

Kentucky Romance Writers, Inc.

Policy and Procedure Manual

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Definitions

KYRW: Kentucky Romance Writers, Inc., chapter #57 of Romance Writers of America®: NYS non-profit corporation, for federal purposes a 501 (c) (6) professional/educational corporation.

- KYRW was incorporated as the Kentucky Romance Writers, Inc. in the state of KY, November 2, 1993.

Chapter Officers: all officers are elected to one-year terms of office.

- President
- Vice President
- Secretary
- Treasurer
- Member At Large

Standing Committees:

- Policy and Procedure Committee

KYRW Board: All chapter officers.

Board Meeting: The Board of Directors shall meet when deemed necessary by the President or when requested by a majority of the Board, but no less than two times a year, in person. Outside of these two meetings, other meetings may be conducted by phone, mail, or by e-mail when necessary. Two-thirds of the members of the Board shall be required to constitute a quorum at any Board meeting before business can be conducted, and a majority vote of those present shall be required to carry any decision upon which a vote is taken. Proxy voting by the Board is prohibited.

Regular Meeting: Takes place every other month, beginning in January, unless the need for an unscheduled meeting arises, as determined by the President. A regular meeting consists of a Business Meeting and a writing-related workshop or other interactive program.

Membership: Members whose KYRW and National RWA dues are current. Only members in good standing with KYRW and National RWA may vote in annual elections and hold elected office.

Chapter Property: Membership lists; the name **Kentucky Romance Writers, Inc.**, the acronym **KYRW**; and the name of the KYRW newsletter, **Bluegrass Hearts**. Any books, video and/or audio tapes, chapter files (including all financial statements), records, forms, brochures, etc., or other real property that has been given to, created by, or purchased by KYRW.

Chapter Events: A sanctioned KYRW event must be approved by vote of the KYRW board (quorum as determined in bylaws).

Published Author: Any member in good standing published in a genre fiction or literary fiction novel of at least 40,000 words in length.

KYRW Officers

- The President, Vice-President, Secretary, Treasurer, and Member-At-Large shall comprise the Executive Committee.
- Duties of officers may be delegated; however, the delegation of such duties shall not operate to relieve the officers of any responsibility imposed upon them by law or by the KYRW Bylaws.

President's Duties

The President shall:

1. Serve as the Chief Executive Officer of the Chapter.
2. Serve as spokesperson in regard to established policy.
3. Call, set the agenda for, and preside over all meetings of the Board of Directors, and meetings of the general membership.
4. Establish such committees as may be needed or provided for in the Bylaws and appoint the chairpersons of such committees.
5. Serve as ex-officio member of all committees.
6. Execute business as specified by the Board of Directors and establish policy including, but not limited to, the expenditure of chapter funds in accordance with the annual budget approved by the Board of Directors.
7. Appoint, with the approval of the Board of Directors, members to fill Board vacancies.
8. Coordinate all activities and fulfill any other obligations designated by the Board of Directors.

Additional Presidential Responsibilities:

1. The President and Vice-President are required to be on RWA National's Chapter President's Email list known as ChapLink. The President or Vice-President are required to forward to the members any information from the list regarding RWA Policy or any information deemed necessary to the members.
2. New President becomes familiar with the Chapter Bylaws and Articles of Incorporation.
3. The President oversees the running of all chapter business. He/She makes decisions based on the mission of the KYRW chapter by:
 - a) Maintaining a corporate structure that includes a Board of Directors. The Board consists of the Executive officers: President, Vice-President, Secretary, Treasurer, and Member -At-Large. KYRW operates on a fiscal year January - December.
 - b) President appoints chairpersons for various committees: Election, Bylaws, Policy and Procedure, Contest, Conference, Education, Publicity, etc. The President must be aware of what is happening with all committees. Committee updates are given at the Board meetings or general membership meetings.
 - c) The President must preside at all Board meetings in person or via e-mail, provide an agenda and manage discussions. Those generally in attendance are President, Vice-President, Secretary, Treasurer, and Member-At-Large. Announcements for upcoming Board Meetings can be sent out a week in advance. Emergency Board meetings can be called by the President at any time for any reason.
 - d) Each membership meeting should include committee reports, treasurer reports, and new business discussion. Meetings are generally conducted under Robert's Rules of Order, unless a motion to suspend these rules is approved. This opens the meeting to free discussion.
 - e) (5.) The President and Vice-President should always be actively searching for backup volunteers for every position in order to avoid volunteer burn-out. When the President or Vice-President receives notification of a vacancy in a committee or a request for Additional volunteers on a

