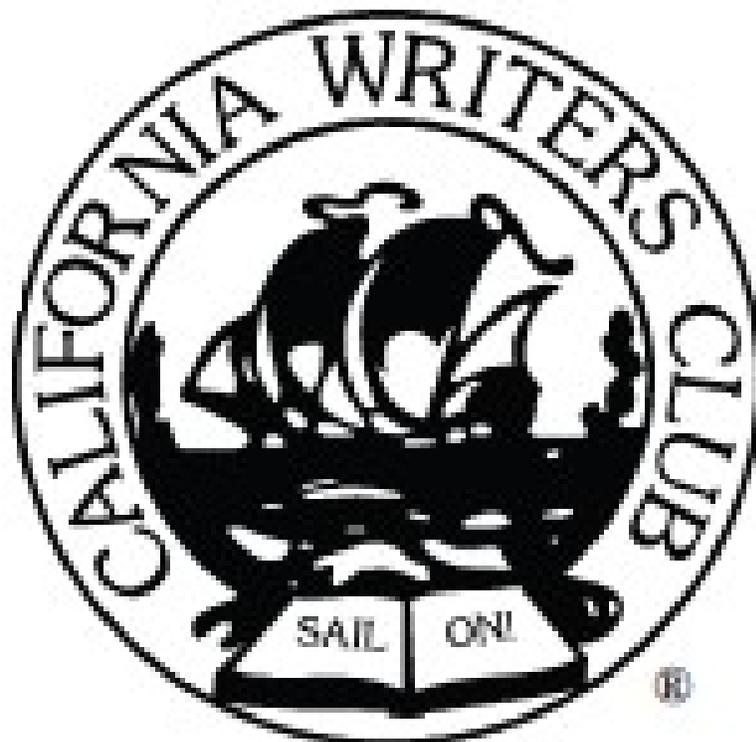


California Writers Club Sacramento Branch Policies and Procedures

March 18, 2017

CWC Sacramento Branch
Founded 1925



Founded 1909

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I. MISSION STATEMENT

- A. The California Writers Club (CWC), Sacramento Branch shall foster professionalism in writing, promote networking of writers with 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 literary agents.
- C. CWC Sacramento Branch will provide an environment where members can obtain critique of their efforts, attend workshops, and share experiences. CWC Sacramento Branch endeavors to mentor writers of all ages by providing educational programs for adults and fostering youth programs, including providing qualified speakers experienced in various writing-related disciplines at monthly membership meetings.

II. ORGANIZATION

– CWC SACRAMENTO BRANCH AND CWC CENTRAL BOARD

- A. Branches comprise the CWC. A branch, including the CWC Sacramento Branch, operates on a semiautonomous basis of the state organization CWC, electing its own officers, and conducting its own programs and business. Branch operation shall conform to the Corporate Constitution, Bylaws, and Policies and Procedures of the CWC.
- B. The “California Writers Club” or “CWC” shall be referring to the state corporate CWC comprised of branches, currently 22 branches, and governed by the Central Board. The CWC Central Board is comprised of one representative from each branch.
 - 1. The CWC Sacramento Branch shall designate or appoint, by a majority vote of the Board, their representative to the Central Board for a term of two years.
 - 2. If a designated or appointed Central Board representative cannot attend a duly called Central Board meeting, the CWC Sacramento Branch President may designate an alternate to attend.
- C. The “California Writers Club, Sacramento Branch” shall be referred to as the Sacramento Branch of the CWC and may also be referred to as the “CWC Sacramento Branch,” “CWC Sacramento,” or “CWC Sacramento Writers or Sacramento Writers, California Writers Club.”
- D. The “CWC Sacramento Branch Board of Directors,” also known as the “CWC Sacramento Branch Board,” “Board” and “Directors,” shall be comprised of elected officers and appointed Board members.

See the CWC Policy and Procedures, updated April 1, 2014, or the latest version, for complete or additional details.

III. CWC SACRAMENTO BRANCH BOARD MEETINGS

- A. Official meetings of the CWC Sacramento Branch Board shall usually occur immediately following general membership/Luncheon meetings, and planning and other special meetings may be called at a date, time and place selected by the President.

