**Association “Latvian Writers’ Union”**

Charter

New Edition

Approved at the Congress of the Association “Latvian Writers’ Union”

Riga, 12 May 2019

**Chapter 1. General rules**
1.1 The name of the Association shall be “Latvian Writers' Union”, abbreviated - LRS, English translation - "Latvian Writers' Union", abbreviated - LWU, hereinafter referred to as "the Association".
1.2 The Association is a professional organisation of authors. It unites natural persons - authors of Latvian literature (prose, poetry, drama, literary studies, literary history, literary criticism, and translations of fiction and poetry) in Latvia and abroad and foreign authors living in Latvia.
1.3 In its activities, the Association shall observe the laws of the Republic of Latvia, other normative legal acts and the Charter of the Association.
1.4 The Association shall be a legal person with its own Charter registered in accordance with the procedure established by law, its own seal with the inscription "Latvijas Rakstnieku savienība", an independent balance sheet, and its own property.
1.5 The Association is established for an indefinite period of time.

**Chapter 2. Objectives and tasks of the Association**
2.1 The aims of the Association shall be:
2.1.1. to represent and defend the professional, economic, social, and moral interests of its members before state, local and other institutions and organisations;
2.1.2. to promote the development of literature and the preservation of the Latvian language and cultural values in Latvia;
2.1.3. to broaden the opportunities for public education and information in the field of literature;
2.1.4. to defend freedom of creation and expression.
2.2 The aims of the Association are not of profit-making nature.
2.3 In pursuit of the objectives of the Association, the Association shall carry out the following tasks:
2.3.1. actively participate in the discussion, development, and implementation of the cultural policy of the State of Latvia;
2.3.2. implement cultural projects in the field of literature;
2.3.3. promote conditions favourable to creativity and the comprehensive development of Latvian non-material and material culture;
2.3.4. delegate representatives to councils, expert commissions, and other bodies which decide on literary, cultural and other issues of public interest;
2.3.5. represent and defend the interests of the authors referred to in item 1.2 of the Charter of the Association before state administration and local government bodies in legal, social, creative and other related matters;
2.3.6. submit to the Saeima, the Cabinet of Ministers, local governments, courts, and law enforcement authorities applications, suggestions, opinions, etc.;
2.3.7. coordinate and self-regulate professional matters in all fields of literature, certify the professional status and qualifications of the authors referred to in Article 1.2 of the Charter of the Association, as well as issue certificates in necessary cases;
2.3.8. ensure the preservation of the information accumulated as a result of its activities, maintain a register of its members, accumulate and store information on the works they have created, in compliance with the requirements of the protection of the data of natural persons;
2.3.9. publish literary periodicals, books and other works for the achievement of the objectives set out in the Charter of the Association;
2.3.10. promote the inclusion of literary works in the cultural mainstream;
2.3.11. carry out, in an ancillary capacity, economic activities related to the maintenance and use of property, as well as carry out, in an ancillary capacity, other economic activities in order to realise the objectives laid down in the Charter;
2.3.12. acquire movable and immovable property, securities, participate in various events and activities with their property, acquire shares or stocks in commercial companies to achieve the objectives set out in the Charter of the Association;
2.3.13. receive donations, raise funds for literature and literature research projects and target programmes;
2.3.14. establish or create foundations and funds for professional development, self-help, promotion of literature, preservation of heritage, etc., according to the need and possibilities, grant scholarships, prizes, organize and support competitions related to literary creativity;
2.3.15. participate in other associations and foundations, including as a founder or member;
2.3.16. perform the functions of public administration entrusted to it;
2.3.17. perform other tasks related to the objectives of the Association.
2.4 The Association may apply for and obtain the status of a public benefit organisation and other benefits provided for in the regulatory enactments in the procedure prescribed by the regulatory enactments.

