

OK-RWA POLICY & PROCEDURES MANUAL

I. OKRWA Mission Statement: Our purpose is to promote excellence in romance fiction; to support and encourage our unpublished members in their efforts to become published; and, to support, encourage, and promote the works and careers of our members published in romance fiction.

II. General Information:

A. **Post Office Box**: OKRWA does not maintain a post office box on a permanent basis. However, if requested by the current NRCA or FAB chairperson and approved by the board, a post office box may be rented on a temporary basis and expensed to the appropriate contest's account.

B. **Letterhead**: OKRWA has an official letterhead available for chapter correspondence, an example of which is included in the appendix of this PPM. The letterhead standard is available to OKRWA officers through the executive board e-group list serve. No individual use of the letterhead is permitted without specific, written approval from the executive board. (Appendix 2)

C. **List Serve/Web Site Locations**:

1. OKRWA@yahoogroups.com for OKRWA members only
2. OKRWAcontest_alert@yahoogroups.com for contest and workshop Announcements
3. <year>OKRWABoard@yahoogroups.com for the current executive board, immediate past president, webmistress, NRCA chairperson, FAB chairperson, and newsletter editor.
4. <year>-NRCA-TEAM@yahoogroups.com for coordinators of the National Readers' Choice Awards.
5. <year>FinallyABride@yahoogroups.com for coordinators of the Finally a Bride contest.
6. www.okrwa.com, the OKRWA public relations website which is available for booksellers, readers, and librarians, as well as members of OKRWA.
7. www.okrwa.com/Corral/index.htm, which contains the monthly online version of our newsletter.

D. **Non-contest Associated Awards**:

1. First place winners of any category of the Rita or Golden Heart will be awarded the amount of their annual OKRWA dues in January of the following calendar year.
2. Roses are awarded to general members for finaling in a contest, finishing a novella or book-length manuscript, and selling a novella or book-length manuscript to a non-vanity, non-subsidy press. Sales to e-publishers are eligible for the rose award.
3. OKRWA pens are awarded for an author's first sale and engraved with the date of THE CALL. Only one pen is awarded per person.

E. **Speaker Fees/Honorariums** OKRWA's standard speaker fees for programs conducted at the monthly meetings is \$100. The host of the annual Christmas party will be paid the regular \$100 honorarium fee only as a monthly program. This fee can be used to meet any expenses associated with the party. With agreement of the board, the program director may negotiate a higher fee if circumstances warrant.

III. Annual Calendar

- A. Monthly Membership Meetings: In general, OKRWA meets on the third (3rd) Saturday of every month, the location of which is posted in our monthly newsletter. Two meetings per year are set off site. They include the annual retreat, held in September, and the Christmas party, held in December.
- B. In the event a meeting must be cancelled due to an emergency situation, the cancellation shall be posted to the OKRWA e-mail loop and on the website, www.okrwa.com, by 8:00 PM on the Friday before the third Saturday of each month.
- C. The site of meetings is determined by the executive board.

IV. Record Retention Policy

- A. **Financial records of OKRWA** are kept for a period of at least five (5) years, along with any and all audit reports, reimbursement receipts and the like. Official records of any meetings, including attendance, speaker and business minutes, as well as anything else designated by the board as being of value to the chapter are to be kept for the entire year with the respective executive board member/chairperson responsible, and then given to the chapter historian for installment in our permanent records.
- B. **Newsletters**: At least two (2) copies of each issue of the newsletter will be kept by the chapter historian, each year being culled by the newsletter editor and given to the historian at year end. Newsletter files may also be kept on diskette, but a hard copy should always be available.
- C. **Historical Records**: Photographs (of speakers, members at conference, authors getting roses, guests, et cetera), cards, letters, special activities brochures/flyers, lists of

members, lists of past presidents, and the like shall be included in the official historical record files kept by the historian.

D. **Bylaws**: In addition to the most current approved OKRWA bylaws, past versions and working versions shall be kept by the secretary and the historian as part of the permanent record.

E. **Membership Records**: Each current OKRWA member's RWA number shall be maintained in the Treasurer's files. Past members who have habitually not paid RWA dues shall be flagged in the records so the Treasurer can withhold OKRWA membership until proof of RWA membership is confirmed.

