

as approved by vote of PSOV Members December 2024

Poetry Society of Vermont CONSTITUTION AND BYLAWS

Article I Name

- A. The name of the organization shall be the Poetry Society of Vermont; hereafter referred to as PSOV.
- B. This shall be the governing document of the organization; no policy or bylaw shall conflict with the Constitution.

Article II Objectives

The objectives of PSOV shall be to

- A. bring all poets into the organization.
- B. support a high standard of poetry writing.
- C. stimulate and encourage the writing, reading, publication, and study of poetry.
- D. further creative writing by young people.

Article III Membership

The membership of the PSOV shall be as follows, and according to the procedures outlined in the bylaws. (amended January 1, 2025)

- A. Regular Membership -fee
- B. Student Membership -fee
- C. Hardship Membership -fee
- D. Patron Membership -fee
- E. Honorary members (invited through vote of the Council)
- F. Student Intern Membership -free
- G. Emerging Poet -free

Article IV Executive Council

- A. The Executive Council (also known as the board) shall be the governing and policy making body of the PSOV and shall supervise, direct, approve or disapprove the acts of the officers and handle any additional matters as shall be delegated to it by the vote of the PSOV.
- B. The Council shall meet at the call of the President.
- C. The Council shall include the five elected officers plus *The Mountain Troubadour* Editor, Membership Chair, two Contest Chairs, Archivist and a most recent past president of the PSOV.
- D. Vacancies occurring in the Council shall be filled by appointees of the Council for the remainder of the term, as specified in IV, D & F.
- E. A quorum of the Council shall be at least 50% plus one of the total number of members on the Council.
- F. An agenda of any Executive Council meeting shall be sent to its members by the president five days before any meeting.

Article V Officers

A. The elected officers of the PSOV shall be as follows:

- President
- Vice President
- Treasurer
- Website Manager & Workspace Administrator
- Executive Secretary

B. The appointed officers of the PSOV shall be as follows:

- Editor of *The Mountain Troubadour*
- Membership Chair
- Contests Chairs (2)
- Archivist
- Recent past president of the PSOV

C. Election of Officers

1. Elected officers shall be nominated by the Council and may also be nominated by any member online or at the annual meeting and elected biennially by a majority vote of members online or at the annual ~~autumn~~ meeting.
2. Elected officers shall be elected for two-year terms. The terms shall begin on January 1st of the year following the election and end two years thereafter.

D. Appointed officers shall be designated by the President with the approval of a majority of the Council and shall serve until their successor is appointed. The most recent past President shall serve, so long as they notify the board of their intent to continue to serve, in which case no approval of the Executive Council is needed.

E. Duties of Officers

1. The President shall preside at all meetings of the PSOV and its Executive Council and shall
 - a. provide leadership for PSOV
 - b. delegate duties
 - c. share custody of funds with the treasurer
 - d. communicate regularly with the council and members
 - e. send agendas of all meetings of the executive council and membership at least five days before said meetings, except for constitutional amendments as stated in VII.
 - f. send an annual letter to members.
 - g. confer awards
 - h. govern according to this constitution.
2. The Vice President shall serve in the absence or disability of the President and shall perform specific duties as requested by the President. They shall make and preserve a true record of all meetings of the Society and Council and the

treasurer's reports and distribute minutes of all meetings to the Executive Council within a week of the meeting.

3. The Executive Secretary shall carry on all correspondence not otherwise provided for, and, as directed by the President shall send notices of all meetings and shall notify persons of all elections and committee appointments. They shall also, with the assistance of the Contests Chairs, receive poems for the spring and autumn workshops, and tally member votes for those poems.

4. The Treasurer shall

- a. have custody, along with the president, of all funds of PSOV and shall receive funds acquired by the Membership Chair and any other members,
- b. pay all bills for authorized expenditures,
- c. keep a full and true record of all financial transactions, rendering a net worth statement of all accounts and cash to the Council at each spring and autumn meeting and at the end of the calendar year,
- d. submit a statement to the Council showing all income and expenses, at each spring and autumn meeting and at the end of the calendar year,
- e. submit all records every two years to an auditor appointed by the Council,
- f. make available bank statements available to the President each month,
- g. file reports to the IRS each year,
- h. keep records for the past seven years,
- i. serve as the manager of grants with the president and with the board, will seek out and bring grant opportunities to the board,
- j. and make available, at the end of their term, all books and records, in good order, and shall meet with the treasurer-elect for training and transition.

