

CONSTITUTION AND BYLAWS
OF THE
UTAH STATE POETRY SOCIETY, INC.

Historical Note: Six charter members met and founded this organization on May 6, 1950, under the sponsorship and direction of C. Cameron Johns, the first President.

The Society was incorporated under the laws of the State of Utah on October 18, 1963, with the signature of Lamont F. Toronto, Secretary of State, and witnessed by Edward R. Tuttle, notary public.

Listed as trustees on the Articles of Incorporation were: C. Cameron Johns, Betty W. Madsen, and Beulah H. Sadleir.

The Incorporators were listed as: Ann W. Hafen, Linnie F. Robinson, Kathryn Kay, and Clinton Larson.

The Articles of Incorporation declared: "The period of duration of this organization shall be perpetual", and the Society was declared to be a "nonprofit corporation".

The first Constitution has been amended in part by official committees appointed by officers of the Society from time to time, as the programs and scope of the organization required additional provisions and bylaws.

CONSTITUTION

ARTICLE I: NAME

The name of this organization shall be THE UTAH STATE POETRY SOCIETY, INC.

ARTICLE II: OBJECTIVES

The objectives of this organization shall be:

Section 1. At all times it shall be remembered that this Society is a non-profit literary, educational and cultural organization with the primary objective to secure a wider public appreciation of the poetry arts and to promote excellence in the writing of poetry.

- a. Being incorporated by the State as a strictly nonprofit organization receiving both State and Federal money, no individual member may use the name of the Society or property belonging to the Society for personal or private gain. ANY INFRACTION OF THIS RULE WOULD HAVE SERIOUS CONSEQUENCES, EVEN TO REVOCATION OF THE SOCIETY'S CHARTER, LICENSES AND STATE PRIVILEGES. Members of the Society, including Executive Officers, donate their time and services, and receive no salaries per se. State and Federal money received through the Utah Arts Council must be used only for business expenses incurred in maintaining the organization. An accurate, detailed report of all expenditures is made to the Utah Arts Council at the end of each fiscal year. It is permissible, should there be sufficient funds, to allow token honorariums to various deserving members and nonmembers, such as judges, etc., at the discretion of the President and Executive Board.
- b. It is to be remembered at all times that the Utah State Poetry Society, Inc. represents our State in the field of poetry. It has been given status and has the backing of the Governor and the Legislature, and our members have the responsibility to use sound judgment in all matters where poetry is involved, keeping in mind the traditions of the Society and acting with dignity, upholding standards in which our State may take pride. Officers should be particularly careful, because they represent not only themselves but the Society as a whole.

Section 2. To maintain and develop a strong, continually growing and expanding organization, involving all of the State and every county in the activities of the organization relative to the aim of the Society to "create a climate for

poetry in Utah."

Section 3. To establish, promote, and direct chapters of the Society in all areas where a group large enough to function can be organized.

Section 4. To seek advice and direction from the Utah Arts Council, and to cooperate with the Council, especially with the Chairman of the Literary Arts, and to consider at all times the ideals and aspirations of the State of Utah.

Section 5. To cooperate with civic, educational, and church organizations in promoting and establishing poetry as a cultural art and to provide teachers and readers wherever such opportunities or requests may develop.

Section 6. To coordinate the activities of existing poetry societies and groups for mutual benefit.

Section 7. To stimulate public interest in poetry by promoting the reading of poetry in schools, on the radio and TV, in clubs, in churches, and other public meetings.

Section 8. To make a common meeting ground for all poets, regardless of differences in racial, regional, educational, religious, or other backgrounds.

Section 9. To interest patrons of the arts in the cause of advancement of poets and poetry and to encourage financial sponsors in the support of the Society.

Section 10. To promote and encourage the writing, publication and presentation of good poetry in Utah by:

- a. encouraging young poets and amateur poets;
- b. conducting state, regional, and school contests;
- c. compiling suitable poems and assisting in their publication and distribution;
- d. directing local and regional workshops;
- e. maintaining a critique service for professional assistance;
- f. disseminating educational material and cultural information;
- g. encouraging members to participate in poetry contests and activities.

ARTICLE III: MEMBERSHIP

Section 1. Membership shall be open to all citizens of the State of Utah, without consideration of age, race, regional, religious, educational, or other backgrounds, who pay their annual dues and otherwise support the State organization.

Section 2. Membership shall also be accorded to interested people (those who write, read, or enjoy poetry) from any other state in the union, and to all former Utahns, wherever they may reside.

Section 3. Revocation of membership may be initiated or suggested by any member of the Society, on submission in writing to any member of the Executive Board. Reasons for revocation must be clearly stated and may include:

a. deliberate or unintentional plagiarism; b. unbecoming conduct or conduct not in harmony with the aims and principles of the Society; or c. a request for revocation of membership by a member. No dues or part of dues shall be refunded.

