

Mid-Atlantic Writing Centers Association Bylaws

Revised September 24, 2017

Bylaws detail procedures through which constitutional objectives and principals are implemented. The Bylaws correspond with articles in the MAWCA Constitution. Not all articles and sections of a constitution require bylaws, and are therefore not represented here.

These bylaws may be altered, amended, or repealed and new bylaws may be adopted by a majority of those voting at any meeting called for that purpose or through a vote organized using the Executive Board email or listserv.

I. Name and Purpose

Relationship to the International Writing Centers Association: In accordance with IWCA policy, MAWCA will supply a representative to the IWCA Board. This representative will be either the Board president or another member of the MAWCA Executive Board appointed by the MAWCA president.

II. Membership and Dues

MAWCA membership dues will be collected annually. Funds will be used as needed for communications, for the support of the annual conference, and for support of other, executive board-approved professional activities for members.

Dues are set at \$7 for an individual membership and \$25 for a center membership. The Executive Board may discuss and change membership dues at any Board meeting.

Membership in MAWCA includes the following items:

1. Eligibility to apply for scholarships
2. Eligibility to attend retreats
3. Eligibility to vote in elections
4. Eligibility to serve on the Executive Board
5. Eligibility to propose MAWCA-sponsored events and apply for MAWCA funding
6. Access to the member database

7. Access to joining regional groups and receive invitations to regional events
8. Access to the member portal

III. Governance: Executive Board

The Executive Board will have the following responsibilities:

1. Regularly attend Executive Board meetings and participate in email discussion/votes, or relinquish position on the Board if unable to participate regularly.
2. Plan the annual MAWCA conference, or choose the Conference Chair and support and approve the Conference Chair's proposed conference budget and conference plan.
3. Develop and implement sustainable financial and activity plans for the organization (annually, or multi-year, according to need).
4. Set the amount of annual dues.
5. Report to the MAWCA membership at the annual conference and communicate with members at other times, as needed.
6. Serve as liaison between the MAWCA and related organizations, including the IWCA.
7. Discuss the needs of the MAWCA membership and develop opportunities to improve the services the organization offers its members.
8. Review and propose revisions to the constitution and bylaws, as needed.

A quorum of the Executive Board, defined as two thirds of the voting members of the Executive Board, is required for the transaction of business at every meeting; but if at any meeting there be less than a quorum present. Those present may discuss items on the agenda but make no official vote.

New Board positions may be created by the Board as necessary. The Constitution and Bylaws will be amended and approved to reflect any changes to the Board membership.

A. Board Representatives and their Duties:

1) President (term: two years, nonrenewable)

The president of MAWCA will:

- with the support of the Board, set organizational and fiscal priorities;
- charge and appoint committees, such as elections and scholarships committees, as needed, to carry out MAWCA initiatives and Board business;
- chair the Executive Board and communicate with board members regarding participation and fulfillment of duties;
- moderate all Board meetings;
- be an ex-officio and voting member of all committees;
- serve as representative to the International Writing Centers Association or appoint another Executive Board member to serve in this capacity;
- along with the Treasurer, ensure that the organization complies with IRS requirements for exempt organizations;
- assume the office of Past President at conclusion of presidential term.

2) Vice-President (term: two years, then succession to the Presidency)

The elected vice-president of MAWCA will:

- work closely with the president;
- assume the duties of the president in the president's absence and undertake such responsibilities as delegated by the president, including serving as parliamentarian during business meetings;
- assume the office of president after vice-presidential term.

3) Secretary (term: two years, renewable once)

The elected secretary will:

- take minutes at all business and board meetings, distribute them to Board members at or prior to Board meetings, and post approved minutes on MAWCA's website;
- record Executive Board votes;
- serve as custodian of the organization's records.

4) Treasurer: (term: one year, renewable for one year in the event of a vacancy)

The treasurer will:

- collaborate with the vice-treasurer to divide the responsibilities of the office as detailed in the bylaws and the treasurer's procedural documents;
- be in charge of collecting dues and work with the web coordinator to maintain membership;
- maintain records and receipts of all financial transactions;
- act as signatory for MAWCA's bank account with fiduciary responsibility to the organization;
- pay bills and reimburse officers and members for expenses incurred in conducting Board-authorized MAWCA business;
- maintain an archive of monthly bank statements in the MAWCA online archive;
- file financial reports concerning financial transactions of the organization, to be presented at executive board meetings and at the annual general business meeting;
- file the annual post card required to maintain public charity status, and work with the President to ensure compliance with all IRS requirements;
- maintain the procedural document for treasurer responsibilities as noted above.

5) Vice Treasurer (term: one year, succeeding to treasurer for one year)

The elected vice treasurer will assist the treasurer with carrying out the duties of the treasurer.

