

LIBERTY STATES FICTION WRITERS

POLICY AND PROCEDURE MANUAL

The purpose of this manual is to define and clarify all elected and appointed positions and operating procedures of Liberty States Fiction Writers Board of Directors, and Committees.

- A copy of this manual will be provided to all Board Members for reference. Sections on the functioning of the various Committees will be provided to the committee chairs. All Board members and Committee Chairs are to read through this manual and the Chapter Bylaws of the Liberty States Fiction Writers, and be familiar with the contents therein. Selected job descriptions will also be made available for anyone considering running for a position.

It is the duty of the Secretary to keep this manual up-to-date, and the President will ask officers and Committee Chairs to update their job descriptions from time to time.

Note: Articles and Sections mentioned herein refer to Chapter Bylaws of the Liberty States Fiction Writers.

Table of Contents:

- Board Members
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Program Chair
 - Membership Chair
- Board Meetings
- Reimbursement to Board Members
- Conference
- Conference Committee
- Election Committee
- Published Author Qualifications
- Installation

BOARD MEMBERS

1. The elected members are as follows: President, Vice-President, Secretary, Treasurer, Program Chair, and Membership Chair.
2. All Board members are expected to keep good records and budgets and otherwise perform their individual and various duties in a professional and responsible manner.
3. Board members must turn over any records to their successors on or before the installation of a new Board.
4. The Board will choose a representative to pick up the mail from the official Chapter mailbox. The designated Board or General Member shall distribute the mail to appropriate Chapter officers or Committee chairs on a regular basis.

PRESIDENT

1. According to Liberty States Fiction Writers Chapter Bylaws, the President is the Chief Executive Officer of Liberty States Fiction Writers and shall, in general, supervise the business and affairs of the chapter. The President has the authority to act on behalf of LSF Writers and shall perform all duties incident to the office of President. The President shall be member ex-officio of all regular, standing, special, ad hoc, or other duly authorized committees and shall be notified of all committee meetings and shall receive regular reports on the activities of all committees.

After taking office, and as soon as it is practical, the President, with the consent of the Board, shall appoint the following Board of Directors positions: Salon for Published Author Liaison, Conference, and Publicity. .

2. BOARD MEETINGS. The President sets the time and place of the meetings of the Board of Directors with their consent. The President presides at the meetings. When a quorum is not present at a meeting, the President may declare the Board to be in informal session.

3. GENERAL MEETINGS. The President presides over the general meetings. A summary of the Board meeting is presented and additional information of interest to the members is distributed.

4. COMMITTEES. The President is responsible for appointing all committee Chairs and members with the consent of the Board and for recommending or establishing any special or ad-hoc committees as needed.

The President works with all committee chairs and officers of the Board to insure that the affairs of LSF Writers are handled in an appropriate and timely manner.

The President shall appoint an Internal Finance committee with at least one general member and one Board member to evaluate the LSF Writers books once a year. Members of the Internal Finance Committee should have some financial or budgeting experience.

All information representing the organization must be approved by the President, even if not specified. In the event of a disagreement between a committee chair and the President, the issue will go before the Board for adjudication.

The President shall be the owner of all LSF Writers e-mail loops and upon the end of the President's term, shall provide the incoming President with all information necessary to administer the LSF Writers e-mail loops.

VICE PRESIDENT

1. The Vice President shall substitute in the President's absence as necessary. Should the office of President be vacant, the Vice President shall assume the full duties of the President until a new President can be elected from the membership.
2. The Vice-President should receive copies of all relevant reports and correspondence to stay fully apprised of Chapter business and concerns in order to be prepared to offer advice to the President or Board of Directors.
3. The Vice President will be responsible for coordinating, or delegating coordination, for special group projects such as "The Get to THE END" event or for special published author projects such as Street Fairs.

SECRETARY

1. The Secretary shall attend all meetings of the Board and general membership of LSF Writers. In the event the Secretary will not be available, a volunteer will be chosen from the Board to act as Secretary for that meeting.
2. The Secretary will record all business transacted at all meetings and present the minutes of the previous meetings for approval in a timely manner.

