



## **California Writers Club - E-Business Minutes**

### **Vote to Strike and Replace PnP Language re: Scholarships Feb. 26 – March 10, 2015**

I, Donna McCrohan Rosenthal, East Sierra Branch representative to the California Writers Club Central Board, move that we strike the paragraph in Policy and Procedures XI.E.7.Scholarships currently reading:

h. These articles, once adopted, may be changed only by a three-fourths vote of the central board provided the secretary notified all representatives of the proposed changes in writing no less than one month before a duly called meeting of the body to allow representatives sufficient time to canvass their respective branches for direction.

- and replace it with the following –

h. These articles, once adopted, may be changed only by a two-thirds vote of the central board provided (1) all representatives are notified of the proposed changes no fewer than two weeks before a duly called face-to-face meeting of the body, or (2) the procedures and time frames set forth in Section V – Conducting Business on the Internet (E-Business) are adhered to if changes are proposed via the Internet.

**Made by:** East Sierra

**Seconded:**

**Motion approved:** Ayes: 14, Nays: 0, Abstentions: 1, Absent: 4

**Ayes:** Orange County, Inland Empire, Central Coast, South Bay, East Sierra, Tri-Valley, Fremont, Redwood, Mendocino, Berkeley, High Desert, Writers of Kern, Napa Valley, Sacramento

**Nays:** None

**Abstentions:** San Fernando Valley

**Absent:** Long Beach, SF/Peninsula, Mt. Diablo, Marin

**Respectfully submitted:** Joyce Krieg  
Secretary, CWC



## **California Writers Club - E-Business Minutes**

### **Vote for Increase in Base Compensation for State Webmaster March 12 – March 20, 2015**

Shall the base compensation for State Webmaster be increased to \$100 per month, effective as soon as this motion is passed?

**Made by:** San Fernando Valley

**Seconded:** East Sierra

**Motion approved:** Ayes: 13, Nays: 0, Abstentions: 0, Absent: 5

**Ayes:** Orange County, Central Coast, High Desert, Napa Valley, San Fernando Valley, Long Beach, Tri-Valley, Redwood, Fremont, South Bay, Mendocino, Mt. Diablo, Sacramento,

**Nays:** None

**Abstentions:** None

**Absent:** SF/Peninsula, Marin, East Sierra, Writers of Kern, Berkeley

**Respectfully submitted:** Joyce Krieg  
Secretary, CWC



## **California Writers Club - E-Business Minutes**

### **Vote to Define Requirements for Storage of CWC Electronic Documents June 3 – June 17, 2015**

I, Ray Malus, San Fernando Valley Branch Central Board Rep, and Chair of the Document Retention Committee, move that California Writers Club adopt the attached Document Retention Policy document as the official policy for the club.

**Made by:** San Fernando Valley

**Seconded:** Central Coast

#### **Motion to Amend:**

I, Donna McCrohan Rosenthal, East Sierra Branch CWC Central Board representative, move to amend the Document Retention Policy currently proposed by Ray Malus, San Fernando Valley Branch Central Board Rep, and Chair of the Document Retention Committee.

I further move that it be added to Policies & Procedures as XXVII, and that we renumber Amendments XXVI and Precedence XXVII to Amendments XXVII and Precedence XXVIII.

For clarity, the proposed amendment was attached in two versions to the Discussion topic for this motion. The first shows the current proposed policy with the deletions and revisions I propose. Proposed deletions appear in red, Comic Sans Italic font. Proposed additions appear in blue, underscored Arial. Unchanged portions appear in black, New Times Roman. The second version shows the proposed amendment as it would read with the changes made.

**Made by:** East Sierra

**Motion approved:** Ayes: 10, Nays: 1, Abstentions: 1, Absent: 7

**Ayes:** Orange County, Tri-Valley, Napa Valley, East Sierra, Long Beach, Redwood, South Bay, Central Coast, Inland Empire, Fremont

**Nays:** San Fernando Valley

**Abstentions:** High Desert

**Absent:** SF/Peninsula, Mt. Diablo, Marin, Berkeley, Sacramento, Writers of Kern, Mendocino

**Respectfully submitted:** Joyce Krieg, Secretary, CWC

## **DOCUMENT RETENTION AND DESTRUCTION POLICY**

### **1. Policy and Purposes**

This Policy represents the policy of California Writers Club (the “organization”) with respect to the retention and destruction of documents and other records, both in hard copy and electronic media (which may merely be referred to as “documents” in this Policy). Purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of the organization as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; and (c) guidance for the Central Board, officers, staff and other constituencies with respect to their responsibilities concerning document retention and destruction. Notwithstanding the foregoing, the organization reserves the right to revise or revoke this Policy at any time.

