



Wyoming Writers Inc.

BOARD REFERENCE PACKET

Revised 9/2019

I. INTRODUCTION

If you're considering running for a seat on the Board of Wyoming Writers, Inc. here are a few things to think about:

A. Wyoming Writers, Inc. is a 501(c)(3) nonprofit. So what is a non-profit?

The National Council of Nonprofits defines a nonprofit organization as “tax-exempt under Internal Revenue Code Section 501(c)(3).” Its mission is to provide public benefit.

B. Will I get stuff for serving on the Board of Wyoming Writers, Inc. such as free meals and free conference registration?

The role of the Board is “to assist the organization we serve in achieving its objectives and goals,” and “adhere to the highest standards of ethical and professional behavior.” The Board of Wyoming Writers are not compensated for their roles as Board members.

C. Will I be recognized for giving freely of my time and energy for at least two years while serving on the Board of Wyoming Writers, Inc.?

Sometimes. Outgoing presidents have traditionally received applause and a plaque or gift. Almost the entire focus of the organization is conceiving and carrying out the annual Conference. That's a LOT OF WORK. The president keeps everything on track and on schedule, the Vice President carries the heavy load of arranging for the faculty, the Treasurer takes care of all the bills. Other details—secretarial, publicity, grant seeking, and tracking the hosting member committees—fall on the rest of the Board.

The contract Administrative Assistant takes care of keeping members informed with website, social media updates, and a newsletter. After two years (or more in some cases) members rotate off of the Board and someone else steps up to help keep the wheels turning. No volunteer is on his or her own. Old hands are the mentors. Collaboration is the key.

D. Why volunteer for the WWI Board?

Wyoming Writers, Inc. is the only statewide organization devoted exclusively to writers. Begun in 1974, Wyoming Writers (WWI) is still going strong, serving, recognizing, and encouraging writers all across the state and the nation. Our dues and Conference fees are deliberately low so that any writer, from beginner to published professional, can join in the conversation. Giving back to Wyoming Writers, helping shape its future, is simply the right thing to do. Plus, the volunteer Board gets special access and proximity to the outstanding faculty, agents and editors during the conference each year, offering a chance for relationships to build.

II. MISSION

- A. Wyoming Writers, Inc. is a writer support organization. It exists to serve writers. It is a social group, and an educational group. The WW, Inc. Constitution defines the organization's goals:
1. To hold an annual conference at which members may meet for the enjoyment of each other's society, for the exchange of ideas, and for the discussion of projects, programs, and other activities tending to promote the welfare of the Organization and its members; where lectures and workshops may be conferred, and officers for the ensuing year elected and installed;
 2. To prepare and distribute the WYO-Writer Newsletter, designed to keep members informed;
 3. To hold other writing workshops and activities that will educate, inform, or promote Wyoming writers.
- B. Wyoming Writers, Inc. is a business. It is a 501(c)(3) nonprofit corporation, a designation for charitable as well as educational and literary organizations, which endows it with certain responsibilities toward its members and to the state and federal governing bodies that make the rules.
- C. A board member's duty is to serve through planning the annual conference, coordinating membership and championing the organization throughout the state and region. The interests of the members must always be held above those of the governing board. There is to be no monetary *reward* of any kind for serving on the board of directors of WW Inc. However, if a board member feels he or she should be *reimbursed* after conference for any part of the financial burden of attending, that member may submit receipts to the treasurer. (voted on Sept. 8, 2019). This addendum was put in place because some serving board members truly cannot afford to attend the conference, yet they are still expected to be there.

III. WYOMING WRITERS, INC. BOARD POSITIONS

- A. **President** (votes only in case of a tie): Oversees board functions; convenes meetings; sets agendas, entertains motions, brings before the board for approval any item dealing with the organization's funds. Names committee chairs. Names board liaison to the administrative assistant. Coordinates activities at Conference.
- B. **Vice President** (voting): Canvasses for and recommends Conference Faculty to the Board, to include the keynote speaker, educational session faculty, agents and editors. Works alongside conference chair to coordinate annual conference, including organizing and maintaining contact with faculty and setting schedule.

- C. **Secretary** (voting): Takes minutes of meetings, keeping track of any online motions, which are submitted to the BOD for approval and action. Ensures policy statements and procedural changes are integrated into the Board Packet.
- D. **Treasurer** (voting, unless ex officio): Keeps financial records and oversees grant income, conference income, and collection of and deposit of annual membership dues, writing contest submittal receipts, and pays writing contest judges. Provides updated reports to each BOD meeting and the annual General Membership meeting at conference. Ensures the organization is compliant with state and federal obligations for a nonprofit.
- E. **Past President** (voting): The Past President is generally in his / her third year of Board service, having served as prior years President and Vice President. Acts as a resource to the board and helper to the current president.

Additional board members numbering two or three to make up a total of seven voting BOD members. Each BOD member agrees to seek out potential instructors / keynotes for future conferences, as well as possible locations within the state as future conference sites, and to write articles for the Newsletter as requested.

IV. WYOMING WRITERS, INC. NON-BOD POSITIONS

- A. **Administrative Assistant**: The administrative assistant is contracted to handle communication to, from and among membership; design and distribute newsletters; update the WW, Inc. website including creating pages as needed; develop and distribute conference brochure and poster.
- B. **Conference Chair**: Serves as on-the-ground local organizer for the yearly conference and works directly with the President, Vice President, and BOD to plan and carry out the conference.
- C. **Writing Contest Chair**: Serves as director of this important annual event. Solicits judges, coordinates judges' contracts, presents announcements to membership, updates Administrative Assistant to deadlines, and winner selections.
- D. **Nominations Chair**: Appointed by the President to seek nominations for vacancies on the Board of Directors, the nominees to stand for election at the annual General Membership meeting.

