

# **POLICIES AND PROCEDURES GULF COAST WRITERS ASSOCIATION, INC**

Last Revised 3/13/2017

The policies and procedures are categorized first under general and then by officers and committees of GCWA.

## **POLICIES**

### **General:**

1. Policies and Procedures: The GCWA executive committee may make a policy or adopt a procedure at any meeting by a majority vote, but these policies and procedures may not interfere with or be in conflict with the bylaws or the articles of incorporation. The vote shall be by hand count.
2. General Meetings: The president who presides over all meetings shall set the agenda. By tradition general meetings include: Welcome visitors, officer reports, committee reports, members' good news and general comments, other activities, break, and guest speaker. The agenda for a workshop meeting may be modified due to time constraints.
3. Caregivers for any member or guest may attend the meeting at no cost.
4. Email distribution to membership: Mass email distribution to members shall only be via Blind Courtesy Copy (BCC).
5. Members who provide printed copies of material for use at a general meeting or GCWA activity may be reimbursed at a maximum of eleven (11) cents per

black and white copy or twenty-two (22) cents for two-sided black and white copies. Reimbursement for color or for other special copies at a higher cost requires prior approval from the executive committee.

**All Officers:**

1. All officers shall attend all executive committee meetings. Any officer who cannot attend a meeting shall notify the president and appoint a proxy with voting rights. Two sequential absences shall be cause for consideration of replacement of the officer.
2. No officer shall spend GCWA funds not approved in the budget or spend GCWA funds in excess of \$150 on any project, even if the money is available in the budget, without prior approval by the executive committee, with the exception of the following expenditures: General Administration; Facilities.
3. All members of the executive committee shall provide to the president their contact information, such as address, phone numbers, and email address, as applicable.

**President:**

1. The president shall preside over all executive committee and monthly GCWA general meetings.

2. The president may call a special meeting of the executive committee by providing seven days written notice that will contain the date of the meeting and the agenda items. At special meetings the committee may only vote on agenda items.

**Secretary:**

1. Minutes for executive committee meetings and optional minutes for the general meetings are approved at the following month's executive committee meeting. The minutes shall be emailed to all committee members and board members for review within ten days after the meetings. Any corrections should be submitted to the secretary before the next executive committee meeting.
2. Finalized (approved) minutes with any corrections shall be emailed to the website editor to post on the GCWA website within ten days of approval.

**Treasurer:**

1. The GCWA members may pay annual dues between September 1 and December 31 and retain membership.
2. The treasurer shall maintain an inventory record of assets and their location. The inventory shall be reviewed by the executive committee at the April meeting.
3. The treasurer shall retain a post office box key.

4. The treasurer shall retain the GCWA computer and make it available at the general meetings as needed.
5. The treasurer shall retain the GCWA checkbook and the debit card associated with the checking account.

**First Vice President for Programming:**

1. The programming officer shall be responsible for obtaining speakers for all general meetings.
2. Guest speakers at the general meetings may be paid an honorarium of \$75 per meeting if they are not reimbursed for travel expenses.
3. Guest speakers at the general meetings may be invited to lunch following the meeting. GCWA will cover the cost of the speaker and an associate, if applicable. An executive committee member shall host the lunch with the speaker and determine the lunch location. GCWA members are welcome to attend the luncheon.
4. Guest speakers who must travel more than a moderate distance to the general meeting shall be reimbursed for travel and lodging at an amount approved in advance by the executive committee, and upon presentation of receipts for such expenses, in lieu of the \$75 honorarium.
5. The programming officer shall ensure a location is available for general GCWA meetings and will supply information about meetings and speakers to the website manager and communications officer at least two months in advance.

### **Second Vice President for Special Projects:**

1. The special projects officer administers the writing contest.
2. The special projects officer organizes non-recurring events in coordination with the executive committee.
3. The special projects officer shall inform the website manager and communications officer at least two months in advance of all special events and contest details.

