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**STANDING RULES of the League\***

Pertaining to MEMORIAL AWARDS TO MEMBERS removed from the body of the bylaws, on advice from auditors, for publication of the 2004–2006 ROSTER. Amended by a mail vote of the membership March 2016.

**STANDING RULES of the League\***

Pertaining to the description, method of nomination, election, appointment, and duties of the standing committees and the special appointees of the League adopted by vote of the membership April 21, 2012.

*\*Must be published with all publications of the bylaws.*

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

- 47  
48 A. **MARION DOYLE POETRY MEMORIAL FUND.** August 15, 1974, \$1,100  
49 (eleven hundred dollars). “That these awards be made to poets whose aim  
50 is communication; who believe poetry to be a medium of emotional release,  
51 of inspiration; that the mission of poetry is to build spiritual morale; to enrich  
52 life with perceptions, human tenderness; who have genius of expression and  
53 lack of modern cynicism.” A first-, second-, and third-place award may be  
54 made to the authors of poems judged best in Pen Women contests, if  
55 interest warrants, but the first-place prize shall not be less than \$50 (fifty  
56 dollars).  
57
- 58 B. **MARJORIE DAVIES ROLLER NONFICTION AWARD.** December 27, 1974,  
59 \$2,000 (two thousand dollars). Annual award(s) from accrued interest “... to  
60 the Pen Woman writing the best nonfiction article or book on any subject.” A  
61 first-, second-, and third-place award may be made if interest warrants, but  
62 the first prize shall not be less than \$50 (fifty dollars).  
63
- 64 C. **NORMAN E. AND MARJORIE J. ROLLER AWARD.** May 25, 1975, \$2,000  
65 (two thousand dollars). Annual award(s) from accrued interest “... for the  
66 best article, story, or book on wildlife or outdoor life, exclusive of physical  
67 contact sports.” A first-, second-, and third-place award may be made if  
68 interest warrants, but the first-place prize shall not be less than \$50 (fifty  
69 dollars).  
70
- 71 D. **ANITA MARIE BOGGS MEMORIAL FUND – POETRY.** January 27, 1976,  
72 \$1,000 (one thousand dollars). An annual memorial award of at least \$50  
73 (fifty dollars) established by Alice Hutchins Drake.  
74
- 75 E. **DELLA CROWDER MILLER POETRY AWARD.** August 18, 1978, \$10,000  
76 (ten thousand dollars). Awards shall be granted annually from the interest on  
77 the \$10,000 (ten-thousand-dollar) gift. The awards are in two categories: (1)  
78 Petrarchan Sonnet and (2) free verse.  
79 1. Petrarchan Sonnets. First-place award shall be at least \$100 (one  
80 hundred dollars). Second- and third-place awards shall be prorated  
81 based on the amount of interest earned.  
82 2. Free Verse. First-place award shall be at least \$100 (one hundred  
83 dollars). Second- and third-place awards shall be prorated based on the  
84 amount of interest earned. If the interest rates should rise and the  
85 earnings should be such that a second- and third-place award would  
86 amount to or exceed the \$100 (one hundred dollar) first-place award, the  
87 first-place award would be raised to a larger sum.  
88
- 89 F. **CATHERINE CUSHMAN LEACH POETRY AWARD.** September 19, 1978,  
90 \$1,050 (one thousand fifty dollars). A prize of at least \$50 (fifty dollars). “To  
91 be given annually (only interest to be used) for a poem of merit, published or

92 unpublished. The poem may be on any subject and in any verse with the  
93 exception of free verse.

94  
95 G. **ELIZABETH M. CAMPBELL POETRY AWARD.** November 1, 1978,  
96 \$1,010.78 (one thousand ten dollars and 78 cents). Only interest is to be  
97 used for an annual award.

98  
99 H. **HELEN SUTTON BOOTH NATIONAL MEMORIAL POETRY AWARD.**  
100 October 11, 1986, \$4,360 (four thousand three hundred and sixty dollars).  
101 Awards shall be granted biennially from interest of the gift. The awards are  
102 to be given for any traditional form of poetry of any length. (1) There shall be  
103 three cash awards: 50%, 30%, 20% of interest earned and (2) There shall  
104 be three honorable mention awards.

105  
106 I. **JEAN BABER AWARD OF MERIT IN MEMORY OF AGNES ALLEN –**  
107 **ART.** August 17, 1988, \$5,000 (five thousand dollars). Only accrued interest  
108 to be used biennially to fund 5 (five) Art Awards of Merit. Any unused  
109 interest over that amount shall be placed in the Commemorative  
110 Endowment Fund.

