

CONSTITUTION
OF THE

MIDDLE EAST AND NORTH AFRICA WRITING CENTER ALLIANCE (MENAWCA)

I. Founded in November 2007, the Middle East and North Africa Writing Center Alliance (MENAWCA), affirms its purpose to foster communication among writing centers and to provide a forum for concerns for writing centers in the region.

II. Membership of the MENAWCA will include directors and staff of writing centers at universities, four-and-two-year colleges, and elementary and secondary schools in the region, as well as those persons interested in writing center theories and applications.

III. MENAWCA will elect Executive Board Members from its regional membership after the first two-year appointment of the inaugural Executive Board (2007-2009). Each executive board member will serve a two-year term. Executive Board Members will be elected by a majority vote by all active voting regional members. The Executive Board will appoint a replacement to fill incomplete Board terms until the next election. The Executive Board will **maintain an active membership list and communicate with members through this list.**

A. Executive Board Members will have demonstrated interest and experience in writing centers as well as in the teaching of writing. The board will have a minimum of four members, including but not limited to a president, (past president when applicable), vice president, treasurer and secretary. **One of these officers, appointed by the regional president, must be a representative to the IWCA Board (active on the listserv).** Other Executive Board Members may include a Conference Organizer, and any members recruited from the region, who represent community college, and either elementary or secondary schools in the region. The Executive Board is responsible for **establishing a plan of co-inquiry, mentoring and networking for center directors and professionals in the region. The board also must provide the IWCA with regional reports when asked.**

B. The MENAWCA active members will elect the following officers to the Executive Board:

1. A President, who will serve as chairperson of the MENAWCA Executive Board and preside over business meetings. This includes calling for agenda items, preparing the agenda, conducting annual board meetings and biennial general meetings at conferences, calling for votes on issues as needed, and casting final votes in case of a tie. The President will insure that all officers are completing duties of their offices and communicate with them in a timely manner. The President will also remain in regular contact with the IWCA. Term: two years as President.

2. A vice-president, who will work closely with the President, assuming the duties of the President in the President's absence and shall undertake such responsibilities as delegated by the President. The Vice-President will propose programs and events for the Alliance. Term: Two years as Vice-President.

3. An Executive Secretary, who will maintain the records of the MENAWCA, take, disseminate and read minutes at Executive Board Member meetings, save and record MENAWCA business proceedings that may occur electronically and conduct electronic ballots. Term: two years, renewable.

4. A treasurer, who will be responsible for collecting dues, actively working with the Vice President on updating the active membership roster and keeping financial records for MENAWCA and for the MENAWCA Conference. Term: two years, renewable.

5. A Public Relations Director, who will promote MENAWCA and build relationships with educational groups in the region. The PR Director will be responsible for maintaining the MENAWCA membership list (both active and inactive) but the Executive Board will have access to this list. Term: two years, renewable.

6 A Conference Organizer, who will serve as the conference coordinator and work with the MENAWCA Executive Board and previous conference hosts on conference arrangements, funding, and collection and distribution of information.

D. Executive Board members will have the following responsibilities:

1. To meet annually either at the MENAWCA Conference or during years with no conference, at the TESOL Arabia conference.

2. To support the MENAWCA Conference and to approve the site of the conference. (The conference will seek sponsorship from the IWCA. (The IWCA board may grant a stipend in the amount of \$5 per conference registrant to the sponsoring regional writing centers association.) The MENAWCA Board will petition the IWCA board for this support not later than 8 weeks after the annual International Writing Centers Association conference and seek formal IWCA approval for the location of the conference and the international nature of the membership.)

3. **To hold a biennial conference and issue calls for MENAWCA conference proposals.**

4. To appoint from the membership a conference steering committee consisting of at least two MENAWCA Executive Board Members and at least one other MENAWCA active member.

5. To make, if funding from the MENAWCA is available, Outstanding Scholarship and Outstanding Service Awards, and to administer research grants to regional association members pertaining to Writing Center research.

6. To set dues biennially for MENAWCA Members—these will be payable biennially by Active members (US \$20 per year). For those attending the MENAWCA Conference, dues will be incorporated into the conference fees. Active members are defined as members of the Alliance who pay their biennial dues.

7. To draft position statements;

8. To conduct a biennial business meeting, and report to members at the Biennial Conference;

11. To establish and then review and propose revisions in the constitution as needed and submit this to the IWCA.

IV. Changes in this constitution shall be made by a two-thirds majority of the Executive Board Members and must then be ratified by a majority of active MENAWCA members.

V. Executive Board Members must have membership in the International Writing Centers Association.

VI. MENAWCA has a policy of non-discrimination.

Amendments to the Constitution

Proviso: Minor editing changes to the Constitution will be ratified by the Executive Board. However, substantive changes will require a vote by all active members of the Alliance.

Article 1a

MENAWCA funds will be placed in an account set up by the Treasurer of the Executive Board. The account will be set up as a non-profit account based in a country of the Regional Alliance. The Treasurer will open an account in the country in which the first biennial Conference will be held. The non-profit account will follow the criteria based on the IWCA's constitutional amendments which follow:

Article 1b

Requirements to be exempt as an Organization described in section 501(c)(3) of the Internal Revenue Code

Section 1. Said organization is organized exclusively for charitable, religious, educational, or scientific purposes, including, for such purposes, the making of distributions to organizations that qualify under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 2. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organizations shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in section 1 hereof and in article __1__ of this constitution.

Section 3. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Section 4. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 5. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes...

Ratified 2007 (based on (c) 2006 International Writing Centers Association Constitution)