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

Adopted by vote of the membership, April 20-21, 2006
Amended April 2010
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Amended by mail vote of membership March 2026

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 vote of the Board of Directors, April 18, 2015

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.
Amended by mail vote of the membership March 2016

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 a Credentials Officer of the League 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 vice president.
   2. Change of status from Associate to Active membership shall require formal application with submission of the necessary credentials to a Credentials Officer of the League 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 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 may transfer to Membership-at-Large.
2. Direct application for Member-at-Large may be made to a Credentials Officer of the League.
3. A Member-at-Large who is qualified for Active Membership may serve on the Board of Directors.

E. Honorary Membership
1. National Honorary Membership may be conferred :
a. only by the Board of Directors 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 at 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 Procedural Manual of the League.

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. In addition to the three classifications, Art, Letters, and Music, professionals in allied fields who do not otherwise qualify under the specific classifications may become members. They shall be listed as Allied Professional, Art; Allied Professional, Letters; or Allied Professional, Music.

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 Board of Directors 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 as 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 composers, lyricists, arrangers, producers, engineers, choreographers, and drill writers.

1. A composer shall submit three (3) original published or unpublished, compositions, one of which has been commercially published or given public performance in the following formats, supported by either full scores or CDs, recordings, or videos.
   a. Composers of (a) traditional, with classical notation; (b) non-traditional composition with lead sheet and chord symbols; (c) electronic music.
   b. Song lyricists, with proof of credit, agreement, or payment by composers.
   c. Music arrangers, studio producers, engineers, with proof of credit, and supported by recordings, CDs, videos.
   d. Salaried composers or arrangers shall show proof of payment.
   e. 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. Choreographers shall submit recordings by notation by current professionally accepted systems, film, video tapes, or digital recordings

of three (3) works choreographed and sold or performed with verification of public performance of professional significance.

3. Drill writers shall submit copies of three (3) custom created choreographed complete drum and bugle corps or marching band shows of at least seven (7) minutes in length each, including all of the flow charts created for specific music, and proof of payment for these creations. The applicable music (published or manuscript, and not necessarily the creation of the drill writer) should accompany the submissions. The applicant must also include a video/DVD of the performance of at least one of the finished products.

D. Addendum to Classifications: Allied Professionals

Admission shall be by application to the Credentials Officer of the specific classification. Verification of the applicant's position and evidence of her work must be provided. Payment for work may be by methods such as, but not limited to, publication, salary, contract, or commission. A member admitted under D. of Article III, Section 2 is admitted with all privileges of membership EXCEPT that of entering national competitions limited to Active and Associate members.

1. Allied Professional, Art. Membership is open to professionals in allied art fields such as, but not limited to, gallery or museum curators who create exhibitions of work by an artist or group of artists, video and film producers and directors.
2. Allied Professional, Letters. Membership is open to professionals in allied fields such as, but not limited to, directors of theatre productions, television directors or producers, and film directors.
3. Allied Professional, Music. Membership is open to professionals in allied music fields such as, but not limited to, conductors, music producers, and dance directors engaged in production and performance of works created by composers and choreographers.

Section 3. APPEALS

The decision of the Credentials Officer for admission of applicant is final; however, appeal may be made to the specific classification chair, and if needed, to the Board of Directors.

Section 4. ANNUAL DUES, PROCESSING FEES, AND FISCAL YEAR

A. Annual dues to national are payable from branch treasurers, or directly from Members-at-Large, between May 1-May 15. Dues and processing fees shall be set by the Board of Directors upon recommendation of the Finance and Budget Committee in June of the even year. The amount is to remain the same for two years of each administration.

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

Section 5. 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 6. 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 7. RESIGNATIONS, 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 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 5 (five) years of notification, with payment of current dues plus a reinstatement fee. Further, persons applying for reinstatement who have been non-members for three or more years must pay a records retrieval fee in addition to current dues and the reinstatement fee.

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 may have the same name.
4. A charter for a new branch shall be issued when officers have been elected and instructed of their obligations to abide by the bylaws of the League and the requirements of a 501(c)(3) organization.

B. Structure and Function

1. The officers of a 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, the state organization, 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 her current dues plus a late fee of $15 (fifteen dollars) shall be paid for reinstatement.
    d. provide the names and addresses of the branch president, recording secretary, and treasurer to national headquarters with dues payment.
    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 (two-thirds) 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, it 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 charter shall be returned.

