

International Writing Centers Association Bylaws

Drafted by members of the 2013 and 2014 Constitution, Policies, and Procedures Committee

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Revised in 2016 by members of the 2015-2016 Constitution, Policies, and Procedures Committee, with input from general Board members.

Important Notes from the Constitution Policies and Procedures Committee

1. Bylaws capture procedures through which constitutional principles are implemented. As procedures are by nature fluid, they are traditionally revised by an organization's board (see the National Council of Teachers of English and the Conference on College Composition and Communication).
2. The 2013 International Writing Centers Association (IWCA) constitution authorized for the first time bylaws to be written and modified as needed by the Board.
3. The Bylaws are keyed to the Constitution. Articles and Sections in the Bylaws correspond to the same-numbered Article or Section in the Constitution. Not all Articles and Sections require a bylaw and are therefore not listed here.

I. Name and Objective: Relationship to the National Council of Teachers of English

- A. The IWCA will maintain assembly status with the National Council of Teachers of English (NCTE).

Section 2:

- A. The President, Vice President, and Secondary Representative, or a proxy from the IWCA Board who is also an NCTE member, will represent the IWCA at the annual meeting at the NCTE Conference.
- B. The President, together with the Secretary will be responsible for writing an IWCA Annual Report in keeping with NCTE's timeline and requirements.

II. Membership

Section 2:

- A. Dues are set at \$30 per professional membership and \$15 per student membership per year.

III. Governance: Officers (*Keyed to the Constitution Section 7*)

- A. President Duties
 - 1) Sets organizational and fiscal priorities; assumes ultimate responsibility for all organizational functions.
 - 2) Calls, plans, implements, and presides over regular Board and member meetings.
 - 3) Represents the organization in making public organizational policies and decisions.
 - 4) Charges and appoints all committees, subcommittees, and task forces consistent with specifications in Section V of the Bylaws.
 - 5) In consultation with the Board, appoints ex-officio Board members.
 - 6) Serves as voting member of the NCTE Board of Directors.

- 7) In coordination with the secretary, oversees the preparation of the IWCA Annual Report to NCTE.
- 8) Regularly attends online IWCA Board meetings and is expected to attend NCTE, Collaborative, CCCC, and the IWCA Conference.
- 9) Assumes the office of Past President at the end of a two-year term.

B. Vice President Duties

- 1) In the temporary absence of the President, presides over regular Board and member meetings.
- 2) In consultation with the President, works with Secondary Schools representative to propose, organize, and implement IWCA guaranteed session at NCTE, booth at NCTE, and Special Interest Groups (SIGs).
- 3) In consultation with the President, proposes, organizes, and implements the SIG at the CCCC Conference.
- 4) Unless otherwise assigned by the President, chairs the Conferences and Institutes Committee.
- 5) As chair of the Conferences and Institutes Committee, serves as the logistics chair of the IWCA Conference.
- 6) Regularly attends online IWCA Board meetings and is expected to attend NCTE, Collaborative, CCCC, and the IWCA Conference.
- 7) Assumes the office of President at the end of a two-year term.

C. Past President Duties

- 1) In the temporary absence of the President and Vice President, presides over all business meetings.
- 2) Assumes the duties of President if the President is unable to serve.
- 3) Unless otherwise assigned by the President, chairs the Constitution, Policies, and Procedures Committee.
- 4) Presides over Board and officer elections in the event a sitting Secretary is a ballot candidate.
- 5) Consults and advises President as requested.
- 6) Regularly attends online IWCA Board meetings and is expected to attend NCTE, Collaborative, CCCC, and the IWCA Conference.

D. Secretary Duties

- 1) Prepares minutes of the membership, the Board, and the executive officers committee; delivers minutes within 60 days for distribution, review, and approval.
- 2) Organizes, maintains, and curates all organizational records.
- 3) Initiates the IWCA Annual Report for President's approval; submits final document to NCTE.
- 4) Organizes nominations and presides over elections according to constitution and bylaw specifications.
- 5) Chairs Outreach Committee.
- 6) Regularly attends online IWCA Board meetings and is expected to attend NCTE, Collaborative, CCCC, and the IWCA Conference.

E. Treasurer Duties

- 1) Handles all financial transactions, including paying bills and reimbursing expenses, on behalf of the IWCA.
- 2) Signs financial contracts as authorized by the Officers' Committee.
- 3) Handles queries related to membership subscriptions in conjunction with the Finance committee.