**Chapter 3. Association Membership**
3.1 A natural person may become a member of the Association:
3.1.1. who is a professional author of Latvian literature living in Latvia or abroad, or an author of foreign literature living in Latvia;
3.1.2. who has received at least three written recommendations from members of the Association who have been members of the Association for a continuous period of three years;
3.1.3. who recognises and, where applicable, undertakes to abide by the Charter of the Association;
3.1.4. who has complied with the procedures for admission to membership of the Association as set out in these Charter and the Regulations for Admission and Exclusion of Members of the Association.
3.2 In order to join the Association, the Board of the Association, hereinafter referred to as the "Board", must be presented:
3.2.1. an application for membership of the Association, hereinafter referred to as "Application";
3.2.2. written recommendations from at least three members of the Association who have been members of the Association for a continuous period of three years;
3.2.3. a brief account of their professional activities and a creative CV, including publications where appropriate.
3.3 The question of admission of a member to the Association shall be decided by the Board at its next meeting, but not later than within four months after the receipt of all the documents provided for in this Charter and in the Regulations on Admission and Exclusion of Members of the Association. The Board shall decide on the admission of a member to the Association in an open vote, taking into account the documents submitted by the candidate member, the Charter of the Association, the procedure for the admission of a member of the Association provided for in the Regulations on Admission and Exclusion of Members of the Association, as well as the regulatory enactments. The Board shall communicate its decision to the candidate member via the e-mail address provided in the Application Form, not later than within five days from the date of its adoption.
3.4 The decision of the Board to refuse to admit a member to the Association must be motivated. The person in respect of whom such a decision has been taken may request that the question of his admission to membership be reconsidered at the next Congress or meeting of the Association's representatives, whichever meeting is held first after the date on which the request was made. Such a request shall be addressed and submitted to the Association in writing within 30 (thirty) days from the date of the decision of the Board to refuse admission of the member to the Association. The decision of the Congress or, where applicable, the meeting of the Association's representatives shall be final.
3.5 A person shall acquire the status of a member of the Association from the date on which a positive decision on his admission to the Association has been taken in respect of that person.
3.6 The Board shall issue to each member of the Association a membership card, which shall certify the status of a member of the Association until the member resigns or is expelled from the Association.
3.7 A member of the Association may voluntarily withdraw from the Association by submitting a written application to the Board. In such case, the member shall cease to be a member of the Association on the date on which the Board receives the application.
3.8 A member of the Association may be expelled from the Association in the cases provided for by the regulatory enactments, as well as in any of the following cases:
3.8.1. the member of the Association does not comply with the Charter, including failure to fulfil the obligations of a member of the Association provided for in the Charter;
3.8.2. the Member discredits the activities of the Association or hinders the implementation of the objectives set out in the Charter of the Association;
3.8.3. a Member acts on behalf of the Association without proper authorisation from the Association.
3.9 The decision on expulsion of a member of the Association from the Association shall be made by the Board, taking into account the circumstances justifying the expulsion of the member, the Charter of the Association, the procedure for expulsion of a member of the Association provided for in the Regulations on Admission and Expulsion of Members of the Association, as well as the regulatory enactments. The Board shall notify the member of the Association of its decision in writing, not later than within five days from the date of its adoption.
3.10. The decision of the Board on expulsion of a member of the Association shall be motivated. The person in respect of whom such a decision has been taken may request that the question of his expulsion from the Association be reconsidered at the next meeting of the Congress or of the representatives of the Association, whichever meeting is held first after the date on which the request was made. Such a request shall be addressed and submitted to the Association in writing within 30 (thirty) days from the date of the decision of the Board on the expulsion of the member from the Association. The decision of the Congress or, where applicable, of the meeting of the Association's representatives shall be final.
3.11. A member of the Association loses such status:
3.11.1. on the day after the expiry of the period of 30 (thirty) days for a request to reconsider the issue of his expulsion from the Association at the Congress or at the Meeting of Representatives of the Association (Article 3.10 of the Charter of the Association), if the person has not submitted such a request;
3.11.2. the date on which the Congress or, where applicable, the Meeting of Representatives of the Association has adopted a decision on the expulsion of a member of the Association, if
the member has exercised the right to request a reconsideration of the issue of his expulsion from the Association (Article 3.10 of the Charter of the Association).
3.12. The Regulations on Admission and Exclusion of Members of the Association shall regulate the procedure for admission and exclusion of members of the Association in matters not provided for in the Charter of the Association. The Regulations on Admission and Exclusion of Members of the Association shall be drawn up and approved by the Executive Board.

