

## Information Packet for LUW Chapter Presidents:

Congratulations! You're a chapter president for the League of Utah Writers. LUW chapters are autonomous, which means the League cannot tell you what to do with your dues or how to run your chapter. Because of this, there is often little guidance for chapter presidents. The following information will hopefully answer questions and provide suggestions for how to get your chapter in order.

### Q&A:

#### **Q: What is the League of Utah Writers?**

A: Founded in 1935, The League of Utah Writers is a non-profit organization dedicated to offering friendship, education, and encouragement to the writers and poets of Utah. Our organization aids our members in the improvement of their craft and support of their goals.

#### **Q: How does my chapter fit within LUW?**

A: Each chapter is autonomous, which means you and your membership will decide how to run your meetings.

#### **Q: What is the LUW board?**

A: The board is comprised of the executive committee, various chair positions, and chapter presidents.

#### **Q: Should I attend board meetings?**

A: Yes! The best way to keep your chapter in the loop of LUW events is to attend the four board meetings that are held every year. Chapters with 5-30 members shall be entitled to one delegate. One additional delegate will be recognized for each additional 30 members. You can cast all of the votes for your delegates, or you can designate a delegate to attend with you and vote the way they wish on behalf of your chapter.

#### **Q: How many members do I need to keep my chapter in good standing with LUW?**

A: Five. Including yourself, all members must be paid.

#### **Q: How do I start a new chapter?**

A: Discuss the idea with someone on the Executive Committee. Find at least 5 people to join (they can choose unaffiliated when buying their membership and be switched later by the membership chair). Make sure you, as president are current in your membership. Write a chapter description. Pick a chapter name. Pick a meeting schedule. Get final approval from the Executive Committee.

#### **Q: I took over from a previous president. Now what?**

A: Ask them for access to the chapter email (if there is one), access to the chapter website/blog (if there is one), and dues they've received.

#### **Q: My chapter doesn't have an email address specific to my chapter. Do I need one?**

A: Yes, please! The email you use for your chapter will be posted on the League website and shared with the LUW board. A chapter email is easy to pass from president to president, so the contact info stays the same even if the person changes. Please share this email with:

[membership@leagueofutahwriters.org](mailto:membership@leagueofutahwriters.org) (membership chair)

[webchairluw@gmail.com](mailto:webchairluw@gmail.com) (web chair)

[marketing@leagueofutahwriters.org](mailto:marketing@leagueofutahwriters.org) (marketing chair)

[secretary@leagueofutahwriters.org](mailto:secretary@leagueofutahwriters.org) (League secretary)

**Q: Do I need a blog/website for my chapter?**

A: Yes! Use it to post information about where and when you meet, details about your chapter, and anything else that might be relevant. It will be linked to the League website, and although this is a suggestion, it will be helpful for people to be able to find your chapter. Share your URL with: [webchairluw@gmail.com](mailto:webchairluw@gmail.com) (web chair) who will update your chapter page on the League website.

**Q: Should I create a Facebook group for my chapter?**

A: Yes! This is a helpful way to get in touch with your members. If you plan on sharing critiques, make sure your group is private (otherwise it can be counted as previously published work). If you only plan on sharing chapter news and other info, make sure it's public so events can be shared and people can find you.

**Q: How do I know when someone has joined my chapter?**

A: The membership chair will send an email to you confirming your new/renewed member. Reach out to your new/renewed members to welcome them personally. A membership report will be sent quarterly so you can be sure your list is up-to-date.

**Q: What is a split report?**

A: It lists chapter members who new/renewed members, how much the person paid, the monetary split between the League and the chapter, and a total of what the chapter will receive for that quarter. These are sent from the membership chair to the chapter presidents and treasurer.

**Q: When are split reports sent?**

A: At the end of the quarter whenever your chapter has new/renewed members.

**Q: When will I receive dues?**

A: If you received a split report, the treasurer will send payment within the first two weeks of the following month. You must be a current League member to receive chapter dues.

**Q: I received dues. What do I do with the money?**

A: Because the chapters are autonomous, you can do anything you want with it. Here are suggestions:

1. Keep an envelope of cash and a ledger showing withdrawals and deposits.
2. Open an account for your chapter dues. Chapters do not qualify for the League's 501(c)(3) status so, what are your choices?
  - a. If your chapter is planning on earning more than \$600 a year (through publication of a successful anthology, hosting large conferences, etc.), register with the Utah Department of Commerce as a Corporation, LLC, DBA, or Non-Profit. Each of these requires legal assistance and has an annual fee. Once you are registered with the state and have articles of incorporation, you can open a business account at any financial institution.
  - b. If your chapter is not planning on earning substantial money, filing with the state and paying a lawyer will not be worth it. In this case, open an Association of Members account at America First Credit Union. Many financial institutions will allow you to open a personal account for your dues and some will let you put the chapter name on the account, but AFCU is the only financial institution I found that offers an account specifically for clubs and organizations. For more info, reach out to [bluequillutah@gmail.com](mailto:bluequillutah@gmail.com) (Blue Quill chapter president)

**Q: How will the treasurer send me dues?**

A: You can either receive a check or create a PayPal account linked to your business account (if you have one). Contact [treasurer@leagueofutahwriters.org](mailto:treasurer@leagueofutahwriters.org) (league treasurer) and let them know what your preference is. PayPal is easiest.