### **2. Administration**

**2.1 Responsibilities of the Administrator.** The organization’s President shall appoint a Historian (or other title) who shall be the administrator (“Administrator”) in charge of the administration of this Policy. The Administrator’s responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to this Policy and particularly the Document Retention Schedule included below. The Administrator shall also be responsible for documenting the actions taken to maintain and/or destroy organization documents and retaining such documentation. The Administrator may also modify the Document Retention Schedule from time to time as necessary to comply with law and/or to include additional or revised document categories as may be appropriate to reflect organizational policies and procedures. The Administrator is also authorized to periodically review this Policy and Policy compliance with legal counsel and to report to the Central Board as to compliance. The Administrator may also appoint one or more assistants to assist in carrying out the Administrator’s responsibilities, with the Administrator, however, retaining ultimate responsibility for administration of this Policy.

**2.2 Responsibilities of Constituencies.** This Policy also relates to the responsibilities of board members, staff, volunteers and outsiders with respect to maintaining and documenting the storage and destruction of the organization’s documents. The Administrator shall report to the Central Board (the board members acting as a body), which maintains the ultimate direction of management. The organization’s staff shall be familiar with this Policy, shall act in accordance therewith, and shall assist the Administrator, as requested, in implementing it. The responsibility of volunteers with respect to this Policy shall be to produce specifically identified documents upon request of management, if the volunteer still retains such documents. In that regard, after each project in which a volunteer has been involved, or each term which the volunteer has served, it shall be the responsibility of the Administrator to confirm whatever types of documents the volunteer retained and to request any such documents which the Administrator feels will be necessary for retention by the organization (not by the volunteer). Outsiders may include vendors or other service providers. Depending upon the sensitivity of the documents involved with the particular outsider relationship, the organization, through the Administrator, shall share this Policy with the outsider, requesting compliance. In particular instances, the Administrator

may require that the contract with the outsider specify the particular responsibilities of the outsider with respect to this Policy.

**3. Suspension of Document Destruction; Compliance.** The organization becomes subject to a duty to preserve (or halt the destruction of) documents once litigation, an audit or a government investigation is reasonably anticipated. Further, federal law imposes criminal liability (with fines and/or imprisonment for not more than 20 years) upon whomever “knowingly alters, destroys, mutilates, conceals, covers up, falsifies, or makes a false entry in any record, document, or tangible object with the intent to impede, obstruct, or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States ... or in relation to or contemplation of any such matter or case.” Therefore, if the Administrator becomes aware that litigation, a governmental audit or a government investigation has been instituted, or is reasonably anticipated or contemplated, the Administrator shall immediately order a halt to all document destruction under this Policy, communicating the order to all affected constituencies in writing. The Administrator may thereafter amend or rescind the order only after conferring with legal counsel. If any board member or staff member becomes aware that litigation, a governmental audit or a government investigation has been instituted, or is reasonably anticipated or contemplated, with respect to the organization, and they are not sure whether the Administrator is aware of it, they shall make the Administrator aware of it. Failure to comply with this Policy, including, particularly, disobeying any destruction halt order, could result in possible civil or criminal sanctions. In addition, for staff, it could lead to disciplinary action including possible termination.

**4. Electronic Documents; Document Integrity.** Documents in electronic format shall be maintained just as hard copy or paper documents are, in accordance with the Document Retention Schedule. Due to the fact that the integrity of electronic documents, whether with respect to the ease of alteration or deletion, or otherwise, may come into question, the Administrator shall attempt to establish standards for document integrity, including guidelines for handling electronic files, backup procedures, archiving of documents, and regular checkups of the reliability of the system; provided, that such standards shall only be implemented to the extent that they are reasonably attainable considering the resources and other priorities of the organization.

