

COUNCIL OF WRITING PROGRAM ADMINISTRATORS BYLAWS

Adopted February 4, 2010

I. Purpose

These bylaws adopt the purposes stated in the Council of Writing Program Administrators (CWPA) Constitution.

II. Membership

A. Eligibility

Any person who wishes to join the CWPA may join, but the CWPA discourages soliciting membership from any persons who have no stake in writing instruction.

B. Dues

Membership dues shall be \$30 for regular members, \$10 for members who are currently graduate students and not full-time employees of a teaching institution, and \$40 for institutions.

III. Governance

A. Voting

Votes of the membership or the Executive Board may take place by voice vote, show of hands, paper ballot, or online ballot, as determined by the President or the President's designee. The Executive Board may designate a cut-off date for eligibility to vote in an upcoming vote of the members. If no cut-off date has been designated, the Secretary shall use the date when the operative distribution list begins to be compiled. Any members whose membership has expired and not been renewed as of that date will not be eligible to vote.

B. Online Voting

Electronic votes of the Executive Board shall be administered by the Secretary at the request of the President. Motions will be forwarded to the President by the moving person or committee in the form of an action item that can be posted without revision, though the President and Secretary may consult with the moving party about suggested changes. Motions needing a second will be sent by e-mail to the Executive Board for seconding. Once made, a Motion will be posted to the Executive Board discussion board at the CWPA website for discussion. Unless expedited by the President for good cause, the Motion will be open for discussion for seven days after posting before electronic ballots are issued. Expedited motions shall also be sent by e-mail to the Executive Board by the President; that e-mail shall also set certain dates for issuing ballots and casting votes and explain the good cause for expedited voting. Unless expedited, voting will remain open for seven days or until all Executive Board members have voted, whichever is earlier. The Secretary will report results to the President, who will declare the result to the Executive Board.

C. Meetings

1. Executive Board Meetings: The annual meeting of the Executive Board will take place as designated in the Constitution. The second regular yearly Executive Board meeting shall take place at the Conference of College Composition and Communication, on Wednesday evening before the start of that conference.
2. Quorum: A quorum for meetings of the Executive Board shall be seven eligible voters, at least five of whom shall not be officers.
3. Motion to Expel: Immediately upon the making of a motion to expel the President, the Chair of any meeting at which the motion is made or of any special meeting needed for that purpose shall pass to the Vice President, or in the absence of the Vice President to another officer or board member as designated by the Parliamentarian. Immediately upon the making of any motion to expel the Vice President, the Vice President shall cease to be Parliamentarian until after such time as such a motion has been defeated by vote of the Executive Board.
4. Membership Meetings: The membership will gather twice each year, once at the CWPA Conference, and once at the Conference of College Composition and Communication ("CCCC"). The CCCC meeting shall be a breakfast meeting arranged at the direction of the President. These meetings will not include motions and votes binding on the organization unless the Executive Board decides to hold a special meeting at the same time and place, but any other business of the organization may be done at these meetings.

IV. Standing Committee Definitions

A. Membership and Affiliate Committee

1. The Membership and Affiliate Committee shall be composed of the Secretary, at least one Executive Board member, and other CWPA members who are associated with or interested in becoming part of a CWPA affiliate group.
2. The committee shall be responsible for developing procedures for the proposal of CWPA affiliates, maintaining communication with existing and future affiliates, and channeling requests from affiliates to the appropriate board members and/or committees. The committee also shall be responsible for issues related to membership, such as periodic efforts to recruit new members.
3. The committee shall work with the President and Vice President (if appropriate) on social events for membership and guests.

B. Nominating Committee

1. The Nominating Committee shall include at least one officer and at least one Executive Board member, in addition to other CWPA members as appropriate.
2. The committee shall develop a slate of nominees for Executive Board position, taking into consideration desired qualities of Executive Board members (such as demographic distribution, institutional type, or intellectual interests and expertise).
3. The committee shall issue a call for nominations on the CWPA web site and the WPA-L listserv.