111  
112 J. **HOWISON ART AWARD FUND.** This restricted Art Award Fund is  
113 established for outstanding work in the field of the Arts, effective as of the  
114 date the fund reaches the sum of \$10,000 (ten thousand dollars). The award  
115 or awards are to be made at the Biennial Convention to the member or  
116 members of the NLAPW designated by a jury selected by the National Art  
117 Board chair. These Biennial awards are to be paid from interest that has  
118 accrued in one year. The balance of the interest accrued during that  
119 biennium will remain in the fund.

120  
121 K. **THE ANNE MARX SESTINA AWARD FUND.** The Anne Marx Sestina  
122 Award, established on April 9, 1998, in the sum of \$10,000 (ten thousand  
123 dollars) in a restricted fund, is to be used to establish a first-place prize for a  
124 poem in sestina form on the subject of immigration and/or cultural exchange,  
125 to be awarded at each Biennial meeting. The award shall be in the amount  
126 of \$250 (two hundred fifty dollars). Interest derived from the principal shall  
127 be used toward the cost of administering the award, and the payment of an  
128 honorarium in the amount of \$100 (one hundred dollars) to a judge of  
129 professional caliber, who need not be a woman and who need not be a  
130 member of the National League of American Pen Women, Inc. The Board of  
131 Directors of the National League of American Pen Women, Inc., shall  
132 administer this award until all funds, principal and interest, have been  
133 exhausted.

134  
135 L. **THE ELIZABETH BENTLEY BIENNIAL EXHIBITING ARTISTS FUND**  
136 **(BEAF),** established June 8, 1974. The Elizabeth Bentley Biennial Exhibiting  
137 Artists Fund assists artists exhibiting in the National Biennial Art Exhibition  
138 with costs for any one or combination of the following: shipping, receiving,  
139 un-crating, cataloging, storing, handling, hanging, dismantling, re-crating,

140 and return shipment of their art. The BEAF Committee shall consist of a  
141 BEAF chair, an assistant BEAF chair, and an adviser.  
142 1. The BEAF chair, with the assistant BEAF chair and the adviser, shall  
143 serve under the direction of the National Art Chair  
144 2. Money for the fund is derived from: (1) donations from individuals and  
145 groups; (2) interest accrued on invested money of the fund.  
146 3. The BEAF chair shall issue guidelines for each National Biennial Art  
147 Exhibition regarding particulars of items listed above.  
148

149 **AWARDS:** An Awards Fund, budgeted by the Board of Directors shall be given to  
150 the Art, Letters, and Music chairs each fiscal year for expenses in setting up  
151 Biennial contests.  
152

153 **CENTURY NOTE MUSIC FUND:** The purpose of this fund is to promote and  
154 support programs and awards of the Music Members at Biennial Conventions and  
155 special occasions. Contributions may be made by branches, members, and others.  
156 Accrued interest only may be used. The Century Note Music Fund Committee shall  
157 make recommendations to the Board of Directors regarding programs and awards/  
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## STANDING RULES OF THE LEAGUE

pertaining to the description, method of nomination/election/ appointment, and duties of the **standing committees** and the **special appointees** of the League.

## STANDING COMMITTEES

The standing committees of the League shall be Ethics, Finance and Budget, Governance, Membership Development, National Art, National Letters, National Music (Composition in Music and Dance), Outreach, and Publications.

Chairs of standing committees may serve two terms, which may or may not be consecutive, or until the Board of Directors elects a successor.

1. **The Finance and Budget Committee**, chaired by the National Treasurer, shall adhere to the regulations of these bylaws, the parliamentary authority set forth in ARTICLE XII and the regulations of the Financial Procedural Manual.

Committee membership includes those specified by the *Financial Procedural Manual* and additional members appointed by the President and approved by the Board of Directors.

The Finance and Budget Committee is responsible for monitoring the financial position and activities of the League, which shall be reviewed and reported to the Board of Directors on a quarterly basis. At intervals it shall review the League's investment portfolio and policies with NLAPW's financial advisor. It shall review budget proposals presented by the Treasurer, the President, (and the Budget Chair, if a special appointee for Budget is appointed and approved), and shall approve/amend and recommend adoption of the budget by the Board of Directors at its June meeting in even years; at its April meeting in odd years.

It shall recommend an auditor to the Board for engagement. It shall promote transparency by ensuring that all reports prepared for the Board are complete and accurate. It shall publish reports to the membership.

