

STATUTES OF THE GENEVA WRITERS' GROUP

I. NAME, SEAT, AND PURPOSE

Article 1 NAME

An association within the meaning of articles 60 and following of the Swiss Civil Code is organized under the name Geneva Writers' Group (the "GWG"), which shall operate in accordance with these Statutes.

Article 2 SEAT

The seat of the GWG is the City of Geneva, Switzerland.

Article 3 PURPOSE

The purpose of the GWG is to:

- Encourage English language writers and promote all forms of creative writing.
- Organize or participate in events, meetings or other activities of interest to its members, including workshops, conferences and publication of the literary review *Offshoots, Writing from Geneva*.

The GWG is a not-for-profit association and has no political, national or religious affiliations.

II. MEMBERSHIP

Article 4 ELIGIBILITY

Membership in the GWG is open to all individuals interested in developing their creative writing skills in English whether they are beginner, non-published or published writers. For membership, one has to pay annual dues.

The Steering Committee is competent to accept or reject applications for membership without having to explain its reasons.

Article 5 RIGHTS OF MEMBERS

Members of the GWG have the following rights:

- To participate and vote in the General Meetings.
- To be eligible to sit on the Steering Committee and other GWG Committees
- To read at the critiquing workshops
- To be eligible to participate in master classes
- To register for consultations with agents
- To submit their work to *Offshoots, Writing from Geneva* and other publications.
- To post publishing news, titles and covers of books, websites and blogs on the GWG website
- To have access to information about mentoring and small groups.
- To enter work for the Geneva Writers' Group Literary Prizes.

Code of Conduct

All members are expected to act in accordance with the principles of the Code of Conduct set forth.

The Geneva Writers Group is committed to maintaining and promoting a safe and professional environment within which its members treat each other with dignity and respect. All members will not discriminate against, bully or harass others. All members will respect the knowledge, insight, experience and expertise of fellow members.

Any issues that may arise may be reported to the Steering Committee, which reserves the right to terminate a membership according to Article 6 of the Statutes.

Article 6

TERMINATION

Membership can be lost by any member who is excluded by decision of the Steering Committee because of violation of these Statutes, without refunding dues.

An individual who loses membership in the GWG may seek recourse within 30 days following notification of the loss of membership by sending a registered letter to the President for the attention of a General Meeting. The Steering Committee in its sole discretion will address the issue.

III. RESOURCES

Article 7

FINANCING

The financial resources of the GWG are derived from annual dues, donations, and from activities organized by the GWG.

The GWG is liable only to the value of its net assets. Such assets belong exclusively to the GWG. All personal liability of the members of the GWG is excluded.

IV. ORGANIZATION

Article 8

GOVERNING BODIES

The governing bodies of the GWG are:

- The General Meeting
- The Steering Committee.

Article 9

GENERAL MEETINGS

A General Meeting may be either an Annual General Meeting or an Extraordinary General Meeting.

General Meetings are to be held according to the following provisions:

- An Annual General Meeting must be held once every calendar year, at a date to be determined by the Steering Committee during the period March 1 to June 30.
- An Extraordinary General Meeting may be held at any time considered appropriate by the Steering Committee. An Extraordinary General Meeting must be held on presentation to the Steering Committee of a written request signed by not less than 10 percent of the membership of the GWG. Should such a request be presented, an Extraordinary General Meeting must be convened within 28 days of the request.

For any General Meeting, 14 days written notice must be given to all members. A quorum of 20 percent of the membership of the GWG is necessary for the meeting to proceed. Should a quorum not be achieved, the meeting must be annulled, and a second General Meeting must be held within 28 days. Members must receive 14 days written notice of the second General Meeting, and no quorum will be required.

Each member has one vote at any General Meeting with the exception of the President who shall have the casting vote in the event of a tie. All resolutions shall be adopted by a majority of the members present, with the exception of votes on amendments to these Statutes. Amendments to these Statutes shall require a majority of 2/3 of the membership. Proxy votes are accepted.

The President of the GWG conducts any General Meeting. In his/her absence, a member of the Steering Committee shall be elected to conduct the meeting.

Article 10

OBLIGATIONS AND POWERS OF GENERAL MEETINGS

The Annual General Meeting shall:

- Approve the yearly report of the President and the yearly accounts.
- Elect members of the Steering Committee, as necessary.
- Appoint the auditor, as necessary.
- Discharge the Steering Committee and the auditor, as necessary.

The General Meetings have the power to:

- Modify these Statutes.
- Decide on the dissolution of the GWG and on the disposal of its net assets.
- Make all decisions authorized by law and these Statutes.

Article 11 STEERING COMMITTEE

The Steering Committee of the GWG is composed of a maximum of 10 members. The Steering Committee meets at the call of the President or in his/her absence, the Executive Secretary.

The Steering Committee is responsible for the management of the GWG, in particular:

- The selection of the officers.
- The creation and rules of sub-committees.
- The appointment and revocation of heads of sub-committees.
- The representation of the GWG towards third parties.

- The planning and organization of activities of the GWG.
- The proposal of candidates for election to the Steering Committee.

The Steering Committee makes decisions based on a majority of the votes cast. In case of a tie, the President casts the deciding vote.

Article 12 ELECTION OF STEERING COMMITTEE MEMBERS

Members of the Steering Committee are elected at the Annual General Meeting for a term of two years. The currently sitting Steering Committee will propose a slate of candidates, which will be annexed to the Annual General Meeting announcement. Any independent nominations must be supported by at least two other members of the GWG, and must be received by the Secretary at least 7 days prior to the election.

Article 13 OFFICERS

The GWG has three officers: the President, the Executive Secretary, and the Treasurer.

- The President has general charge and supervision of the GWG affairs. He/she presides at all GWG meetings. He/she is a member ex officio of all sub-committees. He/she is authorized to sign and execute all contracts and undertakings agreed to by the Steering Committee in the name of the GWG and to delegate such power.
- The Executive Secretary is the custodian of all records except those specifically assigned to others. He/she is responsible (or may delegate the work) for taking the minutes of the Steering Committee. He/she substitutes for the President when the latter is absent or unable to carry out his/her duties.
- The Treasurer controls the funds of the GWG and keeps appropriate financial records in accordance with the directions of the Steering Committee. He/she is authorized to disburse funds up to limits established by the Steering Committee.

Article 14 EXTERNAL REVIEW OF ACCOUNTS

An independent external reviewer is nominated by the Treasurer and approved by the Annual General Meeting. The independent reviewer carries out the annual review of the accounts of the GWG. She/he is responsible for reviewing the accounts of the GWG and for producing a report outlining the results of this review for the Annual General Meeting.

V. FINAL DISPOSITIONS

Article 15 DISSOLUTION

The dissolution of the GWG can only be decided by a General Meeting called for this purpose. The dissolution can only be decided by a majority of 3/4 of the membership. Proxy votes are accepted. If the General Meeting decides to dissolve the GWG, it will decide also, on proposal by the Steering Committee, how the net assets of the GWG will be liquidated.

Article 16

ADOPTION

These Statutes are adopted and implemented immediately by the General Meeting of May 15, 2004.
Revised, Sept. 15, 2011; June 21, 2012; June 2, 2014; May 22, 2018; August 8, 2018; June 22, 2019.
Latest update of new officers October 24, 2022.

President
(Temporary) Treasurer
Executive Secretary

Steven Antalics
Caroline Thonger
Sarah Tinsley