

Regency Fiction Writers, Inc.
Policy and Procedure Manual
Updated December 5, 2023

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1 Regency Fiction Writers Acronyms

RFW	Regency Fiction Writers
BIAW	Book In A Week
Board	Regency Fiction Writers Board
Loop	Email Loop or Email Enable Forum

2 Regency Fiction Writers (RFW) Board

2.1 Board Meetings

2.1.1 Board Loop

The Board will conduct its day-to-day business primarily by means of an electronic forum. The Board may also conduct business by means of conference telephone or similar communications equipment, or another suitable electronic communications system, including audio- or videoconferencing technology or the Internet, or any combination.

2.1.2 Electronic Board Meetings

- a. For electronic Board meetings, whatever system is used must provide access to the meeting in a manner or using a method by which each Officer or Director participating in the meeting can communicate concurrently with every other participant and can be clearly audible to one another.
- b. Board members can expect to attend at least four (quarterly) board meetings a year. Each Board member submits a report in advance to the President to update Board members on his/her/their area of responsibility and presents the report at the meeting.
- c. Should sensitive topics arise, the Board may call for executive session and temporarily close the meeting to the membership. The minutes need only indicate the subject under discussion at such executive session.
- d. The President is responsible for calling the date of electronic board meetings.
- e. Meetings may be recorded for clarity of minutes, to preserve content, or to provide access to Board Members to view at later times. Consent to video recording will be reminded at the beginning of every board meeting.
- f. The executive session minutes will be approved by the President. Executive session will not be recorded.

2.1.3 In-Person Board Meetings

- a. Board members can expect to attend no more than one in-person board meeting a year. This information will be included in election material to candidates.
- b. This in-person board meeting will be open to all members. Should sensitive topics arise, the Board may call for executive session and temporarily close the meeting to the membership. The minutes need only indicate the subject under discussion at such executive session.
- c. The President is responsible for calling the meeting place and date of in-person board meetings.
- d. Meetings may be recorded for clarity of minutes, to preserve content, or to provide access to Board Members to view at later times. Consent to video recording will be reminded at the beginning of every board meeting.
- e. If possible, Video Conference connection will be provided for Board Members who cannot physically attend.
- f. The executive session minutes will be approved by the President. Executive session will not be recorded.

2.1.4 Quorum

A majority of the elected board members currently in office will constitute a quorum for conducting business at board meetings.

2.2 Board Business

2.2.1 Responding to Correspondence

- a. The President, unless otherwise specified by the Board of Directors, will respond officially to all correspondence which includes but is not limited to physical letters, emails, direct messages via social media, etc. addressed to the Board. However, individual board members may respond personally if they wish. The Board need not reply to anonymous correspondence addressed to the Board of Directors.

2.2.2 Board Endorsement

- a. RFW does not review or endorse any works by its members.
- b. All other requests for RFW endorsement are to be presented in writing to the President, who will bring the matter to the Board for discussion and approval/disapproval.

2.3 Officers and Descriptions of Duties

2.3.1 President

- a. **Qualifications:** In addition to the qualifications listed in the Bylaws, it is strongly recommended that candidates for the office of President possess considerable experience in the writing, marketing, and publishing process of his/her/their own Regency-set fiction novels; a broad understanding of the publishing industry; and comprehensive knowledge of RFW operations, policies, and procedures.
- b. **Term of Office:** The President assumes office after having served one year as President-Elect.
- c. **Primary Responsibilities:** The primary responsibilities of the President, in addition to those listed in the Bylaws, will be to
 - i. On taking office, appoint Committee Chairs as needed or provided for in the Bylaws, with Board approval, and serve as ex-officio member of all committees. Current Committee Chairs may continue their positions if the President so determines and the Committee Chair is willing.
 - ii. Provide each new Board member and Committee Chair with a copy of the Bylaws and Policy and Procedure Manual.
 - iii. Serve as the official RFW spokesperson.
 - iv. Select the date, time, and place for all board meetings.
 - v. Recommend members of the Board of Advisors for Board approval.
 - vi. With the President-Elect, interface with RFW's law firm and other consultants.
 - vii. Coordinate all activities and fulfill any other obligations designated by the Board of Directors.
 - viii. Train the President-Elect to assume the duties of the President.
 - ix. Attend the RFW conference. The *outgoing* President will be reimbursed for one night's hotel accommodation.
 - x. Write a monthly article for members, to be published in the RFW Discussion Forum.

- xi. Sign, co-sign, or designate a signer for all contracts entered into by The Regency Fiction Writers.
- xii. Be a signer on RFW bank account and PayPal account, and work closely with the Treasurer at all times.
- xiii. On leaving office, ensure that all passwords and hosting information is posted to a file that is uploaded to the RFW Dropbox.
- xiv. Seek three volunteers from the membership to perform the annual audit, as required by the Bylaws. He/She/They will review the results with the Treasurer, and the Treasurer will post the results to the RFW Discussion Forum as well as report them at the Annual General Meeting.
- xv. On leaving office, prepare a list of new board members and provide to the webmaster so that all emails can be forwarded appropriately (e.g., secretary@thebeaumonde.com, etc.).

2.3.2 President-Elect

- a. Qualifications: See qualifications for President.
- b. Term of Office: The President-Elect is elected annually and assumes the office of President after a year as President-Elect.
- c. Primary Responsibilities: The primary responsibilities of the President-Elect, in addition to those listed in the Bylaws will be to
 - i. Ensure that the RFW policy and procedure manual is kept current, in accordance with any changes the Board votes into policy.
 - ii. The *incoming* President will be reimbursed for one night's hotel accommodation.
 - iii. Be a signer on the RFW bank account and PayPal account, and issue payments upon approval by the Treasurer.
 - iv. Attend the Regency Fiction Writers conference.

2.3.3 Secretary

- a. Qualifications: See the Bylaws.
- b. Term of Office: The Secretary is elected biannually to assume office in odd-numbered years.
- c. Primary Responsibilities: The primary responsibilities of the Secretary, in addition to those listed in the Bylaws, will be to
 - i. Prepare the minutes of the Board meetings and executive sessions of the RFW Board of Directors.
 - ii. Review minutes of Board meetings for grammatical correctness and consistency before the Secretary sends them to President for review.
 - iii. The reviewed/revised minutes will then be submitted to the Board for review, correction, and then approval.
 - iv. Keep voting records of all votes taken by the Board of Directors.
 - v. Post a summary of corrected board minutes to the RFW Discussion Forum and the full set of minutes and supporting information is archived in the RFW File Library (an electronic, file system, typically cloud-based).

2.3.4 Treasurer

- a. Qualifications: See Bylaws.

- b. Term of Office: The Treasurer is elected biannually to assume office in even-numbered years.
- c. Primary Responsibilities: The primary responsibilities of the Treasurer, in addition to those listed in the Bylaws, will be to
 - i. Study any new policies under discussion for their possible impact on the RFW budget.
 - ii. Make him/herself aware of the government forms required to be submitted by the corporation quarterly, semi-annually, and annually; and update these forms as required.
 - iii. Present to the Board a current financial report monthly. This report will include the latest balance sheet, outstanding accounts payable, and income comparative statements.
 - iv. Draft a budget to be voted on by the entire Board before the beginning of each calendar year (the RFW budget runs on a calendar year to simplify reporting).
 - v. Oversee the accounts and the disbursements of any and all income.
 - vi. Review the monthly bank statements and reconcile upon receipt.
 - vii. Support the annual audit. The audit may not be conducted by the outgoing or incoming Treasurer or a current board member. If the audit is being conducted at the end of the Treasurer's term of office, it may not be conducted by any outgoing board member. This requirement is to prevent any question of conflict of interest.
 - viii. Pay financial contracts and obligations with prior Board approval and under the advisement of the President and relevant Board Members providing specifics such as instructor payment amounts, scholarships fees, etc.
 - ix. Receive PayPal payments using the email address treasurer@thebeaumonde.com
 - x. Process all expense reports received from board members and committee persons and provide reimbursement, making sure that all expenses have receipts.
 - xi. Serve as an advisory member of all committees with regard to the financial aspects of each.

2.3.5 Communications Director

- a. Qualifications: See Bylaws.
- b. Term of Office: The position is elected to the Board biannually to assume office in odd-numbered years.
- c. Primary Responsibilities: The primary responsibilities, in addition to those in the Bylaws, will be to
 - i. Review all RFW media/communications programs for effectiveness and recommend changes to the Board
 - ii. Coordinate among the various media/communications programs to ensure quality and consistency.
 - iii. Review and propose new media/communications programs.
 - iv. Compile the "On Dits: This Week in the Regency Fiction Writers" in a timely manner, summarizing activities and information for the organization; post on the RFW Discussion Forum forty-eight hours after submission to the RFW Board Electronic Communication Loop.
 - v. Post "[The Regency Fiction Writers Quick Reference Guide](#)" by the 8th of each month.

- vi. Serve as an ex-officio member of media/communications-related committees including the Facebook, Twitter, Pinterest, public website/blog, and *The Regency Reader* Committees.

