

DRAFT of May 27, 2005

THE NORTH CAROLINA POETRY SOCIETY, INC. CONSTITUTION AND BY-LAWS PART II BY-LAWS

AMENDED 9/26/2011; AMENDED 1/26/2015

ARTICLE I: MEMBERSHIP

Section 1. Categories

There are four categories of membership in the North Carolina Poetry Society: regular, student, honorary, and life. Together, all members in good standing constitute the general membership.

Section 2. Qualifications

- a. Regular. Regular membership is granted to any person who submits a membership form and pays annual dues.
- b. Student. Student membership is granted to any full-time student enrolled in primary school through graduate school who submits a membership form and pays annual student dues. Student membership dues will be determined by the board of directors (see By-laws, Article III, Section 3c [BL.III.3c]*).
- c. Honorary. An honorary member is a North Carolinian either by birth, residency, or former residency who has made a substantial contribution to the field of poetry and has been elected by vote of the Poetry Society, on the recommendation of the board of directors. Nominations for honorary membership may be made by any Poetry Society member and sent to the **second** vice-president (membership), who will relay all nominations to the board (BL.III.3d).
- d. Life. Conditions of and procedures for admission to a life membership in the Poetry Society may be established by the board of directors, as specified in the By-laws (BL.III.3d).

*Hereafter, cross-references to parts of the Constitution and By-laws appear in abbreviated form. For example, *CN.IV.3c* refers to “Constitution, Article IV, Section 3, Point c.” The abbreviation referring to the By-laws is *BL*.

Section 3. Termination of Membership

Annual dues are payable at the beginning of the membership year, May 1. Members will be notified that dues are owed as soon after that date as possible. Members who have not paid dues by the September meeting will be directly informed that their membership will be terminated unless payment is made on or before December 1 of that year. If payment is not made by then, the membership will be terminated and all privileges will lapse.
[adopted 9/17/94]

ARTICLE II. OFFICERS, NOMINATIONS, AND ELECTIONS

Section 1. Officers

Any regular, student, honorary, or life member may hold office and may be nominated for reelection (see BL.II.3a–b).

Section 2. Selection of Nominating Committee

At the January meeting, or as soon as possible thereafter, each member of the board of directors will mail to the recording secretary the names of three persons suggested as members of the Nominating Committee. The recording secretary will compile a list of all suggested names, arranged in order of frequency mentioned, and mail copies to all members of the board of directors. Upon receipt of this composite preferential list, the president will begin at the top in securing acceptance of appointment for a chairperson, two other members, and two alternates. If the list is exhausted before all members and alternates are secured, the president, with the appointed chair's assistance, will fill the vacancies.

Section 3. Elections

- a. Election of officers will be held annually at the first meeting of the fiscal year. Prior to the September meeting of the previous year, the Nominating Committee will identify at least one potential nominee for each office, contact the nominees, and obtain each one's consent to be listed on a slate. After securing a nominee for each elective office, the Nominating Committee will send the full slate of nominations to the recording secretary, who will notify the board. Within one week after receiving this notification, board members will communicate any objections to the slate of nominees to the President. The board will then vote on the Nominating Committee's selection at the September board meeting. Upon board approval, a notice of this slate also will be mailed to the membership, typically via the newsletter, at least one month before the meeting. Members who cannot be present at the meeting may mail signed absentee ballots to the board of directors before the regular meeting date on which voting will be conducted. If a quorum of the general membership is present at the designated meeting, the election will be conducted, on the basis of a majority vote.
- b. Officers will be elected for two years and may be nominated for reelection to the same office. An officer other than the president may be nominated for reelection to the same office for a maximum term of four consecutive years. A nomination for any additional terms will be allowed only by a majority vote of the board of directors. The president may not hold office for more than two consecutive years.
- c. For the office of president, the Nominating Committee will give first consideration to the currently serving first vice-president. The Nominating Committee will not, however, be restricted to considering this person as a nominee for president.
- d. Nominations for members-at-large of the board of directors may be presented to the Nominating Committee by any regular member. If no names are received, the Nominating Committee will nominate two members, preferably ones who have never served on the board of directors, with the slate of officers to be presented to the general membership for vote. Vacancies will be filled by the board of directors.
- e. If an office other than that of president becomes vacant, the board of directors will appoint a member to serve out the term. If the office of president becomes vacant, the first vice-president will assume the president's role and complete the term

(see BL.III.1b). If neither can serve, the board will appoint an interim president to fill the unexpired term.

