

**RIVERSIDE WRITERS CHAPTER
OF THE
VIRGINIA WRITERS CLUB**

**BYLAWS
(As Amended July 10, 2010)**

ARTICLE I: NAME

The name of this chapter is The Riverside Writers Chapter of the Virginia Writers Club (VWC). It is established as a non-profit organization.

ARTICLE II: MISSION/OBJECTIVE

Section 1. Mission. The mission of this Chapter is to celebrate the art and craft of writing by offering writers opportunities for personal and professional interaction with other writers; strengthening skills in the art, craft and business of writing; and advocating the literary arts in the broader local community.

Section 2. Objective. This Chapter is organized for educational purposes, to the service and benefit of its Members and the communities it serves.

ARTICLE III: AREA

The Chapter area shall consist of the City of Fredericksburg, the counties of Caroline, King George, Louisa, Spotsylvania, and Stafford, and portions of the adjacent areas.

ARTICLE IV: MEMBERSHIP

Section 1. Classes of membership. The sole class of membership shall be Active. The Executive Committee, with the approval of the membership, may add other classes as warranted, e.g., Corporate, Life, Honorary, et al.

Section 2. Active membership. Candidates for active membership include all writers, published and unpublished, who support the Chapter's Mission and Objective, and desire to belong to the Chapter.

Section 3. Voting Rights. Only Active members of the Riverside Writers in good standing may elect their officers and/or vote on matters brought before the membership.

Section 4. Termination of Membership. A member may be terminated by resignation, non-payment of dues, or expulsion by the Executive Committee for just cause (see Section 4a.). In the latter case, three or more members must petition the Executive Committee for this action, and charges must be conveyed in writing to the member accused. Said member then has the right to contest the decision, but must give written notice of that intention within 30 (thirty) days of receipt of notice of Executive Committee action.

Section 4a. Definitions. "Resignation" shall be defined as delivery of written intent to terminate Chapter membership. "Non-payment of dues" shall be defined as failure to pay annual Chapter dues by April 15 of the year in which they are due. "Just cause" shall be defined as willful and deliberate behavior detrimental to the Mission and Objective of this Chapter.

Section 5. Reinstatement of Membership. A former member terminated for non-payment of dues may be reinstated by the payment of current annual dues. A former member terminated by resignation must complete a new application for membership, including payment of current dues.

ARTICLE V: OFFICERS AND THEIR DUTIES

All elective offices shall be filled by members in good standing, i.e., current in their dues. There shall be a President, Vice President, Secretary, and a Treasurer. These positions shall be filled by a majority vote of the members present at the Annual Meeting. See ARTICLE VII, Section 1, for Annual Meeting.

Section 1. President. The President is the Chief Executive Officer of this Chapter and shall preside over the Executive Committee and all Chapter meetings. The President shall be responsible for the general management of this Chapter. The President is an ex officio member of all committees except the Nominating Committee. The President may call meetings of the membership and the Executive Committee as necessary.

Section 2. Vice President. The Vice President shall assume the duties of the President during the President's absence, or inability to serve, and when the position becomes vacant. Other duties include those assigned by the President or the Executive Committee.

Section 3. Secretary. The Secretary shall keep a record of all meetings of the membership and the Executive Committee, and shall have custody of all this Chapter's records (except those of the Treasurer). The Secretary shall give not less than 24 hours advance notice of any special meetings of the general membership, through a system designated by the President. The Secretary shall maintain a list of officers with their terms of office indicated. The Secretary shall maintain a record of all members in good standing, and make available current rosters at the first meeting of the fiscal year and at such times as may be requested by the President or Executive Committee. The Secretary shall conduct such correspondence as may be directed by the President or Executive Committee.

Section 4. Treasurer. The Treasurer shall keep the money accounts of this Chapter and make such reports as directed by the President or Executive Committee.

The Treasurer shall:

1. Receive all funds and maintain the Chapter's bank accounts.
2. Pay all proper bills of this Chapter.
3. Keep current the roster of members.
4. Make the books of the Treasurer available for audit at times determined by the President or the Executive Committee.

Section 5. Terms of Office. The terms of office shall run for two years except for the charter year. The charter year terms of office shall be staggered and be for one or two years so as to establish a rotation among the positions. Terms shall be the same as the fiscal year. The President

may serve no more than two consecutive terms.

