

## **Policies and Procedures for Charlotte Writers' Club**

**(Amended August 2017)**

### **I. Duties of Charlotte Writers' Club Officers**

#### **A. President**

1. Serves as principal executive officer of the club.
2. Generally supervises and controls all business of the club including approval of expenses not included in the budget.
3. Presides at all meetings of the membership and board of directors.
4. Prepares an agenda for these meetings.
5. Before first fall meeting in September, confirms meeting arrangements for the coming year are set.
6. Calls special meetings of the board of directors.
7. Signs any deeds, mortgages, leases, bonds, contracts, or other instrument that the board has authorized.
8. Keeps a key to the club post office box.
9. Arranges with bank to have check-signing privilege for club account with the treasurer.
10. Check CWC PO box at the Wendover branch, deposit paper checks, and email deposit information to treasurer and appropriate board members (e.g., membership chair for dues, contest chairs for contest payments, etc.), along with contact information of new or renewing dues-paying members. (This chore is assigned to the president, immediate past-president, treasurer, and/or membership chair, depending on proximity to the Wendover branch of the post office and individual schedules.)

#### **B. Vice President**

1. In the absence of the president, performs the duties of the president.
2. At the president's request, assists in carrying out the president's duties and other responsibilities falling to the president.
3. Assists the President in seeing that spaces for member's meetings are appropriately set up and sound system is adequate. (This chore can be assigned to the Meeting Coordinator, if there is one)
4. Check CWC PO box at the Wendover branch, deposit paper checks, and email deposit information to treasurer and appropriate board members (e.g., membership chair for dues, contest chairs for contest payments, etc.), along with contact information of new or renewing dues-paying members. (This chore is assigned to the president, immediate past-president, treasurer, and/or membership chair, depending on proximity to the Wendover branch of the post office and individual schedules.)

### **C. Past President**

1. Provides advice and counsel to the board, as well as continuity with the traditions and policies of previous years.
2. Attends board meetings during the terms of his/her successor.
3. May undertake tasks and responsibilities at the behest of the president or board.
4. Check CWC PO box at the Wendover branch, deposit paper checks, and email deposit information to treasurer and appropriate board members (e.g., membership chair for dues, contest chairs for contest payments, etc.), along with contact information of new or renewing dues-paying members. (This chore is assigned to the president, immediate past-president, treasurer, and/or membership chair, depending on proximity to the Wendover branch of the post office and individual schedules.)

### **D. Secretary**

1. Takes minutes of each board meeting and distributes copies to board members in advance of the following board meeting.
2. Has general charge of the corporate records, books and corporate seal.
3. Is responsible for checking minutes and other corporate records annually.

### **E. Treasurer**

1. Has custody of all funds and securities belonging to the club and receives, deposits and disburses the same.
2. With input from the president and committee chairs, prepares an annual budget for the September board meeting.
3. Keeps track of all income and expenditures.
4. Writes checks for all expenses in a timely manner (such as meeting place rental, printing charges, postage, contest awards, and reimbursement of approved expenses for board).
5. Provides a financial report at all board meetings. Financial reports must be in the same format as the budget.
6. Completes yearly IRS Filing of Non-Profit Status.
7. May be expected to check club mailbox regularly. (This chore is assigned to the president, immediate past-president, treasurer, and/or membership chair, depending on proximity to the Wendover branch of the post office and individual schedules.)
8. Check CWC PO box at the Wendover branch, deposit paper checks, and email deposit information to treasurer and appropriate board members (e.g., membership chair for dues, contest chairs for contest payments, etc.), along with contact information of new or renewing dues-paying members. (This chore is assigned to the president, immediate past-president, treasurer, and/or membership chair, depending on proximity to the Wendover branch of the post office and individual schedules.)

**Commented [DW1]:** Can we change this to September?

#### **F. Programming Chair(s)**

*Ideally, two members should handle these duties.*

1. Plans monthly programs for the club, booking speakers for the entire club year in time for the June meeting, if possible. Proposed speakers and events should be approved by the board.
2. Provides information for speakers as to location and time of meeting; checks to see if any special equipment and set-up are required.
3. Sees that the meeting coordinator is aware of such special needs.
4. Writes a profile on each speaker for the {newsletter editor, webmaster, social media and publicity chair a month in advance, including a photo for the newsletter and website.
5. Invites speakers for dinner on the night of their program.
6. Introduces speakers at each meeting.
7. May make arrangements for occasional open mic programs on months when no contest winner is to read.
8. Coordinates Selected Members Reading. The top criterion for selecting members is quality of submissions. Beyond that, the readings should reflect diverse genres, voices and perspectives.
9. The honorarium for speakers at regular meetings is \$250.

