

Bylaws
of the
National League of American
Pen Women, Inc.

and the
Standing Rules
of the National Executive Board

BYLAWS OF THE NATIONAL LEAGUE OF
AMERICAN PEN WOMEN, INC.

were adopted by vote of the membership, April 20–21, 2006.

STANDING RULES of the National Executive Board
pertaining to MEMORIAL AWARDS TO MEMBERS
were removed from the body of the bylaws, on advice from auditors,
for publication of the 2004–2006 ROSTER.

STANDING RULES of the National Executive Board relative to the
structure and function of STANDING COMMITTEES
were adopted by the National Executive Board on April 22, 2006,
were reviewed, amended, and adopted on October 7, 2006.
The introductory statement was amended on April 11, 2010.

Attachments pertain to operations omitted here and published separately in
a procedural manual. An asterisk indicates the attachment was approved
by vote of the National Executive Board and amendment requires vote with
notice as for any amendment to the Standing Rules.

**BYLAWS OF THE
NATIONAL LEAGUE OF AMERICAN PEN WOMEN, INC.**

ARTICLE I NAME

The name of this corporation shall be the National League of American Pen Women, Inc., hereafter referred to as the League.

ARTICLE II OBJECT

The object of the League, a not-for-profit 501(c)(3) corporation, is to encourage the production of creative work of professional standard in Art, Letters, and Music, and through outreach activities, provide educational, creative, and professional support to members and nonmembers in these disciplines.

ARTICLE III MEMBERSHIP

The membership of the League shall consist of Active and Associate Members who are engaged in creative work of professional standard, under one or more of the following classifications: Art, Letters, Music, and of students who demonstrate commitment to one of these disciplines.

Section 1. TYPES OF MEMBERSHIP

- A. Active Membership may be acquired by a woman who is a citizen of the United States who:
 - 1. meets the qualifications under a specific classification of Art, Letters, or Music, including payment for original work of professional standard;
 - 2. has been approved by the Branch Membership Committee of the branch to which application is made;
 - 3. has submitted credentials, dues, and processing fee with her application to the National Membership Committee and approval has been granted.

- B. Associate Membership may be acquired by a woman with all the qualifications for Active Membership, except payment for original work need not have been received.
 - 1. Associate Members have the rights of Active Members except they may not hold national office or the branch offices of president or first vice president.
 - 2. Change of status from Associate to Active Membership shall require formal application with submission of the necessary credentials to the National Membership Committee for approval.

- C. International Affiliate Membership may be acquired by a woman who is not a citizen of the United States. An International Affiliate Member may qualify as Active or Associate.

1. The Active International Affiliate Member has all the privileges of Active Membership within her branch, but may not hold national office.
 2. The Associate International Affiliate Member may not hold national office or the branch offices of president or first vice president.
- D. Membership-at-Large is open to members where there is no branch of the League or to members who cannot participate in branch activities but wish to maintain affiliation with the national organization.
1. Current branch members in good standing may transfer to Membership-at-Large.
 2. Direct application for Membership-at-Large may be made to the National Membership Committee.
 3. A Member-at-Large who is qualified for Active Membership may serve on the National Executive Board by election to a national office or by appointment as chair of a national standing committee.
- E. Honorary Membership
1. National Honorary Membership may be conferred:
 - a. only by the National Executive Board upon recommendation of one of its members or a branch;
 - b. to an honoree who is not a member of the League, but who is eligible for Active Membership;
 - c. to no more than one honoree per classification (Art, Letters, Music) each biennium.
 2. Branch Honorary Membership may be conferred on an Active Member only by the branch to which she belongs. Her national and state association dues shall be paid by the branch.
- F. National Life Membership may be granted to an Active Member by a one-time gift of \$2,500 (twenty-five hundred dollars) to the NLAPW General Fund. She shall continue to pay branch dues and state association dues where applicable.
- G. National Student Membership may be acquired by a woman who is currently enrolled in a college or university program and is applying herself in a category of one of the three classifications: Art, Letters, Music/Dance Composition. Qualifications, responsibilities, and procedures are detailed in the Standing Rules of the National Executive Board.

Section 2. QUALIFICATIONS FOR MEMBERSHIP

Applications for membership, with required credentials and fees, shall be submitted through a branch unless the applicant qualifies as a Member-at-Large as specified in Section 1, Paragraph D. Credentials required for all three classifications, of Art, Letters, and Music, shall be accompanied by documentation of original work as well as proof of payment or sale, or employment if created by salary.

- A. Art membership is open to professional visual artists including, but not limited to, those listed below.
1. A painter, photographer, sculptor, craftsman, graphic artist shall show proof that her work has been selected by a qualified jury in at least 3 (three) exhibitions. This requirement may be waived by the National Membership Committee for applicants who have received outstanding recognition in their professional field. Proof of publication in books or national magazines as creative fine art photography may be presented by a photographer.
 2. An architect, cartoonist, designer, interior designer, illustrator, visual technologist shall show proof of work with firms or publication of work. An applicant salaried for her work shall submit proof to substantiate professional status and proof of payment.
- B. Letters membership is open to professional writers including, but not limited to, those listed below. Three samples of work shall be sent with the application. Only one credential is required if submission is a book.
1. Authors, coauthors, compilers, editors, poets, dramatists. All books, including anthologies or collections, shall show an ISBN, a royalty contract, or letter from the publisher or authorization of book sales at an accredited bookstore.
 2. Poets shall submit proof of publication in literary periodicals as accredited by such publications as *Writer's Market* or *Poet's Market*, or regional publications of like quality. Proof of payment in copies will be acceptable. Cash prizes or awards by incorporated professional arts organizations will be considered payment if the poem is published or there is a commitment for publication.
 3. Lecturers shall submit scripts, recordings, or other forms of literary credentials of original creative work with proof of payment.
 4. Dramatists shall submit 3 (three) scripts or video recordings (digital included) with proof of payment or proof of public performance by professional actors.
- C. Music (Composition in Music and Dance) membership is open to a composer or a choreographer.
1. A composer shall submit at least 3 (three) original published or unpublished compositions or arrangements, one of which shall have been commercially published or given professional public performance.
 - a. She shall provide evidence of familiarity with the principles of music by means of scores from which a performance could be made. A score should duplicate a tape or CD recording submitted. For songs, the melody and full harmonic accompaniment shall be legibly scored.
 - b. Salaried composers or arrangers shall show proof of payment.
 - c. The applicant submitting an arrangement shall send a copy of the original and the composer's permission if the composition is not in the public domain.

2. A choreographer shall submit recordings by notation (Labanotation, Benesh, or other currently accepted systems), film, videotapes, or digital recordings of 3 (three) works choreographed and sold or performed with verification of public performance of professional significance.

Section 3. ANNUAL DUES, PROCESSING FEES, AND FISCAL YEAR

A. Payment of First Dues and Processing Fees

1. Each applicant for membership shall remit national dues of \$40 (forty dollars) plus a processing fee, which the branch membership chair shall forward with the application and “credentials for new Art, Letters, or Music members” to the appropriate national new membership chair.
2. Each applicant for Member-at-Large shall remit national dues of \$50 (fifty dollars) plus a processing fee with her application and “credentials for new Art, Letters, or Music members” directly to the appropriate new national membership chair.
3. Each applicant for a change of membership status or additional classification shall submit a processing fee with her application.
4. With each application for membership, the branch dues shall be collected and retained in accord with the branch standing rules and, where applicable, state association dues shall be collected and forwarded to the state treasurer.
5. Applicants who are accepted for membership after February 15 shall be given credit for national dues for the next fiscal year.
6. Processing fees are nonrefundable and are \$15 (fifteen dollars).

B. Annual Dues

1. Annual dues of \$40 (forty dollars) are payable to national from May 1 through May 15.
2. Branch members shall pay all dues (national, branch, and state association) to the branch treasurer prior to May 1. Life Members shall pay branch and state dues to the branch treasurer prior to May 1.
3. A Member-at-Large shall pay annual dues of \$50 (fifty dollars) directly to national headquarters from May 1 through May 15.
4. A late fee, minimum of \$15 (fifteen dollars), is charged if renewal dues are paid after July 1.