Section 6. Vacancies. The Executive Committee may fill, by appointment from amongst eligible members in good standing, vacancies for unexpired officers' terms occurring between regular elections.

ARTICLE VI: NOMINATIONS AND ELECTIONS

Section 1. Nominations. The Executive Committee will approve a Nominating Committee of three or more members. The Nominating Committee shall present at least one candidate for each office to be filled, in a report to be presented to the membership at the general meeting in the month prior to the Annual Meeting. At that time, any member may make nominations from the floor. Nominations also may be made from the floor at the Annual Meeting. Following this meeting, and not less than two weeks prior to the Annual Meeting, the slate of candidates will be posted to the Web site. See ARTICLE VII, Section 1, for Annual Meeting.

Section 3. Elections. The election of officers will be at the Annual Meeting. A majority of members present shall constitute election of chapter officers. A quorum of at least five Active Members is required.

ARTICLE VII: MEETINGS

Section 1. Meetings of members. This Chapter's general meetings may be monthly and at a time and place approved by the Executive Committee. The Annual Meeting shall be in November at the regular time and place established, or at such time and place as shall be announced not less than two weeks in advance. The President or Executive Committee may call such special meetings as deemed necessary. Guests are welcome at all general meetings.

Section 2. Other Meetings. The Executive Committee will meet at the call of the President or by written request of two or more members of the Executive Committee. All other committees' meetings will be at the call of the committee chair or President.

ARTICLE VIII: BOARD OF GOVERNORS

Section 1. Board of Governors. A Board of Governors may be established by the membership on recommendation of the Executive Committee.

ARTICLE IX: ADMINISTRATION

Section 1. Fiscal Year. The Fiscal Year shall be from January 1 through December 31.

Section 2. Dues and Fees. A. The VWC dues will be set by the Board of Governors of the VWC. B. The Riverside Writers Chapter dues will be set by the Executive Committee of the Riverside Writers Chapter.

Section 3. Bonding. This Chapter or Executive Committee may require any officer to be bonded

to protect the Chapter. The cost of such bonding will be paid by the Chapter.

ARTICLE X: COMMITTEES

New sections:

Section 1. Designation. The Executive Committee may designate such committees, standing or ad hoc, as deemed necessary to carry out the purpose and/or business of the Chapter.

Section 2. Appointment and Term. Except as otherwise provided in these Bylaws, committee members shall be selected in such manner as set by the Executive Committee, shall have such duties as the Executive Committee may assign, and shall serve at the pleasure of the Executive Committee.

Section 3. Committee Chairs. The President will appoint all committee chairs, except the chair of the Nominating Committee.

Section 4. Executive Committee. This committee will be chaired by the President and consist of the elected Chapter officers. The immediate Past President, and such members as the President chooses to add, may be asked to serve in an advisory capacity without vote. This committee will approve all applications for membership.

Section 5. Nominating Committee. This committee will consist of three or more members approved by the Executive Committee. The President may not serve on this committee. The Nominating Committee shall not nominate any of its members for any office defined under Article V.; however, they may be nominated from the floor in accordance with ARTICLE VI, Section 1.

Section 6. Program Committee. This committee working with the President and Executive Committee, schedules speakers or other programs, and informs the President in writing of the agreed start time and estimated duration. The President then writes the meeting's agenda in consideration of these time constraints. Should the program run longer than anticipated, the President may, within his or her discretion, adjust the meeting's schedule to facilitate smooth completion of the program or speaker's presentation.

Section 7. Other Committees. Such committees as are deemed necessary by the President or the Executive Committee may be appointed by the President. The President will appoint all committee chairs, except the chair of the Nominating Committee.

ARTICLE XI: PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order shall be the parliamentary authority of The Riverside Writers Chapter in all cases in which they are applicable and do not conflict with these bylaws or the bylaws of the VWC.

Section 2. If a court of competent jurisdiction at any time holds any portion of these Bylaws invalid, the remainder thereof shall not be affected and shall remain in force.

ARTICLE XII: AMENDMENTS

These bylaws may be amended by a two-thirds vote of the members in assembly. Advance notice of not less than twenty (20) days must be given to the members advising of the nature of the amendment. The amendment(s) and notice must be in writing.