

# **South Central Writing Centers Association**

## **Bylaws**

**Revised**

June 15, 2017

**Ratified**

July 1, 2017

### **I. Name and Purpose**

Founded in 1990, the South Central Writing Centers Association (SCWCA) is an affiliate of the International Writing Centers Association (IWCA), whose primary purpose is to support the hosts of an annual conference in order to foster communication among writing centers, educate members, support research focused on writing centers, share information about writing center administration and work, and provide a forum for professional concerns. SCWCA is run entirely by volunteers; officers and members are not paid for work they do on behalf of the organization.

### **II. Membership**

Membership in SCWCA consists of but is not limited to individuals from Arkansas, Louisiana, Oklahoma, and Texas. Members include directors and staff members of writing centers at universities, four-and two-year colleges, and secondary, middle, and elementary schools, as well as individuals interested in writing center theories and applications.

### **III. Dues**

SCWCA does not collect dues, but people wishing to become members must sign up to do so and annually renew their membership by reviewing and updating or verifying their information on the SCWCA web site or in person at the annual conference.

### **IV. Meetings & Voting**

General business meetings will be held at the annual conference and as otherwise approved by the Executive Board. Meetings will be announced at least 2 weeks in advance on the SCWCA website and LISTSERV® mailing list. The members present at any properly announced meeting shall constitute a quorum. All issues to be voted on shall be decided by a simple majority of those present at the meeting, except for changes to the Constitution and Bylaws. Changes to the Constitution and Bylaws require a two-thirds majority of the Executive Board for approval. They also require ratification by two-thirds of members present at a properly announced meeting or two-thirds of members participating in an online vote.

### **V. Executive Board**

The SCWCA will elect an Executive Board from its voting membership at the general business meeting in election years. Board members will serve terms described in the Constitution By-Laws. Board positions are volunteer positions.

A. Members of the Executive Board will be the following:

1. Directors, professional staff, or other members directly involved with administering or working in writing centers or with a demonstrated interest and experience in writing centers and the teaching of writing.
2. Executive Board officers include President, past President, Vice-President, Treasurer, and Secretary elected from the membership according to guidelines in the By-Laws.
3. An SCWCA Representative to the International Writing Centers Association who has the resources to regularly attend IWCA board meetings to represent the interests of SCWCA and report back to the SCWCA Executive Board and membership, according to the IWCA Guidelines for Affiliate Representatives listed in the SCWCA By-Laws.
4. Representatives from the four member states of SCWCA, one each from Arkansas, Louisiana, and Oklahoma, and two from Texas.
5. One At-Large Representative from a community college, HBCU, tribal college, Hispanic-serving institution or K-12 school.

B. Duties of Executive Board members will include the following:

1. Meet prior to the annual SCWCA conference to plan the General Business meeting of the membership to be held during the conference.
2. Allocate financial support for the annual conference and for communication with the general membership.
3. Serve as the Nominating Committee for Executive Board members and report a slate of nominees to members present at the annual general business meeting. Nominations will also be accepted from the floor at the meeting.
4. Call for and approve conference sites and support the annual conference planning process, convene the Executive Board and General Business meetings at the annual conference, and make reports to the membership at General Business Meetings.
5. Conduct discussions and call for votes as needed on SCWCA-L, as needed, when decisions need to be made between conferences.
6. Draft position statements as needed.
7. Serve designated terms and carry out duties as set out in the Constitution and By-Laws.
8. Review and propose revisions to the Constitution and By-Laws, as needed, by a two-thirds majority of the Executive Board. Present the revisions to the membership who will ratify the

changes by a vote of two-thirds of the South Central Writing Centers Association membership present at the annual meeting or voting on-line if the ratification process occurs at a time other than the annual meeting.

9. Assist the work of the International Writing Centers Association and follow the Guidelines for Affiliate Organizations as stated in the IWCA By-Laws.
10. Create, as needed, additional non-voting positions on the Executive Board to carry out the business of the organization. The positions will be listed and described in the By-Laws.
11. Remove Executive Board members if they are no longer able and/or willing to meet their commitments. In these instances, Executive Board members will first be given the option to resign. An Executive Board member may resign by notifying the President, Vice President, or Treasurer. If a vote is necessary, two-thirds majority of the Executive Board is required to remove an Executive Board member from office.

