

HARPENDEN WRITERS: CONSTITUTION

NAME: The group is known as Harpenden Writers.

MEMBERSHIP: Membership is open to all who write or who want to start writing. Those wishing to join may do so at a meeting or by post to an address given in current publicity.

AIMS: These are to encourage members and instruct in good creative writing practice, provide mutual support and constructive criticism of work, disseminate relevant information, share experience and knowledge and learn from invited speakers such as established writers and others in the field.

SUBSCRIPTIONS: Members are required to,

1. pay an annual subscription, due no later than the September meeting.
2. pay a meeting fee to include refreshments, at each meeting attended.

Subscriptions will be set annually by appointed officers/committee.

Guests are welcome at meetings on payment of a meeting fee.

PROGRAMME: A programme to cover the year's events should be made available to members on joining or renewing membership. It should be broadly based to include all aspect of creative writing. About 50% of the year's total meeting time should be set aside for the reading of members' own work.

ORGANISATION: Annual General Meetings for the election of officers and, as required, committee members, must be held. The maximum term a person may serve in one of the main officer posts is three years unless a temporary amendment is passed at the AGM to allow the person to continue for a further year.

Elected Officers/committee members are empowered by members to carry out those procedure and activities, including use of funds, which are necessary to further the stated aims and facilitate the smooth running of the group.

A "Harpenden Writers" account must be kept in a bank or building society, and cheques signed by the Treasurer and one other member of the committee. Accounts will be audited annually.

DISSOLUTION OF THE ASSOCIATION. In the event of the winding up of Harpenden Writers, any funds remaining after all debts have been settled should be passed to a responsible body such as Eastern Arts Council or the National Association of Writers' Circles with a request that the money be used to assist any writers' group which is in need of funds. Any equipment, which is the property of Harpenden Writers, should be similarly disposed of.

CHANGES TO THE CONSTITUTION: These must be made either at the AGM or at an extraordinary general meeting. In either case a quorum of eight members must attend.

This Constitution, last agreed on 29th July 2005, was reviewed and revised by the Committee on 23rd November 2010 and approved at the July 2011 AGM. It was again reviewed and agreed as satisfactory by the Committee on 9th December 2013