



## **REDWOOD BRANCH OF THE CALIFORNIA WRITERS CLUB POLICIES & PROCEDURES**

### **I. MISSION STATEMENT:**

- A. The Redwood Branch of the California Writers Club (CWC) is one of several such branches situated throughout California. The Redwood Branch (RW) is a non-profit professional organization whose goal is to provide a friendly and inclusive environment in which members may meet and network in furtherance of their literary endeavors, to provide professional speakers who will aid in the writing, publishing, and marketing of members' works, and to provide other writing-related opportunities that will further RW's motto: "writers helping writers."

### **II. ORGANIZATION:**

- A. The RW Board of Directors consists of the elected officers, as well as several appointed members, not to exceed a total of fifteen (15). The function of the RW Board is to establish policy based on a simple majority vote of the Directors at duly called meetings.
  - 1. The RW Board of Directors shall consist of the following elected officers: President, a minimum of one and as many as three Vice-Presidents, the Secretary and the Treasurer, as well as the following appointed members: CWC Representative, Membership Chair, Publicity Director, Member-at-Large, Immediate Past President, as well as other chairs selected by the President such as Web Editor, NorCal Representative, Newsletter Editor, Conference Chair, Speaker Chair, etc.
    - a) All officers, chairs and appointed members must have been members of RW for at least six months before taking office.

### **III. VOTING AND ELECTIONS:**

- A. In March of each year, the President, or the Board if the President is unavailable, shall appoint a Nominating Chair and Committee to select individuals for election as Officers. As soon as they are selected, the names of the persons selected as Nominating Chair and Members of the Nominating Committee shall be made known to the Members via RW's newsletter and website.



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1. After selection by the Nominating Committee, the slate of officers shall be made known to the Members via RW's newsletter and website and shall be presented to the Members at the May general membership meeting.
2. The election of Officers shall take place at the June general membership meeting. Nominations from the floor may be accepted with the prior written consent of the nominee. The election shall be by a simple majority of the members present. If there is more than one nominee for an office, voting shall be by written ballot, if only one nominee a voice vote will be taken.
3. All Active and Associate Members may vote to elect Officers. Each Member shall have one vote. Any Active or Associate Member not available to vote in an election may vote by proxy, said proxy to be given in writing.
4. The incoming and the outgoing Officers and Directors shall meet at the end of the fiscal year (June 30) to affect an orderly transfer of responsibilities. At the July Board Meeting, the President shall present for Board approval all those he or she has nominated to head committees or other RW functions. At the July general membership meeting, the President will introduce all new Officers and Board Members, as well those others he or she has appointed.

### **IV. GENERAL MEMBERSHIP MEETINGS:**

- A. RW shall hold a General Membership Meeting each month at a time and place to be determined by the President in accord with these Policies and Procedures.
  1. For admission to General Meetings, all Members and Guests shall pay an attendance fee in an amount to be determined by the Board.
    - a. Attendance fees may be waived for certain members at the discretion of the Membership Chair and/or Board.
    - b. Meeting fees at the meeting at which awards are presented shall be waived for all first, second, and third place contest winners as well as for contest judges. This waiver does not include family, friends and guests of recipients or judges.



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2. The meeting content and agenda for all Board and General meetings shall be determined by the President.
  3. At all meetings, and other events, RW/CWC merchandise may be sold, and writers' handouts and flyers made available. Also, member books may be sold by Members without compensation to RW.
  4. Speakers at General Membership Meetings shall be compensated an amount to be determined by the Board.
- B. Special meetings of either the General Membership or the Board of Directors may be called by the President or three members of the Board, provided that the notice of the meeting is mailed or emailed to all Members and any other interested parties not less than 96 hours in advance.
- C. To handle emergencies, the President may submit matters to the Board for approval by telephone or email. Actions taken pursuant to this section shall be affirmed by the Board at their next regularly scheduled meeting.