**5. Privacy.** It shall be the responsibility of the Administrator, after consultation with counsel, to determine how privacy laws will apply to the organization’s documents from and with respect to employees and other constituencies; to establish reasonable procedures for compliance with such privacy laws; and to allow for their audit and review on a regular basis.

**6. Emergency Planning.** Documents shall be stored in a safe and accessible manner. Documents which are necessary for the continued operation of the organization in the case of an emergency shall be regularly duplicated or backed up and maintained in an off-site location. The Administrator shall develop reasonable procedures for document retention in the case of an emergency.

**7. Document Creation and Generation.** The Administrator shall discuss with staff the ways in which documents are created or generated. With respect to each employee or organizational

## California Writers Club Document Retention and Destruction Policy

function, the Administrator shall attempt to determine whether documents are created which can be easily segregated from others, so that, when it comes time to destroy (or retain) those documents, they can be easily culled from the others for disposition. For example, on an employee-by-employee basis, are e-mails and other documents of a significantly non-sensitive nature so that they might be deleted, even in the face of a litigation hold with respect to other, more sensitive, documents? This dialogue may help in achieving a major purpose of the Policy - to conserve resources -- by identifying document streams in a way that will allow the Policy to routinely provide for destruction of documents. Ideally, the organization will create and archive documents in a way that can readily identify and destroy documents with similar expirations.

### **8. Document Retention Schedule. [Periods are suggested but are not necessarily a substitute for counsel's own research and determination as to appropriate periods.]**

<b><u>Document Type</u></b>	<b><u>Retention Period</u></b>
<b>Accounting and Finance</b>	
Accounts Payable	7 years
Accounts Receivable	7 years
Annual Financial Statements and Audit Reports	Permanent
Bank Statements, Reconciliations & Deposit Slips	7 years
Canceled Checks – routine	7 years
Canceled Checks – special, such as loan repayment	Permanent
Credit Card Receipts	3 years
Employee/Business Expense Reports/Documents	7 years
General Ledger	Permanent
Interim Financial Statements	7 years
<b>Contributions/Gifts/Grants</b>	
Contribution Records	Permanent
Documents Evidencing Terms of Gifts	Permanent
Grant Records	7 yrs after end of grant period
<b>Corporate and Exemption</b>	
Articles of Incorporation and Amendments	Permanent
Bylaws and Amendments	Permanent
Minute Books, including Board & Committee Minutes	Permanent
Annual Reports to Attorney General & Secretary of State	Permanent
Other Corporate Filings	Permanent
IRS Exemption Application (Form 1023 or 1024)	Permanent
IRS Exemption Determination Letter	Permanent
State Exemption Application (if applicable)	Permanent
State Exemption Determination Letter (if applicable)	Permanent
Licenses and Permits	Permanent
Employer Identification (EIN) Designation	Permanent

## California Writers Club Document Retention and Destruction Policy

### **Correspondence and Internal Memoranda**

Hard copy correspondence and internal memoranda relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate.

Hard copy correspondence and internal memoranda relating to routine matters with no lasting significance	Two years
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Correspondence and internal memoranda important to the organization or having lasting significance	Permanent, subject to review
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### **Electronic Mail (E-mail) to or from the organization**

Electronic mail (e-mails) relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate, but may be retained in hard copy form with the document to which they relate.

E-mails considered important to the organization or of lasting significance should be printed and stored in a central repository .	Permanent, subject to review
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E-mails not included in either of the above categories	12 months
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### **Electronically Stored Documents**

Electronically stored documents (e.g., in pdf, text or other electronic format) comprising or relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document which they comprise or to which they relate, but may be retained in hard copy form (unless the electronic aspect is of significance).