C. The fiscal year of the League is May 1 through April 30.

Section 4. TRANSFER OF MEMBERSHIP

A member in good standing whose dues are paid for the current year may apply for a transfer to another branch. A transfer form signed by the treasurer of the member's branch and by the treasurer of the receiving branch shall be sent to the League headquarters. No adjustment of branch or national dues shall be made for the current year in the transfer from one branch to another or to Membership-at-Large or from Membership-at-Large to a branch. A processing fee shall be sent to national.

Section 5. CHANGE OF STATUS AND ADDED CLASSIFICATION

A member may change from Associate to Active Membership or qualify in an additional classification by submitting her application, the required credentials, and a processing fee to her branch membership chair.

Section 6. RESIGNATION, FAILURE TO RENEW, REINSTATEMENT

A. Resignation and Reinstatement

A branch member may resign by notifying the branch treasurer. A Member-at-Large may resign by notifying national. Application to restore membership must be made within 5 (five) years of notification, accompanied by current dues plus a reinstatement fee.

B. Failure to Renew and Reinstatement

A member whose dues are not paid by July 1 shall be notified that her name is being removed from membership for nonpayment of dues. Application to restore membership must be made within 2 (two) years of notification, with payment of all past dues plus a reinstatement fee.

C. The reinstatement fee is \$15 (fifteen dollars).

ARTICLE IV COMPONENTS OF THE LEAGUE

The League shall consist of branches and state associations.

Section 1. BRANCHES

A. Formation

1. A branch may be formed by 5 (five) or more Active Members. The number of members in a branch or the number of branches in a state shall not be limited. Local residence is not a requirement for membership in a branch.
2. Any member of the League may organize a branch upon notification of national and the state president of the state in which the new branch will be located. Instructions will be provided by national.
3. Each branch shall be chartered and designated as "The _____ Branch of the National League of American Pen Women, Inc." No two branches shall have the same name.
4. A charter for a new branch shall be issued when officers have been elected and instructed of their obligation to abide by the bylaws of the League and the requirements of a branch in a 501(c)(3) organization.

B. Structure and Function

1. The officers of the branch shall be a president, a recording secretary, a treasurer, and other officers as desired.
2. Each branch may adopt standing rules for its governance.

3. The branch treasurer shall:
 - a. collect dues for national, the branch, and the state association, if required, by May 1;
 - b. send national dues for each member and each branch Honorary Member to national headquarters by May 15, but not before May 1, with the membership printout provided by national, indicating changes of addresses of current members, names of members who have resigned, and those whose dues are delinquent;
 - c. notify a branch member whose dues are delinquent that her name will be removed from the membership roster on July 1, and that current dues plus a late fee of \$15 (fifteen dollars) shall be paid for reinstatement;
 - d. provide the names and addresses of the president, recording secretary, and treasurer of the branch, to national headquarters when dues are paid;
 - e. notify national headquarters of the deaths and changes of addresses of branch members as they occur.
 - f. maintain separate financial records for nonmember participants in branch activities. A 501(c)(3) status allows no intermingling of funds.

C. Dissolution

1. Notice shall be given to each member of the branch when a vote for disbanding is to be taken.
2. A 2/3 vote of the membership at a regular or special meeting is required for disbanding. However, a branch may not disband if there are at least 5 (five) Active Members willing to continue the functions of the branch in accord with the national bylaws.
3. When it has been determined that a branch will disband, the branch shall:
 - a. advise all members that they may transfer to another branch, become Members-at-Large, or resign in good standing;
 - b. settle all obligations;
 - c. send to national headquarters:
 - (1) its charter;
 - (2) the closing financial bank statement and financial records for the past 3 (three) years;
 - (3) a certified check for funds remaining in the treasury, in compliance with the League's obligation to the IRS.
4. If the branch is reactivated within 3 (three) years, its funds and charter shall be returned.

Section 2. STATE ASSOCIATIONS

A. Organization

1. A state association may be organized by a majority vote of all of the branches in the state.
2. Every branch in the state shall be a member of the state association and shall abide by the state association bylaws.

B. Officers

1. The state associations shall elect officers necessary for its operation.
2. The president of a newly organized state association shall notify the national headquarters of its officers and of its appointed chairs for Art, Letters, and Music.
3. The outgoing president shall send the names of new officers and new chairs of Art, Letters, and Music to national headquarters immediately following their election or appointment.

C. Bylaws of a state association shall:

1. be approved by the national bylaws chair;
2. not conflict with the League bylaws;
3. be reviewed after adoption of a national bylaws amendment and be amended by the state association without review by national.

D. Dissolution

A state association may dissolve upon a majority vote of its member branches. When dissolution occurs, it shall:

1. settle all obligations;
2. send to national headquarters:
 - a. its charter;
 - b. the closing financial bank statement and financial reports for the past 3 (three) years;
 - c. a certified check for funds remaining in the treasury, in compliance with the League's obligation to the IRS.
3. have its funds and charter returned if reactivated within 3 (three) years.

E. A state association or a member branch may petition the National Executive Board for resolution of conflicts within the state association.

ARTICLE V OFFICERS AND ELECTIONS

Section 1. ELECTED OFFICERS

The elected officers of the League shall be a president, a first, second, third, fourth, and fifth vice president, a recording secretary, a corresponding secretary, a treasurer, a historian, and a librarian, who shall all be elected by mail ballot.

Section 2. NOMINATIONS

A. Nominating Committee

1. A Nominating Committee of 5 (five) members and 2 (two) alternates shall be nominated from the floor by members of the National Executive Board at the October meeting in even-numbered years. The consent of the nominees

- must have been given. The National Executive Board shall elect a chair from among the 5 (five) members of the committee.
2. The duty of the committee is to select nominees for each elective office of the National Executive Board, from applications submitted by certified mail between October 1 and October 20 in odd-numbered years, addressed to the nominations chair at national headquarters. Applications may be from members, branches, state associations, or from members contacted by the Nominating Committee. Consent of the nominees must have been given. Only the Nominating Committee can place names on the slate.
 3. The chair shall follow procedures in these bylaws, the Standing Rules, and the *Procedural Manual*, to:
 - a. submit application blank and instructions for applying for nomination, to *The Pen Woman* magazine and the League website;
 - b. meet with all members of the Nominating Committee to review applicants' qualifications and to select nominees;
 - c. transmit biographical information and photographs of selected nominees to *The Pen Woman* magazine;
 - d. transmit names of nominees and office for which each is running, to the Election Committee for preparation of the ballot.

B. Nominee Qualifications

1. Nominees for the offices of national president and first vice president shall have been Active Members in good standing (dues current and no disciplinary charges pending) for the past 5 (five) years and have served on the National Executive Board in elected offices for 2 (two) terms.
2. Nominees for other national offices shall have been Active Members in good standing (dues current and no disciplinary charges pending) for 3 (three) years.
3. Applicants' qualifications shall be assessed by the Nominating Committee on the basis of information submitted by the applicant and the duties of the office as stated in these bylaws.

Section 3. ELECTIONS

- A. National officers shall be elected by mail ballot in even-numbered years. Ballots shall be returned to national headquarters by March 15, as directed by the Election Committee and printed on the ballot. The method of "Preferential Voting" described in these bylaws, in the League's *Procedural Manual*, Standing Rules, and in the parliamentary authority of the League shall govern the electoral proceedings. A majority of votes received shall elect a candidate.
- B. Election Committee
An Election Committee of a chair, 4 (four) members, and 2 (two) alternates shall be appointed by the president, with the approval of the National Executive Board at the April meeting in odd-numbered years. The duty of the committee is

to plan and conduct the election of national officers and notify the nominees and the national office of the results.

C. Procedures to be followed for:

1. **voting by mail**

All Active, Associate, International Affiliate, Members-at-Large, and Life Members in good standing may vote for national officers. Ballots shall be mailed as part of *The Pen Woman* magazine or mailed separately. The official ballot shall be returned to the Election Committee, national headquarters at the Pen Arts Building, postmarked on or before March 15 in even-numbered years, with the name and address of the voter clearly marked on the envelope, but not on the ballot.

