

**Bylaws
of the
Small Liberal Arts Colleges Writing Program Administrators (SLACWPA) Consortium**

Section I: Mission and Purposes

- A. Name: Small Liberal Arts Colleges Writing Program Administrators Consortium

- B. Mission: The central mission of the SLACWPA Consortium is to support the teaching of writing at small liberal arts colleges where curricular histories, size, residentiality, and faculty structure present unique opportunities for teaching writing that accords with the intellectual, academic, and civic values often associated with liberal education. Because liberal arts curricula often aim to shape the whole intellectual person by inviting students to experience the traditions of knowledge-making across the humanities, social sciences, natural sciences, and arts and because many liberal arts colleges aim to prepare their students for lives of leadership, these colleges value writers who can adapt their discourses to various deliberative, persuasive, and innovational occasions. SLACWPA meets annually to share research on teaching liberal arts writing, to address issues that emerge in administering writing programs and writing centers, and to foster a nationally-inflected collective identity. In addition to welcoming information and discussion about administrative and scholarly practices, the organization welcomes research on the theories, histories, and cultures associated with writing in the liberal arts.

- C. Purposes:
 - 1. To identify and articulate the best theories, practices, and pedagogies associated with the teaching of writing and administration of writing programs in the context of the small liberal arts college.
 - 2. To encourage scholarship and research, both individual and collaborative, that informs the teaching and tutoring of writing in the setting of the small liberal arts college.
 - 3. To support practitioners in identifying shared interests, initiating collaborative projects, and carrying out cross-college initiatives.
 - 4. To promote awareness and understanding of the distinct opportunities for and challenges of writing instruction and writing program administration in the small liberal arts college, which has traditionally valued effective writing and communication as core values of the liberal arts mission.
 - 5. To represent the interests of small liberal arts college writing programs to relevant national organizations and to the wider public.

Section II: Membership

- A. Membership in SLACWPA is offered to those colleges who meet the following criteria: 1) have a student body of no more than 3500 students; 2) are independently supported as a private entity; 3) have a primarily residential arrangement for students; and 4) are dedicated to a liberal arts mission.
- B. Membership offers the opportunity to participate in the organization's on-line list serve.
- C. An institution's membership, renewed by an annual fee, allows professionals affiliated with that institution to attend the SLACWPA annual conference, which includes its own registration fee.

Section III: Governance | Executive Board Members' General Duties

- A. Maintain affiliation with a member institution.
- B. Oversee and set policies for the general operation of the organization.
- C. Approve the annual budget and authorize expenses.
- D. Set dues for membership.
- E. Lead committees and fulfill their charges as directed by the President.
- F. Amend Bylaws. (See Section IX).
- G. At the end of their term of office, hand over all relevant materials in their possession to that position's incoming office-holder.
- H. Regularly attend SLACWPA-sponsored meetings and events.
- I. Identify likely candidates for and choose future conference hosts.
- J. Attend monthly Executive Board business meetings.
- K. Hold a business meeting for all SLACWPA members at the annual conference.

Section IV: Governance | Executive Board Members' Specific Duties

- A. President
 1. Assumes ultimate responsibility for all organizational functions.
 2. Calls, plans agendas, and presides over regular board and member meetings.
 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.
 5. In consultation with the other Executive Board Members, appoints ex-officio Executive Board members.
 6. Coordinates with conference host in first year. (VP coordinates in second year.)
 7. Serves a two-year term; assumes the office of Immediate Past President subsequently.
- B. Vice President
 1. Coordinates with and advises President as requested.
 2. Coordinates with conference host.
 3. In the temporary absence of the President, presides at meetings of the board and membership.
 4. Circulates reports from other Board members of the organization at SLACWPA meetings in their absence.
 5. Serves a one-year term; assumes the office of President subsequently.
- C. Immediate Past President
 1. In the temporary absence of the President and Vice President, presides at board meetings.
 2. Assumes the duties of President if the office of President becomes vacant.
 3. Consults and advises President as requested.
 4. Office can be held on its own or in conjunction with the offices of Secretary, Treasurer, or Publicity Officer.
 5. Serves a one-year term (following duties as President).
- D. Secretary
 1. Takes and prepares minutes of meetings; delivers minutes within 14 days for distribution, review, and approval.

