



NORTH FLORIDA WRITERS

Bylaws

I. PURPOSE

The purpose of North Florida Writers is to provide an organization through which aspiring and established writers may come together

- a. to have fellowship with others who respect writing;
- b. to increase knowledge of writing and literature;
- c. to promote interaction between NFW and other writing groups;
- d. to provide forums for improving skills and refining writing;
- e. to encourage workshops, conferences, and other creative writing activities;
- f. to encourage members to seek publication; and
- g. to provide programs of interest to writers.

May serve two terms consecutively.
Amended January 8, 2005

II. OFFICERS AND THEIR DUTIES

Motion carried for second president's term.

1. All officers will serve one-year terms.
2. The president
 - a. will conduct the regular membership meetings of NFW;
 - b. will handle correspondence addressed specifically to that office;
 - c. will be titular head of all NFW committees and activities; and
 - d. will represent NFW as official spokesperson.
3. The vice president
 - a. will coordinate the meeting place of NFW;
 - b. acts as parliamentarian;
 - c. will carry out other appropriate duties at the request of the president; and
 - d. in the absence of the president, will assume the duties of the president.
4. The treasurer
 - a. will be responsible for all monies collected by or payable to NFW;
 - b. will maintain a current paid membership list; and
 - c. will report the financial status of NFW at every business meeting.

5. The secretary

- a. will keep appropriate records of meeting minutes and correspondence; and
- b. assist other officers as requested, with correspondence, mailings, membership lists, and recording of other information.

6. The membership chairperson

- a. will welcome all first-time visitors and guests to meetings;
- b. will supply visitors and guests with membership information;
- c. will have blank nametags available for all members, visitors, and guests; and
- d. will assume overall responsibility for recruitment of new members.

7. The public relations representative

- a. will assume overall responsibility for producing and distributing a periodic newsletter to NFW membership;
- b. will assist the president and NFW in drafting and distributing news releases; and
- c. will serve as liaison between NFW and related organizations.

III. BOARD OF DIRECTORS

1. The board of directors shall consist of NFW elected officers and appointees. Past presidents shall be members emeritus of the board of directors.

2. The board

- a. will meet quarterly or at the request of the president;
- b. will fill any vacancies which may occur in the ranks of the officers;
- c. may appoint, as needed, any NFW member who will volunteer to serve as ex-officio member of the board;
- d. will set meeting dates, times, and places;
- e. will recommend to the membership for their action the amount of annual dues and any expenditures above the usual amount set for postage, printing, and honoraria for guest speakers.

IV. ANNUAL BUSINESS MEETING AND RELATED TOPICS

The annual business meeting will be held the first Saturday in July, at which time there will be an election of officers for the ensuing term. New officers will take office at the subsequent meeting. There shall be no quorum requirements for board, annual, or general meetings, business proceeding with those members in attendance.

V. DUES

Annual membership dues are classified as follows. Each member may decide his or her own individual classification.

- a STUDENT (High School or College) ... \$15;
- b INDIVIDUAL ... \$25;
- c FAMILY ... \$40;
- d CORPORATE/ORGANIZATION (Group membership with designated representative) ... \$50;
- e HONORARY (Contributes to or assists writers on an everyday basis – book editors, research librarians, nonprofit arts organizations, etc.) ... no fee; and
- f EMERITUS (Special lifetime membership awarded by NFW for assistance to writers above and beyond the call ... no fee.

Dues are for one year, and shall be prorated each quarter by ten percent of the total amount. Dues are for calendar year, payable in full by January 31 to the NFW treasurer.