

CONSTITUTION OF THE MID-ATLANTIC WRITING CENTERS ASSOCIATION

I. The purpose of Writing Centers Association the Mid-Atlantic (MAWCA) is to further the theoretical, practical, and political concerns of writing center professionals, including fostering communication among college and secondary school writing centers and learning centers and providing a forum for professional exchange.

II. Membership in MAWCA will include directors and staffs of college and secondary school writing centers and all others interested in the teaching of writing from Delaware, Maryland, New Jersey, Pennsylvania, and Washington, D.C., as well as other nearby institutions or individuals that may choose to join.

III. Dues of the MAWCA will be collected annually. Funds will be used for communications, as needed, and for the support of the annual conference.

IV. The MAWCA will elect an executive board of twelve from the members to serve staggered two-year terms.

A. Members of the Executive Board will be directors, staff members of writing centers, or those involved with writing centers.

1. **President:** The elected president of MAWCA will chair the Executive Board; moderate the annual general business meeting; serve in an ex-officio capacity on all committees; and serve as representative to the International Writing Centers Association (though may, at his or her discretion, appoint another Executive Board member to serve in this capacity). Term: Two years (Nonrenewable)

2. **Vice-President:** The elected vice-president of MAWCA will work closely with the president. The vice president shall assume the duties of the president in the president's absence and shall undertake such responsibilities as delegated by the president, including serving as parliamentarian during business meetings. Term: Two years with succession to presidency

3. **Secretary:** The elected secretary will take minutes at all business meetings and will serve as custodian of the organization's records. He or she will work with the treasurer, membership committee, and conference chair(s) in managing the membership list. Term: Two years (renewable once)

4. **Treasurer:** The elected treasurer shall be in charge of collecting dues and recording membership and will file financial reports concerning financial transactions of the MAWCA. The reports will be presented at executive board meetings and at the annual general business meeting. The treasurer will work with the secretary and membership committee in managing the membership list. Term: Two Years (renewable once)

5. **Immediate Past President:** 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 prepare a written report identifying (1) a list of presidential responsibilities for the year, including dates by which specific tasks must be completed; (2) a statement identifying old business, so that the new president will be prepared to act on that business during the upcoming year; and (3) a statement identifying issues that the new president may encounter during the upcoming year. Term: One Year

6. Graduate Student Representative: Term: One Year (Nonrenewable)

7. Undergraduate Student Representative: Term: One Year (Nonrenewable)

8. At-large members: Five members at large will be elected to serve on the executive board. One will be chosen by the Executive Board to serve as Chair of the Membership Committee; another will be chosen by the Executive Board to serve as Chair of the Elections Committee. (Renewable)

9. Ex-Officio Members: The webmaster, current conference chair(s), and immediate past conference chair(s) will serve as non-voting members of the executive committee. The webmaster will remain on the executive board as long as he or she serves; the conference chairs will serve for two years---the year that they chair the conference and the subsequent year.

B. The Executive Board will elect a membership chair and an elections chair from the members.

C. The Executive Board will have the following responsibilities:

1. Plan the annual MAWCA conference and select the program chair.

2. Set the amount of annual dues.

3. Report to the MAWCA at the annual conference and communicate with members at other times, as needed.

4. Serve as liaison between the MAWCA and related organizations, including the IWCA.

6. Review and propose revisions to the constitution, as needed.

A majority of the current Executive Board shall constitute a quorum 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.

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 listserv.