

Women Who Write

Amended and approved May 14, 2018

Standing Rules (2018-2019)

1. ANNUAL DUES: The annual dues for Women Who Write, Inc. (WWW) shall be established by the Board. Dues for new members may be pro-rated as follows: members joining between January 1 and April 1 shall pay at half rate. Pro-rated dues shall not apply to renewals. Junior Members (see Section 2b) shall pay \$10 less than full dues.

The dues for WWW shall be \$40.00 payable in May and \$45 thereafter starting on June 1st of each year until changed by a vote of the Board.

2. MEMBERSHIP CATEGORIES:

- a. All members must be women or identify as a woman. There shall be three categories of members.
- b. Members aged 14 through 18 years of age shall be junior members. They may not serve as Trustees, may not attend meetings reserved for members 18 years of age and older, (and must have a legally adult member of WWW in attendance at group meetings.) Members under the age of 18 may be included in other group meetings at the discretion of the group.
- c. Members 18 years of age and older shall be full members and shall be entitled to all privileges and benefits of membership.
- d. Supporting members shall be entitled to all privileges and benefits of membership except they may not serve as Trustees nor pay reduced rates for classes and workshops sponsored by WWW.

3. NEWSLETTER: The official name of the WWW Newsletter is WRITERS' NOTES. The newsletter shall be published at least two times a year.

4. LITERARY MAGAZINE: The official name of the WWW Literary Magazine is GOLDFINCH. Each member in good standing shall receive a copy of the Literary Magazine when it is published. Contributors shall receive two copies. If a contributor wishes to purchase additional copies, the price will be set by the Literary Editor and the President.

5. CORPORATE BUDGET: The Treasurer shall submit a preliminary budget for the next fiscal year at the April meeting to be finalized and presented to the Board at its meeting in May.

- a. **COMMITTEE BUDGETS:** All Board members at the March Board meeting, must provide the Treasurer with a budget estimating expenses for the fiscal year. These budgets may be revised in the course of the year with the approval of the Board. Outgoing Board members will consult with newly elected Board members on past expenses and budget estimates.

- b. SPECIAL COMMITTEE BUDGETS: The President and the Treasurer must approve the budgets of special committees before any expenditures are undertaken
- c. SPECIAL EXPENDITURES: All expenses that are not budgeted and are over \$50 must be pre-approved by the Treasurer and/or the President.
- d. CHECKING ACCOUNT: All current monies of WWW will be deposited in a checking account at Wells Fargo Bank.

6. WRITING GROUPS:

- a. Each group shall have 1 or 2 coordinators.
- b. Non-members may attend meetings of critique groups twice without membership before electing to become members. After the second meeting, the person has to join WWW in order to continue with the group.
- c. At meetings of writing groups, non-members may participate in the discussion of members' work, but may not read their own work.
- d. The size of each critique group shall be determined by its members or group leader, but it is recommended that no group exceed twelve members.
- e. Any member who fails to attend four consecutive meetings of her group without contacting her group leader shall be removed from the group so that active members that are on the waiting list may fill the group. To accommodate any member who is unable to attend group meetings for four or more consecutive meetings but who wishes to resume active membership when she is able, a place in the group will be held for her provided she duly notifies her group representative of her pending absence. This accommodation will be made at the coordinator's discretion based on the individual's reason. *(All coordinators must present this message to all its members at each meeting.)*
- f. Members who wish to join a critique group for which there is a waiting list shall have priority over non-members provided their dues for the current fiscal year have been paid.
- g. Individual Writing Groups may develop rules in addition to these, provided they are consistent with the philosophy of WWW and have been approved by the President and/or the Board.

7. USE OF WOMEN WHO WRITE NAME/MAILING LIST:

- a. The mailing list of members of WWW shall not be sold, rented or made available to any group, commercial or otherwise, without the express permission of the Board.
- b. The name, Women Who Write, Inc., shall not be used by any member to promote a course, workshop, retreat, critique, or other activity which is solely for a member's financial benefit, except with a disclaimer, indicating WWW is not a sponsor nor in any way responsible for the content. Women Who Write doesn't sponsor individual events.
- c. Any member who uses the name Women Who Write in a manner contrary to rule 7(b) may be asked to resign after consideration by the Board.

8. MEMBER RESPONSIBILITIES - BEHAVIOR:

- a. Appropriate behavior is expected of all members and prospective members at all Women Who Write (WWW) events, including but not limited to critique group meetings, coordinator meetings, workshops, conferences, and social events.
- b. Harassment, intimidation, bullying, or any inappropriate contact of a member or prospective or staff member of WWW will not be tolerated. Such contact is not limited to physical contact but may also include any inappropriate written, telephonic, or electronic communication.
- c. A member or prospective member's failure to behave appropriately at such events may result in consequences to that member.
- d. If a WWW critique group coordinator deems a member's behavior to be inappropriate during any activity associated with the critique group, that coordinator shall notify the offending person and try to resolve the situation within the group. If the coordinator is unable to resolve the behavior, the coordinator shall notify the WWW Board of Trustees, which reserves the right to apply an appropriate resolution to the matter.
- e. In the event a member feels a critique group coordinator's behavior is inappropriate, that member shall bring the issue to the attention of the Membership Director after an attempt has been made to resolve the issue with the coordinator. If the Membership Director believes the matter requires further discussion, she shall bring the issue to the attention of the Board of Trustees.
- f. If a member or prospective or staff member of WWW believes another member or perspective or staff member to be acting inappropriately at any WWW function, the behavior should be brought to the attention of the Membership Director. If the Membership Director is not available, the issue shall be brought to the attention of one the members of the Board of Trustees for resolution.

9. SPECIAL ACCOMMODATIONS: If you have any medical, health related or physical condition/s that would require accommodation so you can more fully participate in Women Who events, Women Who Write will make all reasonable efforts to accommodate your needs. If you're attending a critique group, you would speak to the coordinator. If at an event other than a critique group, you would talk to the chairwoman. i.e. at Conference, you would talk to a Conference committee person; if at Goldfinch Launch, you would speak to the Editor-in-Chief, etc. You would need to speak to them ahead of the event in question so the chairwoman would be given time to arrange for any accommodation needs on your part.

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