Section 2. STATE ASSOCIATIONS

A. Organization
1. A state association may be organized by a majority vote of all the branches of 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 association 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 its appointed chairs for Art, Letters, and Music.
3. The outgoing president shall send 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's 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 shall 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;
   d. have its charter returned if reactivated within 3 (three) years.

E. A state association or a member branch may petition the Board of Directors 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, and a treasurer, who shall all be elected by mail or electronic ballot. The Ethics Chair, who is not a voting board member, shall be elected on the same 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 Board of Directors at the October meeting in even-numbered years. The consent of the nominee must be given. The Board of Directors shall elect a chair from among the 5 (five) members of the committee.
2. The duty of the committee is to select nominees for the elective officers of the Board of Directors. Applications shall be submitted by individual candidates, by certified mail, postmarked between September 1 and October 1 in odd-numbered years, addressed to the nominations chair at national headquarters. Applications from members contacted or solicited by the Nominating

Committee may be sent as directed by the Nominating Committee Chair. Nominees must have consented. Only the Nominating Committee can place names on the slate. The slate shall be selected and sent to the Elections Committee for preparation of the ballot.

3. The chair shall follow procedures in these bylaws, the Standing Rules, and the P*rocedural Manual*, to:
   a. submit application blank and instructions for applying for nomination to *The Pen Woman* 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 Board of Directors in elected offices for 2 (two) terms or 1 (one) term in an elected office and 2 (two) terms as a Standing Committee Chair.
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. Qualifications for applicants shall be assessed by the Nominating Committee on the basis of information submitted by the applicant, the duties of the office as stated in the bylaws, and interviews with the applicant or her colleagues.

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. A majority of votes received shall elect a candidate.

B. Election Committee

1. An Election Committee of a chair, 4 (four) members, and 2 (two) alternates shall be appointed by the President, with the approval of the Board of Directors at the April meeting of odd-numbered years.
2. The duty of the Committee is to plan and conduct the election of national officers. It shall publish the slate of candidates selected by the nominating committee and list write-in candidates by name and desired position only, who have applied directly to the Election Committee. The committee shall follow the *Procedural Manual* of the League and the Parliamentary Authority specified in ARTICLE XIII.
3. The Election Committee shall notify the national office and the nominees of the results.

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, that may or may not be consecutive.
2. The term of office for other elected offices 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 that may or may not be consecutive, provided that this limitation does not apply to the office of treasurer.
3. National officers shall assume their duties at the close of the Biennial Convention unless an emergency occurs causing the cancellation of the Biennial. In that case national officers shall assume their duties at the beginning of the fiscal year May 1 of the even numbered year.
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 Board of Directors.

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 Board of Directors.

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 XIII. The president, first vice president, recording secretary, and treasurer shall be bonded.

A. The president shall

1. preside at meetings of the Board of Directors, at the Biennial Convention, and at all meetings of the membership of the League;
2. appoint and nominate:
   a. nominate for election by the Board the Chairs of the national standing committees: Governance, Membership Development, National Art, National Letters, National Music (composition in music and dance), Outreach, and Publications. Each committee chair shall appoint members to her committee.
   b. appoint as Special Appointees, a Parliamentarian, a Chaplain, a chair of the Commemorative Endowment Fund, and others to include, but not be limited to, an historian, a librarian, a public relations chair, and an archivist;
   c. appoint members of the Budget and Finance Committee;
   d. appoint an election chair, 4 (four) election committee members and 2 (two) alternates;
   e. appoint a chair for the Biennial Convention. Create other Special

Committees and appoint their chairs;
f. submit all appointments to the Board of Directors for approval;
g. serve as an ex-officio member of all committees of the League except the Nominating and Election Committees.

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 Board of Directors, following her installation;
4. fill vacancies on the Board of Directors by appointment, with Board of Directors approval for positions not provided for in these bylaws;
5. at each Board of Directors meeting, appoint a Minutes Approval Committee of 3 (three) members of the Board of Directors who shall read and approve the minutes before they may be sent to all voting members of the Board of Directors;
6. sign all contracts for the League with the recording secretary, subject to approval by the Board of Directors;
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 Board of Directors;
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 Board of Directors members, votes verified by a signed statement to the recording secretary who shall record the votes in the minutes of the next Board of Directors 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. 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 a 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 Board of Directors, the business meeting of the Biennial Convention, and special meetings;
2. file at national headquarters the original signed copy of the minutes of the Board of Directors, 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 Board of Directors;
3. send a copy of the minutes, approved by the 3 (three) members

appointed by the president to Board of Directors members within 30 (thirty) days of the meeting.
4. sign, with the president, contracts for the League;
5. record in the minutes of the next meeting of the Board of Directors the written, signed verification of all telephone and electronic votes;
6. send each annual audit to *The Pen Woman* magazine after approval of the Board of Directors.
7. perform other duties assigned by the president.

