

LS HAWKER

Sample Group Guidelines

1. **OBJECTIVE:** The objective of each member of (YOUR GROUP) is publication in commercial fiction.
2. **PURPOSE:** The purpose of (YOUR GROUP) is to provide a collegial atmosphere for active writers to regularly present their work for peer critique and to provide a forum for the exchange of ideas about writing commercial fiction.
3. **MEETING LOCATION:** The Group meets the first and third Tuesday of each month at (LOCATION).
4. **MEMBERSHIP:** (YOUR GROUP) is a private organization and is not sponsored by or affiliated in any way with (LIST). Membership in the Group is strictly limited to no more than ten active writers engaged in writing commercial fiction, and is by invitation only.
5. **WAITING LIST:** After Group membership reaches ten active participants, the names of additional writers who wish to join the Group will be placed on a waiting list.
6. **PROSPECTIVE MEMBERS:** Prospective members on the waiting list will be contacted, in order, when one of the ten active members elects to become inactive. Prospective members will be invited to attend one group meeting and to submit a twenty-page sample of their work for critique. Subsequently, after the prospective member's work has been critiqued and with an affirmative vote by three-fourths of the active members of (YOUR GROUP), an invitation for full membership in the Group will be extended.
7. **GROUP LEADER:** In November, the active members of the Group will select one member to serve as the Group leader for the next calendar year. The leader will be responsible for:
 - a. coordination with (LOCATION) to assure the availability of meeting rooms;
 - b. maintaining a roster of active Group members;
 - c. maintaining a list of additional writers who wish to join the Group;
 - d. other necessary administrative responsibilities approved by the Group.
8. **MEETING AGENDA:** Meetings will begin at 7 PM and end no later than 9 PM.
 - a. Thirty minutes will be scheduled for each individual critique.
 - b. Meetings will begin promptly at the scheduled time, and members will be mindful of the time allotted for each critique.
 - c. Administrative time will be set aside *at the conclusion* of each meeting.
 - d. Pages uploaded for critique should not exceed twenty pages, should be double-spaced, and should be printed with one-inch margins. If any

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submission is fewer than 20 pages, the member may offer the extra pages to anyone needing to submit more than 20 pages, not to exceed in total among member submissions 80 pages.

9. INDIVIDUAL RESPONSIBILITIES:

- a. Attend meetings regularly;
- b. Read papers thoughtfully, provide constructive written feedback in marginal notes, and sign the paper before you return it;
- c. Be prepared to discuss two or three significant critique points at the meeting for the benefit of the entire critique Group.
- d. Inform the Group if you decide to become inactive.

10. BUSINESS MEETINGS: On occasion, at the call of the Group Leader, active members of (YOUR GROUP) will meet to discuss business of interest to the Group. Prospective members and visitors will be excluded from these meetings.

11. ADDITIONAL RULES

- a. Any member who uploads a submission without page numbers will be fined \$5.
- b. Members are required to submit at least once a quarter. Any member who does not submit will be fined \$25. (Special dispensation will be given to those members who can't submit due to illness, family issues, or other unfortunate circumstances.)
- c. All fine money collected will go into a fund that will finance group social events.
- d. When a month has more than two Tuesdays, the Group will gather for social time on the third Tuesday at a location to be determined by the Group.