

**POETRY SOCIETY OF MICHIGAN BY-LAWS**  
**Revised 2019**

**ARTICLE 1: Name and Objective**

- A. The name of this organization shall be the Poetry Society of Michigan (PSM).
- B. The purposes and objectives of this Society shall be to maintain poetry in its legitimate place among the fine arts; to promote, in every ethical way, the interests of Michigan poets; to encourage fellowship among poets and others interested in poetry, and to foster understanding and appreciation of poetry and its influence in daily life.
- C. The Society shall operate as a non-profit, educational organization as stipulated in Section 501 (c)(3) of the Internal Revenue Code. In the event of the Society's dissolution, all assets, real and personal, shall be distributed to such organizations and/or individuals as are qualified as tax exempt under Section 501(c)(3) of the Internal Revenue Code or the corresponding provisions of a United States Internal Revenue Law.
- D. The Society shall fulfill its mission through the bi-annual publication of *Peninsula Poets*, the quarterly distribution of *PSM Newsletter*, and additional publications and activities as deemed appropriate to the PSM. All publications and meetings shall perpetuate the purposes and objectives of the Society as stated in Article I.B.

**ARTICLE II: Membership and Dues**

- A. Anyone interested in poetry is welcomed into the Poetry Society of Michigan. There shall be two classes of Membership: Active and Sustaining.
- B. Membership shall be considered Active by the payment of dues. Active Members shall receive issues of *Peninsula Poets* and *PSM Newsletter* produced during the period of membership, have voting rights in PSM elections, exclusive entry in selected State and National Poetry Contests, and invitations to annual State and National meetings and conferences.
- C. Membership dues shall be collected annually and credited for a calendar year. Dues received between October 1 and December 31 shall be credited for the next calendar year. Members whose dues are received by December 31 will be included on the next year's membership roster submitted to the National Federation of State Poetry Societies, of which PSM is an affiliate.
- D. Annual dues for Active Members will be set by the Executive Board. Increases in dues will be announced no later than the Spring meeting of the year prior to membership period.
- E. Any person who contributes significant personal services or additional financial support of at least fifty dollars (\$50) in a calendar year shall be considered a Sustaining Member.

**ARTICLE III: Officers and Elections**

- A. The Society shall be governed by an Executive Board consisting of (1) President, (2) Vice President, (3) Treasurer, (4) Recording Secretary, (5) Newsletter Editor, (6) Membership

Coordinator, (7) Webmaster, (8) *Peninsula Poets* Editor, (9) Contest Chairperson, (10) Historian, and (11) Parliamentarian. A majority of the Members of this Board shall constitute a quorum to conduct the business of the Society. Each Officer will have a single vote in Board matters.

B. The Offices of President, Vice President, Treasurer, and Recording Secretary will be determined by general election of the Active Membership. The term of office for elected Officers shall be two years. President and Vice President shall hold office for no more than two consecutive terms.

C. The Offices of Newsletter Editor, Membership Coordinator, Webmaster, *Peninsula Poets* Editor, Contest Chairperson, Historian, and Parliamentarian shall be Appointed by the President under advisement of the Elected Officers of the Executive Board, based upon nominations from the general membership. Members may self-nominate. The terms of service for Appointed Officers are not limited but shall be reconfirmed during general elections.

D. At the discretion of the President, and by consensus of the Elected Officers, a single individual may serve in more than one Appointed Office. An individual serving in more than one office shall nevertheless retain a single and equal vote in Board matters.

E. General Elections shall be held by mail ballot (in digital and/or print form) or at a general meeting called by the Executive Board for that purpose. Nominations shall be by general balloting of the Active membership. Election of officers shall be by a majority vote of participants.

F. Elections shall be held in the fall of odd-numbered years; new Officers shall take office the following January 1.

G. Upon election of a new President, the immediate Past President shall serve as an Advisory Member of the Executive Board for a period of one year.

#### **ARTICLE IV: Duties of Officers**

A. The President shall call meetings of the Executive Board as he / she deems necessary, preside at Board and General Meetings, advise with other Officers concerning the work of the Society; and discharge the usual duties of a President.

B. Vice President shall assist the President, preside in his/her absence, and assume the Presidency upon the incapacity of the President.