E. The treasurer shall
1. sign checks with the president;
2. review the financial report prepared by the accountant/bookkeeper and present it at each Board of Directors meeting and the Biennial Convention;
3. chair the Standing 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. close the financial accounts on the last day of each fiscal year and present such accounts to an independent auditor for annual audit or review;
6. 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;
7. perform other duties assigned by the president.

ARTICLE VI THE BOARD OF DIRECTORS

Section 1. STRUCTURE

The voting members of the Board of Directors 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 Board of Directors.

A. The Board of Directors shall
1. approve an independent certified auditor who shall
   a. audit the financial records of the League at least once every two years at the close of the fiscal year, the audit to be completed by the end of the following first quarter.
   b. In every year that an audit is not performed, a financial review by an independent certified auditor shall be conducted at the close of the fiscal year and completed by the end of the following first quarter.
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 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 expense money for setting up Biennial contests in each classification of Art, Letters, and Music.

B. The approval of the Board of Directors 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 Board of Directors, followed by a 2/3 (two-thirds) affirmative vote of the members.

E. The Board of Directors, by a 2/3 (two-thirds) ballot vote, request the resignation or dismiss any elected officer who is determined unable, for any reason, to perform the duties of her office.

F. The outgoing Board of Directors shall leave in the treasury a sum equal to the obligations, justified with bills and invoices, for which the Board of Directors 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 Board of Directors shall meet quarterly in April, June, October, and January unless it orders otherwise. The dates and whether the meeting is to be held onsite or electronically shall be determined by majority vote. 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. In lieu of meeting onsite, meetings may be held by any form of communication that enables dialogue, debate, the amending and voting on motions, and the reports of officers and committees. Electronic means may include, but shall not be limited to Zoom, Skype, WebEx, Telecom. At onsite meetings only members physically present may vote.

B. The April meeting of the Board of Directors 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 Board of Directors shall meet immediately after the close of the Biennial Convention. Newly elected officers, the nominees for Standing Committee Chairs, and appointed positions to the Board shall be required to attend a Board Orientation.

C. Past national presidents who are members of the League, current state

association and branch presidents, and special appointees may attend Board meetings with the privilege of debate. They may not vote. Special committee chairs may attend and make motions from their committees. They shall have the privilege of debate and may present motions from their committees. They may not vote.

D. Board members shall submit a written report, with 3 (three) copies to the recording secretary, prior to each meeting of the Board of Directors with a written summary that will be included in the minutes and published to the membership.

E. Special meetings of the Board of Directors shall be called by the national president, or upon written request of 3 (three) or more members of the Board of Directors, 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, 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 Board of Directors. Members connected electronically to onsite meetings shall not be counted on the quorum count.

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 Board of Directors that a justifiable reason exists for cancellation of the convention. The Biennial Convention shall take place in a city where a branch has extended an invitation and has agreed to host the Biennial.

1. Invitations from state associations and branches for hosting the conventions shall be received and locations determined by the Board of Directors.
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 credential 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 Board of Directors 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 Finance and Budget, Governance, Membership Development, National Art, National Letters, National Music (Composition in Music and Dance), Outreach, and Publications. Chairs of standing committees serve by appointment of the President of the League, and for as long as she deems appropriate. Standing Committee particulars are detailed in the Standing Rules, which are attached to each copy of the League's Bylaws.

B. The Ethics Chair, an elected non-voting position, shall appoint 4 (four) additional committee members, who shall be approved by the Board of Directors.

Section 2. SPECIAL APPOINTEES

A. NAMED

The president may appoint, subject to approval by the Board of Directors, Special Appointees who have specific assigned duties. They may attend meetings of the Board with the privilege of debate. They may present motions relevant to their position but may not vote.

They shall report to the Board at annual meetings and at the Biennial. business meeting of the membership. The special appointees shall include, but not be limited to, a parliamentarian, a chaplain, a chair of the Commemorative Endowment Fund, an historian, a librarian, an archivist, and a public relations chair. None is given authority for establishing or amending policy, although chairs may recommend policy changes to the Board of Directors for their consideration and decision. Each may appoint committee members.

B. DESCRIBED

The description, method of nomination, election, appointment, and duties of the Special Appointees of the League are in the Standing Rules of the League, which must be printed following each publication of the Bylaws.

