



National Association of Writers and Groups (NAWG) Constitution

(Revised & Updated in May 2023)

1. NAME

The name of the Association is **The National Association of Writers and Groups**. (NB: The name of the Charity, Reg. No. 1059047, remains The National Association of Writers' Groups)

2. ADMINISTRATION

(a) The Association shall be administered from its Head Office as defined on the website and in appropriate documentation as registered with the Charity Commission. This address may be altered at any time, by informing the Charity Commission, updating the website to inform members, and updating appropriate documents.

(b) Subject to the matters set out below the Association and its property shall be administered and managed in accordance with this constitution by the members of the Committee, constituted by clause 7 of this constitution ("the Executive Committee").

3. OBJECTS

To advance the education of the general public throughout the United Kingdom including the Channel Islands (hereinafter called "the area of benefit"), by promoting the study and art of creative writing in all its aspects (including fiction, non-fiction, poetry, plays).

4. POWERS

In furtherance of the objectives but not otherwise the Executive Committee may exercise the following powers:

(a) to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of United Kingdom law.

(b) to buy, take on lease, license or any other legal disposition of any property necessary for the achievement of the objects and to maintain, insure and equip it to use.

(c) to enter into contracts with venues for conferences and with tutors and to nominate one member of the executive committee to sign on behalf of the executive committee such member to be reimbursed for any costs relating to such contracts.

(d) to sell, lease or dispose of all or any part of the property belonging to the Association.

(c) to borrow money and to charge all or any part of any property belonging to the Association as security for any sums borrowed hereinafter.

(e) to employ staff, who shall not be members of the Executive Committee, as are necessary to achieve the objects of the Association.

(f) to co-operate with other bodies in furtherance of the objects.

(e) to appoint and constitute such other committees as the Executive Committee may think fit.

(h) to do all such other lawful things as are necessary for the achievement of the objects.

5. MEMBERSHIP



National Association of Writers and Groups (NAWG) Constitution

(Revised & Updated in May 2023)

- (a) Membership of the Association shall be open to any other like-minded writers or writers' groups recognised by the Association, who have paid the annual subscription laid down by the Executive Committee.
- (b) Every member of the Association shall have one vote and every member group of the Association shall have two votes.
- (c) Each member group shall appoint two individuals to represent it and vote on its behalf at meetings of the Association; and may appoint an alternate to replace its appointed representative at any meeting of the Association if the appointed representative of the group is unable to attend.
- (d) Each group shall notify the names of their representatives and of any alternate to the secretary of the Association. If the representatives cease to be members of their group, they will forthwith cease to be the representatives of that group in any meeting of the Association.
- (e) Associate members of the association, shall have the right to vote at meetings of the association.
NOTE: individual writers can join NAWG as an Associate Member.
- (f) The Executive Committee may by a majority vote of two-thirds of those attending and entitled to vote terminate the membership of any group on giving written notice; provided that the group has the right to be heard by the Executive Committee before any such notice is given.

6. HONORARY OFFICES

At the annual general meeting of the Association the members shall elect from amongst themselves a chairman, a secretary and a treasurer, who shall hold office from the conclusion of that meeting for a period of two years.

7. EXECUTIVE COMMITTEE

The Executive Committee shall consist of not less than five members nor more than 15 members, being:

- (a) the honorary officers specified in the preceding clause, who shall hold office from the conclusion of that meeting for a period of two years, after which they may stand for re-election.
- (b) not less than two and not more than 12 members elected at the annual general meeting who shall hold office from the conclusion of that meeting, for a period of two years.
- (c) Half the members of the Executive Committee, except as stated in clause 7(a) above, shall retire from office together at the end of the annual general meeting next after the date on which they came to office but may be re-elected if they agree to stand.
- (d) The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.

7e) No person shall be entitled to act as a member of the Executive Committee until a signed declaration in their name of acceptance to act in the trusts of the Association has been received by the secretary of the Association.

7f) A member of the Executive Committee shall cease to hold office if they:



National Association of Writers and Groups (NAWG) Constitution

(Revised & Updated in May 2023)

- (i) are disqualified from acting as a member by virtue of Section 45 of the Charities Act 1992 or any statutory re-enactment or amendment of that provision.
- (ii) become incapable by reason of mental disorder, illness or injury of managing and administering their own affairs.
- (iii) are absent without valid reason from diaried meetings of the Executive Committee held within a period of six months and it is resolved that their office shall be vacated. **A valid reason is defined as sickness, personal circumstances e.g. need to work, or familial responsibilities**
- (iv) notifies a wish to resign.

8. PERSONAL INTERESTS

No member of the Executive Committee shall acquire any interest in property belonging to the Association or be personally interested in any contract entered into by the Executive Committee or be entitled to receive any remuneration out of his duties hereinafter.