2. **instructing voters**

For each office to be filled, the voter shall indicate the order in which she prefers the candidates. Instructions shall appear on the ballot.

3. **counting the votes**

The procedure for the counting of votes for each office and their recording in the teller's report must be strictly followed as specified in the Standing Rules and the *Procedural Manual* of the League.

Section 4. TERM AND VACANCIES

A. Term

1. The term of office for the national president and vice presidents shall be 2 (two) years or until a successor is elected. They may serve in the same office no more than 2 (two) elective terms, those not to be consecutive.
 2. The term of office for other national elected officers, that is, the treasurer, the recording secretary, the corresponding secretary, the historian, and the librarian shall be 2 (two) years or until a successor is elected. They may serve in the same office no more than 2 (two) elective terms, which may be consecutive.
 3. National officers shall assume their duties at the close of the Biennial Convention.
 4. The retiring president and treasurer shall finalize all administrative responsibilities by the close of the fiscal year.
- B. A national elected officer who does not fulfill assigned responsibilities may be relieved of her office by a 2/3 (two-thirds) vote of the National Executive Board.
- C. In the event of the president's inability to serve, the office shall be filled by the first vice president. Vice presidents shall fill a vacancy in the office above.
- D. A vacancy in any elected office other than that of the president, the first, second, third, and fourth vice presidents shall be filled by presidential appointment, with the approval of the National Executive Board.

Section 5. DUTIES OF OFFICERS

The duties of the elected officers shall be as listed in these bylaws or as applicable to the office as prescribed by the parliamentary authority named in Article XII. The president, first vice president, recording secretary, corresponding secretary, and treasurer, shall be bonded.

A. The president shall:

1. preside at meetings of the National Executive Board, at the Biennial Convention, and at special meetings of the League;
2. appoint a national parliamentarian, a national chaplain, a commemorative endowment chair, other special appointees or advisors, members of the Finance and Budget Committee, and the chairs of the national standing committees; appoint an election chair, 4 (four) committee members, and 2 (two) alternates; create special committees and appoint their chairs, with the exception of the Nominating Committee; submit all appointments to the National Executive Board for approval; be an ex-officio member of all committees of the League with the exception of the Nominating Committee and the Election Committee;
3. formulate guidelines for the League and aims to be achieved during her term of office, and present them for approval at the first meeting of the National Executive Board, following her installation;
4. fill vacancies on the National Executive Board by appointment, with National Executive Board approval for positions not provided for in these bylaws;
5. at each National Executive Board meeting, appoint a Minutes Approval Committee of 3 (three) members of the National Executive Board who shall read and approve the minutes before they may be sent to all voting members of the National Executive Board;
6. sign all contracts for the League with the recording secretary, subject to approval of the National Executive Board;
7. sign all checks with the treasurer;
8. sign all official letters written on League stationery when the subject of the letter is an appeal for funds for League projects which have been approved by the National Executive Board;
9. leave all furnishings and equipment at headquarters with a written inventory;
10. employ office secretaries and other staff within the amount budgeted;
11. employ an independent accountant and an in-house bookkeeper within the budgeted amount;
12. when necessary, conduct a telephone or e-mail vote of National Executive Board members, votes verified by a signed statement to the recording secretary who shall record the results in the minutes of the next National Executive Board meeting.

B. The first vice president shall:

1. preside in the absence of the president and perform the duties of the president in her absence or inability to serve;

2. be a member of the Planning Committee;
 3. perform other duties assigned by the president.
- C. The second, third, fourth, and fifth vice presidents shall:
1. preside in the absence of the president and first vice president in order of sequence;
 2. be assigned membership in a standing committee or the chair of a special or subcommittee at the discretion of the president;
 3. perform other duties assigned by the president.
- D. The recording secretary shall:
1. record the minutes of each meeting of the National Executive Board, the business meeting of the Biennial Convention, and special meetings;
 2. file at national headquarters the original signed copy of the minutes of the National Executive Board, with reports and motion forms; minutes of the business meeting of the Biennial Convention with all Biennial reports, and minutes of special meetings of the National Executive Board;
 3. send a copy of the minutes, approved by the 3 (three) members appointed by the president, to National Executive Board members within 60 (sixty) days of the meeting;
 4. sign, with the president, contracts for the League;
 5. record written, signed verification of all telephone and e-mail votes taken by the president, in the minutes of the next National Executive Board meeting;
 6. send each annual audit to *The Pen Woman* magazine after approval of the National Executive Board;
 7. perform other duties assigned by the president.
- E. The corresponding secretary shall:
1. send out to the membership of the National Executive Board the call or notice of each meeting of the National Executive Board;
 2. conduct the general correspondence of the organization:
 - a. be responsible for all official National Executive Board correspondence;
 - b. be responsible for all national presidential correspondence.
 3. keep and file copies of the above;
 4. report all correspondence to the president;
 5. perform other duties assigned by the president.
- F. The treasurer shall:
1. sign checks with the president;
 2. review the financial report prepared by the accountant/bookkeeper and present it at each National Executive Board meeting and the Biennial Convention;
 3. chair the Permanent Committee on Finance and Budget;
 4. oversee the maintenance of appropriate ledgers, financial files, and records consistent with the fiscal needs of the League and current business practices;

5. secure the names of branches whose dues are delinquent or those which have notified national of their intent to disband and begin proceedings for acquisition of their charter and funds;
6. maintain records of funds being held in escrow by the League; notify the accountant/bookkeeper to:
 - a. return funds to a branch or state association reactivating, within the three-year period allowed;
 - b. transfer to the general operating account the funds of those branches permanently disbanded, their three-year period for holding branch funds in escrow having expired or a letter of intent from the executive committee of the branch having been received.
7. notify the Scholarships and Grants Committee chair of the amounts available from each restricted account set up for all scholarships and grants;
8. close the financial accounts on the last day of each fiscal year and present such accounts to an independent auditor for annual audit;
9. retire from the active office files the financial records as prescribed by the records retention schedule and present them to the Archives chair for disposition;
10. perform other duties assigned by the president.

G. The historian shall:

1. compile a record of the current administration:
 - a. solicit and collect resumes of branch activities;
 - b. compile records of state association activities and meetings;
 - c. record the activities of the president relative to functions at Pen Arts and official visits to branches and state associations;
 - d. make a complete report of the Biennial Convention;
 - e. perform other duties assigned by the president.
2. bind the following from the previous administration and place in the hands of the Archives chair:
 - a. the minutes of the National Executive Board meetings, regular and special, with annual reports and the business meeting of the Biennial Convention with Biennial reports;
 - b. publications including *The Pen Woman* magazine, by volume number, and the *Membership Roster*.
3. perform other duties assigned by the president.

H. The librarian shall:

1. have supervision of the library of the League;
2. catalog and shelve books and multimedia materials written, edited, illustrated by members, or collections which include their work, or biographies of members;
3. catalog and shelve separately, slides and electronic recordings of members' work; such as lectures, compositions of music and dance, choreographed movement, and multimedia performances;
4. perform other duties assigned by the president.

ARTICLE VI THE NATIONAL EXECUTIVE BOARD

Section 1. STRUCTURE

The voting members of the National Executive Board shall be the national elected officers and the chairs of standing committees.

Section 2. RESPONSIBILITIES

The management and control of the business, funds, and property of the League shall be vested in the National Executive Board.

