

TOWER POETRY SOCIETY (TPS)

CONSTITUTION

As of 07.23.23

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are: to promote interest in poetry and to publish *Tower Poetry*, drawing primarily upon open submissions of unpublished poetry.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
- Counsellors-at-large (up to 3)

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 one other member of his/her choosing); 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 (preferably but not necessarily a member of the Executive) to be Archivist, charged with gathering copies of the organization's publications and historical minutes and documents, and periodically delivering them to the organization's Archives at the Hamilton Public Library.

Website Coordinator:

After election of the Executive, the President shall appoint (a Counsellor-at-large or other member of the Executive) to be Website Coordinator, charged with maintaining the organization's website. The Website Coordinator may form a committee to assist the Website Coordinator in maintaining the organization's website.

Changes to the Constitution and/or Bylaws:

Proposed changes 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. **Meetings:**

One meeting shall be scheduled each month except for July, August and December. Poetry workshops shall be the main focus of these meetings.

The AGM (Annual General Meeting) shall take place after April 30th and before October 1st each year. At any AGM, a quorum shall consist of at least 20 percent (20%) of the membership present in person or represented by proxy.

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

2. **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.

3. **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.

4. **Business Year:**

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

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.

TOWER POETRY SOCIETY (TPS)

ALLOCATION OF EXECUTIVE RESPONSIBILITIES

President:

- To provide leadership with respect to the objectives of TPS
- To preside at all regularly-scheduled meetings of TPS and at all Executive meetings and arrange and co-ordinate subcommittee meetings
- To act as poetry workshop leader
- To serve as an ex-officio member of the Editorial Board
- To be a signing officer for TPS
- To appoint members as Archivist, Website Co-ordinator and other positions as deemed necessary
- To provide copies of the constitution, bylaws and allocation of executive responsibilities to newly elected members of the Executive

First Vice President, Meetings and Events:

- To assume all executive responsibilities of the President whenever the President is absent or unable to continue in office
- To assume responsibility for all general publicity and marketing for the TPS
- To lead at least one poetry workshop during the year
- To act as social convener for major events of the TPS year with the assistance of the Counsellors-at-large
- To ensure the bookings of venues for the meetings and events
- To be a signing officer for TPS

Second Vice President of Communications:

- To coordinate publicity and marketing for *Tower Poetry* in conjunction with the Circulation Manager and the assistance of the Counsellors-at-large
- To arrange and organize a program of TPS poetry readings during the year, including launches of *Tower Poetry*
- To disseminate information on items of interest to the membership, by email and or announcements at TPS meetings, including reminders of deadlines, updates and upcoming events
- To inform new members of the TPS website
- To assist the Treasurer and Circulation Manager in the collection of fees and the distribution and sale of books

Past President:

- To attend Executive meetings and give advice and assistance to other members of the Executive
- To form and chair a Nominating Committee, which will prepare a slate of officers for elections at the AGM

Secretary:

- To prepare and maintain an accurate and complete set of minutes for the AGM and Executive meetings and for the business portion of all regular TPS meetings;
- To assist with official correspondence of the TPS
- To provide the Archivist with a complete set of all minutes and correspondence of the TPS
- To ensure that two TPS newsletters are prepared and distributed annually (summer and winter) or delegate this to a Counsellor-at-large through mutual agreement.

Treasurer:

- To be a signing officer for TPS
- To attend to all financial matters of and pertaining to the TPS
- To receive membership fees, donations and issue receipts for tax purposes
- To maintain an up-to-date list of members and provide it to the Executive.
- To report to the Executive at executive meetings and at January membership meeting on the TPS finances and the number of members
- To prepare a financial report for the AGM
- To prepare and file all requisite government documentation for TPS necessary to maintaining its charitable status
- To arrange for regular pickup of TPS mail, retaining whatever pertains to finances and redirecting the remainder to other members of the Executive

Circulation Manager

- To co-ordinate marketing and publicity of *Tower Poetry* and other publications with the Second Vice President of Communications
- To record and fill all subscriptions to *Tower Poetry* with the assistance of the Counsellors-at-large
- To ensure that each contributor receives a copy of the issue of *Tower Poetry* in which the contributor's work appears
- To provide new members with website info

Counsellors-at-large:

- To provide assistance in any capacity deemed necessary by the President and or Vice President.
- To give general advice and counsel to the Executive

Editor-in-chief

- To receive organize and distribute to all readers on the Editorial board, all appropriate submissions to *Tower Poetry*
- To assemble selected poems into a manuscript of *Tower Poetry*, making all necessary determinations and decisions
- To shepherd manuscripts of *Tower Poetry* through the publication process, including layout and print ready
- To edit the first draft of each publication and arrange for proofreading
- To correspond with submitters who enclose return postage or provide email addresses