

Constitution of the Pacific Northwest Writing Centers Association

September 20, 2023

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. Membership is defined as a current listserv member. Membership is free and is confirmed via listserv message around the beginning of each academic year by an Executive Board member.

III. The Executive Board

A. The PNWCA Executive Board will be composed of elected and/or appointed members of the PNWCA. The Board will consist of the following member roles, ideally with geographic representation from across the region: President, Vice-President, Secretary, Treasurer, Regional Representative(s), Peer (student) Tutor Member(s), Current Conference Chair(s), Past Conference Chair(s), and Emeritus Member(s).

B. Several Executive Board positions will be elected by the PNWCA members; some will be appointed by the existing Board. Elections will take place annually and will be facilitated online. The Board can approve any member taking on the duties of another Board role until the next election if a member is unable to fulfill their responsibilities. Executive Board members will regularly attend PNWCA-sponsored meetings and events and should attend at least two meetings per year or relinquish the position. For Board members who are unable to fulfill their responsibilities, the President shall investigate the circumstances and make a recommendation to the Board to hold a special election, reassign duties, or appoint an interim replacement.

The following Executive Board members will be elected:

1. President: The President will chair the Executive Board, moderate the Annual General Meeting, charge and assist committees (including in planning the annual

conference), and guide the Board in pursuing the PNWCA purpose. 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. The President might rotate into an emeritus position for up-to two years. Term: Initially three years; eligible for a second two-year elected term.

2. Vice President: The Vice President will serve as the representative to IWCA or delegate to another Board member (with Board approval), lead professional development efforts for the membership, work closely with the President in order to pursue the purpose of the PNWCA, assume the duties of the President when the President is unable to serve or to complete their term, and undertake certain responsibilities in conjunction with the President. Term: Two years

3. Secretary: The Secretary will take minutes at all business meetings, facilitate elections, maintain the Board and the Association's records and archives, maintain the PNWCA website and communicate with PNWCA members via email, social media, etc. The secretary might preside over meetings in the absence of the President and Vice President. Term: Two years.

4. Treasurer: The Treasurer will manage the financial affairs of the Association, file taxes, manage bank accounts, and report regularly to the Board. The Treasurer will consult with the Board and Conference Chair concerning conference fees and will reserve funds from conferences to be seed money for subsequent conferences. Term: Initially three years; eligible for a second two-year elected term.

5. Regional Representatives (as many as want to participate): Regional Representatives will participate in pursuing the PNWCA purpose by collaborating with other Board members on initiatives such as professional development events, the annual conference, the annual general meeting, or any other project approved by the Board. The Regional Reps may be called on to help with website maintenance, elections, outreach, etc., as approved by the Board. Multiple representatives from a single region are welcome. Term: Two years.

6. Two-Year Representative:

7. Peer Tutor Member: The Peer Tutor member is an enrolled student at a two or four-year institution and a voting member of the Executive Board. They will serve as a voice for regional peer tutors and represent interests of peer tutors in the region. Term: One year.

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

Current Conference Chair(s): The current year's conference chair(s) will be appointed by the Board and will lead conference planning. The Current

Conference Chair participates in regular PNWCA meetings while organizing the conference in order to be in communication with the Board. Term: One year.

Past Conference Chair: Conference chair from the prior year will remain a member of the Board in order to mentor the current conference chair in conference planning. Term: One year.

The following members will be appointed by the board and serve emeritus roles as non-voting members:

Emeritus Board Member: Appointed by the Board to maintain continuity through the annual conference and/or executive board elections, and/or to facilitate election in the case all other members are running for re-election. With Board approval, an Emeritus Board Member may assume the presidency until a special election is held if the President, Vice President, and Secretary are unable to assume the position, or otherwise assist the board. Term duration will be determined by the board.

An important definition for the functioning of the Board:

Executive Board Quorum: a quorum is defined as fifty-percent of current voting members.

C. The Executive Board 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 Board nominees in time for each annual election.
6. To affiliate with the International Writing Centers Association and cooperate with related organizations.

7. To approve expenditures of more than \$300. 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.

8. To establish and maintain outreach efforts among writing centers across the Pacific Northwest region.

D. The Vice President or their designee will serve as liaison to the International Writing Centers Association.

IV. Changes in this constitution 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. Suggested changes must be presented to the Board two weeks before a Board meeting and a subsequent electronic vote.

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.