Electronically stored documents considered important to the organization or of lasting significance should be printed and stored in a central repository (unless the electronic aspect is of significance).	Permanent, subject to review
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Electronically stored documents not included in either of the above categories	Two years
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### **Employment, Personnel and Pension**

Personnel Records	10 yrs after employment ends
Employee contracts	10 yrs after termination
Retirement and pension records	Permanent

### **Insurance**

Property, D&O, Workers' Compensation and General Liability Insurance Policies	Permanent
Insurance Claims Records	Permanent

## California Writers Club Document Retention and Destruction Policy

### **Legal and Contracts**

Contracts, related correspondence and other supporting documentation

10 yrs after termination

Legal correspondence

Permanent

### **Management and Miscellaneous**

Strategic Plans

7 years after expiration

Disaster Recovery Plan

7 years after replacement

Policies and Procedures Manual

Current version with revision history

### **Property – Real, Personal and Intellectual**

Property deeds and purchase/sale agreements

Permanent

Property Tax

Permanent

Real Property Leases

Permanent

Personal Property Leases

10 years after termination

Trademarks, Copyrights and Patents

Permanent

### **Tax**

Tax exemption documents & correspondence

Permanent

IRS Rulings

Permanent

Annual information returns – federal & state

Permanent

Tax returns

Permanent

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**PROPOSED AMENDMENT TO PROPOSED  
DOCUMENT RETENTION AND DESTRUCTION POLICY**

**1. Policy and Purposes:** (a) retention and maintenance of hard copies and electronic media documents necessary for the proper functioning of the organization as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; and (c) guidance for the Central Board, officers, staff and other constituencies with respect to their responsibilities concerning document retention and destruction. Additionally, all branches will put their own document retention policies in place no later than December 31, 2015. Each individual branch will decide on form and substance of its policy and process, provided that this be consistent and not in conflict with State policy (retention periods, etc.). Retained branch documents, both physical and electronic, will be retained at the branch level.

**2. Administration: Responsibilities of the Administrator.** The organization's President shall appoint an "Administrator" to supervise and coordinate document retention. The Administrator shall also be responsible for documenting the actions taken to maintain and/or destroy organization documents and retaining such documentation.

**3. Suspension of Document Destruction; Compliance.** The organization becomes subject to a duty to preserve (or halt the destruction of) documents once litigation, an audit or a government investigation is reasonably anticipated. Further, federal law imposes criminal liability (with fines and/or imprisonment for not more than 20 years) upon whomever "knowingly alters, destroys, mutilates, conceals, covers up, falsifies, or makes a false entry in any record, document, or tangible object with the intent to impede, obstruct, or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States ... or in relation to or contemplation of any such matter or case."

**4. Electronic Documents; Document Integrity.** The Administrator shall establish standards for document integrity, including guidelines for handling electronic files, backup procedures, archiving of documents, and regular checkups of the reliability of the system; provided, that such standards shall only be implemented to the extent that they are reasonably attainable considering the resources and other priorities of the organization.

**5. Privacy.** It shall be the responsibility of the Executive Committee, after consultation with counsel, to determine how privacy laws will apply to the organization's documents.

**6. Emergency Planning.** Documents shall be stored in a safe and accessible manner. The Administrator shall develop reasonable procedures for document retention in the case of an emergency. A 2/3 vote by the Central Board shall be required to accept these procedures.

**7. Document Retention Schedule.** [Periods are suggested but are not necessarily a substitute for counsel's own research and determination as to appropriate periods.]

**Document Type**

**Retention Period**

## Proposed amendment to proposed CWC document retention and destruction policy

### **Accounting and Finance**

Accounts Payable	7 years
Accounts Receivable	7 years
Annual Financial Statements and Audit Reports	Permanent
Bank Statements, Reconciliations & Deposit Slips	7 years
Canceled Checks – special, such as loan repayment	Permanent
Credit Card Receipts	3 years
Business Expense Reports/Documents	7 years
General Ledger	Permanent
Interim Financial Statements	7 years

### **Contributions/Gifts/Grants**

Contribution Records	Permanent
Documents Evidencing Terms of Gifts	Permanent
Grant Records	7 yrs after end of grant period

### **Corporate and Exemption**

Articles of Incorporation and Amendments	Permanent
Bylaws and Amendments	Permanent
Minutes	Permanent
Annual Reports to Attorney General & Secretary of State	Permanent
Other Corporate Filings	Permanent
Requests for and results or IRS and/or FTB audits	Permanent
IRS Exemption Application (Form 1023 or 1024)	Permanent
IRS Exemption Determination Letter	Permanent
State Exemption Application (if applicable)	Permanent
State Exemption Determination Letter (if applicable)	Permanent
Licenses and Permits	Permanent
Employer Identification (EIN) Designation	Permanent

