

(Updated and distributed in 2018)

Texas Association of Creative Writing Teachers (TACWT) Bylaws

Article I: Name, Location and Purpose

Section 1. The name of this organization shall be Texas Association of Creative Writing Teachers

Section 2. TACWT is a literary and educational organization in the state of Texas

Section 3. The purpose of the TACWT shall be:

A. To foster communication among writers, editors, teachers and publishers, and appreciation of the quality of work being written in Texas of by Texans

B. To encourage and improve the teaching of creative writing through the reading of papers on writing and teaching techniques

C. To promote serious writing throughout the state by encouraging readings by writers and publication of their works

D. To publish a newsletter that will publicize information about writing activities and about publication by Texans

E. To hold an annual meeting that will include allotted time for reading by writers, whereby writers can know and appreciate each other's works

F. To act as coordinator and disseminator of dates for appearances of authors

Article II: Membership

A. Membership in TACWT is open to teachers of creative writing, to other interested teachers, to professional writers, editors, and college students who are interested in the teaching of creative writing and in promoting serious fiction, creative nonfiction and poetry in Texas

B. All members have full voting privileges

Article III: Activities of TACWT

Section 1. MEETINGS: TACWT shall assemble in full at least once annually for fellowship and the presentation of student literary awards. The annual meetings should take place in various locations throughout the state, and attention to selecting convenient and attractive locations is important. Though not limited to these events, the annual meetings must include readings by TACWT members as well as sessions aimed to improve the teaching of creative writing.

Selection of the location of the annual meeting is to be made by January of the year the event is set to occur. Announcement concerning the location and nature of the program is to be made to members in spring. The program itself should be prepared by September 1st prior to the annual meeting. The President is responsible for details of the program.

Section 2. AWARDS: TACWT shall perpetuate, establish, and set criteria for student awards

Article IV: Composition of the Governing Body

Section 1. The governing body of TACWT. shall be a Council composed of five officers (President, Vice-President, Secretary, Treasurer, and Webmaster).

Section 2. The term of officers shall be two years, a year being measured from one annual meeting of TACWT. body to the next. An officer may be reelected to additional two-year terms.

Article V: Duties of the Officers

Section 1. THE PRESIDENT, elected by the membership to a two-year term, is in general charge of all activities of the organization. A major responsibility of the president is selecting the place of the annual meeting and arranging the program for the meeting. The president should conduct the meeting of TACWT in an informal manner. Should parliamentary problems arise, Robert's Rules of Order will be used as a guide.

Section 2. THE VICE-PRESIDENT shall assist the president and assume the duties of the President in the event the President is unable to perform them; assist the Treasurer and Secretary as needed.

Section 3. THE SECRETARY shall publicize annual awards by notifying members; notify the membership, of time and place for programs, the annual meeting, or submission deadlines for awards; take minutes at annual meetings, keep TACWT records, and coordinate communications among members.

Section 4. TREASURER shall collect dues from members and conference registration fees; disburse funds to vendors; provide once annually a report to the council itemizing income and expenditures for the preceding year; submit an annual return to the Internal Revenue Service; hire on council approval any or all legal or clerical help deemed necessary in fulfilling his or her responsibilities.

Section 5. WEBMASTER shall be in charge of updating and maintaining the TACWT website.

Article VI: Newsletter:

The newsletter will be published at least once a year. It will publish information sent to the editor by members and all other information relevant to writing activities, as well as reviews of books. The newsletter will periodically give information about literary reviews and presses in the state. Editorship of the newsletter will last for at least one year.

Article VII: Dues:

Annual dues will be set by the officers of the Association according to the financial needs of the

organization.

Article VIII. Amendments to By-laws

Amendments to these by-laws must be approved by a three-fourths majority of the Members during the annual business meeting.