**Bylaws of The East Texas**

**Writers Guild**

PO Box 10074 • Tyler, TX 75711

**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: Classifications:

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 dues are offered at a reduced rate. c. Charter Membership is no longer available and only applies to members who joined ETWG 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 annual 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 are 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.

**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 3. Secretary

*2.* Vice President 4. Treasurer

Section 2: The Board of Directors shall consist of the incumbent Officers (Section 1), the immediate past President, the four Organizational Positions (Section 3), and the four Committee Chairpersons (Section 4).

Section 3: The 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, as deemed necessary, shall also be appointed by the Board of Directors or covered by an existing committee.

Section 4: Committee Chairpersons may volunteer and/or 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, may be appointed by the President or covered by an existing committee as 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; executes 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 general membership, the President shall cast the deciding vote.

b. The Vice President serves as Program Chairperson. Duties include securing and scheduling speakers for the monthly meetings; arriving early to unlock the meeting room and assist with speaker needs; sending speakers follow-up thank-you notes; and serving as ex-officio member of all committees. The Vice President shall also assume the role of President should the President be unable to fulfill his or her duties, or if the presidency is vacated for any reason.

c. The Secretary shall be responsible for accurately recording and preserving the organization's minutes for presentation, correction, and approval at each business meeting. Approved minutes shall also be entered into the permanent and legal records of the organization by the Secretary. Duties of the Secretary may be delegated by the Secretary or President, but responsibility for the office remains with the elected officer. The Secretary is also responsible for written correspondence, including, but not limited to, letters, thank-you notes (other than those sent by the Vice President), and birthday and other greeting cards as needed or requested.

d. The Treasurer shall serve as the official custodian of the organization's funds; and is responsible for the safekeeping and maintenance of all financial records. The Treasurer shall present an accurate financial statement at each business meeting; and supervise the collection and disbursement of funds and/or reimbursement for ETWG expenses. Duties may be delegated by the Treasurer or President, but the responsibility of the office remains with the Treasurer.

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 a monthly online periodical newsletter for distribution 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 and/or historical reports 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 other official events, or as requested.

e. 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 verifying membership eligibility. Said list shall be updated regularly and be made available to the Officers and/or Board of Directors when requested.

f. 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 related to the support and aims of the organization.

g. 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; The Event Chairperson shall appoint committees as needed to complete event activities; and provide input and information on all events to the Board of Directors.

h. Duties for all Board-appointed chairs may be delegated by those chairs, but the responsibility of each chair remains with the officially board-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 a simple 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 chairpersons for the following:

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**

At such time as there is a 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 Writers Guild Bylaws, all remaining tangible assets, if any, shall be distributed to one or more charities as determined by a majority vote of the ETWG General Membership.

Section 3: Upon notice of dissolution, requisite voting by the General Membership thereafter 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 a simple 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: 12-1-23**

**Amended: 1-6-2025**

**Amendments approved by vote of General Membership 1-13-2025**