- 4) Submits yearly a written financial report to the membership, the Board, and to the Secretary for inclusion in the IWCA Annual Report to NCTE.
- 5) Unless otherwise directed by the President, chairs the Finance Committee.
- 6) Insures that the IWCA complies with all IRS regulations, NCTE Affiliate requirements, and maintains 503c tax exempt status.
- 7) Files Form 990 taxes before December 15 for each year he or she serves as Treasurer.
- 8) Regularly attends online IWCA Board meetings and is expected to attend NCTE, Collaborative, CCCC, and the IWCA Conference.
- 9) Nominates ex-officio Associate Treasurer from general membership.

IV. Governance: Board

- A. In the event that elected terms are not staggered, the President, with Board affirmation, may temporarily adjust term lengths of elected representatives until stagger can be established.

Section 6:

- A. At Large: The Board shall maintain at least seven elected At-Large positions who fulfill the following duties:
 - 1) Represent broad constituency interests in setting policies and procedures for the general operation of the organization.
 - 2) Lead committees and fulfill their charges as directed by the President.
 - 3) Vote on Board motions.
 - 4) Regularly attend IWCA-sponsored meetings and events, attending at least two meetings per year or relinquish the position.
- B. Constituency Representatives: The Board shall maintain at least one elected representative for each of the following constituencies: Two Year Colleges, Secondary Schools, Graduate Students. The Board shall maintain at least two Peer Tutors (from two-year colleges and four-year colleges). Peer tutor representatives will serve for one year.
 - 1) In addition to duties listed under At Large, Constituency Representatives will communicate constituency initiatives and activities to the IWCA and vice versa.
 - 2) Unless otherwise directed by the President, representatives will also chair a subcommittee devoted to the constituent group.
- C. Affiliate Representatives: The affiliate [organizations](#) specified in Bylaws X will appoint or elect one representative to serve on the Board.
 - 1) In addition to duties listed under At Large, [Affiliate](#) Representatives shall communicate regional initiatives and activities to the IWCA and vice versa.
 - 2) Unless otherwise directed by the President, [Affiliate](#) Representatives shall also participate in the [Affiliate](#) Leaders Network.
- D. Ex-Officio Representatives: representatives include Publications Editors, the Web editor, and European Association for the Teaching of Academic Writing (EATAW) and The National Council of Peer Tutors in Writing (NCPTW).
 - 1) Ex-Officio representatives shall serve in an advisory, non-voting role.
 - 2) In addition to non-voting duties listed under At Large, Ex-Officio Representatives shall communicate organizational or constituency initiatives and activities to the IWCA and vice versa.

V. Governance: Committees and Working Groups

A. Chairs shall generally assume the following responsibilities:

- 1) Negotiate current charge and membership under guidance of the Officers.
- 2) Convene committee throughout the academic year.
- 3) Keep committee records and pass them to new chair in succession years.
- 4) Prepare committee summaries at least annually at the request of the Secretary.

Section 1:

B. Standing committees shall be comprised of at least one board member in addition to those named and are charged with but not limited to the following purposes:

- Officers: Develop the organizational infrastructure; develop committee charges; plan strategic initiatives; propose spending priorities.
- Awards and Grants: Recognizes outstanding service/scholarship; awards grants and scholarships.
 - Subcommittees: Outstanding Article; Outstanding Book/Major Work; Muriel Harris Outstanding Service; Research Grants.
- Conferences and Institutes: Recruits and selects chairs for the Conference, the Collaborative, and the Summer Institute. Reviews MOUs with conference venues, conference sites, dates, and themes. As much as is possible, the committee will seek to establish staggered co-chair positions for all IWCA events.
- Constitution: Policies and Procedures: Updates constitution and bylaws, tracks policies and procedures for organizational continuity.
- Finance: Presents annual report of expenditures to the Board. Present annual budget to Board for approval. Approves expenditures, implements spending priorities; tracks revenues to insure sustainability, prepares reports, insures compliance with IRS regulations.
- Outreach and Membership: Promotes professional interests and development of special constituencies and membership interests.
 - Subcommittees: Two Year College; Secondary School, Graduate Student, Peer Tutor, Mentor Matching, Antiracism Caucus, Lesbian, Gay, Transgender, Queer, Intersex, Asexual, Ally Caucus (LGBTQIA).
- Nomination Committee: Nominates or solicits nominations for awards and elected positions.
- Publications: Liaises with and advises the editorial team of *The Writing Center Journal (WCJ)* and *The Peer Review (TPR)*. Convenes a committee for editor replacements.
- Web Development: Maintains the website and membership sites; develops and authors web content.