### **Correspondence and Internal Memoranda**

Correspondence and internal memoranda important to the organization or having lasting significance	Permanent, subject to review
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### **Electronic Mail (E-mail) to or from the organization**

E-mails considered important to the organization or of lasting significance should be printed and stored in a central repository .	Permanent, subject to review
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### **Electronically Stored Documents**

Electronically stored documents considered important to the organization or of lasting significance should be printed and stored in a central repository (unless the electronic aspect is of significance).	Permanent, subject to review
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## Proposed amendment to proposed CWC document retention and destruction policy

### **Artifact and “Relic” Documents**

deemed to be of historic importance will be store  
at the Bancroft Library, UC Berkeley, if accepted by  
the Library. Otherwise, at a safe, protected storage  
facility designated by the Central Board.

Permanent

### **Insurance**

Property and General Liability Insurance Policies  
Insurance Claims Records

Permanent

Permanent

### **Legal and Contracts**

Contracts, related correspondence and other  
supporting documentation  
Legal correspondence

10 yrs after termination

Permanent

### **Management and Miscellaneous**

Strategic Plans  
Disaster Recovery Plan  
Policies and Procedures Manual

7 years after expiration

7 years after replacement

Current version with revision  
history

Trademarks, Copyrights and Patents

Permanent

### **Tax**

Tax exemption documents & correspondance  
IRS Rulings  
Annual information returns – federal & state  
Tax returns

Permanent

Permanent

Permanent

Permanent

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## **California Writers Club - E-Business Minutes**

### **Vote on Requirements for Electronic Document Storage April 29 – May 12, 2015**

I, Ray Malus, San Fernando Valley Branch Central Board Rep, and Chair of the Document Retention Committee, move that California Writers Club adopt the following set of requirements for Electronic Document Storage.

1. Access should be possible from any internet-connected device.
2. Any member of the EC should be able to store a document.
3. Within the limits of the security policy (see #7, below), any CWC member should be able to retrieve a document.
4. The facility should be able to store multiple file formats: PDF, Images, and zip archives.
5. There should be some sort of 'search' capability.
6. There should be minimal maintenance and administration -- in particular when Board and EC members change.
7. Security. There should be multiple access levels, general and privileged, so that most documents are generally accessible, but others may be restricted.

**Made by:** San Fernando Valley

**Seconded:** Central Coast

**Motion approved:** Ayes: 14, Nays: 0, Abstentions: 0, Absent: 5

**Ayes:** San Fernando Valley, Inland Empire, Mt. Diablo, Redwood, Long Beach, Orange, South Bay, Central Coast, High Desert, Mendocino, Fremont, East Sierra, Tri-Valley, Writers of Kern

**Nays:**

**Abstentions:**

**Absent:** SF/Peninsula, Marin, Berkeley, Sacramento, Napa Valley

**Respectfully submitted:** Joyce Krieg  
Secretary, CWC



## California Writers Club - E-Business Minutes

### Vote to Replace PnP Scholarship Language March 31 – April 30, 2015

I, Donna McCrohan Rosenthal, chair of the Scholarship Committee, move that we strike the current reading of scholarship policy (XI, E, 7, Scholarship) and replace it as follows.

**MODERATOR'S NOTE: The "before" language is contained in the attachment below titled "Current Language". The proposed "after" language is contained in the attachment below titled "Proposed language".**

#### XI, E, 7) Scholarship

A scholarship program is established. It shall be executed by a Standing Scholarship Committee. By way of the Committee, the Central Board shall, on a sustaining basis, fund, plan, and execute the award of scholarship to worthy students directly or by way of conjoining with other reputable awards and/or educational institutions. No single award shall reduce the scholarship fund by more than two-thirds.

#### Purpose:

The goals of the program include the following:

1. Enhance the financial, educational directed welfare of a qualified student pursuing a writing, or writing related education. Note: a qualified student is a California resident enrolled full time at a post high-school educational institution.
- OR
- Supplement reputable, existing scholarships and/or scholarship programs offered through accredited educational institutions.
2. Continue to ensure our foundational mission.
3. Enhance the standing of the California Writers Club to its public.

