**ROSE CITY ROMANCE WRITERS**

# Policies & Procedures Manual

2017, Version 1.0

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# I. General Information

### Mission Statement

The mission of the Rose City Romance Writers is to educate, support, and mentor published and unpublished members in the profession of romance writing.

### Letterhead and Logo

The RCRW logos are below. One or more of these may appear in black and white or in color on the chapter newsletter, *Writers’ Serenade*, and in color on the chapter web site and on the letterhead



### D. Website

The RCRW web site: <http://www.rosecityromancewriters.com> shall be maintained by a designated web person and/or by the VP of Communications

### E. Annual Calendar

In general, RCRW meets on the second (2nd) Saturday of every month. Exceptions to this occur when sister chapters sponsor a conference or other event that falls on the second Saturday and a significant portion of the membership wishes to attend.

##### Record Retention Policy

### A. Financials

The treasurer will upload all financial records of the corporation to the chapter’s myRWA file library

### B. Business Meeting Minutes

The secretary will upload minutes of the corporation’s Board meetings and the regularly scheduled monthly meetings of members to the chapter’s myRWA file library.

### C. Newsletters

The Newsletter editor/or VP of Communications will upload copies of the Writers Serenade to the chapter’s myRWA file library. .

### F. Bylaws

In addition to the most current approved Bylaws of the corporation, past versions and working versions shall be uploaded to the chapter’s myRWA file library.

### G. Membership Records

Each current RCRW member’s RWA number shall be recorded in the chapter’s myRWA file library. Past members who have habitually not paid RWA dues shall be flagged in the records so that the secretary may deny membership until proof of RWA membership is confirmed.

##### Membership

### A. Dues

POLICY

RCRW dues are $30 per year, payable on or before 30 June. With a grace period extending to August 31

New Members pay via RCRW web site. Existing members renew through myRWA. If joining in January dues are $15. Joining in June or later months, dues are $30. November and December will be open guest policy.

PROCEDURE

* As per National RWA rules, all members must maintain membership in the national organization in order to be members of the Chapter. Within two month's of joining RCRW, new members shall provide their RWA National membership numbers to the secretary or those members will be removed from RCRW's membership roster. A current list of all RCRW members’ RWA membership numbers shall be kept up to date--myRWA will generate a member roster. This list will be maintained for submission to RWA National once a year, when the chapter renews its dues with RWA.
1. Members who renew after 31 August will be assessed a late fee of $5.
2. Names of those whose dues are unpaid as of September 1st will be removed from the Newsletter subscription list, chapter roster, myRWA forums, and information about them will be removed from the Chapter website.

### B. Elections

PROCEDURES

1. Absentee ballots shall appear in the newsletter the month prior to election, and must be received by the board no later than the morning of the election.
2. In August nominees are called for for the board positions. The nominee list is put on the RCRWvines forum and newsletter (if one is generated). Elections will begin the day of the September chapter meeting by an online election. The new board is announced at the October chapter meeting and on RCRWvines forum. New board takes over as of the 1st of November.

### C. Volunteerism

RCRW members are expected to undertake one volunteer activity per year for the benefit of the chapter as part of membership responsibility. Honorary members and those who live more than 100 miles from Portland, OR, will be excused from this policy.

Members may choose from many activities to fulfill their volunteer responsibilities.

 Some examples are listed here.

1. Serve on the RCRW board.
2. Write an article for the chapter newsletter, the *Writers' Serenade*, or join the newsletter staff.
3. Serve on committees responsible for special events.
4. Volunteer with a literacy organization in the community to promote literacy at any level.
5. Present a program during one of the regularly scheduled meetings.
6. Coordinate and/or judge for the chapter’s contest, the Golden Rose.
7. Fill positions such as Goals Coordinator, members services etc.

##### Job Descriptions

A. CHAPTER BOARD

Members who serve on the executive board are nominated and voted into office by the general membership for a term of one year according to the provisions set forth by the chapter Bylaws. Nominations are taken at the August meeting. The ballot is printed in the September newsletter, and the election process begins on the day of the September meeting. The new board takes office as of the 1st of November.

PROCEDURE:

1. Participate in and conduct chapter business.
2. Support and implement president's agenda.
3. Any Board Member who is absent without sufficient reason from three scheduled meetings of the Board of Directors may be removed from the Board of Directors by a vote of 2/3 of the remaining Board Members.