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 Board of Directors' instructions.
   1. Contributions are irrevocable.
   2. The national treasurer shall present a financial statement at each annual meeting of the Board of Directors and Biennial Convention, covering contributions and contributors, income, and disbursements.

Section 2. CONTRIBUTIONS

The League may not accept a contribution for which administrative costs would exceed projected benefits, nor one designated for awards for which the interest only would be awarded. The Board of Directors reserves the right to reject any contribution at its discretion.

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

B. 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 Board of Directors 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. The principal sum and any monies donated, or investment income earned 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 AWARDS

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 AWARDS FOR MATURE WOMEN
Recipients of awards for women 35 (thirty-five) years of age and older who are not now or have ever been a member 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 Awards Committee and approved by the Board of Directors.

B. THE HELEN TRUEHEART COX ART AWARD FOR A NATIVE

AMERICAN June 17, 1994, $8,000 (eight thousand dollars). This sum is to be put into a restricted fund for the use of a scholarship in art, and to be given to a Native American girl who is talented but 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 ETHICS BOARD

The Ethics Board shall be the guardian body for the professional and personal conduct of collective and individual members of the League.

A. STRUCTURE

The Ethics Board shall be made up of 5 (five) members plus a first and second alternate, the Chair to be nominated and elected as defined in ARTICLE V NOMINATIONS AND ELECTIONS.

B. RESPONSIBILITIES

1. It shall review and evaluate the Code of Ethics, approve as written, or recommend amendments, and publish the adopted document for the membership.
2. It shall accept and consider all reports of violations of the League's standard of behavior.
3. It shall act responsibly in discharging its duties as described in ARTICLE XII DISCIPLINE.

ARTICLE XII DISCIPLINE

Section 1. CHARGES

A. Charges against a member shall be filed with the Ethics Board Chair:

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 Board of Directors.

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

Section 2. ETHICS BOARD JURISDICTION AND PROCEDURE

The Ethics Board shall

A. investigate the charges. Investigation may include conducting interviews with the member(s) bringing charges, and/or 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. 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;
3. refer charges, documents, and recommendations to the Board of Directors 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 Board of Directors called to hear charges against a member and her defense.

Section 3. ACTION REQUIRED OF THE BOARD OF DIRECTORS

Upon review of the charges, findings, and recommendations of the Ethics Board, the Board of Directors 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 special meeting of the Board of Directors at which charges shall be heard and considered, or of submitting her defense in writing;
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 Board of Directors, the duration of suspension to be determined by the Board of Directors. 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-fourths) ballot vote of the Board of Directors. A member who has been expelled is permanently barred from membership in the League.

ARTICLE XIII PARLIAMENTARY AUTHORITY

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

ARTICLE XIV AMENDMENTS

Section 1. PROPOSALS

Any active member has the privilege of proposing amendments to the Bylaws by obtaining the endorsement (a) of 15 (fifteen) branches or (b) a majority vote of the Board of Directors at its annual meeting (April of the odd year). Proposed amendments shall be sent to the Governance Committee by April 1 (odd year).

Section 2. PUBLICATION AND BRANCH DEBATES

The Governance Committee will publish the endorsed proposals on the website and send to the Branch Presidents by email. The Branch president is responsible for distributing proposed amendments to all branch members and for conducting a branch forum for discussion and debate. Branches may recommend amendments to the amendments, following the process for endorsement in Section 1, and sent to the Governance Committee by October 1 of the odd year.

Section 3. VOTE OF THE MEMBERS

Proposed amendments shall appear on the ballot for the election of officers which is sent to the membership. 2/3 (two-thirds) of the votes cast must be in favor of the amendment for adoption.

ARTICLE XV DISSOLUTION

Section 1. INSTIGATION AND PROCEDURE

In the event a dissolution of the League becomes necessary, the Board of Directors 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 Board of Directors, 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 Board of Directors 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 in the 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.

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. 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). Award(s) "...to the Pen Woman writing the best nonfiction article or book on any subject." A first, second, and third-place may be made. 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). Award(s) "...for the best article, story, or book on wildlife or outdoor life, exclusive of physical contact sports." A first, second, or third place award may be made. 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). A memorial award of at least $50 fifty dollars), established by Alice Hutchins Blake.

E. DELLA CROWDER MILLER POETRY AWARD. August 18, 1978, $10,000 (ten thousand dollars). The awards are in two categories: (1) Petrarchan Sonnet and (2) free verse.

