

## **South Central Writing Center Association Constitution**

Revised, based on SCWCA Annual Meeting discussion in Stillwater, OK,  
21 February 2004 and guidelines set up by IWCA.  
Revised and approved on SCWCA-L, Summer 2005.

### **I.**

Founded in 1990, the South Central Writing Centers Association (SCWCA) is a regional organization of the International Writing Centers Association (IWCA), whose purposes are to foster communication among writing centers, educate members and share information about writing center administration and work, and provide a forum for professional concerns.

### **II.**

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

### **III.**

Dues of the association are recommended by the Executive Committee, approved by the membership at the annual meeting, and collected at the time of the annual SCWCA conference. Membership will extend for a full calendar year or until the time of the next SCWCA conference, whichever is later. Monies will be used for support of annual conferences and communication with the membership.

### **IV.**

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

#### **A. Members of the Executive Board will be**

- (1). Directors, professional staff, or other dues paying members directly involved with administering or working in writing centers with a demonstrated interest and experience in writing centers as well as in the teaching of writing.
- (2). Executive Board officers include President, Vice-president, Treasurer, and Secretary elected from the membership according to guidelines in the By-Laws.
- (3). A SCWCA Representative to the International Writing Centers Association who has the resources to regularly attend IWCA board meetings at three yearly conferences (CCCC, NCTE, and IWCA) representing interests of SCWCA and report back to the SCWCA board

and membership, according to the IWCA Guidelines for Regional Representatives listed in the SCWCA By-Laws.

(4). One representative from each of the four member states of SCWCA (Arkansas, Louisiana, Oklahoma, and Texas) who regularly maintain lists of each state's writing centers and directors and provide corrections or additions to the Executive Secretary yearly.

C. Members of Executive Board members will

1. Meet prior to the annual SCWCA conference to plan the General Business meeting of the membership to be held during the conference.
2. Set annual dues and allocate financial support for the annual conference and communication with the general membership.
3. Serve as the Nominating Committee and report a slate of nominees to members present at the annual general business meeting. Nominations will also be accepted from the floor at that 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 the General Business Meeting.
5. Conduct discussions and call for votes as needed on SCWCA-L, as needed, when decisions need to be made during non-conference periods.
6. To draft position statements as needed.
7. To serve designated terms and carry out duties as set out in the Constitution and By-Laws.
8. To 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 two-thirds vote of the South Central Writing Centers Association membership.
9. To assist the work of the International Writing Centers Association and follow the Guidelines for Regional Organizations as stated in the By-Laws.
10. To 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.

## South Central Writing Centers Association By-Laws

Revised, based on SCWCA Annual Meeting discussion in Stillwater, OK,  
21 February 2004 and guidelines set up by IWCA.  
Revised and approved on SCWCA-L, Summer 2005.

### I. 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 membership at the annual General Business Meeting.

#### A. The **President** will

1. Chair the Executive Board and preside at business meetings.
2. Call for agenda items, prepare an agenda to be posted on SCWCA- L prior to the general business meeting, conduct annual board and general meetings at conferences, call for votes on issues as needed, and cast the final vote in case of a tie.
3. Moderate discussions and call for votes on-line at SCWCA-L when business must be conducted at non-conference times.
4. Insure that all officers are completing duties of their offices and communicate with them in a timely manner.
5. 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.
6. Keep an updated Presidential Notebook that will be passed on to the incoming president. The contents will include a current copy of the SCWCA Constitution and By-Laws, minutes of Business meetings, copies of SCWCA Representative reports to IWCA, and any other materials relevant to carrying out duties of the office.
7. Train the incoming president and transfer all officer records to transfer leadership of SCWCA.