OFFICERS:

**CHAPTER PRESIDENT**

* Acts as liaison/representative between RWA National and RCRW.
* Conducts meetings by preparing an agenda for the board meeting and the chapter business meeting,
* coordinates Chapter activities with the VP of Programs,
* create committees,
* prepare/submit annual chapter renewal paperwork with RWA national and the state of Oregon in March,
* and oversee the board as well as performs such other duties as needed to fulfill the stated mission of Rose City Romance Writers.
1. Update and maintain the corporate Bylaws and Policies & Procedures Manual.
* pay for the meeting room at PCC.

**VICE PRESIDENT, COMMUNICATIONS**

* Maintains Newsletter /or works with Newsletter editor,
* works with Webmistress on updates and changes in information for the public,
* builds public awareness of chapter/RWA and fulfill any other duties designed by the board.
* Maintains press contact list.
* Serves on Special Events committees and coordinates publicity for the events. Sends out press releases to mass media, the newsletter lists and RWR for special events and works with the Golden Rose contest committee to do PR.

**VICE PRESIDENT, PROGRAMS**

* Schedules monthly presentations to educate, inspire, and/or entertain chapter members in the art and craft of writing. And help with special events.
1. Schedule presentations for each meeting. Plan programs for two months after the end of annual term, so that they are scheduled through BoD transition.
2. Reserve the workshop room at PCC as far in advance as possible, work with treasurer to make sure the charge is reasonable and paid on time.
3. Introduce the speaker at each chapter meeting.
4. Oversee payment to the speaker if applicable, obtained through the chapter Treasurer.

**TREASURER**

* Maintains the financial records of the Chapter. Accepted accounting procedures shall be followed.
1. Reconcile checking and savings account balances on a monthly basis.
2. Prepare a treasurer's Report for the Board of Directors at each regular Board of Directors meeting and at any special meeting or when requested.
3. When an audit is requested, make all financial records since the date of the last audit available to the Audit Committee within two weeks of request.
4. Write checks for President or Secretary to sign and make deposits of all collected moneys in a timely fashion.
5. Fill out financial questionnaire from RWA National at year-end.
6. Maintain financial records and upload to the chapter’s myRWA file library
7. Reimburse President's registration fee for RWA National-conference fee, air and hotel for four nights.

**SECRETARY**

* Responsible for membership applications,
* adding new members to roster and to the chapter’s myRWA forum (RCRWvines)
* adding records to myRWA files and preserves minutes to all Board and Chapter meetings;
* conducts and tallies unofficial polls of the Board of Directors and the membership at large;
* conducts online election through myRWA
* updates and keeps on file a current Policy and Procedure Manual and chapter Bylaws in the chapter’s myRWA file library
* Makes changes to exiting/incoming officers and admins on myRWA at the beginning of term.
1. Updates new member packets as needed and corresponds with prospective new members, providing information on meetings, membership requirements, etc.
2. Take notes and prepare minutes of Board meetings. Present the minutes to the Board for approval, once approve upload to the chapter’s myRWA file library.
3. Forward copies of the minutes to each member of the Board via e-mail prior to the next board meeting.
4. Provide the membership access to the chapter’s myRWA file library
* Following the election of the new Board of Directors, update the e-mail forwarding service with the e-mail addresses of the new board members; work with web person to update references to the new board members on the Contacts, Membership, and Meetings pages
1. Forward chapter news/special events discussed at the chapter or board meeting to the RCRWVines list if appropriate and the webmistress in a timely fashion.

**BOARD DIRECTOR**

Act as intermediaries between the general membership and the Board of Directors.

In addition to the general Board Liaison duties, three positions have specific duties:

**Published Author Liaison:**

Maintains a current list of members' releases, and shares the information with the newsletter editor and webmistress. The PAN Liaison shall moderate the announcement-only listserve for all published chapter members, arrange for member booksignings at chapter meetings through sponsoring bookseller, and remind member authors to submit their information to the newsletter editor and webmistress in a timely manner. The PAN Liaison shall also serve on appropriate Ad Hoc committees.

