

POETRY SOCIETY OF INDIANA, INC.
formerly known as
INDIANA STATE FEDERATION OF POETRY CLUBS, INC.
an affiliate of
NATIONAL FEDERATION OF STATE POETRY SOCIETIES (NFSPS)



PREAMBLE, CONSTITUTION, & BY-LAWS
REVISED MARCH 2023

PREAMBLE, CONSTITUTION, AND BY-LAWS
OF
POETRY SOCIETY OF INDIANA.

POETRY SOCIETY OF INDIANA – PREAMBLE

The mission of this non-profit organization is educational and literary; to, without prejudice or discrimination, unite and support Indiana poets, promote poetry writing, and encourage diverse poetic voices in Indiana through a variety of educational and artistic events and opportunities.

POETRY SOCIETY OF INDIANA – CONSTITUTION

ARTICLE I – NAME

The name of this organization shall be “Poetry Society of Indiana, Inc.”, abbreviated as either "Poetry Society of Indiana" or the acronym “PSI”. The full name or its acronym shall be used in all publicity materials and correspondence.

ARTICLE II – PURPOSE

1. The purpose of PSI is educational and literary; to, without prejudice or discrimination, support and unite Indiana poets, promote poetry writing, and encourage diverse poetic voices in Indiana through a variety of educational and artistic events and opportunities.
2. PSI is a membership organization made up of individual members who pay annual dues and act as volunteers in service to the organization, including but not limited to serving on the PSI Board (Board), serving as Committee leaders, and serving as Committee members. Membership is open to anyone, regardless of age, creed, race, color, sex, sexual orientation, gender identity, socioeconomic status, disability, national origin, or status as a veteran (this list is not exhaustive).
3. Board officers (Board) will not promote, encourage, or support any one religion or culture over another. PSI is committed to inclusion, diversity, equity, and access (IDEA) and condemns intolerance, racism, prejudice, discrimination of any kind against any person, persons, or groups of people. Board officers will not promote, encourage, or support intolerance, racism, prejudice, discrimination of any kind against any person, persons, or groups of people. PSI recognizes and respects all religions, ethnicities, and cultures. Board officers will not promote, encourage, or support any one political viewpoint, religion, ethnicity, or culture over another.

4. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for administrative and/or operational services rendered and to make payments and distributions in furtherance of the purposes set forth in Article I hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
Notwithstanding any other provision of these articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.
5. The purpose of PSI is educational and literary. In the event of the dissolution of this organization, its assets will be distributed for exclusively educational and literary purposes after any debts have been paid. Assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.
6. PSI is an affiliate member of the National Federation of State Poetry Societies (NFSPS).

ARTICLE III – MEMBERSHIP

PSI is a paid membership organization that also accepts public non-member donations and support. PSI offers an open 12-month annual membership enrollment period for individual paid members. Individual Members may be referred to herein as “members” and/or “membership”. Membership in this organization shall be as follows:

- Individual Membership:
 - annual dues required
 - anyone 16 and younger must have parental permission to be a member
- Honorary PSI Members
 - annual dues waived
 - NFSPS dues will be paid by PSI

- The Board reserves the right to revoke the membership of an Individual Member.

ARTICLE IV – SUPPORT & REVENUE

1. PSI accepts donations & support from non-members, including but not limited to:
 - individuals (no annual dues required; donations accepted)
 - for-profit businesses & corporations (no annual dues required; donations accepted)
 - non-profit organizations (no annual dues required; donations accepted)
2. PSI may sell merchandise to support organizational revenue.

ARTICLE V – GOVERNMENT

The organization shall be governed by an Executive Committee known hereafter as the PSI Board (Board) consisting of elected and appointed officers of PSI. Elected officers must be voted on by the membership in accordance with Article V and VI of this Constitution. The jurisdiction of the Board shall be the state of Indiana.

1. Elected officers shall be, at a minimum, a President, Secretary, and Treasurer.
2. Additional elected &/or appointed officers may include, but not be limited to, First Vice President, Second Vice President, Membership, Development, and At-Large.
3. Elected and appointed officers agree to serve for two years.
4. Board elected officers' elections shall take place annually in December. Elected officers shall take office no later than 01 January of the new year after election. To avoid all of the officers being new to the work of PSI at one time, the offices of President, First Vice President, and Second Vice President shall be filled on even years with election occurring in December of the prior odd year, and the offices of Secretary, and Treasurer shall be filled on odd years with election occurring in December of the prior even year.
5. Appointed officers may be appointed at any time at the discretion of the President, and shall take office upon appointment.
6. Succession of offices, due to office holder resignation, removal, incapacitation, or death:

- a. Board may appoint a successor to serve in the interim until the next formal election cycle. Example, if the President is incapacitated, the First Vice President may be appointed by the Board to serve out the interim period.
- b. Board may call for volunteers, and 1) appoint a new office holder to any appointed position, or 2) hold a special election for any elected position

ARTICLE VI – VOTING POLICIES AND PROCEDURES

1. The Board shall present matters requiring membership vote to all members at any time, giving members at least two weeks advance notice of voting deadline, by any of the following means: at in-person and/or digital meetings, by email, or by any other means of communication decided upon by the Board.
2. Members may each cast one vote on any matter requiring membership vote by any of the following means: at in-person and/or digital meetings, by email, or by any other means of communication decided upon by the Board.
3. Any matter requiring membership vote will pass by simple majority of responding votes.
4. The Board may designate the Secretary or other member to tally votes on any matter, and said person will provide the Board with results.
5. Members will be informed of the results of any matter requiring membership vote as soon as possible after votes are tallied.