**Chapter 4. Rights and Obligations of the Members of the Association**
4.1 A member of the Association shall have the following rights:
4.1.1. to participate in the management of the Association, to be elected to the Board, to the Meeting of Representatives of the Association, and to the Audit Commission of the Association;
4.1.2. to represent the Association in state institutions, municipalities, non-governmental organisations, working groups, juries, editorial boards, literary congresses, symposia, etc., with the appropriate authorisation of the Association;
4.1.3. to serve in the Association's divisions, sections, commissions and other structural units of the Association;
4.1.4. to obtain the status of a creative person;
4.1.5. to receive a certificate of length of service as a creative person;
4.1.6. to receive information from the Board and the Audit Commission of the Association on important issues of the Association's activities;
4.1.7. to use the Association's premises for creative evenings in accordance with the Regulations on the Use of the Association's Premises.
4.2 A member of the Association shall have the following duties:
4.2.1. to abide by the Charter of the Association, the decisions of the Members' Meeting, the Meeting of the Association's Representatives, the Board of Directors and the Audit Commission of the Association;
4.2.2. to pay the entrance fee and the membership fee of the Association;
4.2.3. to participate in the meetings of the Members of the Association and to take an active part in the activities of the Association;
4.2.4. to respect the property of the Association;
4.2.5. to regularly provide information and materials for updating the register of members of the Association and for updating his/her personal file;
4.2.6. be loyal to the Association.
4.3 If a member of the Association is in financial difficulties, the Board, on the basis of a written application from the member of the Association, may decide to temporarily exempt him or her from the obligation to pay the membership fee of the Association.
4.4 A member of the Association who has reached the age of 75 (seventy-five) years shall be exempt from the obligation to pay the Association's membership fee.

**Chapter 5. Bodies of the Association**
5.1 The Board of Directors shall establish the following units of the Association: divisions, sections, commissions, etc., if their necessity is determined by the needs of the Association.
5.2 The activities, rights and duties of a subdivision of the Association and its relations with the Association shall be governed by the bylaws of the subdivision. These Charter shall be approved by the Executive Board when taking a decision on the establishment of a subdivision of the Association.

**Chapter 6. Congress**
6.1 The supreme governing body of the Association shall be the Members' Meeting, which shall be known as the Congress.
6.2 The competence of the Congress shall include:
6.2.1. making amendments to the Charter of the Association;
6.2.2. approval of the Association's activity plans;
6.2.3. approval of the budget of the Association;
6.2.4. approval of the report on the implementation of the Association's budget;
6.2.5. approval of the activity reports, reports and opinions, including approval of the report of the Audit Commission of the Association, the report of the President of the Association, as well as the reports of the heads of the Association's departments;
6.2.6. election of the President of the Association, the members of the Meeting of Representatives of the Association, the members of the Board of Directors and the members of the Audit Commission of the Association;
6.2.7. recall of the President of the Association, the Meeting of Representatives of the Association, members of the Board of Directors and the Audit Commission of the Association;
6.2.8. determination of the membership fee and the amount of the membership fee;
6.2.9. revocation of the decisions of the Meeting of Representatives of the Association;
6.2.10. adoption of a decision on the dissolution or reorganisation of the Association;
6.2.11. other matters which, in accordance with the regulatory enactments or the Charter of the Association, are within the competence of the Congress.
6.3 The exclusive competence of the Congress shall include matters referred to in Articles 6.2.1, 6.2.6 (to the extent otherwise provided in Clause 7.2 of the Charter of the Association), 6.2.7, 6.2.8, 6.2.9 and 6.2.10.
6.4 The Congress shall be convened by the Executive Board.
6.5 The Congress shall be convened by posting a notice in the premises of the Association, as well as by posting a notice on the website of the Association (https://rakstnieciba.lv) at least 14 (fourteen) days before the date of the Congress. Such notice and message shall specify the date, place, time and agenda of the Congress.
6.6 An ordinary Congress shall be convened at least once every four calendar years and not later than 31 March of the calendar year in question. An Extraordinary Congress shall be convened in the cases provided for by the laws and regulations or when it is necessary in the interests of the Association.
6.7 The Executive Board shall convene the Congress immediately (without delay) if it is requested in writing, stating the reason for convening it, by not less than one tenth of the members of the Association. If the Board fails to convene the Congress on the basis of the said request, the members of the Association who request the convening of the Congress may convene the Congress independently, in accordance with the established procedure for the convening of the Congress.
6.8 The Congress shall have a quorum if one-fifth of the members of the Association participate in it and if a higher quorum is not established for the adoption of certain decisions in accordance with the Charter of the Association or regulatory enactments. If a larger quorum is established for the adoption of certain decisions in accordance with the Charter of the Association or regulatory enactments, the Congress shall be quorate if the quorum established in the Charter of the Association or regulatory enactments is met.
6.9 When deciding on amendments to the Charter of the Association, the Congress shall have a quorum if more than half of the members of the Association are present.
6.10. When deciding on the dissolution of the Association, the Congress shall have a quorum if more than two thirds of the members of the Association are present.
6.11. If the convened Congress is not quorate, a new Congress shall be convened in accordance with the provisions laid down in the laws and regulations. The quorum of the Congress shall be determined by the laws and regulations.
6.12. A decision of the Congress shall be adopted if more than half of the members of the Association present vote in favour of it, unless a higher number of votes is stipulated by the normative legal acts or the Charter of the Association.
6.13. The decision on the dissolution of the Association is adopted if two thirds of the members of the Association vote for it.
6.14. The matters provided for in Article 6.2.6 of the Charter shall be decided by the Congress by secret ballot.
6.15. The Congress shall be chaired by the President of the Association, unless the Congress appoints another chairperson. The Congress shall appoint the Congress Minute-Taker.
6.16. The proceedings of the Congress shall be minuted. The minutes of the Congress shall be signed by the Chairperson of the Congress and the Minute-Taker.