V. WYOMING WRITERS, INC. CONFERENCE TIMELINE FOR BOD

This timeline covers the basic month to month duties and tasks to be accomplished. It includes the quarterly BOD meetings held in June, September, February, June¹; and preparation and dissemination of the WYO-Writer Newsletters in July; September; November – December; February; and April.

¹ These dates for the BOD meetings have been traditional. The BOD may choose, as it did in 2019, to hold a special BOD meeting in April for conference for conference updates and general peace of mind.

A. JUNE

- Conference is scheduled the first full weekend in June.
- First BOD Meeting follows Sunday adjournment. New BOD members welcomed and positions elected. Next date for September BOD meeting set.
- Confirm location for the next year's conference. This can be done by the board before June; however, it must be accomplished no later than June.
- Make sure bills for conference just ended are presented to treasurer and paid.
- Add new signers and delete past president to the First Interstate Bank account (this often requires sending signature cards among the signees.)
- If new treasurer is elected, a new WWI mailing address / Post Office Box may be needed. The new address should be added to the Website; and sent to all contacts in broad Wild Apricot email. ²
- Committees email final reports to board.
- Website update includes: Award Winners; Contest Winners; and Photos from the conference of winners, faculty, dais and panels, general attendee photos and session.
- Treasurer concludes the fiscal year with email reports and Profit and Loss to the board.
- Prepare July WYO-Writer Newsletter using Wild Apricot Newsletter Template: Include Photos from conference, photos and bios of new and current board members and Administrative Assistant with contact information (WyoWriters@gmail.com)³, Awards and Contest Winners, Conference Chair Report (or President report on conference) with attendance figures and notes / responses from evaluations, next year's conference dates, Member News, and Markets.

B. JULY

- Approve and sign contract with Administrative Assistant.
- Send list of potential / prospective Next Year Faculty to BOD and have them add ideas (Vice President's main role with assistance and ideas from full BOD).
- Begin to send Contracts to those faculty approved and confirmed. And advise proposed faculty to submit list of three workshops they intend to present.
- Distribute July WYO-Writer using Wild Apricot Newsletter Template and contact mailing list, to include the University of Wyoming Digital Collections Department for historical preservation. Send hard copies to libraries and members requesting this format.⁴

C. AUGUST

- Continue to contact, confirm and ink contracts with prospective Faculty for upcoming conference.

² Wild Apricot Member Management Software – Contracted for annual membership 2018. Support Helpline 877-493-6090 / Member Wyoming Writers Account #267584.

³ In previous years, there was a personal email box for the President, VP, Secretary, etc. These became difficult to manage, and the WyoWriters@gmail.com address became the universal contact. Using the Subject line to pinpoint a topic, requests for information can be sent and the Administrative Assistant will forward to the appropriate BOD members. Their responses can then be sent to the Admin Assistant who responds via the wyowriters@gmail.com mailbox. This protects the individual email addresses of the BOD members.

⁴ The Administrative Assistant will email / mail newsletters to Libraries and Members requesting printed form. The list of these entities is kept by the Administrative Assistant.

- Vice President will begin to construct the budget for the Faculty, to include the proposed honorarium, and projected travel expenses.
- President prepares agenda for September BOD Meeting.

D. SEPTEMBER

Board Meeting is held, with agenda circulated ahead of time that includes:

- Treasurer Report to include breakdown of conference costs, and attendance numbers.
- Vice President to present final (or close to it) list of next year's conference faculty, agent and editors; confirm contracts in place and proposed faculty budget; advise BOD on proposed faculty workshops.
- Publicity Chair, along with Admin Assistant, to plan conference advertising campaign and budget.
- Writing Contest Chairman and BOD to agree upon submission categories, entry fees, and awards (increase dollar award accordingly). Discuss / select judges to approach for contract.
- Conference Chairman to present details to date on location / lodging / caterer.
- Newsletter items for September issue.
- Admin Assistant sends member email calling for contributions to the September Newsletter.

September 20 WYO-Writer Issue is prepared and distributed using Wild Apricot⁵ Newsletter Template and contact mailing list, to include the University of Wyoming Digital Collections Department for historical preservation. Send hard copies to libraries and members requesting this format. Included in Newsletter: Upcoming Conference: Venue and dates of the following year's conference, Writing Contest teaser, member news, calendar of events, market news, board member column, officer/member article(s).

E. OCTOBER

Writing Contest Gears Up: Contest Chairman ensures that Judges are confirmed and contracts are inked. Guidelines / rules are posted to the Website.

- Admin Assistant creates an "event" in Wild Apricot for the Writing Contest. Status will be "inactive" until contest opens.
- Admin Assistant creates an "event" in Wild Apricot for Scholarships. Status will be "inactive" until applications open.
- Admin Assistant begins to build Conference Event in Wild Apricot.⁶
- Vice President assembles the headshots and bios of the proposed faculty to include in the November / December newsletter.

F. NOVEMBER

- Select / Confirm Bookstore for conference.
- Select / Confirm host hotel for conference and ensure a reduced rate block.⁷
- Admin Assistant will send member email early in month to call for newsletter material.

⁵ Wild Apricot Member Management Software – Contracted for annual membership 2018. Support Helpline 877-493-6090 / Member Wyoming Writers Account #267584.

⁶ This preparation, during this slower month, will alleviate a convergence of tasks in February – March when the contest entries, the scholarship applications and the conference pre-registration begin.

- Gather newsletter info to include: Secretary's article; Writing Contest rules, dates and submission process
- Board Member Article

November 20 Issue:

- Writing Contest rules and timeline and deadline reminder, Scholarship and Awards teaser, member news, calendar of events, officer/member article, market news, board member column, Conference faculty announcement, holiday greetings from Board of Directors.