ARTICLE VII – MEETINGS AND EVENTS

1. State conventions and other public and/or members-only meetings and events may be held.
 - Conventions and other public and/or members-only meetings and events may take place at locations and/or online as designated by the Board.
 - Members shall be reminded of conventions and other public and/or members-only meetings and events by notice *via* any of the following means: at in-person and/or digital meetings, by email, or by any other means of communication decided upon by the Board.
 - Special meetings of the Board, or of the membership, may be called at any time by the President, or upon request of three or more individual members.

ARTICLE VIII – BY-LAWS

By-Laws shall be provided below the Preamble and Constitution, and may be amended as needed at any time and shall be ratified in accordance with Constitutional ARTICLE VI – VOTING POLICIES AND PROCEDURES.

ARTICLE IX – HOW TO AMEND THIS CONSTITUTION

The PSI Preamble and Constitution may be amended at any time in accordance with Constitutional ARTICLE VI – VOTING POLICIES AND PROCEDURES.

POETRY SOCIETY OF INDIANA – BY-LAWS

ARTICLE 1 – PSI BOARD

The PSI Board (Board) shall act as the governing body of Poetry Society of Indiana, Inc and consists of officers. It shall consider all business which concerns the welfare of PSI and shall determine the policies of the organization.

ARTICLE II – OFFICERS

1. Elected officers shall be President, Secretary, and Treasurer.
2. Additional elected &/or appointed officers may include, but not be limited to, First Vice President, Second Vice President, Membership, Development, and At-Large.
3. Appointed officers and Committee leaders may be appointed at any time by the President and/or Board.
4. All officers who resign or whose terms expire shall complete their records and submit a report to the President.
 - Elected and appointed officers shall turn over to their successors or the Board all PSI-related records, monies, valuables, property, etc. immediately following an election.
 - appointed committee leaders shall turn over all PSI-related records, monies, valuables, property, etc. to their successors or the Board immediately following new appointments.
5. No officer shall use the confidential official PSI Membership list for personal reasons or give copies to anyone without permission from the Board.
6. The President shall preside at all official meetings and perform the usual executive duties of the office. The President may serve as member *ex-officio* on any standing committees.
7. The Vice Presidents shall preside in the absence of the President, in order of their numerical designation, and assist the President in other ways as he/she may request.
8. The Secretary shall keep minutes of official PSI business meetings.
9. The Treasurer shall be responsible for financial and regulatory matters.

10. With Board approval, any Board officer may ask any member to assist in work done for PSI.

ARTICLE III – MEMBERSHIP

Membership shall be an open 12-month annual period.

1. Individuals may join PSI upon payment of dues and submission of PSI Membership Form.
2. Membership renewals shall be due annually:
 - for new members: renewals are due on the last day of the month in which a member originally joined (example: if you joined in May, your renewal is due by 31 May each year thereafter)
 - for existing members: renewals are due on the last day of the month in which the member last paid a renewal
3. Members are in good standing as long as their dues are paid in the applicable 12-month period.
4. Honorary Membership may be granted by the Board to any member to whom they feel the honor is due. It is a lifetime membership meant to show appreciation for services rendered to PSI. PSI annual membership dues are waived for Honorary Members, and their NFSPS dues shall be paid by PSI. Honorary Members have the same rights and privileges as paid members.
5. One-year memberships may be granted by the Board and paid by PSI.
6. PSI shall maintain a membership file that includes contact details and membership status information, including dates annual dues are paid and owed.

ARTICLE IV – FINANCIAL

1. Members shall pay annual dues as specified by the Board. Membership dues are *per* year, to be paid annually in accordance with Article III of these By-Laws.
2. The President may appoint an auditor for a one-time audit at any time, or if the books pass to a new Treasurer even though less than a full two-year term has been served. The report of the audit shall be made to the Board.

3. No individual member, except Honorary Members, shall be exempt from paying stated annual dues; nor shall wages or salaries be paid to any member.
4. Board officers may solicit donations by whatever means the Board deems appropriate.

ARTICLE V – COMMITTEES

1. Standing and *ad hoc* committee leaders may be appointed by the President and/or the Board.
2. Members in good standing who volunteer for any committee(s) work may continue to serve as long as they wish. The minimum term of all standing committees shall be one year or until committee duties are completed.
3. No member of a committee shall act for the committee he/she is on, except by the majority consent of the committee.
4. If no one can be found to serve as committee leader, the committee itself may either act for PSI or the committee may be temporarily dissolved until a leader is found.

ARTICLE VI – PREMIER POET

The PSI Premier Poet is a position of distinction. The Premier Poet must be a member with a record of service to PSI who is an Indiana resident. The Premier Poet serves for three years.

1. Selection is made every three years by a committee consisting of the President, First Vice President, and the reigning Premier Poet. The selection committee shall consider nominations for a new Premier Poet from both:
 - nominations by members
 - the selection committee's own nominations
2. The committee will notify nominated members *via* any means of any membership communication methods, and may request submission of up to 10 poems written within the last two years, including at least 3 different poetic forms, along with a list of services performed for PSI, such as appointed or elected positions, committees, offices, workshops, contributions, and anything else that benefitted PSI.

3. A submission deadline will be given to the nominated members by notice *via* any means of any membership communication methods.
4. After the deadline, the selection committee will meet, in person or virtually, and discuss each nominee's submission packet and vote using simple majority vote. In the case of a tie, the committee will present the tied contenders to the Board for final vote using simple majority vote.

ARTICLE VII – PARLIAMENTARY AUTHORITY

Practical Parliamentary Law by Rose Marie Cruzan may be the parliamentary authority for this Society when not consistent with the current PSI Preamble, Constitution, and By-Laws.

ARTICLE VIII – HOW TO AMEND THESE BY-LAWS

The PSI Preamble, Constitution, and By-Laws may be amended at any time in accordance with Constitutional ARTICLE VI – VOTING POLICIES AND PROCEDURES.