

Independent Writing Departments and Programs Affiliate CONSTITUTION

Approved 4/8/11

I. Purpose

A. Mission

The Independent Writing Departments and Programs Affiliate (IWDPA) represents primarily departments and programs whose curricula explore the production of written communication—exclusively or in relation to other modes of signification—and /or engage in the study of writers and the activity of writing in contemporary and historical contexts.

Its goals are to

- represent a diverse and geographically dispersed body of independent writing programs and departments
- foster communication among independent writing programs and departments
- investigate, clarify, and communicate the needs and interests of independent writing programs and departments
- promote collaboration among independent writing programs and departments in defining outcomes, generating research, and developing best practices for teaching and administration
- build and nurture alliances between independent writing programs and departments and related programs such as first year experience, Writing Centers, and WAC/WID
- support the growth of independent writing departments and programs by assisting those interested in creating such units in their home institutions
- investigate and promote discussion of and collaboration among undergraduate majors in writing and rhetoric

II. Membership and Dues

Membership in IWDPA consists of Institutional and Individual members.

A. Institutional Members

Any academic department or self-regulating academic program dedicated to instruction in writing may be a member of IWDPA. Institutional membership is free for the first year and then requires an annual dues payment of \$20. Institutions pursue membership by contacting the IWDPA Secretary and making a formal request.

B. Individual Members

Any member of the Council of Writing Program Administrators may become a member of IWDPA by contacting the IWDPA Secretary and requesting membership.

C. Refusal/Revocation of Membership

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

III. Voting

- A. Institutional Members have no voting rights distinct from individual members.
- B. Individual Members in good standing together constitute the IWDPA's Voting Assembly and are eligible to vote in all elections and all issues presented to the Voting Assembly by the Board.
- C. Election of Board members requires a simple majority of the Voting Assembly.
- D. Changes to the Constitution require a simple majority of the Voting Assembly.
- E. Votes of the Voting Assembly 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.

IV. Governance

A. President

1. The President serves a two-year term, then two as immediate past President.
2. The President is responsible for coordinating all activities of the organization. The President is responsible for conducting meetings of the 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 necessary.
3. The President may call a meeting, either live or by any practical media, of the Executive Board should it be necessary to conduct the business of the organization outside of regularly scheduled meetings. The President or Secretary must provide sufficient notice of such a meeting so that the 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. The new President shall then serve until two years after the next regular election of Executive Board members.
5. Unless the President is expelled or withdraws, the President remains a voting member of the Executive Board as immediate past President for two years following service as President.

B. Vice President, President-Elect, and Treasurer

1. The Vice President is elected by the membership of the organization, for a two-year term unless selected to complete the term of a President who has withdrawn or has been expelled. The Vice President is President-elect during the term.
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. The Vice President is also the IWDPA Treasurer, and is responsible for maintaining accounts and records of monies of the organization, and report at each board meeting on the financial status and the condition of the organization.
4. 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.
5. An elected Vice President becomes President at the expiration of the previous President's term or the expulsion of a sitting president.
6. If the office of the Vice President becomes vacant, the Executive Board shall act promptly to appoint a new Vice President who will serve until such time that the Executive Board conducts an election.

C. Secretary

1. The Secretary shall be appointed by vote of the Executive Board.
2. The Secretary shall disseminate information to the Executive Board, keep and disseminate minutes of each board meeting, keep a current and replicable listing of members, and provide updated lists of officers and board members.
3. By a majority vote of the Executive Board, the Secretary may be replaced by other willing candidates. The Executive Board may select any of its members to serve as interim Secretary.
4. The Secretary is entitled to participate in all activities of the Executive Board but is not a voting member of the Executive Board.

D. Executive Board

1. Election

- a. Executive Board members shall be nominated by the membership. Any member in good standing can appear on the slate of nominees. Elections will be completed by March 1 [beginning March 1, 2012].

- b. Executive Board members shall be elected to a three-year term of office during which they shall remain members in good standing of the IWDPA. 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 unit (program/department) 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 IWDPA to complete the term.
- g. Board members other than Past President, President, and Vice President, serve 3 year terms, which will be staggered so that new members are elected each year.

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 in service of initiatives.
- b. An Executive Board member may be expelled by a majority vote of the 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. A quorum for meetings of the Executive Board shall be seven eligible voters, at least five of whom shall not be officers.

E. Terms

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

F. Meetings

1. Executive Board: The Executive Board meets twice yearly to coordinate activities of the organization. The Executive Board may also meet as needed in person or by any effective media to consider specific matters.
2. Membership: The IWDPA will convene annually. At the annual meeting, 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 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 Executive Board via the President. This letter must be received at least one month before the beginning of the annual IWDPA meeting. The member will be given time in a general public forum at the meeting 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 Executive Board may also, at its discretion, submit proposals to the members for adoption by a vote of the members in accordance with the timeline and procedures set forth above.

Any vote on a petition or proposal shall be determined by a three-quarters majority of all votes cast.

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 IWDPA has no standing committees at inception.

B. Other Committees

1. Ad hoc committees may be created by a majority vote of the Executive Board.

C. Publications

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

VII. Approval and Amendments

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