IV. CWC NORCAL REGIONAL ASSOCIATION

- A. CWC Northern California (NorCal) branches, currently 14 branches and which include the CWC Sacramento Branch, comprise the CWC NorCal Regional Association. Regional associations 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 other activities approved by the association.
- B. The CWC NorCal Regional Association shall also be known as “CWC NorCal Group” or “CWC NorCal.” The CWC NorCal Group is comprised of one representative from each of the CWC NorCal branches.
 - 1. The CWC Sacramento Branch shall appoint by a majority vote of the Board their representative to CWC NorCal.
 - 2. If an appointed CWC NorCal representative cannot attend a duly called CWC NorCal meeting, the CWC Sacramento Branch President may designate an alternate to attend.

See the CWC Policy and Procedures, updated March 18, 2017, or the latest version, for complete or additional details.

V. MEMBERSHIP

- A. Membership categories are active, emeritus, life, patron, honorary, courtesy, and associate non-writing literary professionals, student and supporting.

See the CWC Policy and Procedures, updated, March 18, 2017 for the latest version, for complete or additional details.

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 membership dues of \$45 to a branch. The membership year is July 1 through June 30.

- B. New or lapsed members shall pay an enrollment fee of \$20, for a total of \$65 by September 15 of the new membership year.
- C. Starting January 1, a branch may enroll new members for half-year membership dues of \$22.50 plus the \$20 enrollment fee, for a total of \$42.50.
- D. Annual membership renewal dues of \$45 are due by July 1.

See the CWC Policy and Procedures, updated March 18, 2017, or the latest version, for complete or additional details.

VII. OFFICERS OF CWC SACRAMENTO BRANCH

- A. The officers of the CWC Sacramento Branch shall be President, First Vice President/Programs, Second Vice President/Membership, Secretary, and Treasurer, and comprise the Executive Committee.
- B. Duties: All officers are responsible for representing the highest standards of professionalism, setting a tone of engagement and encouraging a harmonious and collaborative operation with all members, both in meetings and in associated communication. No current officer shall use his or her position for self-promotion. If at any time an officer can no longer meet these responsibilities, he or she may resign or be asked to step down by a majority vote of the Board.
 - 1. President. In addition to other duties described in the CWC Sacramento Branch Policies and Procedures, and the Bylaws, the President shall:
 - a. Preside over the CWC Sacramento Branch general membership/Luncheon and Board meetings and determine the time and place for special Board meetings
 - b. Provide vision and leadership, and encourage an open forum for ideas and discussion.
 - c. Create and distribute meeting agendas.
 - d. Appoint three to seven members to serve on the Board of Directors, approval by a majority vote of the Executive Committee. If the required minimum of three members is not appointed to the Board, the President shall inform the membership of efforts to recruit Board members to achieve a fully-constituted board.
 - e. Appoint committee chairs with a majority vote of the Board for necessary functions, special events, and other club-related business such as, Anthology Committee Chair, Genre or Panel Meeting Chair, Seminar Committee Chair, and Outreach Committee Chair. Committee chairs so appointed will have the responsibility to create, subject to the Board's approval, specific rules and/or guidelines for their activities.
 - f. Serve as an authorized bank signatory for checks issued to vendors and for reimbursement of expenses.
 - g. Appoint at least one elected officer, by majority vote of the Executive Board, to serve as an additional bank signatory for checks issued to vendors and for reimbursement of expenses