**PRO Liaison:**

    Shall represent the interests of all the PRO members within the chapter by keeping them informed of RWA National changes that may affect them including but not limited to that they can apply for Provisional PAN if they meet the requirements per RWA By-laws; shall bring PRO issues before the Board as well as represent all PRO member needs at board meetings. In additional the PRO Liaison shall encourage all general members to meet PRO requirements and then to apply to receive PRO status***.***

Ways to engage the PRO community within the chapter:

1. Maintain the #ftb challenge forum

2. Set up and encourage other members to schedule "Write Ins" (these are open to everyone as is #ftb although initially created for Pre-PRO's and PROs

3. Created "How to Write Reviews" session for members to encourage them to write reviews not just for RCRW members but for other authors as well.

4. Written articles for the newsletter's "PRO Corner"

5. Responded to emails and questions about various aspects of PRO

6. Promoted PRO at chapter meetings

7. Talked about PRO Liaison activities on the RWA PRO Liaison forum (although that hasn't been very active of late) but some questions are asked on the PRO forum

8. Encouraged members to apply for PRO before the 11/01/15 deadline and they become General Members (although this has not been done as much recently as earlier because of schedule and or health problems preventing us from making it to several meetings).

### Web Person:

Maintains and updates the chapter web site in a timely manner. Keeps domain name and other relevant registrations and fees up to date by working with the treasurer. Can forward to Secretary or President for payment via PayPal or WellsFargo credit card.

POLICY:

1. The webmistress must be accessible via e-mail and respond to questions concerning the contents of the web site in an expedient fashion. Any comments or suggestions made concerning the web site that the webmistress cannot address should be forwarded to the Board.
2. When updating the web site, never post personal or contact information concerning a chapter member without first obtaining permission prior to posting. Many members have privacy issues and do not want their personal information, such as their e-mail address, accessed via the web site.
3. When adding, deleting, or archiving a large section of the web site, permission should be first obtained from the Board of Directors.
4. Due to the professional nature of the web site, any graphics used to represent a holiday or special occasion must be non-secular in nature.
5. Graphics used must be freeware, obtained by permission of the owner (if necessary) and, when possible, ones that do not require a link back to the owner’s site.

PROCEDURE:

1. Within the week following the chapter meeting, the home page shall be updated to reflect the next month’s meeting agenda, guest speaker, and board meeting dates, if any are planned. Chapter meeting information will be available on the Meetings page. Information concerning chapter meeting agenda will be obtained from the VP of Programs. Board meeting dates will be obtained from the President.
2. Within the week following the chapter meeting, update the home page with any announcements of upcoming events, conferences or special news concerning the chapter. Information of this nature will be obtained from the chapter Secretary.

PERIODIC PROCEDURE:

1. Check URLs on Links page and Published Authors page and perform maintenance as needed.
2. Update Special Events as needed.
3. Update other webpage material as needed.

ANNUAL PROCEDURE:

1. Update Contest page as soon as information becomes available..
2. Work with treasurer to pay an annual fee to domain host for use of the web site’s domain name, www.rosecityromancewriters.com. Provide the appropriate receipt to the RCRW treasurer for reimbursement.
3. Review Membership page annually (following first meeting of new Board Of Directors) to insure fees and benefits described are current and accurate. Verify with the VP of Membership.

### B Contest Coordinator:

See chapter files for contest p&pm

### Ad Hoc Committees/Committee Chairpersons

Ad Hoc Committee Chairpersons are volunteers who head a particular committee, organize a staff of volunteers, and distribute the workload among the staff for a project or function.

Committees will be established by the Board of Directors when needed, and will endure until the need no longer exists. Their activities will be overseen by the Board and will conform to procedures established by the Board at the time of the Committees' creation.

##### Other Policies and Procedures

### President’s Service Award

The President’s Service Award is given to individuals who distinguish themselves in a volunteer capacity and contribute a significant body of service to the chapter.

###### Criteria for Selection

A potential candidate must be an RCRW member in good standing and reasonably active during the time in which they are nominated.

Nominating and Voting

The President seeks nominations from the general membership at the October meeting and issues a reminder at the November meeting. Any general member in good standing may nominate (though not themselves) and names must be submitted to the President in person, over the phone, or by e-mail or conventional mail. Based on feedback and the number of nominations a person receives, the President selects the winning candidate.

Presentation

The President presents the award, a gift certificate and/or RWA Service Award pin, to the selected member at the December meeting.

### Honorary Membership

Honorary Membership is awarded to an individual for a period of one year. If membership is awarded more than halfway through the current fiscal year, membership is extended through the end of the next fiscal year. Honorary members do not have voting rights but receive the RCRW newsletter, *Writers’ Serenade*, for the duration of their membership.