**Chapter 7. Meeting of the representatives of the Association**
7.1 In the intervals between the Congresses, the highest governing body of the Association shall be the Meeting of the Representatives of the Association. The Meeting of the Association's Representatives shall have the right to decide on all matters falling within the competence of the Congress, except those which, in accordance with the Charter of the Association, are the exclusive competence of the Congress.
7.2 If the President of the Association, a member of the Board of Directors or a member of the Audit Commission of the Association leaves office between Congresses, the Meeting of Representatives shall elect a new President of the Association, a member of the Board of Directors or a member of the Audit Commission of the Association in his place for a term until the next Congress.
7.3 At the Meeting of Representatives of the Association, the Congress shall elect 31 (thirty-one) representatives from among the members of the Association.
7.4 The Congress shall elect representatives to serve at the Meeting of Representatives of the Association for a term of four years.
7.5 Each elected representative shall have one vote at the Meeting of Representatives of the Association.
7.6 The meeting of the Association's representatives shall be convened by the Executive Board.
7.7 The meeting of the Association's representatives shall be convened by posting a notice in the premises of the Association, as well as by posting a notice on the website of the Association (https://rakstnieciba.lv) at least 30 (thirty) days before the date of the meeting of the Association's representatives. Such notice and message shall specify the date, place, time and agenda of the meeting of the Association's representatives.
7.8 An ordinary meeting of the Association's Representatives shall be convened not less than once in each calendar year and not later than 31 March of the calendar year, excluding the year in which the Congress is convened, in which case a meeting of the Association's Representatives shall be convened as necessary. An extraordinary meeting of the Association's representatives shall be convened in the cases provided for by the laws and regulations or when it is necessary in the interests of the Association.
7.9 The Board shall convene a meeting of the Association's representatives immediately (without undue delay) if it is requested in writing, stating the reason for convening it, by not less than one tenth of the Association's members. If the Board fails to convene a meeting of the Association's representatives on the basis of such a request, the members of the Association who request the convening of a meeting of the Association's representatives may independently convene a meeting of the Association's representatives in accordance with the procedure for convening a meeting of the Association's representatives.
7.10. If the convened meeting of the Association's representatives is not quorate, a new meeting of the Association's representatives shall be convened not later than five weeks later with the same agenda. A reconvened meeting of the Association's representatives shall be quorate irrespective of the number of representatives elected at the meeting of the Association's representatives present, but only if at least two representatives elected at the meeting of the Association's representatives are present at the meeting of the Association's representatives.
7.11. The decision of the meeting of the Association’s representatives shall be adopted if more than half of the representatives elected in the Association’s representatives meeting have voted for it.
7.12. The meeting of the representatives of the Association shall be chaired by the President of the Association, unless the meeting of the representatives of the Association appoints another Chairperson. The Meeting of the Association's Representatives shall appoint a Recording Secretary for the Meeting of the Association's Representatives.
7.13. The meeting of the Association’s representatives shall be minuted. The minutes of the meeting of the Association's representatives shall be signed by the Chairperson of the meeting of the Association's representatives and by the minutes-taker.
7.14. A person who has been elected as a representative at a meeting of the Association's representatives may at any time submit to the Association a notice of resignation for good cause. If a person who has been elected as a representative at a meeting of the Association's representatives leaves office without good reason and, in addition, the Association has suffered damage as a result of that person leaving office, the Association may claim compensation for that damage from the guilty member of the Association.

