

Appendix D

Welcome!

*We appreciate your interest in associating with the
Society of Southwestern Authors.*

Formation Of a New Chapter

The **Society of Southwestern Authors** is a non-profit association of writers and other publishing professionals. The organization was founded in 1972 and incorporated in the State of Arizona in 1992.

Enclosed is a copy of the constitution which governs the **Society of Southwestern Authors** and its Chapter organizations. Also enclosed is a copy of the Chapter Bylaws which you will tailor to your specific needs.

Please examine these documents carefully. The Constitution is our primary governing guideline and applies to all chapters. The Chapter Bylaws must be completed according to your own individual needs and preferences.

Procedure

- 1 On this form please provide the names, addresses and telephone numbers of the officers who will form your first Board of Directors,
- 2 Complete the Chapter Bylaws,
- 3 Return this document and the Completed Chapter Bylaws to

**Society of Southwestern Authors
Attention: Executive Council
P.O. Box 30355
Tucson, AZ 85751-0355**

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President

Name _____

Address _____

Phone _____ E-mail _____

Vice President

Name _____

Address _____

Phone _____ E-mail _____

Recording Secretary

Name _____

Address _____

Phone _____ E-mail _____

Treasurer

Name _____

Address _____

Phone _____ E-mail _____

Director at large

Name _____

Address _____

Phone _____ E-mail _____

Director at large

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Director at large

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Included as a separate document is a complete set of **Chapter Bylaws**. Note the highlighted portions. These are options to be completed. Simply delete the sample word which is highlighted and enter the word appropriate for your chapter. For example, there are several places where the name of your organization and the address must be entered, the first on the title page itself as

Name Chapter

After you deleted “Name” and removed the highlight it might appear as

Yukon Chapter

We suggest that you limit the name of your chapter to one or two words. Remember, in various documents the full name will be a combination and may appear, for example, as

The Yukon Chapter of The Society of Southwestern Authors

It’s obvious that a very long title for your organization could become cumbersome.

Additional options will be your address, meeting dates, dues and fees, your fiscal year and others.

Make no changes in non-highlighted areas. If there are questions, contact the Executive Council for guidance.