### **Third Vice President for Membership:**

1. New members shall receive a welcome package, name tag, and a welcome letter from the president from the membership officer. Their email address shall be added to any general distribution list.
2. The membership officer, after January 1, will contact all unpaid members to determine status. Members rejoining after January in the current year shall pay the annual dues fee, not an adjusted rate.
3. The membership officer at the March executive committee meeting shall provide a list of members in arrears and request disposition.
4. The membership officer shall inform the website editor of members removed from membership.
5. The membership officer shall maintain a list of members of affiliate writers groups.

**Fourth Vice President for Communications:**

1. The communications officer shall notify all local news outlets of GCWA meetings and events and post to Facebook.
2. The communications officer shall take photographs or appoint a photographer to take photographs at the general meetings to be posted on Facebook. The communications officer or photographer shall take photographs of members for posting on the members' section of the website.

**Officer at Large:**

1. The officer at large shall be available to assume the role of any other officer except the President for a short term until said office can be filled by appointment or election.

**Website Manager:**

1. The website manager shall be the conduit between GCWA members and the website editor (see attached description).
2. The website editor will be contracted as a vendor and can be replaced if the website manager believes the site is not being properly maintained.
3. The website manager shall ensure that all information on the website is current and complete.

4. The website manager will ensure the website is working properly. All links should be functional. Ease of navigation should be ensured.
5. The website manager shall obtain, forward to website editor, and ensure posting to the website the items listed in the Appendix.

**Appendix**  
**Duties of the Website Manager and Website Editor**

1. The website manager shall obtain, forward to website editor, and ensure posting to the website the following:
  - a. President's letters or announcements should be obtained and posted to the website within two weeks of publishing.
  - b. Executive committee minutes and business meeting minutes shall be obtained from the secretary after approval by the executive committee to be posted on the website within ten days of approval.
  - c. Corporate board minutes shall be obtained from the board and posted to the website within ten days of approval by the directors.
  - d. Financial reports shall be obtained from the treasurer after approval by the executive committee to be posted to the website within ten days of approval.
  - e. General meeting program information shall be obtained from the programming officer. Speaker bios, program subject, and summary should be posted to the website two months in advance. A meeting announcement with speaker, subject, date, and location shall be posted to the home page of the website one month in advance of the meeting date.



- f. Listings for GCWA special projects, contests, classes, and events shall be obtained from the special projects officer and shall be posted to the website at least two months in advance of final enrollment dates. Announcements for the above shall be prominently posted on the home page of the website.
- g. GCWA contest information and documentation shall be obtained from special projects officer and posted to the website in advance of the beginning of the contest. Announcement of the contest with links and dates shall be posted on the home page of the website. Winning submissions to the GCWA writing contest shall be obtained from the special projects officer and posted to the website. Past years' winning submissions shall be retained indefinitely.
- h. New membership names, brief bios, and photos shall be obtained from the membership officer and posted to the website within one month of joining GCWA.
- i. The website manager shall work closely with the communications officer to ensure that each officer has the correct information for meetings, events, classes, contests, and workshops. GCWA's Facebook page should coordinate with the website for appropriate information to be listed on

both sites. Meetings and events shall be posted to the GCWA calendar (currently Google Calendar).

- j. The website manager shall ensure that all contact information, officers and board members, constitution and bylaws, policies and procedures, and other documents are current on the website.
- k. The website manager shall solicit and obtain the following from members for posting to the website:
  - i. Poetry and prose from members and affiliate members shall be posted to the website for an indefinite period.
  - ii. Member events and announcements such as publication, book signings, presentations, and awards shall be posted on the events page. They should be removed within two weeks after the date of the event.
  - iii. Member bios and photos shall be posted to the biography page, with website links, and published works. These shall be removed if membership is not renewed.
  - iv. Information, newsletters, and events shall be obtained from affiliate writers' associations and posted to the appropriate web pages.

- v. Florida writers' events and contests should be obtained and posted.
- vi. Links for writing resources should be solicited and posted to resources page. Web Manager should ensure working links.
- vii. Member contributions—articles about writing, grammar, publishing, marketing, or other subjects —should be posted to resources page.
- viii. Other duties of the website editor are described in the attached document: Website Maintenance Required Tasks.