**Chapter 8. Board**
8.1 The Board shall be the executive body of the Association.
8.2 The competence of the Board shall include:
8.2.1. to manage and administer the affairs of the Association;
8.2.2. to manage the property of the Association, including deciding on the acquisition, lease, letting or renting of immovable property, encumbrance of immovable property of the Association, as well as to dispose of the funds of the Association in accordance with the regulatory enactments, the Charter of the Association, decisions of the Congress and other bodies of the Association;
8.2.3. to organise the accounting of the Association in accordance with the normative legal acts;
8.2.4. to develop and implement the Association's strategy;
8.2.5. to approve the creative and financial programmes necessary for the activities of the Association;
8.2.6. approve the staffing list of the Association's employees and determine the duties of the Association's employees;
8.2.7. assign specific issues to the President of the Association;
8.2.8. set a financial limit for certain transactions of the President of the Association, which, if exceeded, must be agreed by the President of the Association with the Board before the transaction is concluded;
8.2.9. to decide on the membership of the Association in other organisations, institutions, etc.;
8.2.10. to approve the length of literary service of a member of the Association;
8.2.11. to draw up and approve the regulations for the use of the Association's premises;
8.2.12. to execute the decisions of the Congress and other bodies of the Association;
8.2.13. other matters which, in accordance with the regulatory enactments or the Charter of the Association, are within the competence of the Board.
8.3 The work of the Board shall be managed by the Chairperson of the Board, who shall be called the Chairperson of the Association.
8.4 The competence of the Chairperson of the Association shall include:
8.4.1. to organise and supervise the day-to-day work of the Association;
8.4.2. to organise the Congress, meetings of the Association's representatives and the execution of the decisions of the Board;
8.4.3. to represent the Association in state and local government institutions, in the Latvian Council of Creative Unions, in relations with other organisations and persons;
8.4.4. to conclude transactions on behalf of the Association;
8.4.5. to agree with the Board before concluding a transaction if the transaction exceeds the financial limit for individual transactions set for the Chairperson of the Association;
8.4.6. within the budget of the Association, to dispose of the financial resources of the Association in accordance with the decisions of the Board;
8.4.7. to consider applications from members of the Association;
8.4.8. to facilitate the settlement of disputes between the members of the Association;
8.4.9. other matters which, in accordance with the regulatory enactments or the Charter of the Association, are within the competence of the Chairperson of the Association.
8.5 The Board shall consist of 12 (twelve) members, including the Chairperson of the Association.
8.6 The members of the Board of the Association, including the Chairperson of the Association, shall be elected by the Congress for a term of four years.
8.7 The Chairperson of the Association shall have the right to represent the Association individually. A member of the Board who is not the Chairperson of the Association shall have the right to represent the Association together with ten members of the Executive Board.
8.8 The Board shall decide on matters at a meeting of the Board. The Board shall be entitled to take a decision without convening a meeting of the Board if all the members of the Board vote in writing in favour of the decision.
8.9 A meeting of the Board may be held in person or by correspondence (remote), i.e. by electronic means. A Board meeting held in person shall be open to the public.
8.10. A meeting of the Board may be convened by any Member of the Board by giving timely notice thereof to the e-mail addresses of the Members of the Board and specifying in such notice the agenda of the meeting to be convened.
8.11. A meeting of the Board shall be convened at least once every two months.
8.12. The quorum of the Board shall be more than half of the members of the Executive Board.
8.13. The decision of the Board shall be taken by a simple majority of the Board members present at a meeting of the Board. In the event of a tied vote, the vote of the Chairperson of the Association shall prevail.
8.14. The meeting of the Board shall be chaired by the Chairperson of the Association or by another member of the Board appointed by the members of the Board. The Board shall appoint a minute-taker.
8.15. The proceedings of the Board meeting shall be minuted. The minutes of the Board meeting shall be signed by the Chairperson of the Board meeting and by the minutes-taker.
8.16. The right of members of the Board to remuneration, the amount of such remuneration and the procedure for payment of such remuneration shall be determined by the Congress.
8.17. A member of the Board, including the Chairperson of the Association, may be recalled only for good cause.
8.18. A member of the Board may at any time submit to the Association a notice of resignation.

