's decision.

Section 3 – Classification of Membership

- A. **Established Writer Membership** shall be available to applicants who have earned traditional publication credits according to current guidelines. Established writer membership bestows the privilege of attending all workshops, programs, and meetings; the right to vote; to hold office; as well as all other rights and privileges that may be enumerated in the DWW Bylaws or decided upon by a vote of the Board of Directors. Membership in DWW shall be granted upon acceptance by members of the New Membership Committee and the Board of Directors, and upon payment of the application fee and current dues.
- B. **Emerging Writer Membership** is available to applicants we are not yet professionally published according to current guidelines. Emerging writer membership bestows the privilege to attend all workshops, programs, and general and annual membership meetings. Emerging writers may serve on committees and sub-committees by invitation. Emerging writer members may not vote, serve as an Officer or Board Member, or chair a committee. Membership in DWW shall be granted upon acceptance by the New Membership Committee and the Board of Directors, and upon payment of the application fee and current dues.
- C. **Student Membership** may be conferred upon students enrolled in high school or college on a full-time basis. A selection of poetry, fiction, creative non-fiction, journalism, and/or scriptwriting from their school assignments, a competition, or a published work shall accompany the student's letter of application. Membership in DWW shall be granted upon acceptance by the New Membership Committee and the Board of Directors, and upon payment of current dues. Student membership will cease once the student is no longer enrolled full-time in high school or college. Student members are obligated to advise DWW and upon request, provide proof of their enrollment status. Student writer membership bestows the privilege of attending all workshops, programs, general and annual

membership meetings, and the opportunity to serve on committees by invitation. Student writer members may not vote, serve as an officer, or chair a committee.

- D. ***Lifetime Membership*** shall be granted to any Established Writer member who has been an active, dues-paying member of DWW for 25 years or more.

Section 4 – Reinstatement

Any member, who has resigned or become inactive by non-payment of dues, may apply in writing to the current president, who, in turn, will request the Board of Directors to vote on the request for reinstatement as an active Established Writer member. A two-thirds consent vote of the Board of Directors and payment of current dues are required for reinstatement.

Article IV – ELECTION AND TERMS OF OFFICE

Section 1 – Election

The election shall be held at the Annual Meeting.

- A. Nominations shall be sought by the Immediate Past President from among the list of Established Writer members in good standing.
- B. Nominations for all offices may also be made from the floor at the Annual Meeting, providing the consent of the nominee has been obtained.
- C. Voting shall be by ballot or by signed proxy if there is more than one nominee for any office. A majority of votes cast shall elect.
- D. Votes may be cast by those DWW Established Writer members present or by their signed proxies.

Section 2 – Term of Office

- A. *President*: The term of office shall be two years.
- B. Vacancy in the office of Vice President shall be filled by the Board of Directors, which shall request recommendations from the Immediate Past President and/or the Nominations Committee, if one is appointed. The Executive Committee, also in consultation with the Immediate Past President and/or Nominations Committee, shall fill vacancies in any other office.

Article V – OFFICERS AND DIRECTORS

Section 1 – Officers

The Officers of this organization shall be President, Vice-President, Secretary, and Treasurer, who shall be elected at the Annual Meeting.

Section 2 – Board of Directors

The elected Officers and Chairs of all standing Committees and the Immediate Past President, plus two Honorary Directors (selected from the list of Established Writer members), shall constitute the Board of Directors. The Honorary Directors are required by law in the State of Michigan. All matters of business shall be vested in the Board of Directors except that which is reserved to DWW Established Writer members.

Section 3 – Executive Committee

The elected Officers and the New Membership Chair shall act as the Executive Committee and shall act for the Board of Directors when necessary between regular Board meetings. Any action taken by the Executive Committee shall be reported to the Board of Directors.

Section 4 –

Members shall hold the Board of Directors harmless for any action taken in the discharge of its duties as delineated in the Constitution or Bylaws.

Article VI – DUTIES OF OFFICERS

Section 1 – President

The President shall preside at all board meetings, at the Annual Meeting, and at any other meetings that may be decided upon, make special assignments as needed, including appointing the auditor and those chairs of standing and special committees not prescribed by the Bylaws. The President may initiate, solicit suggestions for, and upon Board of Director approval, implement programs, workshops, initiatives and social events for the benefit of the membership.

Section 2 – Vice President

In the absence of the President, the Vice President shall perform the duties of the President, and shall be a member of the New Membership Committee.