G. DECEMBER

Board meeting is held. Agenda to include:

- Confirmed Faculty and Programs to be presented
- Member session discussion – identify areas of content need (Solicitation in January)
- Conference Site / Catering / Hotel Block arrangements
- Grants to pursue / being pursued
- Writing Contest status (will open March 1); determine monetary award for place finishes
- Awards and Scholarships on deck

H. JANUARY

- Website posting by Admin Assistant: Conference Dates / location / Contest dates (opens February 1 / closes March 15 / categories with description)
- Admin Assistant begins brochure layout and conference poster design with help of Conference Committee and Vice President.
- Admin Assistant sends to members and contacts regular notices that Writing Contest Opens for Submissions on February 1.
- Writing Contest Chair ensures judges contracts in place and they understand the process, and their requirements once the contest closes on March 15.

I. FEBRUARY

- Writing Contest is open for submission. Submissions are sent to the Wyo Writers PO Box.
- Board Meeting is held, to include:
 - Conference Schedule draft with Faculty Workshops / Sessions / Confirm all faculty contracts in place
 - Draft Brochure and Poster for Approval and printing
 - Mailing / Distribution plan and schedule determined
 - Finalize menu / bars / hotels – contracts inked - Conference Chair / others
 - Determine Conference Pricing – Early Bird / After May ?/ Student / Day Pass / Individual Meal Costs - Confirm March 1 date for online registration opening
 - Social Media Marketing and Proposal and Publicity update
 - Members session solicitation
 - Discuss future conference location and possible faculty
- Admin Assistant sends broad email early in month for Newsletter content.

⁷ It's recognized that areas in the state can be more or less costly. The \$100 @ night amount has been a traditional target through 2019 for a confirmed block of 50 rooms for Friday and Saturday (2-night stays).

Feb. 15 Issue: Writing Contest opens March 1 – include notice and rules; Applications for Scholarship and Awards opens March 1 – include notice and instructions; Online Conference Registration Opens March 1. Include Conference faculty bios, photos, and workshop titles with brief descriptions, calendar of events, member news, market news, Board Member column. Include a solicitation for Member Sessions at Conference – suggest the specific needs identified by BOD.

- AA builds Conference Registration event in Wild Apricot with registration types and costs / meal selections / pitch selections / critique / paddle panel / open mic.
- Admin Assistant builds scholarship application in WA (use prior year template)
- Admin Assistant builds Award application in WA for Emmie Mygatt / Western Horizon / Milestone / Arizola Magnenat.

J. MARCH

- Admin Assistant activates Conference Registration, Awards and Scholarships events in WA – March 1 target.
- Treasurer regularly clears the Wyo Writers PO Box for writing contest entries. Strips checks for deposit. March 15 post mark deadline. Sends bulk entries to Contest Chair.
- Contest Chair separates entries by category and sends entries to correct judge by March 20.
- Conference brochure and poster printed and mailed by Admin Assistant from WA member and contact list. Send extras to Board Members and, Conference Chair.
- Member session proposals received are reviewed by VP and best entries circulated to BOD for approval. Member faculty are notified and their sessions are added to the Conference Schedule.
- Check with bookstore about needs (locking room, tables) for conference site.

K. APRIL

- Make hotel registrations for faculty and guests,
- Ensure Faculty registers for Conference in WA and chooses their meals. This can be done manually by the Admin Assistant.
- Treasurer begins to process registrations. Mailed-in registrations are added manually into WA by Treasurer and Admin Assistant.
- Update venue / caterer / bar updated on registration numbers as they come in.
- Admin Assistant posts articles on tips for pitches and critique roundtables on website; sends notice email when added.
- Make efforts to determine hotel and site for next year's conference/secure contract if possible.
- Begin work on next year's budget
- Keep track of awards and scholarship deadline, winners, certificate preparation.

- Send emails on Conference details and reminders of early bird registration deadline, deadline for scholarships and awards nominations, member news.
- Identify volunteers to work during Conference and assign duties.
- Judges send notices of Writing Contest Winners to Contest Chair / Admin Assistant BY April 30.

L. MAY

- Admin Assistant sends email for newsletter items.
- First week in month - Contest Chair notifies writing contest winners, and explains how they will be recognized at conference (may impact their decision to attend and qualify for Early Bird pricing).
- Treasurer prepares Writing Contest Award Checks for recipient.
- Prepare agenda for annual meeting.
- Get minutes of previous year's General Membership ready and copied.
- Treasurer prepares Annual Report for the general membership meeting – make copies @ table.

May 1st WYO-Writer Newsletter Issue: Conference details and reminders of early bird registration deadline, deadline for scholarships and awards nominations, sessions descriptions, schedule of events and programs, member news.

VI. DUTIES OF THE WYOMING WRITERS, INC. EXECUTIVE BOARD (ELECTED POSITIONS)

A. President: The President will call and preside over all WW, Inc. meetings; supervise the affairs of the organization; appoint Chairpersons of standing and special committees, and serve as ex officio member of all committees.

1. The President must keep in contact with Board members and Committee Chairs to ascertain their duties are being carried out during the year. The President oversees all aspects of the Annual Conference plans and actions; and sets the conference schedule that is posted to the Website, and distributed at Conference to attendees.
2. The Executive Board oversees the budget and spending on various programs within WW, Inc. Appointed Chairs serve at the discretion of the President. Any action by Chairpersons involving money needs Executive Board approval, i.e. Faculty stipends; Writing Contest judge fees; Writing Contest Awards; Conference budget, Newsletter printing, etc.
3. The Executive Board oversees Conference and other Committee actions.
4. The President supervises the Administrative Assistant, and ensures that the needs of Wyoming Writers, Inc. are met, and that the terms of the Admin contract are carried out.
5. The President creates the agenda for Board meetings and the annual General Membership meeting, that is held on the Saturday of Conference Weekend at 9am. The President should stress that all meetings are open to Members, although only the seven elected Board members vote at Executive Board meetings. Some action should be taken on each topic on the agenda: a vote, table, or assign a committee for further study.

Sample meeting agenda:

- President calls meeting to order.