committee, the President or Vice-President will forward these Requests to the Member-At-Large, who solicits the membership for volunteers and then presents names to the President for approval.

- f) The President must respond to questions from the membership and diplomatically deal with any potentially volatile situation that might arise on the email lists. The president has the power to ban any member who does not abide by the standard rules of list etiquette.
- g) The President must keep the roster file up to date by adding new members when info is received from the Treasurer.
- h) The President shall vote when voting is taken by ballot; when voting not by ballot, the President shall vote only to break a tie. In the event of a tie vote on the Board of Directors, the President may cast the deciding vote.

Vice-President's Duties

The Vice-President shall:

1. Preside over all meeting of the Board of Directors in the absence of the President.
2. Assume the duties of the President in the event the President is temporarily incapacitated or otherwise unable to perform.
3. Can recommend members for committee positions.
4. Fulfill any other obligation designated by the Board of Directors.

Secretary's Duties

The Secretary shall:

1. Be responsible for the recording and preserving of minutes to all Board meetings and presenting such minutes to the Board for corrections and approval before entering them in Chapter records.
2. Respond to official correspondence as directed by the President and the Board of Directors.
3. Keep chapter records, minutes of general membership meetings, membership lists, current addresses of membership, including copies of newsletters, business correspondence and mailing notices as they relate to her duties designated by the KYRW Board.
4. The Secretary shall keep an up-to-date list of chapter members in good standing for use by chapter officers, Regional Advisor, Regional Representative, National RWA Vice-President, and the National RWA office.

Treasurer's Duties

The Treasurer shall:

1. Keep and maintain books of account and records of the business transactions of the chapter including accounts of its assets, liabilities, receipts, disbursements, and capital.
2. Deposit monies, checks, and other valuables in the same and to the credit of the chapter with such depositories as the Board of Directors shall designate.
3. Receive and process new member applications.
4. Disburse the funds of the Chapter as ordered by the Board of Directors.
5. Exercise his/her duties under the guidance of the Bylaws and the policies and procedures set down by the Board of Directors in the Policy and Procedure manual.
6. Render to the President, whenever requested, an account of his/her transactions and of the financial condition of the Chapter.
7. Fulfill any other obligations designated by the Board of Directors.

Treasury Procedure:

1. Expense receipts are mailed to the Treasurer, or requests for reimbursements may come from the President of the Board. While actual receipts are preferred, recognized expenditures such as web site construction (paid tri-yearly) are discussed and approved by the Board.
2. Monthly bank account statements will be kept on file with all receipts as a record of deposits and expenditures.
3. A financial statement will be prepared to present at every meeting.
4. The Treasurer will compile a list of members in good standing to provide to the Secretary.
5. In addition, in December the Treasurer shall present the annual audited report to the members.

Member-At-Large Duties

The Member-At-Large shall:

1. Represent the general membership of KYRW and bring before the Board any matters of concern to the membership or involving individual members.
2. She/ he will chair the KYRW committee on Policy and Procedures and this committee's responsibilities will be to define policies relating to the chapter.
3. Be responsible for finding members to fill volunteer positions.
4. Attend Board meetings.
5. One Member-At-Large shall be elected for every twenty (20) members in KYRW.