**B. The Vice President will**

1. Work closely with the President, assuming the duties of the President in the President's absence and shall undertake such responsibilities as delegated by the President.
2. Become President at the end of the former president's term subject to a ratifying vote of the majority of members present at the business meeting.
3. Keep an active membership list of all SCWCA members and coordinate the annual updating of that list with the four state representatives, the secretary, and the annual conference chairs. Revisions to the list should be made in a timely manner so current information will be available to the SCWCA Regional Representative as needed on meeting IWCA requests for regional membership information. Provide a copy of annual membership lists to the SCWCA Archive for preservation.
4. Keep an updated Vice-Presidential Notebook that will be passed on to the incoming vice-president. The contents will include a current copy of the SCWCA Constitution and By-Laws, minutes of Business meetings, a current copy of the SCWCA membership roster, copies of SCWCA Representative reports to IWCA, and any other materials relevant to carrying out duties of the office.
5. Train the incoming officer and transfer all officer records to provide continuity in the duties of the office.

**C. The Secretary will**

1. Take accurate minutes at Executive Board Committee and regular general meetings.
2. 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.
3. Distribute and read the minutes of the previous meeting and 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 regional report. Provide a copy of the minutes to the SCWCA Archive for preservation.

4. Record attendance at all meetings and tally votes taken during Executive Board Committee, regular general meetings, and in on-line discussions followed by voting on SCWCA-L.
5. Assist the annual conference chairs as needed with conference mailings and communication
6. Post information to SCWCA-L as requested by the President or as called for by the needs of the membership.
7. Keep an updated Secretary Notebook that will be passed on to the incoming secretary. The contents will include a current copy of the SCWCA Constitution and By-Laws, minutes of ALL previous Business meetings, copies of SCWCA Representative reports to IWCA, and any other materials relevant to carrying out duties of the office.
8. Serve as the official correspondent to other organizations as needed.
9. Train the incoming officer and transfer all officer records to provide continuity in the duties of the office.

D. The **Treasurer** will

1. Collect all membership dues paid as part of conference registration and monies gathered from other sources and maintain a list of active members of SCWCA based on current paid memberships.
2. Deposit funds from all sources into an account specifically designated for official SCWCA use and set up following guidelines for non-profit organizations.
3. Actively work with the Vice-President and Secretary on updating the membership roster both active and inactive.
4. Present written and oral 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 minutes to the IWCA Representative for inclusion in the SCWCA regional report. Provide a copy of all financial reports to the SCWCA Archive for preservation.
5. Communicate with the IWCA Treasurer prior to the annual SCWCA conference requesting funds for the conference hosts.

6. Make funding available to conference hosts as needed and deposit conference receipts into the SCWCA account in a timely manner when the conference concludes.
7. Keep an updated Treasurer Notebook and a full set of financial records bank documents/spread sheets, etc. to be passed on to the incoming Treasurer. The contents will include all financial transactions of the Association, a current list of active/non-active members, a complete and accurate financial record of the previous conference, correspondence with IWCA regarding conference funds, a current copy of the SCWCA Constitution and By-Laws, minutes of ALL previous Business meetings, copies of SCWCA Representative reports to IWCA, and any other materials relevant to carrying out duties of the office.
8. Train the incoming Treasurer as needed to assume the duties of the office and maintain the financial records of the Association and transfer all official fiscal documents and officer records to provide continuity in the duties of the office.

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

1. Represent the regional Association at regularly scheduled IWCA meetings at CCCC, NCTE, and IWCA. The IWCA Representative must be able to attend the required three IWCA meetings. If extenuating circumstances make it impossible for the regional representative to attend one of the three meetings, an alternate selected by the President and/or Executive Board Committee may serve or appoint a representative for that meeting to insure SCWCA voting representation.
2. Vote in IWCA Business meetings on behalf of the interests of SCWCA.
3. Submit regional 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.
4. Submit additions and corrections to regional officer listings to the IWCA Secretary and the SCWCA web administrator so web sites can be regularly updated.
5. Serve on IWCA appointed committees, vote on committee decisions, and follow protocols established as guidelines for those committees.
6. Participate in on-line discussions and voting on the IWCA Executive Board discussion list.

7. Present reports of IWCA activities and business at annual SCWCA regional conferences.

6. Create and maintain an IWCA display for regional conferences that provides information on membership in the international organization and on writing center related publications, including the Writing Center Journal, Writing Lab Newsletter, Praxis, the IWCA Press, and printed materials done in collaborations with Erlbaum Press.

7. Keep an updated SCWCA IWCA Representative Notebook and a full set of IWCA and SCWCA reports to be passed on to the incoming SCWCA representative. The contents will also include all minutes and reports distributed by IWCA at the 3 yearly IWCA meetings.