ARTICLE III. DUTIES OF OFFICERS, MEMBERS-AT-LARGE, AND BOARD OF DIRECTORS

Section 1. Duties of Officers

a. The president will

- preside at all Poetry Society meetings
- appoint from among regular or life members the chairs of all standing committees, except the Finance, Program, Membership, Adult Contest, Student Contest, and Nominating Committees
- if asked to do so, help the committee chairs select committee members
- communicate regularly with all committee chairs and board members
- work with the first vice-president and the corresponding secretary/newsletter editor to draft and send thank-you letters, policy-related letters (e.g. to the governor), and other correspondence that expresses views on behalf of the board and that are not under the purview of a specific board member or committee chair
- appoint ad hoc committees, with the board's approval
- call special meetings that may be required
- consult with the first vice-president and other Program Committee members about plans for the regular meetings and for the Sam Ragan Poetry Festival (see CN.IV.1a, BL.V.2b, and BL.VI.2)
- function ex-officio as chairperson of the board of directors
- coordinate with other literary organizations, as appropriate (see CN.I.5)
- upon retirement from office, pass on all pertinent information concerning the office and its duties to the incoming president

b. The first vice-president will

- preside at general or board meetings in the absence of the president
- chair the Program Committee (see CN.IV.1a), select that committee's members, and consult with the president about all program plans
- accept other responsibilities as agreed upon with the president
- keep copies of meeting programs, written reports to the board, lists of duties agreed upon with the president, and all other information pertinent to this office and turn that information over to the incoming first vice-president
- succeed the president in case of a vacancy

c. The second vice-president will

- chair the Membership Committee, whose members he or she may select
- receive and process membership applications and renewals, including dues payments, and promptly forward to the treasurer all dues received
- keep an updated membership list and make that list available to the board and to committee chairs. The board may vote on whether to make the list available to other Poetry Society members for specific uses.
- provide each new member with a packet of information about the Poetry Society's programs
- notify members of their need to renew membership through the payment of dues

- prepare mailing labels for the corresponding secretary/newsletter editor to mail copies of the newsletter to all current members of the Poetry Society
 - administer other membership notifications or benefits approved by the board, such as the critiquing of poems submitted by new members
 - upon retirement from office, pass on all pertinent information concerning the office and its duties to the incoming second vice-president
- d. The Adult Contest director will
- * oversee the annual Adult Contest
 - * serve as the Adult Contest Committee chairperson. He or she may select a committee to help handle the contest responsibilities. In conducting the Adult Contest, which includes the Poet Laureate Award, the Adult Contest director will carry out the duties described in BL.V.2d.
 - upon retirement from office, pass on all pertinent information concerning the office and its duties to the incoming Adult Contest director
- e. The Student Contest director will
- * oversee the annual Student Contest
 - * serve as the Student Contest Committee chairperson. He or she may select a committee to help handle the contest responsibilities. In conducting the Student Contest, the Student Contest director will carry out the duties described in BL.V.2e.
 - * assist the Membership Committee and the Long-range Planning Committee in serving the Poetry Society's student members and in encouraging student poets throughout the state.
 - upon retirement from office, pass on all pertinent information concerning the office and its duties to the incoming Student Contest director
- f. The corresponding secretary/newsletter editor will
- in consultation with the president, coordinate, produce, and distribute a newsletter on a schedule determined by the board of directors. He or she may form a committee by inviting members to assist with the newsletter and other aspects of the office.
 - when possible, help the president or other officers with special notices, projects, and flyers
 - store one copy of each newsletter, for archival purposes, in the Archives Room at the Weymouth Center for the Arts & Humanities, as well as send a copy to a designated permanent repository (see CN.I.4)
 - upon retirement from office, pass on all pertinent information concerning the office and its duties to the incoming secretary/newsletter editor
- g. The recording secretary will
- prepare and distribute to the board the minutes of each board and general meeting
 - keep all minutes and other records that may be required
 - have available at any meeting the minutes from at least the previous two years of board and general meetings, as well as a copy of the Constitution and By-laws

