



BY-LAWS OF THE PALM SPRINGS WRITERS GUILD

Adopted April 2, 2006

Amended June 5, 2010

ARTICLE I. Name and Seal

Section A. Name

This organization shall be known as the Palm Springs Writers Guild, hereafter referred to as "The Guild" or "Guild." The name of the Guild shall be abbreviated "PSWG."

Section B. Seal

The corporate seal, if one is used, shall be in such form as shall be approved from time to time by the Board of Directors.

Section C. Name Change

To initiate a name change requires a 2/3 vote of the membership and an application to the Secretary of State for a name search and award.

Section D. Principal Offices

Business is conducted through a P.O. Box located within the County of Riverside. Meetings are conducted in community based facilities. The Board has the authority to change the business address from one location to another within the County of Riverside.

ARTICLE II Purpose

The purpose of the Palm Springs Writers Guild is to encourage, develop, and support published and unpublished writers pursuing their craft.

ARTICLE III Membership

Section A. Eligibility

Eligibility for membership in The Guild shall be extended to all writers 18 and older, published or unpublished. No applicants to The Guild shall be denied membership on the grounds of gender, sexual orientation, race, skin color, religion, political beliefs, or physical handicaps.

Section B. Categories and Definitions of Membership

1. Regular Member - A Regular Member in good standing with dues current shall be entitled to all rights, privileges, and benefits of membership in The Guild, including, but not limited to: attendance and full participation in all meetings, critique groups, workshops, and special events, as well as eligibility to submit material for publication in The Guild's newsletter (if one is published) and any other Guild publications (if any are published).
2. Honorary Member - An Honorary Member shall be entitled to all rights, privileges, and benefits of regular membership in the Guild. Honorary Members are awarded a 100% discount on yearly dues. Honorary Memberships are bestowed by the Board. The status is not transferable to another member and shall be reviewed by the Board on a yearly basis .

Section C. Application for and Approval of Membership

1. Those interested in joining The Guild, or renewing their membership, must submit an application form to be reviewed and approved by the Vice-President/Membership, accompanied with a check or cash for the appropriate yearly dues.
2. No application for membership or membership renewal shall be considered without both a fully completed application form and cash or check for dues.

Section D. Initiation Requirements and Fees

1. There shall be no initiation fee, writing test, or submission requirements to join The Guild. All applicants aged 18 years or older who 1) submit a fully completed membership application 2) along with their full dues payment, as determined by the Board, shall be automatically passed or renewed as members by the Vice-President/Membership, unless in the opinion of the Vice-President/Membership, there is reasonable cause to deny the membership.



2. Reasonable cause may include but is not limited to: danger to another member, history of disruptive behavior in The Guild as a member or guest, or any other factor which would interfere with The Guild's ability to serve the main body of its membership.
3. Said cause to deny membership must be presented to the Board by the Vice-President/Membership, at the first opportunity after the application is received. At least 2/3 (two-thirds) of the full Board must vote to deny an applicant's membership, or the applicant shall be automatically accepted into The Guild.
4. If an application for membership is denied, said applicant will be given written notice that he/she has not been accepted into The Guild, or that his/her renewal has been denied. Denied member applicants shall be offered an opportunity to appeal said denial at the next regular meeting of the Board, unless in the best judgment of the President and Board, said opportunity might place any member of The Guild at risk for physical or emotional harm.

Section E. Other Affiliations

Members shall not be required to be affiliated with any other organization or group to qualify as members of The Guild.

Section F. Membership Dues

1. Annual dues amount shall be determined and assessed by the Board on a yearly basis based on past budget analysis and projected expenses.
2. Dues shall be payable on or before the annual assessment date.
3. The membership period covered shall **October 1 to September 30** of the year in which a member joined the group.
4. The **Vice President, Membership** shall notify members of their annual dues prior to the annual assessment date.
5. Should a member fail to reinstate his/her membership by a date determined by the Board, his/her membership shall be forfeited.

