

# TOWER POETRY SOCIETY (TPS)

## CONSTITUTION

May 14, 2022

### **Name:**

The organization shall be known as THE TOWER POETRY SOCIETY.

The organization may from time to time be referred to as TPS.

### **Objectives:**

The objectives of the organization are: to promote interest in poetry and to publish Tower Poetry, drawing primarily upon open submissions of unpublished poetry.

### **Non-Profit Clause:**

The organization shall be carried on without purpose of gain; any profits or other sums of money which accrue to the organization shall be used in furthering its objectives.

### **Membership:**

Membership is open to anyone interested in the objectives of the Tower Poetry Society. TPS offer two types of annual membership:

**Voting Member** – right to vote at Annual General Meeting (AGM) and to hold Executive office.

**Sustaining Member** – includes all privileges of voting membership and listing of the member's name in current issues of Tower Poetry.

**Honorary Life Member** – At the discretion of the TPS Executive, an individual who has made a significant contribution to the Tower Poetry Society may be named an Honorary Life Member. An Honorary Life Member shall have all the rights and privileges of a Sustaining Member.

### **Officers:**

The Executive of TPS shall be comprised of the following officers:

President

Past President

Vice President

Secretary  
Treasurer  
Circulation Manager  
Editor-in-chief  
Website Coordinator  
2 Counsellors-at-large

### **Elections:**

At the organization's AGM, a slate of officers shall be presented by the Nominating Committee (which shall consist of the Past President and two members of his/her choosing, at least one of whom is not a member of the Executive); nominations shall also be accepted from the floor. Voting is open to all members. The officers of the TPS shall be elected at the AGM by majority vote of the members present in person or represented by proxy at the meeting.

In the event that a President cannot complete his/her term of office, the Vice President shall be deemed Acting President until the next AGM. In the event that any office other than that of the President becomes vacant, the President, in consultation with the Executive, may appoint an interim officer to fill the position until the next AGM.

### **Editorial Board:**

The Editorial Board shall consist of the Editor-in-chief and at least three, but no more than five, readers. The President is an ex officio member of the Editorial Board. The other reader(s) shall be chosen by the Editor-in-chief, in consultation with the President.

### **Archivist:**

After election of the Executive, the President shall appoint someone (not necessarily a member of the Executive) to be Archivist, charged with maintaining an up-to-date set of all issues of the organization's publications and historical minutes and documents.

### **Changes to the Constitution and/or Bylaws:**

Any proposed change to the Constitution and/or Bylaws shall be submitted in writing to the Secretary at least two months prior to the AGM at which it is to be presented. The Secretary in turn shall ensure that notice of such proposed change is conveyed to TPS

members by email (or other means of communication, for members who do not have email) at least one month prior to the AGM.

A review of the Constitution and Bylaws shall be undertaken by a committee appointed by the President at least once every five years.

## **BYLAWS**

### **1. Business Year:**

The business year for the organization is from May 1<sup>st</sup> to the following April 30<sup>th</sup>.

**2. Meetings:** The Annual General Meeting (AGM) shall take place after April 30<sup>th</sup> and before October 1<sup>st</sup> each year.

One workshop shall be scheduled each month except for July, August and December.

All workshops and other special programs shall be open to public participation

### **3. Fees:**

Members shall pay an annual fee as determined by the Executive and approved by the general membership at the AGM. Fees for the coming year are due at the May meeting or as soon as practicable thereafter.

Any proposed increase in fees shall be announced and conveyed to TPS members by email (or other means of communication, for members who do not have email) at least two months prior to the AGM, and announced at a TPS meeting at least one month prior to the AGM.

The fees and any other donations received by TPS shall be used to further the objectives of the organization.

### **4. Submissions to Tower Poetry:**

Submissions to Tower Poetry are open to the general public. The method of and date for submissions shall be at the discretion of the Executive.

### **5. Allocation of Executive Responsibilities:**

A document describing the allocation of Executive responsibilities shall be filed with the Secretary and periodically reviewed by the Executive. Changes to this document may be made as needed by agreement among the members of the Executive.