- incorporate in the Constitution and By-laws any approved amendments and do so as quickly after their approval as possible
- distribute to all board members an updated copy of the approved By-laws at least once during any membership year in which an amendment has been approved
- immediately following the first board meeting of each fiscal year, give the president an up-to-date copy of the Constitution and By-laws, so that the president can provide a copy to all officers and committee chairs who will be assuming their duties during the first meeting of the membership year
- send one copy of each amendment to the Constitution and By-laws, as well as of other board-approved policies, to the permanent archive described in BL.III.1f
- assist the Nominating Committee as specified in BL.II.2-3
- upon retirement from office, give the incoming recording secretary or the president all minutes and any other Poetry Society records he or she has and pass on all pertinent information concerning the office and its duties to the incoming recording secretary

h. The treasurer will

- manage all funds except any authorized by the board of directors for separate handling, in accordance with BL.VII
- handle endowment or other special funds as directed by the board, in accordance with BL.VII
- provide a financial report for every board meeting
- chair the Finance Committee and invite one or more regular members to serve on this committee
- with the Finance Committee's assistance, prepare an annual financial report and a proposed annual budget for the board's evaluation and approval (see BL.V.2g; BL.VII.4)
- collect from the second vice-president all dues received and then deposit these monies as promptly as possible
- make disbursements as authorized by the budget or as approved by the president and board of directors
- ensure that the Poetry Society remains in compliance with state and federal laws that regulate not-for-profit organizations, including periodic tax reporting as required
- upon retirement from office, present to the incoming treasurer or the president all funds, accounts, and other Poetry Society records he or she has, and provide the incoming treasurer with all pertinent information concerning the office and its duties

i. The Lena Shull Book Contest Director will

- 1) Oversee the annual Lena Shull Book Contest
- 2) Serve as the Lena Shull Book Contest Committee chairperson
- 3) Appoint additional committee members to assist with the contest responsibilities, including but not limited to:
 - Judge selection
 - Processing of entries
 - Soliciting bids and overseeing book production

Assisting the Western Poetry Day Committee in planning their readings and events

Carry out the duties described in BL V.2s

Upon retirement from office, pass on all pertinent information concerning the office and its duties to the incoming Lena Shull Book Contest director

Section 2. Duties of Members-at-Large

The two members-at-large will

- represent the Poetry Society membership at board meetings
- serve as voting board members
- remain available throughout their terms to serve on committees (see CN.III.1d)

Section 3. Duties of the Board of Directors

The board of directors will address the following issues, as well as any special issues that arise. Unless specified otherwise in the Constitution or By-laws, a majority vote will apply in all decisions requiring board approval (see BL.VI.4).

a. Regarding the ***Constitution and By-laws***, the board of directors will

- vote on Constitution and By-laws amendments and determine which proposed By-laws amendments need to be presented to the general membership for a vote (see CNVI.1 and BL.VI.4)
- inform the general membership of all key board decisions and fulfill any other duties specified in the By-laws
- send selected issues to the Poetry Society membership for a vote

b. Regarding ***meetings***, the board of directors will

- determine the time and place for all regular and special meetings, as well as for the Sam Ragan Poetry Festival, and approve any proposed change in time and place for any given meeting (see CN.IV.1a–b and BL.VI.1–3)

c. Regarding ***financial matters***, the board of directors will

- authorize any special arrangements for management of funds beyond those specified in the treasurer's duties
- evaluate and vote on the proposed annual budget submitted by the treasurer
- authorize the treasurer to make all necessary disbursements
- authorize any expenditures that exceed the approved budget
- require each board member and committee chairperson to submit, upon request by the treasurer or the president, a proposed annual budget for his or her area of responsibility
- require each board member and committee chairperson to obtain the board's authorization of expenditures beyond the approved budget for a given year
- require each board member and committee chairperson to submit to the treasurer receipts for any expenditures for which reimbursement is requested
- direct the treasurer in the handling of endowments and any other special funds
- appoint an independent auditor and determine the schedule on which audits are to be conducted
- determine the membership dues to present for the general membership's approval (See CN.V.1 and BL. VII.1)

