

**Constitution of the Michigan Writing Centers Association (MiWCA)**  
**October 2015 Revision**

The Michigan Writing Centers Association (MiWCA) is an organization formed to support professional and tutorial staff in writing centers and writing support programs within the State of Michigan.

I. The purpose of the MiWCA is to foster communication among colleagues in writing centers and to provide a forum for discussion of mutual concerns.

II. Membership is free and is open to those working in writing centers and writing support programs, as well as individuals concerned with writing.

III. The MiWCA holds an annual conference called the Ideas Exchange. Registration fees will be assessed for the Ideas Exchange to cover the costs associated with hosting the event. Every effort is made to keep the fees low to enable as many students to attend as possible.

IV. MiWCA leadership is provided by an Executive Board comprised of a chairperson, a past chair, a recording secretary, a treasurer, a web manager, a high school membership liaison, and all MiWCA members in attendance at the Executive Board meeting. Executive Board meetings will be held annually at the Ideas Exchange conference. Officers will be appointed at the Executive Board meeting. The meeting is open to all in attendance at the Ideas Exchange. Every effort is made to ensure representation at Board meetings from the entire spectrum of institutions from which the membership is drawn and to broaden participation from across the state of Michigan.

A. Term of office for the chairperson shall be the year leading up to the chairperson hosting the annual Ideas Exchange. To ensure that student interests are represented at the Ideas Exchange, the chairperson is expected to appoint a student from his or her institution to co-plan the event. If for any reason the chairperson cannot complete the term, the past chair shall assume the duties of the chairperson.

B. Term of office for the past chair shall be one year. To assist the chairperson in planning for the Ideas Exchange, the past chair shall serve the year immediately following his or her term as chairperson.

C. The term of office for the secretary, treasurer, web manager and high school membership liaison shall be for two years and shall be renewable. If any of these officers are unable to complete their term, the other officers of the Executive Board will identify a new person to serve in that capacity for the remainder of the term.

D. If the outgoing Ideas Exchange host is unable to serve as past chair, the

membership will appoint representatives to perform the duties of the past chair.

V. The duties of the various Executive Board members of the MiWCA are as follows:

A. The Chairperson

1. To serve as host for the Ideas Exchange at the end of his/her term. (This includes publicizing the event, planning the event, keeping track of attendance and reporting official figures to the Executive Board, and disbursing any profits to the treasurer.)
2. To serve as a liaison between the MiWCA, East Central Writing Centers Association (ECWCA), and International Writing Centers Association (IWCA) and other related state, regional, and national organizations.

B. The Past Chair

1. To assist the chairperson in planning the Ideas Exchange.
2. To prepare the agenda and facilitate the Executive Board meeting. Agenda items should be solicited on the [miwcs@list.msu.edu](mailto:miwcs@list.msu.edu) listserv prior to the Ideas Exchange, and an agenda should be provided to all Ideas Exchange attendees prior to the Board meeting.
3. To assume the duties of the chairperson if, for any reason, the chairperson is unable to complete his or her tenure of office.

C. The Recording Secretary

1. To take minutes at the Executive Board meeting.
2. To report minutes electronically via the [miwcs@list.msu.edu](mailto:miwcs@list.msu.edu) listserv and provide them to the web manager for posting on [miwwritingcenters.org](http://miwwritingcenters.org).

D. Treasurer

1. To manage the funds of the MiWCA.
2. To report to the membership concerning the financial status of the organization.

E. Web Manager

1. To maintain the organization's website ([miwwritingcenters.org](http://miwwritingcenters.org)) including the membership directory, to coordinate listserv ([miwcs@list.msu.edu](mailto:miwcs@list.msu.edu)) subscriptions and to post Ideas Exchange information on the website and

listserv as requested by the chairperson and past chair.

#### F. High School Membership Liaison

1. To serve as liaison between high school writing centers and the Executive Board, encouraging the participation of tutors and administrators of high school writing centers at the annual Ideas Exchange.
2. To provide the web manager with high school contact information for inclusion in the membership directory.