#### **G. Contest Chair(s)**

*Ideally, two members should handle these duties.*

1. Divvies up contest responsibilities.
2. Locates a qualified judge for his or her contest.
3. Accepts entries in the contest by email, by mail to the Club's P.O. Box, or at a meeting.
4. Maintains a list of entries and authors, including contact information. Removes any identifying material and forwards entries to the judge. Acknowledges receipt of submissions and advises winners that they will be notified of contest results three weeks prior to awards presentations.
5. Receives winners' entries back from the judge at least four weeks in advance of the awards presentation.
6. Provides the contest judges' addresses to the Treasurer for payment of honorarium.
7. After the awards are presented, provides a list of winners and the titles of their entries (first, second, and third) to the contestants, for the website, and for the use of the publicity chair.
8. Reports the number and means of submissions.
9. Invites the winners to attend the meeting at which the awards will be presented and prepares certificates to be given to each winner.
10. Procures award checks from the treasurer for presentation at the meeting.
11. Presents the awards (certificates and checks) at the appropriate club meeting.
12. Handles adult and undergraduate poetry contests - corresponds with university faculty via email regarding undergraduate poetry contest.

#### **H. Membership Chair(s)**

*Ideally, two members should handle these duties: one to be in charge of email communications and maintain the roster, the other to assist at meetings.*

1. Sends out dues reminders to members who have not renewed via email in August or early September. If possible, this reminder will include the date the member last paid.
2. Keep up-to-date roster of all paid and pending members, including their name, address, phone, and e-mail as well as payment type and date.
3. Add new members to the Constant Contact newsletter recipient list (if not already subscribed.)
4. Send updated membership roster monthly to drop box.
5. Maintain current Board members access on drop box account remove old members, add new.
6. Sends confirmation email after receipt of renewal or new membership funds.
7. Has available at all meetings, application forms, club brochures, and other information to give prospective members and guests.
8. Is available to accept memberships at each meeting or finds a substitute in case of absence.
9. Depending on proximity to the post office, may be expected to check the club mailbox on a regular basis.
10. Keeps an ongoing record of the number of attendees at meetings.
11. Check CWC PO box at the Wendover branch, deposit paper checks, and email deposit information to treasurer and appropriate board members (e.g., membership chair for dues, contest chairs for contest payments, etc.), along with contact information of new or renewing dues-paying members. (This chore is assigned to the president, immediate past-president, treasurer, and/or membership chair, depending on proximity to the Wendover branch of the post office and individual schedules.)
12. The membership chair will track all registrations for Workshops. Please see Workshop section for more details on this responsibility.

#### **I. Newsletter Editor**

1. Solicits and edits content information, including upcoming programs and contests, for at least 10 newsletters, nine meeting reminders and special announcements as needed, using the Constant Contact platform.
2. Schedules meeting reminders to be sent the Thursday before each meeting.
3. Schedules newsletters to be sent the week before the 1st of the month.
4. Manages member kudos submissions to be included in newsletters. Solicits additional information or seeks clarification for submissions as needed.
5. Responds to member email queries regarding information contained in the newsletter.
6. Collaborates closely with all board members to ensure accuracy and timeliness of content.

#### ***J. Webmaster***

1. Updates and maintains the club website to keep information current. This includes but is not limited to:
  - a) Home page and quick link to activities
  - b) Calendar of Events pages
  - c) CWC North pages
  - d) Board of director pages
  - e) Newsletter pages
  - f) Membership pages
  - g) Contest pages
  - h) Workshop pages
  - i) Maintain archive sections
  - j) Post Meeting or Workshop pictures in Meeting Photos pages
2. Responds to public queries that come to the website via its Contact form, or forwards such queries to the appropriate board members when necessary.
3. Posts member kudos, member book covers, and photos of member events when they are submitted for the website.
4. Sends content to Newsletter and Publicity chair when updates are posted.