Section G. Membership Privileges and Responsibilities

1. Members shall have the right to attend all Palm Springs Writers Guild official functions, including but not limited to: general meetings, special events, critique groups, workshops, etc.; to submit material for publication in The Guild newsletter (if one is published), and any other publications or group projects. When circumstances require, there may be an additional fee or contribution asked of participants, over and above the yearly dues, in order to fund the specific project.
2. Members are eligible to vote for the President and Board of Directors of The Guild, to serve as Board Members, as critique group leaders, hosts or hostesses, or to chair or serve on various Guild committees.
3. Information gathered from members via membership applications, surveys, volunteer and all other PSWG forms shall be considered confidential. Such information may be shared on a "need to know" basis among the Board Members, volunteers involved with member communications, committee members, etc. Member information shall not be disclosed to any outside agencies or organizations, without the express permission of the individual member, or a court order.
4. Members who disclose member information, however garnered, to outside organizations, or who utilize PSWG roster information to solicit for or send material related to religious, political, commercial, or any other non-PSWG purposes, without the express consent of the member being mailed, telephoned, e-mailed, or otherwise contacted, shall face disciplinary action.
5. Members must respect and abide by the By-laws and rules of The Guild, or be subject to disciplinary action.

Section H. Disciplinary Procedures

Members who violate The Guild By-laws or other rules, or who constitute a physical or emotional danger to other members of The Guild may be suspended or terminated from The Guild. Disciplinary Procedures shall be as follows:

- I. Notice of said violation shall be brought to the attention of the Board of Directors. If it is determined by the Board that there is sufficient evidence that a violation or violations of Guild rules or By-laws has occurred, the Corresponding Secretary shall give the member a written warning via e-mail or regular delivery mail that he/she has violated the rules of The Guild, and is in danger of suspension, should said violation re-occur.

2. Should the member repeat the offense within a one year period from the time of the written warning, evidence shall be brought to the attention of the Board, prior to the member being suspended. If the Board votes by a 2/3 (two-thirds) majority in favor of suspension, the Corresponding Secretary shall send the member written notice, via e-mail (return receipt) or certified regular mail that suspension of his /her membership is pending. Said member shall be offered an opportunity to appeal his/her suspension at the next regular meeting of the Board of Directors.
3. If the member chooses not to appeal his/her suspension, the suspension shall automatically take place. The Corresponding Secretary shall notify the suspended member, all critique group, workshop, and other group leaders as to the date of when a member has been suspended, and the date that his/her suspension shall be lifted.
4. The President shall always have the power to immediately suspend the membership of any member, without prior approval of the Board of Directors, if said member, in the best judgment of the President, poses a physical or emotional danger to another member of The Guild. Should the President enact an emergency suspension, he/she shall present evidence supporting the suspension to the attention of the Board of Directors at the first available opportunity. At the next meeting of the Board of Directors, the Board will review and ratify the President's decision, or will lift the suspension as unwarranted, in which case the suspended member shall receive a written apology in the name of The Guild.
5. A member shall not be suspended if his/her second offense or violation of Guild By-laws or rules is of a different nature than the one for which he/she received the first warning of suspension. He/she shall receive a written warning as the first step for each separate offense (per section H-I). However, a member who continually violates different rules of The Guild may be subject to discussion and debate about whether he/she should be asked to resign, the membership declined when it is up for renewal, or his/her membership terminated.
6. No membership may be terminated without the matter being brought before the Board of Directors. If the Board of Directors votes by a 2/3 (two-thirds) majority in favor of termination, the Corresponding Secretary shall give the member written notice via e-mail (return receipt) or certified regular mail that termination of his /her membership is pending, and offer the member an opportunity to appeal his/her termination at the next regular meeting of the Board of Directors.
7. If the member chooses not to appear before the Board to contest his/her termination, it shall automatically take place.
The Corresponding Secretary shall notify all critique group, workshop, and other group leaders as to the date of a member's termination.
8. An appeal to contest a suspension or termination of membership may be made in writing, via either regular or e-mail; via a proxy representative; through any other means found acceptable by the Board of Directors; or in person, unless in the best judgment of the President and the Board, said personal appearance might place any member of The Guild at risk for physical or emotional harm. The Board of Directors must receive an appeal or notice of a pending appeal at least three (3) days prior to the upcoming Board meeting. Late appeals may be considered at the discretion of the Board of Directors.