Section 2:

A. Other work groups and task forces shall be commissioned by the President for a named term sufficient for completing a specified project.

VI. Meetings and Events

Section 1:

- A. The IWCA Conference shall be convened every year in the fall.
- B. The IWCA Collaborative at the Conference on College Composition and Communication (Cs) shall be convened every year the day before Cs.
- C. The Summer Institute shall be convened every year.

Section 2:

- A. In consultation with the Conferences and Institutes Committee, the Board shall recruit a conference chair for the fall conference, the Collaborative, and the Summer Institute.
- B. The Conference Chair for the IWCA Conference will oversee the creation of the theme, call for proposals, proposal review, selection of the keynote speaker, schedule of conference sessions, conference program.
- C. The Vice President will serve as the logistics chair of the IWCA Conference and perform tasks such as negotiating with the hotel and overseeing all local details.

Section 3:

- A. General Meetings of the membership shall be held at each IWCA Conference and the Collaborative.

VII. Voting

Section 2:

- A. Voting for all elections will be held online using a confidential voting mechanism.

VIII. Nominations, Elections, Vacancies

Section 1:

- A. Nominations for elected positions shall be put forward by the Nominations Committee at the call of the Secretary; self-nominations are accepted for elected positions.

Section 3:

- A. Regular elections are held according the following schedule:
 - 1) Call for Nominations opens March 1 (or other date)
 - 2) Candidates submit Statements by June 1.
 - 3) Elections are held Sept 1-15.
 - 4) Candidates are notified of results by October 1.

Section 5:

- A. At-Large and Special Constituency positions that become vacant before term will be filled by appointment of the Executive Officers until the next regular election.

IX. Affiliated Writing Center Associations

- A. The IWCA's financial interest in individual affiliate organizations is explicitly negotiated in written MOUs.

Section 1:

- A. The following are current IWCA affiliates: Canadian (CWCA); East Central (ECWCA); European (EWCA); Latin American (LAWCA); Middle Eastern-North Africa (MENAWCA); Mid-Atlantic (MAWCA); Midwest (MWCA); Northeast (NEWCA); Northern California (NoCalWCA); Rocky Mountain (RMWCA); Pacific Northwest (PNWCA); South Central (SCWCA); Southeastern (SWCA), Southern California (SoCalWCA).
- B. Affiliates are organizations that foster communication among writing centers among their members. They provide opportunities for professional development, such as conferences and local gatherings. To retain or obtain affiliate status, affiliates will meet and maintain the following guidelines: establish a system of governance, which includes a constitution and bylaws; appoint or elect a representative to the IWCA Board, representative will attend Board meetings as feasible; in addition, US affiliates

must secure and maintain a 501C3 letter of tax exempt status from the IRS; file exemption documentation with the IWCA Secretary.

- C. Affiliates will actively participate in recruiting and retaining IWCA members and publicizing IWCA events.
- D. For affiliates unable to maintain the requirements outlined in B, the IWCA President shall investigate the circumstances and make a recommendation to the Board. The Board may revoke affiliate status with a two-thirds majority vote of the Board.

Section 5:

- A. Affiliates in good standing may apply to the IWCA Awards and Grants Committee for seed money to sponsor professional development opportunities such as conferences or other events.

X. Publications

Section 1:

