

# **The Connecticut Welcoming Pagan Network, CWPN, Inc. By – Laws**

Amended March 2024 Revision 19

## **Article I. Name**

The name of this organization is CWPN, Inc. Which shall stand for “The Connecticut Welcoming Pagan Network”, herein referred to as CWPN.

## **Article II. Purpose**

The CWPN is an organization dedicated to meeting the educational and networking needs of the Pagan community in Connecticut. Our goal is to build and maintain a community in which we can all share with and learn from each other. We sponsor discussion groups, celebrations, circles, classes, and various social events.

## **Article III. Membership**

### **Section III.01 Eligibility**

Membership is open to all adult, Pagans and those adults with a serious interest in learning more about our spirituality. Any un-emancipated person under the age of 18 may join with written parental consent. We reserve the right to refuse membership to anyone who we feel may be harmful to our organization or to the Pagan Community or the community at large.

### **Section III.02 Benefits of Membership**

- (i) Subscription to the annual Wiccan Read newsletter.
- (ii) Notice of and invitation to any public/private CWPN events.
- (iii) Discount on all CWPN sponsored events.
- (iv) 10% off all purchases at select locations (if family or coven membership, each card holding member is eligible for a discount).
- (v) A membership card.
- (vi) One free 3 ½” x 2” ad in the Wiccan Read.
- (vii) 10% off all subsequent advertising.
- (viii) Admission to and ability to vote at all CWPN meetings except for closed sessions of the Board of Directors (excluding for Individual Basic Membership).

### **Section III.03**

#### **Membership Types**

- (i) Basic (individual).
- (ii) Deluxe (individual).
- (iii) Family (same residence, one newsletter subscription a family consists of parents and children under the age of 18.)  
Group (spiritual working group of up to 13 people – one subscription).
- (iv) Merchant (one business name, must be a physical store location)
- (v) Each person must fill out his or her own application form. Forms may be obtained by mailing a self addressed, stamped envelope to CWPN, PO Box 985, New Milford CT 06776, within the Wiccan Read newsletter, or at the CWPN website [www.cwpn.org](http://www.cwpn.org). or via email at [membership@cwpn.org](mailto:membership@cwpn.org)
- (vi) \$10.00 discount off membership dues for being a member of the Board of Directors.
- (vii) \$5.00 discount off membership dues for being a member of a sub-committee
- (viii) Those holding a position on the Executive Board for 5 years are entitled to be granted lifetime membership.

#### **Section III.04 Voting Eligibility**

All current adult members in good standing, except for Basic memberships, are entitled to vote at CWPN meetings. A group membership has only one (1) vote for the entire group. Coven, family and store memberships must designate their voting representative in writing at least two weeks prior to a vote. Mail notifications to CWPN, P.O. Box 985 New Milford CT 06776, or e-mail to [President@cwpn.org](mailto:President@cwpn.org). The President shall confirm in-kind receipt of notice. Board members are prohibited from representing covens, families or stores in CWPN votes. Deluxe members may not represent families, covens or stores in CWPN votes.

#### **Section III.05 Annual Election Meeting & Elections**

- (i) Frequencies: Annual elections for the board members will be held on or near at Harvest Gathering. Nominations for the board must be submitted by May 1st, and mailed to the location stated in Article 1, Section 2 and marked "Attn: ELECTIONS" or e-mailed to [President@cwpn.org](mailto:President@cwpn.org). The President shall confirm submissions in kind.
- (ii) Notice: A notice will be sent out by April 1st for nominations. A notice will be sent out by May 15th with a list of people who were nominated.
- (iii) Special Meeting: A special meeting may be called by the President. If the President is on a leave of absence, then the next in the line of board officers may call a meeting. Please refer Article 6 for succession order.
- (iv) Voting: See Article 3 Section 4 (Voting Eligibility)

- (v) New Board will take possession Sept. 1st
- (vi) The Annual Meeting will be arranged by the incumbent board, to be held in November with the previous year's financial report presented by the incumbent board, and proposals for the coming term presented by the incoming board. This may be held in person or online or at a nearby celebration at the discretion of the board.

#### Section III.06

#### **Section III.07 Renewal of Membership**

Any member in good standing may renew their membership. (See Article 3 Section 3 for costs of membership) If a member does not renew their membership, all benefits will be terminated.

#### **Section III.08 Termination of Membership**

An individual's membership may be terminated by a  $\frac{2}{3}$  majority vote of the Board in the event that said member's actions or behavior is declared harmful to the CWPN community. That person will be notified by certified mail of their termination, that letter shall describe the appeal process, and that no refund of their membership shall be given.

#### **Section III.09 Appeal Process for a Terminated Member**

A member has the right to appeal to the board within 45 days of their notice of termination. A letter must be sent to the President and Vice President within the time allotted in order for the Appeal Process to begin at the next board meeting where it will be discussed.