Nominations and Election Process

1. No later than August, Chapter members shall elect a nominating committee. Said committee will consist of at least two off-board general members and one Board member. The Board member shall serve as chairperson.
2. The committee shall recommend and solicit names for the slate of next year's officers, securing consent from each individual nominated, verifying the candidates eligibility, and present this slate to the membership no later than September 25th.
3. Any changes to the slate must be made and forwarded to the Nominating Committee no later than September 25th.
4. After the September 25th deadline, the Member-at-large will mail out ballots to the general membership. The ballots will then be returned to the Member-at-large, if she is not running for office. If the Member-at-large is running for office, another member of the Nominating Committee will be appointed to receive and count the ballots. Ballots will be returned and counted by October 25th.
5. Only members in good standing will be allowed to vote. Officer election ballots may also present other issues to be voted on by the General Membership, if the issues have been introduced to the Board and the Chapter has been given sufficient notice to place the issues on the ballot.
6. Election results will be reported to the Board and the President will announce the results to the general membership via e-mail, phone call, meeting, etc.
7. Nominations or ballots received after the announced deadlines will not be counted or considered. All challenges to the election procedure, or the results of the election must be filed with the Nomination / Election committee within thirty (30) days after the results have been announced.
8. Any grievances filed will be dealt with at the next general meeting.
9. The duly elected officers shall take office January 1st.
10. The newly elected officers, prior to January 1st shall meet as soon after the election as is possible, to determine goals for the coming year, to work on the next year's budget, and to appoint Committee chairpersons for the coming year. This meeting may be done through mail or e-mail at the Board's discretion.

Committees

Nominations / Election Committee

- Consists of a Board member and two General members. The Board member shall serve as chairperson.

Bylaws Committee

- Consists of a Board member and two General members. The Board member shall serve as chairperson.

Policy and Procedure Committee

- Consists of the Member-at-large, who serves as the standing chairperson, and two other members appointed by the Board.

Annual Calendar

Board Meetings occur twice per year

Regular Meetings occur six times per year and consist of Business Meeting and Workshop or other interactive writing-related program. All Chapter members shall be welcome to attend Chapter meetings, which shall be held at a time and place determined by the Board of Directors.

January

- January 1st – newly elected Board takes office.
- Regular meeting, at a time and place designated by the Board.

March

- Regular meeting, at a time and place designated by the Board.
- Yearly membership dues are due by March 15th. All dues shall be payable within thirty (30) days of due date. Failure to pay will result in loss of membership.

May

- Regular meeting, at a time and place designated by the Board.
- Call for volunteers to serve on yearly elections committee.

July

- Regular meeting, at a time and place designated by the Board.
- Begin the process of nominations for elected Board positions.

September

- Regular meeting, at a time and place designated by the Board.
- All nominations for Board positions and issues to be voted on should be finalized by September 25th.
- Final nominations from the floor can be made at the September meeting.

October

- Votes for yearly election should be received by October 25th.
- Newly elected officers will be announced.

November

- Regular meeting, at a time and place designated by the Board.

Bereavement Fund

Policy

In the event of a death in the immediate family of a KYRW member, the Chapter will express its collective support and condolences by sending that member a monetary gift or by making a donation to the charitable or professional organization of the bereaved member's choice. The set amount for gift or donation shall be \$25.00.

*Definition of immediate family: spouse, parent, child, sibling, grandparent.

Procedure

Monies for the Bereavement Fund shall be solicited along with regular Chapter dues in March. Each member shall be asked to contribute at least \$2.00 along with their regular Chapter dues. The \$2.00 donation shall be strictly voluntary. All donated funds shall go into a Bereavement Fund, logged as a separate fund within the KYRW treasury.

In the event a KYRW member suffers the loss of an immediate family member, the KYRW Treasurer shall issue the funds for that member's condolence gift or charitable contribution to the organization of bereaved member's choice.

Reimbursement Policy

1. All reimbursements will be made for only approved chapter expenses.
2. A receipt must accompany all expenses submitted for reimbursement. If the merchant or provider does not offer a receipt, or the receipt is lost, a written explanation of the expense will be acceptable at the Treasurer's discretion.
3. It will be the Treasurer's judgement to refuse reimbursement for any expense that does not meet the Chapter's criteria.