- A. The National Executive Board shall:
 - 1. approve an independent certified auditor who shall audit the financial records of the League annually at the close of the fiscal year, the audit to be completed by the end of the first quarter of the following year;
 - 2. approve the president's employment of an independent accountant and an in-house bookkeeper who shall:
 - a. serve under the direction of the president;
 - b. record the League's income and expenditures;
 - c. transmit copies of these records on a monthly basis to the president and the treasurer.
 - 3. approve fundraising projects or activities for designated funds and awards;
 - 4. approve the establishment of bank accounts for the Biennial Convention, with signatures of the chair of the event for which the account is established and of the national treasurer. The accounting and funds shall be submitted to the treasurer of the League by the end of the fiscal year.
 - 5. budget \$1,500 (fifteen hundred dollars) expense money for setting up Biennial contests in each classification of Art, Letters, and Music.
- B. The approval of the National Executive Board is required for Presidential Committee appointments as indicated in these bylaws.
- C. The business of the League shall be conducted from its national headquarters, the Pen Arts Building.
- D. The Pen Arts Building shall not be sold or otherwise disposed of except by a 2/3 (two-thirds) affirmative vote of the National Executive Board, followed by a 2/3 (two-thirds) affirmative vote of the members.
- E. The National Executive Board shall determine by a 2/3 (two-thirds) ballot vote if the president is unable for any reason to perform the duties of that office.
- F. The outgoing National Executive Board shall leave in the treasury a sum equal to the obligations, justified with bills and invoices, for which the National Executive Board is responsible, except for major repairs and improvements to

the headquarters building requiring a long-term payment, for which the costs may be amortized.

Section 3. MEETINGS

- A. The National Executive Board shall meet quarterly: in April, June, October, and January, unless it orders otherwise. The dates shall be determined by majority vote at the first meeting of the administration. Members are expected to attend the first annual meeting of the administration and at least 3 (three) other regular meetings during their two-year tenure.
- B. The April meeting of the National Executive Board shall be designated as the annual meeting in odd-numbered years. In even-numbered years the annual meeting shall be just prior to the Biennial Convention. The newly elected officers and nominees for appointed positions on the National Executive Board shall meet immediately after the close of the Biennial Convention.
- C. Past national presidents who are members of the League, current state association and branch presidents, and special appointees may attend with the privilege of debate but not the privilege of making motions or voting. Special committee chairs may attend with the privilege of debate, and may make motions from their committees.
- D. Board members, special appointees, and special committee chairs shall submit a written report, with 3 (three) copies to the recording secretary, prior to each National Executive Board meeting and by the last day of the month preceding the Biennial Convention.
- E. Special meetings of the National Executive Board shall be called by the national president, or upon written request of 3 (three) or more members of the National Executive Board, or upon written request of a branch president and 2 (two) other members of 15 (fifteen) or more branches.
- F. A total of 9 (nine) members of the National Executive Board, at least 5 (five) of whom shall be elected, shall constitute a quorum for the transaction of business at all regular and special meetings of the National Executive Board.

ARTICLE VII MEETINGS OF THE LEAGUE

Section 1. BIENNIAL CONVENTION

- A. The League shall hold a Biennial Convention in March or April of the even-numbered years, unless it is agreed by a 2/3 (two-thirds) vote of the National Executive Board that a justifiable reason exists for cancellation of the

convention. These conventions shall alternate between a city in the vicinity of Washington, DC, and a city in another geographical area.

1. Invitations from state associations and branches for hosting the conventions shall be received and locations determined by the National Executive Board.
2. A fund of no less than \$1,000 (one thousand dollars) nor more than \$2,000 (two thousand dollars) shall be made available for advance reservations and shall be refunded to the League from registrations of the convention.

- B. The voting body of the Biennial Convention shall consist of all members of the League in good standing (dues current, no disciplinary charges pending), registered and approved by the Biennial Convention credentials personnel. This includes Active, Associate, International Affiliate, Members-at-Large, and Life Members. Honorary Members may attend the Biennial Convention with the privilege of debate but not of making motions or voting.

Section 2. SPECIAL MEETINGS

- A. The National Executive Board shall call a special meeting of the League upon written request from 2/3 (two-thirds) of the branches.
- B. That 45 (forty-five) days' notice of the date, place, and business shall be given to the membership. Only the business stated in the call may be transacted.

Section 3. QUORUM

A majority of the voting members present at a Biennial Convention or special meeting of the League shall constitute a quorum for the transaction of business.

ARTICLE VIII COMMITTEES AND APPOINTEES

Section 1. STANDING COMMITTEES

- A. The standing committees of the League shall be Archives, Biennial Convention, Budget, Bylaws, Ethics, Headquarters, Membership, National Art, National Letters, National Music, Outreach, Planning, Public Relations, Publications, and Scholarships and Grants.
- B. The structure and function of the standing committees shall be as specified in the Standing Rules and the *Procedural Manual* of the League.

Section 2. SPECIAL APPOINTEES

- A. The parliamentarian shall have a minimum status of Registered Parliamentarian, National Association of Parliamentarians, or Certified Member of the American Institute of Parliamentarians, and shall:

1. perform the duties of the parliamentarian as prescribed in the current edition of *Robert's Rules of Order Newly Revised*;
2. advise the president and the members of the National Executive Board on parliamentary matters concerning the League;
3. attend meetings of the National Executive Board without vote;
4. be advisor to the Standing Committee on Bylaws, the Nominating Committee, and the Election Committee, and other standing or special committees at their request;
5. assist the president in preparing for the Biennial business meeting and be present at all sessions to advise her upon request;
6. not be required to be a member of the League.

B. The chaplain shall:

1. offer the invocation at the opening of each meeting of the National Executive Board and at all sessions of the Biennial Convention;
2. send letters of condolence to the branch upon the death of a member, and the names of the deceased members for publication in *The Pen Woman* magazine at intervals she and the editor agree on;
3. in cooperation with the Biennial Convention Committee, be responsible for a memorial service at the Biennial Convention.

C. The commemorative endowment chair shall:

1. solicit contributions to this fund;
2. keep a permanent record of contributions, contributors, and honorees;
3. give an annual report to the National Executive Board and a Biennial report to the membership;
4. appoint other members to this committee upon consultation with the president.

Section 3. SPECIAL COMMITTEES

Special committees may be appointed by the president, with the approval of the National Executive Board, and shall:

- A. serve until completion of their specified task or until their report is called, a time not to exceed 2 (two) terms;
- B. give an annual report to the National Executive Board and a biennial report to the membership.

Section 4. PERMANENT COMMITTEES

The Finance and Budget Committee is a permanent committee whose chairman is the treasurer, and whose membership includes the budget chair and other members specified by the *Financial Procedural Manual*, appointed by the president and approved by the National Executive Board.

ARTICLE IX LONG-RANGE DESIGNATED FUNDS

Section 1. RECEIVING AND DISBURSING FUNDS

- A. The League
 - 1. may accept contributions;
 - 2. shall establish only those long-range awards, scholarships and grants, and special purpose activities which can be administered at the national level;
 - 3. shall use the income earned by the long-range designated funds only for the established purpose.

- B. Contributions to funds shall be sent to the national treasurer who, with the League president as cosigner, shall invest the funds in appropriate interest-bearing securities, and make disbursements in accordance with the bylaws and National Executive Board's instructions.
 - 1. Contributions are irrevocable.
 - 2. The national treasurer shall present a financial statement at each annual meeting of the National Executive Board and Biennial Convention, covering contributions and contributors, income, and disbursements.

Section 2. CONTRIBUTIONS

- A. The League may not accept a contribution for which administrative costs would exceed projected benefits, and reserves the right for its National Executive Board to reject any contribution at its discretion.

- B. A one-time restricted purpose contribution may be accepted by the League and be acted upon by the National Executive Board of that administration.

- C. A voluntary contribution to a long-range purpose fund shall state the purpose intended. In the case of a voluntary contribution made without a designated purpose, the National Executive Board shall determine the purpose.

Section 3. COMMEMORATIVE ENDOWMENT FUND

This fund was founded in the 1970–72 administration to honor persons living or deceased as well as memorable events.

- A. Income earned from the principal of the sum of \$100,000 (one hundred thousand dollars) and all monies donated above this sum may be used for maintenance and renovation of the Pen Arts Building and its contents.

- B. If the Pen Arts Building is sold or ceases to exist, no monies from this fund shall be expended until a new headquarters for the League is established.

Section 4. NAMED HONOR AND MEMORIAL AWARDS

Named honor or memorial awards shall be awarded according to established requirements, guidelines, and tenets of the donor as listed in the Standing Rules.