- Secretary takes roll.
- Secretary reads minutes of last meeting. President asks if there are any additions or
- corrections. President states, “The minutes of the last meeting will be placed on file.”
- Secretary reads any communications.
- Treasurer’s report. President asks if there are any additions, corrections. President
- asks if there are any receipts, bills to be presented. President states, “The Treasurer’s
- report will be placed on file, subject to audit.”
- Any reports from Officers.
- Any reports from Committees.
- Unfinished business (not OLD).
- New business.
- Next meeting date, time, place, if possible.
- Adjourn.

6. The President decides which meetings require written reports from Committee Chairs.

7. The President writes a column for each of the five yearly issues of the WYO-Writer, preferably dealing with the business or issues of Wyoming Writers, Inc., or some aspect of writing.

8. The President will update these guidelines as necessary. The President keeps the President’s notebook up-to-date with copies of all business conducted during the year, to be passed on to the incoming President. This notebook should be cleared of prior years’ business records every two-three years, to retain its viability.

Vice President: The Vice President makes a three-year commitment to Wyoming Writers, Inc.: one year as VP, the next as President, and the third as Past President and advisor. The VP will assist the President in all duties and responsibilities of the organization; fulfill those duties in the absence of the President; draw up a preliminary budget with the Treasurer for consideration by the Executive Board for the following year; select knowledgeable faculty for the Annual Conference based upon nominations by WW, Inc. members; coordinate travel arrangements, room accommodations and meals for conference faculty.

1. The VP will work with the Conference Committee and the Conference Chair to plan the Annual Conference. The VP ensures that the Conference Committee coordinates menus, meeting rooms, etc.
 2. The VP works in coordination with the Publicity Chair to provide content for the conference brochure – to include photos and bios of the faculty, and teasers on the proposed faculty sessions.
 3. The VP coordinates closely with the proposed Faculty to address their questions and needs.
 4. The VP writes articles for the WYO-Writer Newsletter announcing different aspects of the conference and its faculty, knowing that the proposed faculty is key to the conference’s success.
3. The VP takes Member Session proposals and presents the best choices to the BOD for selection.

3. The VP and Treasurer prepare a preliminary budget for consideration by the Executive Board before presenting it to the General Membership at the annual conference.

5. The VP updates these guidelines as necessary, and keeps the VP notebook, with copies of all business conducted during the year, to be passed on to the incoming VP. This notebook should be cleared of prior year's business records every two-three years, to retain its viability.

Vice President's Timeline:

June/July

- Begin to secure faculty for next year's Conference. It is customary to have a fiction presenter, a nonfiction presenter, a poet, and one or two editors or agents. One or two more slots, depending on the budget and room at the venue, can be filled by a children's writer, a magazine writer, a short story writer, etc.
- Request names of potential faculty from Executive Board and Members.
- Designate the next year's Conference Chairman and Conference committee to provide planning.
- Collect photos from the Conference to post on the Website and include in the July Newsletter.

August/September

- Finalize contracts detailing pay and requirements with faculty. Their obligation is generally to present three education programs/ workshops and to participate in the paddle panel judging. Duties and obligations may be different for Keynote Speakers, and Agents / Editors.
- Contact editors/agents to participate in the pitch sessions at the Annual Conference.
- Obtain a biography and clear head shot of each faculty for the Conference brochure, news releases, and newsletter articles.
- Advise faculty of the opportunity for sales of their works in the conference bookstore.

October/November

- Contact faculty concerning travel plans. It has become the norm for faculty to make their own travel arrangements.
- Ask faculty for a description of their proposed Conference workshop sessions.
- Continue working with Conference Chair and Publicity Chair on the layout of the Conference brochure, the Conference schedule, and publicity for the Conference. Send a tentative brochure to faculty, asking them to approve their bio and workshop descriptions.
- Write an article for the WYO-Writer announcing the names, backgrounds, and other details of the faculty. Indicate whether they will be doing critiques and in what genre.
- Review Conference brochure with Admin Assistant, Conference Chair and Publicity Chair before printing and distribution.

January

- Write an article for the February WYO-Writer that gives more detail about the faculty, the proposed topics for their workshops, and critique requirements.

February/March/April

- Confirm faculty travel arrangements. Faculty travel will be reimbursed at Conference.
- Make hotel reservations for faculty and get confirmation numbers. Faculty hotel accommodations and meals will be paid by WW, Inc.
- Keep Conference Chair informed of faculty needs.
- Mail or email Conference brochure to faculty.
- Review WA Database Event registration as it comes in. Prepare system reports for Agents / Editors and assign pitch slots. Prepare a Friday Critique schedule from WA system report and notify Conference Chair to the genre types and numbers of tables and / or rooms required to accommodate those who have signed up.
- Ensure that faculty have provided a WA registration so that they will have a nametag created and their meal selections counted. Inform the Conference Chair.

May

- Review travel and hotel reservations with faculty at least two weeks before
- Conference: Provide specific details about Conference location, the hotel phone number, and answer any questions. Remind them about having their books available in the Conference bookstore, and provide details on how to contact the bookstore.
- Organize the Vice President's files and notebook to pass on at the Combined Executive Board meeting on Sunday.

June

- Make sure each Faculty has a Conference packet and name badge.
- Check with Treasurer to make sure all faculty bills have been turned in, and checks made out.
- Make arrangements with Conference Chair, Treasurer, or whomever has arranged Conference evaluations to obtain them as a basis for planning next year's conference and especially for use in compiling final reports for any grants received.
- Write a thank-you note to each presenter.

Secretary: The Secretary will keep minutes of all General Membership and Executive Board Meetings, ask for corrections, and distribute copies to all Board members and the WYO-Writer for publication.