Section I. Termination or Resignation From Membership

1. Members shall be considered to have resigned their membership if they fail to submit a properly completed membership renewal application, together with their annual dues assessment, by the annual renewal date, or within a grace period following that date, to be determined by the Board of Directors.
2. Members may choose to formally resign their membership prior to their annual renewal date. In such cases, a pro-rated refund of dues may be given, if requested by the resigning member, at the discretion of the Board of Directors.
3. Members may be terminated for cause from membership in The Guild, or asked to resign from The Guild, after the Board of Directors has determined that such membership is no longer in the best interests of The Guild. Disciplinary procedures and termination procedures are set forth in Section H, above.



ARTICLE IV. Directors - Selection, Terms & Duties

Section A. Board

1. The administration and general management of The Guild shall be the functions of the Directors of The Guild. Directors shall serve without compensation except that they shall be allowed reasonable advancement or reimbursement of expenses incurred in their regular duties not to exceed a certain amount as stipulated by the Board, but not without Board approval. The number of Directors may vary, depending on the size of The Guild, unfilled vacancies, and changes to Guild program content.
2. All members of the Board of Directors shall make as a priority the training of other volunteer members in vital facets of their particular areas of responsibility, to ensure that important functions of The Guild may be maintained, in the case of temporary or permanent inability of Directors to perform such functions.
3. All members of the Board of Directors, recognizing that participation in meetings of the Board is essential to meet quorum requirements and to ensure the smooth administration of The Guild, shall make as a priority their attendance, or designation of a proxy representative to attend, meetings of the Board of Directors. Should a Director be unable to attend or designate a proxy to attend any given meeting, he/she shall provide an informative written report on the past, current, and upcoming activities relating to his/her area of responsibility, to the Board of Directors, in the week prior to or following said meeting.
4. Contracts or indebtedness made or entered into by any Director of the Palm Springs Writers Guild on behalf of the Guild shall not be valid without the prior authorization or subsequent ratification of the Board of Directors.

Section B. Required Members

The Board membership shall include the following nine elected directors:

1. President
2. Executive Vice-President
3. Vice-President, Membership
4. Vice-President, Programs
5. Treasurer
6. Recording Secretary
7. Corresponding Secretary
8. Member-at-Large
9. Member-at-Large

Section C. Annual Election and Term of Office

1. The current President, with the approval of the Board of Directors, shall appoint a Nominating Committee of at least three (3) members of The Guild to review and evaluate candidates for the office of President and the other eight (8) Board positions. At the Board meeting in April, the Chair of the Nominating Committee shall present the current Board with a list of qualified Board candidates for the upcoming year.
2. At the general meeting in May, the members of The Guild shall elect nine (9) Directors to serve a term beginning on July 1 through June 30 of the ensuing year by majority vote of all members present. The new Board may be elected from the list of candidates presented by the Nominating Committee, or by nomination from the floor. However, no nomination from the floor shall be considered valid unless said nominee is present and expresses a willingness to serve The Guild as a Director, if elected.
3. The members will elect seven (7) Directors to the Board of Directors with terms of one year, and two (2) Members-at-Large, each with a term of two years, staggered to promote continuity. The term of any elected Director shall not exceed two (2) consecutive terms unless agreed upon by a 2/3 majority of the members present at any regular meeting.

Section D. Vacancies

If any vacancy occurs in the Board of Directors, by death, resignation, or otherwise, it may be filled by a majority vote of the remaining Directors at any regular meeting, or at any special meeting called for that purpose.

Section E. Meetings, Notice, and Quorum

1. Regular meetings of the Board of Directors shall be held immediately following the annual election, and on such days thereafter as shall be determined by the Board. Such meetings may be held

in person, via video or teleconferencing, or by whatever means is determined best suits the needs of the Board and The Guild.