### **Article IV. Board of Directors**

#### **Section IV.01 Eligibility**

In order to be a member of the Board, a person must be an adult having a deluxe CWPN membership in good standing for at least 1 year and be able to attend at least 75% of the meetings.

#### **Section IV.02 Members**

Membership of the Board of Directors (as defined herein) includes: President, Vice President, Secretary, Treasurer, President Emeritus (collectively referred to as the Executive Members) and 6 Directors that can be appointed to committee chairs and positions by the Executive Members.

#### **Section IV.03 Purpose**

The purpose of Board is to provide structure and management for the organization.

#### **Section IV.04 Meetings**

Meetings are held no less than four (4) times per year and must be publicly posted via all electronic medias available to the CWPN at least 2 weeks prior to the scheduled meeting. All

online discussion pertaining to a vote shall be included in the meeting minutes of the following board meeting and vote tallies.

#### **Section IV.05 Vacancy**

Vacancies are voted on by the Board at any regular Board meeting. Each appointed person would only fill the vacancy until the next regular term begins.

#### **Section IV.06 Removal of Board Members**

Board members may be terminated by a  $\frac{2}{3}$ -majority vote of the Board in the event that said member's actions or behavior is declared harmful to CWPN community. That person will be notified by certified mail of their termination.

#### **Section IV.07 Term of Office**

The term of each office is for one (1) year. That term is from September 1<sup>st</sup> to August 31<sup>st</sup>

#### **Section IV.08 Attendance**

Board members are expected to attend each Board meeting and must attend at least 75% of scheduled meetings throughout the year. If unable to attend in person, a Board member may teleconference or video conference to be present.

#### **Section IV.09 Voting Rights of the Board of Directors**

Each Board member carries one (1) vote. Votes may be received and counted electronically if sent to the Board prior to the next scheduled meeting. Electronic voting shall take place on the CWPN Board Members Yahoo! Email Group.

#### **Section IV.10 Closed Sessions**

The Board has the right to go into a closed session to discuss issues of the CWPN community. The same Quorum rules apply (Section 4.11). These sessions are not open to the general CWPN membership and include but are not limited to termination of membership, appeal thereof (Section 3.07 and Section 3.08), termination of board members (Section 4.06).

#### **Section IV.11 Quorum**

A quorum consists of fifty percent (50%) of the total board members including two (2) of the Executive Members.

### **Article V. Conflict of Interest**

#### **Section V.01 Board member as an officer of another board**

If a CWPN Board member holds a Board position in a similar organization, the issue needs to be addressed and presented to the Board for discussion regarding a conflict of interest.

### **Section V.02 Members of Other Boards**

If a Board member of another similar organization wishes to hold a position on the CWPN Board of Directors, the issue needs to be presented and discussed by the Board regarding a conflict of interest.

### **Section V.03 Final Decision**

The Board of Directors has final decision on conflict of interest.

### **Section V.04 Annual Statement**

All Board of Directors must sign the Annual Conflict of Interest Statement at the time of the Annual Meeting. If an elected Director does not sign the Annual Conflict of Interest Statement they will not be able to serve on the Board until said Annual Conflict of Interest Statement is signed and filed.

## **Article VI. Officers of the Board of Directors**

### **Section VI.01 President**

The President is responsible for running Annual, Board of Directors and Special meetings, which includes the writing and distributing the meeting agendas and sending out notices of said meetings, Any issues and/or concerns that are brought to the President with regard to the organization shall be brought to the attention of the Board and special meetings may be called if necessary. The President and Treasurer have check-signing abilities on behalf of the CWPN.

### **Section VI.02 Vice President**

The Vice President carries out the duties of the President in the event the President is absent. The Vice President provides the guidelines and any necessary support to any CWPN member(s) who volunteer to host a CWPN sponsored Sabbath. The Vice President facilitates communication between the Board and other CWPN members, bringing up topics to the board or items from non-board members that need to be added to the agenda.

### **Section VI.03 Secretary**

The Secretary is responsible for compiling and distributing the minutes of any meeting called by the Board of Directors. The minutes are to be distributed to the Board at least one (1) week prior to the next Board meeting for review. The secretary is responsible for reviewing and updating action items from previous board meetings.

### **Section VI.04 Treasurer**

The Treasurer is responsible for the financial upkeep of the CWPN funds. The Treasurer is required to provide the Board of Directors with a written financial report at each regular scheduled Board of Directors meeting and check-signing abilities on behalf of the CWPN.

## **Article VII. Board Appointed Committees and Positions:**

### **Section VII.01 Board Appointed Committees**

At the first official meeting of the new Board of Directors after the Annual Meeting, the Officers of the Board shall appoint a Chair and Co-Chair (if necessary) to the following committees.