#### ***K. CWC-North Liaison***

1. Represents the CWC-North committee on the board of directors.
2. Serves as a club-wide contact for any members who are interested in attending or participating in CWC-North activities.
3. Updates the board on CWC-North activities and events, and keeps the CWC-North committee informed on any changes at the CWC board.

#### ***L. Meeting Coordinator***

At the board's direction, secures and confirms meeting venues by at least August 1 for September through May meetings.

1. Works with program chairs and site manager to ensure any special set-ups required are provided.
2. Ensures meeting venue is clean and restored to pre-meeting state.

#### ***M. Critique Groups Coordinator***

1. Helps organize critique groups among the club membership and continues to monitor their progress.
2. Works with critique group leaders to ensure all critique group participants are CWC members.
3. Prepares newsletter and website items on critique group activities.

#### **N. Publicity Chair**

1. Sends out notices well in advance of monthly meetings to board members, as well as to *The Charlotte Observer*, other area media and relevant websites that accept such information.
2. Seeks innovative ways to make the club known in the community.
3. Publicizes not only monthly speakers, but also workshops, publications, contests and any other club activities.

#### **Addendum I: Charlotte Writers' Club Contests**

[Update annually for publicity purposes, adding exact dates, chair names, addresses, and rule changes adopted by the board. For sponsored contests use official names.]

##### **A. Contests overview**

Unless otherwise indicated, contests are open to all CWC members and nonmember residents of North and South Carolina. Further details are on each contest's page on the CWC website.

<b>Contest</b>	<b>Deadline</b>	<b>Award Date</b>
Ruth Moose Flash Fiction <i>Short fiction of up to 500 words</i>	October	December
Nonfiction Contest <i>Article/Essay 750 – 2,000 words</i>	January 2nd	February
Poetry Contest <i>Each submission is one poem up to maximum of 50 lines</i> <i>** Haikus are excluded</i> <i>Students: Open only to North Carolina undergraduate students. Application requires an instructor's email stating that the poet is an undergraduate student.</i>	February	April
Elizabeth Simpson Smith Short Story Contest <i>1,500-4,000 words</i>	March	May

##### **Prizes**

Prizes are: first place, \$150; second place, \$75; third place, \$25. For the Elizabeth Simpson Smith Short Story contest, prizes are \$250, \$150 and \$50 for first through third places, respectively. Awards will be presented at a monthly CWC meeting.

##### **Entry Fees**

Entry fees are \$10 for members and \$15 for nonmembers (\$15/20 for members/nonmembers for the Elizabeth Simpson Smith Short Story Contest). Entrants may become members at time of contest submission. Membership year runs from September to May.

Contest rules are posted on the CWC website: <http://charlottewritersclub.org/contests>.

### **Qualifications**

Contest eligibility is specified under each contest's rules on the CWC website.

**Writers may enter more than one contest but cannot enter multiple entries into one specific contest. Additionally, contest entries that have placed in any CWC contest are no longer eligible for future submission, regardless of calendar year.**

Any single work can place in one contest only. Board members, except contest chairs, may enter club contests during their terms of office, provided they are not judging the contests entered.

### **Manuscripts**

Entries must be original and unpublished in print or online, including blogs. Name of writer must NOT appear on manuscript. A cover page should be included with title of work, author's name, whether member or nonmember, address, email address, and phone number.

Submissions must be double-spaced (except poetry, which must be single-spaced), 12 point New Times Roman font. Title and word count (or lines of poetry) must appear in the upper left of first page of manuscript. Paper entries must be typed, single-sided.

Entry fees paid via PayPal, or check or money order made out to Charlotte Writers' Club, should be included with the submission.

### **Deadlines**

Submissions should be emailed. If email is unavailable, they may be mailed or given to the contest chair at a CWC meeting. Mailed submissions must be postmarked by the deadline. Failure to comply with the rules may cause entry to be disqualified.

### **B. Criteria for Judges, Instructions and Fees for Judges**

Judges for the Charlotte Writers' Club contests must be published writers currently active in the writing community. Each contest chair shall select the judge for the contest he or she is administering.

Contest judges should receive an honorarium of \$200 fee for each contest shall be determined by the programming and contest co-chairs in consultation with the board. The judge for the Elizabeth Simpson Smith Short Story contest shall receive \$300.00

### **C. Contest Forms**

Contest criteria are to be emailed to each contest judge after he or she accepts assignment. At the time the judge is recruited, the chair should request a brief biography and photo, to be run in the newsletter and on the website.