2. The President may at any time, or at the request of four (4) Board Members, issue a call for a special meeting of the Board. Notice of each meeting shall be given by the Corresponding Secretary to each Board Member either by regular postal delivery mail or via e-mail at least three (3) business days before the time appointed, to the last recorded address of each Board Member, or via personal notice or telephone, at least twenty-four (24) hours before the time appointed.
3. One-half (1/2) of the full Board or their proxy representatives, shall constitute a quorum for the transaction of Guild business.
4. Interested members of The Guild who are not Board Members or their representatives may attend any regular meeting of the Board of Directors, but may not propose motions or vote. They may be invited to speak and/or to join in discussions about Guild matters, at the discretion of the President or acting Board Chair. They may also be excused from Board discussions or debates at the discretion of the President or acting Board Chair.

Section F. Duties and Powers

1. The President shall:
 - a. Oversee the operation and welfare of The Guild;
 - b. Ensure the proper execution and/or operation of established activities;
 - c. Seek to initiate new and beneficial activities for The Guild;
 - d. Preside over all general meetings and otherwise represent The Guild when and where necessary; e. Preside as Chair at the meetings of the Board of Directors.
2. The Executive Vice-President shall:
 - a. In the absence of the President, preside as Chair at the meetings of the Board of Directors, general meetings, and special events;
 - b. Assume all duties of the President, if he/she is unable to complete his/her term;
 - c. Perform special duties as directed by the President;
 - d. Seek to arbitrate grievances and other matters that may affect the welfare of the Guild.
 - e. Attend meetings of the Board of Directors, or provide a representative to attend said meetings, to report on membership activities, and to provide input into the governance of The Guild.
3. The Vice-President, Membership shall:
 - a. Maintain the group roster and disperse roster information as needed for Guild purposes;
 - b. Oversee the readmission of returning members, and the admission of new members and the continuing integration of new members into The Guild;
 - c. Perform special duties as directed by the President;
 - d. Attend meetings of the Board of Directors, or provide a representative to attend said meetings, to report on membership activities, and to provide input into the governance of The Guild.
4. The Vice-President, Programs, shall:
 - a. Initiate, all special programs, including but not limited to, workshops, seminars, and other events;
 - b. Perform special duties as directed by the President;
 - c. Attend meetings of the Board of Directors, or provide a representative to attend said meetings, to report on special program activities, and to provide input into the governance of The Guild.
5. The Treasurer shall:
 - a. Keep all monies collected by The Guild;
 - b. Maintain and ensure the safe deposit and collection of such monies in an account designated or approved by the Board of Directors;
 - c. Distribute such monies as may be directed by the President or the Board of Directors;
 - d. Keep a record of all transactions;
 - e. Provide a status report on Guild funds and activity for all meetings of the Board of Directors;
 - f. Complete a yearly budget and any other projections which may be needed for long-term



planning for The Guild.

g. Attend meetings of the Board of Directors, or provide a representative to attend said meetings, to report on membership activities, and to provide input into the governance of The Guild.

6. The Recording Secretary shall:

a. Keep a record of all meetings of the Board of Directors.

b. Send meeting notices as necessary for meetings of the Board of Directors, the General Membership, critique groups, or other events, or delegate a representative to send such notices;

c. Attend meetings of the Board of Directors, or provide a representative to attend said meetings, to record Guild business and to provide input into the governance of The Guild.

7. The Corresponding Secretary shall:

a. Handle all official correspondence for The Guild;

b. Maintain records of all correspondence to The Guild and the appropriate answer by the Board member;

c. Attend meetings of the Board of Directors, or provide a representative to attend said meetings, to note any correspondence needs, and to provide input into the governance of The Guild.

8. Members-at-Large

Members-at-Large shall lend expertise to the Board through special projects and special talents.

Section G. Voting

1. Voting at Board meetings shall be by hand vote, unless it is decided by a majority vote of the Board members present to require a written ballot. The Recording Secretary shall make a record of the results of all matters brought to a vote by the Board.

2. No member of the Board of Directors shall be entitled to cast more than one vote.

3. All matters affecting the operation and well-being of The Guild shall be acted upon at a regular or special meeting of the Board of Directors.