- define contribution levels by which nonmember individuals or corporate entities will be recognized in the newsletter and assess any patron's request to designate contributions for special funds or purposes (see CN.V.3 and BL.VII.2)
 - determine the honoraria to be paid to the judges of each year's annual Adult Contest and Student Contest, as well as to each year's Brockman-Campbell Book Award judge
 - determine the sales price of all Poetry Society publications and items(see CN.IV.4a and BL.VIII.1–2)
- d. Regarding **membership issues**, the board of directors will
- select, from members' nominations, any honorary members of the Poetry Society (see BL.I.2c)
 - establish the conditions and admission procedures for life membership in the Poetry Society (see BL.I.2d)
 - determine with whom the second vice-president may share the membership list besides the board members and committee chairs
 - evaluate any new membership notifications or benefits, such as poem critiques, that may be extended to members by the **second** vice-president (see BL.III.1c)
- e. Regarding **officer and committee matters**, the board of directors will
- submit to the recording secretary suggestions for members of each year's Nominating Committee
 - appoint members to fill vacancies in offices as needed (see BL.II.3e)
 - appoint members to fill vacancies among members-at-large positions (see BL.II.3d)
 - approve the continued service of committee chairs and members willing to continue their roles beyond their first term (see BL.V.1)
 - assess the need for ad hoc committees and vote on the formation of and continuation of any such committees
 - determine which officer and/or committee will bear the primary oversight responsibility for any board-approved new program or other initiative, or if necessary, approve the creation of an ad hoc committee to administer such a program.
 - approve any free distribution of materials proposed by the Book Sales Committee (see BL.V.2j)
- f. Regarding **contests and awards**, the board of directors will
- assess and vote on any proposed changes in the established procedures for the annual contests, including the renaming of contest categories (e.g., for new sponsors), the elimination of existing categories, or the addition of any new ones (see BL.IV.1-2 and BL.V.2d-e)
 - approve any changes that might be made in the requirements and procedures for the Brockman-Campbell Book Award and designate a date on which this award presentation is to be made (see BL.V.2n)
- g. Regarding **publications**, the board of directors will
- * authorize all publications to be sponsored by the Poetry Society (see BL.V.2h), including the annual volume of award-winning poems (*Pinesong*) and any other publications

h. Regarding *communications*, each board member will

- communicate regularly with other members of the board and with any other Poetry Society members whom he or she has asked to help with specific activities
- write timely thank-you letters, as appropriate, to Poetry Society members or guests who have fulfilled requests or provided services related to his or her area of responsibility

Section 4. Anti-Harassment Policy

The North Carolina Poetry Society is pledged to preserving a collegial, supportive environment free from sexual or other harassment. Accordingly, the Board shall develop appropriate policies and procedures to insure that all participants at North Carolina Poetry Society events feel included and welcome, and to judiciously and effectively handle situations which may arise involving sexual harassment, verbal intimidation, or threatening behavior.

Section 5. Conflict of Interest

- a. Intent and definitions: Conflict of Interest means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include Members of the Board, Committee Chairs, committee members, and any other person authorized to represent the North Carolina Poetry Society or promote its programs (e.g., Representatives of the NCPS).

The North Carolina Poetry Society, as a charitable organization supported by its membership and the public, strives to prevent the personal interest of its Representatives from interfering with the performance of their duties to the NCPS. The performance of such duties shall not result in personal, financial, or professional gain on the part of such Representatives at the expense of the Society and its members.

- b. Conflict of interest policy and procedures: the Board of the North Carolina Poetry Society will establish a conflict of interest policy, approved by the vote of the Board. This policy may be reviewed and revised at intervals as deemed necessary by the Board. Provisions shall include:
- 1) The policy will define conflict of interest as it applies to NCPS;
 - 2) The policy will elucidate those positions and responsibilities to which the policy applies;
 - 3) All elected and appointed official (Members of the Board, Committee Chairs) will review this policy upon taking office and by their signature attest that they understand and agree to abide by its provisions;
 - 4) A copy of the policy will be made available to any NCPS member or other interested party at their request.
- c. If the Board is aware of undisclosed conflicts of interest or of violations of the conflict of interest policy, the Board will convene or communicate to decide on a course of action to remedy the conflict in a way that preserves the effective function of NCPS and its programs [adopted 9/18/2015].

ARTICLE IV: CONTESTS

Section 1. Established Annual Contests

Contests will be conducted annually in categories approved by the board of directors. [adopted 5/15/99] A copy of the most recent contest guidelines for the Student Contest, the Adult Contest, and the Lena Shull Book Contest will be appended to the By-laws, as specified in BL.IX.2d.

Section 2. New Contest Categories

The Poetry Society may accept proposed contest categories that are approved by the board of directors. A copy of the most recent guidelines for contest sponsorship will be appended to the By-laws, as specified in BL.IX.2b.

ARTICLE V: COMMITTEES

Section 1. Standing Committees

The president will appoint a chairperson for each of the following standing committees (with the exception of the Finance, Program, Membership, Adult Contest, Student Contest, and Nominating Committees). Each chairperson will serve for one year. The chairs of the Program, Membership, Adult Contest, Student Contest, and Finance Committees will be nominated officers, as indicated below. Each committee will consist of a chairperson and, as needed, additional members invited by the chair, in consultation with the president. All committee chair and member appointments will be for one year, although appointments may be extended for a maximum of three additional consecutive years upon agreement between the president, the committee chair, and the committee members involved. Any reappointments beyond this period will require approval by a majority vote of the board of directors. Committee chairs will, as requested, provide the board with a description of the committee's procedures and will provide updates as specified in BL.IX.

