

Constitution of the Pacific Northwest Writing Centers
Association.

Approved April 27, 2019

- I. The purpose of the Pacific Northwest Writing Centers Association (PNWCA) is to further the theoretical, practical and political interests of writing center professionals, and to encourage dialogue about writing and learning among K-12 and post-secondary students, faculty and staff.
- II. Membership in the PNWCA will include writing center staff from Alaska, Oregon, and Washington.
- III. The Executive Board
 - a. The PNWCA will elect an Executive Board from the Association's members. The Board will normally have at least 9 members, ideally with geographic representation from across the region.
 - b. The Executive Board will be elected by the PNWCA members at the Association's Annual General Meeting (AGM). The following members will be elected:
 1. President: The President of the Association will chair the Executive Board; moderate the AGM; assist committees (including in planning the annual conference), and serve as liaison to the International Writing Centers Association. Term: Initially three years; subsequently two years.
 2. Vice President: The Vice President will work closely with the President. The Vice President shall assume the duties of the President in the President's absence and shall undertake certain responsibilities in conjunction with the President. Term: Two years
 3. Secretary: The Secretary will take minutes at all business meetings and will maintain the Association's records. Term: Two years.
 4. Treasurer: The Treasurer

will manage the financial affairs of the Association. The Treasurer will report regularly to the Board and the membership. The Treasurer will consult with the Board and Conference Chair concerning conference fees and will hold profits from conferences to be seed money for subsequent conferences. Term: Initially three years; subsequently two years.

5. Member-at-large: The Member-at-large will round out the regional representation of the Board. Term: Two years. 6. Peer Tutor Member: The Peer Tutor Member will be appointed by writing center director at the institution hosting the following year's annual conference. Term: One year. 7. Regional Representatives: One or more regional representatives will help round out regional representation of the Board. Term: Two years.

The following members will be appointed by the board and serve ex-officio:

8. Current Conference Chair: The current year's conference chair will be an ex-officio member of the board and lead conference planning. Term: One year. 9. Past Conference Chair: Conference chair from the prior year will continue to serve ex-officio on the board for one year post-conference to mentor the current conference chair in conference planning. Term: One year.

c. Executive Board members will have the following responsibilities:

1. To sponsor the annual conference by identifying a conference chair and location, advising the conference chair, and publicizing the conference to the Association's members. 2. To communicate with members by holding an Annual General Meeting, reporting to members at the annual conference and maintaining an active distribution list, website, listserv or newsletter. 3. To meet as needed to prepare for the

annual conference and further the interests of the Association's membership. 4. To set annual dues (the fiscal year begins on July 1)

and to allocate financial support for the annual conference. 5. To issue a call for nominations and develop a slate of

nominees in time for voting at the AGM. 6. To affiliate with the International Writing Centers

Association and cooperate with related organizations. 7. To approve expenditures of more than \$1000. If the

cash balance of the PNWCA general fund is below \$3000, expenditures greater than or equal to 30% of

the fund balance must be approved by the Executive Board. IV. Changes in these bylaws will be made by a majority vote of the Executive Board and then must be ratified by a two-thirds majority of members attending the AGM.

V. Requirements to be exempt as an Organization described in section 501(c)(3) of the Internal Revenue Code Section 1.

Section 1. Said organization is organized exclusively for charitable, educational, or scientific purposes, including, for such purposes, the making of distributions to organizations that qualify under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 2. No part of the net earnings of the organization shall inure to the

benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in section 1 hereof and in article 1 of this constitution.

Section 3. No substantial part of the activities of the organization shall be the

carrying on of propaganda, or otherwise attempting to influence

legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Section 4. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 5. Upon the dissolution of the organization, assets shall be distributed

for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.