Record Retention Policy

The **KYRW Secretary** will retain all non-permanent documents (with the exception of bank statements and canceled checks) during her/his one-year term. At the end of that term, she/he will be responsible for sorting documents to be discarded, or to be passed to the next Secretary.

The **KYRW Treasurer** will retain all bank statements, canceled checks, receipts, and any other budget information and pass them to the next Treasurer.

The **KYRW President** will retain all permanent documents, keep them in a safe location, and pass them to the next President.

The following documents will be retained permanently:

1. KYRW, Inc. Articles of Incorporation
2. RWA Chapter Affiliation Documents

The following documents will be retained for seven (7) years:

1. All bank statements
2. All canceled checks
3. All annual financial reports
4. Annual records of income / expenses
5. All Chapter renewal documents / forms from National RWA

The following documents will be retained for four (4) years:

1. General meeting minutes
2. Official correspondence
3. Attendance records

E-Mail Listserve Policy and Procedure

Policy

Using the most convenient method, which may be a free service like www.Yahogroups.com, KYRW maintains an e-mail listserv for the benefit of its chapter members. Any member in good standing may request access to the KYRW e-mail listserv. The purpose of this listserv is as follows:

- To provide an easy and timely way for KYRW board to communicate chapter information
- To give chapter members the opportunity to network and fellowship with other members

KYRW board appoints an “owner/moderator” of the chapter listserv, and that moderator serves at the pleasure of the board. A list of e-mail listserv etiquette will be developed by the board and communicated to the listserv members.

Procedure

Who	Does What
KYRW Member	1. Requests access to the KYRW e-mail listserv when joining KYRW.
Treasurer	2. Notifies the moderator of the KYRW listserv the full name and e-mail address of the new member.
Listserv moderator	3. Adds new member to listserv.
	4. Notifies the new member and the chapter that a new member has joined the listserv.
	5. Once a month, reminds the listserv members about e-mail etiquette for the KYRW listserv.

Rules

1. Confidentiality

Copyright law requires you obtain written permission to use someone’s work, therefore, please do not send copies of any message(s) unless you first obtain permission from the individual member. KYRW loop mail is for members of the Kentucky Romance Writers. While we can’t guarantee no one else will see any message(s), please don’t broadcast posts to other lists. Violation of this rule may subject you to removal from the list.

2. Spamming or Abuse of Link Privileges

Harvesting or otherwise collecting information about others, including e-mail addresses, without their consent is prohibited. No material /e-mail / text may be forwarded to the links without the express permission of a Moderator and the owner of the original material. No material / e-mail / text may be forwarded from the links without the express permission of the owner of the original material. KYRW shall immediately terminate the loop privileges of any member who KYRW believes, in its sole discretion, is transmitting spam. Any member KYRW believes, in its sole discretion, to be harvesting / collecting or has been harvesting / collecting e-mail addresses for the purpose of sending spam shall be subject to removal from the loop.

3. Posting

Messages to all subscribers may be informational, exchange ideas, offer viewpoints or pose questions. We require there be no flaming or personal attacks. Use your best judgment if any topic is questionable, or contact the Moderator.

If your email address doesn't clearly identify you, please give a clue who is talking. "Concealing" or hiding your membership / identity is strictly forbidden.

4. Attachments

Attachments are prohibited and will **NOT** be forwarded to the loop.

5. Post Violations

If you feel a post violates one of these rules, the proper sequence to follow is: If you feel comfortable contacting the poster yourself, by all means, it's best to keep the disagreement between the two of you in private e-mail. If you do not feel comfortable with contacting the poster yourself, contact the Moderator via private e-mail and ask her to take a closer look at the post. Please do not take it upon yourself to enforce the rules by posting a correction to the poster online. This inevitably prompts parties to jump in to take sides, resulting in divisiveness in the list for those involved and a frustrating series of unwelcome downloads for those not involved. Breaking this rule will result in a warning. Repeatedly breaking this rule will result in your removal from the list. If a post is found to be of a truly serious nature, the Moderator will forward information regarding the incident to the Board, who will ultimately decide the matter.

