

CWWCA CONSTITUTION

COLORADO WYOMING WRITING CENTERS ASSOCIATION

ARTICLE I: Name, Purpose, Affirmation, Mission, Membership

1. **Name:** The name of this organization shall be the **Colorado Wyoming Writing Centers Association** (CWWCA).
2. **Purpose:** The Colorado Wyoming Writing Centers Association is organized exclusively for educational purposes under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.
3. **Affirmation:** In forming the CWWCA, members publicly affirm that we are a community of writing center tutors, staff, instructors, faculty, and directors whose purpose is to represent, promote, and protect writing center academic principles, ideals, standards and practices.
4. **Mission:** The CWWCA will promote connections and communication among writing centers, tutors, staff, instructor, faculty and directors by sponsoring an annual conference and through other means and activities as needed.
5. **Membership:** Annually renewable membership will include all individuals and writing centers participating in the current year's annual conference.

ARTICLE II: Executive Committee and Board

1. **Executive Committee:** The CWWCA Executive Committee consists of a CWWCA President, a Conference Chair, a Treasurer, a Secretary, and a Webmaster. All Executive Committee positions have a four-year-long term with the exception of the Conference Chair, which has a one-year-long term. An Executive Committee member cannot hold the same position for two consecutive terms.
2. **Board:** A Board meeting will convene at each annual conference to conduct CWWCA business. The CWWCA Board consists of the CWWCA Executive Committee and one director (or proxy) from each attending writing center choosing to send a representative.
 - a. All officers will be elected by a simple majority vote of CWWCA Board casting ballots (electronic or print as determined by the Executive Committee). Executive Committee elections will be held during the Board meeting of each annual conference when a position will become vacant
 - b. Any current CWWCA member is eligible for election to the Executive Committee.
3. **Duties:** The Executive Committee shall act as CWWCA's organizing body and is empowered to make CWWCA decisions throughout the year as needed. This includes conference planning, collecting fees, and using conference funds to retire conference debts and expenditures.
 - a. **CWWCA President:**
 - Sets organizational and fiscal priorities; assumes ultimate responsibility for all organizational functions
 - Convenes and conducts Board meetings
 - Initiates planning for the cycle of upcoming conferences
 - Serves as signer on CWWCA Treasury accounts
 - Organizes summer retreat

- Serves as a voting member of the IWCA Board
- Charges and appoints committees as needed

b. Conference Chair:

- Initiates planning for the next year's conference
- Serves as main organizer and contact for each year's conference

c. Treasurer:

- Handles all financial transactions, including paying bills and reimbursing expenses, on behalf of CWWCA
- Handles all tax and non-profit designation documentation with the Secretary of State and IRS
- Facilitates fee and other revenue collections
- Manages PayPal funds and bank deposits
- Serves as signer on CWWCA Treasury accounts
- Maintains and archives bank statements and other receipts
- Signs financial contracts as authorized by the Executive Committee

d. Secretary:

- Records, archives, and disseminates minutes for all meetings
- Manages conference registrations
- Organizes and maintains non-financial CWWCA records
- Updates and maintains contact information spreadsheet of regional writing center administrators
- Maintain policy manual for CWWCA

e. Webmaster:

- Manages and updates the CWWCA website
 - For the annual conference
 - For the summer retreat
 - For fall professional development
 - On an as-needed basis

ARTICLE III: Prohibition Against Private Inurement

No part of the net earnings of this organization shall inure to the benefit of or be distributed to any director, employee or other individual, partnership, estate, trust or corporation having a personal or private interest in the Chapter. Compensation for services actually rendered and reimbursement for expenses actually incurred in attending to the affairs of the Chapter shall be limited to reasonable amounts.

ARTICLE VI: Dissolution

Upon dissolution of the COLORADO WYOMING WRITING CENTERS ASSOCIATION, assets shall be disposed of exclusively for the purposes of the CWWCA or distributed to such organizations that shall, at the time, promote goals compatible to those of the CWWCA and shall qualify as exempt organizations under Sections 501©(4) or 501©(3) of the Internal Revenue Code.

ARTICLE VII: Rules of Order and Bylaws

1. **Procedure:** Robert's Rules of Order, current revisions, shall be the authority for CWWCA in matters of parliamentary procedure. Provisions in this Constitution or Bylaws shall prevail over any contrary provisions in Robert's Rules of Order.
2. **Bylaws:** The CWWCA may adopt other such rules and Bylaws for the conduct of business as it deems necessary. Proposed Bylaws shall be circulated in writing to all Board members as part of the Board meeting agenda and shall be read, discussed, and voted upon at a Board meeting. Bylaws shall become effective by a simple majority of the members present and voting at the Board meeting. Bylaws may be suspended by a two-thirds majority vote of members present and voting at the Board meeting.

ARTICLE VIII: Amendments

Amendments to this Constitution may be proposed by the Executive Committee or by any member of the Board. Proposed amendments must be circulated in the Board agenda in advance of the Board meeting. Enactment of an amendment or a new constitution shall require a two-thirds majority of the eligible voters present and voting at the Board meeting.

ARTICLE IX: Enabling Act

This Constitution will be effective immediately upon adoption by the CWTC Executive Council (Board) at the 25 February 2006 Meeting.

BYLAWS

BYLAW 1: Organizational Expenditures

Section 1: IWCA/RMWCA Conference Attendance

Each year, the CWWCA will allocate funds for an Executive Committee member to attend IWCA if not also RMWCA. Fund amounts can be set by the Board or at the recommendation of the Treasurer.

Section 1: Scholarships

A: CWWCA Annual Conference Scholarships: Each year, the CWWCA will allocate funds to provide three (3) annual conference scholarships. Fund amounts can be set by the Board or at the recommendation of the Treasurer.

B: CWWCA Summer Retreat Scholarships: Each year, the CWWCA will allocate funds to provide two (2) Summer Retreat scholarships. Fund amounts can be set by the Board or at the recommendation of the Treasurer.

Notes:

* *This Constitution was first adopted and ratified at the CWTC Conference on 25 February 2006.*

* *Name changed to **Colorado and Wyoming Writing Tutors Conference Association (CWWTC)**, CSU Pueblo Conference 2007.*

* *Last amendments and bylaw additions: 3 July 2017, CWWTC 2017 in Greeley*

* *Name changed to **Colorado Wyoming Writing Centers Association (CWWCA)**, CWWTC/RMWCA Joint Tutor Con, 2019 (2.16.19)*