

Worcester County Poetry Association

By-laws

I – Name

The name of this association is “Worcester County Poetry Association, Inc.”

II -- Purposes

The purposes of this association are: to sponsor readings by poets, to be open to the public free of charge; to publish the works of visiting poets; to arrange displays of the works of visiting poets; to make known the literary history of the Worcester area; to sponsor contests for area poets.

III – Board of Directors

The association shall be governed by a Board of Directors consisting of not less than ten members.

All decisions shall be reached by a majority of the board.

A quorum shall consist of not less than **six** members present and voting, and an affirmative vote of at least six members shall be required in all policy decisions.

The board will meet at least six times a year.

IV-- Officers

The officers of the association will consist of a president, a vice president for programming, a vice president for finance, communications & education, a secretary, a treasurer, and an editor of *The Worcester Review*.

The president will preside at all meetings of the board and at the annual meeting.

A vice-president will preside in the absence of the president and assist him or her in all executive functions.

The secretary will keep all records of the association.

The treasurer will have charge of the funds of the association except *The Worcester Review*.

When the board is unable to meet for decision-making (such as July and August recess) the Executive Committee, comprised of the above officers, shall be authorized to make executive decisions. The Executive committee, particularly the president, and as needed, VPs and treasurer provide oversight to contract employees.

IV-A. Committee Structure

Goals:

- 1) High quality programming
- 2) High quality financial controls and oversight
- 3) Leadership development and an established leadership renewal pipeline
- 4) Outreach and diverse thinking.

Programming: Oversight: VP Programming & staff:

Sub-committees: *(This is a current example, committees may be created or disbanded as needed)*

1. *Reading Series – Chair*
2. *Kunitz Medal – Chair*
3. *O’Hara Prize – Chair*
4. *Bishop/Knight College Contest – Chair*
5. *Stockmal Reading – Chair*

Finance: Oversight VP for Finance, Communications & Education

Sub-committees:

1. Membership – Chair
2. Dan Lewis Scholarship – Chair
3. Fundraising -- Chair
4. Financial oversight and budgeting – Chair
5. Treasury – Treasurer

Communications: Oversight VP for Finance, Communications & Education

Sub-committees:

1. PR: Newsletter, Social Media, Website management, mailings -- Chair
2. Board minutes: Secretary

Education: Oversight VP for Finance, Communications & Education

Sub-committees:

1. Clemente, Advisory Board – Chair
2. Workshops, Chair

Worcester Review: Managing Editor editorial board

Nominating Committee: Chair

The president and two vice presidents shall ensure the subcommittees work as needed.

NOTE: Each committee is encouraged to invite new members annually. Once vetted in this way, members may be nominated for a board position in accordance with Article VI. Board members should choose a committee or committees with which to serve.

V – Members

Membership is open to anyone.

There will be annual dues established by the board.

VI – Annual Meeting

There will be an annual meeting of all members which will take place as soon as possible after January 1st. of each year. Each dues-paying member will be notified of the meeting by the secretary at least three weeks in advance. In addition, there will be an announcement of said meetings posted in a prominent place in the Worcester Free Public Library to notify all interested parties.

At this time, nominations may be received for membership on the Board of Directors from any member present.

Election of the Board of Directors shall follow, either by show of hands or written ballot, as decided by a majority of the members present.

The Board of Directors so elected will then proceed to elect the above named officers from their own numbers.

VII -- Dissolution

In the event that the association becomes inactive, or is dissolved by vote of the members of the association, title to any funds or other property of the association will be in the Worcester Free Public Library with the exception of funds belonging to *The Worcester Review* which will remain property of *The Worcester Review*.

VIII: Trust Funds & Endowments

The Association may receive from time to time trust funds for the furtherance of any of its charitable purposes. The Treasurer shall process such funds and place them in an account in the corporation's name. These funds shall be designated with the name of the donor or endowment. These funds must be governed by the stipulations made by the donors or the individual endowment. (adopted at 4/3/22 annual meeting)

Adopted at meeting of September 27, 1971

ATTEST:

Michael True

Revised at the 1977 Annual Meeting
Revised at the 1979 Annual Meeting
Revised at the 1985 Annual Meeting
Revised at the 2021 Annual Meeting
Revised at the 2023 Annual Meeting