2. Organizes, maintains, and archives all organizational records and makes them available as requested.
3. Maintains membership roster.
4. Presides over board member elections. (See Section VII.)
5. Regularly updates the Executive Board webpage.
6. Maintains membership email list-serv.
7. Coordinates website design with paid designer.
8. Serves a three-year term.

E. Treasurer

1. Handles all financial transactions on behalf of the SLACWPA Consortium.
2. Pays bills and signs contracts as authorized by the Executive Board.
3. Submits a yearly financial report to the Executive Board.
4. Ensures that SLACWPA Consortium complies with all IRS regulations for maintaining 501(C)(3) tax-exempt status, including annual tax filing.
5. Serves a three-year term.

F. Current Conference Host (Optional, ex-officio)

1. Organizes annual conference.
2. Follows and revises, if need be, the Conference Host Handbook.
3. Serves a one-year term preceding the hosting of the conference, with the option to serve a second year as advisor to incoming host.

Section V: Governance | Standing Committees and Working Groups

- A. Standing Committees: Standing committees comprise but are not limited to those named and are charged with but not limited to the following purposes:
1. Executive Board Officers: Develop the organizational infrastructure; plan strategic initiatives; propose spending priorities.
 2. Awards and Grants: Award the Martinson Award for Writing Program Administration Excellence, SLACWPA Consortium grants, and other special recognitions.
 3. Events: With the assistance of the Immediate Past Conference Host, and/or the President or Vice President, recruits, selects, and negotiates memoranda of understanding with annual conference hosts; updates Event Hosting Handbook.
 4. Publications: Develops ideas for SLACWPA Consortium-sponsored publications, coordinates consortium-involved publication in national journals, monographs, and edited collections.
- B. Working Groups: These will be established by the Executive Board on an as-needed basis.

Section VI: Meetings and Events

- A. General meetings of the membership shall be held at each SLACWPA Consortium conference, currently on an annual schedule.
- B. The Executive Board typically shall meet on a monthly basis throughout the academic year.

Section VII: Voting and Elections

- A. Voting for all elections will be held online using a confidential voting mechanism.
- B. Insofar as possible, elections will follow this timeline; beginnings and endings of terms will be staggered so that only one person at a time is rotating off:
 1. Four months prior to transfer of office at the annual meeting, nominations open;

2. three months prior to transfer of office at the annual meeting, balloting opens for two weeks;
3. two months prior to transfer of office at the annual meeting, results are announced.

Section VIII: Finances and Financial Relationships

Should the SLACWPA Consortium disband, its assets shall be dispersed at the will of the Executive Board in compliance with IRS regulations for tax exempt organizations.

Section IX: Amendments to the Bylaws

- A. The by-laws must be reviewed every five years.
- B. In the interim years, during the annual conference a business meeting will be held, during which feedback about the by-laws (and other matters) are solicited from the membership.
- C. Should the need arise to amend the by-laws, the suggested amendment must be submitted in writing to the Executive Board seven weeks before the annual meeting.
- D. The suggested amendment will be published on the SLACWPA website and voted on at the annual meeting by the membership.

Section X: Petition Process

Any member may petition to have a matter brought before SLACWPA by addressing a letter of request to the Executive Board. This letter must be received at least one month before the beginning of the annual conference when the Business Meeting takes place. At that meeting, the member will be given time in a general public forum to discuss the matter in the letter, unless the Executive Board already has taken action regarding the matter. Votes on petitions shall be by a ballot sent to all members of the organization within two months after the Business Meeting. The Executive Board may also, at its discretion, submit petitions to the members for adoption by a vote. Any vote on a petition shall be determined by a simple majority of all votes cast.

Section XI: Termination of Membership

The Executive Board reserves the right to terminate membership and return dues to any person or institution whose activities within the SLACWPA are antithetical to or in conflict with the organization's mission statement.