

The Rules of the Guild

The Legalese Explained

All incorporated societies must operate under a regulated set of Rules, which is lodged with the Registrar's office. Unfortunately, the Rules are typically written using Legalese, making them incredibly confusing documents to understand. This document translates that Legalese into common everyday English, and hopefully explains some of the finer points. This document is intended to be only a guide to understanding the Rules and explains only the key points. For a full set of Rules or operational guidelines, one should always refer to the Rules, as lodged with the Registrar's office.

The Guild

- For all legal documents, the Guild will become known as *The Christchurch Writers' Guild Incorporated*. It doesn't mean that we need to call it that when in casual or less formal situations.
- The Guild is a non-profit organisation, meaning that no members benefit financially from any activities of the Guild.

Guild Membership

- Membership is open to anyone with an interest in writing, at any stage of their writing career, or anyone with affiliation with the writing industry.
- Membership is to be divided into two categories: 1) Friends of the Guild and 2) Registered Members.
- To become a Friend of the Guild, one joins any on-line forums operated by the Guild. As of April 2015, this consists of only the Facebook Group.
- To become a Registered Member of the Guild, one fills in either the on-line form on the Guild website, providing name and contact details, or provides such details in writing to a member of the Committee (normally the Secretary).
- All members agree to abide by the Rules and the Code of Conduct (both documents available upon request).
- Anyone can withdraw from membership at any time.
- The Committee has the right to decline membership to any applicant.
- If the Committee deems it necessary, they can ask that Registered Members pay a subscription fee. Forecast budgets and views expressed by the membership at an AGM must be taken into consideration before any subscription fees are set.
- Subscription fees for Friends of the Guild are *free*.
- In the case of a breach of the Rules or unbecoming behaviour of any member, the Committee may terminate the member's membership. The procedures for such a termination are specified in the Rules.

The Committee

- A minimum of 3 members is required for the Committee, however there is provision for up to 7.
 - The only predefined roles are the Chair/President, the Secretary and the Treasurer.
- Only Registered members may serve on the Committee.
- All committee members must be over the age of 18.

- 3 committee members are required for quorum of a committee meeting.
- Committee meetings need not be in person.
- There is no specified requirements as to how many committee meetings must be held every year. This is entirely up to the elected committee.
- Should a committee member be unable to continue to serve on the Committee, the Committee has the power to temporarily fill that role from the Registered Membership until the next AGM or SGM, when the Committee position(s) are elected.

The Financial Clauses

- The financial year of the Guild is March to Feb.
- As mentioned above, if the Committee deems it necessary, they can ask that Registered Members pay a subscription fee. Forecast budgets and views expressed by the membership at an AGM/SGM must be taken into consideration before any subscription fees are set. (Basically, any changes to subscription fees must be discussed with the membership at an AGM/SGM.)
- The Committee have the power to appoint an accountant or an auditor if required.
- The financial policies and practises of the Guild can be set by the Committee at their discretion, as long as those policies and practises are in accordance with standard accounting practises and any stipulations outlined in the Rules.

AGMs and SGMs

- AGMs should be held within 5 months of close of financial year, nominally in May.
- The Committee may call for a SGM at any time.
- Any member may request a SGM by given written notice to the Secretary at least 28 days prior to meeting.
- The membership should be notified at least 14 days in advance of a AGM or SGM.
- Quorum of AGM or SGM is 20 people or 5% of Registered membership, whichever is fewer. (As of April 2015, Registered Membership is approximately 50 people, hence quorum is approximately 2.5 people. Volunteers to be half a person are being sought.)
- AGM/SMG open to all membership, however only Registered membership may vote.

Terminology

- As mentioned above, the legal name of the Guild is *The Christchurch Writers' Guild Incorporated*. However a shortened version of this name may be used on websites and the like.
- Within the Rules, a Guild Meeting refers to an AGM or SGM. The monthly meetings currently run by the Guild do not come under this classification, unless previously advertised to the membership differently.