V. Committees:

A. **Appeals Committee**: As per the OKRWA bylaws, the Appeals Committee shall:

1. Serve to consider appeals of board decisions regarding (A) expulsion from membership, or (B) removal from office of a board member by an action of the Board. The Appeals Committee is not authorized to consider appeals on any other matters.
2. The president shall appoint an Appeals Committee, which shall be chaired by a member of the board, other than the president, and shall be composed of four general members besides the board member, chosen by drawing from among the entire chapter. Drawings shall be held by the president at the first membership meeting of the Calendar year. Should a general member whose name is chosen refuse to serve, an alternate shall be selected.
3. In the event that any member of the committee (including the chairperson) has a conflict of interest with regard to an appeal, that member shall not participate in the deliberations, and an interim drawing shall be held to fill the temporary vacancy. The executive board (excluding the board member chairing the Appeals Committee) shall have final say if the question of conflict of interest is under dispute.
4. In all matters brought before the committee, the decision of the majority of the committee with all five members voting shall become the committee's recommendations for action, and shall be presented to the board for a vote. The decision of a two-thirds (2/3) vote of the board with a quorum being present shall be final.
5. The deliberations of the committee shall be kept confidential, but all recommendations of the Appeals Committee shall be a matter of public record and available to the membership, unless the party who brought the appeal sends a written request for confidentiality to the Appeals Committee within ten (10) days after receiving notice of the board's final decision.

B. **Audit Committee**: The purpose of the Audit Committee is to have independent verification of the actions of the Treasurer. The Treasurer must provide balance sheets and register reports, and receipts for each month requested.

1. Procedure – Auditors will test two non-consecutive months for accuracy by thoroughly examining the data, i.e., adding the deposits to verify the total revenue reported on the register report, checking receipts or Expense/ Reimbursement Reports to justify checks, adding the checks to verify the total expenses reported on the register report, and ensuring the ending bank balance in the checkbook (or software program) concurs with the ending figure on the balance sheet. The committee may test any other area deemed necessary and appropriate. What the committee is looking for is accurate, balanced monthly bank records with all expenditures accounted for. This procedure will be repeated for each OKRWA account.
2. Assistance - The treasurer will be available by phone or email during performance of the audit. The Audit Committee chairperson may call or email to satisfy any discrepancies or ask questions. If possible discrepancies are found, the chairperson may also call the president and can state any problems in the audit letter. If the treasurer's habits are inconsistent or messy, the Audit Committee shall make suggestions for improvements.
3. Audit Letter/ Report - When the Committee completes its work, the Chairman shall write an Audit Letter verifying the audit was conducted, pointing out any problems and making any suggestions for changes the committee deems necessary. The Audit Letter is to be sent to the current treasurer and the president. The president will then report its receipt to the executive board and membership.
4. Updating the Job Description - If requested by the president, the current Audit Committee chairperson will update this job description.

C. **Finally A Bride Committee**: The Committee Chair, appointed by the executive board during the transition month of December, shall select committee members as she deems necessary to fulfill the needs of the contest coordination.

1. Such committee handles all correspondence, advertisement and prize selections within the budget provided by the executive board.
2. The committee selects all reading panel judges and editors. They shall also compile and record all entries and fees and are responsible for the interpretation and determination of the rules of the contest.
3. FAB profit is to be accounted for separately from regular OKRWA funds. It is to be used to offset any/all expenses associated with special projects, as designated by the FAB committee and presented for final approval to the executive board with a draft of estimated expenses, such as the hiring of a nationally known speaker and/or speakers(s) to educate the current membership.

4. The FAB committee coordinates the date of special programs with the Program Director. The FAB committee has sole responsibility for the planning and presentation of the program and will coordinate with the Executive Board for final approval.
5. The FAB committee cannot exceed more than two programs annually.
6. The FAB committee is not obligated to provide a program during any given year. However, program money cannot be maintained in the checking account beyond two years without executive board approval.
7. In the event of long range planning for nationally known speakers the allocated monies will be moved from the FAB checking account to savings and may not be used for another program.
8. The fiscal year for the FAB program shall be the annual period that begins on July 1 and ends on June 30.
9. The FAB Chairperson shall present the Treasurer with a complete list of entrants and expenses at the end of the fiscal year.

D. National Readers' Choice Awards Committee: The NRCA Chairperson, appointed by the executive board during the transition month of December, shall select committee members as she deems necessary to fulfill the needs of the contest coordination.

