

# **California Bowling Writers Bylaws**

## **ARTICLE I**

### **Section 1. Name**

The name of this organization shall be the California Bowling Writers, hereinafter referred to as CBW.

## **ARTICLE II**

### **SECTION 1. Purpose**

- Educate member & non-members to develop and strengthen writing skills to enhance bowling promotion
- Recognize journalistic excellence
- Reward outstanding effort in bringing media attention to the sport of bowling
- Include and encourage electronic media in communications
- Support a Charitable Endeavor

## **ARTICLE III**

### **SECTION 1. Membership**

Open to any California bowling journalist, bowling promoter, or bowling supporter who is interested in the purpose of this organization.

Only members in good standing may run for office.

### **SECTION 2. Types of Membership**

Those in attendance at the organizational/first annual membership meeting will be referred to as charter Members. Those who joined the organization on the inaugural weekend, but not in attendance at the organizational meeting, will be referred to as Founding Members

- **Regular:** Membership is open to those individuals who reside in the state of California and communicate news and information about the sport of bowling in print or electronically, including photographers, illustrators and those who promote the sport by any other means.
- **Supporting:** Membership is open to those individuals who reside outside the state of California and communicate news and information about the sport of bowling in print or electronically, including photographers, illustrators and those who promote the support by any other means. This may include those who have moved and wish to retain their membership in the organization.

### **SECTION 3. Membership Dues**

Membership dues are payable annually in advance and shall cover a period of one year from August 1 through July 31. Dues are delinquent after October 1. Annual dues for all types of membership shall be determined by the board of directors and approved by a majority of those votes cast at the annual meeting. Any changes will be come effective for the membership year beginning on August 1 following the annual meeting. Life Members shall be exempt from paying dues.

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## **ARTICLE IV OFFICERS & BOARD OF DIRECTORS**

### **SECTION 1. Board of Directors**

President, Vice President, Secretary, Treasurer, and four (4) Directors shall constitute the board of directors.

### **SECTION 2. Election of Officers**

The Terms of Office shall be two years beginning August 1, following election at the annual meeting.

- President, Treasurer and (2) Directors shall be elected in ODD years.
- Vice President, Secretary and two Directors shall be elected in EVEN years.

The Board of Directors and Life Members will be elected by the members present and voting at the annual meeting by plurality vote.

### **SECTION 3. Eligibility**

Officers and Directors must reside in California. If an Officer or Director moves out of California the office will be declared vacant.

### **SECTION 4. Duties of Officers**

- **President**
  - Shall preside at all meetings of the CBW.
  - Shall appoint a nominating committee each year and shall appoint the members of all other committees.
  - Shall verify the bank balance monthly.
  - Shall perform all other duties pertaining to the office and make a report in writing with recommendations, if any, at each Annual Meeting.
- **Vice President**
  - In the absence of the President, shall perform the duties of that office and any other that may be required.
- **Secretary**
  - Shall record the proceedings of all meetings.
  - Shall keep a complete membership record and shall issue individual membership cards to new members for dues received.
  - Shall keep a record of receipts and within seven (7) days remit to the treasurer.
  - Shall make a report in writing at each Annual Meeting.

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## **Duties of Officers, cont.**

- **Treasurer**

- Shall keep a true record of receipts and disbursements and shall deposit all funds in a bank whose deposits are insured with the Federal Deposit Insurance Corporation or Federal Savings and Loan Insurance Corporation in the name of CBW.
- May sign checks.
- Shall make a report in writing, including all financial transactions, at each Annual Meeting.
- Warrants and checks are issued by the Treasurer and verified by the Audit committee.

Officers, directors and committee chairmen shall be reimbursed for expenses incurred under the guidelines as approved by the board of directors. Unusual expenditures, as defined by the CBW Policy & Procedure Manual, over \$100.00 need prior approval by the Board of Directors. Reimbursements require the approval of the President or Secretary.

- **Life Member**

- Life Membership may be bestowed on a Past President, Past Secretary or Past Treasurer who have completed a full term of office and whose contributions of service to CBW are deemed to be exceptional. Nominations for Life Members may be made by the board of directors and granted by a 2/3 majority vote of the members present and voting at the annual meeting. Life Members shall be granted full voice and vote at all general membership meetings. Life Members shall be granted voice at all board meetings. The president may allow Life Members to vote at board meetings on special issues, with the majority consent of the board. Life members do not count toward a quorum.

## **ARTICLE V MEETINGS**

The CBW shall have one (1) annual general membership meeting plus Board of Directors meetings as required. A quorum for the Board of Directors shall be five (5) and the quorum for the annual meeting shall be those present and voting. The annual meeting site and date shall be set by the President and APPROVED BY THE Board of Directors.

### **SECTION 1. Board Meetings**

The Board of Directors shall hold a meeting preceding the annual meeting. Additional meetings shall be held as required.

At the discretion of the President, voting may be conducted by email to the Board of Directors. At least seven (7) days shall be allowed as the time within which the email ballots must be returned, determined by the date of delivery. Any questions submitted shall be determined according to a majority of the ballots received and placed on file, providing that in each case, votes of at least five (5) members of the Board of Directors shall have been received. The Secretary shall record the vote subject to ratification. The actual ballots received shall be kept by the Secretary until he/she is authorized by the Board of Directors to dispose of them. Voting by email is subject to ratification at the next board meeting.

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## **SECTION 2. Annual Meeting**

The CBW will have an Annual Meeting of the general membership. Voting shall be conducted by majority vote of the members present and voting. Meetings shall be open to all members. Guests are welcome with the approval of the President.

The Secretary shall provide copies of all written reports of the Board and Committees; minutes for approval and Actions of the Board of Directors to attendees at Board and Annual Meetings,

## **ARTICLE VI AMENDMENTS TO THE BYLAWS**

These bylaws may be amended by majority vote of the members present and voting at the annual meeting, providing amendments from CBW members have been submitted to the president and secretary at least thirty (30) days before the annual meeting and distributed to the members not less than fifteen (15) days prior to the annual meeting. At this meeting, the Legislative Committee may propose legislation to be voted on at the current annual meeting.

## **SECTION 1. Vacancies**

A vacancy in the President's office shall be filled by the Board of Directors. If the Vice President becomes President, she, in turn, with the approval of the Board of Directors, appoints a new Vice President. The President shall fill a vacancy in any other elected office and the appointee shall hold the position for the un-expired term of the office with the approval of the Board of Directors.

## **ARTICLE VII**

### **Awards**

Special awards and contest awards may be presented as approved by the Board of Directors. The criteria for awards shall be set forth in the procedure manual.

## **ARTICLE VIII**

### **Charitable Endeavors**

CBW shall be involved in one or more charitable endeavors each year, to be determined by the Board of Directors

## **ARTICLE IX**

### **Insignia**

Computer and Feather Quill

## **ARTICLE X**

### **Colors**

Consistent with and indicative of California – (blue and gold)

Roberts Rules of Order, Newly Revised, shall govern the proceedings of all meetings when not inconsistent with these bylaws.