4. In the event the Board of Directors is unable to effect a clear and decisive resolution of a matter brought or placed before it, the President or Board Chair may call for a vote of the general membership.

a. Such notice shall be presented in writing, with all available information pertaining to the matter, to the membership at large at least fourteen (14) calendar days prior to the general meeting at which the matter is to be taken under consideration. Such notice may be delivered via regular or electronic mail, at the discretion of the Recording Secretary.

b. Unless otherwise specified herein, a vote by the general membership is considered passed if it receives a majority of "yes" votes of the members present. Should the matter appear equally divided, the membership shall again be equally addressed by proponents of and opponents to the issue for the purpose of taking another vote.

5. The Nominating Committee will present the slate to the Board in **May** for approval. The President will present the slate to the membership in **June**, call for nominations from the floor, and conduct the vote.

6. Voting will be done by hand count or secret ballot.

Section H. Removal from the Board of Directors

The President, with the approval of the Board of Directors, shall have the right to remove or replace any member of the Board of Directors or Committee Chair if he/she has failed to perform his/her duties, or any other factor in which said officer's continuing participation in that position no longer serves the best interests of The Guild.

ARTICLE V. Committees

Section A. The President, with the approval of the Board of Directors, shall have the authority to appoint such committees or subsidiary portions of The Guild as may best serve the needs of the membership. These



committees shall be delegated authority, under the supervision of the Board of Directors, to initiate, develop, and promote one-time or ongoing programs or events that may be of benefit to The Guild.

Section B. Such committees may include, but are not limited to: Guild Newsletter (if one is published), Nominating Committee, Telephone Tree, Social Events, Publicity and Promotion, Volunteers, Website, Critique Groups, and activities associated with other areas of interest to The Guild.

Section C. If a Chair of any committee approved by the Board of Directors is unable to attend a meeting or meetings of the Board of Directors, he/she shall make as a priority the designation of a member of his/her committee, to attend said meeting or meetings in his/her stead. If said attendance or proxy attendance is not possible, said Chair shall provide a full written report on past, present, and upcoming activities related to his/her area of responsibility within The Guild, and shall provide this report to the Board of Directors in the week prior to or following the Board meeting.

Section D. A committee member can be removed for failure to perform, or for behavior deemed detrimental to The Guild, or for failing to maintain membership in The Guild for any reason.

ARTICLE VI. Meetings

Section A. The general meeting, at which the Board of Directors shall be elected, shall be in **June**.

Section B. Frequency and date of all meetings for the general shall be once monthly, at a regular time and location and announced via **the website**. Special events, workshops, and seminars shall be announced by **the website**. In event of change or cancellation, the membership will be notified via telephone, electronic mail, special regular mail, flyer, newspapers and publications, and The Guild's website. Meetings are on hiatus July, August, and September.

Section C. Special meetings of the general membership may be called by a joint declaration of the President and the Board of Directors. Notice will be given five days ahead via telephone, electronic mail, special regular mail, flyer, newspapers and publications, and The Guild's website.

Section D. General meetings may be "skipped" by agreement of the President and the Board of Directors in cases where the scheduled meeting date is on or in close conflict with a national or religious holiday, or preempted by a Guild special event. Otherwise, all general meetings shall be held as scheduled and not cancelled, except by approval of the President and all available members of the Board of Directors, in cases of natural disaster, extremes of weather, or other hazardous conditions.

Section E. The frequency and date of all general meetings shall be stated in documents of greeting to new members, posted in The Guild's Newsletter (if one is published), on The Guild's website, and in all other materials and announcements.

Section F. A quorum is established when 50 percent of the membership is present unless otherwise stipulated herein.

Section G. Voting

1. The President can call for a vote of the membership at the general monthly meetings on issues affecting the overall Guild.
2. Voting may be by a show of hands or ballot.
3. Votes will be tallied by two officers stipulated by the President.

ARTICLE VII Fiscal Year

The fiscal year of the Guild shall begin on the first day of January and shall end on the last day of December.

ARTICLE VIII Parliamentary Authority

The rules and conduct and order of the meetings of The Guild, when not inconsistent with The Guild's Charter, these By-laws, or any special rules of order as The Guild's Board may adopt, shall be determined by *Robert's Rules of Order*.

