**Syracuse Writers’ Roundtable Charter**

As Amended on the Business Meeting of March 9, 2009

## Article I. Mission

**THE SYRACUSE WRITERS’ ROUNDTABLE** is an open writers' group where members and nonmembers provide each other with a supportive environment in which to hone the craft of writing. We believe that all writers, whether beginning or advanced, can and should help each other improve. We promote improvement by the exchange of ideas and by friendly, constructive criticism of each other's work. We encourage regular attendance and participation, and we welcome all those serious about writing.

## Article II: Identification

The Organization is a not-for-profit association and shall be known as “THE SYRACUSE WRITERS’ ROUNDTABLE.”

## Article III: Organizational Structure

### Definitions:

#### Host - The entity that provides meeting space and accommodation to the Organization.

#### Membership - Those who have enlisted and are qualified to vote within the Organization.

#### Officers - The President and Secretary of the Organization.

#### Step-Down - A period of time when a former officer no longer holds the former office.

### Officers and duties:

#### President

##### The President shall be elected by the Members and shall have no vote, except to break ties.

##### The President shall be the liaison between the Host and the Organization, and shall preside over the Spring and Fall Business Meetings.

##### The President shall be responsible for announcing the Business Meetings at least four weeks in advance at Regular Meetings and shall also request the editor of the Newsletter, if any, to publish the meeting time.

##### The President shall determine when quorum is attained.

##### The President shall report on the Organization's activities since the previous Business Meeting and on the Organization's relationship with the Host, and also on the status of the Newsletter and the Web Site.

#### Secretary:

##### The Secretary shall keep the Membership Role. The Membership Role may contain solicited and volunteered information from members, and shall be confidential.

##### The Secretary shall be responsible for keeping an attendance record and shall report on the status of all members in the Spring and Fall Meetings.

##### The Secretary shall keep track of the status of all Absentee Members and shall be responsible for warning them of pending deletion from the membership role for non-attendance as defined in Article V: MEMBERSHIP.

#### Treasurer:

##### There shall be no permanent Treasurer. If the need for handling money for some special occasion shall arise, the membership shall appoint a Temporary Treasurer who shall appropriately handle the money in question and whose powers and appointment will cease when the need passes.

#### Volunteer Positions:

##### Web-Page Host-- The Web Page Host is a volunteer position and may be held as long as the individual filling that role desires. The Web Page site design and information within in it shall be reviewed by the membership prior to its being placed on the web. Information regarding members shall not be publicized except as agreed to by the individuals in advance.

###### The Web-Page Host shall control access to the web-site, limiting it to members as defined in Article V:MEMBERSHIP.

*1.2.2.4.1.2 The Web-Page Host shall remove the names of lapsed members from the access list at the times of the Spring and Fall Business Meetings.*

##### Newsletter editor-- The Newsletter Editor is a volunteer position and may be held as long as the individual filling that role desires. The Newsletter shall not publish information regarding members except as agreed to by the individuals in advance.

### Terms of Office-- The terms of office are as specified below and may be extended once by re-election, after which a one year Step-Down period must be observed, except that a member may run for an alternative office during the Step-Down year. No officer may hold more than one office at one time.

#### President: One year. Elected at the Spring Meeting.

#### Secretary: One year. Elected at the Spring Meeting.

#### Treasurer: As appointed by the membership for a specific circumstance, until the need shall pass.

## Article IV: Meetings

### Quorum-- Quorum is established when at least five members are present to conduct business. See membership definition above in Article III, Organizational Structure, in the paragraph entitled "Definitions."

### Types of meetings-- There shall be two types of meetings: Regular Meetings, and Business Meetings.

#### The purpose of Regular Meetings is presentation and critique of members' writing.

No quorum is needed and no officers need be present for Regular Meetings.

The Regular Meetings shall be conducted according to the SyracuseWriters' Roundtable Guiding Principles document.

Interested non-members shall be welcome to participate at Regular Meetings.

#### The purpose of Business Meetings is to conduct the formal activities of the Organization, such as electing Officers and hearing Officers' reports.

The meeting shall be presided over by the President. If the President cannot attend, the Secretary shall preside.

The Business Meetings shall be conducted according to Roberts Rules of Order except as otherwise noted in this Charter

### Meeting Times-- Meetings shall be held at a time convenient to the largest number of members.

#### Regular Meetings-- Regular meetings shall generally be held weekly in the evenings, but this may be in part determined by the schedule and requirements of our Host

#### Business Meetings-- There shall be two regularly scheduled Business Meetings per year, one in the spring and one in the fall.

The Spring Meeting shall convene after the first of April but no later than the four meetings after the first of April. Any meeting that the President shall cancel due to extenuating circumstances shall not count as one of these four meetings.

The purpose of the Spring Meeting shall be for the election of the President and the Secretary, the Host and Membership status report, a review of activities since the previous Fall Meeting, a review of the Newsletter and the Web Site, and the planning of upcoming activities.