Section 5. NATIONAL SCHOLARSHIPS AND GRANTS

These awards shall be established for the purpose of promoting professionalism in Art, Letters, and Music by encouraging talented women to pursue further education or other goals which affect their creative efforts, and shall be awarded in accordance with established requirements.

- A. THE SHIRLEY HOLDEN HELBERG GRANTS FOR MATURE WOMEN (named by resolution of the membership at the 2006 Biennial Convention). Recipients of scholarships and grants for women 35 (thirty-five) years of age and older who are not now or have ever been members of the League, nor members of the immediate family of a League member, shall be selected according to the rules and guidelines established by the Scholarships and Grants Committee and approved by the National Executive Board.

- B. THE HELEN TRUEHEART COX ART SCHOLARSHIP FOR A NATIVE AMERICAN. June 17, 1994, \$8,000 (eight thousand dollars). This sum is to be put into a restricted fund, with only the accrued interest withdrawn every 2 (two) years for the use of a scholarship in art, and to be given to a Native American girl who is talented but who lacks financial resources to further her education. If there is no recipient in any biennial, the interest shall be added to the Commemorative Endowment Fund.

ARTICLE X INSIGNIA AND SEAL

Section 1. THE INSIGNIA

- A. The insignia of the League shall be an owl within a triangle of a red pen, a blue pencil, and a white brush upon which is printed NLAPW.

- B. The insignia may be worn by Active Members.

- C. Members may use the initials NLAPW after their signature on Art, Letters, and Music.

- D. No part of, or form of the name or insignia of the League shall be used on, in, or as a part of personal belongings or household articles, except those sold by the League.

- E. The League grants to each branch, but not to individual members, the right to prepare, distribute, or sell to members only, letterheads and stationery bearing the insignia.

Section 2. THE SEAL

The seal shall include the insignia, name, and date of incorporation of the League.

ARTICLE XI DISCIPLINE

Section 1. CHARGES

- A. Charges against a member shall be filed with the national recording secretary to the attention of the Ethics Committee:
 - 1. by a member who provides in writing, authoritative permission signed by the majority of the executive committee of her branch; or
 - 2. by 3 (three) voting members of a state association; or
 - 3. by 3 (three) members of the National Executive Board.

- B. The charges may be:
 - 1. of professional dishonesty, working against the interest of the League, or injuring the professional standing of a member; or
 - 2. based on dereliction of duty or misconduct in office.

Section 2. ETHICS COMMITTEE JURISDICTION AND PROCEDURE

The Ethics Committee shall:

- A. investigate the charges:
 - 1. conduct interviews with the member bringing charges;
 - 2. conduct interviews with the member being charged.

- B. notify the member being charged that failure to respond does not abrogate the charges;

- C. seek to resolve differences;

- D. refer charges, documents, and recommendations to the National Executive Board if, by a majority ballot vote, the committee determines that the charges warrant removal from office, reprimand, suspension, or expulsion;

- E. act as “managers” or secure qualified members or nonmembers for this role, at a regular meeting or a special executive session of the National Executive Board called to hear charges against a member and her defense.

Section 3. ACTION REQUIRED OF THE NATIONAL EXECUTIVE BOARD

Upon review of the charges, findings, and recommendations of the Ethics Committee, the National Executive Board shall:

- A. upon a majority ballot vote:
 - 1. dismiss charges for insufficient evidence or lack of just cause;

2. reprimand the member for unprofessional or unethical behavior.
- B. upon a 2/3 (two-thirds) ballot vote, proceed with considerations, in which case the member shall:
1. have the privilege of being present at a regular or a special meeting of the National Executive Board at which charges shall be heard and considered, or of submitting her defense in writing; and
 2. be notified of the meeting and of the charges being brought by certified mail with return receipt requested, notification to be postmarked at least 4 (four) weeks prior to the specified date;
 3. be advised that her rights as a member of the National League of American Pen Women, except those related to the hearing, are suspended pending disposition of the case.

Section 4. REMOVAL FROM OFFICE, SUSPENSION, OR EXPULSION

- A. A member, regardless of type of membership, may be removed from her branch, state, or national office or suspended from the League by a 2/3 (two-thirds) ballot vote of the National Executive Board, the duration of suspension to be determined by the National Executive Board. The member loses all privileges of membership during the time of her suspension.
- B. A member, regardless of type of membership, may be expelled by a 3/4 (three-fourth) ballot vote of the National Executive Board. A member who has been expelled is permanently barred from membership in the League.

ARTICLE XII PARLIAMENTARY AUTHORITY

In cases not provided for in these bylaws, the Standing Rules, the *Procedural Manual*, the *Financial Procedural Manual*, and the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the League.

ARTICLE XIII AMENDMENTS

Section 1. PROPOSALS

An Active Member or branch shall have the privilege of proposing amendments to the national bylaws, provided such proposed amendments are endorsed by a majority vote of the National Executive Board or by a majority vote of 15 (fifteen) branches. The proposed amendments shall be sent to the national bylaws chair for review 6 (six) months before a membership vote.

Section 2. NOTIFICATION

Notice of such proposed amendments and printing of their texts shall be postmarked no later than 8 (eight) weeks prior to the vote by the membership.

Section 3. THE VOTE

These bylaws may be amended by a 2/3 (two-thirds) ballot vote of the membership at a Biennial Convention or a special meeting of the membership.

ARTICLE XIV DISSOLUTION

Section 1. INSTIGATION AND PROCEDURE

In the event a dissolution of the League becomes necessary, the National Executive Board shall convene, with notice postmarked 45 (forty-five) days in advance, at a special or regular session. Upon a 2/3 (two-thirds) affirmative ballot vote of the National Executive Board, it shall authorize:

- A. a committee of the elected officers of the League, assisted by an accountant and a lawyer-consultant to draw up guidelines and procedures necessary to achieve a legal dissolution;
- B. the committee to prepare a list of responsible organizations or institutions actively engaged in the education of or promotion of professional women in the creative fields of the Arts, Letters, and Music, whose objectives are compatible with those of the League and eligible within the scope of the Internal Revenue Service Code 501(c)(3) or amendments thereof, to be considered for receiving all of the assets, property, and funds of the League; that is, those of the national, state, and branch entities;
- C. a mailing of ballots to the League membership to determine support for dissolution.

Section 2. THE VOTE

The National Executive Board shall mail a ballot to each member of the League. The ballot shall require that the member:

- A. vote for or against dissolution;
- B. number in order of preference, the listed possible recipients of the League's funds if the vote for dissolution is affirmative;
- C. return the ballot by certified mail, return receipt requested.

Section 3. AUTHORIZATION OF DISSOLUTION

Authorization to dissolve the League shall require a majority vote of the entire membership.

It is mandatory that each printing of these bylaws be followed by the printing of the **STANDING RULES OF THE LEAGUE PERTAINING TO MEMORIAL AWARDS TO MEMBERS.**