### **V. MEMBERSHIP CATEGORIES:**

- A. RW membership categories shall be the same as the membership categories (Active, Emeritus, Life, etc.) listed in the Policies and Procedures of the California Writers Club, with the requirements for membership and dues responsibilities as therein specified.

### **VI. DUES AND FEES:**

- A. All Member dues and fees shall be paid directly to RW and any applicable portion forwarded to CWC.
- B. The membership year shall run from July 1 through June 30.
- C. New Members shall pay first year's dues of \$65, of which \$30 shall be remitted to CWC, except that new members joining after January 1 shall pay first year's dues of \$42.50, of which \$20 shall be remitted to CWC.
- D. After their first year as members, Active, Associate, and Supporting Members shall pay annual dues of \$45.00, of which \$20 shall be remitted to CWC.



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- E. All annual dues shall be paid not later than September 30 and if not paid by that date, the Member shall be dropped from the rolls of members. If dropped, any such Member desiring to again become a Member must re-qualify for his or her membership status and pay the new member enrollment fee.
- F. Non-renewal of membership. A Member's application for renewal shall be denied if during the preceding year that member has exhibited behavior that the Board of Directors, in its sole discretion, deems to be detrimental to the good names or reputations of CWC or RW, or any of CWC or RW's members. Any such denial shall be approved by the Board of Directors by a two-thirds majority vote.
- G. Active Members may purchase a Lifetime Membership for \$675.00 and are then exempt from further dues. Of the \$675, \$275.00 shall be remitted to CWC.
- H. DUES FOR OTHER MEMBERSHIPS
  - 1. Patron and Courtesy Members. RW shall pay annual dues \$20.00 to CWC for each patron or courtesy member.
  - 2. Emeritus Members shall pay a renewal fee of \$15.00 of which RW shall remit \$10.00 to CWC.
  - 3. Student Members shall pay annual dues of \$15.00 of which RW shall remit \$10.00 to CWC to cover the costs of insurance and accounting.
  - 4. Dual Members shall pay annual dues of \$25.00 to RW, and RW shall be entitled to retain the entire amount.
  - 5. Economic Hardship Members shall pay annual dues of \$10.00 of which RW shall remit \$10.00 to CWC.

## **VII. CWC AND RW LOGOS**

- A. When used, the CWC logo must appear in the exact form described in the CWC Policy and Procedures.



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1. RW must use the CWC logo for identifying club affiliation. When used in conjunction with RW's logo, the CWC logo must appear to the left or above the RW logo and must be at least the same size.
2. With permission from the CWC Board, CWC members-in-good-standing may use the CWC logo on their personal stationery or website. When used on a website, the CWC logo must include the following hyperlink to the CWC website: [www.calwriters.com](http://www.calwriters.com).
3. With permission from the RW Board, RW members-in-good-standing may use the RW logo on their personal stationery or website. When used on a website, the RW logo must include the following hyperlink to the RW website: [www.redwoodwriters.org](http://www.redwoodwriters.org).

### **VIII. CONTRACTS:**

- A. Without advance Board approval, no Member of RW shall obligate RW regarding any financial obligation.
  1. Only the President, or the Treasurer with the President's approval, shall be authorized to make RW an obligor on any contract or agreement, either written or oral.

### **IX. SPECIAL AWARDS:**

- A. The Jack London Service Award.
  1. The Jack London Service Award may from time to time be awarded to a Member the Board believes has rendered outstanding service to RW in furtherance of RW's mission. No Member shall receive this award more than once.
  2. Recipients of the Jack London Service Award shall be selected by a committee of members to be appointed by the President.
  3. Recipients of the Jack London Service Award shall be presented the award at a monthly general membership meeting and announced at the next RW conference.



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- B. The Helene S. Barnhart Award.
  - 1. The Helene S. Barnhart Award is given in honor of RW's founder, Helene S. Barnhart and shall be awarded every other year to recognize a Member for outstanding service to RW during the preceding two years.
  - 2. Recipients of the Helene S. Barnhart Award shall be honored at a monthly general membership meeting and announced at the following RW conference.