A. Duties

1. The Secretary presents the minutes of the previous meeting, General Membership or Executive Board, to the subsequent meeting of that body for official approval.
2. The Secretary will maintain a copy of all minutes in the files, and conduct correspondence as necessary.
3. In the event the Secretary is unable to attend a meeting, it is his or her duty to inform the President and to find a replacement.
4. The Secretary will maintain current copies of the Constitution, Bylaws, and Standing Rules in Google Docs⁸, and ensure that the Webmaster has the most current version posted on the WW, Inc. website and any changes furnished to the Secretary of State.
5. The Secretary is the guardian of the written history of Wyoming Writers, Inc. The Secretary will keep a copy of everything done during the year—minutes, reports,

⁸ Google Docs – Controlled Access File Group that allows sharing and retention online.

correspondence, Membership and Officers lists, etc.—in Google Docs WWI Shared Access file, to be passed on to the incoming Secretary.

Treasurer: The Treasurer shall maintain the funds of WW, Inc. and shall be bonded.

A. Duties

1. Will collect all dues and special assessments, either through online payments; or processed by checks sent to the WWI PO Box.
2. Pay bills as authorized by the Executive Board.
3. Maintain an accurate and permanent accounting of all financial transactions.
4. Present a complete written financial report at the General Membership meeting, held on Saturday morning of Conference Weekend.
5. Present interim financial reports that are updated for each Board Meeting
6. Regularly monitor the Membership list to spot delinquency issues (the Admin Assistant can generate individual emails to delinquent members that often succeed in payment)
7. Keep track of all conference registrations and fees through the WA Software System.
8. Get names of Writing Contest Winners and create award checks for winners before / at conference.
9. Pay bills from conference.
10. Prepare a preliminary budget for the forthcoming year.

B. Responsibilities

1. The Treasurer will ensure that at least one other Officer, preferably the President, has signing authority on all WW, Inc. accounts.
2. The Treasurer must use standard accounting procedures.
3. The Treasurer must present a projected budget for the coming year after all conference bills have been paid.
4. The Treasurer must be available at audit.
5. The Treasurer must turn over to the incoming Treasurer any properties of the office, including checkbooks, bank books, and financial records. The outgoing Treasurer must sign off on all bank accounts belonging to WW, Inc. and close any accounts issued in the Treasurer's name for the organization, such as credit cards.

VII. STANDING COMMITTEES (APPOINTED POSITIONS)

A. Nominations Chairman and committee: The Nominations Committee recruits and presents a slate of new Officers for the next year to the Executive Board for approval preceding a vote of the General Membership.

B. Membership Chairman: Comprised of a Chairperson and any number of members, this committee will actively seek new Members for the organization.

1. The Chairman will regularly review Membership lists through the WA Database.
2. The Chairman will review and update, as necessary, the welcome letters, and delinquency letters programmed into the WA member management system.

3. This Chairman and committee will find every avenue possible to increase membership in Wyoming Writers, Inc, to include personal Facebook pages and groups, Twitter, personal contact with other members and friends, or any other such grass-roots avenues.
4. This committee will explore ways to increase sustaining membership, whereby members can pay sums in addition to regular dues in order to support the aims and activities of Wyoming Writers, Inc.
5. This committee will prepare written reports for the Executive Board, and articles for the Newsletter as requested.

C. Annual Conference Chairman and Committee: Comprised of a Chairperson and any number of members as necessary to assure a successful yearly writing conference, such as facilities coordinator, registrar, bookstore and book signing coordinator, etc. The Conference Chair works in close association with the Vice President and the Administrative Assistant on Conference.

1. Timeline

July-August: Begin negotiating room rates, banquet facilities, meal and break prices, etc. with hotel(s). Contact a local bookstore about interest in/rules for running a Conference bookstore.

Sept-October: Advise Board of contract terms and negotiations for location, caterer, bar, bookstore, etc. Present contracts to Board for decision-making.

January: Begin recruiting volunteers for Conference; obtain local “freebies” to include in attendee bags (these generally promote the location / city); pursue donations for silent auction if determined to be part of conference. Propose host hotels with rates and coordinate with hotel any room blocks to be guaranteed.

March: As conference registration begins, monitor numbers and serve as liaison with host hotel / facility.

April: Gather materials for registration packets, to include a Conference evaluation, a venue map with faculty’ rooms, and a timeline of events. Contact Chamber of Commerce for local maps, etc.

May: Double check details – meeting rooms, bookstore, meals, breaks, and banquet facilities. Have Admin Assistant print up meal tickets and Nametags for attendees. Make up a Conference evaluation sheet. Make up a Sponsor Page to include in registration packet. Make up a Conference Schedule that includes descriptions of the individual sessions, print and include in registration packets.

June Conference: Coordinate volunteers at registration, timers for Pitch Sessions, floaters to answer questions. Gather Conference evaluation sheets at the conclusion of Conference, and provide VP / Incoming President. Make sure next year's VP or Conference Chair has a copy for suggested improvements to Conference.

D. Writing Contest Chairman: Coordinate the Annual Adult Writing Contest by communicating with judges approved by the Board, soliciting entries, distributing entries to judges, and preparing awards certificates for winners to be presented at the Annual Conference. News releases should be sent well in advance as well as updates until the deadline. Within a week after deadline, the judges should have the manuscripts so they can meet their deadline for return.

1. *Judges:*

- The Contest Chair will begin looking for judges immediately after Conference in June. Judges and their remuneration are approved by the Executive Board at the fall meeting. Judges should be published in the area they are to judge.
- The contract for judges should be sent out after Board approval, and should include a job description, deadline for winners to be identified, amount to be paid and when. Contest rules, WW, Inc. brochure, and a copy of the committee's time schedule may also be included. Signed contracts should be saved to Google Docs WWI Shared Access file.
- Instruct judges that there are to be no ties. They may name up to three honorable mentions as they see fit.
- Mail entries to judges, along with a copy of the rules. They should do a general commentary to be read at the Awards Banquet at Conference. Keep cover sheets, affidavits of authorship, and return envelopes.
- Send judges a message reminding them to identify the list of 1st, 2nd, and 3rd place winners, and critiques on or before April 15.
- Ask the treasurer to send a thank-you note along with payment to each judge.

