

Bylaws of the SoCal Writing Centers Association

Drafted and confirmed, Spring 2014

Last revised October 6, 2016

Section I. Relationship to IWCA and its affiliates

- A. The SoCal WCA will maintain regional affiliate status with the International Writing Centers Association, henceforth IWCA.
- B. The Representative to IWCA, or designees who are IWCA members, will represent the SoCal WCA at the general meeting at the IWCA conference and at online board meetings.

Section II. Membership

- A. Membership in SoCal WCA will include those individuals who direct, coordinate, or are otherwise directly associated with writing centers and writing tutoring from all levels of public and private education in Southern California and nearby institutions.
- B. A member will be considered to be in good standing if he or she has either attended one meeting in an academic year or paid a Director's conference registration fee.

Section III: Governance: General Officer Duties

A. All Officers must:

- 1. Maintain current memberships in IWCA.
- 2. Oversee and set policies for the general operation of the organization.
- 3. Approve the annual budget and authorize expenses.
- 4. Set dues for membership.
- 5. Lead committees and fulfill their charges as directed by the President.
- 6. Amend Bylaws (see Article X).
- 7. At the end of their term of office, hand over all relevant materials in their possession to that position's incoming office
- 8. Regularly attend SoCal WCA-sponsored meetings and events.
- 9. Stand for election every two years.

Section IV. Governance: Specific Officer Duties

A. President Duties

- 1. Assumes ultimate responsibility for all organizational functions.
- 2. Calls, plans agendas, and presides over regular board and member meetings, including the tutor conference.
- 3. Represents the organization in making public its organizational policies and decisions.
- 4. Authorizes, charges, and appoints all committees, subcommittees, and task forces consistent with specifications in Section V of the Bylaws.

6. In consultation with the Officers, appoints ex-officio board members.
7. Assumes the office of Past President at the end of a two year term.

B. Vice President Duties

1. In the temporary absence of the President, presides at meetings of the board and membership.
2. Circulates reports from other officers of the organization at SoCal WCA meetings in their absence.
3. Assumes the office of President at the end of a two year term.
4. Sits on the tutor conference Proposal Review Committee and the Scholarship Committee.

C. Past President Duties

1. In the temporary absence of the President and Vice President, presides at all business meetings.
2. Assumes the duties of President if the office of President becomes vacant.
3. Presides over board and officer elections in the event a sitting Web Editor is a candidate on the current ballot.
4. Consults and advises President as requested.
5. Reviews Bylaws and Constitution, circulates proposed changes to the relevant groups, and amends documents as required.
6. Office can be held on its own or in conjunction with the office of Vice President, Secretary, Treasurer, Web Editor, or Two-year College Representative.

D. Secretary Duties

1. Prepares minutes of meetings; delivers minutes within 60 days for distribution, review, and approval.
2. Organizes, maintains, and curates all organizational records and makes them available as requested.
3. Maintains membership roster, with reference to attendance or fees paid at the most recent conference, in consultation with the Treasurer.
4. Office can be held on its own or in conjunction with the office of Vice President, Secretary, Treasurer, Web Editor, or Two-year College Representative.

E. Treasurer Duties

1. Handles all financial transactions on behalf of the SoCal WCA.
2. Pays bills using the following guidelines: up to \$100 no approval needed, from \$100-500 with president's approval, over \$500 requires approval of the majority of the Officers.
3. Signs contracts as authorized by the majority of the Officers.
4. Submits a yearly financial report to the Officers.

5. Ensures the SoCal WCA complies with all IRS regulations for maintaining 501(C)(3) tax-exempt status, including annual tax filing.
6. Chairs the awards and grants committee.
7. Office can be held on its own or in conjunction with the office of Vice President, Secretary, Treasurer, Web Editor, or Two-year College Representative.

F. Two-year college representative

1. Represents the interests of two-year colleges in Officers' meetings and SoCal events.
2. Office can be held on its own or in conjunction with the office of Vice President, Secretary, Treasurer, Web Editor, or Two-year College Representative.

G. Representative on IWCA Board

1. Represents the SoCal WCA at the general meeting at the IWCA Conference and at online board meetings. If the representative cannot attend the Conference she/he will find a replacement.
2. Informs the IWCA of SoCal WCA events.
3. Informs the SoCal WCA of IWCA news.
4. Office can be held on its own or in conjunction with the office of Vice President, Secretary, Treasurer, Web Editor, or Two-year College Representative.

