

THE CALGARY WOMEN'S LITERARY CLUB

PRINCIPLES AND GUIDELINES

Amended from the Constitution and Bylaws, October 2015

Principles

NAME

The name of the club shall be The Calgary Women's Literary Club (CWLC).

OBJECTIVE

The objective of the club shall be to pursue the study of literature.

MEMBERSHIP

- A. Active members shall pay an annual membership fee and shall be expected to attend meetings regularly and contribute to the program of the club.
- B. Honorary members shall not be expected to attend meetings regularly nor contribute to the program of the club.

CLUB DOCUMENTS

The club's minutes, correspondence, program summaries and other papers shall be placed on permanent loan with the Glenbow Foundation within two years of each club year-end or at the conclusion of the secretary's term of office.

Guidelines

1. MEETINGS

Members will meet Tuesday afternoons at five minutes before two o'clock (1:55 p.m.) until three o'clock (3:00 p.m.) during the months of October and November, and March and April. The annual meeting will be held in conjunction with the final meeting of the program year (last Tuesday in April).

2. MEMBERSHIP

- a. An active member will be expected to present a paper at least once every other year; the President and Secretary may be exempt during their term of office.
- b. Honorary membership will be granted to members who have contributed significantly to the club program through years of active membership, or at the discretion of the Executive Committee.

3. ANNUAL MEMBERSHIP FEE

The annual membership fee will be assessed by the Executive Committee in relation to operating costs, and any change will take effect upon ratification by the membership at a regular meeting.

4. NEW MEMBERS

Each new member will receive an orientation package that includes a copy of the Principles and Guidelines.

5. GUESTS

Members will be encouraged to bring guests and introduce them to the assembly at the meeting.

6. LITERARY PAPER PRESENTATION GUIDELINES

- a. Presentations should be a minimum 30-35 minutes in length;
- b. Emphasis should be on the literary aspects of the work, influences upon the author, the author's life and times and appropriate quotations from the body of work;
- c. The paper should address four or five books;
- d. The presenter should prepare two or three significant questions relating to their paper for general discussion following the presentation if time allows;
- e. A maximum one-page summary will be given to the Secretary for inclusion in Glenbow Archives.

7. OFFICERS

Officers of the club:

- President
- Past President
- First Vice-President
- Second Vice-President
- Secretary
- Treasurer

Committees:

- Program
- Social
- Membership
- Nominating
- Webmaster

8. ROLES AND RESPONSIBILITIES

EXECUTIVE COMMITTEE

The Officers, together with the Chairs of the Program and Social Committees, shall constitute the Executive Committee of the club, represent the club and manage the club's affairs. The Officers shall be elected at the annual meeting.

The Executive Committee will:

- a. meet at least four times annually under the leadership of the President;
- b. agree upon amendments to the Principles and Guidelines before presentation to the membership;
- c. agree upon changes to annual membership fees for consideration by the membership;
- d. be continuously concerned with welcoming and integrating new members;
- e. appoint committee co-chairs as needed.

PRESIDENT

The President will:

- a. preside over regular meetings of the club;
- b. convene and preside over meetings of the Executive Committee at least four times a year;
- c. set the agenda for all meetings;
- d. prepare the program for the Annual General Meeting;
- e. prepare/oversee and deliver invitations to special events;
- f. be an ex-officio member of all committees; she, or a Vice-President at her request, will attend, or request information on, all committee meetings;
- g. appoint the Chair of the Program Committee by the end of November;
- h. recognize a member's absence, illness, bereavement, etc.;
- i. provide orientation packages to new members, including the Principles and Guidelines, membership lists, literary presentation guidelines and a letter of welcome;
- j. supervise all arrangements for the annual meeting and Spring luncheon, and any other special events;
- k. prepare and present the President's report at the annual meeting.

PAST PRESIDENT

The Past President will:

- a. be a resource of experience and advice to the President and other members of the Executive Committee;
- b. serve as Chair of the Nominating Committee:
 - i. appoint members of the Nominating Committee, which will prepare a slate of officer candidates;
 - ii. present the slate of officer candidates at the annual meeting.

SECRETARY

The Secretary will:

- a. record minutes of regular and executive meetings;
- b. read and move for adoption the minutes of meetings;
- c. maintain files of the club's correspondence and any other club documents as requested by the Executive Committee;
- d. submit the minutes of regular and executive meetings to the President for approval;
- e. deliver minutes and presentation summaries to the Glenbow archives within the two-year time period or at the conclusion of the secretary's term of office.

TREASURER

The Treasurer will:

- a. collect annual membership fees, fees for the Spring luncheon and any other special events or assessments;
- b. pay all bills;
- c. maintain financial records;
- d. prepare and present reports at executive and annual meetings;
- e. book meeting spaces.

PROGRAM CHAIR

The Program Chair will:

- a. form a committee and inform the President of all committee meetings;
- b. may solicit program suggestions from the membership and, with her committee, develop a program for the coming club year;
- c. contact active members to assign presentations;
- d. approach guest speakers, as required;
- e. prepare and distribute the final program for the coming club year at the annual meeting;
- f. prepare and supply promotional information to the media.

SOCIAL CHAIR

The Social Chair will:

- a. make a social plan for the club year in consultation with the Executive Committee, including:
 - pre-meeting refreshments;
 - Christmas party;
 - Spring luncheon;
 - other events as may arise;
- b. solicit member assistance as and when required for each event;

- c. be responsible for creating and providing Christmas party and Spring Luncheon invitations to honorary members;
- d. in collaboration with the President, be responsible for creating and providing programs for the Spring Luncheon and Annual General Meeting.

MEMBERSHIP CHAIR

The Membership Chair shall:

- a. maintain and distribute current membership lists;
- b. maintain attendance records;
- c. be responsible for supplying member name tags at every meeting;
- d. assist in the recruitment of new members and their integration into the club;
- e. in collaboration with the President, appoint members-at-large to the Executive Committee, as required.

WEBMASTER

The CWLC website was created to provide timely, relevant and engaging information to club members and prospective members, as well as a broader community of readers.

With input from the Executive and club members, the Webmaster shall:

- a. update website pages as needed, e.g. Schedule Changes, Membership Information;
- b. create posts on matters of interest to club members, especially upcoming events, recent events, community literary events, etc.;
- c. post summaries of presentations/papers given by members or guest speakers;
- d. encourage members to create posts and comments on the website;
- e. together with the President and Membership Chair, monitor the club's gmail account cwlc1906@gmail.com.