###### Criteria for Selection

Candidates can be speakers, booksellers and other “friends” of RCRW and are eligible *as long as they are also RWA members.*

 Nominating and Voting

Any RCRW member in good standing can recommend a candidate for honorary status. All nominations are put before the Board of Directors for a vote.

Presentation

The award is presented in person at a workshop or a general meeting, whichever is more appropriate. If this is not feasible, the President will notify the honoree by e-mail or conventional mail.

### RCRW Scholarship

Scholarships may be made available to cover the cost of chapter dues for one full year of membership. Scholarship recipients receive the same rights as paying members, retaining the right to vote and receiving the RCRW newsletter, *Writers’ Serenade.*

###### Criteria for Selection

1. A candidate is eligible for selection based on financial need. This individual must be an RWA member in good standing, must be in legitimate financial need,and must have been an RCRW member for a period of two years prior to request.
2. The request for consideration may come from the candidate themselves, or from an RCRW member in good standing. Some evidence of financial hardship must be presented, either in the form of letters from other members in good standing of RCRW, or an evident situation, such as long illness of the member or an immediate family member, long-term unemployment, or other hardship.
3. Requests for scholarships must be received by the Board no later than one month before the date dues are payable.
4. The award of a scholarship will be made only after due consideration of the Board and approval by a majority of its members.
5. The identity of scholarship recipients is confidential information, intended for Board members only.
6. Anyone may contribute to the scholarship fund.
7. **PARLIAMENTARY PROCEDURE:**

RCRW is a professional group of writers who support the dissemination of information in a business manner adhering to the tenets of parliamentary procedure. All members shall:

* Be respectful of others
* Listen attentively to all speakers
* Refrain from commenting during presentations.

If a member repeatedly disrupts the meetings with unrecognized comments and an unproductive or unprofessional demeanor, the President and/or other Executive Board Member shall:

* issue a warning to the offender.

If the unnecessary behavior persists the member may be:

* asked to resign from membership in accordance with the Bylaws.
1. **RCRW EMAIL LOOPS (LIST SERVES):**

Membership on the RCRW email loop is open to all active members who agree to abide by the Policies Governing Loop Use and RCRW List Serve Terms of Participation set forth by the RCRW Board. Any member who violates these rules will receive a reminder/warning from the RCRW Loop Chair. Further disregard for the established rules may lead to the offending member being removed from the loop at the discretion of the Board.

Official RCRW motions may not be made and votes cannot be taken on the RCRW email loop. Discussion of RCRW business, however, is encouraged. Members who wish to bring a motion to the floor may do so at a chapter business meeting or email the request for a motion to a Board member.

Maintenance of the RCRW list serve is the responsibility of the Vice-President of Communications. Maintenance of the RCRW\_Board loop is the responsibility of the President or other Executive Board member as appropriate.

1. **RCRW LIST SERVES RULES AND TERMS OF PARTICIPATION**

Each RCRW member when subscribed to any RCRW List Serve agrees to be bound by the RCRW

List Serve Terms of Participation and receives a copy of the RCRW List Serve Terms of Participation as stated below:

The following are the rules and conditions of participation in the list serve/link of the Rose City Romance Writers (“RCRW”).

By subscribing to and participating in this List Serve, users hereby agree to be bound by and warrant their full compliance with the following terms of participation at all times:

This list serve may be used only by RCRW members and only for the purpose of discussing matters related to or arising out of RCRW and its programs and activities, as well as the romance writing profession and industry.

 ● RCRW accepts no responsibility for the opinions and information posted on this List

 Serve by List Serve users. In no event shall RCRW be liable for any special, indirect

 or consequential damages, or damages of any kind whatsoever, resulting from loss

 use, data or profits, arising out of or in conjunction with the use of performance of

 any information posted on this List Serve.

 ● Do not post any defamatory, derogatory, abusive, profane, threatening, offensive, or

 illegal information or material, and do no utilize this List Serve in any illegal manner.

 ● Do not post any information or other material protected by copyright unless you are

 the owner of such copyright or have received express permission to forward the

 material.

 ● Do not use any words, logos or other marks that would infringe upon the trademark,

 service mark, certification mark, or other intellectual property rights of the owners of

 such marks without the permission of such owner.

 ● Do not post any confidential information or any information that would infringe upon

 the proprietary, privacy or personal rights of others.