H. Web Editor

1. Maintains the listserv; maintains the website and develops web content. Posts time-sensitive information within 3 business days.
2. Communicates with the membership about the tutor conference program schedule.
3. Organizes nominations and presides over elections according to Constitution and Bylaw specifications.
4. Office can be held on its own or in conjunction with the office of Vice President, Secretary, Treasurer, Web Editor, or Two-year College Representative.

I. Proposal Review Chair

1. Organizes proposal review committee, which evaluates tutor conference proposal submissions.
2. Communicates the status of proposals to participants, including acceptance, rejection, and confirmation.
3. Creates a draft schedule for the conference and circulates that draft to the conference host and program designer.
4. Office can be held on its own or in conjunction with the office of Vice President, Secretary, Treasurer, Web Editor, or Two-year College Representative.

Section V: Governance: Committees and Working Groups

A: Standing committees comprise but are not limited to those named and are charged with but not limited to the following purposes:

1. **Officers:** Develop the organizational infrastructure; plan strategic initiatives; propose spending priorities.
2. **Awards and Grants:** Awards grants and scholarships; recommends award criteria as needed.
3. **Proposal Review:** Reviews tutor conference proposals, provides feedback, makes selections, confirms with participants, and creates the draft schedule for the conference.
4. **Events:** Recruits, selects, and negotiates memoranda of understanding with event hosts; updates Event Hosting Handbook.
5. **Constitution, Policies and Procedures:** Updates constitution and bylaws, tracks policies and procedures for organizational continuity.

Section VI: Meetings and Events

A: General meetings of the membership shall be held at each SoCal WCA conference, currently on an annual schedule, as well as two additional times each year, as is possible.

B: In consultation with the Officers, the Events Committee shall recruit and negotiate memorandums of understanding with event hosts using criteria outlined in the Event Hosting Handbook.

Section VII: Voting and Elections

A. Voting for all elections will be held online using a confidential voting mechanism.

B. Offices change hands on July 1st.

C. Insofar as possible, elections will follow this suggested timeline:

1. two months prior to transfer of office, nominations open;
2. one month prior to transfer of office, balloting opens for two weeks
3. six weeks prior to transfer of office, results announced, candidates notified

Section VIII: Maintaining Affiliate Status with IWCA

A. To retain or obtain affiliate status, SoCal WCA must meet and maintain the following guidelines:

1. Hold regular conferences;
2. Issue calls for conference proposals and announce conference dates in the IWCA publications;
3. Elect officers, including a representative to the IWCA board. This officer will attend SoCal WCA and IWCA board meetings as feasible;
4. Write a constitution and bylaws complementary to the IWCA's; file these documents

with the IWCA Secretary;

5. Provide IWCA with regional reports when asked, including membership lists, contact information for board members, dates of conferences, featured speakers or sessions, other activities;
6. Maintain an active membership list;
7. Communicate with members regularly as technology allows.
8. Secure and maintain a 503C letter of tax exempt status from the IRS; file exemption documentation with the IWCA Secretary.

B. Affiliates in good standing who demonstrate need may apply to the Awards Committee for seed money to sponsor professional development events;

C. The IWCA retains no financial interest in regional affiliates beyond any that may be explicitly negotiated in written memoranda of understanding.

Section IX: Finances and Financial Relationships

Should the SoCal WCA disband, its assets shall be dispersed at the will of the Officers in compliance with IRS regulations for tax exempt organizations (see Article X, Section V of the SoCal WCA Constitution).

Section X: Amendments to the Constitution/Bylaws

A. Polling will be held online using a confidential balloting mechanism.

B. Constitutional elections may be held anytime upon the recommendation of the Board, insofar as possible, according to these guidelines:

1. Six weeks prior: members notified of election, documents publicized along with rationale for changes
2. Two weeks prior: informational meeting (may be online) for the membership
3. Balloting remains open for two weeks
4. Results announced; new constitution effective immediately.

C. Bylaw polling may take place during any meeting of the Officers as long as members have been notified of proposed changes at least two weeks prior to voting.