### C. Officer Duties

Officers of the South Central Writing Centers Association Executive Board fulfill duties based on organizational needs and guidelines established by IWCA and have full voting rights in making executive decisions for the Association. They are elected by a majority vote of the general at the annual General Business Meeting.

#### 1. The **President** will

- a. Chair the Executive Board and preside at all business meetings, unless he or she is unable to attend.
- b. Call for agenda items, prepare an agenda to be posted on SCWCA- L prior to the annual Executive Board and General Business meetings, conduct annual Executive Board and General Business meetings at conferences, call for votes on issues as needed, and cast the deciding vote in case of a tie.
- c. Moderate discussions and call for votes on-line at SCWCA-L when business must be conducted between conferences.
- d. Ensure that all officers are completing the duties of their offices and communicate with them in a timely manner.
- e. Appoint a replacement for an officer who resigns or is unable to serve until an election can be held at the next annual conference General Business meeting OR call for nominations and an official election on SCWCA-L for a permanent replacement, depending on the most timely and efficient method of filling the office.

- f. Chair the Research Grant selection committee.
- g. Update, as needed, the information about the duties of the office on the SCWCA web site by providing the web site coordinator with additions or changes.
- h. Train the incoming President in order to provide continuity in the duties of the office.

2. The **Past President** will

- a. Support and guide the incoming President.
- b. Chair the Conference Scholarship selection committee.

3. The **Vice President** will

- a. Work closely with the President, assuming the duties of the President in the President's absence, and undertake responsibilities delegated by the President.
- b. Become President at the end of the former President's term subject to a ratifying vote of the majority of members present at the annual business meeting.
- c. Chair the Outstanding Tutor of the Year selection committee.
- d. Update, as needed, the information about the duties of the office on the SCWCA web site by providing the web site coordinator with additions or changes.
- e. Train the incoming Vice-President in order to provide continuity in the duties of the office.

4. The **Secretary** will

- a. Take accurate minutes at Executive Board, and regular General Meetings of the association.
- b. Save and record SCWCA business proceedings that occur on-line at SCWCA-L and include them as an Addendum to the minutes of the association.
- c. Distribute and read the minutes of the previous meeting, report official decisions made on the SCWCA-L discussion list at the annual conference, and correct the minutes as needed. Provide a copy of the minutes to the IWCA Representative for inclusion in the SCWCA Affiliate report. Provide a copy of the minutes to the SCWCA Archive for preservation.

- d. Record attendance at all meetings and tally votes taken during Executive Board and general meetings, and in on-line discussions followed by voting on SCWCA-L.
- e. Assist the annual conference chairs as needed with conference mailings and communication.
- f. Serve as the official correspondent to other organizations as needed.
- g. Update, as needed, the information about the duties of the office on the SCWCA web site by providing the web site coordinator with additions or changes.
- h. Train the incoming Secretary in order to provide continuity in the duties of the office.

5. The **Treasurer** will

- a. Deposit funds from all sources into an account specifically designated for official SCWCA use and structured according following guidelines for non-profit organizations.
- b. Present written and oral financial reports at each annual general business meeting detailing the Association's finances and keep detailed bank records and receipts for all transactions using SCWCA funds. Provide a copy of the financial reports to the IWCA Representative for inclusion in the SCWCA Affiliate report. Provide a copy of all financial reports to the SCWCA Archive for preservation.
- c. Communicate with the IWCA Treasurer prior to the annual SCWCA conference requesting funds for the conference hosts.
- d. Make funding available to conference hosts as needed and deposit conference receipts into the SCWCA account in a timely manner when the conference concludes.
- e. Update, as needed, the information about the duties of the office on the SCWCA web site by providing the web site coordinator with additions or changes. The contents will include all financial transactions of the Association, a complete and accurate financial record of the previous conference, and correspondence with IWCA regarding conference funds.
- f. Train the incoming Treasurer in order to provide continuity in the duties of the office.