- h. Serve as Branch Systems Administrator of the Member Record Management System (MRMS), the system designated by the Central Board for maintaining members' information and processing memberships. An alternative MRMS systems manager may be appointed by the President with a majority vote of the Board.
 - i. Inform the membership of any officer or Board member resignation or vacancies within four weeks of the resignation or when the vacancy is known.
 - j. Fill any officer positions left vacant through resignation or other reasons with a candidate approved by a vote of the majority of the Executive Board and upon submission of items required in Section VIII, Elections, A, 1, a..
 - k. Maintain and share with First Vice President/Programs current passwords relayed by Web Coordinator and others accessing or administering Branch social media.
2. First Vice President/Programs. In addition to other duties described in the CWC Sacramento Branch Policies and Procedures, the First Vice President/Program shall:
 - a. Assume the President's duties when the President is unable to act.
 - b. Be responsible for coordinating all speakers at regular meetings and providing the speaker's contact information, topic, and other information to the Public Relations Chair, Newsletter Editor, and Web Coordinator.
 - c. Maintain contact with scheduled speakers to ensure they know the date, time, and location of the applicable meeting.
 - d. Act as the speaker's host and introduce the speaker at the general membership/Luncheon meeting.
 - e. Advise on other program related activities, as needed.
3. Second Vice President/Membership. In addition to other duties described in the CWC Sacramento Branch Policies and Procedures, and the Bylaws, the Second Vice President/ Membership shall:
 - a. Create subcommittees to deal with the administration of membership matters with approval of the Board.
 - b. Collect membership dues and renewals, new member applications, and provide addresses for *Write On!* mailings and the Branch roster.
 - c. Assist in maintaining the official membership roster and shall provide quarterly membership updates to the Central Board maintaining appropriate files for the review of the CWC Sacramento Branch President and Board.
 - d. Be responsible for forwarding appropriate forms and money to the Central Board.
 - e. Utilize MRMS to process new memberships and membership renewals.
 - f. Be responsible for forwarding appropriate forms and money to the Treasurer.
4. Secretary. In addition to other duties described in the CWC Sacramento Branch Policies and Procedures, and the Bylaws, the Secretary shall:
 - a. Take minutes of all duly called Branch Board meetings and distribute them to the Board after each meeting.

- b. Handle official correspondence as necessary and as requested by the President.
5. Treasurer. In addition to other duties described in the CWC Sacramento Branch Policies and Procedures, and the Bylaws, the Treasurer shall:
- a. Keep all accounts in good order and prepare CWC Sacramento Branch mandated quarterly Balance Sheet, Income Statement, Expense Statement, and monthly reconciliation reports, and deliver to the Central Board quarterly and annually.
 - b. Report the Branch's financial condition at monthly Board meetings with the latest bank statement, ledger or software pages since the previous Board meeting, and the latest quarterly report filed with the Central Board.
 - c. Prepare an annual budget with the advice of the President and/or other Branch Board members.
 - d. Serve as an authorized signer for all checks issued to vendors and for reimbursement of expenses.
 - e. Utilize MRMS to process payments for new memberships and membership renewals.
 - f. Cash all checks within 15 days of receipt.

VIII. ELECTIONS

- A. The membership shall elect CWC Sacramento Branch officers each year. Ballots shall be distributed each May via regular United States Postal Service and the results shall be announced no later than at the regular June meeting.
- 1. A nominating committee shall solicit candidates for the positions of President, First Vice President/Programs, Second Vice President/Membership, Secretary, and Treasurer. Term of office is for one year.
 - a. The nominating committee shall collect from all candidates a resume, contact information, including mailing address, email, and telephone number, and confirmation of I.D. (current driver's license, or the equivalent) from interested candidates.
 - b. To encourage participation, the CWC Sacramento Branch imposes term limits of three consecutive years on the number of times a President may serve, unless there is no other candidate and not to exceed a total of six years within any 10-year period, unless there is no other candidate. CWC Sacramento Branch members reserve the right to recall elected or appointed officers either by vote or petition to the CWC Sacramento Branch Executive Committee.
 - 2. Vacancies: If no candidate volunteers or accepts a nomination for any open officer position (except the Presidency), the incumbent President shall, with a vote by the majority of the Executive Board, appoint an interim officer for the remainder of the term.
 - 3. At no time may an officer or any candidate running for office interfere with the work of the election committee by interjecting him or herself in election

operations or preventing the committee from carrying out its duties, designed to ensure a fair election.

4. The Nominating Committee Chair shall declare election by acclamation when only one name appears on the ballot for each of the officer positions.
- B. The Newsletter Editor of *Write On!* shall include the slate of nominees in the May issue of the newsletter before ballots are mailed, if necessary, and the Web Coordinator shall also announce the nominees.
 - C. The elected officers shall assume their duties on July 1, at the start of the new membership year.
 - D. Outgoing officers shall deliver and relinquish all club property, both tangible and electronic, including passwords, domain names, and other social media used by and for the club, to the newly elected President by July 15 of the new membership year following the election.
 - E. The outgoing President, Treasurer, Secretary, and/or all authorized check signers shall transfer check writing privileges to the newly elected officers by July 15 of the membership year.