9. MEETING OF THE EXECUTIVE COMMITTEE

- (a) The Executive Committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the chairman or by any two members of the Executive Committee giving not less than seven days written notice being given to the other members of that Committee together with full details of any matters to be discussed.
- (b) The chairman shall act as chairman of the meetings unless absent when the Committee shall choose one of their members to act as chairman for that meeting.
- (c) There shall be a quorum of four members before any business can be undertaken.
- (d) Every matter shall be decided by a simple majority with each member, except the chairman, having one vote. In the event of a tied vote the chairman shall have a casting vote.
- (e) The Secretary shall keep full and accurate minutes of any Executive Committee meeting in books specially reserved for that purpose.
- (f) The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning of meetings and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.
- (g) The Executive Committee may appoint sub-committees consisting of at least three members when it appears that such action is appropriate. Such sub-committees must report back to the Executive Committee promptly on any recommendations they wish to propose.

10. RECEIPTS AND EXPENDITURE

The funds of the Association, including all donations, contributions and bequests, shall be paid into an account operated by the Executive Committee in the name of the Association at such bank as the Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two of the Honorary Officers set out in clause 6. The funds belonging to the Association shall be applied only in furthering the objects.

11. ACCOUNTS



National Association of Writers and Groups (NAWG) Constitution

(Revised & Updated in May 2023)

The Executive Committee shall comply with their obligations under the Charities Act 1992 (as amended) with regard to:

- (a) the keeping of accounting records for the Association.
- (b) the preparation of annual statements of account for the Association.
- (c) the auditing or independent examination of these statements.

12. ANNUAL REPORT

The Executive Committee shall comply with their obligations under the Charities Act 1992 with regard to the preparation of an annual report.

13. ANNUAL RETURN

The Executive Committee shall comply with their obligations under the Charities Act 1992 with regard to the preparation of an annual return.

14. ANNUAL GENERAL MEETING

- (a) The financial year of the Association shall end on 30th June in each year and the Annual General Meeting shall be held within three calendar months after that date. No more than fifteen months shall elapse between the date of one Annual General Meeting and that of the next.
- (b) Every annual general meeting shall be called by the Executive Committee. The secretary shall give at least 21 days' notice of the annual general meeting to all the members of the Association. All members of the Association shall be entitled to attend and vote at the meeting.
- (c) Before any other business is transacted at the first annual general meeting the persons present shall appoint a chairman. The chairman shall be the chairman of the subsequent annual general meetings, but if he or she is not present, before any other business is transacted, the persons present shall appoint a chairman of the meeting.
- (d) The Executive Committee shall present to each annual general meeting the report and accounts of the Association for the preceding year.
- (e) Nominations for election to the Executive Committee must be made by members of the Association in writing and must be in the hands of the secretary at least 14 days before the annual general meeting. Should nominations exceed vacancies, election must be by ballot.

15. SPECIAL GENERAL MEETINGS

The Executive Committee may call a special general meeting of the Association at any time. If at least ten individual members or members from different groups request such a meeting in writing stating the business to be considered the secretary shall call such a meeting. At least 21 days' notice must be given. The notice must state the business to be discussed.

16. PROCEDURE AT GENERAL MEETINGS

- (a) The secretary or any other person specially appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of the Association.



National Association of Writers and Groups (NAWG) Constitution

(Revised & Updated in May 2023)

(b) There shall be a quorum when at least one tenth of the number of members of the Association for the time being or ten individual members and/or members of groups, whichever is the greater, are present at the meeting.

17. NOTICES

Any notice required to be served on any member of the Association shall be in writing (including by electronic means) and shall be served by the secretary of the Executive Committee on any member either personally or by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within four days of posting.

18. ALTERATIONS TO THE CONSTITUTION

(a) Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two-thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.

(b) No amendment may be made to clause 1 (the name of the charity clause), clause 3 (the objects clause), clause 8 (Executive Committee members not to be personally interested clause), clause 19 (the dissolution clause), or this clause without the prior consent in writing of the Commissioners.

(c) No amendment may be made which would have the effect of making the Charity cease to be a charity at law.

(d) The Executive Committee should promptly send to the Commissioners a copy of any amendment made under this clause.

19. DISSOLUTION

If the Executive Committee decides that it is necessary or advisable to dissolve the Association it shall call a meeting of all members of the Association, of which not less than 21 days' notice, stating the terms of the resolution to be proposed, shall be given. If the proposal is confirmed by two-thirds majority of those present and voting the Executive Committee shall have power to realise any assets held by or on behalf of the Association. Any assets remaining after the satisfaction of any debts and liabilities shall be given to or transferred to such other Associations having objects similar to the objects of the Association as its members may determine. Failing that it shall be returned to the members in equal amounts.

(Revised, reviewed, and amended May 2023)