Section 4. Reinstatement of a member who has had his/her membership revoked cannot be made by the President or any single member of the Executive Board. The ex-member can be reinstated only if he/she makes a request for such reinstatement in an application submitted to the Executive Board, stating the reason or reasons for the request for new membership or reinstatement of the old, to be acted upon by the Board. The motion of the Board on such reinstatement must be passed unanimously by the Board.

ARTICLE IV: DUES

Section 1. The amount of the annual dues shall be established by the Executive Board in accordance with current costs of procedures, the program of the Society, and its various projects.

Section 2. The annual dues shall apply to a calendar year - January to December - and shall not be considered as payment for the fiscal year or a part of the year.

Section 3. Dues may be paid at any time during the year except for those members who may wish to enter the State or National contests, and the deadlines for payment of such dues shall be established by the Executive Board and the dates announced in the annual contest announcements.

Section 4. The amount of the dues shall not be changed during the year, but when changes are made, they shall apply to new year beginning in January.

ARTICLE V: OFFICERS AND EXECUTIVE BOARD

Section 1. The governing body of the Utah State Poetry Society shall consist of the following:

- a. A Presiding or Executive President, who has immediately prior to the executive position served for two years (or more, as the case may be) as President-Elect.
- b. A President-Elect to be selected every other year in April to serve as understudy and assistant to the Executive President.
- c. An Advisory President who shall be the immediate past Executive President.
- d. An Executive Board to consist of the above-named officers and all available past presidents of the Society, and such other advisors and assistants as may be appointed by the Executive Board.
- e. An additional Advisory Council to consist of the various chapter presidents of the Society and such other advisors and assistants as may be appointed by the Executive Board.
- f. A Treasurer, to be appointed by the Executive Board.
- g. Secretaries, temporary or continuing, as may be needed, to be appointed by the Executive Board.
- h. Such committees and chairmen as may be needed, to be appointed by the Executive Board.

Section 2. Procedures of the Executive Board: All procedures and plans relating to the State organization and the direction of the chapters are to be presented to the

Executive Board for discussion and decision. No officer or member of the Board may initiate a new program or abandon any established activity or program without presenting the matter to the Executive President for discussion and decision by the Board.

Section 3. An officer may resign when and if health or circumstance dictates such action, or he/she may be asked to resign for any serious infraction of the laws of this organization, malfeasance of office, or other such contingency as may require such action, such decisions to be made by the Executive Board.

Section 4. In case of death or resignation or inability of any officer to perform the duties incident to his/her office, the newly vacant office shall be filled by appointment of another officer by the Executive Board, in case such a vacancy occurs between the specified times of appointment of officers.

- a. If, in the judgment of a majority of the Executive Board, an officer

or person appointed to an official position should be unable to satisfactorily perform the office or duties to which said person was appointed, due to health, accident, moving from state, or other reasons, including mutual consent, the officer or appointee is given the privilege to submit his/her resignation voluntarily or be requested to resign. All such matters are to be considered confidential and governed by the Executive Board.

- b. In the event of a change having to be made in the Presidency due to death or unforeseen circumstances, the Executive Board shall have the power to appoint a replacement to fulfill the unexpired term of the incapacitated officer without the President-Elect automatically becoming President before his/her expected term. The office of President-Elect is an office designated to be filled for a two-year period of apprenticeship and is not to be confused with that of a vice-president who would automatically become President, should said President be removed from office for any reason. If, at any time during the apprenticeship of the President-Elect, the majority of the Executive Board feels a change should be made, the change should be made and another officer appointed to the position.

Section 5. Time for Appointment and Change of Officers: It will be seen that the President-Elect will be the only officer to be presented at the annual statewide meetings. These occasions for the appointment of a President-Elect will be the April meetings in the odd years 1975, 1977, 1979, 1981, 1983, etc.

Section 6. An Executive President may be re-appointed for a term of two extra years, in which case both the current President-Elect and the current Advisory President would continue in their capacities, each for another two years.

Section 7. Nomination and selection of officers shall be held on the odd years only. Prior to the April meeting, the President and the Executive Board shall appoint a committee of three members (a chairman and two other members of the Society) to select a new President-Elect. The name of the selected officer shall be presented to the Board for approval. No nominations may be made from the floor. The chairman of the nominating committee will then read the names of all three presidents, Advisory, Executive, and President-Elect, for presentation to the assemblage at the April Festival.

Section 8. The slate of officers announced at the April meeting shall enter into their respective duties July 1st in order that the responsibility of the fiscal reports and other business shall continue until July 1st under the direction of the

Presiding President and those who have assisted the Presiding President to that date.