- A. Selection of *WCJ* Editor(s): an IWCA subcommittee, including at least one former *WCJ* editor, will be appointed by the President to solicit and review applications for *WCJ* editor(s) prior to the end of each editorial term.
- B. *WCJ* editorial terms:
 - 1) Terms will be three years long.
 - 2) Editor(s) can apply for renewal for an additional three years.
 - 3) Transition to new editor(s) should begin in January after a fall search (during the final year of term for current editor(s).)
 - 4) Final issue for current editor(s) will be spring/summer.
- C. *WCJ* publishing expectations:
 - 1) Editor(s) are expected to publish at least two issues reasonably spaced per calendar year.
- D. Expectations for *WCJ* Editor(s):
 - 1) Editor(s) are expected to keep the journal production and mailing at reasonable cost and in good financial standing.
 - 2) Editor(s) will report expenditures annually to the IWCA Treasurer.
 - 3) Editor(s) will make public (via writingcenters.org) the annual submission and publication numbers.
 - 4) One or more members of the Editor team will serve Ex-Officio.
 - 5) Editors(s) will also maintain:
 - a) Autonomy for publishing and other journal-related decisions.
 - b) Blind peer review to uphold the integrity of the journal.
 - c) Visibility of the journal through web presence, social networking, communications with other professional organizations' publications; attending and presenting at IWCA and Collaborative conferences.
 - d) Connections with indexing bodies.
 - e) Back issues for purchase.
 - f) Archive of historical materials to pass along to future editors.

Section 2: The Peer Review

- A. Co-Editor Structure, Term Lengths, and Search Timeline:
 - 1) The journal will be managed by a team of co-editors: one professional editor, who occupies the role of a writing center professional, and two graduate student editors, with writing center experience and/or coursework.

- 2) The professional editor will serve three years, with the option to renew for an additional term of three years.
 - 3) Two graduate student editors will serve for two years. Their terms are staggered to ensure editorial continuity. Each graduate student reviewer may renew for an additional year.
 - 4) The search for a new editor should commence in the spring during the current editor's final year. The incoming professional editor or graduate editor will shadow the existing editors as they compile a fall issue before commencing his/her own term in January.
- B. Co-Editor Search Committee:
- 1) The IWCA president will appoint the current or a former *TPR* editor to form and head a search committee, which will include the Graduate Student Representative as well as members of the editorial team, the IWCA leadership team, etc. as needed.
- C. Publication Timeline:
- 1) *TPR* will be published at least twice a year with the exception of the first year (2016), during which the founding editors will refine the submission pipeline and the editorial process.
- D. Editorial Duties. In the process of compiling each issue and serving as noted above, editors are expected to:
- 1) Track and report expenditures annually to the IWCA treasurer;
 - 2) Serve as ex-officio as need;
 - 3) Exercise autonomy for publishing and other journal-related decisions;
 - 4) Ensure both internal and external blind peer review—with the exception of the co-editors' participation in the internal review process—to uphold the integrity of the journal;
 - 5) Work with the editorial team to mentor entering graduate, undergraduate, and high school reviewers;
 - 6) Prepare external reviewers to mentor a student reviewer;
 - 7) Promote the visibility of the journal
 - a) via a web presence, social networking, relationships with regional and state IWCA organizations,' and editors of other WC publications
 - b) by attending and presenting at IWCA, Collaborative, and affiliate conferences;
 - 8) Maintain digital access to the journal for future audiences; and
 - 9) Archive historical materials to pass along to future editors.

XI. Finances and Financial Relationships

Section 1:

- A. The Board will review expenditures annually and propose spending priorities for the coming year and projections for five years.
- B. Each year's expenditures should be covered, as much as is possible, by that year's revenues.
- C. The Treasurer and the President will have access to the bank account, and will relinquish access and any credit/debit cards at their end of their term, with a three-month transition allowance, where the new treasurer may be granted access early, and the outgoing treasurer will maintain access until the transition is complete.
- D. Any expenditure over \$500 not included as a line item in that year's budget must be approved by the Officers.

- E. Any expenditure over \$1000 not included as a line item in that year's budget must be approved by the Board.
- F. The Conferences and Institutes Committee will review MOUs with event venues. The Vice President or event chairs will sign on behalf of IWCA.

XII. Amendments to the Constitution and Bylaws

Section 5:

- A. Polling will be held online using a confidential balloting mechanism.
- B. Constitutional elections may be held anytime upon the recommendation of the Board, insofar as possible, according to these guidelines:
 - 1) Six weeks prior: members notified of election, documents publicized along with rationale for changes;
 - 2) Two weeks prior: informational meeting (may be online) for the membership;
 - 3) Balloting remains open for two weeks;
 - 4) Results announced; approved changes effective immediately.
- C. Bylaw polling may take place during any meeting of the Board as long as members have been notified of proposed changes at least two weeks prior to voting.

XIII. IRS Regulations to Maintain Tax Exempt Status

- A. The Constitution will reflect the most current language of the Internal Revenue Code.
- B. IWCA will Maintain Tax-Exempt Status Policies.