**STANDING RULES OF THE LEAGUE
PERTAINING TO MEMORIAL AWARDS TO MEMBERS**

- A. **MARION DOYLE POETRY MEMORIAL FUND.** August 15, 1974, \$1,100 (eleven hundred dollars). “That these awards be made to poets whose aim is communication; who believe poetry to be a medium of emotional release, of inspiration; that the mission of poetry is to build spiritual morale; to enrich life with perceptions, human tenderness; who have genius of expression and lack of modern cynicism.” A first-, second-, and third-place award may be made to the authors of poems judged best in Pen Women contests, if interest warrants, but the first-place prize shall not be less than \$50 (fifty dollars).
- B. **MARJORIE DAVIES ROLLER NONFICTION AWARD.** December 27, 1974, \$2,000 (two thousand dollars). Annual award(s) from accrued interest “... to the Pen Woman writing the best nonfiction article or book on any subject.” A first-, second-, and third-place award may be made if interest warrants, but the first prize shall not be less than \$50 (fifty dollars).
- C. **NORMAN E. AND MARJORIE J. ROLLER AWARD.** May 25, 1975, \$2,000 (two thousand dollars). Annual award(s) from accrued interest “... for the best article, story, or book on wildlife or outdoor life, exclusive of physical contact sports.” A first-, second-, and third-place award may be made if interest warrants, but the first-place prize shall not be less than \$50 (fifty dollars).
- D. **ANITA MARIE BOGGS MEMORIAL FUND – POETRY.** January 27, 1976, \$1,000 (one thousand dollars). An annual memorial award of at least \$50 (fifty dollars) established by Alice Hutchins Drake.
- E. **DELLA CROWDER MILLER POETRY AWARD.** August 18, 1978, \$10,000 (ten thousand dollars). Awards shall be granted annually from the interest on the \$10,000 (ten-thousand-dollar) gift. The awards are in two categories: (1) Petrarchan Sonnet and (2) free verse.
1. Petrarchan Sonnets. First-place award shall be at least \$100 (one hundred dollars). Second- and third-place awards shall be prorated based on the amount of interest earned.
 2. Free Verse. First-place award shall be at least \$100 (one hundred dollars). Second- and third-place awards shall be prorated based on the amount of interest earned. If the interest rates should rise and the earnings should be such that a second- and third-place award would amount to or exceed the \$100 (one hundred dollar) first-place award, the first-place award would be raised to a larger sum.

- F. **CATHERINE CUSHMAN LEACH POETRY AWARD.** September 19, 1978, \$1,050 (one thousand fifty dollars). A prize of at least \$50 (fifty dollars). "To be given annually (only interest to be used) for a poem of merit, published or unpublished. The poem may be on any subject and in any verse with the exception of free verse.
- G. **ELIZABETH M. CAMPBELL POETRY AWARD.** November 1, 1978, \$1,010.78 (one thousand ten dollars and 78 cents). Only interest is to be used for an annual award.
- H. **HELEN SUTTON BOOTH NATIONAL MEMORIAL POETRY AWARD.** October 11, 1986, \$4,360 (four thousand three hundred and sixty dollars). Awards shall be granted biennially from interest of the gift. The awards are to be given for any traditional form of poetry of any length. (1) There shall be three cash awards: 50%, 30%, 20% of interest earned and (2) There shall be three honorable mention awards.
- I. **JEAN BABER AWARD OF MERIT IN MEMORY OF AGNES ALLEN – ART.** August 17, 1988, \$5,000 (five thousand dollars). Only accrued interest to be used biennially to fund 5 (five) Art Awards of Merit. Any unused interest over that amount shall be placed in the Commemorative Endowment Fund.
- J. **HOWISON ART AWARD FUND.** This restricted Art Award Fund is established for outstanding work in the field of the Arts, effective as of the date the fund reaches the sum of \$10,000 (ten thousand dollars). The award or awards are to be made at the Biennial Convention to the member or members of the NLAPW designated by a jury selected by the National Art Board chair. These Biennial awards are to be paid from interest that has accrued in one year. The balance of the interest accrued during that biennium will remain in the fund.
- K. **THE ANNE MARX SESTINA AWARD FUND.** The Anne Marx Sestina Award, established on April 9, 1998, in the sum of \$10,000 (ten thousand dollars) in a restricted fund, is to be used to establish a first-place prize for a poem in sestina form on the subject of immigration and/or cultural exchange, to be awarded at each Biennial meeting. The award shall be in the amount of \$250 (two hundred fifty dollars). Interest derived from the principal shall be used toward the cost of administering the award, and the payment of an honorarium in the amount of \$100 (one hundred dollars) to a judge of professional caliber, who need not be a woman and who need not be a member of the National League of American Pen Women, Inc. The Board of Directors of the National League of American Pen Women, Inc., shall administer this award until all funds, principal and interest, have been exhausted.
- L. **THE ELIZABETH BENTLEY BIENNIAL EXHIBITING ARTISTS FUND (BEAF),** established June 8, 1974. The Elizabeth Bentley Biennial Exhibiting Artists Fund

assists artists exhibiting in the National Biennial Art Exhibition with costs for any one or combination of the following: shipping, receiving, un-crating, cataloging, storing, handling, hanging, dismantling, re-crating, and return shipment of their art. The BEAF Committee shall consist of a BEAF chair, an assistant BEAF chair, and an adviser.

1. The BEAF chair, with the assistant BEAF chair and the adviser, shall serve under the direction of the National Art Board chair and the National Art Board, and shall serve as a liaison to the National Art Board.
2. Money for the fund is derived from: (1) donations from individuals and groups; (2) interest accrued on invested money of the fund.
3. The BEAF chair shall issue guidelines for each National Biennial Art Exhibition.

AWARDS: An Awards Fund, budgeted by the National Executive Board, shall be given in the amount of \$500 (five hundred dollars) each to the Art, Letters, and Music chairs each fiscal year for expenses in setting up Biennial contests.

CENTURY NOTE MUSIC FUND: The purpose of this fund is to promote and support programs and awards of the Music Members at Biennial Conventions and special occasions. Contributions may be made by branches, members, and others. Accrued interest only may be used. The Century Note Music Fund Committee shall make recommendations to the National Executive Board regarding programs and awards.

STANDING RULES of the National Executive Board relative to the structure and function of STANDING COMMITTEES

were adopted by the National Executive Board on April 22, 2006; were reviewed, amended, and adopted on October 7, 2006. The introductory statement was amended on April 11, 2010.

Attachments pertain to operations omitted here and published separately in a procedural manual. An asterisk indicates the attachment was approved by vote of the National Executive Board and amendment requires vote with notice as for any amendment to the Standing Rules.

STANDING RULES relative to the structure and function of STANDING COMMITTEES

The Standing Committees shall be as listed in the bylaws: Archives, Biennial Convention, Budget, Bylaws, Ethics, Headquarters, Membership, National Art, National Letters, National Music, Outreach, Planning, Public Relations, Publications, and Scholarships and Grants.

Their structure and function shall be as described herein and may be amended by a 2/3 (two-thirds) vote of the National Executive Board at any regular or special meeting provided 45 (forty-five) days' notice has been given to the National Executive Board members.

Chairs of all standing committees are appointed by the president with approval of the National Executive Board.

All appointments by the president "expire" with the expiration of the appointing president's term of office.

Other committee personnel, agreed on by the committee chair and the president, are appointed by the president and report to the National Executive Board.

The Ethics Committee presents an exception since the members are all appointed by the president and require the approval of the National Executive Board.

Vice presidents shall be assigned by the president as oversight members of the Ethics Committee and the Outreach Committee, and may be assigned as oversight members of other standing committees at the discretion of the president.

Each chair shall:

1. prepare and submit to the budget chair, as soon as possible after May 1, a proposed budget for her committee and secure the approval of the budget chair in writing;
2. report to the first National Executive Board meeting after her appointment, the personnel of her committee and the committee's proposed time frame work schedule;
3. make available to her committee the Biennial report from the previous chair of her named committee.

THE ARCHIVES COMMITTEE

STRUCTURE

The committee shall:

1. be chaired by a member who is interested in the history of the League and is able to spend time working at Pen Arts with its permanent documents;
2. consist of members in the offices of historian and librarian, and members from each of the following committees whose interest and work overlap with Archives: Budget or Finance, Membership, Bylaws, appointed by the president upon consultation with the chair. The membership of the committee shall not be limited to the above.

FUNCTION

The committee shall:

1. keep intact the historical records of the League;
2. place into the permanent collection the records from the immediate past administration, including those having been bound by the historian;
3. implement according to the attached records retention schedule, the disposition of records removed from the active office files by those delegated this authority; secure and instruct personnel necessary for disposal of designated records;
4. leave an exit inventory based on the existing inventory, with additions and deletions noted;
5. research and answer queries addressed to the League concerning former members or other matters of record, if that information is a part of the archives of the League.

Attach:

Historian's duties relative to binding permanent records

Records retention schedule – adopted by National Executive Board in 1997

THE BIENNIAL CONVENTION COMMITTEE

STRUCTURE

The committee shall:

1. be chaired by a member living in the vicinity of the place in which the Biennial Convention of her administration will be held;
2. consist of chairs of National Art, National Letters, National Music, and other members appointed by the president upon consultation with the Biennial Convention chair, to be responsible for the necessary functions of the Biennial Convention, such as registration, credentials, protocol, programming, public relations, and transportation.

