



How to Form a Chapter:

The formation of Chapters within the Maryland Writers' Association is encouraged to help grow the membership of MWA generally and to advance the mission of MWA by providing regular programs, activities and meeting opportunities in diverse areas. New Chapters require board approval.

A minimum of ten MWA Members and four officers - president, vice president, treasurer, and secretary, may apply to form a Chapter in a geographic region of Maryland not primarily served by another Chapter. An existing Chapter may apply to divide into two or more Chapters, so long as each of the new Chapters has at least ten members and four officers. Two or more existing Chapters may elect to merge.

MWA Members wishing to form a Chapter shall submit to MWA a completed application in the form approved by the Board. The Chapter application shall define the geographic area sought to be served by the Chapter, and include contact information for the primary member applicant and other proposed members, at least ten of whom shall be MWA Members from the relevant geographic area. Upon approval of the application, a provisional Charter will be issued by the Board. The Charter will not become active until initial Chapter elections are held, which must be within 60 days of the issuance of the provisional Charter. The Board has full discretion to approve or decline all such requests.

Chapter Meetings, Officers and Elections:

Chapters must have a regular meeting place and offer at least six meetings and/or programs a year, and must conduct elections of officers in June, with terms commencing July 1, unless the inaugural elections were held during the previous six months, in which case annual elections shall commence during June of the following year. All MWA members in attendance at the election meeting are permitted to vote. Chapters must provide at least 30 days' notice of a meeting to elect at least the following officers, who must be Members of MWA:

1. President – directs the functions of the Chapter, speaks on behalf of the Chapter, and serves as a member of the MWA Board.
2. Vice President – Assists the President to the extent requested by the president, and preside in lieu of the President in the event of his or her absence or unavailability.



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3. Treasurer – handles Chapter finances, including budgeting and budget requests, and submits quarterly reports to MWA's Treasurer.

4. Secretary – records Chapter activities, membership and attendance, and submits quarterly reports to MWA's Secretary.

Officer terms are for one year.

In its discretion, and if approved by the Board, a Chapter may adopt rules and procedures for online elections, in lieu of the procedures for in-person voting outlined in this paragraph.

Chapter Bylaws and Rules:

Chapters may adopt their own Bylaws and rules, which must be approved by the Board, and must not conflict with the purposes and objectives of MWA, its Bylaws, or any rules adopted by the Board. Chapters shall otherwise follow any rules or instructions promulgated by the Board.

Budget:

Chapters must submit a budget request to the Treasurer at least 30 days before the start of the fiscal year. The chapter will be granted a budgeted amount annually, depending upon the size and needs of the Chapter and the resources available.

Rescission:

A Chapter's Charter may be rescinded at any time, should the Chapter no longer serve the purposes and objectives of MWA, or should it suffer a critical loss of attendance, violate MWA's Bylaws, or otherwise fail to comply with the direction of the Board.

Chapter Membership and Dues:

Chapters may not charge additional dues, fees, or have "members," as such, but may conduct fund-raisers for Chapter projects. MWA Members are not assigned to, nor are they required to affiliate with, any Chapter. Chapters shall admit to its programs members of MWA who wishes to participate.