1. Such committee shall handle all correspondence, advertisement, prize selection and awards ceremony details as provided for in the budget determined by the executive board.
2. The committee also selects all reader judges, compiles records of their judge score sheets, records all entries and fees, and is responsible for the interpretation and determination of the rules of the NRCA contest.
3. Under no circumstances may the chairperson or any member of the committee engage in use of the list of reader judges or entrants for any intent other than the NRCA contest.
4. NRCA profit is to be accounted for separately from the regular OKRWA funds and is to be used to offset any/all future expenses associated with the following year's contest, as well as to fund OKRWA's annual budget.
5. The fiscal year for the NRCA contest shall be the annual period that begins on October 1 and ends on September 30.

6. A list of all finalists shall be posted to the NRCA coordinators loop for verification after all notification calls have been made but before being posted to the website.

7. The NRCA Chairperson shall present the Treasurer with a complete list of entrants and expenses at the end of the fiscal year.

E. **Programs Committee**: Assists the program director in selecting speakers, introducing speakers at monthly meetings, placing appropriate news/recap items in the newsletter, and other duties as determined by the program director. Membership is on a volunteer basis.

F. **Publicity Committee**: Assists the publicity director in maintaining and displaying the publicity board, writing and distributing announcements on the Oklahoma Most Wanted Writers e-loop, compiling and distributing release lists, and other duties as determined by the publicity director. Membership is on a volunteer basis.

G. **Newsletter Committee**: Assists the newsletter editor in compiling articles and other materials for the OK Corral, distribution of the newsletter, and other duties as determined by the newsletter editor. Membership is on a volunteer basis.

H. **ADDITION: Term Limits**: Any appointed position cannot exceed three consecutive years. Past committee chairs are eligible to serve again after a one year sabbatical^[ds1].

VI. Job Descriptions:

A. **Historian**: OKRWA views the Historian as the sole keeper of all printed articles (newspapers, magazines, brochures, etc.), photographs, promotion materials, documents, or anything pertaining to the chapter's past, present or future. Appointed by the president in December, and renewed annually at the discretion of subsequent presidents, this person stores said items in a safe place for the future benefit and enjoyment of all members.

B. **Newsletter Editor**: The newsletter editor is appointed by the president each December and is responsible for the format and content of the official OKRWA newsletter, the OK Corral, under the direction of the executive board.

1. The judging sheet for the RWA Newsletter Contest should be consulted for ideas on newsletter content.

2. A style book is also available from the historian or previous editor. This book gives tips and tricks for layout and design as well as additional guidance.

3. The newsletter editor obtains most articles from OKRWA members, but can avail herself of any source as long as proper permissions are obtained.
<http://groups.yahoo.com/group/EditorLink/> (active at the time of this printing) is also a valuable resource.

4. Style shall be dictated by the board only as far as accepted newsletter format, appropriateness, good taste, and OKRWA's professional image are concerned. At the board's discretion, the editor may be required to submit any newsletter for board approval prior to publication.
5. The OK Corral should be released electronically and by traditional mail, as applicable, no later than seven days prior to that month's meeting. Deadlines for article submissions shall be the first day of each month.
6. Members shall have the choice of printed-paper copy, e-mail, or web page access to the newsletter.
7. The editor and webmistress will coordinate the uploading of the newsletter to the web site each month, keeping in mind this version will be accessible to all people visiting the OKRWA web site (not just members). The web version and the hard copy version do not have to be identical in layout, and the editor should get permission before uploading any member's personal information to the web site.
8. Announcements from non-OKRWA members will be subject to space availability and the discretion of the editor and/or executive board. Under no circumstances is OKRWA required or obligated to publicize any nonmember's announcements.

C. Nominations Chair:

1. The out-going president of OKRWA shall appoint a nominations chair from the current board or the general membership. The member must be a member in good standing for a minimum of two years. The nominations chair may, at her discretion, recruit up to three committee members.
2. The nominations chair shall, no later than the close of the regular September meeting, recommend and solicit names for the slate of the next year's officers, securing consent from each individual nominated. She shall then present this slate at the October meeting at which time nominations can be made from the floor, providing the nominee consents to serve if elected. The final slate shall then be forwarded to the editor by the deadline for publication in the November newsletter.
3. At the November meeting, nominations can be made from the floor, providing the nominee consents. Voting shall be conducted by voice or a show of hands if there is only one candidate per office, otherwise by written ballot of general members present, a plurality being enough to elect the officers. After tallying the votes, said coordinator will report the names of the newly elected officers to the membership during the November meeting, send the same information to the OKRWA newsletter editor for publication in the December issue, and post the election results on the OKRWA e-loop.
4. In the event of a contested election or multiple officer applications, the coordinator shall safeguard all ballots and tally sheets until such time as the deadline for

filing protests has passed, then destroy said ballots and sheets. The coordinator shall keep and instruct any other members privy to such information to keep election counts confidential.