6) Web Coordinator (term: appointed by the Board to a two-year term, renewable at the discretion of the Board for an additional two-year term)

The web coordinator will:

- Communicate regularly with MAWCA membership through platforms such as mawca.org, social media, and email;
- Update site pages, supporting the annual conference, for example;
- Ensure members' access at their preferred levels;
- Manage and report on member database to Board;
- Propose and implement improvements that enhance members' experience;
- Manage technological accounts for Board and advise Board on technological strategy;

- Assume additional Board responsibilities as agreed upon.

7) Immediate Past President: (term: one year)

During the first year of the President's term, the immediate past president will serve as advisor to the current president. Within three months of the new president's election, the past president will:

- update the procedural document for the presidency;
- communicate to the new president ongoing old and potential new business.

8) Graduate Student Representative (Term: one year, nonrenewable)

The graduate student representative will be a MAWCA member currently enrolled in a graduate degree program. The representative will serve as a voting member of the board, is eligible to serve on board committees, and will represent the interests, needs, and experiences of graduate student members.

9) Undergraduate Student Representative (term: one year, nonrenewable)

The undergraduate student representative will be a MAWCA member currently enrolled in an undergraduate degree program. The representative will serve as a voting member of the board, is eligible to serve on board committees, and will represent the interests, needs, and experiences of undergraduate student members.

10) At-large members: (Term: two years, renewable)

Five members at large will be elected to serve on the executive board.

Elected At-Large Representatives will:

- Represent broad constituency interests in setting policies and planning events;
- Lead and serve on committees as needed.

11) Ex-Officio Members

The current conference chair(s), and immediate past conference chair(s) will serve as non-voting members of the Executive Board. The current conference chair(s) will attend conference planning meetings and discussions. The Board will communicate essential meeting dates to the conference chair before they take on the position. The role of the immediate past conference chair is advisory. While they must submit a conference report, including detailed information about finances and gross income, they are not required to attend meetings.

IV. Elections and Voting

Calls for nominations for elected positions will be distributed via email and the MAWCA website by the Elections Chair in reasonable time to hold elections before the annual conference (typically, calling for nominations in January, with voting during February, or February and March).

Any MAWCA member may be nominated for an elected position, or may self-nominate.

Candidates will prepare a statement for distribution to voting members, as directed by the Elections Chair.

Elections will take place through a confidential voting mechanism.

Elected Executive Board positions that become vacant before the end of term will either be filled by appointment by the Executive Board until the next election, or will be filled by special election at the discretion of the Executive Board.

V. Meetings and Events

The annual MAWCA conference will be convened every year during the spring.

The Executive Board will make a public call for proposals through a number of electronic means for conference chairs/sites. The Board will then choose a chair and site by majority vote. During years no viable proposals are submitted, the Board will take on conference chairing duties itself.

The Executive Board will support and advise the conference chair during the creation of the theme, call for proposals, proposal review, add-on workshops,

schedule of conference sessions, and conference program, and the selection of a keynote speaker and workshop leaders.

The conference chair will be ultimately responsible for the conference theme, call for proposals, proposal review, schedule of sessions, recruitment and facilitating the remuneration of speakers and workshop leaders.

Pending financial approval at the annual business meeting at the conference, the Executive Board will meet for a planning retreat during the fall. The conference chair will endeavor to make the conference at minimum revenue neutral. In the event that the conference is not revenue neutral, the conference chair will notify the board as soon as this becomes apparent in the course of planning and budgeting for the conference.

The Executive Board, along with other interested members, will facilitate annual special-topic retreats for members, if registration at those retreats is sufficient to meet the financial requirements set by the Board.

MAWCA members are encouraged to host their own mini-regional conferences, special topic discussions, or other professional development events that concern writing center administrators and/or staff. Members can apply for partial funding from MAWCA by submitting a request in writing to the Board. The request should describe the event and potential participants, and outline the budget. The Board will approve requests on a first-come first-served basis via email or at board meetings, until the funds designated to sponsor such events are depleted.

VI. Finances and Financial Relationships

The Board will review expenditures annually (and additionally, as needed) propose spending priorities for the coming year, and project expenditures for the upcoming three years.

The Treasurer and Vice Treasurer will have access to the organization's bank account, and will relinquish access at the end of their term, with a reasonable transition allowance, while the new Vice Treasurer is granted access.

Any expenditure not incurred as part of an already approved initiative must be approved by a Board vote.

VII. Compliance with IRS Regulations

MAWCA will maintain tax exempt status.

The Constitution will be amended as needed to include the most current language of the Internal Revenue Code.

VIII. Amendments to the Constitution and Bylaws

Amendments to the Constitution or Bylaws may be proposed by 1. Any member of the Executive Board, 2. By a majority vote of members attending the annual open meeting, or 3. By petitions signed by twenty MAWCA members and sent to the President.

Amendments to the Constitution or Bylaws shall be decided by a majority vote of attendees at any MAWCA meeting called for this purpose, at a regular Executive Board meeting (should a quorum be present), or via Executive Board email or listserv.