2.3.6 Programs Director

- a. Qualifications: See the Bylaws.
- b. Term of Office: The Programs Director is elected to the Board biannually to assume office in even-numbered years.
- c. The primary responsibilities of the position, other than those in the Bylaws, are to
 - i. Review all RFW education programs for effectiveness and recommend changes to the Board
 - ii. Coordinate among the various education programs to ensure quality and consistency.
 - iii. Review and propose new education programs.
 - iv. Serve as an ex-officio member of education-related committees including the Academe, annual conference, and Regency Realm.
 - v. Coordinate online workshops for our members on topics of interest to authors of Regency-set fiction, at intervals deemed appropriate by the Board. Present a schedule of upcoming speakers to the Board quarterly.

2.3.7 Membership Director

- a. Qualifications: See the Bylaws.
- b. Term of Office: The Membership Director is elected to the board biannually to assume office in even-numbered years.
- c. Primary Responsibilities: The primary responsibilities of the position, other than those in the Bylaws, are to
 - i. Notify members when it is time for them to renew and process memberships, working with the Treasurer to ensure payment is received.
 - ii. Welcome new members and ensure they are apprised of all the benefits of membership.
 - iii. Survey members as needed to provide input to programs, communications, and other activities.
 - iv. Work with the Treasure to manage the scholarship fund as in knowing the balance and tracking payments and donations into the fund.

2.3.8 Ethics Director

- a. Qualifications: The Ethics Officer must have a good understanding of diversity, equity, inclusion, and accessibility best practices as well as an understanding of RFW Bylaws, Code of Ethics, Code of Conduct, Anti-Harassment Policy, and any other governing documents adopted by RFW.
- b. Term of Office: The Ethics Director is elected to the board biannually to assume office in odd-numbered years.
- c. Primary Responsibilities: The primary responsibilities of the position, other than those in the Bylaws, shall be to
 - i. Serve as a voting member of the Board of Directors to provide guidance on keeping decisions, policies, procedures, and activities consistent with the Code of Ethics, Code of

Conduct, and Anti-Harassment Policy except that the Ethics Officer does not vote when bringing recommendations to the Board of Directors from the Ethics Committee.

- ii. Advocate for ethical and equitable treatment of all members.
- iii. Facilitate contact between members seeking to resolve potential Code of Conduct issues.
- iv. Recommend members to constitute the Ethics Committee, ensuring that its membership includes representatives of diverse background and marginalized groups.
- v. Serve as Chair of the Ethics Committee as its members adjudicate formal Code of Conduct complaints brought through the form on the website.
- vi. Report to the board monthly the status of any informal and formal complaints received. This report will be attached to the board meeting minutes.
- vii. Gather information from the member making the Code of Conduct complaint and the member who is the subject of a Code of Conduct complaint for the Ethics Committee to review.
- viii. Review the Code of Ethics, Code of Conduct, Anti-Harassment Policy, and Procedure for Resolving Code of Conduct Concerns at least yearly and bring recommendations for changes to the Board of Directors for a vote.

2.4 Non-Voting Board Members

2.4.1 President's Committee

The president can name up to four RFW members in good standing to the President's Committee to provide counsel, institutional memory, and leadership support.

- a. These individuals will be chosen by the President and approved by the Board.
- b. The outgoing president shall be a member of the President's Committee but may decline to serve.
- c. The President's Committee members may attend all Board Meetings and will receive communications via the Board Loop.

3 Elections

3.1 Additional Eligibility Requirements

An individual who is appointed to fill a term of office is still eligible to be elected to that same position if s/he has not met term limitations.

3.2 Nominating Committee

3.2.1 Timing

- a. A nominating committee will be staffed no later than September 1 of each year.

3.2.2 Leadership

- a. The committee will be chaired by the President-Elect.

3.2.3 Process

- a. The committee will recommend and solicit names for the slate of next year's officers, securing consent from each individual nominated, and present this slate to the Board for approval and publication via RFW Discussion Forum.
- b. Nominations can be made from the membership via mail or email, providing the nominee consents to serve if elected.

3.3 Ballots

- a. All candidates for a particular office are to be listed alphabetically.
- b. Information on all candidates will be provided to all members the month before elections are held.
- c. Ballots may be sent by email or via the polling/survey section of RFW Discussion Forum.

3.4 Election Challenge Process

- a. Any challenge to the procedure or the results of an election by a losing candidate must be filed with the Board of Directors no later than ten days after the election results are announced.
- b. Within five days of receiving the challenge, the President will notify the winning candidate and any other candidates of the challenge by telephone or email. A copy of the challenge will be sent to all the candidates running for that particular office.
- c. The President will notify all members of the Board of a special board meeting to be held no earlier than five days and no later than eight days after all candidates have been notified. This meeting must be held by conference call.
- d. The Board of Directors will review and decide each challenge on a case-by-case basis.
- e. If a challenge is upheld by the Board of Directors, the outgoing or incumbent Board Member will remain in office until a special election can be conducted, the election for the challenged office will be declared incomplete, and it will be re-balloted.
- f. In the event that a challenge is not upheld, the winning candidate will assume his/her/their office.

3.5 Recall Petitions

- a. A recall election will be initiated by filing with the Board an appropriate Petition for Recall signed by at least 10% of RFW members. Upon receipt of such petition, the Board will promptly schedule a recall election. A director is recalled if a majority of the eligible votes cast in the recall election vote in favor of recall.
- b. The top (text) of the electronic petition will state that "The best interests of the Regency Fiction Writers would be served by the recall of (the appropriate officer's name)" and list the specific reasons why the officer should be recalled – that is, why the best interest of the RFW would be served by this officer's recall.
- c. The top (text) of the petition will also include a statement that this recall effort will begin on (include a date) and end on (date not more than 60 days from the origination date).

- d. All signatures must be obtained within the established 60-day period, first and last day inclusive.
- e. Each electronic signature block on the petition must request that the signer 1) type the name by which he/she/they is registered on the RFW's organizational roster; 2) date his/her/they submission; 3) provide his/her/their address, telephone number; and 4) check a box or in some other way indicate he/she/they has read the text and knows what he/she/they is signing.
- f. Every electronic form used for the recall petition must include the petition text at the top of the page. In no case will there be a list of more than twenty-five signature blocks without restating the text.
- g. After the 60-day period has elapsed, the petitioners will send the original pages of the petition to the **Ethics Officer**. Petitioners will include a cover letter notifying the Board of the names and addresses of those who will be serving as the official contacts for the petitioners. The petitioners will send a copy of the cover letter to the subject of the recall. The list of official petitioner contacts will be limited to two individuals.

3.6 Recall Certification Procedures

- a. Within fourteen days of receipt of the petition, **the Ethics Officer (Or President in the case of the Ethics Officer is the subject of the recall petition)** will
 - i. Work with the Membership Director to determine the number of RFW members in good standing on the origination date indicated on the petition.
 - ii. Verify the membership status of those who have signed the petition.
 - iii. Determine if there is a sufficient number of valid signatures on the petition.
 - iv. Count each signature only once regardless of how many petition forms it may appear on, treating as valid only the signature that corresponds to the name under which the member is registered with RFW.
 - v. Verify that the Board received the original pages of the petition without erasures or alterations as to text. Any sign of erasure involving the origination date will invalidate the entire page of signatures.
 - vi. At his/her/their discretion, make random calls to signers to verify that they signed and understood the petition. The **Ethics Officer** may not discuss the merits of or render any opinion about the petition during the course of such calls.
- b. A petition cannot be invalidated because the **Ethics Officer** or another member of the RFW Board of Directors disagrees with the reasons listed for the recall.
- c. The **Ethics Officer** will notify RFW President, the subject of the recall, and the petitioners' contacts of the results of the certification process.

3.7 Recall Election Process

- a. **The Ethics Officer (Or President in the case of the Ethics Officer is the subject of the recall petition)** will forward any duly certified petition to the President-Elect (or President if the President-Elect is the subject of the recall.), and a Board Meeting will be called within fourteen days of receipt of the petition by the President-Elect in order that the Board may schedule a recall election. As a courtesy, the petitioners' contacts will receive notice of the time, date, and place of such meeting.

- b. Within thirty days of a Board vote declaring a recall election, recall ballots will be sent to eligible voting members via e-mail or posted in the poll/survey section of RFW Discussion Forum.
 - c. The recall ballot will contain a statement no longer than 250 words in favor of recall prepared by the petitioners and a statement no longer than 250 words against recall prepared by the subject of the recall.
 - d. The recall ballot will provide for only two possible votes: "Yes" for recall and "No" against recall. No other candidates for the position are to be listed, and no write in votes considered.
 - e. The recall ballot will include a statement of deadline for return of the ballot set at thirty days after the mail/email date.
 - f. A board member is recalled if a majority of the eligible votes cast in the recall election vote are in favor of recall.
 - g. The results of the recall vote are to be announced to the named board member, all other members of the Board, and all official contacts for the petitioners within ten days after the ballot return deadline.
 - h. A vote resulting in the recall of the named board member is to become effective ten days after the results are announced.
 - i. The results will also be published on RFW Discussion Forum.
 - j. Should a Director be recalled, the vacancy is to be filled in accordance with the provisions in the Bylaws regarding vacancies.
-

4 Finances, Taxes, and Property

4.1 Reimbursement Policy (Article 9 of the Bylaws)

4.1.1 Accounting

- a. All business-related expenditures incurred by Board or committee members while carrying out their RFW duties and responsibilities require adequate accounting by the member and board approval. All such expenditures will be for an approved business purpose, will be in accordance with RFW policies, and will be appropriate to the nature and objectives of the individual's assignment. All expenses must be approved by the budgetary process in advance to the expenditure being made. Emergency expenditures, ones not pre-approved, but the Board or committee member deems necessary is subject to reimbursement by RFW Board authorization at the next Board meeting within 45 of the expense. All circumstances must be documented, receipts must be included, but the reimbursement is not guaranteed.