ARTICLE IX Records and Reports

Section A. The Guild maintains a checking account; the Treasurer keeps bank statements on file for 4 years.

Section B. The Treasurer provides records of income, disbursements, and operational expenses; maintains a check register, receipt book, deposit records, paid and unpaid invoices, state and IRS accounting records for 4



years.

Section C. The Vice-President, Membership maintains a current membership roster, mailing list, and membership application forms.

Section D. The Corresponding Secretary maintains copies on file of all correspondence done on behalf of the Guild, open for inspection by the membership on request for 4 years.

Section E. The Recording Secretary records and files the agendas and minutes of the Board meetings and general meetings, and the vote count/decision for Board and/or general meetings for 4 years; open for inspection by the membership on request.

Section F. Speaker/Program Reviews are published in the monthly newsletter (if one is published.)

ARTICLE X Amendments

These By-laws may be amended at any regular or special general meeting by a two-thirds (2/3) majority vote of members present, provided notice of the proposed amendment was given to all members at least fourteen (14) days in advance of such a vote, and amendment provided for their review.

Section A. Amendments may be initiated by the Board, an Amendment Committee, or Guild member.

Section B. Amendment becomes effective after acceptance by The Guild membership.

ARTICLE XI Indemnity

Section A. Any person made a party to any action, suit or proceeding, by reason of the fact that he, his testator or interstate representative is or was a Director or employee of The Guild or any corporation in which he served as such at the request of The Guild shall be indemnified by The Guild against the reasonable expenses, including attorneys' fees, actually and necessarily incurred by him in connection with the defense of such action, suit, or proceedings, or in connection with any appeal therein, except in relation to matters as to which it shall be adjudged in such action, suit or proceeding or in connection with any appeal therein that such Director or employee is liable for gross negligence or misconduct in the performance of his duties

Section B. The foregoing right of indemnification shall not be deemed exclusive of any rights to which any Director or employee may be entitled apart from the provisions of this section.

Section C. The amount of indemnity to which any Director may be entitled shall be fixed by the Board of Directors, except that in any case in which there is no disinterested majority of the Board available, the amount shall be fixed by arbitration pursuant to the then existing rules of the American Arbitration Association.

ARTICLE XII Dissolution

Section A. The Guild may be dissolved for whatever purpose by a majority vote of the general membership.

Section B. The Guild may be dissolved by default, if there are insufficient volunteer members willing to serve as Directors of The Guild.

1. If the office of President becomes vacant, the Executive Vice-President shall assume the office. If the Executive Vice President is unable to assume the office, and no other member of the Board of Directors is able to assume the office, a candidate shall be sought among the full membership of The Guild. If, within ninety (90) days of the office becoming vacant, no member of The Guild is able to assume the office of President, The Guild shall be dissolved.
2. If the nine (9) positions on the Board (1-President; 2-Executive Vice-President; 3- Vice-President, Membership; 4- Vice President, Programs; 5- Treasurer; 6-Recording Secretary; 7-Corresponding Secretary, 8-Member-at-Large; 9-Member-at-Large) are filled by four (4) or fewer persons, and no candidates are found to bring the Board to number at least five (5) separate persons within (90) days of the office(s) becoming vacant, The Guild may be dissolved.

Section C. If, by a majority vote of the general membership of The Guild, it is decided to dissolve The Guild, or The Guild dissolves by default, The Guild shall cease to exist upon the occurrence of the proper and legal disposition of all assets of The Guild.



Section D. Distribution of Property upon Dissolution.

- I. Upon dissolution of The Guild and after all outstanding debts and claims have been satisfied, the Treasurer, at the direction of the Board of Directors, shall distribute the property of The Guild to another such organization or organization maintaining an objective similar to that set forth herein, which are or may be entitled to exemption under Section 501(c)(3) of the Internal Revenue Code or any future corresponding provision.
2. The Treasurer shall provide a report to be distributed via e-mail or post to all remaining members of The Guild as to the final distribution of Guild property.