D. **President**: In addition to those duties mandated by the OKRWA Bylaws, the following official duties fall to the President or her designee.

1. Preside over the monthly business meetings.
2. Send in Change of Officers and other chapter papers to RWA and coordinate with the treasurer to ensure chapter dues are paid on time.
3. If there are members of OKRWA who have not joined RWA or have let their membership lapse, the President shall take steps as outlined under section VIII, Suspension/Expulsion of Membership.
4. Will call to order no fewer than three Executive Board meetings/year, including the joint meeting held with new incoming officers in December. Outside these three meetings, other meetings can be conducted by phone, electronically, or by mail when necessary.
5. Attend the RWA National Conference, as OKRWA's representative at the Chapter President's retreat, and at the Annual General Business meeting. Carry member proxies if requested. If the president cannot attend the conference, she should select an alternate to represent the chapter.
6. Additional Guidelines and Unofficial Duties:
 - a) The president will provide members with a 'state of the union' address of OKRWA's status no later than the February meeting of the year she takes office.
 - b) The president provides vision and generally manages the affairs of the chapter. The president should help officers and chairmen understand their jobs so they can perform efficiently without unnecessary interference. To that end, the president should be educated about each officer's and chairman's duties. The president should also keep the president-elect and program director apprised of chapter business. Officer and chairman reports at both member and board meetings will help foster understanding and cooperation among members as they coordinate their efforts.
 - c) In delegating responsibilities, the president may choose to ask an individual who submits a new idea to assume responsibility for the task. She may request a board member whose duties correspond with the task to assume responsibility, or may want to delegate the task to a neutral person. The president may ask for a work plan, and should ask for periodic reports as well as be available to answer questions.

- d) If a task is not being done, the president will work with the individual to redefine and discuss the task. At the president's discretion and with ratification by the board, the task may be reassigned to another knowledgeable member or committee.
- e) The president must keep updated on all activities pertaining to chapter business and must ensure that board members are also apprised of ongoing activities from other officers or chairmen. Dissemination of information may be by phone, surface mail, e-mail, fax or other suitable means.
- f) Neither the president nor the board may act independently of the other. Decisions are made as a result of investigation, discussion and consequent vote by the whole board or a quorum thereof. The president should, however, provide guidance to the board, and may provide "rulings" on issues so long as she bases her actions on the bylaws, accepted corporate practices, written chapter policies, procedures and/ or input from RWA advisors if necessary. She is free to seek guidance from RWA or other sources before an issue actually arises in a meeting.

E. **President- Elect**: As per the OKRWA bylaws, the president-elect shall:

1. Preside over all meetings of the executive board and meetings of the general membership in the absence of the president.
2. Assume the duties of the president in the event of the president's resignation or temporary inability to perform;
3. Serve as ex-officio member on all committees, without vote.
4. Serve as member liaison to the executive board.
5. Fulfill any other obligations designated by the executive board.
6. In addition, she shall:
 - a) Act as OKRWA greeter at general meetings. Also, send a welcoming e-card or snail mail card or make some other personal contact with any new members and make sure that they receive a new member packet. Send a greeting, electronic or otherwise, to attending guests.
 - b) Administer OKRWA's recognition program, which can include an e-mail greeting card if recipient is unable to attend a meeting for regular recognition.

- c) Maintain and distribute new member packets, which should include a laminated name tag to be worn at all general meetings.
- d) Coordinate sending sympathy or congratulatory cards to members e.g., deaths in the family, births, marriages.
- e) Serve as published author liaison and arrange to contact published authors individually or as a group at least twice per year. This can be accomplished by an electronic chat, e-mail, phone call or whatever works best for all involved.
- f) Contact absentees periodically to check how they're doing and catch them up on chapter news, etc.
- g) Serve as an unbiased liaison between any member and the group, when requested, with a view toward an amicable resolution if possible. Maintain correspondence of phone, written, or e-mail inquiries regarding member concerns and the disposition of issues.
- h) Keep the president informed of all activities.
- i) Maintain her receipts and expense reports to turn into the treasurer for reimbursement and keep the treasurer informed of upcoming financial needs.
- j) Attend and participate in all board meetings.
- k) Contribute to president-elect job description and policies and procedures to aid future volunteers.
- l) Turn over all materials to successor and be prepared to offer insight into the duties of this position.