4.1.2 Timing

- a. Requests for reimbursement from board members, committee chairpersons, or any other RFW member who may incur approved expenses should be submitted monthly but must be submitted at least quarterly and no later than one month after the completion of committee work or term of office.
- b. The Treasurer's expense report must be submitted to the President for approval prior to reimbursement. All other expense reports will be submitted to the Treasurer for reimbursement on the standard Regency Fiction Writers expense report.

- c. The Treasurer will reimburse undisputed portions of expense reports within 30 days of receipt, provided funds are available, and reports are submitted according to guidelines and on a timely basis.
- d. The Treasurer may not approve expense reports that are over budget. The Treasurer should direct the issue to the ex-officio Board member in the case of a committee chair expense report and the President in the case of a Board member expense report.

4.1.3 Content

- a. Original, copied, or scanned receipts must accompany all expense reports.

4.1.4 Approval

- a. No board member, committee member, or any other RFW member may incur legal, financial, or other professional consultant service expenses without prior approval from the President.
- b. At any time, the President does not give approval, a board member may bring the matter to the Board for a decision.
- c. Unapproved expenses invoiced to the RFW will be billed to the member incurring the expense.

4.2 Accounts

- a. No board members may have a bank account in the name of the RFW.
- b. The Board of Directors must designate an account (or accounts) where RFW funds will be deposited.
 - i. The RFW bank account must be set up as a nonprofit corporate account.
 - ii. The RFW PayPal account must be set up as a business account.
 - iii. The Regency Fiction Writers accounts will have the signatures of the President and the President-Elect on the signature cards.
 - iv. **Only the Treasurer may transfer or withdraw funds from the bank or PayPal account after approval by the Board of the amount and disposition.**
 - v. The Treasurer and the President-Elect shall receive notifications of all transfers, deposits, and withdrawals on the accounts.
- c. A consistent, accurate accounting system that can be passed from Board to Board must be used. Updates and improvements to the accounting system may occur as necessary.
- d. Separation of duties and dual control must be applied to all financial functions.
- e. The President will sign any contract obligating the organization.

4.3 Checks

- a. The Treasurer must be informed as to the custody of the checkbook.
- b. The President and the President-Elect may sign checks.
- c. The Treasurer is not permitted to sign checks.
- d. Checks for an amount over \$1000.00 must have both the President's and the President-Elect's signatures.

4.4 Debit card

- a. The President and President-elect will have an RFW debit card issued by the RFW's bank.
- b. The President and President-Elect must provide original scanned receipts to the Treasurer within 30 days of a purchase.
- c. All payments will be made by check or debit card by President or President-elect. Budget-approved recurring payments can be approved by the Board for the board year. The Treasurer will report such recurring payments to the Board as part of the Treasurer's Report at the next board meeting after the payment has been made.
- d. The President/President-Elect may not receive cash back during any transaction.

4.5 Budget

- a. The Treasurer shall oversee the preparation of the RFW's operating budget.
- b. The Board of Directors shall approve a budget no later than December for the following fiscal year (Jan-Dec).
- c. The Treasurer shall make available the approved budget to the membership in a timely manner via the RFW Discussion Forum.
- d. The budget may be amended throughout the fiscal year by a majority vote of the Board of Directors.

4.6 Reports

- a. A current financial report containing accurate balances for all accounts are a part of the minutes and there by accessible to all members via the Secretary's report to the forum and the link to full minutes.
- b. A list of disbursements and receipts shall be made available in the Treasurer's Report.
- c. A monthly reconciliation for all accounts shall be prepared by the Treasurer and then reviewed for accuracy by the President or President-Elect.

4.7 Audit

- a. An audit of the RFW's finances must be conducted at least annually.
- b. The audit may be conducted by either a three-person committee appointed by the Board of Directors or, if so voted by a majority of the Board of Directors, by an accounting professional.

4.8 Tax Returns

- a. If the organization earns less than \$50,000 (in gross receipts) in a fiscal year, then form 990N must be filed by the 15th day of May of the following year.
- b. If the organization earns \$50,000 or more (in gross receipts) in a fiscal year, then form 990EZ must be filed by the requisite due date.
- c. If the organization earns \$1,000 or more (in gross receipts) in Unrelated Business Income in a fiscal year, then form 990T must be filed by the requisite due date.
- d. Copies of filed tax returns must be uploaded to the board's RFW's Electronic Library.

4.9 Silent Auction

- a. Each year in conjunction with the Annual Conference RFW will host a Silent Auction.

- b. The Auction will be coordinated by a Silent Auction Chairperson and two volunteers. The Conference Chair will select the Silent Auction Chairperson and aid in the gathering of volunteers.
- c. Silent Auction expenses will be included in the conference budget.
- d. The Silent Auction Chairperson will ask members for donations of items from the Regency period or Regency oriented memorabilia. The auction will be conducted online by an auction site for a stated time frame prior to the conference. The auction will be close during the Conference Soiree. The time of the closing will be publicized several times during the Conference.

4.10 Scholarship Fund

RFW's *A Feather To Fly With—Emily Hendrickson Scholarship Fund* was re-established in 2014 and named in honor of Emily Hendrickson, an RFW Grand Dame who was extremely generous with his/her/their time in serving others in the organization with answers to questions.

- e. The scholarship funds are held in a PayPal account separate from the organization's regular PayPal account.
- f. The scholarship fund is fully supported by donations and/or the proceeds of the Silent Auction, not member dues. Requests for donations are part of the annual dues renewal form for all members.
- g. RFW members may apply for funds here: <http://www.thebeaumonde.com/membership/scholarship-fund/>. The application automatically forwards to the Membership Director, who brings it to the attention of the voting members of the board.
- h. The form requests the following information: name, e-mail address, funds requested (with choices listed), recent activity in the organization, how this request advances career plan, and a brief statement as to why assistance is needed. Note that the identification of services provided is solely for the purpose of evaluating requests if requests exceed funds available and requests must be prioritized. When funds are readily available, all a member need do is state financial need, identify how it will be used, and describe how the provided funds will support his/her/their career path.
- i. All information submitted in the application is to be kept in the strictest confidence by the Board.
- j. The voting members of the Board will review each application and vote on whether to approve the funds for the member. The vote can be done in executive session or by the Membership Director (off the Board Loop to maintain confidentiality) emailing the application separately to each voting Board Member. Each voting member will respond to the Membership Director with Yea or Nay for each application. The Membership Director reports the results to the Board. Each scholarship applicant is emailed the result of their application.
- k. If approved, the funds will be released, depending on the type of funds requested:
 - i. RFW dues, RFW conference fee, Academe course fee, and RFW writing contests entry fee will be transferred by the Treasurer from the Scholarship fund account to the RFW general account.

- ii. For external contests that meet the above criteria, the entry fee will be transferred by the Treasurer from the Scholarship fund account to the member via electronic means upon the applicant submitting the reimbursement form and receipts.
1. The Membership Director notifies the member of the approval/disapproval, explains how funds will be released, and keeps a log of requests made and the approval/disapproval for consulting should additional requests be made by the member.

Details:

- i. Funds may be requested by RFW members in good standing
- ii. The funds may be used for: Regency Fiction Writers dues, Regency Fiction Writers conference fee, Academe course fee, writing contest entry fees if entering Regency-set fiction works.
- iii. The funds may not be used for: hotel or airfare to the conference.
- iv. A member may obtain financial assistance:
 - for Academe course or workshop up to three (3) times per year
 - for the RFW conference fee every two (2) years
 - for RFW dues yearly but no more than three (3) years in a row
- v. Requests must be made at least 14 days before funds are needed, but not more than 120 days in advance.

5 Bylaws and Policy and Procedure Manual

All board members and committee chairs will read the sections of the Bylaws and Policy and Procedure Manual that pertain to their position before taking office. The President is responsible for seeing that each new board member and committee chair has a copy of the Bylaws and Policy and Procedure Manual.

6 Records

6.1 Organizational Roster

- a. RFW keeps an organizational roster for use by the Board of Directors for communicating, planning programs, and other organizational activities. Members shall not share, use, or cause this organizational roster to be used for any purpose outside that directed by the Board of Directors as a whole, without prior written consent of the RFW Board of Directors and the member(s) whose information is being shared.

6.2 Location

- a. The RFW files are kept in the organization's electronic RFW files library. Member-accessible files are kept in the RFW Discussion Forum and website. Board-specific files are kept RFW Board Discussion Forum Library.
- b. Passwords and log in information for all RFW internet properties are kept in a file in the RFW Board Discussion Forum Library.

6.3 Care

- a. All Board members and committee chairs are responsible for keeping records regarding their activities.
- b. Procedures, decision documents, and other important records should be archived in the RFW electronic library.
- c. The Secretary is responsible for organizing the files in the RFW's electronic file library (RFW's Dropbox Account).

7 Regency Fiction Writers Forums

7.1 Location and Roles

- a. The RFW communicates through its Discussion Forums. At a minimum, forums for all members shall include a Discussion Forum.
- b. The President owns the Discussion forum. The President appoints a moderator to the Discussion forum.

7.2 Forum Conduct Policies

All subscribers to forums are expected to conduct themselves professionally when posting to any forum.