 ● Do not copy, forward, transfer, or otherwise transmit any information of material off

 of the List Serve unless express permission is granted by the owner of the material or

 permission is granted within the post itself.

 ● All postings shall be of an informational nature and for information purposes only.

 Commercial use or any other unauthorized use of this List Serve is prohibited.

 ● Do not collect or harvest email address of other List Serve users.

 ● The List Serve may not be used to provide information, materials, products of services

 in exchange for personal compensation of any kind, with the exception of writing-

 related classes or workshops offered by RCRW members or other RWA chapters as

 approved by the Board.

 ●Do not post any information or other material that constitutes or could reasonable be

 construed as constituting advertising, marketing, solicitation of business, vending,

 attempting to sell or promote products or services, or otherwise engaging in or

 attempting to consummate commercial transactions. The only exception to this

 prohibition shall be the promotion of writing-related events, products or book

 announcements limited to individual signature line information, not to exceed

 four (4) lines total.

 ● By posting material, the posting party warrants and represents that it owns the

 copyright with respect to such material, and/or that the material is in the public

 domain. The posting party further warrants and represents that it otherwise has

 the full and unencumbered right to post such material and that such posting will

 not infringe any rights or interests of others.

 ● This List Serve shall not be utilized in any manner that violates federal or state

 antitrust laws or other laws prohibiting anticompetitive practices.

 ● RCRW does not moderate all messages on this List Serve for appropriateness and

 does not undertake editorial control of postings. However, if inappropriate posts

 are brought to the attention of the List Serve Coordinator, the coordinator has the

 right to suspend the poster, pending appropriate investigation by the Executive

 Board, under the Bylaws (Code of Ethics Violations) which could result in

 dismissal from all RCRW List Serves.

 ● Congratulatory posts are encouraged, but thank-you posts for such congratulations

 should be limited to one group “thank you” or individual emails made private.

 ● All posts need to be “trimmed” of any information present in a previous post,

 except for a small snippet for reference purposes. If you are unable to trim your

 post, then create a new post using the same reference/topic line.

**GENERAL MEMBER CODE OF ETHICS**

The RCRW code of ethics serves as a code of professional conduct for RCRW members. Romance Writers of America® and RCRW are professional organizations and as such, all members shall represent the organization and chapter in a professional, ethical, and courteous manner.

1. RCRW considers all its members equal and values all its members’ opinions, concerns and expectations.

2. RCRW members shall treat fellow members, members of the Board, visitors and guest speakers with respect.

* Members are encouraged to bring any concerns they have to a board member, so the matter can be dealt with promptly and the issue resolved in a timely fashion.

3. RCRW members shall encourage, motivate, and support each other. While we enjoy spirited discussions, we strive to provide a relaxed, friendly, unintimidating environment at the monthly meetings.

* Please bear in mind the business meetings are run to a tight agenda and keep disruptions to a minimum.

4. RCRW members shall familiarize themselves with, observe and adhere to RCRW’s Bylaws, and Policies and Procedures. Copies of these are available in the files section of the Board and chapter loops. Paper copies are also available from any Board member.

5. If a member of RCRW is found to be in violation of RWA’s code of ethics, the member will be:

* informed in writing,
* and the matter reported to RWA. (Please refer to the Code of Ethics section (16.3) of RWA National’s Policy and Procedures Manual regarding correct procedure.

**PROPER FILING PROCEDURE:**

* The allegation must be made in writing
* Must specify what part of the Code of Ethics has been violated and must be mailed via Certified U.S. mail to the Executive Director of RWA.
* **All** supporting and verifiable evidence must be submitted along with the allegation.
* The Complainant must sign the allegation and the allegation must be first party – no RWA member may file a Code of Ethics allegation on behalf of another member.

**Resulting action**

1. The member in violation shall be given the opportunity to respond and present all evidence on all issues involved prior to the Executive Board Meeting.

2. The Executive Board then meets in 'closed session,' considers the facts and the events presented, and then renders a decision.

3. A Member found by the Executive Board to have committed a violation may be expelled by a two-thirds (2/3) majority vote of the Executive board.

4. The President shall notify the member of the decision of the Executive Board, in writing, no later than five (5) days after the meeting.

5. A Member that has been expelled via this procedure may appeal the decision in writing to the Appeals Committee.

6. Upon consideration of the written appeal, the Appeals Committee may recommend reinstatement of such Member by a two-thirds (2/3) majority vote. They shall send their recommendation for action to the Executive Board in writing within five (5) days of the decision.