The Secretary will keep copies of all approved minutes for the Chapter records and will retain all official LSF Writers correspondence, unless otherwise specified by the Board.

3. The Secretary will keep the official Chapter records, which shall include:
 - a. Chapter Bylaws and Policy & Procedures Manual;
 - c. Current list of Chapter Board of Directors, Committee Members, and General Membership;
 - e. All approved Chapter minutes
4. The Secretary shall turn over the Chapter records to the new office holder on or before the January Board Meeting immediately following the end of the Secretary's term of office or whenever the Secretary leaves office.
5. The Secretary, in conjunction with the Conference Chair, will be responsible for overseeing, upkeep, or delegating the upkeep of the organizations social media presence for the purpose of promoting that month's meeting as well as the conference.

TREASURER

1. The Treasurer is responsible for oversight of all LSF Writers monies.
2. The Treasurer is responsible for the timely deposit of all receipts including membership dues, Conference fees, project fees, book and merchandise sales.
3. The Treasurer is responsible for the payment of all bills incurred by LSF Writers in a timely fashion. All bills must be substantiated by documentation, such as vouchers with receipt copies or invoices.
4. The Treasurer is responsible for the monthly reconciliation of all bank accounts to their respective bank statements.
5. The Treasurer will keep records and/or use bookkeeping software to identify and categorize each check disbursed and all monies received. Totaling of these records for a calendar year will be necessary for tax return preparation. The Treasurer is responsible for ensuring that the tax return is prepared, signed and filed/mailed by the deadline(s) specified by the Internal Revenue Service.
6. The Treasurer will have all records, checkbooks, receipts and monthly reports in order for review by the Internal Finance Committee. The Internal Finance Committee's findings will be reported to the Board and the general membership.
7. The Treasurer will prepare a yearly budget to be ratified by the Board and the general membership in January. Periodic updates of actual receipts and expenditures versus budgeted amounts should be given to the Board and the general membership orally and/or in written form.
8. The finances of the chapter must be kept in accordance with the laws of New Jersey and in accordance with sound accounting principles.
9. The Treasurer shall post copies of the financial records at each General Meeting.

PROGRAM CHAIR

1. The Program Chair will find suitable speakers or programs for the monthly meetings. It is recommended that the Program Chair consult with the President and Treasurer before extending any speaking invitations.
2. LSF WRITERS members who present a program at a monthly meeting may be paid an honorarium of \$50. Speakers from outside the chapter will receive an honorarium ranging from \$100, plus have their travel expenses reimbursed. If multiple speakers present a program, the honorarium will be divided equally among all the speakers. If the speaker is flown in, one night's stay plus meals will be provided at the organizations expense.
3. The Program Chair ensure that topics are not repeated by different speakers or repeated too closely throughout the year.
7. The Program Chair will have an alternate emergency program planned in case a speaker must cancel at the last minute.
8. The Program Chair will follow up with to confirm speaker's date, supply directions, and request topic blurb, biography and photo, if possible, for publication on the website; send a reminder to speaker closer to the speaking month, and follow-up a few days before the speaker is due.
9. The Program Chair is responsible for coordinating transportation with all speakers, including pick-up and drop-off at train, airport or bus stations if desired.
10. The Program Chair will introduce the speaker at the general meeting.

MEMBERSHIP CHAIR

1. The Membership Chair shall be responsible for maintaining the chapter membership records and shall use the records to compile a comprehensive membership list.

The membership list shall not be used for monetary gain by any member.

The Membership Chair shall keep the list updated. This roster of members will be electronically updated and be available in the "Members Only" section of the organization's website.

2. The Membership Chair shall post notices of the opening and closing of the dues renewal period to the Announcement Loop as well as the Liberty Speaks discussion loop.

BOARD MEETINGS

1. The Board may meet once a month, but no fewer than four times a year to discuss the business of the Chapter. Time and place are subject to the workload of the Board and availability of meeting site.

2. Only voting members of the Board may vote on matters brought before the Board.

The President may call for a special meeting, which can be closed or opened to the general membership.

