**Bylaws of The East Texas**

**Writers Guild**

PO Box 10074 • Tyler, TX 7571

**Article I: Name and Location**

The East Texas Writers Guild (also known as ETWG) is located and conducts business in Tyler, Texas.

**Article II: Purpose**

The purpose of ETWG is to stimulate interest in and appreciation for the art of writing:  to disseminate information about activities in the fields of writing; and to provide support and encouragement to its members by bringing together authors, editors, agents, and other related professionals for their mutual benefit. To this end, ETWG members meet on the second Monday of each month, subject to change in the event of inclement weather or previously scheduled holidays. Special meetings of the membership may be called by the President when deemed necessary and appropriate.

**Article III: Membership**

Section 1: The classifications are:

a. General Membership is open to all persons interested in or seriously pursuing a writing career as well as all other writing-related professionals. General members in good standing (dues paid) are eligible to vote and hold office.

b. Student Membership is available to students currently enrolled full-time in secondary school, homeschool, or college or university. Student Membership is offered at a reduced rate.

c. Charter Membership is only available to members who placed membership prior to August 2, 2004.

Section 2: Membership may be obtained only after submitting the ETWG application form (online or in person) and paying the initial membership dues. No person shall be denied membership because of race, color, sex, age, religion or national origin. Failure to pay annual dues and/or meet professional and ethical standards as deemed appropriate by the ETWG Board of Directors of ETWG  may result in the loss of ETWG membership and privileges. All members shall be eligible to receive official ETWG publications, attend and participate in all meetings and conferences, and benefit from such other rights and privileges that may be provided from time to time by the consensus of the membership.

Section 3: ETWG members in good standing are eligible to receive ETWG publications, attend and participate in all meetings and conferences, and benefit from any other rights and privileges that may be provided from time to time by the consensus of the membership.

**Article IV: Organizational Positions**

Section 1: Officers of the organization shall be elected as provided in Article VI of these bylaws and shall consist of the following:

1. President

*2.* Vice President

3. Secretary

4. Treasurer

Section 2: Board of Directors shall consist of the incumbent officers, the immediate past President, four organizational positions, and four committee chairpersons as follows.

Section 3: Organizational positions shall be appointed by the Board of Directors and shall consist of the following:

1. Newsletter Editor

2. Historian

3. Webmaster

4. Parliamentarian (immediate past president)

5. Other position(s), permanent or temporary, if deemed necessary, shall also be appointed or covered by an existing committee.

Section 4: Committee Chairpersons may be appointed by the Board of Directors and shall consist of the following:

1. Event Chairperson

2. Public Relations Chairperson

3. Hospitality Chairperson

4. Membership Chairperson

5. Other committee chairperson positions, permanent or temporary, shall also be appointed or covered by an existing committee when deemed necessary.

**Article V: Duties**

Section 1: Duties of the Officers shall be as follows:

a. The President serves as the Chief Executive Officer and spokesperson for the organization as directed by the membership; calls and presides over all meetings of the General Membership and of the Board of Directors; names the committees and appoints committee chairpersons as are stated in Article IV of these Bylaws; serves as ex-officio member of all committees; execute organizational business as specified by the membership and/or by established policy; and coordinates all official ETWG activities. In the event of a tie vote by the Board or membership, the President shall cast the deciding vote.

b. Vice President serves as Program Chairman and arranges qualified speakers for the monthly meetings; arrives early to open the meeting room and assist with speakers’ needs; sends speakers thank-you notes; and serves as ex-officio member of all committees. The Vice President shall assume the role of President should the President be absent or incapacitated, or if the presidency is vacated for any reason.

C .Secretary shall be responsible for accurately recording and preserving the organization’s minutes for presentation, correction, and approval at each regular (monthly) meeting of the General Membership. Approved minutes shall be entered into the permanent and legal records of the organization. Duties of the Secretary may be delegated, but responsibility for the office remains with the elected officer. The Secretary shall also handle all official correspondence, including, but not limited to, writing letters and sending thank-you notes and greeting cards as needed.

d. The Treasurer shall serve as the official custodian of the organization's funds; be responsible for the safekeeping and maintenance of financial records; present an accurate financial statement at each business meeting; and supervise the

collection and disbursement of funds. Duties may be delegated, but the  responsibility of the office remains with the officer.

Section 2: The Board of Directors shall serve as the governing body of the organization by directing all activities of the membership and acting as a grievance committee when needed. The Board of Directors shall oversee and/or approve major expenditures and direct any legal, financial, or tax transactions that may occur from time to time. The Board of Directors shall provide continuity of the organization’s activities during times of officer transition or internal conflict and shall ensure that the best interests of the membership are always being served and preserved.