2. *Rules:*

- The Contest Chair and any member assisting with the Contest may not enter that year's Contest.
- The general rules are set out in Google Docs WWI Shared Access file.
- News Releases / Notification emails should include the general Flyer information (contained within Google Docs WWI Shared Access file) that provides needed information and refers back to the Website for complete rules. Q&A can be directed to wyouwriters@gmail.com.
- Contest rules and application appear in the February issue of the *WYO-Writer*.
- Entrants may submit manuscripts elsewhere after the Contest deadline
- Manuscripts should not have right-justified line endings.
- All manuscripts should contain a word or line count.
- Send emails to the winners telling them they have won, but not what place. Ask if they wish to attend the Awards presentation at Conference, and give the Conference Chair their contact information.
- Winners are announced at Conference and presented with certificates and checks.

3. *Bookkeeping:*

- Make sure each entry is accompanied by a check made out to Wyoming Writers, Inc. with the correct dollar amount, and a cover sheet with the required information.
- Log each entry and entrant onto a spreadsheet. The ledger should contain the entrant's number, the entrant's name, address, if they are a WW, Inc. member, entry title, category, the entrant's check number and amount, the entry's postmark date, and each individual entry's assigned number as there may be more than one entry per entrant.
- Pencil the category entry number on each entry and its title page. The judges do not receive title sheets.
- Accept only entries with a postmark on or before March 15.

E. Publicity Chairman and Publicity Committee: The Publicity Chair will write and distribute press releases about WW, Inc. activities to a variety of media including social media, newspapers, radio and television stations. The Publicity Chair should work closely with other Committee Chairs and the Admin Assistant to provide statewide publicity about WW, Inc. outside the organization to bring in new members, and publicize the annual conference.

1. News Release Schedule:

- a) December to announce conference faculty.
- b) March / April to publicize the Conference brochure being mailed/e-mailed. Link to the PDF brochure on the WW, Inc. website.
- c) March / April / May to Announce Conference early bird registration and approaching deadline.
- d) Reminders beginning three weeks before conference.
- e) Publicize grants awarded to WW, Inc. (Arts Council, Business Council, Travel & Tourism) plus an article to the WYO-Writer, and information to the Admin Assistant for inclusion with website updates and social media. The Publicity Chair must continue to credit grant-makers appropriately in subsequent releases about the event that received the grant.
- f) *Immediately following the conference, an individualized release to the hometown newspaper of each elected Officer, appointed Committee Chair, and Contest and Awards winners.*

2. Principles of Publicity:

- a) GET TO THE POINT: No more than one page, shorter for radio.
- b) IT TAKES THREE TIMES: Three releases per event.
- c) DON'T CRY WOLF: Send out releases that really are newsworthy, not just a repeat.
- d) MUST-AIR POINTS: Pick two main messages. Wyoming Writers inspires, connects, and educates writers. Wyoming Writers serves writers of all genres and ability levels.
- e) INCLUDE CONTACT INFO: In a radio interview, repeat the phone number, website address.
- f) SEND THEM TO THE TOP: Put the organization's President as the spokesperson on every release.

3. Distributing Press Releases:
 - a) E-mail: Always copy the release into the body of the e-mail. An attachment of a simple text file of the same release copied into the message is OK, but no large picture file attachments. E-mail each media outlet using the WA software to blind copy count so each outlet is notified individually.
 - b) Postal mail: For media outlets that do not have e-mail addresses, or if sending a conference brochure.
 - c) Fax: An almost universally disliked method of receiving press releases.
 - d) Website/newsletter/social media: Always distribute any press releases to the Admin Assistant for the website as well as our newsletter.

4. Distribution Lists:
 - a) *The Wyoming Press Association in Cheyenne maintains a list of all Wyoming newspapers, their e-mails and contact addresses. They will send a list, or ask for a directory. One e-mailed press release will be forwarded to all newspapers if requested.*
 - b) *The Wyoming Association of Broadcasters will send a directory upon request. Each outlet must be e-mailed individually; in many cases e-mail addresses are outdated and radio and television stations are more difficult to reach. The Wyoming State Library maintains a media mailing list, 307/777-5915. They can provide the list electronically or send mailing labels. Request all media for surrounding states. They also maintain a list of libraries and bookstores that they can print for Conference brochure mailing.*

F. Awards Committee: Comprised of a Chairperson and two additional members, this committee shall conduct awards as directed by the Board and will coordinate awards presentations at the annual Awards Banquet.

1. The Awards Committee is in charge of the following:

a. The Emmie Mygatt Service Award

The Emmie Mygatt Award is our highest honor, an occasional award given for outstanding service to Wyoming Writers, Inc. The Emmie Committee takes nominations from Members. The nominee must be a Member of Wyoming Writers who has made a meritorious contribution of service to the organization. The winner will be honored at the Conference Awards Banquet. Only one Emmie is awarded per year, and is limited to only one per each award winner's lifetime. Nominations must be received in writing by the Awards Chair by May 1st of each award year.

b. The Arizola Magnenat Encouragement Award

The Arizola Magnenat Award is our only award that can go to non-members. The Arizola Magnenat Award is given to an individual, persons, organization, business, or other entity that has provided special encouragement and motivation to writers or in the writing field. The award is in memory of Arizola Magnenat, the founder of the Wheatland Authors Ink group, and Past President of Wyoming Writers, Inc. The winner will be honored at the Conference Awards Banquet. Only one Arizola Magnenat is awarded per year, and is limited to only one

per each award winner's lifetime. Nominations must be received in writing by the Awards Chair by May 1st of each award year.

c. The Milestone Award

The Milestone is given for ongoing achievements in a current WW, Inc. Member's writing career. The Milestone can be self-nominated, or nominated by another Member. A letter of nomination listing the nominee's writing-related achievements during the year from April to April must be received by the Awards Chair by May 1st for consideration for that award year.

d. The Western Horizon Award

The Western Horizon Award is given for a current member writer's first major publication in the preceding year, from May 1st to May 1st. Typically a first book, the award can also be given for publication in a national venue—the key is that it be a significant publication.

