



BYELAWS

OF

THE WRITERS' GUILD OF NORWAY

As at 1 March 2008

Article 1. Name and object

§ 1 *Name and object*

The name of the association is the Writers' Guild of Norway.

The Association is organised for the object of protecting Norwegian playwrights' artistic and financial interests.

Article II. Membership, rights and duties

§ 2 *Membership*

a) Eligibility criteria

To be eligible for membership, an author must have written and had staged a public performance of at least one full-length or several shorter original works of drama for the theatre, film, television or radio¹.

To qualify for membership, the performance must be professional and the work must be of professional quality. The applicant must have written the work in the Norwegian or Sami language him- or herself.

Candidate membership²

Anyone who has completed publicly approved higher education as a playwright can apply to become a candidate member.

Solidarity membership³

Playwrights awarded a Solidarity Grant by the Association automatically become solidarity members.

All applicants for membership whose applications have been rejected are entitled to be informed of the grounds for rejection.

¹ Amended by the 2007 General Meeting

² Adopted by the 2006 General Meeting

³ Adopted by the 2006 General Meeting

b) Rights

Members are entitled to attend and vote at General Meetings.

Candidate and solidarity membership entitle the member to attend, but not to vote¹.

c) Duties

Members are required to pay dues. Honorary members, solidarity members², members on disability benefits³ and members who have reached the age of 67 are excused from paying dues.

Every member is required to demonstrate loyalty to the Association.

§ 3 *Termination of membership*

a) Resignation

Resignations are to be submitted in writing, and a membership will be considered terminated as from the day notification reaches the Association's office.

b) Candidate membership⁴

Candidate membership shall be discontinued automatically if the person in question has not qualified for ordinary membership within 5 - five - years.

c) Outstanding dues

Membership will be terminated automatically in the event a member has not paid outstanding membership dues for 2 – two - consecutive calendar years.

d) Expulsion

If a member has acted in gross violation of the Association's object, byelaws and/or decisions taken by the General Meeting, infringes other members' professional rights, or by other means undermines the Association's work, that member can be expelled.

¹ Amended, cf. §2 a) paragraphs 2 and 3

² Amended, cf. § 2 a) paragraph 3

³ Adopted by the 2006 General Meeting

⁴ Amended, cf. § 2 a) paragraph 2

Expulsions shall be decided by the General Meeting on the basis of a well-founded motion from either the Board or at least 8 - eight - members. A new General Meeting can authorise the Board to reinstate the member on certain specific terms and conditions.

Expulsion decisions require a $\frac{3}{4}$ majority.

e) Suspension

The Board can suspend a member if circumstances so require, and until the expulsion can be dealt with by an extraordinary General Meeting in the event the ordinary Annual General Meeting is not scheduled to take place within 3 - three - months. In the event the treatment of an expulsion case is not completed within 3 - three - months, the suspension will no longer apply.

§ 4 *Honorary membership*

A person who has made exceptional efforts for the benefit of Norwegian playwrights may be awarded honorary membership. Honorary memberships are bestowed by a unanimous Board and will be made public at the next General Meeting at the latest.

Honorary membership *per se* does not carry voting rights.

Article III. General meetings and elections

§ 5 *General Meetings*¹

The General Meeting is the Association's supreme governing body and consists of voting members.

a) Ordinary Annual General Meetings (AGM)

An ordinary Annual General Meeting shall be held by 30 April each year.

A convening letter containing an agenda shall be sent to members at least 14 - fourteen - days in advance.

¹ The former §5 a) paragraph 3 has been deleted. Adopted by the 2006 General Meeting.

Proposals for items to be dealt with by the General Meeting shall be submitted to the Board at least 6 - six - weeks prior to the General Meeting.

By issuing a written proxy, a member who is unable to attend can authorise a member who is present to vote on his or her behalf. This refers to elections only (cf. paragraph 4, items 5 - 9). A member who is present is not allowed to hold more than 1 - one - proxy. Proxies shall be submitted at the start of the meeting, and be approved by the meeting prior to the elections.

The meeting shall elect a committee consisting of 2 - two - members to supervise the voting. With the exception of those no longer required to pay dues, cf. the right to vote at the General Meeting is reserved exclusively for members who have paid their dues for the current year.