FUNCTION

1. The committee shall be responsible, with the president, for the planning and execution of all aspects of the Biennial Convention, the plans being subject to the approval of the National Executive Board.
2. The chairs for National Art, National Letters, and National Music shall each formulate all plans for her classification; implement established bequests, establish categories and rules for contests and competitions, designating funds and awards, working with the Scholarship and Grants Committee chair where appropriate; planning workshops and banquet or luncheon in her classification; coordinating time, space, and transportation requirements with the Biennial Convention chair.
3. The Biennial Convention chair, with the National Art chair, shall secure a gallery for the Biennial Art Exhibition, and work with the chair of the Biennial Exhibiting Artists Fund to allocate monies according to established guidelines, and take into account other monies available.
4. The Biennial Convention chair shall work with the Public Relations chair or her appointee on the planning and execution of all aspects of public relations – publicity, press releases, coordinating with the chair for publications on NLAPW dissemination of information.
5. Procedures for chairs or subcommittees such as those listed in Structure #2 above, and others, shall be attached.

THE BUDGET COMMITTEE

STRUCTURE

The committee shall be chaired by a member with fiscal experience.

FUNCTION

An annual budget, made in consultation with the president and the treasurer, shall be prepared as soon as possible after May 1, and presented to the Finance Committee for review in preparation for recommendation to the National Executive Board for approval in June. Please refer to the *Financial Procedural Manual*.

THE BYLAWS COMMITTEE

STRUCTURE

The committee shall be chaired by a member with experience in working with bylaws within the League, in branches or state associations, or in similar 501(c)(3) organizations. Members of the committee shall be appointed by the president upon consultation with the chair.

FUNCTION

The Bylaws Committee shall:

1. edit all publications of the NLAPW bylaws;
2. receive and review the bylaws of state associations in consultation with the parliamentarian; upon their approval, send two signed copies to national headquarters for issuance of a charter; report the approval of the bylaws, name, and charter number to the National Executive Board at its next meeting;
3. consult with branches, upon their request, concerning their standing rules for governance, in accord with the national bylaws;
4. review proposed amendments for conflicts with object and bylaws of the League, or write proposals for amendments to the national bylaws; submit amendments approved by the National Executive Board to *The Pen Woman* magazine for publication in an issue postmarked before December 31, prior to the Biennial Convention;
5. after the close of the Biennial Convention, submit to the recording secretary a copy of the amendments adopted to be included in the minutes and to be published in *The Pen Woman* magazine for information of the members. File at headquarters a complete copy of the approved bylaws to be available for publication.

THE ETHICS COMMITTEE

STRUCTURE

1. The president shall appoint to the Ethics Committee a chair who has previously served on the National Executive Board.
2. She shall appoint, with National Executive Board approval, not fewer than 3 (three) nor more than 6 (six) other League members from different sized branches and geographic regions, and who have varying lengths of membership and different membership classifications.

FUNCTION

The Ethics Committee shall:

1. review the existing CODE OF ETHICS and recommend approval or amendments, or if no code exists, draft a CODE OF ETHICS to present to the National Executive Board for review and approval, for presentation to the membership;
2. address charges against a member of the League as specified in the bylaws, ARTICLE XI – DISCIPLINE, Section 1. Charges;

3. take jurisdiction over and follow the procedures as required by Section 2. ETHICS COMMITTEE JURISDICTION AND PROCEDURE, of ARTICLE XI – DISCIPLINE.

THE HEADQUARTERS COMMITTEE

STRUCTURE

The Headquarters Committee shall be comprised of a chair and additional members appointed by the president, in consultation with the chair, at least one of whom shall be within easy access to the Pen Arts Building.

FUNCTION

The committee shall:

1. with the president, supervise the maintenance and preservation of the Pen Arts Building and its furnishings;
 - a. develop a long-range plan for maintenance and repair; assist the president in seeking estimates for maintenance projects and help to supervise and inspect on-site projects with the president when requested to do so; (Note the bylaws requirement that contracts for major projects must be cosigned by the president and the recording secretary. A definition of “major” must be made, thus allowing the president alone to sign for minor emergency repairs.)
 - b. develop a two- to four-year short-range plan for upkeep such as painting, small repairs, furniture replacement, to be implemented at the discretion of the president;
2. with the president and the national art chair, maintain and preserve the artwork housed at Pen Arts, keep an up-to-date annotated inventory, update appraisals every 4–6 years if necessary, and plan for maintenance of appraised, inventoried statuary and other objects;
3. review policies and procedures developed by the full board and the president for both professional and social use of the building by members, branches, the visiting public, and community groups, and present recommendations for changes to the president and the National Executive Board for approval;
4. anticipating handicapped accessibility, develop a training outline for docents to prepare them to present the building to the public (could be conducted in person or by written document), as in tours, performances open to the public, for non-League social functions, or prospective users and overnight guests;
5. keep current the carousel of 35 mm slides of the Pen Arts, available for rental to branches, with procedures written up and publicized in *The Pen Woman* magazine and on the website; add a similar CD; headquarters staff shall handle orders, shipping, fees, and maintain a log which shall be included in the regular reports of this committee to the National Executive Board.

THE MEMBERSHIP COMMITTEE

STRUCTURE

The Membership Committee consists of a chair, three members, one from each classification of Art, Letters, and Music, whose duties are the evaluation of credentials of applicants for membership, following the attached established procedures, and other general committee members.

FUNCTION

- A. The three members appointed to evaluate credentials of applicants for membership shall:
1. each act independently within her classification to receive directly from branch membership chairs, applications and credentials for new members; requests for change of status from Associate to Active Membership; requests for additional classification;
 2. appeal to the Membership Committee as a whole in cases of difficult applications;
 3. not be required to participate in other functions of the committee, but act in cooperation with the committee chair;
 4. follow procedures set by the committee and approved by the National Executive Board; submit reports to the chair, except that approved applications shall be sent to the headquarters office from which all certificates shall emanate.
- B. The Membership Committee shall:
1. plan and implement recruitment of members in all three classifications; provide all information to this end for publication in *The Pen Woman* magazine and on the website;
 2. review application forms and procedures for processing and recommend any changes to the National Executive Board for approval;
 3. review and evaluate, upon appeal by either the evaluator or the applicant, credentials which are questionable or present difficulties of interpretation;
 4. act as consultants to branches in matters concerning membership.

THE NATIONAL ART COMMITTEE

STRUCTURE

The National Art Committee shall consist of a chair and chairs for subcommittees including but not limited to Traveling Art Slides, The Elizabeth Bentley Biennial Exhibiting Artists Fund (BEAF), and including a chair for each project/program it develops and implements, with the approval of the National Executive Board and other members (members or nonmembers of the League) who have been chosen for their connection with the art world and their ability to contribute to the viable functions of the National Art Committee. Chairs for all subcommittees listed above shall be appointed by the president with or without consultation with the National Art Committee chair. The president, upon consultation with the National Art Committee, shall appoint additional subcommittee chairs.

Chairs of these subcommittees report directly to the chair of the National Art Committee, who includes their reports in her report, are not members of the National Executive Board, do not report to it, nor attend its meetings unless invited to do so for a special reason.

FUNCTION

The function of the National Art Committee shall be to:

- A. formulate policies pertaining to Art;
- B. oversee all art projects/programs of the League **relative to national program development**, direct programs in conjunction with Letters and Music, or independently, with the approval of the National Executive Board;
- C. **relative to the Biennial Convention:**
 1. establish categories and rules for Biennial competitions, designated funds, and awards;
 2. with the Biennial Convention chair, secure a gallery or other suitable location for the art exhibition in the city where the Biennial Convention is to be held;
 3. secure a jury for selection of the artwork and judges for awards;
 4. arrange for shipment of the artwork to the Biennial site, and its return; for hanging the exhibit; for judging and allocating awards.