BYLAWS

ARTICLE I: DUTIES OF OFFICERS

Section 1. Duties of the Presiding President shall be:

- a. To call, and preside officially at, the April Awards Festival, the October Poetry Concert, all official Board meetings, concerts, and programs held for the general public, as well as all other official meetings of the Society.
- b. To appoint, with consent of the Board, and to personally supervise such personnel as may be necessary to conduct workshops and the organization and activities of the chapters.
- c. To supervise the various departmental activities of the Society, and to appoint, with the advice and consent of the Board, such committee chairmen as may be necessary for the programs of the following activities:
 1. the April Awards Festival
 2. the October Poetry Concert
 3. affiliations with the Utah Arts Council
 4. affiliations with the National Federation of State Poetry Societies
 5. public poetry concerts and readings
 6. publication and distribution of newsletters and other information circulars and publications of the Society
 7. direction of the annual poetry contests and such other contests as may be established by the Board
 8. in co-operation with the Treasurer and the Board, approve financial expenditures and allocations
 9. with the assistance of the Advisory President and the President-Elect, prepare and submit the annual report to the Utah Arts Council and provide for the Council all budgets and plans requested
 10. co-operate with the Chairman of the Laureates Book Committee as the Chair and/or Committee may request
 11. supervise chapters and workshops in connection with appointed

- chairmen and committees
12. co-operate with the director of the LeRoy Burke Meagher Poetry Panorama Endowment according to the rules of the said endowment

NOTE: The Presiding President shall, in connection with the above duties, appoint such chairmen and committees as may be necessary for the complete and efficient accomplishment of the various duties and responsibilities. All such chairmen and committees shall be presented to the Board for review and final appointment.

Section 2. Duties of the President-Elect:

The President-Elect shall make him/herself available to the Presiding President to perform such specific duties and appointments as may be requested.

He/She shall consider it his/her responsibility to become acquainted with all the departments and activities of the Society and to be able to direct such activities in case of disability or absence of the Presiding President.

Section 3. Duties of the Advisory President:

The Advisory President shall provide information and advice on all fundamental procedures of the Society and shall attend and have a vote at all the Board meetings.

He/she shall accept and perform all assignments requested by the Presiding President and shall act as the Executive in the absence of the Presiding President and the President-Elect.

Section 4. Duties of the Treasurer:

The treasurer shall receive, disburse, and keep detailed and accurate records of all monies belonging to the Society. Disbursements are to be made and recorded by official requisition blanks or bills. The treasurer shall attend the meetings of the Board, when requested by the Presiding President, and shall consult with the Presiding President and receive consent on the payment of all bills; i.e., payments must be approved by the Presiding President and, where advisable or when the expenditures are new or questionable or contrary to established precedents, the Board shall also be consulted.

Section 5. Duties of appointive officers, chairmen, and committee members shall be established and regulated by the Board. All such appointments shall be presented to the Board for discussion and decision.

ARTICLE II. MEETINGS

Section 1. Two statewide meetings shall be held annually, the April Awards Festival and the October (Poetry Day) Poetry Concert. These annual assemblies may be supplemented by such departmental, workshop, program or other sub-meetings as may be approved and directed by the Board.

Such other statewide meetings as may be considered necessary and practical shall be called by the Board and directed by the Board.

Section 2. Meetings of the Board shall be called by the Presiding President preparatory to the April and October statewide meetings and at all other times when necessary to plan and execute the business of the Society.

Section 3. Meetings of the chapters and workshops shall be planned and arranged by the officers of the local groups, with a minimum of one general meeting a month. A regular meeting date should be set for these scheduled meetings, and changes in schedules not be made unless a very important emergency should arise.

Section 4. Poetry concerts and readings in all areas should receive full and effective publicity, and all members should be urged to assist in publicity and to make an effort to bring friends and family to the readings. A telephone committee could be appointed to facilitate this responsibility.

ARTICLE III: AMENDMENTS TO THE CONSTITUTION AND BYLAWS

Section 1. It shall be considered that a rapidly growing organization, with accruing programs and responsibility, may require, from time to time, such amendments as shall seem necessary for the direction and effective functioning of the Society.

Section 2. Amendments may be suggested by officers or members of the Society and shall be presented to the Presiding President, who shall present the suggested amendments to the Board. The proposed amendment shall be in writing when presented to the Presiding President. When, and if, such an amendment is approved by the Board, it shall be the responsibility of the Secretary to see that such an amendment is immediately typed, dated, and attached to this Constitution with the names (signatures) of the Board members affixed.

ARTICLE IV: PARLIAMENTARY RULES

Section 1. Roberts' Rules of Order shall be the authority for parliamentary procedure of the organization.

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