Adult Contest Committee—chaired by the Adult Contest director

Book Citations Committee

Book Sales Committee

Brockman-Campbell Book Award Committee

Contest Judges Committee

Contest Sponsorship Committee

Finance Committee—chaired by the treasurer

Lena Shull Book Contest Committee

Long-Range Planning Committee

Nominating Committee

Membership Committee—chaired by the second vice-president

Pinesong Dedication Committee

Pinesong Publication Committee

Program Committee—chaired by the first vice-president

Program Endowment Committee

Publicity Committee

Regional Workshop Committee

Student Contest Committee—chaired by the Student Contest director

Website Committee
Western Poetry Day Committee

Section 2. Duties of Committees –Each chair of a standing or ad hoc committee will communicate regularly with the board of directors, submit financial or other information requested by the board (see BL.III.3c), and send timely thank-you letters to people who have fulfilled requests or provided services related to his or her area of responsibility.

- a. The Membership Committee will assist the second vice-president with the duties of that office, as specified in BL.III.1c.
- b. The Program Committee will
 - assist the president and first vice-president in planning, arranging, conducting, and evaluating programs for the Poetry Society’s regular meetings (see CN.IV.1a and BL.VI.1)
 - * assist the president and the first vice-president in planning, arranging, conducting, and evaluating the Sam Ragan Poetry Festival, as described in BL.VI.2.
- c. The Publicity Committee will
 - send news releases to newspapers statewide before each Poetry Society meeting and, as the annual contests open, announce these events
 - after Poetry Society contests have been conducted, send out news releases naming the contest winners, specifying that the release date should be on or after the Poetry Society meeting date on which the winners are recognized
 - upon the annual election of officers, send out news releases listing these [officers](#)
 - carry out other responsibilities as agreed upon with the president
- d. The Adult Contest Committee will
 - work with the Adult Contest director to plan the annual Adult Contest, which includes the Poet Laureate Award
 - receive and promptly process all contest entries
 - correspond with judges selected by the Contest Judges Committee
 - send the winning and honorable-mention poems to the *Pinesong* Publication Committee
 - notify all contest winners, including honorable mention recipients
 - obtain from the *Pinesong* Publication Committee the number of *Pinesong* copies needed for each contest winner (including honorable mention winners), present a copy to each winner who attends the May Awards Day meeting, and as soon as possible after the May meeting mail a copy to each winner who did not attend Awards Day. A single winner’s copy of *Pinesong* will be awarded, regardless of the number of contest categories won.
 - obtain board approval before changing established contest categories and the procedures for administering the contest
- e. The Student Contest Committee will
 - * work with the Student Contest director to plan the annual Student Contest
 - send contest information to language arts supervisors in all public school districts of North Carolina and ask them to inform the language arts teachers in their districts about the contest

- send contest information to as many libraries, teachers, and schools (public, charter, private, and home based) as possible
 - receive and promptly process contest entries
 - correspond with judges selected by the Contest Judges Committee
 - send the winning and honorable-mention poems to the *Pinesong* Publication Committee
 - notify all contest winners, including honorable mention recipients
 - obtain from the *Pinesong* Publication Committee the number of *Pinesong* copies needed for each contest winner (including honorable mention winners), present a copy to each winner who attends the May Awards Day meeting, and as soon as possible after the May meeting mail a copy to each winner who did not attend Awards Day. A single winner's copy of *Pinesong* will be awarded, regardless of the number of contest categories won.
 - obtain board approval before changing established contest categories and the procedures for administering the contest
- f. The Contest Judges Committee will
- consist of one chairperson to select Adult Contest judges and one chairperson to select Student Contest judges, along with any committee members **whom** each of these chairs may select
 - annually select and secure a judge for each Student Contest and Adult Contest category
 - annually update lists of potential out-of-state and in-state judges
 - secure out-of-state judges (including the preliminary Poet Laureate Award judge) and use in-state judges only in special circumstances (such as the last-minute withdrawal of an out-of-state judge), except in the case of the final judge for the Adult Contest's Poet Laureate Award
 - for the Poet Laureate Award's final judge, contact North Carolina's current poet laureate; if that person is unavailable, seek the most highly qualified out-of-state judge available
 - supply a list of judges' names and addresses to the treasurer, who will then promptly send the honorarium check to each judge after he or she has judged the designated category's entries
 - check the list of judges' names as they are to appear on any Poetry Society publication
 - send each judge a Poetry Society thank-you note and a complimentary copy of *Pinesong*
 - work closely with the Student Contest and Adult Contest **directors**, but not serve on their committees
- g. The Finance Committee, chaired by the treasurer, will
- present to the board of directors a yearly proposed budget, due in the hands of all board members for study at least a week in advance of the board meeting at which it is to be discussed and voted upon (see BL.III.1h and BL.VII.4)
 - provide input, as needed, by the board of directors in appointing an independent auditor
 - seek ways of increasing the Poetry Society's financial resources