**Chapter 9. Audit Commission of the Association**
9.1 The Audit Commission of the Association shall be the auditing body of the financial and economic activities of the Association.
9.2 The competence of the Audit Commission shall include:
9.2.1. to audit the Association's property, including financial resources;
9.2.2. to give opinions on the budget and annual report of the Association;
9.2.3. to examine the accounting and record-keeping work of the Association;
9.2.4. to make recommendations for improving the financial and economic performance of the Association;
9.2.5. other matters which, in accordance with the regulatory enactments or the Charter of the Association, are within the competence of the Audit Commission of the Association.
9.3 The Audit Commission of the Association shall consist of three members.
9.4 A member of the Audit Commission of the Association shall be elected by the Congress for a term of four years.
9.5 A member of the Audit Commission of the Association may not be a member of the Board or a person who is in an employment relationship with the Association.
9.6 The members of the Audit Commission of the Association shall elect the Chairperson of the Audit Commission of the Association from among themselves, who shall organise the work and meetings of the Commission in accordance with the regulatory enactments, the Charter of the Association, decisions of the Congress and other bodies of the Association.
9.7 The Audit Commission of the Association shall decide on matters at a meeting of the Audit Commission of the Association. The Audit Commission of the Association shall be entitled to adopt a decision without convening a meeting of the Audit Commission of the Association if all members of the Audit Commission of the Association vote in writing in favour of the adoption of the decision.
9.8. The meeting of the Audit Commission of the Association may be held in person or in absentia (remotely), i.e. by electronic means of communication.
9.9 A meeting of the Audit Commission of the Association may be convened by any member of the Audit Commission of the Association by sending a timely notice to the e-mail addresses of the members of the Audit Commission of the Association and specifying the agenda of the meeting of the Audit Commission of the Association to be convened in such notice.
9.10. A meeting ot the Audit Commission of the Association shall be convened when it is necessary.
9.11. The Audit Commission of the Association shall have a quorum if at least two members of the Audit Commission of the Association are present at its meeting.
9.12. The decision of the Audit Commission of the Association shall be adopted if two members of the Audit Commission of the Association vote in favour thereof.
9.13. The meeting of the Audit Commission of the Association shall be chaired by the Chairperson of the Audit Commission of the Association or another member of the Audit Commission of the Association appointed by the Audit Commission of the Association.
9.14. The Audit Commission of the Association shall conduct audits as and when necessary or as decided by the Congress, but not less than once a year by 31 March of the calendar year for the previous financial year of the Association.
9.15. The Audit Commission of the Association shall perform its duties without remuneration.
9.16. A member of the Audit Commission of the Association may at any time submit to the Association a notice of resignation from the position of a member of the Audit Commission of the Association.

**Chapter 10. Property, financial resources of the Association and the procedure for their use**10.1 The Association shall acquire and dispose of its property and financial resources for the purpose of its activities, in accordance with the objectives of the Association.

**Chapter 11. Dissolution and reorganisation of the Association**
11.1 The activities of the Association shall be terminated in accordance with the laws and regulations.
11.2 The Association may be reorganised in accordance with the laws and regulations.

This Charter was approved at the Congress of the Association in Riga on 12 May 2019, by the signatures of the authorised representatives of the members of the Association.