

## MEMBERSHIP

### 1. FULL MEMBERSHIP

- 1.01. Full membership in the ARWA requires the submission of 45 pages of manuscript, which may include a complete synopsis of up to 15 pages. Submissions for full memberships must be certified by the Membership Chair. Full membership will begin at the next regular meeting after the manuscript submission has been received. Submission requirements shall be waived for authors published in romance or mainstream fiction; however, proof of publication may be required.
- 1.02. If a manuscript submission is made by a writing team, all members of the team will be considered full members. Each member of a writing team will be required to pay appropriate membership dues.
- 1.03. Manuscripts submitted for membership requirements will not be judged in any way but will be used only to assess the needs and program requirements of new members. Membership submissions shall be returned to the member following acceptance of full membership either at an ensuing meeting or by mail.
- 1.04. Full membership will also be extended to those who attend and fulfill the writing requirements of designated courses offered by ARWA.
- 1.05. Full members are accorded voting rights as defined in section 7.01 of the ARWA Bylaws and may hold elected positions providing they meet the requirements set down in section 3.01 of the Bylaws.

### 2. ASSOCIATE MEMBERSHIP

- 2.01. Associate membership in the ARWA requires payment of appropriate membership fees. An associate member may enjoy the benefits of belonging to ARWA but will not have voting privileges or be eligible to serve as an Elected Officer.

### 3. NEW MEMBERSHIP

- 3.01. New members will only be accepted in ARWA from September 1 to October 31 of each year. This membership window will NOT apply to a new member who is already published in romance or mainstream fiction, or who is a member in good standing of any other comparable romance writing association. In case of a transfer member, however, the manuscript requirement will still be in effect to qualify for full membership.
- 3.02. The membership window also does not apply to former members of ARWA who have allowed their membership to lapse. Previous members, either full or associate may rejoin at any time by paying the full membership fee for their appropriate category. Any outstanding debts to the organization must be cleared before a member may rejoin. Previous full members need not resubmit the manuscript requirement.
- 3.03. Extraordinary membership status will be dealt with on an individual basis by the Board of Directors as specific situations arise. Eg: Temporary membership for members of other writing organizations who are in Calgary for limited periods of time.
- 3.04. Limited membership will be allowed for those who wish to join at times other than the membership window and will be a one time only option. Limited membership will expire at the next membership intake. Limited membership privileges will include attendance at regular meetings and workshops, receipt of the newsletter and temporary access to the membership area of the website, but will not include special events or special programs. At the discretion of the Board, limited members may be entitled to a pro-rated fee for special events.

### 4. MEMBERSHIP FEES

- 4.01. Membership fees shall be ratified annually at the annual general meeting.
- 4.02. An associate member who meets full membership requirements during the year, after paying associate member fees, will not be refunded the difference in fees.
- 4.03. Current fee for full membership in ARWA is \$50.00.
- 4.04. Current fee for associate membership is \$60.00.
- 4.05. Current fees for limited membership are \$7.00 for each month from the date of the limited membership to the end of June and shall be payable in full upon joining.

## 5. MEMBER IN GOOD STANDING

- 5.01. To further define the requirements set out in section 3.01 of the ARWA Bylaws, the membership date of a member in good standing will be considered to be the date that the member joined the ARWA either as a full member or as an associate member, providing s/he has maintained continuous membership. In the case of a lapsed member, the date the member rejoins shall be considered the membership date.
- 5.02. To be considered a member in good standing, membership fees must be paid in full for the current year. Only members in good standing shall qualify for membership rates for ARWA events.