#### Pertinent Definitions

1. Direct awards – those provided to a nominee via his or her application directly to the Committee or by way of a branch introduction.
2. Partnerships awards – those awards provided by way of conjoining an existing scholarship, or offering a standalone via a reputable educational institution or matching funds by way of a scholarship offered by a CWC branch.

#### Funding

At the end of the fiscal year, the Central Board shall set aside one-third of annual receipts, not otherwise used or dedicated, to form a scholarship fund. The set-aside process shall be cumulative. The Central Board, by a majority vote, may also add, at its discretion, one-time sums to the fund.

#### Execution

A standing committee of not fewer than three Central Board members shall execute the scholarship program. Expertise outside of the Central Board may advise. Details of implementation not specified herein are left to the discretion of the Committee.

1. The Scholarship Committee shall formalize its process for Executive Committee approval, including application requirements, solicitations, nominations, needed forms, etc. The Executive Committee may, at its discretion, advance the package to the Central Board for further evaluation and approval or provide the Scholarship Committee a final approval and go-ahead.
2. The Committee shall proactively announce and solicit interest from appropriate educational institutions and CWC branches.
3. The Committee shall be aware of, and actively seek opportunities in keeping with "purpose" (above) and make formal nominations to the Central Board.
  - a. Direct recommendations from branches shall be given priority.
  - b. A branch may conjoin with the CWC to fund a scholarship.
  - c. No single award shall be less than \$1000, or deplete the fund by more than two-thirds."
  - d. Competing nominations are preferred.
  - e. If as a supplement to an existing scholarship, or singly by way of an educational institution, only California institutions may be considered, and those of the highest regard are preferred."

#### Process

All formal direct nominations and/or partnership proposals shall emanate from the Scholarship Committee. They shall be formal, detailed and brief, and employ the procedures and forms advanced by the Committee (see Execution, Section 1. Above). Completed nominations or partnership packages shall first be reviewed by the president for sufficiency of content and presentation.

Included in a direct nomination are as following:

- Name and pertinent characteristics of nominee
- Contact information
- Use of funds
- Need or deserving deeds
- Grade point average
- Non-curricular activities at school
- Community service
- Pertinent nonacademic associations
- A written application from the nominee, addressing needs and deeds
- Amount to be awarded
- Committee support for award: reasoning and facts
- CWC benefits.

Included in a partnership proposal are the following:

- Name and contact information of person or partnering entity
- Amount and proposed use of funds
- Candidate selection process and nominee qualifications
- Award details: date and location, ceremony/award description
- Central Board or other CWC participation
- CWC benefits.

The scholarship chair will make the motion to direct award or to partner. The motion will include the formal nomination and supporting documentation as available. Consideration to award may include multiple non-competing or competing nominees or partnerships; however, each shall be carried by its unique documentation package and motion.

1. The discussion period shall provide for branch consideration. A period of one month from the time of the second to the vote is recommended.
2. Following an approval of a direct award, the awardee will be invited to the next convenient face-to-face Central Board meeting where a presentation may be handled with appropriate ceremony.
3. Following an approval of a partnership award, the Scholarship Committee shall see to award delivery in a manner most conducive to gaining good publicity for the CWC.
4. The Committee will request that the awardee report occasionally on the use of the funds.
5. The PR Director shall follow during and after the process with appropriate publicity.

**Made by:** East Sierra

**Seconded:** South Bay

**Secretary's Note:** Discussion ended on April 30 with no vote taken.

**Respectfully Submitted:** Joyce Krieg  
Secretary, CWC

The current policy reads:

7) Scholarship

- a. The Scholarship Committee (the Committee) shall comprise at least five active members of California Writers Club (CWC). Committee members need not be representatives to the central board. The central board president shall appoint the committee's chair subject to ratification by a majority vote of the board.
- b. The scholarship fund will be a set-aside (reserve) of the central board treasury. At the end of each fiscal year, one-half of any uncommitted general funds, one-half of any investment dividends and interest, one-half of any net income for conferences and contests, and one-half of any net income from any other fund raising efforts of the central board shall be transferred to the scholarship fund. CWC will award scholarships when in the committee's opinion the scholarship reserve has accrued sufficient funds. The committee shall seek to supplement the scholarship fund with grants, donations from the membership, and members' endowments.
- c. The committee may not use funds derived from grants for administrative purposes. The committee may not use more than 20 percent of the scholarship fund, excluding grants, for administrative costs including solicitation of funds and grants, and travel and per diem for committee members. The use of the scholarship fund, excluding grants, for any other purpose shall require approval by a three-fourths vote of the central board or two-thirds of the general membership.
- d. The committee shall determine the criteria for scholarship but those criteria must include the requirement for candidates to prove a sincere desire to pursue writing as a career by presenting significant work in progress at the time of application. The committee has the discretion to signify a specific genre for a scholarship but shall not choose a specific genre more than once in any three-year period.
- e. The committee may give priority to candidates applying for scholarship to California colleges and universities and the committee may award scholarships for postgraduate education.
- f. When the committee determines that sufficient funds are available to award a scholarship of \$3,000 or more, the central board shall invite each CWC branch to propose one scholarship candidate to the committee.
- g. The committee shall select the final candidate and present its choice to the central board for majority approval.
- h. These articles, once adopted, may be changed only by a two-thirds vote of the central board provided (1) all representatives are notified of the proposed changes no fewer than two weeks before a duly called face-to-face meeting of the body, or (2) the procedures and time frames set forth in Section V – Conducting Business

on the Internet (E-Business) are adhered to if changes are proposed via the Internet.

I move that we replace it with:

## **XI, E, 7) Scholarship**

A scholarship program is established. It shall be executed by a Standing Scholarship Committee. By way of the Committee, the Central Board shall, on a sustaining basis, fund, plan, and execute the award of scholarship to worthy students directly or by way of conjoining with other reputable awards and/or educational institutions. No single award shall reduce the scholarship fund by more than two-thirds.

### Purpose:

The goals of the program include the following:

1. Enhance the financial, educational directed welfare of a qualified student pursuing a writing, or writing related education. Note: a qualified student is a California resident enrolled full time at a post high-school educational institution.

OR

Supplement reputable, existing scholarships and/or scholarship programs offered through accredited educational institutions.

2. Continue to ensure our foundational mission.
3. Enhance the standing of the California Writers Club to its public.

### Pertinent Definitions

1. Direct awards – those provided to a nominee via his or her application directly to the Committee or by way of a branch introduction.
2. Partnerships awards – those awards provided by way of conjoining an existing scholarship, or offering a standalone via a reputable educational institution or matching funds by way of a scholarship offered by a CWC branch.

### Funding

At the end of the fiscal year, the Central Board shall set aside one-third of annual receipts, not otherwise used or dedicated, to form a scholarship fund. The set-aside

process shall be cumulative. The Central Board, by a majority vote, may also add, at its discretion, one-time sums to the fund.

### Execution

A standing committee of not fewer than three Central Board members shall execute the scholarship program. Expertise outside of the Central Board may advise. Details of implementation not specified herein are left to the discretion of the Committee.

1. The Scholarship Committee shall formalize its process for Executive Committee approval, including application requirements, solicitations, nominations, needed forms, etc. The Executive Committee may, at its discretion, advance the package to the Central Board for further evaluation and approval or provide the Scholarship Committee a final approval and go-ahead.
2. The Committee shall proactively announce and solicit interest from appropriate educational institutions and CWC branches.
3. The Committee shall be aware of, and actively seek opportunities in keeping with “purpose” (above) and make formal nominations to the Central Board.
  - a. Direct recommendations from branches shall be given priority.
  - b. A branch may conjoin with the CWC to fund a scholarship.
  - c. No single award shall be less than \$1000, or deplete the fund by more than two-thirds."
  - d. Competing nominations are preferred.
  - e. If as a supplement to an existing scholarship, or singly by way of an educational institution, only California institutions may be considered, and those of the highest regard are preferred."