### **Section VII.02 Membership Committee**

This committee is responsible for welcome letters, updating and maintaining the membership database, lists of all contact people for the Board of Directors and committees and creating and distributing membership cards to all new members. It sends renewal notices and makes available mailing lists to CWPB members running an event.

### **Section VII.03 Marketing & Community Outreach Committee**

- (a) Newsletter - This committee is responsible for gathering information, writing articles, collecting news items, calendar additions, gathering or creating artwork, respecting copyright laws, overall assembly and mailing of the Wiccan Read newsletter. They are also responsible for distributing and collecting payment from shops that carry and purchase advertising space in the Wiccan Read. This committee is required to propose and work within a set budget and makes all attempts to have newsletter ready for distribution at the solstice and equinox celebrations.
- (b) Design – Supporting artwork and graphic design for Board needs.
- (c) Website - Keep the CWPB Web site [www.cwpb.org](http://www.cwpb.org) up to date with the correct information at all times.
- (d) Social Media- Keep the CWPB social media pages up to date with the correct information at all times.

### **Section VII.04 By-Law Committee**

This committee is responsible for making sure that the By-laws are followed and amended as needed.

### **Section VII.05 Ad-Hoc Committee**

Other committees will be created as needed

### **Section 7.08 Events Committee for 1 or 2 day events**

This committee will work with groups/individuals who wish to sponsor a 1 or 2 day event by providing the contact person the guidelines, marketing forms and any necessary support for any CWPN member(s) in good standing to host a CWPN sponsored Sabbath.

#### **Section 7.09 Event Committee for 3 or more day event**

This committee will organize and run such events as Harvest Gathering. They would be responsible for obtaining the site, speakers, food, supplies, rituals, and schedule.

#### **Section 7.11 President Emeritus**

The Office of President Emeritus is to be filled by the immediate Past-President of the CWPN. It is to be held for one year, unless the elected President continues to hold the President position; then the same individual will continue as President Emeritus. If the President Emeritus position cannot be filled by the immediate Past-President, the board may, by unanimous vote, choose any previous President to fill the position. The responsibility of the President Emeritus is to act as an advisor to the CWPN Board, providing guidance and structure to any and all Board activities and decisions. This is a voting position.

### **Article VIII. Fiscal**

#### **Section VIII.01 Budget**

A budget will be presented by the Treasurer and approved by the Board at the first official meeting of the new Board of Directors following the annual meeting. The budget will include all income and all expenditures of the organization. The Treasurer will present any unauthorized expenses to the Board for approval and possible reimbursement.

#### **Section VIII.02 Expenses**

Board has the responsibility of reviewing and approving any non-authorized expenses that are presented.

### **Article IX. Amendments**

The By-laws committee shall formulate and present all proposed amendments to the Board. A  $\frac{2}{3}$  vote by the Board is required for the adoption of the by-laws. They will also be responsible for providing copies to the appropriate committees for distribution to the CWPN memberships.

### **Article X. Guidelines**

The Parliamentary standard and guide for all Board meetings shall be "Robert's Rules of Order."

## **Article XI. Dissolution and/or Merger of the Corporation**

### **Section XI.01 Anonymous Vote**

If a Dissolution and/or Merger of the Corporation known as the CWPN, Inc. becomes necessary, it shall require an anonymous vote of all board members to begin the Dissolution and/or Merger process.

### **Section XI.02 Membership Vote**

If an anonymous vote of the board members is achieved, the Dissolution and/or Merger Plan must be presented to the members of the corporation via all media available to the CWPN for a vote of the membership. The membership must be provided a copy of the Dissolution and/or Merger Plan at least 4 weeks prior to the required membership vote. The vote must carry a 2/3 majority of the membership to pass.

### **Section XI.03 No Confidence Vote**

If the membership does not vote in favor for a Dissolution and/or Merger of the CWPN, Inc., the membership can then pursue a vote of No Confidence in the current Board of Directors and may dissolve said current Board of Directors and establish a temporary Board of Directors to conduct business until the time of the normally schedule elections can take place.

### **Section XI.04 Resolution**

If the membership does vote in favor of a Dissolution and/or Merger of the CWPN, Inc., the board shall continue in the process to include the following procedure: Upon the dissolution and/or merger of the CWPN, Inc., any assets remaining after the payment of debts and other liabilities shall be distributed to other charitable organizations that are exempt under the provision of section 501 c (3) of the IRS Code, so long as they do not benefit anyone seated on the CWPN's Board of Directors as stated in the conflict of interest policy.

## **Article XII. SEVERABILITY**

Should any of these bylaws be considered invalid, the remainder shall be considered valid.