

# Belfast Writers' Group

[www.belfastwritersgroup.co.uk](http://www.belfastwritersgroup.co.uk)



## CONSTITUTION

*Last Updated: August 2018*

**Name:** Belfast Writers' Group

**Founded:** 2011 by Lynda Collins

### **Objects:**

A Belfast based group that aims to nurture and support a community of writers by means of offering feedback and encouragement, meeting together regularly (in person and online), sharing work and advice with the end goal of publishing the resulting work, gaining funding, and expanding our reach further.

### **Conditions of Membership**

To be considered a full group member, the person in question must:

- physically attend group meetings a minimum of three times
- pay a one-time fee of £5
- agree to and abide by the constitution
- add their details to the contact sheet

A person who has not attended meetings but is part of the BWG Facebook Group is considered an associate member.

### **Management Committee**

- Lynda Collins – Chairperson
- Elaine (Ellie) Herron – Secretary
- Stephen (Steve) Herron – Treasurer
- Hilda (Holly) Ferres – Committee Member
- Erin Burnett – Committee Member

### **Finance**

Belfast Writers' Group is a non-profit organization. Steve is the treasurer, and he along with Lynda, Ellie, and Holly, have access to the bank account, which is with Santander.

In the future, we intend to apply for funding from the Arts Council of Northern Ireland and have assets that include stock of printed books.

## **AGMs and SGMs**

It is the intention of the group to meet together at least once per month to write and/or discuss writing, and for full members to come together once per year for an annual general meeting (AGM).

The AGM for 2017 took place on the 29<sup>th</sup> of June, and the 2018 AGM occurred in February. We, the group, endeavour to have the meeting for 2019 and subsequent years around the start of each calendar year.

A special general meeting can be called at any time if a situation arises that requires such a gathering. Attendance of quorum (minimum number of members) is required for a meeting to go ahead and for any motions to be passed. That quorum is three committee members and two other (full) members.

## **Rules for Procedure**

Members are expected to bring some of their own work to monthly meetings for discussion. They are expected to participate in any given exercise, and give feedback on the work of others. Members are also expected to pay £1 per meeting towards the cost of room hire, pitch in occasionally to provide refreshments, collect cutlery and crockery from the community centre kitchen for meetings, and clean up afterwards.

## **Code of Conduct**

It is of the utmost importance that members treat each other with respect. Criticism must only ever be offered constructively and only when it has been solicited.

If a member's conduct is considered inappropriate they will be given an official warning. Persons in receipt of three official warnings for minor infractions or one official warning for a major infraction will be asked to leave the group.

Members should be able to expect a level of confidentiality at group meetings. Any work shared must never be re-shared without the author's permission. Any instances of plagiarism or infringement to anyone's intellectual property would be considered a major infraction.

Online, either on the website or any of the writers' group social media accounts, members are asked to offer the same courtesy they would in a face-to-face meeting and conduct themselves in a respectful manner. Excessive or repeated self-promotion from any one member in online spaces, without previous permission from the committee, will be considered a minor infraction and grounds for the issue of an official warning.

## **Work(s) Published by BWG**

If a member emails work (i.e. poetry or fiction produced during group) to be shared on the website, it is accepted on the basis that the author retains copyright and has the right to request its removal from the website at any time. Where no such request has been made, BWG assume the right to continue

publishing said piece online indefinitely. No fee will be rendered to the author for works published on the website.

Pieces accepted for publication in anthologies are subject to a different, separate contract, which the author will be required to sign before acceptance.

Pieces accepted for inclusion in the forthcoming literary journal will not be paid unless specifically stated. The writer will retain copyright either way.

Members are under no obligation to submit works for any BWG publication, online or in print.

### **Alterations to Constitution**

Any changes to the constitution must be agreed by a quorum at either an annual or special general meeting.

### **Group Dissolution**

The decision to dissolve the group, if taken, must be agreed by a quorum at either an annual or special general meeting. Any funds the group is in possession of at the time of dissolution will be donated to charity, the charity to be decided by the quorum. The bank account would be closed, and the website and any social media accounts would be shut down after a period of one week's public notice.