The Fall Meeting shall convene after the first of October and no later than four meetings after the first of October. Any meeting that the President shall cancel due to extenuating circumstances shall not count as one of these four meetings.

The purpose of the Fall Meeting shall be for the Membership Role status report, a review of activities since the previous Spring Meeting, and planning of upcoming activities.

### Announcing Meetings-- The President shall announce the Spring and Fall Meetings at least four weeks in advance, except for Emergency Votes, which shall be announced no less than two weeks in advance, in the following ways:

Orally at a Regular Meeting

By E-mail

Through the Newsletter at lest two weeks in advance

Through the Web Site at least 3 weeks in advance

### Voting:

#### At least one officer must be present at an election.

#### Voting for Officers and ordinary questions of business shall be by show of hands. An item shall pass by a simple majority of those present and proxy votes, tallied collectively.

#### Only Members in Good Standing and Absentee-Members in Good Standing shall have voting privileges, (See Article V: MEMBERSHIP) and only when a quorum is present and a meeting has been duly announced as detailed in the Article IV paragraph entitled "Announcing Meetings."

#### Voting by written proxy and via E-mail to the Secretary shall be allowed, providing that the vote be cast sometime in the week before the scheduled meeting. The Secretary shall present written copies of proxies and printed copies of the E-mail votes at after the election and shall keep the copies for one year.

#### Emergency votes may be held providing that the proper announcing measures as stipulated above are met, that there is quorum, and at least one officer is present.

#### Motions shall be carried by simple majority vote, except as stipulated elsewhere in this Charter.

## Article V: Membership

### Enlistment

Any individual may enlist in the Organization after four appearances at regular meetings. The enlistee shall, at his/her pleasure, provide the Secretary with contact information and such personal information as he/she is wishes to share. Once a non-member has attended the required number of meetings, the Organization shall invite him/her to Enlist and provide a copy of the Charter, the Guiding Principles, and the names of the acting officers.

### Member in Good Standing

A Member in Good Standing is a member who regularly attends sessions and contributes to the well being of the Organization. A member who is absent for more than eight consecutive meetings will be considered Absent Without Disclosure and will lose voting privileges until he/she either contacts the Secretary and files for Absentee Membership or re-establishes membership by attendance and enlistment. An Absentee member, regardless of status, may attend meetings.

### Absentee Membership

Any member who is unable to attend meetings may request Absentee Membership for a period of no more than nine months. Extensions may be granted by the membership depending on the individual circumstances at either the Spring or Fall Meetings. No member may be absent for more than one year and still have voting privileges.

### Absent Without Disclosure

Any member absent for eight or more consecutive meetings without notifying the Secretary shall be Absent Without Disclosure and shall lose voting privileges, and after more than nine months of non-attendance will be considered to have left the Organization. The Secretary shall then remove his/her name and information from the Membership Role.

### Re-establishment of Membership

Re-establishment of Membership shall be done as stated in the paragraph entitled "Enlistment" above.

## Article VI: Conduct

Regular meetings shall be conducted according to the procedures described in our Guiding Principles document. Business meetings she be conducted according to Roberts Rules of Order. If a member is disruptive of Organization Meetings, jeopardizes the Organization's relationship with our Host, is abusive toward other attendees, or behaves seriously contrary to our Mission Statement and Guiding Principles, a consensus of the members will request the disruptive person to adhere to our standards of conduct. If the unacceptable behavior persists, the individual shall, at the recommendation of a consensus of the members, be dropped from the enrollment list and mailing lists and will be asked not to attend our functions.

## Article VII: Amending This Charter

### This Charter may be amended at the Spring or Fall Meeting by Members in Good Standing and Absentee Members.

### An Amendment shall pass with a two-thirds majority of those present voting by show of hands and those absent voting by proxy, tallied collectively.

## Article VIII: Disbanding the Organization

### If, at a duly announced and scheduled Business Meeting, three-quarters of the attending members and proxy-voting members, tallied collectively, shall pass a resolution to disband, the Organization shall cease to exist as a formal organization and this Charter shall be null and void.

### If two consecutive Business Meetings fail to occur for any reason, the Organization shall be automatically disbanded and this Charter shall be null and void.

## Article IX: Start-up Considerations

### The vote ratifying this charter shall be held at a previously announced time at a Regular Meeting. A simple majority of those present and voting by show of hands and those absent and voting by proxy, tallied collectively, shall cause this charter to be in effect. People who have attended at least three previous meetings will be eligible to vote.

### At this same regular meeting and voting in the same manner, the Organization shall elect a Temporary Officer to preside at the Fall Meeting until the first President is elected.

### At this same regular meeting we will pick an acceptable date in June, 2006, to hold the Fall Meeting. In the time before the Fall Meeting individuals should consider whether they can serve the Organization by acting as President or Secretary. If so, they may ask to be nominated to stand as candidates at the Fall Meeting to serve terms of one year, as detailed above.