6. The **SCWCA Representative to IWCA** will

- a. Represent the Affiliate Association at regularly scheduled IWCA Board meetings and must make every effort to attend the meetings. If extenuating circumstances make it impossible for the Affiliate Representative to attend a meeting, the President and/or Executive Board may appoint a representative for that meeting to ensure SCWCA voting representation.
- b. Vote in IWCA Business meetings on behalf of the interests of SCWCA.
- c. Submit Affiliate electronic reports to the IWCA Executive Board prior to each of the three scheduled meetings, even if there has been no new business since the last report. Provide copies of all reports to the SCWCA Archive for preservation.
- d. Submit additions and corrections to Affiliate officer listings to the IWCA Secretary and the SCWCA web administrator so web sites can be regularly updated.
- e. Serve on IWCA appointed committees, vote on committee decisions, and follow protocols established as guidelines for those committees.
- f. Participate in on-line discussions and voting on the IWCA Executive Board discussion list.
- g. Present reports of IWCA activities and business at annual SCWCA Affiliate conferences.
- h. Create and maintain an IWCA display for Affiliate conferences that provides information about membership in the international organization and on writing center related publications.
- i. Update, as needed, the information about the duties of the office on the SCWCA web site by providing the web site coordinator with additions or changes.
- j. Train the incoming Representative in order in order to provide continuity in the duties of the office.

7. The **State Representatives** will

- a. Represent the interests of writing centers in their respective states at Executive Board and General Business meetings of the Association.

- b. Serve on the Conference Scholarship selection committee.
- c. Provide, when requested, information to schools in their respective states that are developing writing centers and to writing center administrators seeking assistance in developing a center or improving an existing one.
- d. Update, as needed, the information about the duties of the office on the SCWCA web site by providing the web site coordinator with additions or changes.
- e. Train the incoming Representatives in order to provide continuity in the duties of the office.

8. **The At-Large Representative** will

- a. Represent the interests of community colleges, HBCUs, tribal colleges, Hispanic-serving institutions, and K-12 schools at the Executive Board and General Business meetings of the Association.
- b. Serve on the Conference Scholarship selection committee.
- c. Provide, when requested, information to their respective constituencies who are developing writing centers or seeking assistance with improving an existing one.
- d. Update, as needed, the information about the duties of the office on the SCWCA website by providing the web site coordinator with additions or changes.
- e. Train the incoming Representatives in order to provide continuity in the duties of the office.

9. **Service Appointments** (non-voting positions)

The Executive Board may create additional positions as needed to maintain and manage the business and communication of the SCWCA. Positions can be combined as needed and as determined by the board. Service Appointments include, but are not limited to the following:

- a. **SCWCA Conference Hosts** for annual conferences will
  - 1) Prepare a formal proposal to be presented at the annual General Business meeting at the conference preceding the proposed conference. If that is not possible, they will submit the formal proposal to the President and

the Executive Board as soon as possible following the general business meeting of the conference preceding the proposed conference. If two writing centers submit proposals at the SCWCA business meeting as required, the Executive committee and/or general membership will select the next conference site. If competing formal proposals are not submitted for consideration at the annual conference, the earliest complete proposal submitted to the President and the board will have precedence over later proposals.

- 2) Serve as conference coordinators and work with the SCWCA Secretary, Treasurer, and previous conference hosts on conference arrangements, funding, and the collection and distribution of information.
- 3) Post the call for Proposals in a timely manner to W-Center, SCWCA-L, the Writing Lab Newsletter, the Writing Center Journal, and any other appropriate resources to ensure a broad call for proposals, one of the IWCA requirements for receiving conference funding.
- 4) Create a detailed conference program with an appropriate theme and submit it to participants prior to the conference for corrections.
- 5) Select a keynote speaker after consulting the Treasurer on available funds for speaker fees. Seek additional local funding when appropriate.
- 6) Submit a Conference Financial Report to the SCWCA Secretary. Submit a complete set of annual conference materials to the SCWCA archive for the permanent files.
- 7) Update, as needed, the information about hosting conferences on the SCWCA web site by providing the Web Site Coordinator with additions or changes.

b. The **SCWCA Web Site Coordinator** will

- 1) Post and update appropriate materials relating to SCWCA and its business.
- 2) Maintain an active list of officers, including writing center affiliations and addresses, full contact information, and email address.

c. The **SCWCA-L Coordinator** will

- 1) Work with the Vice President and the State Representatives to increase membership and include more participants in Affiliate discussions.

