

September 4, 2015

To all LWWG members,

At a recent Special General Meeting of the LWWG the Policies and Bylaws were updated. Copies of both documents follow this e-mail. In the policies, notice that new benefits have been added to the Regular Membership and some removed from Electronic Membership. This change was made to encourage upgrading from an Electronic Membership to a Regular Membership for \$20. Perhaps the most significant changes limiting E-members submissions to Voices. In the Bylaws notice the addition of Student Members and Group Members.

If you have any questions about the new Bylaws or Policies, please contact me at beachwriter@mymts.net.

Yours truly,

Jeanne Gougeon, LWWG President

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Membership Benefits:    Regular Membership    Electronic Membership

General: attend meetings, gatherings + +  
attend special events    reduced rate +  
receive minutes, notices, communications + +  
10% off courses, conferences +  
50% off business card ads in Voices +  
reduced contest entry fee +  
author page on the LWWG web site +  
featured author on LWWG web site + by invitation  
access to editing services +  
Voices: allowed to contribute +    once/year, space permitting  
contributor copy of Voices +  
subscription copy of Voices\* +  
commission for ad sales + +  
LWWG business: hold office +  
vote on motions +

*\* Pick up your subscription copy at any meeting, gathering or event.*

Membership: regular membership dues: \$30 / year (includes Voices subscription)  
electronic membership dues: \$10 / year (upgrade to regular for \$20)  
Memberships received up to June 30<sup>th</sup> expire December 31<sup>st</sup> that calendar year.  
Memberships received after June 30<sup>th</sup> expire December 31<sup>st</sup> the following year.

Educational Programs: Non-LWWG members: given a one-year electronic membership.  
Regular Members: receive a 10% reduction of registration costs.

Advertising:

Commission: Members receive a commission of one copy for every paid advertisement placed in a publication. Members may sell this copy if they choose.

Free Advertisements: One free business card sized advertisement per issue is offered to regular members who serve on the executive or a committee.

## **Bylaws of the Lake Winnipeg Writers' Group**

The **Name** of the organization shall be the Lake Winnipeg Writers' Group (LWWG).

The Group has been formed for the **Purpose** of serving the interests of its members.

Amateur and professional writers are **Eligible for Membership** in the Group.

A **Regular Member** is entitled to attend and receive minutes of all meetings, vote on all questions brought to the membership, submit material to all LWWG publications, receive all LWWG notices, and is eligible to be on the LWWG Board.

An **Electronic Member** is entitled to attend and receive minutes of all meetings, to receive all LWWG notices and submit material to LWWG publications. Edition and publishing of these submissions is contingent on space available in Voices at the time of publication.

A **Student Member** is entitled to all the benefits of Regular Membership for the dues of Electronic Membership.

An **Honorary Member** is entitled to all the benefits of Electronic Membership and is not assessed membership dues. A one year Honorary Membership may be awarded through approval of a motion at any meeting of the LWWG.

A **Life Member** is entitled to all the benefits of Regular Membership and is not assessed membership dues. Life Membership may be awarded through approval of a motion at a General Meeting of the LWWG.

A **Group Membership** entitles every member of the group to the benefits of Electronic Membership for the dues of one Regular Membership.

LWWG **Membership may be denied** for cause by a majority vote of the Board. Report of such a decision shall be made to the membership at the next regular meeting.

The rate of **Annual Membership Dues** shall be determined by motion at a General Meeting. Dues shall be payable on or before January 1st of the membership year.

The **Membership Year** shall be the calendar year.

The **Fiscal Year** shall be October 1st through September 30th.

**Officers of LWWG** shall serve without compensation. The Board shall include the following:

President Vice-President Past President

Secretary Treasurer

Membership Director Publications Director Public Relations Director

The Board may appoint **Additional Officers** as determined necessary. Administration and general management of LWWG shall be **Functions of the Board**.

The Past President (or designate) shall prepare a **Slate of Candidates** for the above positions for election at the AGM in November. The new Board's authority shall **take effect immediately**. All Board positions have a **term of one year**. Officers, excepting the President, may serve in more than one position and for up to **three consecutive years** on the Board. The Board must have a **minimum of four members** including the President. Board **vacancies** may be filled by volunteers and ratified at the next General meeting. Regular **Meetings of the Board** shall be held as determined necessary to conduct the business of LWWG. One-half of the Board, excluding the chair, shall constitute a **quorum**.

**LWWG Members may attend** and join discussions at any regular meeting of the Board.

#### **Officers' Duties:**

##### President duties:

- a. Oversee the welfare of LWWG
- b. Facilitate the operation of established activities
- c. Seek to initiate new and beneficial activities
- d. Preside over General Membership and Board meetings
- e. Represent LWWG when and where necessary

##### Vice-President duties:

- a. Perform duties as directed by the President
- b. In the absence of the President, preside over General Membership and Board meetings
- c. Assume all duties of the President, if he/she is unable to complete his/her term

##### Treasurer duties:

- a. Keep safe all monies collected
- b. Make deposits in an account approved by the Board
- c. Distribute such monies as may be directed by the Board
- d. Keep a record of all transactions
- e. Provide a status report on LWWG funds and financial activity for Board meetings
- f. Complete a yearly budget for long-term planning
- g. Provide input into the governance of the Group

##### Secretary duties:

- a. Keep a record of all meetings of the Board
- b. Send meeting notices for Board and General meetings
- c. Attend meetings of the Board
- d. Provide input into the governance of the Group

##### Membership Director duties:

- a. Maintain the membership roster and distribute roster information as needed
- b. Oversee the admission of new members
- c. Attend meetings of the Board of Directors
- d. Report on membership
- e. Provide input into the governance of the Group

##### Publications Director duties:

- a. Coordinate and facilitate publications of LWWG
- b. Attend meetings of the Board

- c. Report on publication activities
- d. Provide input into the governance of the Group

Public Relations Director duties:

- a. Coordinate publicity needed by Committees, Directors, the Board, and the Group as a whole
- b. Attend meetings of the Board
- c. Provide input into the governance of the Group

Additional Officers duties:

- a. Perform duties as directed by the Board
- b. Attend meetings of the Board
- c. Provide input into the governance of the Group

The Chair of any approved committee may attend Board meetings. All LWWG committees are sub-committees of, and report to the Board.

**Meetings** of the LWWG shall generally be held monthly, at a regular time and location.

The **Annual General Meeting** shall be held at the regular November meeting.

**Special General Meetings** of the LWWG may be called on fourteen days notice by a declaration of the Board. No quorum is required to hold a General Meeting.

**Robert's Rules of Order** shall structure the conduct of meetings of the LWWG.

These **Bylaws may be amended** at any Annual or Special General Membership meeting by a two-thirds majority of all voting LWWG Members present, provided fourteen days notice of the proposed amendment was given to all LWWG Members.

The **Group may be dissolved** for whatever purpose by a majority vote of the General Membership, or if lack of interest or participation indicates the Group no longer functions. Following dissolution, it shall cease to exist upon legal disposition of all remaining assets. Any remaining assets will be given to the Manitoba Writers' Guild or another organization maintaining an objective similar to LWWG.

These Bylaws were approved at a General Meeting of the LWWG Membership on May 24th, 2015 and executed by the following officers on May 24, 2015.

President: Jeanne Gougeon

Past President: Debra Dusome