- a. Posts on Regency Fiction Writers Discussion Forum shall be
 - i. Discussions of issues relating to research in the Regency, for providing and seeking information about specific items, clarifying, passing along information, etc. While it is expected that links to articles on various websites and blogs would be included in posts during such discussions, posts promoting blogs with a view to driving traffic to personal author blogs are not considered discussion. Such posts will be deleted.
 - ii. Announcements of member news and congratulatory posts regarding the same: e.g., sales, awards, contest wins, contracts, etc.
 - iii. Relaying and seeking of information relating to the business of publishing.
- b. Posts on Regency Fiction Writers Discussion Forum shall **not** be
 - i. items considered promotional in nature, posted to drive traffic to an author's blog, promoting an author's book, or concerning a blog tour, interviews, etc. These posts can be directed to the various social media outlets available. Members are strongly encouraged to participate in the discussions and of course provide links to their blogs, websites, and books in their signature lines.
 - ii. Notices advertising or promoting profit-based sites. Special programs or information regarding non-profit charitable organizations are permitted.
- c. Inappropriate behavior includes the following:
 - i. Harvesting of email or other addresses, or other personal information for promotional or other purposes is strictly forbidden.
 - ii. Posts should maintain a "social, congenial" atmosphere and should not be intentionally controversial, inflammatory, disruptive, malicious, or defamatory.

Except where they specifically pertain to the craft of writing, posts should not discuss religious beliefs, politics, terrorism, race, ethnicity, or “hot-button” moral and social issues.

- iii. Posts that are unethical in nature, including but not limited to plagiarism, making false claims about the organization or threats of violence are forbidden. RFW will cooperate with law enforcement agency requests for evidentiary materials.
- d. Violations as outlined in (c) above are considered violations of forum rules and are subject to disciplinary action. Such actions are not forum-specific. If a member is put on moderated status or suspended on one forum, the action applies to all RFW-sponsored forums to which the member subscribes.
- e. Members who violate one of the rules will be subject to disciplinary action. Actions taken may include, but are not limited to:
 - i. If a Regency Fiction Writers member violates the Regency Fiction Writers forum rules as stated above, the moderator will personally email the member and explain the infraction. If a member receives two reminders within six months, the incidences will be brought before the Regency Fiction Writers Board of Directors for review.

8 Awards and Honors

The RFW issues two awards each year, the Lady or Lord of the Realm and the Favorite Workshop Presenter. In addition, the organization honors its committee chairs, Board members, conference committee members, and conference presenters at the annual conference.

8.1 The Lady or Lord of the Realm (LOR)

- a. Purpose: Award given to a member for outstanding service to the organization.
- b. Eligibility: Currently serving Board members or previous LOR winners, including winners under RWA’s The Beau Monde, are ineligible.
- c. Procedure:
 - i. Four (4) months before the AGM, the President calls for LOR nominations from the membership.
 - ii. The membership replies with nominations.
 - iii. The board reviews the nominations. Nominees who have been found to have violated the Code of Conduct through a formal process are not eligible.
 - iv. Prior to the AGM, the Board selects that year’s winner from among the nominees.
 - v. If, in any given year, the Board does not feel that any of the nominees are deserving of this award, it may not be bestowed.

8.2 Teacher of the Year

- a. Purpose: Award given by the Academe students (RFW members and non-members) to their favorite workshop presenter.
- b. Eligibility: Any instructor who gave a workshop between the previous RFW conference and the current one. Instructors may withdraw their workshop from consideration at their request.
- c. Procedure:

- i. The Academe Coordinator provides the list of eligible courses; sets up the voting survey; forwards the survey to Academe students (RFW members and non-members); and tallies the results.
- ii. The Academe Coordinator reports the voting results to the Board.
- iii. The final decision as to whom to award the Teacher of the Year stays with the Board.

8.3 Honoring of Volunteers at the Annual Conference

8.3.1 Gifts of Appreciation for a Year of Service

- a. Eligibility: Each committee chair and elected Board member who served that year. Note that the Conference Chair generally provides a gift to his/her/their committee members and the workshop presenters at the annual conference.
- b. Procedure:
 - i. The outgoing President identifies a gift for each Committee Chair or Elected Board member and purchases it, with the exception of him/herself. The President-Elect identifies and purchases a gift for the outgoing president. Gift for the outgoing President should generally be \$25 or less.
 - ii. The outgoing President ensures that the appreciation ceremony is included on the Annual General Meeting agenda.
 - iii. The outgoing President thanks all Committee Chairs and elected Board members and presents the gifts at the RFW annual conference or mails them. The President-Elect thanks the President and presents the gift or mails it.
 - iv. After the conference, the outgoing President and incoming President submit expense reports to the Treasurer for reimbursement of the gifts.

9 Committees

8.1 General Policy for all Committees

9.1.1 Records

Committee Chairpersons will keep accurate and up-to-date records of the work and process (Statements of Work) of their committees and will turn over all records and files within 21 days after vacating the position to either their successor or, if no successor has been named, to the President. Copies will be stored on RFW File Library.

- i. Statements of Work are summary write ups of committee projects that outline the overview of each project, the mission or objectives of project, a statement of steps or procedures to perform the mission/objectives, and the deliverables of the project.
- ii. Statements of Work will be maintained as Word document or PowerPoint in electronic form and given to the Secretary to be uploaded to the RFW electronic Files Library.

9.1.2 Reports

Each Committee Chairperson reports to a RFW Director or Officer (see Section 8.2 for specific authorities) and submits a monthly update to that director or officer for inclusion in his/her/their monthly report to the Board.

9.1.3 Financial Considerations

Committee Chairpersons will review the existing budget for their committee or recommend a budget to the appropriate director shortly after accepting their positions. Committee Chairpersons must stay within a budget pre-approved by the Board. Such budgets will include reasonable amounts for postage, copying, or other task-related expenses. All expense reports will be submitted to the Treasurer for reimbursement on the standard RFW expense report form (Attachment D).

9.1.4 Materials Ownership

Unless otherwise noted, all materials created and used by any committee will be copyrighted to the Regency Fiction Writers.

9.2 Annual Committees and Key Positions

The President appoints, with Board approval, Committee Chairs and key positions on an annual basis at the beginning of the fiscal year. Committees include, but are not limited to, the Ethics Committee, Conference Committee, Conference Committee, Book in a Week, Regency Academe, *Regency Realm*, Quizzing Glass Blog, *Regency Reader*, Social Media Committee, and Website Committee. Positions include, but are not limited to, Book-in-a-Week Coordinator, Forum Moderator, Blog Lead, Social Media Leads, and Website Mistress.

9.2.1 Ethics Committee

- a. **Membership:** The five members of the Ethics Committee, excluding the Ethics Officer, shall be appointed by the Board on the recommendation of the Ethics Officer and serve as needed for a term of one year. The ideal committee includes representatives of diverse backgrounds and marginalized groups. Members may serve multiple terms. Membership on the committee is generally known only to the Board of Directors and RFW's lawyer but may be made known to the DEIA Consultant in the case of an appeal. All Ethics Committee members shall sign a non-disclosure agreement upon joining the Ethics Committee each year.
- b. **Procedure for Resolving Code of Conduct Concerns:** Any member who identifies language or actions that may violate the Code of Conduct may request a resolution in one of three ways:
 1. Contact the member who may have violated the Code of Conduct directly, if comfortable doing so and contact information is readily available
 2. Contact the Ethics Officer at ethicsofficer@thebeaumonde.com or in any other manner [determined by the Board of Directors](#) to request that the Ethics Officer contact the member who may have violated the Code of Conduct
 3. Issue a formal Code of Conduct complaint through the form at www.thebeaumonde.com/ethics.html or in any other location [determined by the Board of](#)

Directors. The form shall include fields for where and when the language or action took place, what happened, and if there were any witnesses. It must also include the ability to upload files.

If, after directly contacting the member who may have violated the Code of Conduct, a resolution is not reached, the member may contact the Ethics Officer for assistance in resolving the issue. Also, when the forum Moderator notifies the Ethics Officer of a post that potentially violates the Code of Conduct, the Ethics Officer treats that notification in the same manner as an e-mail from a member requesting contact.

When the Ethics Officer receives a request through e-mail or from the forum Moderator to contact a member who may have violated the Code of Conduct, the Ethics Officer shall take the following actions:

1. Reviews the request to confirm that the Code of Conduct may have been violated. If no violation has occurred, notifies the member who issued the request
2. If a violation may have occurred, locates contact information in the RFW organization roster for the member who may have made the violation
3. Contacts the member who may have violated the Code of Conduct and explains the concern, keeping a record of the conversation
4. Works with the member who may have violated the Code of Conduct to identify a resolution
5. Notifies the member who requested assistance (including the forum Moderator if that was who requested assistance) on how the matter was resolved.

If the Ethics Officer cannot reach a resolution with the member who may have violated the Code of Conduct, the Ethics Officer convenes the Ethics Committee, and the issue is adjudicated as if it were a formal Code of Conduct complaint.

When a formal complaint is made to the Ethics Officer, the Ethics Officer shall convene the Ethics Committee and notify both the member bringing the complaint and the member who is the subject of the complaint that the Ethics Committee will be reviewing the complaint. At a minimum, the Ethics Committee shall hear from both the member bringing the complaint and the member who is the subject of the complaint as well as any witnesses. The Ethics Officer shall gather information from both members. RFW's lawyer or DEIA consultant shall be available to advise the Ethics Committee upon request.