## 6. SUSPENSION OF MEMBERS

- 6.01. The following acts shall constitute violations of ARWA standards of conduct and shall be deemed grounds for suspension of membership:
  - a) Committing an act of plagiarism.
  - b) Misrepresenting membership qualifications.
  - c) Failing to pay, following receipt of written demand, any financial obligations due the ARWA.
  - d) Persistent verbal or physical conduct of an offensive nature which disrupts any ARWA meeting or function, or which disturbs the peace of another member or her/his family.
  - e) Committing libel or slander against another member. f) Misuse or unauthorized use of corporate property.
- 6.02. A member accused of violating the ARWA standards of conduct shall be notified in writing thirty (30) days prior to a meeting of the Board of Directors called to consider the violation.
- 6.03. The notice shall include:
  - a) A statement of the date, time, and place of the meeting of the Board of Directors called to consider the violation.
  - b) A reference to the particular violation.
  - c) A short and plain statement of the available facts.
  - d) An opportunity to respond and present evidence on all issues involved.
- 6.04. The Board of Directors shall consider the facts and evidence presented at the meeting and shall render a decision, which shall be presented to the membership for ratification at a General meeting as stated in Section 2.07.1 of the ARWA Bylaws.
- 6.05. Voting on member suspension shall be by closed ballot.

## 7. MEMBERSHIP YEAR

- 7.01. The membership year runs from September 1 to August 31. Membership fees are due on September 1 of each year and must be received by October 31 of the same year or membership will be considered lapsed and privileges will be suspended.

## 8. MEMBERSHIP LIST

- 8.01. A complete and current membership list shall be maintained by the Membership chair and shall be made available to all Board members as changes occur.
- 8.02. An updated membership list shall be distributed twice a year. This list shall be for member use only.
- 8.03. The ARWA membership list is confidential and may not be used for solicitation, commercial use, or any other unauthorized purposes

## 25. PRIVACY POLICY

- 25.01. The privacy of ARWA members is important to ARWA. ARWA shall protect any personal information provided by its members and shall limit the use, disclosure and retention of personal information to that which is necessary for the organization's purposes. Upon joining, members of ARWA shall be made aware of the Membership and Privacy Policies of the organization and shall sign a consent form accepting the Policies and Bylaws governing use of personal information as a term of membership.
- 25.02. Membership information collected by ARWA shall be used to disseminate information regarding ARWA events and programs and in delivery of the newsletter. ARWA will not sell, trade, share, loan or otherwise provide any personal information gathered as a result of membership in ARWA to any parties outside the organization except where required by law.
- 25.03. ARWA shall strive to maintain accurate and updated membership records, but it shall be the responsibility of the individual member to apprise the Membership Chair of any changes or corrections in personal information. Updates shall be made in writing, by email or fax as soon as such changes are in effect.
- 25.04. The Board of Directors shall have access to the full member information for the purposes stated above in Policies 25.01 and 25.02. Requests to withdraw consent for use, disclosure and retention of personal information shall be made in writing to the Board of Directors and may require proof of identity. Withdrawal of consent may result in restricted membership benefits.
- 25.05. Since networking is one of the primary purposes of ARWA, a membership list with name, address, phone and email is distributed to members twice yearly as per Policies 8.01 through 8.03. Exclusive of information required by Bylaw 2.05, a member may request the exclusion of specific information from this distribution list. Such requests shall be made to the Membership chair in writing, by email or fax.
- 25.06. Member information gathered by ARWA shall remain as part of the archival records of the organization when a membership lapses. ARWA shall maintain use of this information for a minimum of one year in order to disseminate informational updates to former members. An individual may be removed from the contact list upon written request to the Board of Directors. A former member wishing to remain on ARWA's contact list may update any personal information, and such information shall be bound by the Privacy Policies of the organization.
- 25.07. Personal information provided to ARWA by an individual who is not a member of ARWA but who attends an ARWA sponsored event shall be governed by the same policies as that of members.
- 25.08. ARWA recognizes the responsibility for personal information under its control. At the first board meeting after each election, the Board of Directors shall appoint an elected Board member to act as a Privacy Officer. The Privacy Officer shall oversee and insure the compliance of ARWA's Privacy Policies.

25.09. Any member with questions or concerns about any aspect of use of private information may contact the Privacy Officer in person or in writing. The Privacy Officer may seek external advice before responding to any questions.