F. The **State Representatives (Arkansas, Louisiana, Oklahoma, Texas)** will

1. Represent the interests of all writing centers in their respective states.

2. Collect and update comprehensive information on writing centers and directors in their individual states yearly prior to the annual regional conference and adding new information on writing centers as they are established or developed. Create a master database preferably in Excel of writing centers and directors in the state to fulfill the requirements of IWCA as listed in the SCWCA By-Laws, section III of the IWCA Guidelines for Regional Organizations. The database should include the following information in separate columns so all four databases can be combined for IWCA and SCWCA use.

- a. School name
- b. Writing center name
- c. Writing center mailing address
- d. City
- e. State
- f. Zip code
- g. Writing center phone number
- h. Web address/Owl site
- i. Administrators Name
- j. Administrator status F=faculty/S=Staff, G=Grad student
- k. Administrator email information
- l. Administrator office phone
- m. Fax number, if available
- n. Current SCWCA membership Y/N
- o. Willingness to participate in SCWCA-L Y/N
- p. Current enrollment on W-Center Y/N

5. Submit annual electronic copies of individual state databases to the SCWCA Vice-President, who will coordinate the membership lists and provide them to the regional IWCA representative and the IWCA on request to fulfill the IWCA Guidelines for Regionals prerequisite for receiving annual SCWCA conference funding, and the SCWCA Archives.
6. Provide information to schools developing writing centers and to administrators seeking assistance in developing or improving existing writing centers.

**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,

A. SCWCA Conference Hosts for current conference.

1. Prepare a formal proposal to be presented at the conference preceding the proposed conference. If that is not possible, submit the formal proposal to the President and the Executive Board as soon as possible following the general business meeting. 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 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 insure a broad call for conference 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.



7. Submit a complete set of annual conference materials to the SCWCA archive for the permanent files.

8. Keep an updated Conference Notebook and a full set of conference materials, including programs, arrangements, financial details, official reports to SCWCA, and other information that might be useful to the next conference chair.

#### B. SCWCA Web Site Coordinator

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.

#### C. SCWCA-L Coordinator

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

2. Contacted 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 anyone else the Executive board indicates.

#### D. SCWCA Archivist/Historian permanent facility/UALR

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, posted 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

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 Louisville KY where they will be housed for permanent preservation and further research.

## **II. Terms of Office**

The Executive Board Committee determines terms of office of SCWCA and 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.

Executive Board Members:

### A. President and Vice President:

1. Two year terms, respectively, to insure continuity in training and leadership, not sequentially renewable.
2. The President will be elected initially as Vice President.
3. The Vice President will become the President at the end of the term of the previous president and will assist the President as needed.
4. 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; 2 years as President.
5. If it is impossible for the President to complete the term of office, the Vice President will assume the position of President and a new Vice President will be elected by the membership at the next annual meeting.
6. If the Vice President is unable to complete the term of office, the President and Executive Committee will appoint a candidate to take over the duties of Vice President until a new Vice President will be elected by the membership at the next annual meeting.

### B. Secretary and Treasurer:

1. Three year terms, renewable.

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

C. IWCA Representative:

1. Three year term, renewable.

D. State Representatives: 1 for each member state

1. Three-year term, renewable.

E. 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.

G. Service Positions non-voting based on ability and willingness to serve and on the approval of the Executive Board.

1. Immediate Past President advisory
2. Conference Hosts for current annual conference.
3. SCWCA Web Site Coordinator
4. SCWCA-L Coordinator may be combined with #3.
5. SCWCA Archivist/Historian

### III. IWCA Guidelines for Regional Organizations Provided by IWCA

The function of regional 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, regionals 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 and ideally will attend board meetings as feasible.

D. Write a constitution that they submit to the IWCA.

E. Provide IWCA with regional 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, or newsletter or a combination of these means, evolving as technology allows.

In return, regionals will receive encouragement and assistance from IWCA, including annual payment to defray the costs of conference keynote speakers currently \$250 and contact information for potential members who live in that region and belong to the IWCA.

#### IV. 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.