### **X. WEBSITE**

- A. RW shall maintain a website to disseminate news and items of interest to the members.
  - 1. An Editor for the website, as well as Web Team members to assist the Editor shall be appointed by the Board.
  - 2. The Board shall authorize funds to be paid to the Editor for his or her work in maintaining the website.

### **XI. THE REDWOOD WRITER:**

- A. A monthly electronic newsletter entitled *The Redwood Writer* shall be the official publication of RW.
  - 1. The editor of *The Redwood Writer* shall be appointed by the president.

### **XII. CALIFORNIA WRITERS WEEK:**

- A. RW shall join CWC and its Branches in recognizing the third week in October each year as California Writers Week, as that week was resolved by the California State Assembly in a Legislative Resolution on September 4, 2003. The week is set aside to honor all California writers, past and present, for their contributions to society, and to encourage future writers.

### **XIII. MISCELLANEOUS**

- A. ROSTER: The RW Membership Chair shall be responsible for maintaining a roster of RW members and keeping it current.



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1. The membership chair shall email or mail the RW roster to each Member at least once during each calendar year.
2. The membership rosters of RW, CWC, and all branches of CWC, as well as any lists generated therefrom, are proprietary information and no Member shall share or disseminate them in any way without approval by the respective organization's governing body.
3. Violation of this provision may result in immediate Membership termination, as well as such legal action as the CWC Board or RW Board deems appropriate.

### **XIV. SOCIAL MEDIA POLICY:**

- A. It shall be the Social Media Policy of RW that all internet posts, platforms or websites placed or maintained by RW or any of its members are in furtherance of the RW mission and not otherwise.
  1. For the purposes of this policy, Social Media means the use of any Internet-based tool for online publication and comments, including blogs, social networking sites such as Facebook, LinkedIn, Twitter, Flickr, YouTube, and others.
  2. More specifically, all RW Social Media posts, platforms and websites shall solely be used as vehicles to promote RW events and happenings, share writing-related news, and create conversation around writing topics. They shall not be used for personal gain (i.e., inappropriate self-promotion) or private purposes.
    - a) The Social Media Manager shall have the authority to delete member posts or content which have been placed on RW social media pages in violation of this policy.
    - b) Any member who repeatedly violates this policy may be prohibited from further posting.
  3. The Social Media Manager shall have responsibility for all RW social media posts and placements, but shall share administration duties (i.e. Meta/ Facebook/IG page administrator and Meta/ Facebook/IG page community group) with the president or another board member. This board member will not post to social media but will be a backup to ensure RW is not locked out of its social media accounts.



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### **XV. AMENDMENTS:**

- A. Amendments to these Policies and Procedures shall only be adopted by majority vote of the Board after presentation by the President and Secretary in Motion or Resolution form.
  - 1. Time permitting, notice of any proposed amendment shall be included in the Board's meeting agenda and emailed to all Officers and Board members prior to the meeting at which it is to be considered.
  - 2. After adoption, all amendments shall be made known to the membership by means of RW's website, newsletter and at the general Membership meeting.

### **XVI. ADDENDUM:**

- A. Attached to these Policies and Procedures as an Addendum is a list containing job descriptions for all RW's Officers and Committee Chairs.
  - 1. In addition to the duties contained in the Addendum, all Officers, Committee Chairs, and others listed in the Addendum shall, at the time they relinquish their duties, fully brief their successors, and provide them with all relevant information, files, and documents.

### **XVII. ROBERT'S RULES OF ORDER:**

- A. The latest edition of Robert's Rules of Order will be made available at all meetings of the Board and, insofar as those Rules are not inconsistent with RW's By-Laws or these Policies and Procedures, shall govern the conduct and procedure at all Board meetings.
- B. Adopted by the Board of Directors by majority vote at a meeting conducted electronically on Zoom on September 12, 2023.

/s/ Judy Baker

JUDY BAKER

President, Redwood Writers





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