3. All Board members and Committee chairs should be ready to submit a report on the current status of their duties at Board meetings. This may be done verbally or electronically, with pertinent information to be included in the Secretary's meeting minutes. However, minutes of the meetings and budgets for Conference and treasury must be submitted in the proper written form, with copies for all Board members.

Notice of emergency issues requiring the immediate attention of the Board will be sent to the President, who will relay the information to all Board members. A separate request should be sent to the President to include the new business on the meeting's agenda. Emergency meetings may be held electronically with 24 hours notice. All dually recorded issues and votes will be entered into the next monthly meeting by the Secretary

5. A majority of the voting members of the Board shall constitute a quorum for transacting business at any meeting of the Board. Should a quorum not be present at a regularly scheduled Board Meeting, any vote taken shall be presented for ratification at the next regular meeting of the Board, either in person or electronically.

6. Special and/or emergency meetings of the Board will be conducted in the same manner as regular Board Meetings. However, for an action to be approved at these meetings, a majority of the total Board then in office is necessary, and the result of the vote shall be entered into the minutes at the next regularly scheduled meeting unless the matter involves a disciplinary or impeachment hearing.

7. The administrative duties of LSF Writers shall be governed by the Board, which shall be answerable to the General membership.

REIMBURSEMENT TO BOARD MEMBERS

1. The President, Vice President, Secretary, and Treasurer may be reimbursed up to a yearly limit as set by the Board for mileage, telephone, postage, and duplication expenses incurred in the course of their normal duties. The telephone, postage, and duplication expenses of the Conference Chair, Program Chair, and Newsletter Editor are to be included in their individual budgets and do not fall under this policy. Any expenses not related to their position as Chair will fall under the policy section relating to Board Members.

3. Bills for reimbursement of expenses of all Board Members must be presented to the Treasurer in a timely fashion, i.e. at least quarterly, in order to keep our treasury current and definitely before the end of the fiscal year and/or expiration of terms in office. All bills for reimbursement must be accompanied by receipts.

CONFERENCE

1. The primary purpose of the Conference should be in keeping with the objectives to bring writers into contact with each other and other professionals of the publishing industry. The Conference will be open to the public, upon payment of registration fees, and subject to space constraints.
2. The Conference Chair, with the approval of the President , is responsible for finding members to serve on the Conference committee.
3. Every effort should be made to give LSF WRITERS members a discounted fee to attend the Conference.
4. Invited workshop presenters will be the guests of LSF WRITERS and will have their Conference fee waived in consideration of their participation. The aforementioned considerations should be shared equally between multiple speakers presenting joint workshops. In the case of featured speakers, i.e., keynote, breakfast, and special presenters, additional hotel nights and reasonable travel expenses (domestic coach airfare, for example) may be provided.
6. The Conference Chair and Treasure should work together to create detailed budget with projected number of attendees for inclusion in LSF Writer's general budget as soon as possible, preferably before any initial expenditures for the Conference.
8. The Conference Chair is responsible for turning in any final bills and other miscellany relating to the just completed conference. The Treasurer will submit a final written financial report of the previous conference to the Board. The report will state the detailed expenses of the conference and net proceeds.

CONFERENCE COMMITTEE

1. The Conference committee will consist of members as designated by the Conference Chair, who will oversee the work and organize and disseminate information for the Conference. It is suggested that the Conference Committee immediately request volunteers from the general membership to help with putting on the Conference. Members of the Conference committee must agree to serve without expectation of compensation for their efforts. Pertinent manuals or notes from previous Conference committees should be turned over to the current committee
2. Securing speakers for the conference is the responsibility of the Conference Chair. Travel expenses are paid for up to two main conference speakers only. Travel expenses for other speakers or special guests must receive separate and prior approval from the Board. Total speaker travel expense is set forth in the conference budget. Any travel expenses above this limit must receive prior approval by the Board before confirming the speakers.

3. The Conference committee is responsible for collecting all attendees' registrations and remittances and will send an acknowledgement/confirmation of registration. Non-refundable fees to cover actual costs to the Chapter should be charged for late cancellation.

