

Writing Across Virginia
Virginia Affiliate of the Council of Writing Program Administrators
Bylaws

Adopted: September 10, 2019

ARTICLE I. NAME and LOCATION

Section 1. Name.

This organization shall be known as Writing Across Virginia (WAVA), an affiliate of the Council of Writing Program Administrators (CWPA).

Section 2. Location.

The principal office of the organization shall be located at 5115 Hampton Blvd, Norfolk, VA 23529, or at such place as the Executive Board may fix from time to time. The Executive Board is authorized to change the principal office of the organization without amendment to these bylaws. Other addresses (for mailing purposes, etc.) shall be designated and published, as appropriate by the Executive Committee. Meetings may be held in-person or virtual at any suitable location.

Section 3. Affiliation.

This affiliate is a local subsection of CWPA. WAVA shall operate within the broad policies and procedures of the national CWPA organization.

ARTICLE II. PURPOSE, ACTIVITIES and MEETINGS

Section 1. General Purposes.

As an affiliate of the national Council of Writing Program Administrators, WAVA shares its general goal of providing opportunities to focus on matters attendant to the administration of college and university writing programs. The purpose of the WAVA group is to provide a regional organization for collaboration, collegial contact, and commonwealth-wide advocacy among those engaged in writing program work, broadly defined, at the state's colleges, universities and community colleges.

Section 2. Activities.

To promote the affiliate's mission and purposes, member institutions' activities and programs will be highlighted at regular annual meetings, and from time to time the affiliate will sponsor public meetings and workshops and conferences. These meetings will provide opportunities for membership networking, information sharing, and may include presentations and/or outside speakers.

Section 3. Meetings.

This affiliate will meet, at a minimum, once annually at a location within the Commonwealth of Virginia to be chosen by the leadership.

Section 4. Website.

The organization will maintain a website that serves as a resource of shared information, including program descriptions of all member institutions, best practices information, and related materials. The website is intended to encourage collaboration among institutions and to present the WAVA as an advocacy and organizational force in the commonwealth of Virginia.

ARTICLE III. ORGANIZATION

Section 1. Executive Committee

The Executive Committee shall consist of affiliate officers and committee chairpersons. The Executive Committee shall conduct the business of the affiliate in accordance with all provisions of the bylaws.

Section 2. Officers

The officers of WAVA shall consist of two Co-Presidents (one representing two-year institutions and another representing four-year), Secretary, Treasurer, and Webmaster. All affiliate officers will hold dues-paid membership in the national Council of Writing Program Administrators.

Section 3. Duties of Officers and Qualifications

1. Co-Presidents

The Co-Presidents will help set dates and locations for meetings; solicit, collect and organize issues for the agenda; serve as points of contact with the CWPA; and represent the organization as necessary.

2. Secretary

The Secretary will record or cause to be recorded, minutes of all affiliate meetings, and shall keep an active archive of such minutes. The Secretary shall also serve as corresponding secretary for the affiliate.

3. Treasurer

The Treasurer will collect, deposit, and keep secure membership dues and other income, make payments as authorized by the Officers, complete tax documentation, keep accurate financial records, and provide regular reports to the organization.

4. Webmaster

The Webmaster will develop and maintain the organization's website, manage the group's email distribution list, and coordinate electronic voting for elections and motions.

Section 4. Election of Officers; Procedures

Officers will serve for a term of two (2) years, or until their successors are elected. Elections will be held in two-year cycles via electronic voting. There shall be staggered terms of office to provide continuity and stability to the leadership. One Co-President and the Treasurer will be elected in one two-year cycle, and the other Co-President, Secretary, and Webmaster will be elected in the alternate cycle.

Section 5. Committees, Coordinators, and Special Positions

Committees, coordinators, and special positions may be voted in by the membership or appointed from time to time by the Executive Board to accomplish specific objectives. Such committees will be discharged when the charge has been fulfilled. Positions will either be discharged when the charge has been fulfilled or voted on by the membership to become a permanent position whose occupant is elected.

Section 6. Quorums and Voting

A quorum for Affiliate and committee meetings will be defined as a simple majority of the membership of the affiliate or the committee. In the absence of a quorum, voting will move to an electronic forum to enable participation from the full membership.

Elections will be conducted electronically. Elections will be announced at least one week before the voting period, and the voting period will remain open for at least one week. All members will be allowed to vote.

ARTICLE IV. MEMBERSHIP and DUES

Section 1. Qualification for Membership.

WAVA is open to membership to anyone serving as or with interest in writing program administration work at any institution of higher education in the commonwealth of Virginia, regardless of institutional role. Additionally, individuals engaged in writing program administration work in neighboring regions without a CWPA Affiliate (District of Columbia, Maryland, and/or West Virginia, in particular), may seek membership within the organization.

Section 2. Membership.

There are currently no dues or participation requirement, though the Executive Committee will determine periodically (at minimum with each officer rotation) the definition of membership and update the bylaws accordingly. The Executive Committee will also determine on an annual basis if members will be required to submit dues, depending on the needs of the Affiliate.

Section 3. Privileges of Membership.

All members are eligible and encouraged to attend and participate in all affiliate meetings. Members are eligible to vote, hold office as specified in these bylaws, and serve on committees, and for all other rights and privileges that may from time to time be determined by majority vote of the membership and/or incorporated in these bylaws.

Section 4. Suspension of Membership.

Suspension or revocation of membership shall only occur if a member knowingly violates ethical standards as defined and promulgated by CWPA. The Executive Committee shall establish procedures, which include provisions for protecting due-process rights of members that may lead to revocation of membership.

Section 5. Fiscal Year.

The fiscal year shall be July 1 - June 30.

ARTICLE V. CONDUCT OF MEETINGS

Section 1. Notifications

Notification of committee and Affiliate meetings will take place through email and the WAVA website.

Section 2. Eligibility to Attend, Vote, and Participate

All WAVA members are eligible to attend and participate in discussions at committee and Affiliate meetings. All members are eligible to vote. Voting privileges in committees may be restricted to committee members.

Section 3. Parliamentary Procedure

While informality in committee and Affiliate meetings is encouraged, Robert's Rules of Order shall prevail.

Section 4. Suspension of bylaws

The Affiliate may temporarily suspend its bylaws, in whole or in part, by a $\frac{3}{4}$ vote of the membership.

ARTICLE VI. REVIEW AND AMENDMENTS

Section 1. Bylaws Reviews

In each of the first two (2) years following the adoption of these bylaws, the Co-Presidents shall appoint a Bylaws Review Committee to recommend revisions, if necessary, to the membership. Following two (2) such reviews, subsequent reviews shall be conducted at the discretion of the Co-Presidents or upon request of the Executive Committee or the membership.

Section 2. Amendments

These bylaws may be amended by a majority vote of the membership. All proposed amendments shall be emailed to each member at least two (2) weeks prior to the date that voting will commence. Amendments may not be acted upon at the same meeting at which they are proposed.

These bylaws were originally adopted on September 10, 2019.