The Ethics Committee shall meet as a group in person or through electronic communications, with minutes kept of all meetings, to decide on the validity of the complaint and determine their recommendations to the Board of Directors. Recommendations on actions the Board of Directors shall take may include, but are not limited to, issuing a warning, placing on probation in forums (spectator versus participant status), suspending from all activities for a length of time commensurate with the offense, barring from holding office, and expelling from the organization with no refund of dues. The committee shall follow the tenets of progressive consequences for repeat offenders and look to precedent set by previous cases brought before the committee.

The committee can decide to affirm the full complaint, affirm a part of the complaint, or deny the complaint, giving a detailed accounting of their reasoning. If the committee decides to deny the

complaint, the committee shall determine whether the person bringing the complaint bears any consequences for bringing a false claim. At least three of the five Ethics Committee members must be in agreement on the decision, and the Ethics Officer cannot vote on that decision. The Ethics Office shall file all materials submitted or generated in the course of the Ethics Committee's deliberations in the RFW Dropbox account under Ethics. The Ethics Officer then brings the Ethics Committee's findings and recommendations to the Board for a full review of all materials, meeting notes, and recordings.

The Board of Directors shall review the information from the Ethics Committee in Executive Session and may refer additional questions to the Ethics Committee or to the RFW lawyer or DEIA consultant. The Board of Directors, excluding the Ethics Officer, shall then vote to 1) accept the recommendations as provided, 2) amend the recommendations, or 3) deny the recommendations.

The Ethics Officer shall notify the member who issued the complaint and the member who is the subject of the complaint of the resolution. Either member may appeal the decision within 10 business days of being notified by the Ethics Officer. The appealing member should state whether it is the findings or the consequences or both that is being appealed. Once notified of an appeal, the Ethics Officer shall notify the Board of Directors, who shall engage the DEIA Consultant and the organization's lawyer to review the case and recommend further action for the Board of Directors, except the Ethics Officer, to vote on. In Executive Session, the Board of Directors may confirm the original decision or change it. Once the appeal has been resolved, the Ethics Officer shall notify both members.

If the members do not appeal or the appeal has been resolved, the Ethics Officer works with other RFW directors (for example, the Communications Director if access to the forums will be curtailed) to enact any consequences. The Board of Directors will publish in the board meeting minutes the nature of the Code of Conduct complaint and how it was resolved. This information excludes the names of the members involved. The Ethics Officer files all materials related to the case to the Ethics folder in the RFW Dropbox account.

If, at any time during this process, the complaint is against the Ethics Officer, a member of the Ethics Committee, or a member of the Board of Directors, that person must recuse themselves from the process. All complaints involving the voting members of the Board of Directors or the Ethics Committee will be submitted directly to the President. All complaints involving the President, or the Ethics Officer will be submitted to the President-Elect. In the case of the Ethics Officer or a member of the Ethics Committee, Board of Directors members not implicated in the complaint shall appoint other members to bring the committee to full staffing.

9.2.2 Conference Committee

a. General

- i. The RFW will hold a conference every year at a location and timeframe selected and approved by the board. This location may be virtual.
- ii. The full conference fee, including cost of meals, is comped for the Board, Conference Committee, and keynote speaker.
- iii. There is to be no reduced fee for spouses to attend workshops or partake of meals.
- iv. If an aide or helper is required because of accessibility issues of a registered attendee, the Conference Chair can request from the Board special discounts for the aide/helper

- on a case-by-case basis. The Conference Chair will confidentially email each voting member of the Board the specifics and the recommended discount. Each voting Board member email a response, Yea or Nay to the Conference Chair. The Conference Chair will tabulate the responses. If approved, the Conference Chair will work with the Treasurer and Communications Director to get the appropriate Discount Code issued and communicate that to the registered attendee.
- v. If a spouse is designated as an aide because of accessibility issues of a registered attendee, the Conference Chair can request special discounts for the spouse on a case-by-case basis. The Conference Chair will confidentially email each voting member of the Board the specifics and the recommended discount. Each voting Board member email a response, Yea or Nay to the Conference Chair. The Conference Chair will tabulate the responses. If approved, the Conference Chair will work with the Treasurer and Communications Director to get the appropriate Discount Code issued and communicate that to the registered attendee.
 - vi. Each keynote speaker may be offered a stipend or honorarium. The amount will be established by the Board before each keynote speaker is invited.
 - vii. The RFW Treasurer or another designated Board member will be responsible and accountable for the cash onsite when the conference is not virtual.
 - viii. A late fee will be added to the conference fee thirty days prior to the opening of the conference.
 - ix. All conference attendees must pre-register. No conference registration will be taken at the door or the day of a virtual conference. However, onsite payments (cash) can be taken for the soiree only when the conference is not virtual.
 - x. For in-person conferences, every attendee will be given a name tag with name or pseudonym(s).
 - xi. The RFW will solicit giveaways from members and industry professionals for attendees.
 - xii. For in-person conferences, any items held in the Conference Lost and Found for 90 days will be donated to a charity of the Conference Chairperson's choice.
- b. Speakers
- i. Speakers will have half their conference fee comped. The Board can vote to adjust the speakers' compensation for all speakers in a given year if the circumstances warrant it.
 - ii. The keynote speaker **does not** have to be an RFW member. The criteria for a keynote speaker(s) will be decided by the Board and the Conference Chair.
 - iii. The Conference Chairperson recommends individuals who may be conference keynote speaker(s).
 - iv. Non-member writers and industry professionals may be invited to speak at the conference. Such speakers may be offered an honorarium or stipend, which will be paid from the conference budget.
- c. Editors, Agents, and Other Industry Professionals
- i. All publishing house editors or agents participating in workshops may have their conference fee waived.
 - ii. Other industry professionals participating in workshops may have their conference fee waived.

- iii. All industry professionals invited must be approved by the Board before an invitation is extended.
- d. Conference Chairperson
 - i. The Conference Chairperson plans, directs, and oversees all details of the conference, including, but not limited to:
 - Committee personnel
 - Budget
 - Supplies
 - Newsletter articles
 - Brochure and forms
 - Onsite equipment
 - Meals
 - Decorations
 - Guest and keynote speaker travel, transportation, and housing.
 - ii. The Conference Chairperson will oversee the work of sub-committees.
 - iii. The Conference Chairperson will be in close communication with the conference hotel's assigned convention manager so that sufficient space, equipment, supplies, etc., are reserved for conference use. When the conference has a virtual component, the Conference Chairperson will also be in close communication with IT professionals managing virtual connections.
 - iv. The Conference Chairperson may appoint sub-chairpersons.
 - v. The Conference Chairperson is responsible for the design and drafting of forms.
 - vi. The Conference Chairperson will supply periodic updates to the Board and members.
- e. Budget
 - i. The yearly conference budget is set and approved by the Board.
 - ii. The Conference Chairperson will work closely with the Treasurer to monitor spending.
 - iii. Profits from the Silent Auction may be applied to the conference budget to defray the registration costs for members.
- f. Suggested Calendar (This is a simple overview)
 The yearly conference budget is set and approved by the Board.
 - i. Below is a summary Calendar of Major Activities.

Timing	Tasks
On Appointment	Select Sub-Committee Chairs, with input for the President. Send Sub-Chairpersons a job description so they will know what's expected of them. Send list of Sub-Chairpersons to the Board of Directors. With the help of the previous Conference Chairperson, draft conference budget. Prepare recommendations for changes, if any, in conference policies and bring them to the Board. It is suggested that fees, schedule changes, deadlines for registration, refund policy, etc. be thoroughly reviewed. Request copies of floor plans and catering menus. Send a preliminary schedule of events to the hotel, if required. Set deadline for all plans of work pertaining to the conference.

Timing	Tasks
	Issue invitation to the keynote speaker selected by the Board.
6 Months Before Conference	Select workshops. Begin planning conference brochure, registration forms, conference guides, etc. Announce registration deadlines to members. Check layout of the hotel--meeting rooms, dining space--and start assigning rooms.
3 Months Before Conference	Contact A/V and enter into agreements. Select gifts for keynote speaker, workshop speakers, and conference committee. Submit to hotel a firm schedule of events.
Less Than 3 Months Before Conference	Finalize registration packets. Solicit giveaways from members and others. Finalize catering requirements. Review agreements for A/V. Continue monitoring registration and budget. Order conference bags.
Conference	Be available to answer questions as much as possible.
After Conference	Provide Board with final numbers of attendees and costs. Submit reimbursements to Treasurer if not done previously.

- ii. One month after the Conference Chair is appointed by the Board, the Conference Chair will present a detailed project calendar to the Board at the first available Board meeting.

9.2.3 Regency Academe

The Regency Academe is a place for Regency Fiction Writers to offer in-depth educational courses to both our members and non-members for an additional fee. Course topics can include Regency history, writing craft, marketing, author business, or other topics of particular interest to authors of Regency-set fiction. The Regency Academe serves Regency Fiction Writers by: (1) providing education and information to our members that will aid them in their writing careers; (2) serving as a source of revenue for Regency Fiction Writers in order to support the cost of running our organization, and (3) introducing potential new members to our organization. Courses are conducted online and students must therefore have access to email and the Internet in order to participate.