**The Charlotte Writers' Club**

**Procedures for Judges**

Thank you for agreeing to be the judge for our contest. We are always aware of the time and effort involved in judging manuscripts, and the Charlotte Writers' Club is grateful for your support in its efforts to encourage writers and good writing.

Please choose one first-place winner, one second-place winner, one third-place winner, and up to three honorable mentions. There should not be ties. Please record each winning manuscript number and rating on the attached sheet.

You will have about three weeks to read and rate the manuscripts. Please email score sheets to me by the following date:

We would appreciate a paragraph on the winning entry, and this will be read at the awards ceremony. Although it is not required, please feel free to write short responses on the manuscripts. Contestants really appreciate any comments that a judge may offer.

If you have any questions, please call me at 999-999-9999 or send me an email at [xxx.xxxx@xxx.com](mailto:xxx.xxxx@xxx.com).

Sincerely,

Contest Chairperson

Charlotte Writers' Club  
P.O. Box 220954  
Charlotte, NC 28222-0954

Contest:

Name of Contest Chair:

Name of Judge:

Contest winners

- 1.
- 2.
- 3.

Honorable mentions (if warranted)

- 1.
- 2.
- 3.

***Note: Please keep in mind that honorable mentions are optional. If you feel that the quality of the work submitted does not merit an honorable mention, please do not feel that you need to choose any of the work for this honor.***

### **III. General Expense Reimbursement Policy**

#### **General Policy Statement**

The Charlotte Writers' Club (CWC) has, since its inception, been dependent upon contribution of time and talent from its members without compensation. Nevertheless, it is incumbent upon CWC to provide for the reimbursement for direct out-of-pocket expenses incurred in conducting the business affairs of CWC, such as postage and printing. It is the intent of the CWC board of directors to compensate fairly the volunteers of the CWC members for their out-of-pocket expenses while exercising fiscal constraints with its members' funds.

#### **Liability**

The financial liability of CWC to any committee is limited to the funds budgeted for the committee in the current approved budget of CWC. If any committee incurs a liability greater than the funds so budgeted, or incurs a liability in excess of the amounts allowed by this policy, such liability may be the personal obligation of the individual responsible for incurring or authorizing the liability.

#### **Workshops**

All workshops will have approval by CWC board, prior to the actual workshop. The CWC volunteer in charge of the workshop must provide a budget including revenue and expenses for approval. Expenses should include space rental, catering for meals and breaks, cleanup fees.

The workshop coordinator will keep track of all registrations, make sure all registered have paid either through Paypal or with a check. He or she will also make sure those paid as 'members' are truly members, and if not, email the person, requesting they either become a member or to pay the difference in payment amount prior to the workshop. The workshop coordinator will make sure the workshop presenter has the correct place and time for the workshop along with a list of those registered. An email will be sent to all that have registered with details for the workshop and what to bring. The workshop presenter will be paid \$200.00 honorarium for their time.

#### **Miscellaneous**

Reimbursement for reasonable and necessary expenses not included in the budget may be allowed when fully documented and explained. The president will have the authority to approve any such reimbursement not specifically addressed in the policy but deemed necessary in the conduct of CWC business or caused by extenuating circumstances.

#### **Reimbursement Procedures**

All requests for reimbursement of expenses, not included in the budget, shall be made in writing, signed, and dated by the individual seeking reimbursement. Receipts must be attached for all expenditures, except mileage.

**The request for reimbursement should be sent to the president for approval and forwarded to the treasurer for payment.**

**IV. Installation of Officers (May meeting)**

Will the following people please come forward?

*[List members of board, with their titles]*

**Installation:**

You have been duly elected to office in the Charlotte Writers' Club. I ask you: Do you promise to uphold the bylaws of the Charlotte Writers' Club?

If so, please answer: I do.

Do you promise faithfully to perform the duties of your office to the best of your ability and understanding?

If so, please answer, I do.

Members of the Charlotte Writers' Club, do you promise to cooperate with these, your new officers, and assist them in every way?

If so, please answer, I do.

As *[title of installing official]* I hereby declare you duly installed and welcome you as the new officers of the Charlotte Writers' Club. I congratulate you and wish you much success in the coming year.