- send thank-you letters to general contributors, new life members, and other contributors not under the purview of other committees
- h. The Pinesong Publication Committee will
- consist of a chairperson and two other members, appointed by the chair
 - arrange, in cooperation with the president, for the publication of *Pinesong*, the annual collection of award-winning poems
 - turn copies of *Pinesong* over to the Book Sales Committee for sale and distribution
 - provide the Book Sales Committee with sufficient copies of *Pinesong* for all current Poetry Society members to have a complimentary copy
 - provide the Adult Contest Committee and the Student Contest Committee with the number of *Pinesong* copies needed for each contest winner (including honorable mention winners) to receive one complimentary copy of *Pinesong* (see BL.V.2d and BL.V.2e)
- i. The Website Committee will
- consist of a Webmaster and at least one other member
 - maintain the Poetry Society's Website and display all news and details of Poetry Society activities approved by the board of directors
 - work closely with the corresponding secretary/newsletter editor to coordinate Website content with the Poetry Society newsletter content
- j. The Book Sales Committee will
- * provide Poetry Society members in good standing with their annual copies of *Pinesong* and keep a list of members who have received their copies
 - receive copies of *Pinesong* from the *Pinesong* Publication Committee and sell these, both at Poetry Society meetings and through other available means, as approved by the board
 - promptly turn over to the treasurer all funds received from the sale of books and other items
 - keep records of book sales and of any free distributions that have been approved by the board
 - report to the board at least once each fiscal year regarding the status of book sales and the number of books on hand
 - oversee, but not directly handle, the sale of Poetry Society members' books during regular meetings, following the guidelines appended to these By-laws (see BL.IX.2c)
- k. The Book Citations Committee will collect information about books published by Poetry Society members and then provide the Website Committee with this information so that updated postings on the Website can be made periodically.
- l. The Pinesong Dedication Committee will
- be chaired by a member appointed by the president, and the chairperson will then select a committee of three, one of whom is to be a former *Pinesong* dedicatee
 - research potential nominees for the dedication and choose one to four names. The committee may rank the list if it contains more than one name, but ranking will not be mandatory.

- present the list to the board of directors, if possible at the September meeting, with a brief descriptive statement about each nominee. The board will vote on whether or not to accept the committee's recommendation (i.e., first choice).
 - obtain a photo of the dedicatee, along with background information, and prepare a dedication statement for use by the *Pinesong* Publication Committee, and work closely with that committee regarding a schedule
- m. The Regional Workshop Committee will
- consist of a chairperson and members, as needed, to act as regional coordinators for each of the state's large workshop regions
 - conduct at least one workshop in each of the regions sometime during the fiscal year. Additional workshop coordinators may be identified by this committee's chair, in consultation with the president.
- n. The Brockman-Campbell Book Award Committee will
- administer the Poetry Society's annual contest for the best book of poetry written by a North Carolina poet
 - select an appropriate judge and handle all contacts with that judge
 - receive and promptly process entries
 - supervise the Brockman-Campbell Book Award presentation at a regular meeting designated by the board
- o. The Long-Range Planning Committee will
- annually review the long-range plan under which the Poetry Society is currently operating
 - seek suggestions for future Poetry Society plans and growth from past presidents, board members, and the general membership regarding future directions, programs, and other initiatives
 - formulate long-range plans and present those for the board's consideration, on a schedule recommended by the board
 - update the long-range plan on a five-year schedule
- p. The Nominating Committee will
- secure at least one eligible candidate, with the consent of the nominee, for each of the Poetry Society's elective offices and place these names in nomination on a list to be sent to the board members and the general membership at least one month before the first meeting of the fiscal year, when elections will be held (see CN.IV.2 and BL.II.3a)
 - work closely with the president, the corresponding secretary/newsletter editor, and the Website Committee chairperson in planning the announcement schedule for the slate of nominees
- q. The Program Endowment Committee will
- work closely with the president and the treasurer to develop a plan for raising money to be deposited in the Poetry Society's Program Endowment Fund, which will support programs and presenters at the Poetry Society's regular meetings and the annual Sam Ragan Poetry Festival
 - inform the general membership about the Program Endowment Fund, seek contributions from Poetry Society members and other potential donors, and promptly acknowledge any donations received
 - work closely with the treasurer in promptly recording and depositing all donations