1. Petrarchan Sonnet. First place award shall be at least $100 (one hundred dollars). Second and third place awards shall be prorated based on funds available.
2. Free Verse. First place award shall be at least $100 (one hundred dollars). Second and third place awards shall be prorated based on funds available.

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 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 seventy-eight cents).

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. The awards are to be given for any traditional form of poetry of any length. There shall be three cash awards and three honorable mention awards.

I. JEAN BABER AWARD OF MERIT IN MEMORY OF AGNES ALLEN ART. August 17, 1988, $5,000 (five thousand dollars). Funds shall be used biennially to fund 5 (five) Art Awards of Merit.

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.

K. THE ANNE MARX SESTINA AWARD FUND. The Anne Marx Sestina Award Fund, 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 and 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, 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 Chair.
2. Money from 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 regarding particulars of items listed above.

AWARDS: An Awards Fund, budgeted by the Board of Directors, shall be given 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 the Biennial Conventions and special occasions. Contributions may be made by branches, members, and others. The Century Note Music Committee shall make recommendations to the Board of Directors regarding programs and awards.

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 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 XIII 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 Budget and Finance 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 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 and 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 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.

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

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

3. The Membership Development Committee shall be responsible for increasing and retaining membership in the League; maintaining records and generating related reports on membership; developing new member programs, strategies, and outreach; communicating with the Art, Letters, and Music Chairs; coordinating the application process; handling membership inquiries; submitting reports or articles to *The Pen Woman*; and shall serve as the liaison with Members-at-Large.

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

4. The National Art Committee shall formulate policies and initiate, coordinate, and oversee all activities pertaining to the classification of Art membership, projects, and programs. The Chair shall be nominated by the president and elected by the Board of Directors. She shall be competent in her own medium and able to contribute to the viable functions of the League's Art classification. The Chair shall appoint committee members.

Under the direction of the National Art Committee shall be a Credentials officer to assess applications and approve applicants for Art membership, and a chair for The Elizabeth Bentley Biennial Exhibiting Artists Fund (BEAF). The National Art Chair may appoint other sub-committees and their chairs and report them to the Board.

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

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

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

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

The Chair shall appoint a Credentials officer to whom applications for Letters membership shall be sent directly and who approves applications for League membership under the Letters classification.

The Chair may establish sub-committees and approve their chairs.

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

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6. The National Music Committee establishes policies and initiates, coordinates, and oversees all activities of the League pertaining to composition in music and dance. In its classification it is responsible for membership, projects, and programs. The National Music

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

A Credentials officer for receipt and assessment of applications in music is appointed by and works under the direction of the National Music Chair. She may coordinate with the Outreach Committee on programming with non-members and with the Biennial Convention Committee. She has the responsibility for all Music-related competitions and events of the Biennial in cooperation with the Biennial Convention Chair.

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

The Chair is nominated by the president and elected by the Board of Directors. The Chair shall appoint committee members.

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

The Committee conducts a search for an editor, volunteer or paid, for each publication, receives applications, reviews credentials, and makes recommendations to the president for appointment and to the Board of Directors for approval. It shall annually review employed editors. It shall present a budget and request funding annually from the Finance and Budget Committee before the national budget is prepared. It shall approve an Editorial Committee selected by the editor of each publication.

SPECIAL APPOINTEES

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

1. **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 perform the duties of the parliamentarian as prescribed in the current edition of *Robert's Rules of Order Newly Revised*; advise all members of the board on parliamentary matters concerning the League, in particular the Standing Committees on Governance, the Nominating Committee, the Election Committee, and other standing or special committees or appointees at their request; assist the president in preparing for the biennial business meeting and be present at all sessions to advise her upon request.

2. **The chaplain** shall offer the invocation at the opening of each meeting of the Board of Directors and at all sessions of the Biennial Convention; 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*. In cooperation with the Biennial Convention Committee, she assumes responsibility for a memorial service as part of the programming for the biennial convention.

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

4. **The Historian** shall keep an account of the branch, state association, National Headquarters, and Presidential activities of the current term of office. This record, when approved by the Board of Directors, will be archived. She shall be appointed by the President, with approval of the Board of Directors, without limitation of term of office. The Historian shall assemble, organize, and have bound the minutes and reports of the regular and special meetings of the Board of Directors and the biennial business meeting of the membership with all reports, audits, and related correspondence of the immediate-past administration, following the procedures in the League's Procedural Manual. She shall have bound *The Pen Woman* magazines of the administration immediately past. All bound volumes shall be placed in the hands of the Archivist.

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.