C. The Treasurer shall be responsible for the funds of the Society, keep a record of their receipt and disbursement, issue Membership cards, and give an itemized report on the condition of the Treasury when officially requested to do so.

D. The Recording Secretary shall keep minutes of Executive Board meetings and the business portion of annual bi-annual meetings. The Secretary will coordinate with the Treasurer and Membership Coordinator to assure membership communication.

E. The Newsletter Editor shall assist the President and assume the place of the Vice President upon the event of the incapacity of the President. He / She shall provide photo-ready copy of the Newsletter for printing and distribution on a quarterly basis.

F. The Membership Coordinator, in conference with the Treasurer, shall oversee both general and social correspondence with the Active membership, as appropriate.

G. The *Peninsula Poets* Editor shall oversee the selection, editing, printing, and distribution of the Society organ with advice and assistance of the Executive Board.

H. The Parliamentarian shall be present at all general meetings and assist the President or Presiding Officer with matters of procedure. He / She will conduct and monitor general elections.

I. The Historian shall provide PSM news for the National Federation of Societies of Poetry and maintain any historical records called for.

J. The Contest Chairperson shall organize the annual contests of the Society, including choosing judges, establishing the various categories, carrying through on the various procedures of a contest, and informing and announcing the winners.

K. The Webmaster shall maintain the PSM Website and Social Media outlets, posting news items and announcements when appropriate and assisting in the electronic distribution of PSM publications when necessary.

#### **ARTICLE V: Ethics**

A. The Society shall endeavor at all times to conduct its affairs on a high ethical and social plane, consistent with the best standards in literary art communities.

B. The Organization and Facilities of the Poetry Society of Michigan shall not employ any individual or group of individuals for the purpose of promoting any private cause.

C. Every effort shall be made to assure that publications are representative of the Membership as a whole and that PSM contests are judged fairly and equitably, without bias as to artistry, gender, race, ethnicity, age, citizenship, religion, or politics.

#### **ARTICLE VI: Meetings**

A. It shall be the duty of the Executive Board to hold not less than two general meetings annually, in April and October, the exact date to be set by the President.

B. When necessary, an Executive Board meeting shall be held prior to each General Meeting for the purpose of making adequate plans and arrangements.

C. The Executive Board may appoint ad hoc Committees to coordinate planning for General meetings, membership enhancement, supplemental publications, and/or conduct other business that may perpetuate the Society's mission, as stated in Article 1.B..

D. Formal Business of PSM shall be conducted in conformity with Robert's Rules.

## **ARTICLE VII: Membership**

- A. Application for Membership must be accompanied by dues for one year.
- B. Active Members may vote, hold office, and participate in all official activities of the Society.
- C. Notice of annual dues payable shall be announced the fall Newsletter.
- D. Elected Officers shall not be required to pay dues while in Office but shall be considered Sustaining Members.

## **ARTICLE VIII: Local Units**

Local or community poetry groups with at least one Active PSM member may assume affiliation with the PSM, without any obligation or responsibility on the part of PSM toward such units. Affiliates recognized by the PSM as operating within the purposes and objectives of the PSM will be encouraged to coordinate activities with PSM and shall be promoted as such through print and electronic media.

## **ARTICLE IX: Disbursement of Funds**

The Treasurer shall maintain PSM accounts as directed by the Executive Board and may disburse funds from those accounts for all regular and legitimate expenses incidental to the function of the PSM without special order. Funds otherwise disbursed must have the approval of the President.

## **ARTICLE X: Amendments**

- A. These By-Laws may be amended by a two-thirds majority vote of the Active Membership, by paper or electronic ballot. Ballots not returned according to the method and deadline as specified in PSM Newsletters will be counted as proxy votes in favor of the amendment.
- B. Proposed Amendments may be submitted to the Executive Board when signed by no fewer than three Active Members. Upon Board approval, such Amendments shall be submitted to the Active Membership for a vote.

## **ARTICLE XI: Honorary Chancellor**

The Executive Board may, at its discretion, designate an Honorary Chancellor, in recognition of a past or present member of PSM who has distinguished him/herself in perpetuating the purposes and objectives of the Poetry Society of Michigan (as articulated in Article 1.B.). The Honorary Chancellor, upon acceptance of the designation, shall represent PSM as ambassador-at-large for a period of two years.