6. KYRW Sponsored Email Links

KYRW Board – For transacting KYRW board business; only KYRW board members may subscribe.

KYRW Listserve – To discuss the craft of writing. To discuss news within the romance publishing industry, such as editors, agents, publishing houses, etc. For social interaction. For official announcements from the KYRW Board.

KYRW Crit – A critique loop for members to post, critique, and discuss their writing.

***NOTE: Your subscription will be good only for the e-mail address you use at the time of subscribing. If you change your e-mail address after subscribing, you will need to notify the KYRW Loop Moderator.**

Listserve Etiquette

Subject Lines

- Always include a subject line in your message.
- Make the subject line meaningful. Add a header to better identify your topic. For example: KYRW Business, Market News, Social, Gotta Brag!
- If you are replying to a message but are changing the subject of the conversation, change the subject too – or better still, start a new message altogether. The subject is usually the easiest way to follow the thread of a conversation, so changing the conversation without changing the subject can be confusing and can make filing difficult.

Message Length, Content and Format

- Try to match your message length to the tenor of the conversation: if you are only making a quick query, then keep it short and to the point.
- In general, keep to the subject as much as possible. If you need to branch off onto a totally new and different topic then it's often better to send a new message, which allows the recipient the option of filing it separately.
- Don't type your message in all-uppercase - it's extremely difficult to read (although a short stretch of uppercase may serve to emphasize a point). Try to break your message into logical paragraphs and restrict your sentences to sensible lengths.
- Use correct grammar and spelling. Electronic mail is all about communication.
- Avoid public "flames" - messages sent in anger. Messages sent in the heat of the moment generally only exacerbate the situation and are usually regretted later. Please pause a moment before hitting the send button.

Replies

- Include enough of the original message to provide a context. Remember that Electronic Mail is not as immediate as a telephone conversation and the recipient may not recall the contents of the original message, especially if he or she receives many messages each day. Including the relevant section from the original message helps the recipient to place your reply in context.
- Include only the minimum you need from the original message. Sending back a lengthy message with your short response tacked onto the end is not only a clutter, it's annoying. Quote back only the pertinent section of text needed to make your context clear.
- Use some kind of visual indication to distinguish between text quoted from the original message and your new text - this makes the reply much easier to follow. ">" is a traditional marker for quoted text, but you can use anything provided its purpose is clear and you use it consistently.
- Pay careful attention to where your reply is going to end up: it can be embarrassing for you if a personal message ends up on a mailing list, and it's generally annoying for the other list members.
- Ask yourself if your reply is really warranted - a message sent to a list server which only says "Me, too," is probably better sent privately to the person who originally sent the message.

Signatures

A "Signature" is a small block of text appended to the end of your messages, which usually contains your contact information. Many mailers can add a signature to your messages automatically. Signatures are a great idea but are subject to abuse; balance is the key to a good signature.

- Keep your signature short - four to seven lines is a handy guideline for maximum signature length. Unnecessarily long signatures waste bandwidth (especially when distributed to lists) and can be annoying.
- Some mailers allow you to add random strings to your signature: this is fine and can add character if done carefully. You should consider the following basic rules though:
 - Keep it short. The length of your quote adds to the length of your signature.
 - Definitions of "offensive" vary widely: avoid quotes which might offend people on the grounds of religion, race, politics or sexuality.
 - Try to avoid topical or local quotes, since they may be meaningless to recipients in other towns, countries or cultures.
 - Variable signatures are usually best if they're amusing; polemical outbursts on politics or other such topics will turn most people off, but a one-liner that brings a smile can make someone's day.

Courtesy

Electronic mail is all about communication with other people, and as such some basic courtesy never goes amiss.