- a. Financial
 - i. The Board of Directors will set the cost of the courses. There will be a higher fee established for non-members of RFW.
 - ii. Payment may be made through PayPal or via check made payable to “Regency Fiction Writers.”
 - iii. Instructors will be offered a “50-50 split of paid fees” honorarium for teaching the course
 - iv. Instructors requesting more than the standard payment as described above will be reviewed and approved/disapproved on a case-by-case basis by the Board.
 - v. There will be two or more moderators in order to provide sufficient coverage.

- vi. In the event that a class is cancelled by the instructor, all student registration fees previously collected will be refunded within 30 days of cancellation. If a class is rescheduled by the instructor, the Board will review those situations on a case-by-case basis to determine appropriate steps, but any students who do not wish to take the course during the new dates will be offered the option of a refund.
 - vii. Students may request a refund up until the start date of the class. Any requests for a refund after the start date will be reviewed on a case-by-case basis by the Board.
 - viii. Members who neglect to enter the member discount code will not be eligible for reimbursement equivalent to the value of the discount code, nor will they be eligible for a refund outside of the standard refund policy described above.
 - ix. First-time Academe Instructors shall be offered the opportunity to audit a class free of charge, in order to familiarize themselves with the Academe and our Forums. The instructor whose class is being audited will be compensated for the auditing student at the same rate they would be compensated for a non-member student.
- b. The Academe Coordinator will:
- i. Schedule a lineup of classes throughout the year on topics of interest to our members.
 - ii. Submit a class schedule quarterly to the Board.
 - iii. Upon approval by the Board, forward the new class listings to the Academe Tech Support Team.
 - iv. Serve as the point of contact with potential Academe Instructors. This will likely involve both proactively reaching out to potential instructors, and evaluating unsolicited course proposals to see if they meet the needs of our members.
 - v. Compile suggestions for future classes.
 - vi. Communicate with Academe Instructors prior to their class to make sure they have the information they need to conduct a successful class. This may include general information about how the Academe works, advice on what type of information will be of the most benefit to our members as historical authors, and technical advice on using our Forums, with assistance from the Academe Tech Support Chair as needed.
 - vii. Reply to inquiries requesting information about upcoming classes.
 - viii. Secure necessary information about upcoming classes from instructors (i.e., instructor's bio, class description, class dates, class format, etc.) and pass this information on to the Academe Tech Support team and Social Media team to create class announcements.
 - ix. Work with the Social Media Team to prepare class advertisements and marketing materials and encourage our members to share them and promote the class.
 - x. Oversee the Academe Tech Support team, Academe Moderators, and Social Media Team to make sure all tasks are completed in a timely manner.
 - xi. Assist the instructor/ students with any problems that might occur during the course of the class.
 - xii. Create a course evaluation survey for each class, and send the link to the Academe Moderator to distribute at the end of each class. Review the results of the survey and share them with the Board as necessary.
 - xiii. Bring any student comments that appear to warrant action beyond a reminder of our community standards as described in the Academe Rules of Engagement before the

Board for consideration. The Board will determine appropriate disciplinary steps on a case-by-case basis.

- c. The Academe Moderators will:
 - i. Post the Moderator's Welcome and Academe Rules of Engagement just prior to the start date for each class.
 - ii. Monitor student comments to make sure they are in compliance with our community standards as specified in the Academe Rules of Engagement. Should a questionable or inappropriate comment be identified, contact the commentor to remind them of our community standards, and delete the comment as needed. Coordinate your response with the instructor, Academe Coordinator, other Academe Moderators, Ethics Director, Programs Director, and the Regency Fiction Writers Board as necessary.
 - iii. Refer any comment that appears to warrant further action beyond a reminder of our community standards to the Academe Coordinator and/ or Programs Director, for further discussion by the Board.
 - iv. Post the Moderator's Thank You, with a link to the course survey, to the class forum at the conclusion of the class.
- d. The Academe Tech Support Team will:
 - i. Post the Moderator's Welcome and Academe Rules of Engagement just prior to the start date for each class.
 - ii. Post new class announcements on Regency Fiction Writers' public webpage.
 - iii. Set up new classes in Membership2Pro and in the WordPress Forums.
 - iv. Subscribe participants to the Forums.
 - v. Download a list of class participants from thebeaumonde.com to track participation for the Teach of the Year Award. This information will also be forwarded to the Treasurer in order to coordinate instructor payment.
- e. The Social Media Team will:
 - i. Post the class descriptions to the RFW website, both in the Events section and in the General Discussion Forums.
 - ii. Announce and promote upcoming classes using the Academe mailing list. Reminder emails will be sent leading up to each class.
 - iii. Create appropriate class advertisements and marketing materials for each class, and share announcements for each class in appropriate list groups, publications, social media groups, and other platforms.
 - iv. Create shareable versions of marketing materials (that do not contain private information such as the member discount code) and encourage members to share class announcements with potentially interested parties.
- f. Class Sign-Up:
 - i. Students should register themselves for the class at thebeaumonde.com/classes and pay using PayPal. When signed in, RFW members can view the Member Discount Code and must apply it before paying. Students paying by check must contact the treasurer who will authorize adding the student to the class by hand using the membership software.
 - ii. The membership software sends a confirmation email to each student with instructions on how to access their class. It also sends a reminder to enrolled students just before forum access ends, and once it has ended.
- g. Class Format

- i. Classes are set up as a registration-restricted forum on thebeaumonde.com. All lectures will be posted to the forum by the instructor.
- ii. Class format may vary by instructor as to length, frequency of posts, and format of posts (written lectures, video lectures, or other formats, as described in the course description provided to students prior to enrollment) but the class should include lessons and the opportunity for students to receive answers to their questions.

9.2.4 The Regency Reader

The Regency Reader is a monthly RFW publication released via an email newsletter. Subscription is open to anyone interested in Regency novels. There will be no subscription charge. Any author of Regency-set fiction (even those not in the RFW) is welcome to submit information about his/her/their books.

- a. Committee Chairperson/*Regency Reader* Editor
 - i. The editor will be appointed by the President and approved by the Board.
 - ii. The editor will post a request reminder twice a month for members to provide information on upcoming books by a set deadline. This information will also be published on the RFW Facebook Group so that non-members can provide information on their books.
 - iii. The editor will publish *The Regency Reader* through the RFW email distribution service.
 - iv. The editor shares monthly member book information with the Blog Lead for posting on the RFW public blog and the Social Media Committee for posting elsewhere, as appropriate.
- b. Contents: *The Regency Reader* will include (but is not limited to):
 - i. New Regency publications that month that have been provided by the members and non-members. (Information on any books not received by the deadline set by the editor will not be included.)
 - ii. Books listed the previous month as well as other titles which did not meet the deadline.
 - iii. Books in the forthcoming month.
 - iv. Articles of interest to Regency readers, which may include author interviews
 - v. Information on how to subscribe/unsubscribe.

9.2.5 The Regency Realm

The Regency Realm is a database of research sources about Regency England. It resides on [RFW's website](#) and is available to any member in good standing with Internet access.

- a. Committee Chairperson
 - i. The Committee Chairperson will be appointed by the President and approved by the Board.
 - ii. The chairperson will post a request at least quarterly for members to provide information on additional reference books of interest to Regency writers.
 - iii. The chairperson will post updates to *The Regency Realm* at least quarterly. An announcement of these updates will be sent through appropriate internal communication venues.

- b. Contents: *The Regency Realm* will include (but is not limited to) references in the following categories:
- i. Histories and Overviews
 - ii. Costume and Fashion
 - iii. Homes and Gardens
 - iv. Coaching, Travel and the Mail
 - v. Food and Dining
 - vi. Titles and Forms of Address
 - vii. London
 - viii. Bath and Other Spas
 - ix. Brighton
 - x. Britain
 - xi. Maps
 - xii. Holidays and Ceremonies
 - xiii. Marriage, Divorce and Sexual Customs
 - xiv. Childhood and Education
 - xv. Inns and Taverns
 - xvi. Regency Pastimes
 - xvii. Notable Personages
 - xviii. The Royal Family
 - xix. Mistresses, Courtesans and Prostitutes
 - xx. The Aristocracy and the Gentry
 - xxi. Professions and Investments
 - xxii. The Working Class
 - xxiii. Folklore
 - xxiv. The Napoleonic Wars
 - xxv. Naval History and Life at Sea
 - xxvi. Language of the Day
 - xxvii. Correspondence, Diaries and Memoirs
 - xxviii. Crime and Law Enforcement
 - xxix. Life in the Country
 - xxx. Medicine and Health
 - xxxi. Women in History
 - xxxii. Miscellany
 - xxxiii. Magazines and Periodicals
 - xxxiv. Movies, Videos and Audio Resources
 - xxxv. Useful Websites
 - xxxvi. Making the Most of Your Library
 - xxxvii. Sources for Out of Print and Rare Books

Entries will be listed in the following format:

Proslavery Britain: Fighting For Slavery In An Era Of Abolition

AUTHOR: Paula E. Dumas

PUBLICATION DATA: Palgrave Macmillan, 2016

[Description of Resource]

Category: [Business and Trade in General](#), [History of the Times](#), [Slavery](#).
Tagged: [Dumas](#), [Paula E. Dumas](#).

There may be multiple comments on each book.

9.2.6 Book in a Week

Book in a Week (BIAW) offers members the opportunity to get a jump start on their work in process. Book in a Week is open to all RFW members, whether published or unpublished.

