**BYLAWS**

**Central Coast Writers Branch**

**California Writers Club**

**July 2002**

**Amended June 2008**

**Amended September 2011**

***ARTICLE I: NAME***

The name of this organization is the Central Coast Writers Branch of California Writers Club.

***ARTICLE II: PURPOSE***

The California Writers Club, as allowed by 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:  For the purpose of providing a forum to educate members and the public in the craft of writing and in marketing their work. This is served by the monthly public meetings, workshops, and seminars of each of the branches, as well as the state conference, which is open to all writers and is conducted for the purpose of educating writers of all levels of expertise. 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 Central Coast Writers branch shall be vested in an executive committee consisting of the elected offices of President, Vice President, Secretary and Treasurer, and the appointed committee chairs.

Section 2: The President may, subject to approval by the board, appoint an officer pro-tem or a director pro-tem to fill vacancies on the board. Such pro-tem appointments expire at the end of the term to which the original officer or director was elected.

***ARTICLE IV: MEMBERS***

Section 1: Membership in the Central Coast Writers branch shall conform to ARTICLE I, Section 1 of the bylaws of the California Writers Club, and the Policies and Procedures of the CWC Central Board. Questions of membership requirements shall be referred to the CWC Central Board.

Section 2:  Each member shall pay dues according to the Policies and Procedures adopted by the CWC Central Board.

***ARTICLE V: OFFICERS AND BOARD OF DIRECTORS***

Section 1: The officers of the branch board of directors 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:

(a) prepare agendas and preside over meetings of the branch board of directors and the general membership. (b) with the advice and consent of the branch board, conduct the affairs of the club in accordance with the bylaws. (c) except for the nominating committee, 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. perform other tasks as required for the proper operation of the branch.

Section 3: The Vice President shall:

(a) assume the duties of President in his or her absence; and (b) perform other tasks as required for the proper operation of the branch.

Section 4: The Secretary shall:

(a) keep minutes for all meetings; (b) handle incoming and outgoing correspondence; (c) maintain files; and (d) perform other duties as necessary for proper handling of branch records.

Section 5: The Treasurer shall:

(a) keep proper books of account and report the financial status of the branch at each called meeting of the board; (b) receive and keep all funds of the branch and pay them out only as authorized by the branch board. Any funds received for the organization shall be promptly deposited in an account set up for that purpose; (c) co-sign all checks issued by the branch. Any other officer may co-sign, providing his/her signature is on file for the account; (d) prepare all financial reports required by the CWC Central Board. (e) assist the membership chair in preparing membership reports for the CWC Central Board; and (f) perform other duties as necessary to the proper operation of branch financial records.

Section 6: The Board of Directors shall consist of not less than three nor more than nine members in good standing, appointed by the President. These positions may include the membership chair, newsletter editor, branch advisor, and others according to the needs of the branch.

***ARTICLE VI: ELECTIONS***

Section 1: Each April, the branch board shall appoint a committee to present nominations for election. Names of the chairperson and committee members will be listed in the 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 branch newsletter at least two weeks before the June general membership meeting. Nominations must have the consent of the nominee.

Section 3: (*Amended June 17, 2008*) 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. A simple majority of the members present determine the result of the election. *The positions of Secretary and Treasurer may be held by the same individual.* If there is more than one nominee for an office, voting shall be by written ballot.

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

***ARTICLE VII:  REPRESENTATIVE TO THE CWC CENTRAL BOARD***

The President shall, with the approval of the board, appoint one branch member in good standing to represent the Central Coast Writers branch at the quarterly meetings of the California Writers Club.

***ARTICLE VIII: MEETINGS***

Section 1: Except for special meetings, the Central Coast Writers branch shall have regular meetings throughout the year at a place and time determined by the President.

(a)  Board meetings shall be at the discretion of the President. (b) Special meetings of  the general membership or the board may be called by the President or by five members of the board providing that the notice of the meeting is mailed, faxed, or e-mailed 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 telephone, fax, or email to handle urgent matters and act according to the majority received by such poll. The board shall affirm the actions of the President at their next meeting.

***ARTICLE IX: QUORUM***

Section 1: (*Amended June 21, 2011)* A quorum for a meeting of the executive committee shall be three members, two of whom must be officers. For all other meetings, the members present shall constitute a quorum.

Section 2: Unless otherwise stated in these bylaws, a simple majority of a quorum determines the outcome of a vote.

***ARTICLE X: AMENDMENTS***

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

(a) be published in the branch newsletter no less than two weeks prior to a regular scheduled meeting; and, (b) be submitted in writing as a motion, read at a regularly scheduled meeting, and be approved by a majority of the members present at the meeting.

Section 2: Any amendment to the California Writers Club Bylaws or Policies and Procedures will automatically be included in the Central Coast Writers branch bylaws.

***ARTICLE XI: PRECEDENCE***

In the event of a conflict between this document and the bylaws of California Writers Club or the Policies and Procedures of the CWC Central Board, the state document supersedes this document.

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