

POLICIES AND PROCEDURES GULF COAST WRITERS ASSOCIATION, INC

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 by-laws 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, guest speaker, and raffle. The agenda for a workshop meeting may be modified due to time constraints.
3. Raffle Tickets: Book raffle tickets shall sell for \$1 each or 3 for \$2.
4. Caregivers may bring the person whom they are caring for to meeting at no cost.
5. March annual election meeting: The March annual election meeting shall include a potluck or catered luncheon. The entry fee shall be either a covered

dish or food item (serving 6-10), or the per-person cost of a catered meal, or other appropriate amount as determined by the executive committee.

6. Email distribution to membership: Mass email distribution to members shall only be via Blind Courtesy Copy (BCC).
7. New members shall receive a welcome package and name tag from the membership chair, and a welcome email from the president. Their email address shall be added to any general distribution list and to the members only page on the Web site.
8. Members who provide printed copies of material for use at a general meeting or GCWA activity may be reimbursed at most five (5) cents per copy or eight (8) cents for two sided copies.

President:

1. The president of the GCWA is not required to pay annual dues during the term of office, and shall be recorded as an honorary member on the membership rolls.
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 board may only vote on agenda items.
3. The president shall retain a post office box key, and the Staples tax exempt card.

Secretary:

1. The secretary shall provide the president contact information, such as address, phone numbers and email address, as applicable.
2. Minutes for general and Executive Committee meetings are approved at the following month's Executive Committee meeting. The minutes should be emailed to all committee members for review as soon as possible after the meetings.
3. Finalized (approved) minutes with any corrections should be emailed to the Webmaster to post on the GCWA website.

Treasurer:

1. The GCWA members may pay annual dues between January 1 and March 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 provide the president contact information, such as address, phone numbers and email address, as applicable.

Membership:

1. The membership chair, after the March election meeting, will contact all unpaid

members to determine status. Members rejoining after March, in the current year, shall pay the annual dues fee, not an adjusted rate.

2. The membership chair at the April executive committee meeting shall provide a list of members in the arrears, and request disposition.
3. The membership chair shall inform the web master of members removed from membership.
4. The membership chair shall provide the president contact information, such as address, phone numbers and email address, as applicable.

Programming:

1. Guest speakers are generally un-paid. Speakers who are conducting workshops are reimbursed at \$75 per hour.
2. Guest speakers who have not received any reimbursement shall be invited to lunch. GCWA will cover the speaker and an associate's cost, 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.
3. The programming chair shall provide the president contact information, such as address, phone numbers and email address, as applicable.

Publicity:

1. The publicity chair shall provide the president contact information, such as address, phone numbers and email address, as applicable.

Special Projects:

1. The special projects chair shall provide the president contact information, such as address, phone numbers and email address, as applicable.

Web Master:

1. The Web master shall provide the president contact information, such as address, phone numbers and email address, as applicable.
2. Members prose or poetry shall be retained for three months after posting.
3. Minutes and financial data reported on the members only page shall only be posted after approval by the executive committee.
4. The Web master shall remove members information from the following areas once informed their membership is revoked: members prose, poetry, biography, services, and membership list.

PROCEDURES

1. Voting:

The president may call for a voice vote at regular executive committee or general meetings to pass motions. The president will declare whether or not the motion passed.

Any member may call for a hand count if there is disagreement with the president's declaration.

The president shall call for a hand count for all business amending the By-Laws, Articles of Incorporation, or Policies and Procedures.

The election of officers at the annual March business meeting shall be by voice vote. The chair of the nominating committee or designated representative will declare whether or not the motion passed. Any member may call for a hand count if there is disagreement with the chair's declaration.

2. Written Notice:

Members may receive written notice via email, postal mail, or hand delivered notice.

3. Reimbursements:

Members requesting reimbursement shall provide the treasurer or president a receipt or copy of a receipt for the items purchased. Receipts that contain multi-items, some that may not pertain to GCWA business, shall be highlighted or otherwise marked to indicate the items the member requests reimbursement.

4. Nominating Committee:

The procedures for operating the nominating committee are in attachment (1).

5. Removal of Executive Committee members:

Any Executive board member may be removed from office upon vote of not less than two thirds (2/3) of the Executive Committee in attendance at a meeting where the voting occurs, provided notice of such proposed action shall have been furnished, in writing, to all members of the committee at least ten (10) days in advance.

- Grounds to be removed as defined by Florida State Law:
- Malfeasance
- Misfeasance
- Nonfeasance
- Drunkenness
- Incompetence
- Permanent inability to perform official duties
- Conviction of a felony

Attachment (1)

Nominating Committee Procedures

The nominating committee shall be organized each year by the November general meeting. The GCWA by-laws, Article II, Section 1, states: “The nominating committee shall be composed of four members. The members will include one member of the Corporate Board of Directors, one member of the executive committee and two members in good standing.”

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 their work in an orderly and fair manner.

1. The four member committee shall select a chair at its first meeting.
2. The chair of the nominating committee shall canvas the current executive board to determine the vacancies.
3. The membership chair shall provide each committee member a current copy of the membership list.
4. The committee shall receive a copy of the job description for each vacancy to be filled.
5. The committee shall determine the method by which candidates are identified, how they are contacted, and asked if they would serve.
6. The committee shall provide the executive committee the nominees by the February, executive committee meeting.
7. The chair of the nominating committee shall present the nominees to the membership at the March annual election meeting.
8. 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.