2. **The Governance Committee** is the arm of the Board responsible for all governing documents of the League, its bylaws, standing rules, policies, and procedures. It shall keep all documents current and edit and publish them in the League's publications available to all members as well as to the Board of Directors, and to presidents of branches and state associations.

The Chair is responsible for the preservation of the bylaws and charter files to be kept in the archives. The Governance Committee shall provide a charter number for new branches. The Committee shall report the name and charter number to the Board of Directors for inclusion in the minutes.

206 The Governance Committee may write amendments and shall review all  
207 proposed amendments to the governing documents and adhere to the  
208 requirements of ARTICLE XIII.

209 The Governance Chair shall be nominated by the president and elected by  
210 the Board of Directors. The Chair may appoint committee members.

211  
212 **3. The Membership Development Committee** shall be responsible for  
213 increasing and retaining membership in the League; maintaining records and  
214 generation related reports on membership; developing new member  
215 programs, strategies, and outreach; communicating with the Art, Letters, and  
216 Music Chairs; coordinating the application process; handling membership  
217 inquiries; submitting reports or articles to *Pen Woman*; and shall serve as the  
218 liaison with members-at-large.

219 The Membership Development Chair shall be nominated by the President  
220 of the League and approved by the Board of Directors. She shall appoint her  
221 committee members.

222  
223 **4. The National Art Committee** shall formulate policies and initiate,  
224 coordinate, and oversee, all activities pertaining to the classification of Art  
225 membership, projects, and programs. The Chair shall be nominated by the  
226 president for election by the Board of Directors. She shall be competent in her  
227 own medium and able to contribute to the viable functions of the League's Art  
228 classification. The Chair shall appoint Committee members under the direction  
229 of the National Art Committee shall be a Credentials Officer to assess  
230 applications and approve applicants for Art Membership, and a chair for The  
231 Elizabeth Bentley Biennial Exhibiting Artists Fund (BEAF). The National Art  
232 Chair may appoint other sub-committees and their chairs and report them to  
233 the Board.

234 The Art Chair is responsible for establishing the categories and rules for  
235 biennial competitions and designating the awards, completing all  
236 arrangements for the National Art Exhibit, securing a gallery and biennial  
237 speakers, workshops/demonstrations in cooperation with the Biennial  
238 Convention Committee and the other national classification chairs.

239 The Committee shall establish other competitions, real or virtual, for Art  
240 members. It may coordinate programming with Letters/ Music classifications  
241 and cooperate with Outreach in partnering with other art organizations.

242  
243 **5. The National Letters Committee** shall formulate policies and initiate,  
244 coordinate, and oversee, all activities pertaining to the classification of Letters  
245 membership, projects, and programs.

246 The National Letters Chair shall be nominated by the president and  
247 elected by the Board of Directors. The selected member shall be established  
248 in her profession and in communication with other professionals in her field.  
249 The Chair shall appoint Committee members.

250 The Chair shall appoint and direct a Credentials Officer to whom  
251 applications for Letters memberships shall be sent directly and who approves  
252 applicants for League membership under the Letters classification.

253 The Chair may establish sub committees and appoint their chairs.

254 The National Letters Chair works with the Biennial Convention Committee,  
255 and in conjunction with other classification chairs in the planning and  
256 execution of biennial events such as securing workshop leaders and  
257 convention speakers, but is solely responsible for competitions and  
258 establishing and publicizing guidelines for entries, designating awards, and  
259 securing judges.  
260

261 **6. The National Music Committee** establishes policies and initiates,  
262 coordinates, and oversees all activities of the League pertaining to  
263 composition in music and dance. In its classification it is responsible for  
264 membership, projects, and programs. The National Music Chair shall be  
265 nominated by the president and elected by the Board of Directors. The chair  
266 shall appoint committee members.

267 A Credentials Officer for receipt and assessment of applications for  
268 membership in music is appointed and works under the direction of the  
269 National Music Chair. She may coordinate with the Outreach Committee on  
270 programming with non-members, and with the Biennial Convention  
271 Committee. She has the responsibility for all Music related competitions and  
272 events of the biennial in cooperation with the Biennial Convention Chair.  
273

274 **7. The Outreach Committee** spearheads activities focusing on our  
275 responsibility as a 501 (c)(3) organization to provide educational, creative and  
276 professional support to non-members in the disciplines of art, letters, and  
277 music. It assumes these duties in the District of Columbia from NLAPW's  
278 national headquarters, and recommends programs, provides procedures for  
279 submissions, and evaluation forms for outreach activities of branches and state  
280 associations.