- 2) Contact list members annually about list membership and correct and update the discussion list as needed.
  - 3) Create a separate discussion list for the Executive Board as needed so administrative business can be discussed prior to a general discussion on the list. The name of this list shall be SCWCAEX-L and members will consist of current voting board members and others as indicated by the Executive Board.
- d. The **SCWCA Archivist/Historian** will
- 1) Compile and maintain reports, documents, and memorabilia relevant to the history of SCWCA and its members.
  - 2) Protect all materials in an archival-safe environment, using archival supplies and techniques, as needed. All materials will be stored in a safe location, readily accessible to the archivist as needed by the Association.
  - 3) Compile the history and record the activities and achievements of SCWCA, post various materials to the permanent University of Arkansas SCWCA Archival Web Site. This site will have a direct link to the SCWCA web site and will be available for research as materials are catalogued, organized and prepared for presentation. The materials will also be used to create a history of SCWCA to be posted to the archive. The web site and will be accessible to anyone wishing to do research on the SCWCA.
  - 4) Once materials are documented and placed on the archive web site, originals and single copies of important SCWCA documents and materials will be donated to the Writing Center Research Project at the University of Arkansas at Little Rock where they will be housed for permanent preservation and further research.

#### D. Terms of Office

The Executive Board Committee determines terms of office of SCWCA, which are based on the need for continuity in official duties. Official duties are specified in section I of the By-Laws. The offices of Secretary and Treasurer may be combined, based on the needs of the organization.

##### 1. Executive Board Members:

- a. President and Vice President: Two-year terms, respectively, to insure continuity in training and leadership, not sequentially renewable.

- b. The President will be elected initially as Vice President.
  - c. The Vice President will become the President at the end of the term of the previous president and will assist the President as needed.
  - d. All candidates for these offices must be willing to serve a full term of office for each position. Vice-Presidential candidates should be aware that they would be expected to serve as an administrator for SCWCA for 4 years, 2 years as Vice President and 2 years as President.
2. Secretary and Treasurer: Three-year terms, renewable.

The duties of the Secretary and Treasurer are separate, but the offices can be combined, as needed and determined by the Executive Board if one individual can complete the duties of both offices and if it is in the best interests of the Association.

3. IWCA Representative: Three-year term, renewable.
4. State Representatives: 1 each from Arkansas, Oklahoma, and Louisiana and 2 from Texas. Three-year term, renewable.
5. One At-Large representative from a community college, HBCU, tribal college, Hispanic-serving institution, or K-12 school. Three-year term, renewable.
6. If any of these officers are unable to complete their terms of office, the President and the Executive Committee will call for the election of a replacement to complete the unfinished term of office at the next annual conference or on-line at SCWCA-L, whichever is most expedient. If the President is unable to complete the terms of office, the Vice-President will become the president and an election will be held to replace the Vice-President.
7. Service Positions, non-voting, based on ability and willingness to serve and on the approval of the Executive Board.
- a. Immediate Past President, advisory
  - b. Conference Hosts for current annual conference.
  - c. SCWCA Web Site Coordinator
  - d. SCWCA-L Coordinator (may be combined with Web Site Coordinator)
  - e. SCWCA Archivist/Historian

## **VI. IWCA Guidelines for Affiliate Organizations Provided by IWCA**

The function of Affiliate Writing Center Associations is to provide local writing center professionals, particularly tutors, opportunities to meet and exchange ideas, to present papers, and to take part in professional conferences in their regions so that travel expenses are not prohibitive. To accomplish these goals well, Affiliates must, at minimum,

- A. Hold regular conferences.
- B. Issue calls for conference proposals and announce conference dates in the IWCA publications.
- C. Elect officers, including a representative to the IWCA Board. This officer will at minimum be active on the board's LISTSERV® mailing list and ideally will attend board meetings as feasible.
- D. Write a constitution that they submit to the IWCA.
- E. Provide IWCA with Affiliate reports when asked, including membership lists, contact information for board members, dates of conferences, featured speakers or sessions, other activities
- F. Maintain an active membership list.
- G. Communicate with members through an active distribution list, website, LISTSERV® mailing list, or newsletter or a combination of these means, evolving as technology allows.

In return, Affiliates will receive encouragement and assistance from IWCA, including annual payment to defray the costs of conference keynote speakers and contact information for potential members who live in their regions and belong to the IWCA.

## **VII. Dissolution Clause**

In the event that SCWCA decides to dissolve, all funds in the organization's accounts will be reallocated to the IWCA.

## **VIII. Non-Profit Organization Status**

This not-for-profit organization qualifies as tax exempt by the IRS, and the Treasurer maintains the records and numbers to verify that status and complies with the IWCA guidelines for nonprofit organizations. The fiscal year for this organization begins October 1.

### **IX. Certification**

These bylaws were approved at a meeting of the Executive Board by a two-thirds majority vote on June 15, 2017. They were ratified by a two-thirds majority vote of the SWCWA members participating on July 1, 2017.