- If you're asking for something, don't forget to say "please". Similarly, if someone does something for you, it never hurts to say "thank you". While this might sound trivial, or even insulting, it's astonishing how many people who are perfectly polite in everyday life seem to forget their manners in their e-mail.
- Don't expect an immediate answer. Just because you don't get an answer from someone in ten minutes does not mean that he or she is ignoring you, and is no cause for offence. Electronic mail is all about dealing with your communications when you are able to do so.
- Always remember that there is no such thing as a secure mail system. It is unwise to send very personal or sensitive information by e-mail. You are not the only person who could be embarrassed if a delicate message falls into the wrong hands.

Emoticons (Smiley Faces)

While electronic mail has the nearly immediate gratification of a conversation, it still lacks the personality of speaking face to face, of seeing the other person's facial expression and body language. The Internet "counter-culture" has developed a solution – Emoticons, or "smiley faces", are groups of ASCII characters that depict a face turned on its side.

The most common smiley faces are probably these:

:-) or :)

A smiling face seen side-on; generally used to indicate amusement, or that a comment is intended to be funny or ironic ("`<g>`" or "`<grin>`" is also sometimes used).

:-(or :(

An unhappy face seen side on; generally used to express disappointment or sorrow.

;-)

A winking smiley face; usually indicates that something should be taken "with a grain of salt".

;->

A mischievous smiley face; usually indicates that a comment is intended to be provocative or racy.

Using the common smiley faces carefully can markedly improve the clarity of your message, since they convey nuances which approximate "body language". Like any embellishment, however, overuse of smiley faces destroys their value - use them sparingly.

Above all, remember that electronic mail is about communication with other people. When you compose an e-mail message, read it over before sending it and ask yourself what your reaction would be if you received it. A second reading before hitting the "send" button is often time well spent.

Web Policy

Policy

KYRW will provide and support a chapter web site for the following purposes:

- To provide a presence on the Internet that will advertise the chapter, its published authors, and provide information about joining the organization.
- To provide information to KYRW members that cannot be easily and quickly communicated by other methods.

KYRW board appoints a web master who serves at the pleasure of the board.

Crit Loop Policy and Procedure

Policy

Using the most convenient method, which may be a free service like www.Yahogroups.com, KYRW maintains an e-mail critique group for the benefit of its chapter members. Any member in good standing may request access to the KYRW e-mail critique loop. The purpose of this listserve is as follows:

- To provide an easy and timely way for KYRW members to share, brainstorm, critique and receive feedback on their writing while in progress.

KYRW board appoints an “owner/moderator” of the Crit loop listserve, and that moderator serves at the pleasure of the board. A list of e-mail listserve etiquette will be developed by the board and communicated to the listserve members.

Procedure

Who	Does What
KYRW Member	1. Requests access to the KYRW Crit e-mail listserve at any time after joining KYRW.
Listserve moderator	2. Adds new member to listserve.
	3. Once a month, reminds the listserve members about e-mail etiquette for the KYRW Crit listserve.

Crit Rules and Etiquette

1. **Give honest opinions, but at the same time be kind.** There is ALWAYS something positive to say about someone’s writing. Someone ALWAYS does something well in their writing, regardless. So find it and say it. A spoonful of sugar helps the medicine go down.
2. **Don’t critique other people’s crits.** Everyone has an opinion and it should be respected.
3. **Take other people’s opinions with a grain of salt.** If someone has given you a crit you don’t agree with, don’t debate in an inflammatory manner. Simply respect their opinion for exactly what is, an opinion, and go back to the far more serious business of writing.
4. **Do at least one crit for every chapter you submit.** Two crits for every chapter is even better. Remember that it’s only fair to give crits when you receive them.
5. **Please COPY the chapter into the body of an email and submit chapter to the list that way.** This avoids difficulties some may have with opening attachments.
6. **Keep an open mind.** It’s difficult sending your “baby” out to be “slaughtered” in crits. It hits at our ego. Remember, we all have something to learn, however, and the more open your mind is, the more your writing will improve.
7. **Conversely, don’t believe everything every critiquer tells you.** Take in their comments, consider them, and remember that in the end, it’s YOUR work.