

CONSTITUTION of the NATIONAL COUNCIL OF WRITING PROGRAM ADMINISTRATORS

I. Purpose

A. Mission

The National Council of Writing Program Administrators (CWPA) represents teachers and researchers whose teaching and scholarship focus on intellectual and pedagogical aspects of writing programs and their administration. Its goal is to provide resources, support, and services on matters attendant to the administration of writing programs. Writing programs, for CWPA's purposes, specifically include all writing-across-the-disciplines programs, writing centers, and writing courses with multiple sections.

B. Non-Profit Status

The CWPA is a non-profit professional organization. Notwithstanding any other provision of its governing documents, the CWPA is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing for public safety, literary, or educational purposes, as specified in section 501(c)(3) of the Internal Revenue Code, and shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. No part of the net earnings of the CWPA shall inure to the benefit of any member, trustee, director, officer of the corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the CWPA), and no member, trustee, officer of the CWPA or any private individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the CWPA. No substantial part of the activities of the CWPA shall be carrying on propaganda, or otherwise attempting, to influence legislation (except as otherwise provided by relevant provisions of the Internal Revenue Code), or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office. In the event of dissolution, all of the remaining assets and property of the CWPA shall after necessary expenses thereof be distributed to such organizations as shall qualify under section 501(c)(3) of the Internal Revenue Code, as amended, or, to another organization to be used in such a manner as, in the judgment of a court of competent jurisdiction, will best accomplish the general purposes for which the corporation was formed. If any provision of this Constitution would, if effective, threaten the CWPA's exemption from Federal income tax under section 501(c)(3) of the Internal Revenue Code, that provision is void and of no effect.

II. Membership

A. Any individual or institution interested in teaching, service, and scholarship in the field of rhetoric and composition, especially with a focus on program administration, may join the CWPA by paying membership dues set by the Executive Board.

B. Every non-institutional member has a full right to vote on any matter brought before the membership.

C. Members receive member access to resources at the CWPA official website and all issues of *WPA: Writing Program Administration*, the official journal of the CWPA, published during their active membership.

D. The Executive Board reserves the right to reject membership and return dues to any person or institution whose activities within the CWPA may be contrary to the expressed purposes of the organization.

III. Institutional Home

The CWPA may contract with an academic institution to serve as its Institutional Home.

IV. Governance

A. President

1. The President serves a two-year term.
2. The President is responsible for coordinating all activities of the organization. The President is responsible for conducting the semi-annual meetings of the officers and Executive Board, for coordinating, with the assistance of the Vice President, the duties of the Executive Board, and for representing the organization in professional settings. The President may designate others to take on these responsibilities as needed.
3. The President may call an extraordinary meeting, either live or by any practical media, of the officers and Executive Board should it be necessary to conduct the business of the organization outside of regular meetings. The President or Secretary must provide sufficient notice of such a meeting so that other officers and Executive Board members can arrange to attend.
4. The President can be expelled from office by a majority vote of the Executive Board. If the President is expelled or withdraws voluntarily, the Vice President becomes the new President. Absent new elections of officers, the new President shall then serve until two years after the next regular election of Executive Board members. Upon expulsion of a President, the Executive Board may also conduct new elections of a President and/or Vice President.
5. Unless expelled, the President remains a voting member of the Executive Board as immediate past President for two years following service as President.

B. Vice President

1. The Vice President is elected by the membership of the organization, for a two-year term unless elected to complete the term of a vice President who has withdrawn or has been expelled. The Vice President is President-elect during the term. Candidates for Vice President must have served previously on the Executive Board.
2. The Vice President is responsible for cooperating with the President in coordinating the duties of the Executive Board and guiding other activities of the organization.
3. If the President cannot perform required duties or designates the Vice President to do so, the Vice President shall serve in the place of the President.
4. An elected Vice President becomes President at the expiration of the previous President's term. An appointed Vice President becomes President at the expiration of the previous President's term unless replaced by a newly elected President.
5. The Vice President can be expelled from office by a majority vote of the Executive Board.
6. If the office of the Vice President becomes vacant, the Executive Board shall act promptly to appoint a new Vice President. The Executive Board may also conduct new elections to ensure that the Presidency and Vice Presidency remain elected positions.

C. Secretary/Treasurer

1. The Secretary and Treasurer, who may be the same person, shall be appointed by vote of the Executive Board. If the CWPA has an Institutional Home, the Secretary and Treasurer shall be selected from willing candidates made available by the Institutional Home.
2. The Secretary and Treasurer shall disseminate information to the officers and Executive Board, keep and disseminate minutes of each board meeting, keep a current and replicable listing of members, provide updated lists of officers and board members, maintain bank accounts and records of monies of the

organization, and report at each board meeting on the financial status and the condition of the organization.

3. The Secretary and Treasurer shall perform such other duties as may be assigned by the Institutional Home in fulfillment of the responsibilities of the Institutional Home.

4. By a majority vote of the Executive Board, the Secretary and/or Treasurer may be replaced by other willing candidates made available by the Institutional Home. During any period when the Institutional Home does not supply competent, willing candidates, the Executive Board may select any of its members to serve as interim Secretary and/or Treasurer.

5. The Secretary and Treasurer are entitled to participate in all activities of the Executive Board but are not voting members of the Executive Board unless otherwise elected or appointed to voting positions on the Executive Board.