IX. COMMITTEES

- A. The President shall appoint all Committee Chairs necessary to the conduct of business of the CWC Sacramento Branch with a majority vote of the Board. Suggested committees are detailed below. The President shall be an ex officio member of all committees.
- B. The President may retain or appoint, with a majority vote of the Board, special consultants to the Board for a specific time with the CWC Sacramento Branch Board's approval.
- C. No committee may enter into a contract in excess of \$100 without the CWC Sacramento Branch Board's approval by a majority vote of the Board.
- D. Newsletter
 1. The editor of *Write On!*, the official newsletter of the CWC Sacramento Branch, shall chair this committee. The chair may recruit other members to assist in production and circulation.
 2. The newsletter shall be produced in accordance with established policies approved by the Board.
 3. The newsletter shall be produced monthly except for July, August, and December (unless circumstances warrant a newsletter during hiatus months; i.e., July/August and November/December issues), and distributed to all members in good standing and others as appropriate.

- a. Advertising and sponsorship for the newsletter is encouraged, but it must conform to Publication 417 of the United States Postal Service for nonprofit organizations.
- b. Members are encouraged to submit information to the editor for publication, but the editor may edit the material for length and content.

E. Public Relations and Publicity

1. Responsibilities of this committee include:
 - a. Raise public awareness of the CWC Sacramento Branch, develop relationships with targeted media outlets and literary institutions, and promote Branch achievements.
 - b. Promotion of the CWC Sacramento Branch in the press, media, and the community.
 - c. Distribute PR releases and provide copies to the Newsletter Editor and Web Coordinator.
 - d. May work in tandem with the Outreach Chair.

F. Outreach

1. Responsibilities of this committee include:
 - a. Serve as a liaison and assist with member recruitment and education.
 - b. Coordinate community outreach events, such as CWC Sacramento Branch appearances at libraries, public venues, and other community events.
 - b. Initiate a library or other literary liaison.
 - c. Engage in fostering Branch activities in conjunction with or support of various events, including community book fairs, contests, and conferences.
 - d. May work in tandem with the Public Relations and Publicity Chair.

G. Historian

1. The Historian shall:
 - a. Collect documents and organize files, club papers, news clippings, and other ephemera to preserve the club's history.
 - b. Maintain professional-looking scrapbooks, binders, and/or other files, and create CD-ROM backups of these files to preserve the club's historical records such as the charter and other important documents in case paper documents are lost.

H. Web Coordinator

1. The Web Coordinator shall maintain the CWC Sacramento Branch website in accordance with established policies approved by the Board.
 - a. The website shall provide information to members and the public about CWC Sacramento Branch and CWC. The information provided to the public may include calendar events, including the monthly general membership/ Luncheon meeting, the Writers Network meeting, Open Mic and workshops.
 - b. The website shall include on its homepage a disclaimer that any members' links from that website are not endorsed, approved, or reviewed by CWC Sacramento Branch officers and directors.

- c. Events and contests publicized on the website must be sponsored by other CWC branches, writing organizations in which CWC members are active, or writing organizations that are recognized or sponsored by accredited educational institutions or professional writing organizations.
- d. The Web Coordinator shall share current passwords and any other access information, with the President and the First Vice President/Programs; if either of these two positions is unfilled, the Second Vice President/Membership is to be the second officer to maintain knowledge of this information.

I. Other Committees

- 1. The President shall appoint, with approval of the Executive Committee, other permanent or occasional committee chairs as deemed necessary to spearhead activities the Board decides to pursue.

X. CWC LOGO

See the CWC Policy and Procedures, updated March 18, 2017, or the latest version, for complete or additional details.

XI. REIMBURSEMENT POLICY

- A. The CWC Sacramento Branch NorCal Representative may be eligible for reimbursement of CWC NorCal related out-of-pocket expenses incurred in the course of attending out-of-town CWC NorCal meetings, including mileage at the rate of \$.50 per mile for personal vehicle travel plus highway and bridge tolls, and parking with receipt or voucher.
- B. With pre-approval of the Board, CWC Sacramento Branch members may be eligible for reimbursement of CWC Sacramento Branch related out-of-pocket expenses incurred in the course of their service to the club. Typical expenditures include office supplies (paper, envelopes, postage, etc.), payments to vendors for Board-approved seminar sites, publicity materials, special events costs, and other related expenses incurred in the performance of assigned CWC Sacramento Branch work are eligible for reimbursement upon submission of the Request for Reimbursement form with receipts or the appropriate documentation.