- a. Committee
 - i. The Book In A Week Committee shall consist of a chairperson and one other member. The Board shall appoint the chairperson.
 - ii. The Book In A Week committee is responsible for maintaining the forum/email loop for members who wish to take part in monthly Book In A Week challenges.
- b. RFW Book in a Week Forum/Email Loop
 - i. All committee members and the Communications Director have moderator status.
 - ii. Except in adherence to the Code of Ethics, Code of Conduct, and Anti-Harassment Policies, posts will not be moderated.
 - iii. A Book In A Week challenge is to be held every month. It is the responsibility of the Committee Chairperson to determine the dates (beginnings, endings, and extensions) after consulting with members of the loop.
 - iv. Book in A Week challenges are not competitions but an opportunity for members, who choose to do so, to post word or page totals and to support one another by sharing problems, successes, information, and ideas.
 - v. Occasionally, the Book In A Week Committee Chairperson may sponsor other writing challenges for RFW members to be held on the Book In A Week loop during a time when the normal Book in A Week Challenge is not scheduled.
 - vi. In the event the chairperson cannot provide support during the Book in A Week (BIAW), other committee members shall be responsible for doing so.

9.2.7 Forum Moderator

If a forum post appears to violate the Code of Conduct, the Moderator shall take the following actions:

- Take a screenshot of the post and file it in the Ethics folder of the RFW Dropbox account
- Unapprove post(s) to remove from public view and preserve the original comment and all its information
- Notify the Communications Director and Ethics Officer about the post
- Notify the members that a post was deleted for potentially violating the Code of Conduct
- Work with the Ethics Officer to modify access permissions for members who have violated the Code of Conduct (for example, putting on spectator rather than participant status in the forums).

9.2.8 Public Blog

The RFW public blog is part of the RFW public WordPress site. The blog posts information about the Regency period, writing and publishing, and news and bios of RFW authors. Information on the latest releases of Regency-set romantic fiction by RFW members are also shared, with information provided by the editor of *The Regency Reader*. Articles can be written by RFW members specifically for posting on the public blog. Other posts can be shared, with author permission, from the author's website or blog. In addition, any RFW member can be a "Featured Author."

- a. Responsibilities of the Communications Director
 - i. Post submissions from RFW members on the blog at regular intervals
 - ii. Activate links where appropriate
 - iii. Call for input
 - iv. Check the central mailbox of media@thebeaumonde.com at least every other day
 - v. Coordinate publication with other RFW communication vehicles if needed.
- b. Process
 - i. Send out a call for input for articles at least quarterly through the RFW Discussion Forum. Articles can be reposted from the author's blog if the author sends a link and gives permission to repost. Articles can be specifically written for the blog using the following format:
 - Author name to be used
 - Brief 1-2 lines bio of author (optional)
 - Information in Times New Roman 12, single space. Do not cut and paste other difficult formats
 - Attach images in .jpg in small web size and label clearly (author name with book title or image name)
 - If images need a description, add it to the bottom of the article
 - Add links to where originally posted (e.g., Group History Blog)
 - Add links to author's web sites.
 - ii. Send out a call for input to the featured author posts at least quarterly through the RFW Discussion Forum. For example, "If you haven't yet been a Featured Regency Fiction Writers Author on our social media sites, we need you! Please submit your information along with a short bio, an author photo, and links to your websites. We welcome all members, published or not, beginner or experienced author. Send your information at <https://thebeaumonde.com/resources/media-info-submissions/>. Follow submission guides posted on this page.
 - iii. Send out a call at least monthly for new Regency book releases to be included in the *Regency Reader* and posted on the blog, requesting members submit their information using the *Regency Reader* New Release submission form:
<http://form.jotform.us/form/40163992671156>
 - iv. Collect new releases from new issues of the *Regency Reader* and cull non-member entries to post as a "New Releases from Regency Fiction Writers Members" blog post at the beginning of the month. New releases from the previous month's post can be copied from the previous post and included as "Still Available" in the current post.
 - v. Check for comments in need of moderation and deal with spam comments as needed.

c. Key Points

- i. Articles are by RFW members, used with their permission. Sending the article indicates that permission has been given.
- ii. Articles can cover Regency information, historical research, and craft.
- iii. Because all posts from the blog are automatically fed through Networked Blogs, Facebook Page and Group, and then to Twitter, an individual post, or its excerpt, is often viewed between 2,000 and 3,000 times in one day.
- iv. The RFW public blog always gives full credit to the author and all articles are copyrighted to the author.
- v. New books are listed once a month, but each book may appear twice: once in its release month and once in the following month as “still available.”

9.2.9 Social Media

The Regency Fiction Writers’ Social Media Team consists of Leads for each platform: currently Facebook, Twitter and Pinterest. Platforms may be added or dropped as relevance and interest changes in the future. The team as a whole works to promote the organization, its members and work with all other committee chairs and the Board to ensure RFW information is updated, enhanced, and communicated effectively via. The team can be reached at media@thebeaumonde.com.

9.2.9.1 Facebook Account

The RFW Facebook presence consists of two pieces: a group (the Regency Fiction Writers) and a page. The page is the organization’s “public” face, allowing members to post good news related to publications and blogs. It has links to the RFW public blog and website. The group is also for members, though it is an open group. Here members share good news, blogs, but also links related to the Regency, writing, and other things, but NOT buy links or links to sales platforms. These posts are open for comments.

b. Role of Lead

- i. The Facebook Lead will be recommended by the Communications Director and approved by the Board.
- ii. The Facebook Lead monitors traffic with the group and page and reports traffic monthly to the Communications Director.
- iii. The Facebook Lead accepts new members to the group.
- iv. The Facebook Lead posts or shares items of interest.

b. Process

- i. The Facebook Lead posts or shares items of interest.
- ii. Welcome new members to the organization, point out the Facebook Page and Facebook Group.
- iii. Anyone can join the Regency Fiction Writers group if they have a Facebook account, answer the questions and agree to the group rules.
- iv. A request reminder will be posted at least twice a month on the Facebook Page and Facebook Group for members and non-members to submit information to the editor of the Regency Reader on upcoming books by the set deadline via the form at: <https://thebeaumonde.com/resources/the-regency-reader/new-release-submission/>
- v. Members can post to the group freely either via Facebook.

- c. Key Points
 - i. Passwords are maintained by the Communications Chair and maintained in an electronic file in the Regency Fiction Writers file library.
 - ii. TBM Community Page: <https://www.facebook.com/TheBeauMonde>
 - iii. TBM Group Page: <https://www.facebook.com/groups/thebeaumonde/>
 - iv. Posts must be in alignment with Regency Fiction Writers policies.
 - v. Administration is done through personal Facebook accounts and access will be given as needed.
 - vi. The Facebook Lead should make sure that interactions on this page is from the correct account when posting and replying to posts.

9.2.10 Twitter Lead

The Twitter account is the public face of the RFW(*@thebeaumonde*) on twitter.com. Anyone can follow the account and RFW members on Twitter are encouraged to follow and retweet items of interest to their followers. Efforts are made to find and follow RFW members in order to promote them and their books. The goals of the account are to highlight Regency fiction writing, share Regency era information and historical facts, involve the public with member's Regency works, and display what the organization does to encourage more readers, followers, and members.

- a. Role of Twitter Lead
 - i. The Twitter Lead will be appointed by the Communications Director and approved by the Board.
 - ii. The Twitter Lead is responsible for monitoring the RFW Twitter account on a daily basis, retweeting members' tweets and tweets of interest to the membership, promoting the organization through Twitter, and building the organization's Twitter following. Assistants may be appointed to spread the load around.
 - iii. The Twitter Lead provides through the Communications Director an update on account standings and any issues to the Board.
- b. Process
 - i. Check the twitter stream at least once a day and retweet any members' tweets or tweets of interest to followers.
 - ii. Check the media@thebeaumonde.com emails for additional items of interest, including but not limited to items on the Regency Fiction Writers' Facebook Group and Page.
 - iii. Check for new followers and follow any members or ones that tweet about things of interest.
 - iv. Welcome new members to the organization, point out *@thebeaumonde* account, and if they have a twitter account follow them from *@thebeaumonde* account.
 - v. Search the web for items of interest and post tweets (this includes picking up past Regency Fiction Writers blog stories and re-promoting them).
- c. Key Points
 - i. <https://twitter.com/thebeaumonde.com>
 - ii. Passwords are maintained by the Communications Director and posted in a file in the Regency Fiction Writers electronic file library.

- iii. Posts must be in alignment with Regency Fiction Writers policies.
- d. Lessons learned
 - i. Be polite and professional – do not spam.
 - ii. Thank people for following and retweeting items
 - iii. Acknowledge when people thank @thebeaumonde for following or retweeting items.
 - iv. Be sure you're using the correct account to send and reply to Regency Fiction Writers tweets.
 - v. Using the ability to schedule tweets is helpful to keep things from bunching up and spread them out during the day.

9.2.11 Pinterest Lead

The Pinterest account is the public face of the RFW (*thebeaumonde*) on pinterest.com. Anyone can follow the account and RFW members on Pinterest are encouraged to follow and re-pin items of interest to their followers. Efforts are made to find and follow members in order to promote them and their books. The goals of the account are to highlight Regency-set fiction writing, share Regency era information and historical facts, involve the public with member Regency-set fiction, and display what the organization does to encourage more readers, followers, and members.