5. The Website Manager & Workspace Administrator shall be responsible for:

1. Website Design & Management

- a. oversee and maintain the operational aspects, performance, and security of the website
- b. update content, manage website elements, ensuring a positive user experience
- c. manage website subscription and newsletter plugin
- d. work with Treasurer and Membership Chair to manage the online payment system

2. Google Workspace Administration

- a. responsible for management of the non-profit PSOV Google Workspace including; apps and services, user management and provide technical support to end users (PSOV Board Members)

6. The Archivist shall be responsible for:

1. compiling and preserving all material related to PSOVS, periodically submitting the same, arranged and labeled, to the permanent PSOVS Archives preserved in the Vermont Historical Society in Barre, Vermont.
7. The Editor of *The Mountain Troubadour* shall coordinate the production and publication of the PSOVS's journal. The editor shall work with an Editorial Board of up to seven members whose names have been submitted by the Editor and approved by the President and the Council. This Editorial Board is responsible for selecting all poems published, except for contest winners.
8. The Membership Chair shall collaborate with the Editor to distribute the PSOVS's journal, *The Mountain Troubadour*, shall accept membership requests and dues payments and shall maintain the membership list.
9. The Contests Chairs shall be in charge of *Troubadour* Awards and will appoint judges and receive entries for each contest. The Contests Chairs will be responsible for preparing the awards presented at the appropriate PSOVS meeting: *Troubadour* Awards and Summer Contest Awards in the autumn. The Contests Chairs shall also, with the assistance of the Executive Secretary, receive poems for the spring and autumn workshops, tally member votes for those poems and report these results to the *Troubadour* editor.
10. The Past President shall be a voting member of the Executive Council, and may be assigned tasks by the President as needed.

F. Vacancies

1. President

- a. Should the President be unable or unwilling to carry out his or her duties, the Vice President shall act as president until such time as the president can resume his or her duties or until a new President takes office.
- b. Should the President fail to carry out his or her duties, shall there be neglect, or shall there be malfeasance or shall there be misuse of funds, the board may appoint a new President to serve until the end of the term. Such appointment must be made by unanimous vote of a quorum of the Executive Committee, with the exception of the President.
- c. Should the President resign, die or cease to be a member of the organization, the process shall be the same as in F.1a. above.

2. Treasurer

- a. Should the Treasurer be unable or unwilling to carry out his or her duties, the President shall act as Treasurer until such time as the Treasurer can resume his or her duties or until a new Treasurer takes office.
- b. Should the Treasurer fail to carry out his or her duties, shall there be neglect, shall there be malfeasance or shall there be misuse of funds, the

board may appoint a new Treasurer to serve until the end of the term. Such appointment must be made by unanimous vote of a quorum of the Executive Committee, with the exception of the Treasurer.

c. Should the Treasurer resign, die or cease to be a member of the organization, the process shall be the same as in E.1.a above.

3. Other Elected Officers

Should any other elected office become vacant the process shall be the same as for President or Treasurer, except that appointment may be made by a majority of a quorum of the Executive Council.

4. Past President

The most recent past president may be a member of the Executive Council, if they choose. If they choose not to serve, the Executive Council may appoint another past president to serve.

Article VI Nominating Committee

The President and Council shall appoint a committee, consisting of at least three members, appointed in advance of the annual meeting, to present a slate of officers for election for the ensuing term of office.

Article VII Meetings

A. The annual meeting of the PSOV shall be held in the autumn of the year, the place and date to be chosen by the Council.

B. First and Second Call for the meetings shall be sent to all members, a month ahead, then two weeks ahead respectively, by the Executive Secretary.

C. A quorum for the transaction of business at a regular or special meeting of the PSOV shall require the presence of 20% of the members of the PSOV. Action on a vote will require approval of 50% plus one.

D. Other meetings shall be held as mentioned in the bylaws.

Article IX Amendments

This Constitution may be amended by a two-thirds vote of the members present at any meeting of the PSOV, but only after notice of the proposed amendment or the substance thereof has been given to members in writing, by mail or email, at least two weeks before the date set for the meeting at which the amendment is to be considered. The Executive Council, by a majority vote, shall approve sending notice of amendments to the members. The bylaws may be amended by the same procedure.