7. Upon recommendation of the Appeals Committee, the Executive Board may reinstate by a two-thirds (2/3) majority vote of the Executive Board.

8. Upon either reinstatement or rejection of the appeal, the President will send the Member their decision in writing within five (5) days of the vote, and the decision will be final if member is expelled. Reinstatement will not be considered at this time.

9. All privileges will be revoked at this time.

10. The President will notify RWA, in writing, of the actions taken and the final decision of the Executive Board involving the Member.

**Violation of Chapter Conduct**

A. The Following Acts Shall Constitute Violations of RCRW's and RWA's "Standards of Conduct:"

1. Acts of plagiarism and/or pirating.

2. Intentionally making false or misleading oral or written statements about RCRW and/or RWA, where such statements are injurious to RCRW and/or RWA, its reputation or its purpose.

3. Intentional misrepresentation of RWA membership qualifications or credentials.

4. Unauthorized use of another member’s name, logo, trademarks or service marks, and/or copyrighted information.

5. Unauthorized use of RCRW and/or RWA Chapter property.

6. Denigrating or offensive remarks about the Chapter, RWA®, the romance genre, or fellow RCRW Members.

7. Misuse of Chapter property, roster, listserv, or records.

8. Illegal conduct in a Chapter Election.

B. Violations of the Chapter 'Standards of Conduct' that are brought to the attention of the Executive Board shall be considered in a 'closed session.'

C. A member accused of violating the chapter Standards of Conduct shall be notified in writing 10 (ten) days prior to the closed session of the Executive Board. The notification shall include:

 i. the day, time, and location of the Executive Board session, and

 ii. statement of alleged violation, including available facts.

**Violation of Chapter Policies and Procedures, and Bylaws**

**1.** The Executive Board shall consider the Chapter Objectives when taking disciplinary action against a member. Disciplinary action should not be of a retaliatory or personal nature.

2. A chapter Member shall be reprimanded in writing by the Executive Board for violation of any of the RCRW Policies and Procedures, or RCRW Bylaws.

3. The Member being reprimanded shall be notified in writing of the Executive Board's Action in regards to the violation, which must be clear and absolute as to the violation and what corrective action is being required by the Executive Board. Hearsay will not be accepted as just cause.

4. The Member being reprimanded shall be given the opportunity to correct the violation that warranted the reprimand.

5. A Violation of any SSAR Policy or Procedure, or RCRW Bylaw may result in loss or ineligibility to hold a position on the Board of Directors, or on a Sanding or Temporary Committee within the Chapter.

6. The Member shall be given the opportunity to correct the action, and speak to the Executive Board in 'closed session,' regarding the final notice for appeal.

7. After an appeal, it is up to the Executive Board, by a 2/3 vote, whether the member be given a "temporary suspension" from membership. The decision shall be put in writing.

# RCRW BOARD MEMBER CODE OF ETHICS

As representatives of RCRW, board members shall conduct themselves in a professional, ethical, and courteous manner when involved in chapter business, whether it be on the Yahoo loop, at chapter meetings, events or RWA conferences.

Board members represent all RCRW members. Board members must act at all times in the best interest of the RCRW.

1.All personal member information available to RCRW board members is strictly confidential and will at no time be used in any context not directly linked to RCRW, RWA and its dealings.

2. At no time will a RCRW board member receive any monetary gain from the chapter’s resources or events. All board members will sign a “Conflict of Interest” paper, which will be filed with the board.

3. All concerns and issues brought to the board by members will be discussed and given equal due.

4. All board members upon being elected and/or appointed will become familiar with RCRW's and RWA national By-laws and RCRW’s PPM.

5. Board members will at all times be respectful to RCRW members and guests of the chapter.

6. When the Board is in 'Closed Session,' Board members will respect the confidentially of information. Said information will not be discussed and/or disclosed by any Board member.

7. At such a time that a board member exhibits gross misconduct or gross dereliction of duty the board will conduct a hearing for possible removal from office (see by-laws 6.3.2) Said board member may then lodge an appeal with the appeals committee.

8. Retaliation Against Whistleblowers Prohibited. No officer, director, employee or agent of the Association shall take any harmful action with the intent to retaliate against any person, including interference with employment or livelihood, for providing to a law enforcement officer any truthful information relating to the commission or possible commission of any offense.