Section 3 – Secretary

The Secretary shall keep minutes of all Board Meetings, the Annual Meeting, and any other meetings that may be decided upon, conduct and keep on file all correspondence as directed by the President or Executive Committee; in the event of illness or death of a member, carry out action decided upon by the Executive Committee; and keep a copy of the Constitution and Bylaws.

Section 4 – Treasurer

The Treasurer shall prepare and submit to the Executive Committee a proposed yearly budget; receive all monies, pay all bills, and inform the President when such bills may exceed the budget keep an itemized account of all receipts and disbursements, collect dues and deposit them; and shall have the organization's book audited yearly by an independent auditor.

Section 5 – Reports

All Officers and Standing Committee Chairs shall present a report at the Annual Meeting. Upon retiring from office, Officers shall deliver to their successors all records. Records older than five years may be delivered to the Burton Collection located in the Main Branch of the Detroit Public Library or another appropriate venue as determined by the Board of Directors.

Article VII – MEETINGS

Section 1 – Contributions

An annual contribution may be made to the Friends of the Detroit Public Library in consideration of privileges provided.

Section 2 – Meeting Frequency

The Board of Directors shall hold at least three meetings a year in addition to the Annual Meeting. Additional meetings may be held when necessary and business may be conducted on the telephone or electronically.

Section 3 – Executive Committee

Executive Committee meetings may be held when necessary and business may be conducted on the telephone or electronically.

Section 4 – Meeting Orders

Proceedings of all meetings of the Board of Directors and the Annual Meeting shall be governed in an orderly manner. As needed, the most current edition of *Robert's Rules of Order* shall be consulted.

Article VIII – AMENDMENTS

Section 1 – Voting

Proposals to amend the Constitution may be made at any Board meeting provided that a quorum of the Board of Directors is present. Those eligible to vote shall include all DWW Established Writer members and Lifetime members who are present at the meeting. A simple majority is required for proposals to be submitted to the membership. Proposed amendments must then be submitted in writing, electronically or via U.S. Postal Service when a member has not provided an e-mail address, to the entire active membership at least thirty (30) days in advance of the vote. Passage requires a two-thirds vote of DWW established writer members present at the meeting when votes are cast.

Section 2 – Bylaws

The Bylaws may be amended, adopted, or repealed at any Board of Directors meeting, provided a quorum of Board members is present. Passage of changes requires a two-thirds vote of those present at the meeting, including any DWW Established Writer members and Lifetime members who are not Board members.

BYLAWS

Article I – FINANCE

Section 1 – Dues

- A. Dues for members shall be reviewed and set annually by the Board of Directors. Dues for members admitted after January 1 shall be one-half the annual dues for that year.
- B. Annual dues for membership classifications shall be as follows:
 - a. Established Writer Members: \$50 through age 59; \$25 age 60+
 - b. Emerging Writer Members: \$50
 - c. Student Members: \$15
 - d. Lifetime Members are not required to pay dues' however, an optional contribution will be accepted in lieu of annual dues.

Section 2 – Fiscal Year

- A. The fiscal year shall be June 1st through May 31st of the succeeding year.
- B. Dues shall be payable on June 1st of each year. Members will be notified annually by the current President. The Treasurer will keep a record of dues paid and forward member status and information to the Electronic Media Chair.

Section 3 – Auditing

The Treasurer's books shall be audited each year by May 31st by an independent auditor appointed by the President.

Article II – COMMITTEES

Section 1 – Standing Committees

- A. Standing Committees shall be created as needed.

- B. A *Parliamentarian* may be appointed by the President to advise the President on questions of procedure in transacting business of the organization.

Section 2 – Special Committees

The President shall be empowered to appoint other special committees as may be necessary.

Article III – TERMINATION OF MEMBERSHIP

The membership of any Emerging Writer member or Student member may be terminated, without notice and with or without cause by the affirmative vote of the Board of Directors. The membership of an Established Writer member may be terminated without notice by the affirmative vote of the Board of Directors for reasons the Board determines appropriate. The decision of the Board of Directors regarding termination of membership shall be final.

Section 1 – Refund of Dues

The Treasurer shall refund in full the dues paid for the current year by any member whose DWW membership has been terminated by vote of the Board of Directors.

Section 2 – Letter of Termination

The Secretary shall send a letter of membership termination to the former member's address listed in the DWW directory by both certified and regular mail.