F. **Program Director**: As per the OKRWA bylaws, the program director shall:

1. Preside over all meetings of the executive board and meetings of the general membership in the absence of the president and the president-elect.
2. Be responsible for programs at all regular meetings.
3. Serve as chairperson of any workshop, seminar, or conference committee that may be established excluding Finally A Bride Committee programs unless the program director is serving concurrently as the FAB Committee director.
4. Publicize OKRWA meetings.
5. Fulfill other obligations designated by the executive board.

6. In addition, she shall:

- a) Chair the Program Committee, which schedules programs for each OKRWA general meeting, and assign program duties for specific months to each committee member.
- b) Publish calendar for upcoming year in January OK-Corral.
- c) Arrange for and attend to the needs of speakers for all general meetings. This includes arriving early to verify and/or correct set-up of meeting room and to properly greet speaker.
- d) Introduce the speaker to members and guests before presentation, or designate the delegated program committee member to do so.
- e) Provide a monthly recap of each presenter, or delegate such to a member of her committee.
- f) Ensure that financial matters are reconciled with regard to speaker's fees. This may be delegated to program committee member.
- g) Send thank-you message to speaker or ensure that such is written by a program committee member.
- h) Arrange for special non-OKRWA meeting day events, as may be deemed desirable. May be delegated to program committee member.
- i) Provide the newsletter editor with written preview of upcoming program and sneak peek of future programs by deadline set by the editor. May be delegated to program committee member.
- j) Post upcoming program preview and sneak peeks on OKRWA Loop and publicize meetings and/or speakers in local newspapers (Daily Oklahoman, Moore American, South OKC Leader, Norman Transcript, Bethany Tribune, and Edmond Sun).
- k) Work within specified budget and, if necessary, take request for additional allowances to the Executive Board for a vote. Offer input as to future program director budget at the appropriate time.
- l) Keep president informed of all activities. Maintain receipts and expense reports to turn into treasurer for reimbursement and keep treasurer informed of upcoming financial needs.
- m) Attend and participate in all board meetings.

- n) Contribute to program director job description and policies and procedures to aid future volunteers.
- o) Turn over all materials to successor and be prepared to offer insight into the duties of this position.

G. **Publicity Director**: As per the OKRWA bylaws, the publicity director shall:

1. Publicize any events appropriate for publicizing, including but not limited to autograph parties, workshops, seminars, contests, conferences, special guest speakers, and in-state members' published romance novels;
2. Preside over any meeting of the chapter or executive board in the absence of the president, president-elect, and program director.
3. Serve as chairperson of the publicity committee, delegating assignments as needed.
4. Fulfill any other obligations designated by the executive board.
5. In addition, she shall:
 - a) Compile, produce and distribute a list of upcoming releases
 - b) Keep publicity boards and displays current, taking care that materials supplied are secured with all due diligence, and set up displays as appropriate to promote OKRWA's published authors.
 - c) Act as publicity contact, using her name, email address and phone number for communication with newspapers, magazines, libraries, booksellers, etc., to the extent of publicizing OKRWA authors. She shall also act as the general member's contact for reporting first sales, new releases, book signings, contest wins, etc. In addition, she shall act as contact for national RWA sponsored or assisted publicity events in Oklahoma, such as the Mid-South Booksellers Tradeshow. She is to keep the web-mistress and newsletter editor abreast of appropriate publicity related events involving OKRWA members.
 - d) Purchase and distribute "Oklahoma Author" stickers as needed as well as the "Oklahoma Romance Writers" Shelf Talkers. May be delegated to publicity committee member.
 - e) Compile and maintain a mailing list of Oklahoma and surrounding area booksellers, libraries, readers and other interested parties for publicity mailings. This should be made available to members upon request. May be delegated to publicity committee member.

f) Publicize book signings involving OKRWA authors through the OKRWA website and newsletter and encourage other members to attend. She shall provide stickers, shelf-talkers, OKRWA information sheets, and table banner upon request. May be delegated to publicity committee member.

g) Internet database: She is to compile and keep current a list of websites that do author interviews, reviews, publicity, craft information. This is to be available to members upon request. May be delegated to publicity committee member.

h) She is to store and bring the official OKRWA banner to appropriate events or provide such, should she be unable to attend personally.

i) Moderate and operate the Oklahoma Most Wanted Romance Authors e-mail announcement loop. May be delegated to publicity committee member.