C. Publications Committee

1. The Publications Committee shall be composed of the Editor of *WPA: Writing Program Administration* (WPA), an Executive Board member, and other members as deemed necessary.
2. The committee shall coordinate all publications that bear the name of the CWPA.
3. The committee shall review the editor of the WPA during the three-year review process.

D. Research Grants Committee

1. The Research Grants Committee shall be composed of an Executive Board member, two other members of the CWPA, and other members as appropriate.

2. The committee shall review and, if necessary, revise the criteria for awarding grants. The revised criteria shall be brought before the officers and the Executive Board for approval.
3. The committee shall announce grant application requirements; receive, review, and judge applications; and award upon approval of the officers and Executive Board grants for research in writing program administration.
4. The committee shall come to the Board with recommendations for projects before awarding grants. Grants will be announced at the annual business meeting and, subsequently, through a mailing to members.

E. Best Book/Best Article Committee

1. The Best Book/Best Article Committee shall include one executive board member and other members as appropriate.
2. In alternating years, the committee will review a) issues of *WPA* published during the previous two years; or b) books copyrighted during the previous two years to select a winner for the award. Awards will be given at the CWPA Conference.
3. The committee shall review and, if necessary, revise the award criteria. The revised criteria shall be brought before the officers and the Executive Board for approval.
4. In the case of the Book Award, calls for nominations shall be published on the CWPA web site and the WPA-L listserv
5. The awards shall be announced at the CWPA Conference.

F. Consultant/Evaluator Committee

1. The committee shall be composed of the directors of the Consultant/Evaluator Program, an Executive Board member who is not a director, and other CWPA members as deemed necessary.
2. The director of the Consultant/Evaluator Program shall be appointed by the officers and Executive Board for a three-year term, renewable upon recommendation of the board. The President and Vice President shall review the director and consult with the director about subsequent terms.
3. The committee shall be responsible for planning the annual training session for consultant/evaluators; soliciting reports about each visit from consultant/evaluators and from the campus prior to reviewing visits for the Executive Board; and developing policy and practice to recommend to the board.
4. The committee shall develop programs for presentation at other organizations to encourage interest in the Consultant/Evaluator Program.

G. Liaison Committee

1. The committee shall be composed of at least one Executive Board member and other CWPA members who are affiliated with organizations other than the CWPA, e.g., TYCA, IWCA, AAC&U, etc.
2. In the summer of each year, the committee shall identify possible conferences and/or organizations (as above) with whom the CWPA would like to build alliances and/or develop dialogues. A list of these conferences and/or organizations will be presented to the Executive Board for approval at the mid-summer Board meeting. The committee also shall propose a budget and funding guidelines to support presentations by CWPA members at meetings of these organizations.

H. Conference Siting Committee

1. The committee shall be composed of the President, the Vice President, at least one member of the local organizing committee for the CWPA Conference, and other members as appropriate.
2. The committee shall coordinate all aspects of the summer workshop, institutes, and conference, including publicity, registration, review of proposals, and local arrangements.
3. The local and conference chairs shall form a committee that will communicate regularly with the officers about all relevant conference events.

I. Digital WPA Committee

1. The Digital WPA Committee shall include the CWPA web manager, at least one officer, and other members as appropriate.
2. The committee will communicate with the web manager regarding substantive changes to or issues stemming from the CWPA web site.

V. Special Committee Definitions

A. Network for Media Action

1. The Network for Media Action (NMA) is a continuing committee of the Executive Board, to be constituted and charged as directed by the board.
2. The NMA may make motions at any Executive Board meetings without need of a second.

VI. Procedures

At its regular meetings, the CWPA shall follow parliamentary procedures as set forth in Roberts' Rules of Order. The Vice President will assume the position of Parliamentarian. If the Vice President is not available, the immediate past President will assume the position of Parliamentarian. If neither officer is available, the President or other Chair of the meeting shall appoint a Parliamentarian from among the members of the Executive Board.

VII. Amendments

These Bylaws may be amended by a vote of two-thirds of the entire Executive Board.