The ordinary Annual General Meetings deal with:

1. The report of the Board of Directors on the Association's activities over the past calendar year;
2. The audited accounts for the preceding calendar year, along with the auditor's report;
3. The budget for the current calendar year;
4. Any motions and/or amendments to the Articles of Association;
5. Election of the Board of Directors (cf. §6a);
6. Election of the Drama Council (cf. §6b);
7. Election of the Translation Grants Committee (cf. §6f);
8. Election of the Grants Committee (cf. §6c);
9. Election of the Byelaws Committee (cf. §6d);
10. Election of Nominating Committee (cf. §6e);
11. Stipulation of dues (cf. §2c);
12. Other items mentioned in the convening letter.

b) Extraordinary General Meetings

Extraordinary General Meetings shall be convened by the Board with at least 14 - fourteen - days' notice. An extraordinary General Meeting will be called when requested in writing by at least 10 - ten - members.

c) Referenda

Within 8 - eight - days of the date on which a General Meeting adopts a decision, the decision will be sent out in writing and there will be a secret ballot among members with a deadline of 14 - fourteen - days to cast their ballots. Within 14 - fourteen - days from the date on which a decision is taken, a referendum will be called when requested by at least 10 - ten - members. Such referenda shall be conducted by the Board.

Election results (cf. paragraph 4, items 5 - 9) will not be sent out for referendum. Decisions adopted by referendum are binding.

§ 6 *Elections*

Eligibility to serve on the Association's committees, councils or boards is limited to voting members¹.

- a) The Board of Directors
The Board consists of 8 - eight - members elected by the General Meeting. The Chair and Deputy Chair are elected by separate elections. Voting will take place in writing if so requested by a member of the General Meeting.
- b) The Drama Council (DC)
The General Meeting shall elect 5 - five - members and one - 1 - alternate to the DC.
- c) The Grants Committee
The General Meeting shall elect 3² - three - members and 2 - two - alternates to the Grants Committee.
- d) The Byelaws Committee
The General Meeting shall elect 2 - two - members to the Byelaws Committee. The Board of Directors shall appoint the third member.
- e) The Nominating Committee
The General Meeting shall elect 3³ - three - members and 1 - one -

¹ Adopted by the 2006 General Meeting

² Amended by the 2006 General Meeting

³ Amended by the 2006 General Meeting

alternate to the Nominating Committee.

- f) The Translation Grants Committee
The General Meeting shall elect 2 - two - members and 1¹ – one – alternate to the Translation Grants Committee. The Board of Directors shall appoint the third member.

Article IV. The Board of Directors and the administration

§ 7 *The Board of Directors*

Members of the Board are elected for a two-year term of office. The Board has a quorum when either the Chair or Deputy Chair and least 3 - three - other directors are present. Minutes shall be kept of the Board's meetings.

- a) *The Board's responsibilities and authority*

The Board is authorised to:

1. Establish framework agreements and standard contracts, etc. with potential employers on behalf of members;
2. Identify and prosecute infringements of members' works;
3. Sign binding agreements which allow:
 - The recording or copying of members' works for specified limited use in the form in which the works have been made public;
 - Broadcasting members' published/performed works, recording or copying recordings of members' works for re-broadcasting and the storage of such recordings;
 - Re-transmission or other transmission of broadcasts that include members' works;
 - Other use pursuant to the Board's decision.
4. Sign binding agreements regarding remuneration for the use of members' works;

¹ Adopted by the 2006 General Meeting

5. Manage remuneration funds for the common benefit of playwrights;
6. Enter into agreements with government authorities regarding guidelines for schemes designed to promote Norwegian cultural policy.

The authorisations pursuant to the second paragraph, items 2, 3 and 4 are non-exclusive. Pursuant to this provision, the Association can assign the administration of rights to a collective rights management organisation to which the association belongs. The protection of members' interests abroad, including the management of foreign rights and remuneration for use, may also be assigned to organisations in other countries.