H. **Secretary**: As per the OKRWA bylaws, the secretary shall:

1. Record, report, and preserve minutes of all regular, executive board, and special meetings. This would include a summary of any electronic meetings held over the Internet;
2. Provide, by the current month's newsletter deadline, a copy of all minutes to the newsletter editor for publication;
3. Provide the executive board with current bylaws any time these bylaws are amended;
4. Preside over any meetings in the absence of the president, president-elect, programs director and publicity director.
5. In the absence of the secretary at any meeting of the executive board or the membership, the president shall appoint a temporary secretary from among the remaining members of the executive board.
6. Notify, in writing (either postal mail or electronic mail) members whose dues have lapsed after receipt of the treasurer's report at the first of March each year. Members are given 30 days to bring dues current before action is taken. The secretary will notify list moderators and the newsletter editor to remove members who fail to bring their membership current within 30 days of notification.
7. Fulfill any other obligations designated by the executive board.
8. In addition, she shall:

- a) Handle official business correspondence when necessary;
- b) Maintain hard copy of business correspondence which shall be turned over to the Historian at the end of her term.

I. **Soon To Be Published Contest Coordinator**: The STBP contest coordinator, appointed by the Executive Board during the month of October is traditionally the most recently published member. The outgoing chair will coordinate with the newly appointed Chair to ensure a smooth transition no later than October 31st, to include budgeting suggestions based upon the last year of expenses. Newly appointed Chair will solicit entries IAW STBP guidelines via e-mail, announcement at the November General Meeting and website updates. The Chair also selects appropriate judges (at least three) from the published members of OKRWA. She provides a timeline for entry and judging of said contest, allowing anonymity for the reader judges from within our chapter, then collects the score sheets and announces the winner from the results.

J. **Tape Librarian**: The OKRWA tape librarian shall post a list of available tapes on the OKRWA website. Members may contact her through whatever method she prefers to borrow a tape or tapes. The librarian may either bring the tape(s) to the meeting or make other arrangements as suits her and the borrower. She shall check out and process returns of all tapes, culling out those that are broken or obsolete. She shall also coordinate with the President on the purchase of new tapes at each national conference to augment the current selection, as well as accept donations from members or speakers (with permission) as long as said tapes are originals and not duplicates. Only OKRWA members are eligible to check out tapes, and the entire process is based upon the honor system.

K. **Treasurer**: As per the OKRWA bylaws, the treasurer shall:

1. Serve as official custodian of OKRWA funds, receive and deposit all incoming funds, and pay all bills approved by the executive board or general membership or otherwise authorized by the bylaws;
2. Provide, with executive board approval, for an alternate signature on checks, to be used should the treasurer be unable or unavailable to sign checks;
3. Submit monthly financial reports at chapter meetings;
4. Prepare and submit, after executive board approval, financial reports required by RWA prior to the 1 May RWA National deadline;
5. File, with executive board approval, any necessary state or federal tax returns; Treasurer needs a copy of Articles of Incorporation for IRS and OK.
6. Provide the secretary and Newsletter editor with a current membership list whenever necessary; Shall also keep permanent membership records and forward same to RWA's Regional Representative and the RWA Houston Office when required by RWA prior to the 1 May RWA National deadline.