- a. Role of the Pinterest Lead
 - i. The Pinterest Lead will be appointed by the Communications Director and approved by the Board.
 - ii. The Pinterest Lead is responsible for monitoring the Regency Fiction Writers Pinterest account on a weekly basis, repining members' pins and pins of interest to the membership, promoting the organization through Pinterest, and building the RFW Pinterest following.
 - iii. Assistants may be appointed to spread the load around.
 - iv. The Pinterest Lead provides through the Communications Director a monthly update on account standings and issues to the Board.
- b. Process
 - i. Check the Pinterest stream at least once a week and repin any member's pins and pins of interest to followers.
 - ii. Check the media@thebeaumonde.com emails for additional items of interest, including but not limited to items on the Regency Fiction Writers's Facebook Group and Page.
 - iii. Check for new followers and follow any RFW members or ones that pin things of interest to the organization.
 - iv. Welcome new members to the RFW, point out *thebeaumonde* Pinterest account, and if they have a Pinterest account, follow them from *thebeaumonde* account
 - v. Check weekly to make recent Regency Fiction Writers Blog posts are pinned to the appropriate board(s).
 - vi. Search the web for items of interest and post pins (this includes picking up past Regency Fiction Writers blog stories and repromoting them).
- c. Key Points

- i. Pinterest.com/thebeaumonde
 - ii. Passwords are maintained by the Communications Director but also posted in a file in the Regency Fiction Writers electronic library files.
- d. Lessons learned
- i. Be polite and professional—do not spam.
 - ii. Be sure you're using the correct account to pin to the Regency Fiction Writers boards.
 - iii. Using the ability to schedule pins in some clients is helpful to keep things from bunching up and spread them out during the course of the day or week.

9.2.12 Website

The Regency Fiction Writers website at thebeaumonde.com promotes the Regency era and Regency-set fiction around the world and allows for non-members Regency Fiction Writers to participate, at non-member rates, in many of RFW-sponsored functions and publications.

- a. Role of the Website Chair
- i. The Website Chair will be appointed by the Communications Director and approved by the Board.
 - ii. The Website Chair works closely with all other committee chairs and the Board to ensure RFW information is updated, enhanced, and communicated effectively via the website.
 - iii. The Website Chair works especially closely with the Blog Lead to resolve technical issues and ensure the blog is functioning as intended within the larger scope of the website.
 - iv. The Website Chair looks for new approaches and proposes changes to the Board through the Communications Director to ensure the most efficient functioning of the website.
 - v. The Website Chair provides through the Communications Director the Board with a monthly report on visits, activities, and other information related to the functioning of the website.
- b. Process
- i. The Website Chair responds in a timely manner to requests for changes to the website from other committee chairs or Board members.
 - ii. The Website Chair maintains the site and keeps necessary software up to date.
 - iii. The Website Chair monitors the feedback e-mail on the site and forwards messages to the appropriate committee chair or Board member for resolution.
- c. Key Points
- i. Design of the website shall enhance the RFW brand.
 - ii. Content on the website will be in accordance with RFW policies.

10 RFW Appendices

10.1 Appendix A: Code of Ethics

Code of Ethics

Members of Regency Fiction Writers affirm the following Code of Ethics:

1. **We respect the story.** All authors are free to create their historical worlds. Factors such as degree of historical accuracy, type of historical world, length and span of historical time period, sexual explicitness, writing style including number and type of points of view, character actions, and plot devices are the choice of the author.
2. **We respect the author and the reader.** Members refrain from discriminatory, harassing, stereotypical, demeaning, or violent language or actions against any group of people. Members respect the privacy of other members' information.
3. **We respect intellectual property.** Members honor all copyrights and refrain from acts of plagiarism and anticompetitive behavior.

Specific examples and encouraged ways of behaving are outlined in the Code of Conduct, and the Ethics Committee Procedure lays out the process for drawing attention to and resolving ethics issues.

10.2 Appendix B: Code of Conduct

Code of Conduct

The Code of Conduct of Regency Fiction Writers (RFW) reflects the goals, hopes, and desires of our members to be professional, inclusive, and vigilant against any sort of hurt or unfairness we might cause one another in either our works or our interactions. At the heart of RFW is our desire to maintain a reputation of professional conduct and an atmosphere of friendship, camaraderie, and support of each other, and to show the world our love of the long Regency era with all of its beauty, realities, and diversity.

Members are committed to diversity, inclusion, and equity. We provide an experience where everyone is treated with respect. We strive for all interactions among members to be harassment-free and inclusive of everyone regardless of race, ethnicity, nationality, age, body size, physical appearance, disability, neurodiversity, gender identity and expression, sexual orientation, religion, or any other factor. We do not tolerate discriminatory, harassing, demeaning, or violent language or actions in any form against our members; presenters at our meetings, workshops, and conferences; volunteers and staff; or readers. To embody this commitment, we observe this Code of Conduct.

RFW gatherings and online properties are judgment-free zones, and we refrain from offering uninvited criticism of any fiction author's work at any RFW gathering or on any RFW online property. We consider uninvited public criticism an infringement of this Code of Conduct. Specifically,

- When a member asks another member to offer suggestions on that author's work (for example, in a critique, during a contest that offers feedback, or in a mentor relationship), such criticism shall be offered in a private and respectful manner. This provision does not apply to workshops in which participants submit writing samples with the understanding that they will be publicly critiqued.
- Any member shall intervene on RFW online properties or at RFW gatherings to stop discrimination or harassment and ensure a safe space for all members. Members who intervene shall notify the Ethics Officer by e-mail at ethicsofficer@thebeaumonde.com about the intervention and discrimination or harassment. Additionally, members who witness such discrimination or harassment, but choose not to intervene, shall notify the Ethics Officer by e-mail at ethicsofficer@thebeaumonde.com about the discrimination or harassment. Upon receipt of such notification, the Ethics Officer shall follow the process detailed in the Ethics Committee Procedure.

Definitions

Discrimination or harassment includes, but is not limited to, hateful, offensive, or biased speech (including jokes); denigration of others; disruption of events or discussions; intimidation; stalking; harassing recording or photography; inappropriate physical contact; and unwelcome sexual attention.

Online properties include, but are not limited to: forums, events, classes, websites, blogs, or social media platforms.

Members are not precluded from independently conducting literary reviews on their online properties or for a third-party such as a reader blog and news media venue. However, members shall refrain from discriminatory, harassing, stereotypical, demeaning, or violent language or actions against any group of people at all times, including but not limited to, on their own online properties, at in-person interactions, and in their body of work.

Members shall respect intellectual property and copyright. Members found liable or guilty in any legal proceedings to have plagiarized or otherwise infringed on copyright or intellectual property rights will be expelled from the organization.

RFW may make available a list of members and any personal information each member has consented to publicly share. This information is to be used solely for networking purposes. In addition, the RFW keeps an organizational roster for use by the Board of Directors for communicating, planning programs, and other organizational activities. Members shall not share, use, or cause this organizational roster to be used for any purpose outside that directed by the Board of Directors as a whole, without prior written consent of the RFW Board of Directors and the member(s) whose information is being shared.

Members shall avoid anticompetitive actions, discussions, or exchanges, including, but not limited to, attempts to set prices or terms and conditions of contracts for services or products. On RFW online properties or at RFW gatherings, member shall refrain from discussions that would:

- Discourage or withhold patronage or services from—or encourage exclusive dealing with—any supplier or purchaser of products or services, any actual or potential competitor, or any private or governmental entity,
- Allocate or divide geographic or service markets or customers, or
- Discourage entry into or competition in any segment of the marketplace.

Any member who identifies language or actions that may violate the Code of Conduct may request a resolution in one of three ways:

1. Contact the member who may have violated the Code of Conduct directly, if comfortable doing so and contact information is readily available
2. Contact the Ethics Officer at ethicsofficer@thebeaumonde.com to request that the Ethics Officer look into the matter and potentially contact the member who may have violated the Code of Conduct
3. Issue a formal Code of Conduct complaint through the form at www.thebeaumonde.com/ethics.html.

All complaints involving the voting members of the Board of Directors or members of the Ethics Committee will be submitted directly to the President. All complaints involving the President and the Ethics Officer will be submitted to the President-Elect.

If, after directly contacting the member who may have violated the Code of Conduct, a resolution is not reached, the member may contact the Ethics Officer for assistance in resolving the issue.

Failure to adhere to this Code of Conduct may result in a private warning, temporary suspension from RFW activities, suspension from holding office, expulsion from the organization with no refund of dues, and/or other consequences.

10.3 Appendix C: Anti-Harrassment Policy

Anti-Harassment Policy

Members of RFW are committed to diversity, inclusion, and equity. We provide an experience where everyone is treated with respect. We strive for all interactions among members to be harassment-free and inclusive of everyone regardless of race, ethnicity, nationality, age, body size, physical appearance, disability, neurodiversity, gender identity and expression, sexual orientation, religion, or any other factor. We do not tolerate discriminatory, harassing, demeaning, or violent language or actions in any form against our members; presenters at our meetings, workshops, and conferences; volunteers and staff; or readers.

To participate in RFW's events and programs, you agree to conduct yourself according to this Anti-Harassment Policy and shall notify [the Board](#) of Directors [or an RFW committee chair](#) if you witness or experience any harassing or uncomfortable behavior. The consequences of violating this Anti-Harassment Policy may include warnings, expulsion from the event or program with no refund, and/or any other consequence at the sole discretion of the Board of Directors.