2. The Awards Committee prepares an article for the February issue of the WYO-Writer including all award guidelines and asking for nominations.
3. The Awards Committee obtains plaques for the winners of the Emmie Mygatt Award, the Arizola Magnenat Award, and the Milestone Award.
4. The Awards Committee prepares a format for the Awards Banquet, held during Lunch on Saturday of Conference Weekend.
5. The Awards Chair will prepare a report for the Board as requested.

G. Administrative Assistant Liaison: Should the President choose to appoint a liaison from the Board to the Administrative Assistant, the Liaison should strive to see that the terms of the Administrative Assistant's contract are carried out and that the best interests of Wyoming Writers are served. Duties include:

1. Familiarity with all aspects of the Administrative Assistant's contract. Always consult the contract in any area in question. No schedule or approval of content supplied by the Administrative Assistant is to conflict with the specifics of the contract in any way.
2. Oversight of the Administrative Assistant's adherence to the organization's timeline for the Writing Contest, Conference, newsletters and other duties.
3. Proofreading of all newsletter, brochure, and advertising content before printing or publication.
3. Acting as contact point for communication with the Administrative Assistant, always keeping in mind the aims and purposes of Wyoming Writers and members' needs for timeliness in Administrative Assistant response and news updates.

VIII. WYOMING WRITERS, INC. ADMINISTRATIVE ASSISTANT DEFINED

- B.** The Wyoming Writers administrative assistant is a contract worker, and not an employee. The Contract is set out and retained within Google Docs WWI Shared Access file. It contains a signature page; Attachment A that describes the skills, responsibilities and terms of the contract with initials acknowledgement line; Attachment B that describes the scope of work, with initials acknowledgement line; Attachment C that further explains the responsibilities of the position with initials acknowledgement line. The executed contract should be filed within Google Docs WWI Shared Access.
- C.** Wyoming Writers, Inc. has the right to control or direct only the result of the work, and not time spent in completing the specified tasks.
- D.** The contract between WW, Inc. and the administrative assistant specifies that the contractor will provide five newsletters, monitor the email account and direct inquiries to the proper person, provide updates to the website. Other requirements will include maintaining the Wild Apricot Membership and Contact Database, creating events within the WA system for member registration and sign-up, and sending member emails as requested by Board members.
- E.** In the contract there are specifics of what the organization needs to have appear in each of the five newsletters, which pages of the website must be updated regularly and definitions of what is the payer's responsibility and what is the contractors. The most current Admin Assistant contract will be retained in Google Docs WWI Shared Access.
- F.** There are no hourly terms specified or expected. In signing the contract, the contractor is promising he or she possesses the skills needed to perform the services specified for a specified dollar amount.
- G.** Once the contractor agrees to the terms of the contract, it makes no difference if the contractor takes more time than anticipated to complete a task. The responsibility of fulfilling the terms of the contract falls on the contractor, who must be master of his or her own skills and time.

WYOMING WRITERS, INC. CONSTITUTION

Preamble:

Be it known that the Wyoming Writers, Inc. (WW, Inc.) is a 501 (c)(3) nonprofit organization of persons who write for publication or as a hobby, banded together for mutual help and inspiration. WW, Inc. seeks to encourage and promote interest in writing. The organization will not impose rules or regulations upon its members regarding literary style or content, nor will it impose restrictions on its members' personal or private dealings with agents, editors, or publishers.

Aims and Purposes:

In addition to the basic concepts set forth in the Preamble, the aims and purposes of the Organization shall be:

- to hold an annual conference at which members may meet for the enjoyment of each other's society, for the exchange of ideas, and for the discussion of projects, programs, and other activities tending to promote the welfare of the Organization and its members; where lectures and workshops may be conferred, and officers for the ensuing year elected and installed;
- to prepare and distribute a publication, the WYO-Writer, designed to keep the members informed;
- to hold other writing workshops and activities that will educate, inform, or promote Wyoming writers.

In order for WW, Inc. to accomplish the purposes stated in this Constitution, Bylaws have been prepared. The Bylaws will be accepted by the general membership of WW, Inc. and will govern the activities of the Organization. At no time may the Bylaws conflict with this Constitution. Policies and Procedures may be adopted by the Executive Board to supplement the Bylaws. Policies cannot conflict with the Constitution or Bylaws.

(Adopted by the members of Wyoming Writers, Inc. June 5, 2010)

WYOMING WRITERS, INC. BY-LAWS

ARTICLE I: Name and Designation

The name of the organization shall be Wyoming Writers, Inc. (WW, Inc.). WW, Inc. is a 501(c)(3) not-for-profit corporation, with fiscal year from July 1 to June 30.

ARTICLE II: Objective

The objective of this organization shall be to inspire and assist members who write for publication or as a hobby; and to encourage and promote interest in writing.

ARTICLE III: Members

Section 1. Eligibility.

Any person who has not violated ethics of professional writing, such as plagiarism or copyright infringement, is eligible to join WW, Inc.

Section 2. Dues and fees.

Dues are payable upon joining and annually thereafter as prescribed by the Board of Directors. Persons who do not renew their annual dues by July 31 shall be automatically dropped from WW, Inc. membership. Fees shall be determined by the WW, Inc. Board of Directors and are payable upon notice.

Section 3. Privilege.

(a) WW, Inc. members in good standing are eligible to vote.

(b) Proxy voting is not permitted.

(c) WW, Inc. members are eligible to receive an electronic copy of WYO-Writer, the official publication of WW, Inc.

Section 4. Resignation from membership.

Any member desiring to resign from WW, Inc. shall submit his/her resignation in writing to the Secretary, who shall present it to the Board of Directors for action.

