

BYLAWS
of the
Mount Diablo Branch
of the
California Writers Club

ARTICLE I: NAME

Section 1: The name of the organization is the Mount Diablo Branch of the California Writers Club.

ARTICLE II: PURPOSE

Section 1: The purposes of the California Writers Club, as allowed by the Articles of Incorporation filed in the office of the Secretary of State, State of California, May 7, 1913, and amended October 20, 1994, and March 6, 1995 shall be:

to provide a forum to educate members and the public in the craft of writing and in marketing their works. This is served by the monthly public meetings, workshops, conferences, and seminars of each of the branches, which are open to all writers, aspiring writers, and those who support writers of all levels of expertise. The California Writers Club networks with and is a model for other groups and agencies involved in similar pursuits.

ARTICLE III: MANAGEMENT

Section 1: The corporate powers of the Mount Diablo Branch shall be vested in a board of directors consisting of the elected officers of president, vice president, secretary and treasurer, known as the **executive board**, and additional branch members to serve for a fiscal year July 1 – June 30 unless the president or majority board vote determines otherwise.

Section 2: The additional members of the board of directors shall consist of not less than three members in good standing, appointed by the president and approved by a majority board vote according to the needed functional roles.

ARTICLE IV: MEMBERSHIP

Section 1: Membership in the Mount Diablo Branch shall conform to ARTICLE I, Section 1 of the bylaws of the statewide California Writers Club. Questions of interpretation of the articles of membership shall be referred to the Central Board of the California Writers Club.

Section 2: Each member shall pay dues according to the policies and procedures adopted by the California Writers Club Central Board.

ARTICLE V: OFFICERS

Section 1: The officers of the executive board shall be elected at the general membership meeting in June. The duties of the officers are described in this article.

Section 2: The **president** shall prepare agendas and preside over meetings of the executive board and general membership. In the absence of the president at a duly-called meeting, the vice-president shall assume the duties of the president.

The president shall, with the advice and consent of the executive board, direct the affairs of the club in accordance with the bylaws. Except for the nominating committee, the president shall appoint such committees and chairpersons as necessary to conduct the affairs of the club. Such appointments end when the business of the committee is finished or at the end of the term of the president who made them.

Section 3: The **vice president** shall assume the duties of president in his or her absence.

Section 4: The **secretary** shall keep minutes for all meetings, handle incoming and outgoing correspondence, and maintain administrative files for the Mount Diablo Branch.

Section 5: The **treasurer** shall keep proper books of account and report the financial status of the Mount Diablo Branch at each called meeting of the board of directors.

The treasurer has a fiduciary responsibility to the board and branch members to receive and keep all funds of the Mount Diablo Branch and pay out normal and reasonable expense. Any funds received for the organization shall be promptly deposited in an account set up for that purpose.

Any two of the four executive branch members may sign checks written for branch expenses.

The treasurer shall prepare all financial reports required by the Central Board of the California Writers Club.

The treasurer shall assist the membership chairperson in preparing reports for the Central Board of the California Writers Club.

ARTICLE VI: ELECTIONS

Section 1: In April of each year, the executive board shall appoint a committee to present nominations for election. The news of the formation of the committee and the name of the chairperson shall be posted in the Mount Diablo Branch newsletter.

Section 2: The slate of officers (president, vice president, secretary, and treasurer) shall be presented at the May general meeting and published in the Mount Diablo Branch newsletter prior to the June general membership/election meeting. No nominations may be made by the committee without the prior approval of the nominee.

Section 3: The election shall be held at the June general membership meeting. Nominations from the floor may be accepted with the prior consent of the nominee. The election shall be by simple majority of the members present. If there is more than one nominee for an office, voting shall be by written ballot.

Section 4: The incoming and outgoing officers and directors shall meet in July to effect an orderly transfer of responsibilities. At the September general membership meeting the incoming president shall introduce the incoming officers and directors.

ARTICLE VII: REPRESENTATIVES TO THE CENTRAL BOARD

Section 1: The president shall, with the approval of the board, appoint one branch member to represent the Mount Diablo Branch at the semi-annual meetings of the California Writers Club. The delegate must be a branch member in good standing of the Mount Diablo Branch.

ARTICLE VIII: MEETINGS

Section 1: Except for special meetings, the Mount Diablo Branch shall have regular meetings throughout the year at places and times determined by the president.

Board meetings shall be at the discretion of the president.

Special meetings of the board may be called by the president or by three members of the board and conducted via available technology provided that the notice of the meeting is sent to the interested parties no less than 96 hours before the scheduled meeting.

Section 2: In an emergency, the president may poll the board by available technology to handle urgent matters and act according to the majority received by such poll. The executive board shall affirm the actions of the president at their next meeting.

ARTICLE IX: QUORUM

Section 1: A quorum for a meeting of the executive board shall be four members. For all other board meetings, the board members present shall constitute a quorum.

Section 2: Unless otherwise stated in these bylaws, a simple majority of a quorum including at least two members of the executive board will determine the outcome of a vote.

ARTICLE X: AMENDMENTS

Section 1: Amendment to these bylaws shall require that the proposed amendment:

be circulated to the full board for a quorum vote. When approved, a motion to print it in the newsletter must pass;

be published in the branch newsletter prior to a regular, scheduled meeting;

be submitted at a regularly scheduled general meeting in writing as a motion to be read aloud, and approved by a majority of the members present.

Section 2: Any amendment to the California Writers Club bylaws will automatically be included in the Mount Diablo Branch bylaws.

ARTICLE XI: PRECEDENCE

Section 1: In the event of a conflict between this document and the Bylaws of California Writers Club, the state bylaws will supersede this document.

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(Adopted by a majority action of the general membership, Feb 8, 2014)

Signed:

President _____ *Elisabeth Tuck* _____

Vice President _____ *Sean Hazlett* _____

Secretary _____ *Barbara Bentley* _____

Treasurer _____ *David George/Harlan Hague* _____