281 The Chair is nominated by the President and elected by the Board of  
282 Directors. The chair shall appoint members of the committee.  
283

284 **8. The Publications Committee** oversees and evaluates all authorized  
285 publications according to established policies and procedures. The Committee  
286 may recommend changes in present publications or receive or originate  
287 proposals for new publications. The chair is selected for her professional  
288 experience in publishing and editing and is nominated by the president and  
289 elected by the Board of Directors. Members of the committee shall include a  
290 national vice president and a member from each of the National Committees of  
291 Art, Letters, and Music.

292 The Committee conducts a search for an editor, volunteer or paid, for each  
293 publication, receives applications, reviews credentials, and makes  
294 recommendations to the President for appointment and to the Board of  
295 Directors for approval. It shall annually review employed editors. It shall  
296 present a budget and request funding annually from the Finance and Budget  
297 Committee before June 1. It shall approve an Editorial Committee selected by  
298 the editor of each publication.  
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## SPECIAL APPOINTEES

302 Special Appointees not in attendance at regular meetings of the Board of Directors  
303 are requested to present a progress report at the annual meeting of the Board of  
304 Directors each April, and at the Biennial Business Meeting of the membership. A  
305 written report, with 3 copies, and a summary for inclusion in the minutes and for  
306 publication shall be made available to the Recording Secretary at the time of their  
307 oral presentation.  
308

309       1. **The parliamentarian** shall have a minimum status of Registered  
310 Parliamentarian, National Association of Parliamentarians, or Certified  
311 Member of the American Institute of Parliamentarians, and shall perform the  
312 duties of the parliamentarian as prescribed in the current edition of *Robert's*  
313 *Rules of Order Newly Revised*; advise all members of the board on  
314 parliamentary matters concerning the League, in particular the Standing  
315 Committees on Governance, the Nominating Committee, the Election  
316 Committee, and other standing or special committees or appointees at their  
317 request; assist the president in preparing for the biennial business meeting  
318 and be present at all sessions to advise her upon request.  
319

320       2. **The chaplain** shall offer the invocation at the opening of each meeting  
321 of the Board of Directors and at all sessions of the Biennial Convention;  
322 send letters of condolence to the branch upon the death of a member and  
323 the names of the deceased members for publication in *The Pen Woman*. In  
324 cooperation with the Biennial Convention Committee, she assumes  
325 responsibility for a memorial service as part of the programming for the  
326 biennial convention.  
327

328       3. **The Commemorative Endowment Chair** shall record in a permanent  
329 book, contributions, contributors, and honorees. ARTICLE IX describes the  
330 origin and purpose of the fund. She shall report annually to the Board of  
331 Directors, and biennially to the membership. She shall acknowledge in  
332 writing each contribution. She shall publish regularly notices about the  
333 history and function and the importance of contributions to the  
334 Commemorative Endowment Fund.  
335

336       4. **The Historian** shall keep an account of the branch, state association,  
337 National Headquarters, and Presidential activities of the current term of  
338 office. This record, when approved by the Board of Directors, will be  
339 archived. She shall be appointed by the President, with approval of the  
340 Board of Directors, without limitation of term of office.

341       The Historian shall assemble, organize, and have bound the minutes and  
342 reports of the regular and special meetings of the Board of Directors and the  
343 biennial business meeting of the membership with all reports, audits, and  
344 related correspondence of the immediate-past administration, following the  
345 procedures in the League's Procedural Manual. She shall have bound *The*  
346 *Pen Woman* magazines of the administration immediately past. All bound  
347 volumes shall be placed in the hands of the Archivist.  
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5. **The Librarian** is the custodian of the League's collection of work in all media of its membership: books and multimedia materials written, edited, illustrated by members, or collections which include their work, or biographies of members; and electronic recordings of members' works, such as lectures, compositions of music and dance and choreographed movement and multimedia performances. She shall keep all work in the League's library organized and catalogued and available for perusal /research by members or by non-members by appointment. Each President shall appoint a Librarian, with approval of the Board of Directors, without limitation of term of office.

6. **An Archivist** shall be appointed by the President, subject to approval of the Board of Directors. The Archives Committee, appointed by the chair, shall include the Governance Chair and the Historian.

7. **A Public Relations chair** who is a member knowledgeable in preparing press releases, and with secure skills in use of electronic media and open to communication with publications chair and editors and all members of the Board of Directors shall be appointed by the President, subject to approval of the Board of Directors.