- provide the board with a progress report at least twice during each fiscal year
- r. The Contest Sponsorship Committee will
- * follow the guidelines for sponsorship of contest categories, as specified in BL.IX.2b
 - * provide pertinent information to anyone interested in endowing a contest category or providing year-by-year funding for a category
 - * act as a liaison between the board of directors and any current or potential contest sponsors
 - * collect sponsorship payments for contest categories on an annual basis
 - * each year, send thank-you letters to all sponsors, whether they are endowing or annually funding contest categories, and invite those providing annual funds to continue sponsorship for additional years
 - * work with the Adult Contest director, the Student Contest director, the *Pinesong* Publication Committee, and the treasurer to ensure that annual sponsorship levels are sufficient to cover the full category costs. Reassess any changes in sponsorship amounts necessitated by changing costs, present any appropriate proposals for revised annual sponsorship amounts to the board for a vote, and notify current and potential sponsors of any board-approved updates in sponsorship amounts.
- s. The Lena Shull Book Contest Committee will
- 1) Work with the Lena Shull Book Contest Director to plan the annual Lena Shull Book Contest
 - 2) Receive and promptly process all contest entries
 - 3) Correspond with the contest judge as selected by the Director or an appointed committee member
 - 4) Solicit bids for publication of the winning book according to contest and publication guidelines, and arrange for publication
 - 5) Notify the contest winner and invite the winner to read at Western Poetry Day as organized by the Western Poetry Day Committee
 - 6) Assist the Western Poetry Day Committee in their planning
 - 7) Send the title of the winning book, winner's name and bio to Pine Whispers editor and Board members
- t. The Western Poetry Day Committee will
- 1) Coordinate an annual Poetry Day in the western part of North Carolina, securing a suitable location and enlisting the help and support of local poets, educators, and others
 - 2) Consult the First Vice-President and Program Committee about the format of such a meeting and allowable budget
 - 3) Coordinate with the Lena Shull Book Contest Director and Committee to have the manuscript contest award presented at Poetry Day

ARTICLE VI: MEETINGS

Section 1. Regular Meetings

There will be at least two regular meetings of the Poetry Society each fiscal year, at such times and places as determined by the president and the board of directors. Any change in

time or place will be approved by the board of directors, and at least five business days' notice of such change will be given to the Poetry Society members.

Section 2. Sam Ragan Poetry Festival

There will be an annual, one-day poetry festival in memory of Sam Ragan, North Carolina's long-time poet laureate and a guiding force for the Poetry Society. The board of directors will determine the time and place of the event. The *outgoing* president, first vice-president, and Program Committee will present a festival program plan for the board's approval, no later than during the January board meeting. These officers and committee members will then make all necessary arrangements and contacts for the approved program. However, the *incoming* president, first vice-president, and Program Committee (i.e., those assuming their roles at the May meeting prior to the SRPF) will conduct and evaluate the SRPF, with the advice and assistance of their predecessors.

Section 3. Special Meetings

Special meetings of the Poetry Society may be held upon the call of the president with the approval of five other board members or upon the call of any five board members. The corresponding secretary will notify all members at least five business days before the date thereof, stating the purpose, date, time, and place of any such meeting.

Section 4. Meetings of and Votes by the Board of Directors

Meetings of the board of directors will be held immediately prior to the Poetry Society's regular meetings. The quorum for a board meeting will consist of a simple majority of the elected officers and the members-at-large. Unless specified otherwise in the Constitution or the By-laws, board decisions will be based on a majority vote. All amendments to these By-laws must be submitted to every board member, rather than a quorum, and must pass by a two-thirds vote. All issues that the board members vote on and then present to the general membership will reveal the total yes and no votes within the board.

Section 5. Quorum at Regular Meetings

A quorum at the Poetry Society's regular meetings will consist of 10 percent of the general membership. [adopted 1/20/96]

ARTICLE VII: FINANCES

Section 1. Membership Dues

Membership dues will be determined by the board of directors and, at a designated regular meeting, will be approved by a majority vote, if a quorum of the general membership is present.

Section 2. Patrons

Individuals and corporate entities outside the general membership may be invited to become patrons of the Poetry Society on approval of the board of directors and at contribution levels defined by the board. Such donors will be listed as patrons in the newsletter. Funds provided by patrons will be placed either in the general fund or, at the patron's request and by the board's approval, in a special interest-bearing fund.