- b) **Signature, the right to sign**
The chair or, in his/her absence, the deputy chair or a Board member so authorised by the Board may sign on behalf of the Writers' Guild of Norway. The Board can assign a limited registered power of attorney for ordinary banking and postal transactions to permanent members of the Association's staff.
- c) **Reserves**
The Writers' Guild of Norway manages its revenues through the Alex Brinchmann Remuneration Fund. The reserves consist of payments made by theatres, membership dues and funds from the Norwegian Authors' and Translators' Fund. The Board recommends to the General Meeting how the funds should be applied by presenting a budget proposal to the General Meeting.
- d) **Budgets**
The Board's budget proposal to the General Meeting shall provide funding for:
 - The Association's operations;
 - The disbursement of grants from the Alex Brinchmann Remuneration Fund;
 - The disbursement of individual remuneration from the Alex Brinchmann Remuneration Fund. Remuneration is paid only for the works of living playwrights. In case of death, the payment to which the rightsholder was entitled during the calendar year during which

- he/she died, will be paid to the playwright's heirs;
- Membership activities, i.e. measures to stimulate professional development and promote the use of Norwegian drama, as well as to facilitate social contact within the Association.

§ 8 *The Secretary General*

The secretary general is hired by the Board on a fixed-term contract. The secretary general's job description is based on special instructions issued by the Board. The position of secretary general shall be advertised each time the fixed-term contract expires.

§ 9 *Standing committees*

- a) The Drama Council (DC)
Membership applications will be processed by the DC, which will submit a recommendation to the Board. The Board will take the final decision on membership. The members of the DC have a term of office of 3 - three - years. The DC shall elect its own chair. The chair of the DC shall be elected for a term of 1 - one - year. No one may serve on the DC for more than 6 - six - consecutive years.
- b) The Grants Committee
The Grants Committee elects its own chair¹. The chair shall subsequently convene meetings as needed.

The Grants Committee's elected members and alternates have a term of office of 2² - two - years, such that one or two members is/are up for election every year. The Grants Committee shall award the Association's grants and make recommendations for the public grants³ (the State's artistic grants and GI, sundry bursaries and the City of Oslo's Culture Grant). Minutes shall be kept of the Grants Committee's meetings.

When dealing with individual applications in the Grants Committee, anyone not competent pursuant to provisions of Chapter II of the Public

¹ Amended, cf. §6c)

² Amended by the 2008 General Meeting

³ Adopted by the 2008 General Meeting

Administration Act shall recuse him/herself (cf. § 9). Prior to processing individual applications, the chair shall present the disqualification rules to the committee and assure the legal competence of each individual member¹.

c) Byelaws Committee

The Byelaws Committee is an advisory body for the Board of Directors on legal issues. The Committee elects its own chair, who will convene meetings as needed. The Committee has a term of office of 2 - two - years.

d) The Nominating Committee

The Nominating Committee elects its own chair². The chair will subsequently convene meetings as needed. The term of office for Nominating Committee members and alternates shall be 1 - one - year.

e) The Translation Grants Committee

The Translation Grants Committee shall process applications for support for the translation of Norwegian drama. The members of the Committee are elected for a 2 - two - year term of office. The Board shall convene the first meeting of the Translation Grants Committee, which will then elect its own chair. The chair will subsequently convene meetings as needed.

§ 10 *Competence*

Members of the Board of Directors and other bodies shall not deal with items of business about which they may be prejudiced.

Legal competence shall be determined pursuant to the provisions in Chapter II of the Public Administration Act. Decisions on questions of impartiality shall be made by the appropriate body, without participation by the member. Before the question is decided, an alternate should be notified or called in to participate in the decision, provided this can be done without significant waste of time or expense.

¹ Amended by the 2008 General Meeting

² Amended, cf. §6e)

Article V. Audits

§ 11 *Audits*

The Association's accounts are audited by a State-Authorised Public Accountant (Norway).

Article VI. Amendments to the byelaws, dissolution, etc.

§ 12 *Amendments to the byelaws*

Proposals for amendments to the byelaws must be in the hands of the Board at least 2 - two - months prior to the General Meeting. All amendments require a 2/3 majority of the votes cast. Issues involving amendments to the byelaws must be discussed by the Byelaws Committee prior to being submitted to the General Meeting.

NDF's byelaws can only be amended by the General Meeting.

§ 13 *Dissolution*

The decision to dissolve the association can only be taken by the General Meeting on the recommendation of the Board. Dissolution requires 4/5 of the ballots cast at two successive General Meetings at least 3 - three - weeks apart.

The two above-mentioned General Meetings will submit a recommendation for the distribution of the Association's funds to the county governor of Oslo and Akershus County. The county governor of Oslo and Akershus County shall decide the case with binding effect.

§ 14 *Transitional provisions*

These provisions shall supersede the Associations' earlier byelaws and entered into force on 6 March 2004.