**By-Laws of the Michigan Writing Centers Association (MiWCA)**  
**October 2015 Revision**

I. In order to achieve its purpose of facilitating communication among colleagues working in writing centers across the state of Michigan, the activities of the MiWCA shall include, but not be limited to:

- A. Sponsoring the annual conference known as the Ideas Exchange;
- B. Establishing and maintaining contact with post-secondary and high school writing centers throughout the State of Michigan and disseminating to its members information obtained from other writing centers associations and related organizations;
- C. Assisting institutions seeking to set up writing centers, or to update writing centers currently in operation, with advice and on-site consultation whenever possible;
- D. Maintaining an electronic listserv (miwcs@list.msu.edu) and website (miwwritingcenters.org) to encourage the sharing of ideas;
- E. Alerting members to, encouraging attendance at, and supporting participation in appropriate state, regional, and national conferences and meetings.

II. No annual dues will be assessed. Membership is determined by an institution's writing center or writing support program attending the annual Ideas Exchange. However, Ideas Exchange registration fees will be determined by the local host in consultation with Executive Board officers.

- A. Registration fees will be used as needed for Ideas Exchange expenses. These fees are non-refundable but may be reimbursed at the discretion of the MiWCA chairperson/conference host if extenuating circumstances prevail.
- B. Any surplus funds from the Ideas Exchange become funds of the Michigan Writing Centers Association. The host institution may deduct the cost of its staff and tutor attendance prior to submitting profits to the MiWCA. In the case of a deficit, it also has the right to request reimbursement for excessive costs. To request reimbursement, the MiWCA chairperson/conference host will submit the request along with an itemized report of the conference expenditures to the executive board. The board may a) approve as requested, b) adjust the amount to fall in line with funds in the Treasury and their reading of the conference budget, or c) defer the vote to the membership at large.
- C. At the discretion of the Chair and Ideas Exchange Host, surplus funds from the Ideas Exchange may be used to provide financial assistance to defer conference fees for writing centers and writing support programs participating in the Ideas Exchange for the first time.
- D. MiWCA Treasury funds may be used to support research and scholarship pertaining to

writing centers or for other expenses as deemed appropriate by the Executive Board.

E. Funds disbursed from the MiWCA Treasury require appropriate receipts.

III. A host for the following year's Ideas Exchange conference will be chosen at the annual Executive Board meeting. If multiple potential hosts identify themselves, those present may vote on the conference host for the upcoming year. If an institution would like to host but cannot attend the Board meeting, an offer to host should be submitted via e-mail to a member of the Executive Board prior to its meeting.

If the Ideas Exchange conference host must withdraw an offer to host after it has been approved by the Executive Board, the past chair will solicit new offers to host via the [miwcs@list.msu.edu](mailto:miwcs@list.msu.edu) listserv. If multiple offers are presented, the Executive Board will select a host.

IV. Ad Hoc committees may be formed at the Ideas Exchange Executive Board meetings.

A. The chairperson of each ad hoc committee may be appointed at the Executive Board meeting or may be selected by the committee when it holds its first meeting.

B. Membership on ad hoc committees will be appointed initially at the Executive Board meeting but new members may join with the approval of the committee at any time thereafter.

C. Ad hoc committees shall continue to function until their task is completed and upon their dissolution present an informal report of their activities and findings at the Executive Board meeting at the Ideas Exchange or via the [miwcs@list.msu.edu](mailto:miwcs@list.msu.edu) listserv.

V. In all voting matters except changing the Constitution and By-Laws, a simple majority of those present at an Ideas Exchange Executive Board meeting shall be sufficient.

A. Seventy-five percent of the members present at an Ideas Exchange Executive Board meeting must approve of changes and amendments to the Constitution and By-laws.

B. All members, professional and student, attending the Executive Board meeting when a vote is taken shall be eligible to vote.

C. Results of votes shall be provided to the web manager by the Executive Board past chair for electronic posting on [miwcs@list.msu.edu](mailto:miwcs@list.msu.edu).