Section 3. Contributions

Contributions may be accepted from the general membership toward any budgeted expense or other item approved by the board of directors. Contributors may designate their donations as being for specific or for general Poetry Society activities.

Section 4. Budget

At the first board meeting of the fiscal year, the Finance Committee will present to the board of directors, for their approval, a proposed budget for the forthcoming fiscal year. Copies of this proposed budget must have been in the hands of board members for at least a week before the board meeting. At the first regular meeting of the fiscal year, the Finance Committee will present the board-approved proposal to the Poetry Society's general membership for a majority vote, if a quorum of the general membership is present. The budget, when accepted, will stand as the limit of expenditures during the year, unless the board authorizes any changes.

Section 5. Deposits and Special Accounts

The treasurer will deposit all Poetry Society funds in a bank account of the North Carolina Poetry Society, Inc. Any special accounts, such as patron's contributions toward specific goals or programs, endowments, receipts from royalties, and so on will be recorded and accounted for separately from the Poetry Society's general funds.

Section 6. Payments

All bills will be paid by check, signed by the treasurer. All bills will be recorded to the proper account in the budget.

Section 7. Audits

Audits of the Poetry Society's financial records will be conducted by an independent, board-appointed auditor, on a schedule determined by the board.

ARTICLE VIII. PUBLICATIONS

Section 1. The *Pinesong* Publications Committee, in cooperation with the president, will arrange for the publication of a book of award-winning poems annually. The *Pinesong* Publications Committee will turn the *Pinesong* copies over to the Book Sales Committee for handling, sales, and distribution (see BL.V.2j).

Section 2. The corresponding secretary/newsletter editor will produce a newsletter, in accordance with BL.III.1f.

Section 3. The board of directors may authorize other publications of the Poetry Society. An ad hoc committee for oversight of any such publications may be appointed by the president, with the board's approval. The board will determine the sales price, if any, of Poetry Society publications.

ARTICLE IX: BY-LAWS ADDENDA

Section 1. Changes in Policies or Procedures

The most recent version of any key Poetry Society policies or procedures that may vary over time, depending on current circumstances and board decisions, should be appended

to the Constitution and By-laws as soon after their adoption as possible, for reference purposes. If the change has been brought for a vote by the board, the recording secretary will prepare and append the up-date to these By-laws. If the change has resulted from committee decisions not requiring board approval, the committee chair will prepare and submit an update to the president and to the recording secretary, who will append the update to these By-laws. (For example, the Adult Contest Committee might develop updated guidelines on how to prepare and distribute the certificates and other materials for award winners.) The officer or committee chairperson most directly involved with the issues in question should retain, for reference purposes, and for transmittal to his or her successor, a copy of the policy or procedural statement that is being replaced.

Section 2. Record of Updated Policies, Procedures, and Other Documents

The most recent version of the following policies, procedures, and other documents should be appended to the By-laws or otherwise be made available (for example, on the Website) to all board members. The board will determine what additions or deletions to make with the following list, and when:

- a. Statement of Current Membership Dues and Patron Levels (see BL.III.1c)
- b. Guidelines for Sponsorship of Contest Categories (see BL.IV.1 and 2; BL.V.2d-e)
- c. Book Room Policy (see BL.V.2j)
- d. Adult and Student Contest Guidelines (see BL.V.2d-e)
- e. Brockman-Campbell Book Award Guidelines (see BL.V.2n)
- f. *Pinesong* Dedication Guidelines (see BL.V.2l)
- g. List of the Poetry Society's Memberships in Other Organizations (see BL.III.1g)
- h. Style Guidelines for Poetry Society Publications
- i. Articles of Incorporation, Taxpayer Identification Number and Non-Profit (501.c.3) Documentation* (For the president's files, see BL.III.1a)
- j. Most recent Long-Range Plan (see BL.V.2o)
- k. List of Ad Hoc Committees (with the date of each committee's creation designated) (see BL.III.1g)
- l. Guidelines and Application Forms for the (Ad Hoc) Gilbert-Chappell Distinguished Poet Series Committee (see BL.III.1a)
- m. New Member Information (one set of the materials sent to new members by the Membership Committee; see BL.V.2a)
- n. Example of Newsletter (see BL.III.1f)
- o. A job description, updated annually, for each board member and committee chair
- p. Other policies as approved by the board

*Articles of Incorporation of the North Carolina Poetry Society, Inc., are recorded in Incorporations, Docket W, page 142, on January, 16, 1967. The foregoing Constitution and By-laws have been prepared in accordance with these Articles of Incorporation.