## Attachment (1)

### Website Maintenance Required Tasks

Webpage updates—WordPress, plugins, tools

Fix broken links, buttons, and imagery

Check site for errors and fix

Monthly backups

Maintain connections to social media (Facebook and any other social media site GCWA may join)

Add and update content to pages monthly:

(All content will be received from the website manager. Many of these items will not occur every month.

All attached documents should be converted from Word DOC to PDF.)

1. Minutes and financial reports
2. President's letters and announcements
3. General meeting program information (speaker photo, subject, date, location)
4. Events, classes, and announcements
5. Contest announcements and instructions
6. Winning contest entries
7. Membership renewal announcements
8. PayPal links when required
9. Member photos, bios, and book listings
10. Poetry, prose, and resources from members
11. Good news, events, and announcements from members
12. Home page updates (announcements, meetings, contests, events)
13. Contact information and photos of officers and directors (yearly update)
14. Links to writing resources and organizations
15. Newsletters

Remove content from pages:

1. Member bios, books, photos for any member who has not renewed by March of the membership year.
2. Past announcements and events
3. Broken links

Do not remove content:

1. Do not remove previous speaker information
2. Do not remove member contributions to poetry, prose, or resources
3. Do not remove minutes or financial reports

## **Attachment (2)**

### **Nominating Committee Procedures**

The nominating committee shall be organized each year before the November general meeting. The GCWA bylaws, Article III, Section 1, state: “The nominating committee shall be composed of at least four members. The committee will be chaired by the Vice President for Membership. The members will include one member of the board of directors and two or more full members in good standing. Neither the board chairperson nor the president of the executive committee may serve on the nominating committee. The nominating committee will supply to each person nominated for an executive committee office a written description of the duties of that office. The committee will encourage each nominee for an executive committee office to attend at least one executive committee meeting before the election.”

The president of the executive committee shall seek nominating committee volunteers from the executive committee and the membership. The corporate board shall select their nominating committee member at a meeting before the November general meeting.

The following procedures are provided to help the nominating committee do its work in an orderly and fair manner.

1. The chair of the nominating committee shall canvas the current executive committee to determine vacancies.
2. The membership officer shall provide each committee member a current copy of the membership list.
3. The committee shall receive a copy of the job description for each vacancy.
4. The committee shall determine the method by which candidates are identified, how they are contacted to ask if they would serve.
5. The committee shall provide the executive committee the nominees by the February executive committee meeting.
6. The chair of the nominating committee shall present the nominees to the membership at the March annual election meeting.

7. The committee shall prepare a memorandum listing all persons recommended to be nominated, for the future work of the committee or if a vacancy occurs between annual meetings. This file shall be submitted to the president of the executive committee for retention.

## Attachment (3)

### Writing Contest Procedures

The executive committee will determine if there will be an annual GCWA writing contest before the committee meeting in September. The special projects officer shall direct all activities required for a successful contest. The contest director will recruit volunteers as needed from the executive committee, the corporate board, and from GCWA membership to accomplish this goal.

Following is a list of tasks and events required to make it happen (coordinated by the contest director):

1. The executive committee will determine contest dates, genres, length of entries, entry fees, and entry details.
2. New submission guidelines and entry forms will be posted to the website and printed to be available at meetings.
3. The communications officer will post announcements to local newspapers, colleges, and organizations. An announcement will be emailed to all GCWA members.
4. The website manager will ensure posting of the announcement, guidelines, and entry forms to the GCWA website.
5. Sponsors should be found for prizes and for publishing winning entries.
6. Lead judges for each genre will be recruited from the corporate board, executive committee, or the general membership of GCWA.
7. Lead judges will recruit two or three qualified judges, preferably non-members of GCWA.
8. Entries will be submitted to special projects officer.
9. Contest director will check entries for qualification per the submission guidelines and mark submissions for tracking with entry forms.
10. Contest director will retain the entry forms and distribute submissions to lead judges.
11. Contest director will inform winners and ensure they will be available for the March GCWA meeting.

12. Contest director will ensure that prizes are available for the March GCWA meeting when winners are announced.
13. President, contest director, and/or judges will present prizes to winners at March meeting.
14. Contest director will follow up with sponsor(s) for publication of winning entries.
15. The website manager will publish winning entries on the GCWA website.