THE NATIONAL LETTERS COMMITTEE

STRUCTURE

The National Letters Committee shall consist of a chair, chairs for each project/program it develops and implements, with the approval of the National Executive Board and other members (members or nonmembers of the League) chosen for their connections with the literary communities of the League's membership and their ability to contribute to the viable functions of the National Letters Committee.

The president, upon consultation with the National Letters chair, shall appoint chairs for all subcommittees. These chairs shall report directly to the chair of the National Letters Committee, who shall include their reports in her report. They attend and report to the National Executive Board at the annual or Biennial business meetings only if invited to do so for a special reason.

FUNCTION

The function of the National Letters Committee shall be to:

- A. formulate policies pertaining to the Letters classification of the League;
- B. develop and oversee all of its projects and programs;
- C. **relative to national program development:**

1. direct programs in conjunction with Art and Music, or independently, with the approval of the National Executive Board;
2. work with creative writers in all categories of the Letters classification to develop workshops open to members and nonmembers. Programs emanating from Pen Arts shall, when appropriate, serve as models for branches and state associations.

D. relative to the Biennial Convention:

1. create and define categories and rules for Biennial competitions for awards from designated and solicited funds;
2. secure judges for all contests;
3. follow the specific guidelines and procedures attached;
4. work with the publications chair, advocating publication of Biennial Letters contest winners, and securing rights to publish.

THE NATIONAL MUSIC COMMITTEE

STRUCTURE

The National Music Committee shall consist of a chair, chairs for each project/program it develops and implements, with the approval of the National Executive Board and other members (members or nonmembers of the League) chosen for their connections with other composers and musicians and their ability to contribute to the viable functions of the National Music Committee.

The president, upon consultation with the National Music chair, shall appoint chairs for the projects and programs undertaken. The chairs of these subcommittees shall report directly to the chair of the National Music Committee, who shall include their reports in her report. They attend and report to the National Executive Board at annual or Biennial business meetings only if invited.

FUNCTION

The function of the National Music Committee shall be:

- A. to formulate policies pertaining to the Music (Composition in Music and Dance) classification of the League;
- B. to oversee all of its projects and programs;
- C. **relative to national program development:**
 1. direct programs in conjunction with Art and Letters, or independently, with the approval of the National Executive Board;
 2. work with composers in music and dance to develop workshops open to members and to other professional composers and dance choreographers. It is recommended that programs emanate from Pen Arts and be documented in such a way as to serve as models for branch and state association use.
- D. **relative to the Biennial Convention:**
 1. work with the Biennial Convention chair in planning and executing every aspect of the Biennial concerned with music as delineated in the attached proceedings;

2. develop procedures with rules and date lines for all contests and competitions as listed in the attached proceedings.

THE OUTREACH COMMITTEE

STRUCTURE

The outreach program of NLAPW shall consist of a chair, a vice president assigned as oversight member, plus two members chosen by the outreach chair to serve on the National Outreach Committee, and chairs for each of the project/programs it presents and has approved by the National Executive Board, by the procedure described on the attached document titled "Procedures."

FUNCTION

The committee shall:

1. contact state associations/branches to encourage and promote community outreach programming;
2. evaluate all proposed community outreach programs submitted to them for review and discussion;
3. submit a written description and evaluation of all community approved programs to the National Executive Board;
4. publish a listing and brief description of approved outreach programs in *The Pen Woman* magazine and on the NLAPW website;
5. serve as a liaison between branches or state associations carrying out the listed programming and those wishing to implement a similar program;
6. maintain a yearly written record of all approved and implemented outreach programming carried out by state associations/branches, this record to be kept in the NLAPW's national offices and made available to anyone wishing to evaluate the NLAPW's 501(c)(3) status.

THE PLANNING COMMITTEE

The Planning Committee is primarily an advisory committee for long-range planning. Its membership is predicated on a knowledge of the League, a realistic awareness of the present status of organizations, and the ability to envision future needs of members and to take a relative approach toward incorporating changes that will enable the League to meet those needs.

STRUCTURE

The committee shall consist of not fewer than 5 (five) members nor more than 9 (nine), and shall include the first, second, or third vice president, the Public Relations chair, the National Membership chair, and others the chair and the president agree would be qualified and contributing members.

FUNCTION

With a view to expanding the membership in all disciplines and assuring the continued accomplishment of present objectives and those proposed for future adoption, this committee will:

- A. review:
 - 1. recruiting policies;
 - 2. participation by specific branches in activities which will result in expanded membership;
 - 3. outreach programs;
 - 4. networking and communications (e.g., updating the website, reading branch newsletters).
- B. submit ideas and budgetary needs for the areas listed above;
- C. report to the National Executive Board on its progress in a timely manner, in writing or by e-mail, at regular intervals to be determined.

THE PUBLIC RELATIONS COMMITTEE

STRUCTURE

The committee shall:

- A. be chaired by a member who is:
 - 1. knowledgeable in preparing press releases, and with secure skills in the use of electronic media;
 - 2. open to communication with the Publications chair and her editorial staff and all members of the National Executive Board.
- B. consist of the chairs of the standing committees Planning and Biennial Convention, and the chair/vice president oversight member of Outreach and other members appointed by the president, upon consultation with the chair.

FUNCTION

To create, for the National League of American Pen Women (NLAPW), a visible presence in the areas of Art, Music, and Letters by defining its mission, identifying its services, and communicating itself as a viable force to the community at large.

This must be the combined effort of every national committee and must be communicated from the national organization through its 200 (two hundred) local branches and its state associations.

The League's not-for-profit 501(c)(3) status is based on its activities that promote the development of creative talents of professional women, members and nonmembers alike, and its ownership and maintenance of a historic building in the Dupont Historic District of Washington, DC.

Its programs of workshops, discussion groups, and lectures related to the creative process; its writing and poetry contests, art exhibitions, juried and judged, and music composition competitions conducted at local branch, state, and national levels must be

widely publicized via its multiple publications: *The Pen Woman* magazine; the website, <http://www.americanpenwomen.org>; and the websites of its many state organizations and branches, and newsletters and newspapers throughout the country.

THE PUBLICATIONS COMMITTEE

STRUCTURE

The Publications Committee shall be chaired by a member chosen for her professional experience in publishing and editing.

It is recommended that its membership include, but not be limited to, a vice president, a member from each of the national committees of Art, Letters, and Music.

FUNCTION

The Publications Committee shall:

1. oversee all publications authorized by the National Executive Board, according to established policies and procedures attached to this document, and receive or originate proposals for new publications, drawing up recommendations for the approval of the National Executive Board;
2. review existing publications of the League: *The Pen Woman* magazine, *The Roster*, the website; make recommendations for their continuance or alteration and present them to the National Executive Board for approval;
3. request funding from the Budget Committee for approved publications;
4. conduct a search for an editor (volunteer or paid) for each publication, receive applications, review credentials, make recommendations to the president for appointment and to the National Executive Board for approval; review employed editors annually;
5. for each publication, approve an editorial committee selected by the editor.

THE SCHOLARSHIPS AND GRANTS COMMITTEE

STRUCTURE

Committee personnel should be chosen for their ability to work closely with the chair and to expand the potential candidate field in the two grants listed below, meaning that they should have time and communication skills. When additional scholarships and grants are developed, sub-chairs shall be appointed who have knowledge of the subject and acquaintance with personnel of the specific field.

FUNCTION

This committee shall:

1. oversee the management of scholarships and grants encompassing contributions, applications, contests, and awards;
2. include, but not be restricted to, jurisdiction over the scholarships and grants named below:

- a. SHIRLEY HOLDEN HELBERG GRANTS FOR MATURE WOMEN (named by resolution of the membership at the 2006 Biennial Convention business meeting);
 - b. THE HELEN TRUEHEART COX ART SCHOLARSHIP FOR NATIVE AMERICAN WOMEN.
3. review existing procedures for each scholarship and grant and amend for current use, adhering to the requirements of the bequests as stated in the bylaws of the League, or the *Procedural Manual* and Standing Rules.