7. Shall provide the membership with a current membership roster by private e-mail or by uploading into OKRWA's yahoo groups files section in September of each year.
8. Provide the secretary and president with a list of all members who are not current with their dues (either OKRWA or RWA national) by March 1 of each year.
9. Upon receiving dues from a new member, the treasurer shall notify the President-Elect so that a new member packet can be assembled, the newsletter editor to include the member in her distribution list, and notify the moderator of the OKRWA e-mail loop for introduction of the new member to the e-mail loop.
10. Serve as chairperson of a budget committee, when such committee is deemed necessary;
11. Shall, near the end of her term, provide the incoming treasurer with all information necessary for the preparation of next year's budget;
12. Preside over any meetings in the absence of the president, president-elect, programs director, publicity director and secretary.
13. Fulfill any other obligations designated by the executive board.
14. The treasurer should be a member in good standing of OKRWA for at least two years before serving as treasurer.
15. Additional pertinent information:
 - a) Currently, OKRWA maintains three checking accounts with Bank One. Upon election of a new treasurer, the outgoing treasurer shall write a letter to Bank One informing of the new signatures, obtaining the proper documents, and facilitating the new signature cards with the bank. The president and treasurer shall both be on the signature card, however, only one signature is required to access the funds.
 - b) The treasurer shall make all deposits and disburse all funds for the chapter. The treasurer shall balance the bank statement and present the current bank balance to the membership as the treasurer's report at the monthly meetings; she shall also assist the audit committee with their annual audit of said accounts.
 - c) The treasurer shall supervise the collection of all OKRWA dues, as well as any other incoming contest funds. This includes renewal dues due in January, and any new dues as a prospective member joins. Write paid, amount, check #, and date on the renewal or new application. Write renewal or new on the check and deposit the check, and properly record the

revenue on the books. This also includes NRCA entry fees as well as those fees collected for other chapter-approved contests.

d) The treasurer shall endorse the back of all checks with the appropriate OKRWA stamp, list the checks on a deposit slip, count all the cash and write it on same. Prepare a deposit allocation report or use computer software such as Quicken or Money to track all incoming and outgoing funds. She will also have the responsibility of making timely deposits of any received funds.

e) The treasurer shall file all receipts and Expense/Reimbursement Forms with the bank statements.

L. **Webmistress**: This position is appointed at the discretion of the current chapter president. The webmistress shall design and maintain the OKRWA website, including posting any new programs/contests/author information, and/or book releases/signings on a regular basis.

VII. Contests:

A. **Soon to be Published**: The STBP contest was established to offer an opportunity for ‘almost published’ writers within OKRWA to attend the national RWA conference and promote their work while also promoting the internal workings of OKRWA.

1. Eligibility – participation is open to any member of OKRWA who is not yet published in novella or book-length romantic fiction and those who have not been published within the past five (5) years. For the purposes of OKRWA, members published electronically in novella or book-length romantic fiction are considered published authors and are not eligible to enter this contest. Non-members of OKRWA are not eligible for entry in this contest.

2. The Winner: The first place winner of the STBP contest is awarded a check in the amount budgeted by the executive board to cover the conference fee for the current year’s national RWA conference. Should said winner be unable to attend the current year’s conference, she may ‘hold’ her allotment for the year immediately following the contest.

3. Forfeiture of Prize: If the winner of the STBP contest is unable to attend the national conference either year (whether due to personal or financial reasons), she immediately forfeits her right to the award and the allotted funds are returned to the general OKRWA account. Under no circumstances is a winner allowed to gift or otherwise transfer her winnings to another OKRWA member. In the past, certain winners were allowed to receive a portion of their winnings to cover the cost of purchasing tapes from the conference when they were not able to attend the conference either year. This option defeats the spirit and intent of the contest and is no longer being allowed.

B. **National Reader's Choice Awards** – See NRCA Committee

C. **Finally a Bride** – See FAB Committee

VIII. Recall and Removal:

A. Executive Board Members: Recall and Removal of Executive Board Members (also referred to as “Officers”) is covered in the OKRWA Bylaws, Article IV, Section 5.

B. Recall and Removal of Elected or Appointed Officers, Chairmen or Coordinators is covered in OKRWA Bylaws Article V, Section 4.

IX. Awards and Honorary Memberships:

A. Honorary Membership as defined in Article III, Section 1.3 of our By-Laws is offered at the discretion of the Executive Board. Honorary Members shall have neither voting rights nor the right to hold office in OK-RWA unless they concurrently hold a General membership.

B. In addition, all said Honorary members must be a current member of RWA to participate in such an award. The officers/ directors, chairmen/ coordinators of any given year may nominate someone for Honorary Membership at any time, but only a limited number of Honorary Memberships should be bestowed within a calendar year. Executive Board members are encouraged to consider this honor with discretion.

C. Any presentation shall be made at a regularly scheduled meeting of the chapter. The President or designee shall make the presentation, which shall consist of a certificate of appreciation.