# RCRW CONFLICT RESOLUTION POLICY

 Members of the Board shall strive, at all times, to listen to their members with a:

* Fair and open mind.
* To consider all viewpoints, whilst acting in the best interests of the chapter as a whole, and in accordance with our mission statement.
* In any decision making, the Board shall observe and adhere to **RCRW’s** Bylaws, and Policies and Procedures.

* If a grievance or matter of concern is brought to a board member’s attention, said board member will notify the board.
* A record of the grievance or matter of concern will be documented in the board minutes.
* The Complainant shall be asked:
* To put the details of the conflict in writing, detailing the nature of the conflict;
* And what steps the complainant has taken to resolve the dispute to date.
* The President shall call a board meeting for the next scheduled meeting date:
* The Complainant and any other parties involved will be informed (in writing) that the topic will be on the agenda.
* All parties involved in the dispute will be invited to the meeting to discuss the conflict.
* Depending on the sensitive nature of the matter, a 'closed' executive session may be called.
* After the meeting, the board will review all the information at hand, referring to the chapter bylaws and policy and procedures information if needed. As per the RCRW Bylaws, the board shall make the final decision in all disputes among committees, board members, and general members concerning chapter functions and business.
* The board will thus vote on the matter, informing the member (in writing) of the decision made and what action, if any, has been taken.
* If this does not resolve the dispute to the Complainant’s satisfaction, the President and/or Vice President of Programs will contact RWA® for advice on how to proceed.
* If the complainant is not satisfied and if the conflict results in the expulsion of membership or the removal of a board member the complainant may then appeal to the Appeals Committee.

**RCRW BYLAWS STATE**

**4.5. Termination of Membership.**

 **4.5.2 Termination After Hearing.** The Board of Directors may, by two-thirds vote,

 terminate a member’s membership for cause after an appropriate hearing. Grounds

 constituting “cause” shall consist of:

 (1) admission of an act of plagiarism or copyright

 infringement or losing a plagiarism or copyright infringement case in a court of law;

 (2) misrepresenting membership qualifications;

(3) failing to pay, following receipt of written demand, conference or other financial obligations due to the chapter or RWA;

 (4) persistent verbal or physical conduct of an offensive nature that disrupts the chapter’s

 ability to operate or function;

(5) misuse or unauthorized use of chapter property and/or records; or

(6) illegal conduct in a chapter election.

Such member shall be given reasonable notice thereof and shall be entitled to a hearing before the Board of Directors at the next regularly scheduled meeting of the Board of Directors, at which the member shall have an opportunity to respond and present evidence on all issues involved.

 **4.5.3. Appeal Rights.** An individual whose membership is terminated pursuant to

 Section 4.5.2.may appeal the decision of the Board of Directors by paying any

 financial obligations listed in the reasons for termination and by writing to the

 Appeals Committee within one year after the date of termination.

(1) Upon consideration of the written appeal, and by a majority vote of the Appeals Committee, the Appeals committee may recommend that the Board reinstate such member.

(2) The member must receive a majority vote of the Board to be reinstated.

(3) A member whose appeal is denied may not apply for future membership.

(4) A reinstated member shall not be entitled to receive retroactively the benefits or privileges lost as a result of his or her termination of membership.

**Violation of Code of Ethics During Chapter Workshops, Chapter Conferences and/or other Chapter Events**

1. If any RCRW member and/or conference attendee (guest), displays behavior, during pitch sessions, workshops, or other scheduled conference activities or events, whether toward editors, literary agents, and other conference attendees, that is perceived as:

 a) threatening and/or intimidating

 b) verbally abusive

 c) generally obnoxious

**Proper Procedures of Action**

Actions by the RCRW Conference Committee, may result in any and/or all of the following precautionary measures:

 a) Notification of law enforcement.

 b) Notification of hotel management and/or management

 of premises where workshop or conference is held.

 c) A letter stating that the attendee will no

 longer be able to register for RCRW workshops

 and/or conferences. A refund check will

 accompany the letter.

 i) The letter with the refund check is to be

 delivered to the hotel manager with a request

 that the hotel manager give the letter and the

 check to the offending person and escort said

 person (immediately) from the premises.

In such a case, advising the hotel of the problem makes it their responsibility/liability to deal with a disruptive guest, and removes RCRW's Conference Committee and/or Executive Board Members from having to deal directly with an individual(s) displaying troublesome behavior.

The RCRW President will notify RWA of actions taken via a letter.