XII. CONTRACTS

- A. No member of the CWC Sacramento Branch will encumber the club with any financial obligation without the majority approval of the Board.

XIII. INSURANCE AND ACCOUNTING

See the CWC Policy and Procedures, updated April 1, 2014, or the latest version, for complete or additional details.

XIV. 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 bi-annually, beginning in 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.
3. The CWC Sacramento Branch Board shall select, by a majority vote of the Board, the Jack London Service Award recipient, taking into account the candidate's exceptional service and contributions to the Branch over a sustained period of time.
4. The CWC President shall present the Jack London Service Awards at the annual corporate membership meeting, usually in July.

B. The Ina Coolbrith Award.

1. 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.

See the CWC Policy and Procedures, updated March 18, 2017, or the latest version, for complete or additional details.

XV. WEBSITE (CWCSacramentoWriters.org)

- A. The CWC Sacramento Branch website is CWCSacramentoWriters.org.
- B. The Web Coordinator shall maintain the Website in accordance with established policies approved by the Board.

XVI. WRITE ON! NEWSLETTER

- A. *Write On!* shall be the official newsletter publication of the CWC Sacramento Branch and shall be produced, published and distributed monthly during the nine general membership/Luncheon meeting months to highlight and announce club news to members. The months of the general membership/Luncheon meeting are September, October, November, January, February, March, April, May and June.
- B. The newsletter may not be produced during July, August and December, the hiatus months of the general membership/Luncheon meeting, unless circumstances warrant a newsletter. If so, a July/August issue or November/December issue may be produced.

- C. The Newsletter Editor shall produce the newsletter in accordance with established policies approved by the Board.

XVII. 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.

See the CWC Policy and Procedures, updated March 18, 2017, or the latest version, for complete or additional details.

XVIII. CALIFORNIA WRITERS WEEK

- A. The CWC 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.
- B. The CWC Sacramento Branch shall endeavor to celebrate California Writers Week at the October luncheon / general membership meeting. Other California Writers Week celebrations or activities may be scheduled.

XIX. ETHICS AND STANDARDS

- A. The Board including all officers and members shall operate within the Policies and Procedures of the California Writers Club, Sacramento Branch, and Robert's Rules of Order.
- B. The Branch reserves the right to explore legal avenues when the club's assets are at stake, such as when materials, records, software passwords, etc., are not turned over to new or existing officers.

XX. AMENDMENTS

- A. Amendments to the CWC Sacramento Branch Policies & Procedures shall require a two-thirds majority vote of Board members present at a duly called CWC Sacramento Branch Board meeting.

XXI. PRECEDENCE

- A. In case of conflict or contradiction between CWC Sacramento Branch Policies and Procedures and the Central Board's CWC Policy and Procedures, the Central Board's will take precedence.

- B. In the absence of specific directions in this document or the Central Board's Bylaws, CWC Policy and Procedures, Constitution, or Articles of Incorporation, the latest edition of Robert's Rules of Order will govern procedure at Board meetings.
- C. A quorum for a meeting of the Branch Board of Directors shall be one-half of the Directors and should include the President or First Vice President. If neither is present, the President shall appoint an officer to preside at the meeting. A simple majority will determine the outcome of a vote, unless a two-thirds vote is required. A quorum of the Board must be present to conduct business of the Sacramento Branch CWC.

XXII CONFLICT RESOLUTION

When there is a conflict between two or more CWC Board members, there will be an informal mediation conducted by the Board at a special meeting to be called by the President. All parties to the conflict will have the opportunity to present their grievances. A conflict is defined as a dispute impinging on CWC Branch business operations. If the President is involved in the conflict, any officer may call a meeting in order to mediate the conflict. If resolution is not achieved, the conflict shall be taken to the next level, which is the Central Board.

Approved

Kimberly A. Edwards on behalf of the Board of Directors (approved at the March 18, 2017 meeting and recorded by the Secretary)

Kimberly A. Edwards, President
Sacramento Writers
California Writers Club

Date

March 18, 2017