Article X Dissolution

A. Dissolution of the Poetry Society of Vermont will be initiated by a two-thirds majority affirmative vote of the membership after written notification at least two weeks before the vote is to be taken at a PSOV meeting.

B. Voting will occur at the aforesaid meeting or by written proxy vote delivered by the date of the dissolution meeting.

C. Upon the vote to dissolve, the PSOV's assets remaining after settling all legal debts, shall be distributed to one or more non-profit organizations determined by a quorum of the Executive Council. The non-profit(s) shall not serve a political or partisan purpose or engage in propaganda or try to influence legislation.

EXCEPTION: In accordance with the terms for establishing the Baldwin Fund, any remaining funds at the time of dissolution shall be transferred to the Special Collections Department of the Bailey/Howe Library at the University of Vermont.

Amended and revised as directed by vote of the PSOV membership December 2024

Poetry Society of Vermont
BYLAWS

I. Membership¹

- 1 Membership is activated by joining the PSOV and paying annual dues.
(regular, student, hardship, patron)
2. Honorary Members are invited through vote of the Council.
3. Student members (high school/college) activated by paying student rate annual dues.
4. Emerging Poet -awarded to winners of the POL (Vermont Poetry Out Loud) contest.
5. Student Intern- a student intern is chosen by the Mountain Troubadour editor.

II. Dues

1. Amount of dues is established by the Council.
2. **Dues shall be payable annually on the anniversary of each member's signup date. by January 1st each year as set by the Council. Members will be reminded to pay dues at the beginning of the anniversary month, before membership is canceled when dues are (time period) delinquent.**
3. Honorary membership shall be determined by the Council.
4. ~~A general reminder of dues payable will be included in the President's January newsletter. Those who have not paid will receive another notice with the First Call in the spring. If dues are not received shortly thereafter, membership will be cancelled, though further reminders may be sent by the Membership Chair.~~

III. Meetings

1. The annual membership meeting shall be held in the autumn of the year for which officers will prepare annual reports and for the biennial election of officers.
2. Council meetings shall be held at least twice a year, called at the discretion of the President. Council meetings should be held, when possible, on the same day as regularly scheduled meetings of the PSOV.
3. An additional Council meeting may be scheduled in January.
4. Council meetings may be in person or online at the discretion of the president.

IV. Workshops and Festival

1. **Members attend PSOV events for free, guests may be required to pay a fee.**
 2. **Spring, Fall and Summer workshops may include opportunities for members to receive feedback and/or critiques of their work**
-
1. ~~Members and guests are welcome at workshops held in the spring and autumn and the festival, held in the summer.~~
 2. ~~All PSOV members' poems, submitted by the submission deadline, will be first published in the Second Call and will be discussed as time permits.~~

¹ the board approved a membership fees change on November 21, as of Jan 1, 2024 a tiered payment will go into effect Student/Hardship \$20, Regular Member \$40 and Patron \$60)

~~3. While the Spring and Autumn Workshops are opportunities for members to receive critical response to their work, a Summer Festival shall be held each year for the purpose of generative writing and reading poetry.~~

V. Reports

A summary of the reports of the officers and chairs of committees will be given by the President **annually** and will be available upon request. These reports shall become part of the Vice President's minutes.

VI. Contests

- a. All PSOV members may participate in all contests of the PSOV unless otherwise stated.
- b. Information and rules for each contest shall be published in ~~The Mountain Troubadour~~ and in the PSOV eNewsPost and on the website.**
- c. Entries that do not follow the rules for submission will not be accepted.

VII. Prizes

1. *Troubadour* Awards
 - a. Corrine Eastman Davis Memorial Award
 - b. Arthur Wallace Peach Memorial Award
2. Summer Contests
 - a. Carol and Arnold Abelson Award
 - b. Mary Margaret Audette Memorial Award
 - c. J. Richard Barry Memorial Award
 - d. Marian Gleason Memorial Award
 - e. Goldstein Memorial Award
 - f. Laura J. Spooner Memorial Award
 - g. Chris White Memorial Award

VIII. Liaison to **Vermont Poet Laureate** ~~Vermont State Poet~~ Selection Committee

Every four years the Council will appoint a liaison to serve on the committee sponsored by the Vermont Council of the Arts to recommend a candidate for **Vermont Poet Laureate** ~~State Poet~~.

IX. Amendments

These bylaws may be amended by the procedure outlined in Article VIII of the constitution.

X. These bylaws shall be merged with the Constitution and shall be part thereof.