X. Finances:

A. Income is derived from a variety of sources including the net profits from the NRCA Contest, the FAB Contest, and member dues.

B. Reimbursements for expenses incurred in the normal day to day operation of OKRWA and its contests must adhere to the following procedures:

1. All expense reimbursement requests must be accompanied by an Expense/Reimbursement Report. The expense report may be used as a check request, if requesting funds for a future expense. The treasurer must have written backup to disperse funds.

2. Expense reimbursement requests must be made within 60 days of the date the expense was incurred or the request may be denied.

3. All reimbursed expenses must have a receipt. Any requests for reimbursement greater than \$5.00 without a receipt must have the concurrence of the president before they can be reimbursed by the treasurer.
4. Guest speakers' meals and tips only will be reimbursed. Non-meal alcoholic beverages and member's meals and tips will NOT be reimbursed. All other expenses must be pre-approved by the board.

XI. List Serve Procedures:

- A. OKRWA loop posts must uphold all copyright laws.
- B. Those posting notices from other lists must have permission to share them. Should it be necessary, the list owner or designee will privately contact a member to resolve posting problems.
- C. Statement of Policy: Members of OKRWA loop are advised to restrict their posts to OKRWA and writing news such as book sales, contest finals and wins; births, marriages and deaths in OKRWA members' families; OKRWA meeting announcements; announcements of contests and conferences (with permission); information about special OKRWA projects, or about RWA business of general interest. Loop members are encouraged to send congratulations by private e-mail rather than on the loop. The list owner reserves the right to monitor the OKRWA list, including preventing posts by any member if necessary.
 1. RWA National and chapter news - Material of general member interest regarding RWA business, chapter contests and conferences, contests and conferences of non-RWA writers groups who include romance as a part of their interest, and other such topics may be announced on the OKRWA loop at the discretion of the president or the party wishing to post.
 2. Industry News - Industry news such as new lines opening, publishers (e- or print) sponsoring contests and the like are appropriate. However, material simply promoting a publisher is not to be posted to the listserves.
 3. Attachments - Attachments shall not be sent to the listserves.

XII. Memorial Donations:

- A. The executive board may choose to make memorial donations in cases of
 1. A member's death;
 2. Death of a member's spouse/mate, child or parent or other significant relative;
 3. Death of a past president's spouse/mate, parent or child.

B. The amount of memorial donations shall be twenty-five dollars (\$25.00). The president-elect or designee is encouraged to provide a sympathy card at the next meeting for all members to sign if they wish, and that card will be sent to the member or member's family.

C. Deaths of those in sister chapters, on the RWA Board or those in the industry, such as editors, agent, reviewers and the families thereof can be acknowledged with a sympathy card signed by all members who wish to do so. The president-elect or designee is encouraged to provide this card, and to then send it to the bereaved family. No monetary memorial donation will be made.

XIII. OKRWA RELEASE FORM

A. This release form is for use regarding only the specified event on the date noted.

XIV. **Event:** OKRWA Romance Authors Chapter Meeting

XV. **Date:**

XVI. **Speaker:**

XVII. **Presentation:**

A. I hereby give and grant to OKRWA the following rights regarding my appearance on the above specified date:

XVIII. (Speakers, please check or initial those rights you are granting and where other choices are listed.)

XIX. _____ 1. I grant the right to record my voice and other sound effects made by me during the presentation of my program, workshop, or panel for the Chapter meeting. Such a tape will not be reproduced, but the original will be placed in the Chapter's Tape Library for members only to check out.

XX. _____ 2. I grant the right to run a recap of my program, workshop or panel in the "OK CORRAL" (newsletter) in all of its versions. I understand that a copy of the newsletter containing the recap of my presentation will be mailed to me.

A. ___ print (goes to members, some other chapters, a few bookstores and RWA office)

B. ___ e-mail (goes to members only)

C. ___ web page (accessible to anyone)

D. ___ * I prefer to write my own recap, or submit an article I already have prepared which covers
1. the topic of my program or workshop. Such an article will be run with my byline *

XXI. _____ 3. I grant permission to OKRWA to photograph me before, during or after my program, workshop or panel for inclusion in the Chapter's Historian photo album.

XXII. Print Name: _____

XXIII. Address: _____

XXIV. Signature: _____

XXV. Date Signed: _____

OK-RWA



OKLAHOMA ROMANCE WRITERS OF
AMERICA