**Q: What should I spend my chapter dues on?**

A: Anything you want. Every chapter is organized differently and has different needs, which is why they are autonomous. Here is a list of how dues have been used by chapters: pay for parties, guest speakers, meeting space rental, website hosting, prizes for members (to celebrate milestones like submitting to publishers, receiving rejections, etc.), offer a scholarship for a writing conference registration, and pay to have an anthology formatted, edited, and cover art created, for retreats, or to pay presenters for workshops.

**Q: How do I gain new members:**

A: There are many ways!

- Invite people to your chapter meetings (make flyers, word of mouth).
- Promote your meetings on social media (in your FB group and the League FB group) – keep in mind pictures make your post more visible.
- Create a 1 to 3 minute long video talking about your chapter for our YouTube channel and website. Share it with [webchairluw@gmail.com](mailto:webchairluw@gmail.com) (web chair) and [marketing@leagueofutahwriters.org](mailto:marketing@leagueofutahwriters.org) (marketing chair).
- Offer chapter benefits!

**Q: What can I offer my members to get them to stay active:**

A: Guest speakers, critiques, anthologies, contests, workshops, retreats, and field trips!

**Q: How do I find guest speakers for my chapter?**

A: There is a list of presenters willing to share their knowledge with your chapter. Check here:

<https://docs.google.com/spreadsheets/d/1pO2uvTwdJzfKaDVK1123fT-o-Y8jMoMp3Rz-UOglTg/edit?usp=sharing> If nothing on there fits what you want, the members of our community are talented and generous with their time, all you have to do is ask!

**How do I create a welcoming environment?**

A: There are many things you can do:

- Have your members introduce themselves, what they write, and their pronouns.
- Remind your members that the League has an anti-harassment policy and if they ever feel unsafe, there are steps in place to protect them
- If your chapter does critiques, be sure you explain how it works so no one feels attacked, then remind them of this every time you do critiques.
- Ask your members if anyone has any news, accomplishments, rejections, or acceptances and celebrate them all
- Allow time for questions
- Create an email list and ask if they want to be on it, paid member or not
- Treat everyone like a paid member. Have benefits for members, but make meetings open to everyone.

**Q: I'm ready to step down as chapter president. What should I do?**

A: Reach out to [membership@leagueofutahwriters.com](mailto:membership@leagueofutahwriters.com) (membership chair) and let them know. Give your replacement access to the website/blog, email, and dues.

1. If you're registered as a Corporation, LLC, DBA, or Non-Profit with the state, you will need to update the business entity listing and then add new signers to your business account so it can change hands.
2. If you have an Association of Members account, close it, hand the money to the new president, guide them to opening a new Association of Members account so they can link the new account to the existing PayPal.

## Did you know?

- There are three Facebook groups you should join:
  - League of Utah Writers (<https://www.facebook.com/groups/LeagueofUtahWriters/>)
  - LUW Board (<https://www.facebook.com/groups/585964288233861/>)
  - Chapter Presidents – LUW (<https://www.facebook.com/groups/ChapterPresidentsLUW/>)
- There is a Chapter Events Calendar that lists all upcoming chapter meetings/events. This calendar is linked to our website and will allow people to see everything our chapters have to offer and give them a chance to try out more than one chapter or travel to a new chapter for a special event. Email [marketing@leagueofutahwriters.org](mailto:marketing@leagueofutahwriters.org) (marketing chair) with the following info:
  - Chapter name and type of meeting (guest speaker, critiques, etc.)
  - Start day and time
  - End day and time
  - If it repeats (first Monday of the month, etc.)
  - Location. For in person events, I need an address. For virtual events, I need a meeting link.
  - Description of meeting including your contact info (chapter email)
- Join the virtual President Mix & Mingle and meet other chapter presidents on the second Friday at 7:00 pm in January, March, May, July, September, and November
- You should track your volunteer hours. What counts as volunteer hours? Everything spent working on chapter business (updating the website, emailing members, attending chapter meetings, attending board meetings, promoting the League at other events, guest speaking at other chapters, etc.) The League receives awards and grants based on your volunteer hours, so it is crucial to keep an accurate record. Create a spreadsheet which can be turned in once a year to [membership@leagueofutahwriters.org](mailto:membership@leagueofutahwriters.org)
- Still have questions? Reach out to the executive committee:
  - [president@leagueofutahwriters.org](mailto:president@leagueofutahwriters.org)
  - [presidentelect@leagueofutahwriters.org](mailto:presidentelect@leagueofutahwriters.org)
  - [pastpresident@leagueofutahwriters.org](mailto:pastpresident@leagueofutahwriters.org)
  - [secretary@leagueofutahwriters.org](mailto:secretary@leagueofutahwriters.org)
  - [treasurer@leagueofutahwriters.org](mailto:treasurer@leagueofutahwriters.org)