Section 3: Duties of Board-appointed positions are as follows:

a. The Newsletter Editor shall be responsible for publishing an online periodical newsletter to be distributed to the General Membership and other interested parties.

b. The Webmaster shall be responsible for the maintenance of the organization’s website.

c. The Historian shall maintain the official archives by collecting, preserving, and maintaining documents and photographs relating to the history of the organization. The Historian shall make said archives available to the membership upon request; and provide historical reports to the membership as requested.

d. The Hospitality Chairperson shall be responsible for providing refreshments at all General Meetings and Events, or as requested.

f. The Membership Chairperson shall greet and welcome all visitors to ETWG meetings, providing them with membership information, and following up afterwards as needed. The Membership Chairperson shall maintain an official list of active members for the purpose of membership eligibility. Said list shall be updated regularly and be made available to the Officers and Board of Directors as needed.

g. The Public Relations Chairperson shall be responsible for gathering and publicizing information on all ETWG social or other media outlets relating to upcoming and past events such as meetings, conferences, seminars, workshops, or any other items of interest directly relating to the support and aims of the organization.

h. The Event Chairperson shall direct activities pertaining to setting up and executing ETWG events, including but not limited to conferences, workshops, or retreats, all of which are subject to sanction and approval by the Board of Directors; shall appoint such committees as may be needed to complete those activities; and provide input and information on all events to the Board of Directors.

i. Duties for all Board-appointed chairs may be delegated, but the responsibility of each chair remains with the officially appointed person.

**Article VI: Elections**

Annual elections shall take place on or before the last day of December of each year. Newly elected officers shall assume the duties of their office by the first meeting of the new year.

Section 1: Only members in good standing (having paid full dues) shall be eligible to vote and hold office.

Section 2: The outcome of all elections shall be determined by majority vote of the responding membership.

Section 3: Terms for Officers shall be one (1) year.

Section 4: Vacancies occurring for any reason shall be filled on an interim basis by Board appointment, with permanent replacement by vote of the membership at the next regularly scheduled election. Members serving in interim positions do get to vote in the election.

**Article VII: Committees**

Section 1: After taking office, and as soon as it is practical, the President shall appoint the following committee chairpersons.

a. Events Committee

b. Public Relations Committee

c. Hospitality Committee

d. Membership Committee

e. Any other committees deemed necessary and appropriate by the Board of Directors.

Section 2: Committee Chairpersons, following their appointment, may select new, or additional members to their committee, seeking assistance from the President if necessary.

Section 3: The President shall name any other committees as may from time to time be necessary and shall determine and describe the duties of any such committee with the appointed Chairperson(s).

**Article VIII: Dues**

Annual membership dues shall be determined by the Board of Directors. Dues shall be effective for a period of one (1) year, from the date of the previous year’s dues.

Section 1: Failure to pay annual membership dues when due shall result in suspension of membership and all ETWG privileges.

Section 2: Delinquent members may be reinstated at any future date upon payment of dues.

Section 3: All money collected by the organization, including dues, conference registrations, and any other income shall be used for the sole purpose(s) of the organization and shall not be used to the benefit of any individual members.

**Article IX: Finances**

Upon dissolution of East Texas Writers Guild, its financial obligations, liabilities, properties, and assets, shall be fully paid, discharged, or distributed, according to the direction of the Board of Directors:

Section 1: Members or other persons in possession of tangible property or other assets belonging to ETWG must return all such items upon stated deadline to the Board of Directors for the purpose of dissolution or reassignment of all such property, according to this section, Article IX, of the Bylaws or upon discovery of previous written agreement for repair, transfer, or conveyance of any such property.

Section 2: Upon dissolution and discharge of financial obligations, liabilities, properties, and assets as set forth by Article IX of the East Texas Writer’s Guild Bylaws, all remaining tangible assets, if any, shall be distributed to any and all one or more charities as directed by a majority vote of the ETWG General Membership.

 Section 3: Upon notice of dissolution, any and all requisite voting by the General Membership may occur (1) in person, or (2) by email, or (3) by other designated method.

**Article X: Changes**

Any changes or amendments to these Bylaws shall be proposed, discussed, and voted on by the Board of Directors, presented to the General Membership for approval, and become effective upon majority vote by the General Membership.

**Bylaws of the East Texas Writers Guild Created: 09-01-04**

**Approved by vote of General Membership: 02-07-05**

**Amended: 11-04-13**

**Amendments approved by vote of General Membership: 11-30-13**

**Amended: 10-25-23**

**Amendments approved by vote of General Membership:**