D. Executive Board

1. Election

a. Executive Board members shall be nominated by the membership through the Nominating Committee. Any member in good standing can appear on the slate of nominees.

b. Executive Board members shall be elected by being arranged into races and then receiving the plurality of valid votes cast in their respective races.

c. Executive Board members shall be elected to a three-year term of office, during which they shall remain members in good standing of the CWPA. An Executive Board member may be nominated during or after a term of office for the position of Vice President.

d. Nominees should represent, when possible, the diversity of the members of the organization in such areas as gender, race, ethnicity, geography, type of institution, and size of institution.

e. The Executive Board shall consist of nine members, three of whom are elected each year.

f. If an Executive Board member is unable to complete an elected term, the President shall appoint a replacement from among the members of the CWPA to complete the term.

2. Duties

a. Executive Board members are expected to attend all meetings of the board held during their terms of office and serve diligently on the board's committees and initiatives.

b. An Executive Board member may be expelled by a majority vote of the officers and board should that person fail to fulfill obligations to the organization.

3. Voting

a. The President, Vice President, and immediate past President vote as part of the Executive Board, so that all reference to a vote by the Executive Board means a vote by its nine members and the three voting officers.

b. Unless otherwise specified in its Constitution or Bylaws, all actions of the Executive Board require a simple majority vote.

E. Meetings

1. Executive Board: The officers and Executive Board meet twice yearly to coordinate activities of the organization, at locations and in the manner designated in the Bylaws. The officers and Executive Board may also meet as needed in person or by any effective media to consider specific matters.

2. Membership: The CWPA will hold an annual Conference. At the Conference, members may propose items for consideration or action by the Executive Board. The board may also provide for other membership meetings during the year, including special meetings of the membership for votes on petitions and proposals. Special meetings may be called and held by any practical means that will permit full and effective notice to the members and full and effective participation by the members.

3. Petitions and Proposals: Any member may petition to have a matter brought before the organization by addressing a letter of request to the officers and Executive Board. This letter must be received at least one month before the beginning of the annual CWPA Conference. The member will be given time in a general public forum at the Conference to discuss the matter in the letter, unless the Executive Board has already

taken the action proposed in the letter of request. All votes on such petitions shall be done by a ballot sent to all members of the organization within two months after the general meeting. At the discretion of the President, before ballots must be issued the member may be asked to promise payment for all costs of balloting and required to pay a deposit in an amount estimated by the Treasurer to cover those costs. The Bylaws may specify additional procedures for member petitions and membership votes. The Executive Board may also, at its discretion, submit proposals to the members for adoption by a vote of the members. Any vote on a petition or proposal shall be determined by a simple majority of all votes cast, unless a larger majority is required by the Constitution, Bylaws, or the particular petition or proposal.

F. Terms

Expiring elected terms of office end and new elected terms of office begin on July 1 in the applicable year.

G. Voting

Unless otherwise provided in the Constitution or Bylaws, all elections and votes may be conducted by any practical and effective means, including online notices and votes.

H. Bylaws

The Executive Board shall be entitled to adopt Bylaws further governing the CWPA by a vote of a two-thirds majority of the board's entire voting membership. The Bylaws may not overrule the provisions of this Constitution.

V. Committees

A. Standing Committees

A standing committee, by its Chair or any Executive Board member authorized by the committee, may make motions at any meetings of the Executive Board without need of a second. The CWPA shall have the following standing committees at all times:

- Membership and Affiliate Committee
- Nominating Committee
- Publications Committee
- Research Grants Committee
- Best Book/Best Article Committee
- Consultant/Evaluator Committee
- Liaison Committee
- Conference Siting Committee
- Digital WPA Committee

B. Other Committees

1. *Ad hoc* committees may be added or deleted by the President or by a majority vote of the Executive Board.
2. By-laws of the CWPA may add other continuing committees to serve at the pleasure of the Executive Board and may grant such committees the power to make motions without need of a second.

VI. Publications

A. Journal

1. The official journal of the CWPA is *WPA: Writing Program Administration*.

2. Funding

a. The CWPA shall devote to the publication of the journal an amount of money equal to the lesser of its previous year's allocation or one third of its annual membership dues receipts for the previous year. The CWPA may devote additional amounts to the publication of the journal, and it may allocate additional amounts for specific expenses that shall not be included in the annual allocation for purposes of determining the allocation for the next year.

b. Additional revenue may come from the institution of the Editor and from advertisements in the journal.

c. The Editor and any staff appointed by the Editor may raise funding through advertisements appropriate to such a journal. The Editor shall decide uses of the funding from advertising for support of the journal.

3. The officers and Executive Board shall appoint an Editor, consisting of one or more persons, after announcing the position to the membership, receiving nominations, and reviewing candidates. The Editor is appointed to a three-year term, renewable upon agreement of the Editor and the board, with ex-officio membership on the Executive Board.

4. The Editor or Editor's designee reports to the board at each board meeting concerning circulation, rate of manuscript submission, availability of Editorial Board positions, names of current members of the Editorial Board, and any pertinent policies and practices concerning the journal.

5. The Editor appoints members of the Editorial Board from nominees solicited from the membership. The Editor submits nominees to the CWPA Executive Board for approval before their appointment to three-year, renewable terms.

B. Other Publications

All publications bearing the name of the CWPA must be approved by the Executive Board.

VII. Approval and Amendments

This Constitution may be approved by a majority of all members who vote in an electronic election conducted by the Executive Board. Upon approval, this Constitution becomes effective and takes the place of all earlier CWPA governing documents. Amendments to this Constitution may be made by a majority vote of those members who cast votes in balloting conducted by the board using a medium that enables full participation by the members.