ARTICLE IV: Board of Directors

Section 1. Composition.

(a) The Board of Directors of Wyoming Writers, Inc. shall be composed of seven members in good standing, including the immediate past president.

(b) The officers—President, Vice President, Secretary, and Treasurer—shall be elected by the Board of Directors. Board Presidents may not succeed themselves.

(c) In June 2010, three members for one-year terms and three members for two-year terms will be elected. At each succeeding annual conference, three members for two-year terms will be elected. Board members may run for reelection.

(d) A person in a paid position for Wyoming Writers, Inc. cannot serve on the Board of Directors.

Section 2. Election.

(a) The election of the WW, Inc. Board of Directors shall take place at the annual meeting of WW, Inc. members.

(b) The WW, Inc. Board of Directors shall be elected by plurality vote of the members

present and voting.

(c) Proxy voting is not permitted.

Section 3. Officers.

(a) The officers of WW, Inc. are the President, Vice President, Secretary, Treasurer, and Immediate Past President.

(b) Officers shall be elected by the Board of Directors.

Section 4. Duties and Powers.

(a) The Board of Directors shall be the governing body of WW, Inc.

(b) Board members shall perform the duties prescribed by these Bylaws, the policies and procedures, and by the parliamentary authority adopted by WW, Inc. Each member of the board shall have one vote when determining the business of WW, Inc. with the exception of the president, who shall vote only to break a tie.

(c) They shall meet annually: immediately prior to the annual conference, immediately following the annual conference to include incoming and outgoing Board members, and at other times and places determined by the Board of Directors. Meetings of the Board of Directors may be called by the president or two board members.

(d) Except in case of emergency, three days' notice shall be given and an agenda provided.

(e) A Director may conduct or participate in a regular or special meeting through the use of any means of communication by which all participating directors may simultaneously communicate with each other during the meeting.

(f) A Director participating in a meeting by this means is deemed to be present in person at the meeting.

(g) The Board of Directors shall make recommendations and reports to the members of WW, Inc. following Board meetings.

(h) No member of the BOD will seek to benefit, directly or indirectly, in money or in kind, by virtue of a position on the Board.

Section 5. Quorum.

(a) A quorum of the Board of Directors shall be at least four members in attendance at a meeting.

(b) Proxy voting is not permitted.

Section 6. Term of Office.

(a) The members of the WW, Inc. Board of Directors term of office shall begin at the close of the annual meeting at which they are elected.

(b) Terms shall be staggered.

Section 7. Vacancies.

A vacancy in any elected office shall be filled by appointment by the WW, Inc. Board of Directors.

ARTICLE V: Meetings of Members

Section 1. Meetings of Members.

(a) There shall be an annual business meeting and conference for WW, Inc. members; it shall include the election of Board members, the receiving of reports of officers and committees, and for any other lawful business.

(b) The meeting date shall be determined by the Board of Directors.

Section 2. Special Meetings.

(a) Special meetings may be called by the President or be called upon the written request of ten members of WW, Inc.

(b) The purpose of the meeting shall be stated in the call.

(c) Except in case of emergency, three days' notice shall be given.

Section 3. Quorum.

A majority of members in attendance shall constitute a quorum.

ARTICLE VI: Committees

Section 1. Ex-officio members.

The President shall be an ex-officio member of all committees except the Nominating Committee.

Section 2. Appointment.

With the exception of the Nominating Committee, Committee Chairpersons shall be appointed by the President, with approval of the Board of Directors.

Section 3. Nominating Committee.

(a) Five WW, Inc. members in good standing shall be elected by the Board of Directors to serve on the nominating committee.

(b) A slate of nominees shall be presented to the Board of Directors at the meeting immediately preceding the annual meeting and conference.

(c) The slate shall be announced to the members by the Nominating Committee Chairperson during the annual business meeting of members.

ARTICLE VII: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern WW, Inc. in all cases to which they are applicable, and in which they are not inconsistent with these bylaws and any special rules of order WW, Inc. may adopt.

ARTICLE VIII: Amendment of Bylaws

Section 1. Amendments.

(a) The Board of Directors may amend Bylaws. Ratification of such amendment(s) by WW, Inc. members would take place at the next annual meeting of the members.

(b) These Bylaws may be amended at the annual meeting of members by a two-thirds vote of members present and become effective immediately.

(c) Proxy voting is not permitted.

Section 2. Proposed amendments.

(a) Proposed amendments must be presented to the President in writing at least 30 days prior to the annual meeting of members.

(b) The President shall present proposed amendments to the Board of Directors for determination whether said amendments will be presented to members for action.

(c) Proposed amendments shall be posted at the annual meeting of members or published in WYO-Writer if adequate time allows.

Section 3. Amendment proposal by members.

Should the Board of Directors decline to introduce a proposed amendment as provided for in Section 2, members may introduce the proposal before the annual meeting of members, provided five members sign a written request for consideration of the proposal.

ARTICLE IX: Dissolution

In the event that WW, Inc. should be dissolved, the treasurer shall, after paying all legitimate expenses, disburse remaining funds to the University of Wyoming to be used specifically for creative writing scholarships.

Adopted June 3, 1995

Amended June 1996

Amended June 2002

Revised 2009

Adopted June 5, 2010

Amended June 2, 2012

Amended June 6, 2015

BOARD APPROVED POLICIES AND POLICY CHANGES

Conference Fee Refund Policy (Adopted 12/2/2018)

WW, Inc. Conference Cancellation Policy

The WW, Inc. Board of Directors understands that family situations and/or medical emergencies can arise that prevent registrants from attending the conference.

If you need to cancel your registration, please notify the conference planners via email at [email address] as soon as you know you will not be able to attend.

If you do not notify the conference planners prior to the start of the conference, no reimbursement will be issued.

Your registration fee will be reimbursed as soon as possible, but because conference planners will be busy with conference activities, do not expect reimbursement until several weeks after the conference.