### Process

All formal direct nominations and/or partnership proposals shall emanate from the Scholarship Committee. They shall be formal, detailed and brief, and employ the procedures and forms advanced by the Committee (see Execution, Section 1. Above). Completed nominations or partnership packages shall first be reviewed by the president for sufficiency of content and presentation.

Included in a direct nomination are as following:

- Name and pertinent characteristics of nominee
  - Contact information
  - Use of funds
  - Need or deserving deeds
    - Grade point average
    - Non-curricular activities at school
    - Community service
    - Pertinent nonacademic associations
- A written application from the nominee, addressing needs and deeds
- Amount to be awarded
- Committee support for award: reasoning and facts
- CWC benefits.

Included in a partnership proposal are the following:

- Name and contact information of person or partnering entity
- Amount and proposed use of funds
- Candidate selection process and nominee qualifications
- Award details: date and location, ceremony/award description
- Central Board or other CWC participation
- CWC benefits.

The scholarship chair will make the motion to direct award or to partner. The motion will include the formal nomination and supporting documentation as available. Consideration to award may include multiple non-competing or competing nominees or partnerships; however, each shall be carried by its unique documentation package and motion.

1. The discussion period shall provide for branch consideration. A period of one month from the time of the second to the vote is recommended.
2. Following an approval of a direct award, the awardee will be invited to the next convenient face-to-face Central Board meeting where a presentation may be handled with appropriate ceremony.
3. Following an approval of a partnership award, the Scholarship Committee shall see to award delivery in a manner most conducive to gaining good publicity for the CWC.
4. The Committee will request that the awardee report occasionally on the use of the funds.
5. The PR Director shall follow during and after the process with appropriate publicity.



## **California Writers Club - E-Business Minutes**

### **Vote to Delay Scholarship Motion until July 26 Central Board Meeting May 12 – May 24, 2015**

Whereas the ramifications of this motion are complex and far-reaching, and I feel the subject is far more suitable for face-to-face discussion and vote, I Ray Malus of the San Fernando Valley Branch move that voting on the Scholarship Motion posted on March 31st, 2015 be deferred until the July 26th in-person Central Board meeting.

**Made by:** San Fernando Valley

**Seconded:** High Desert

**Motion approved:** Ayes: 7, Nays: 6, Abstentions: 2, Absent: 4

**Ayes:** High Desert, Central Coast, Redwood, Mendocino, San Fernando Valley, SF/Peninsula, Sacramento

**Nays:** South Bay, East Sierra, Orange, Napa Valley, Writers of Kern

**Abstentions:** Long Beach, Inland Empire

**Absent:** Mt. Diablo, Marin, Berkeley, Tri-Valley

**Respectfully submitted:** Joyce Krieg  
Secretary, CWC



## **California Writers Club - E-Business Minutes**

### **Vote to Approve Charter of Coastal Dunes of Nipomo as the 20<sup>th</sup> Branch of CWC May 13 – 23, 2015**

Whereas the proposed new branch has met all of the requirements for chartering as outlined in the CWC Policies and Procedures, including, but not limited to: meeting on a monthly basis for at least six months, keeping minutes of said meetings, securing a permanent meeting space (the Nipomo Public Library), collecting seed money sufficient to start a treasury, writing branch by-laws, posting a website (coastaldunescwc.com), and recruiting at least 30 members, with at least 50 percent meeting the requirements for Active category membership, I, Joyce Krieg of the Central Coast Branch move to charter Coastal Dunes of Nipomo, California as a branch of the California Writers Club, effective July 1, 2015. I make this motion on behalf of the president's appointed accreditation committee of Donna McCrohan-Rosenthal, Margie Yee-Webb, and Joyce Krieg.

**Made by:** Central Coast

**Seconded:** San Fernando Valley

**Motion approved:** Ayes: 14, Nays: 0, Abstentions: 0, Absent: 5

**Ayes:** Tri-Valley, South Bay, Redwood, Mendocino, SF/Peninsula, Fremont, Writers of Kern, High Desert, Orange, Long Beach, East Sierra, Central Coast, Sacramento, Inland Empire

**Nays:**

**Abstentions:**

**Absent:** Mt. Diablo, Marin, Berkeley, Napa Valley, San Fernando Valley

**Respectfully submitted:** Joyce Krieg  
Secretary, CWC