A list of paid attendees and their addresses should be made for purposes of name tags, matching names for day of conference, and as a source for future conference mailing lists.

4. The Conference committee is responsible for soliciting editor/agent appointments. The committee must ensure against over-booking limited appointments or errors in appointments.
5. Insurance, conference packets, giveaways, speaker gifts and other miscellany are the responsibility of the Conference Chair and committee.
6. The day before the conference, the Conference Chair, or a designated member of the Conference committee, should go to the conference site to ensure that all rooms for the conference are in readiness. The procedures for this may vary with the hotel management and other events at conference sites. Also, this delegate should check with all other conference service contractors outside the hotel to confirm and verify other day-before matters.

ELECTION COMMITTEE

1. Following appointment by the President, and no later than July 1st of each year, the Election Committee will begin to solicit nominations for the elected Officer and Board positions. As per the bylaws all who plan to run for a board position must make their intention known by September 30.

2. Nominees will be advised of their nomination (if made by another member) and all nominees must consent to being placed on the ballot. If there is more than one nominee for a board position each candidate shall be asked to provide a 150 word maximum biographical/platform statement to be sent out with the official ballot and shall be informed of the deadline and submission procedures for this statement to a designated committee member. Such deadline shall not be extended beyond October 1st. Any candidate's statement may be edited for length by the committee if it exceeds the 150 maximum word count or fails to meet LSF WRITERS standards of conduct. Edited statements should be provided to the candidates prior to publication if time permits.

3. A slate of nominations as available will be formally announced at the regular meetings (if held) and presented on the Announcements Loop. Additions or deletions to the slate may also be announced on the LSF WRITERS listserv and on the LSF WRITERS website as time permits.

4. In October, An electronic ballot and the accompanying biographical/platform statements from candidates who submit them by the deadline will be created and emailed to all members via the Announcement Loop.

8. LSF WRITERS members will be informed of the results through any association means: It may be announcement at the next LSF WRITERS meetin and may be announced on the LSF WRITERS e-mail loops and website.

PUBLISHED AUTHOR QUALIFICATIONS

Members of LSF Writers will be recognized as a published author if they meet one of the following criteria:

- a) Signing a contract with a non-vanity, non-subsidy traditional legacy press or electronic press
- b) Short story writers must have a minimum of 5 works of fiction nationally recognized publications (magazines, electronic presses). They must have earned a minimum of \$100 in income on the publications. The \$100 can be money earned for the entire collections of pieces or on one piece. (For the intents and purposes of this policy short fiction is defined as anything shorter then 20k words in length.)
- c) Self-published authors must have earned a minimum of \$1000 in sales on one title during the course of 1 year. Proof of this would consist of the submission of a statement/collection of statements to the board.

WEBSITE

1. Since the LSF WRITERS website is an officially-sponsored publication of LSFWRITERS, the Board maintains complete control over its location, content, formats, design, and all other aspects involved on behalf of the entire membership.

A professional website designer or company can hired to design and maintain the LSF WRITERS website. The board can appoint a liaison to be the primary contact person for the designer or company.

2. The purposes of the LSF WRITERS website are to promote LSF WRITERS activities and events--such as meetings, conferences, and contests--to the general public, to promote LSF WRITERS published members, and other purposes as needed or as identified by the Board.

3. The Board may approve the purchase of additional domain names as needed by the Chapter. All domain names registered for the Chapter's use will be considered Chapter property. LSF WRITERS members may link their personal websites to the LSF WRITERS site by use of the URL.

4. Funding for the LSF WRITERS website, once established, will be included in the yearly budget or appropriated by the Board if prior to budget formation and adoption.

INSTALLATION

1. Installation of newly elected and appointed Board members and Committee Chairs will take place at the January meeting.
2. At this time, outgoing Board members/Committee Chairs will be present and ready to hand over all materials, records, etc., to the new Board/Committee Chairs to ensure a smooth transition.

Exceptions to this would include the following:

- a) The current Conference Chair, who will continue in the roll until the conclusions of the conference