

**CONSTITUTION OF THE  
MIDDLE EAST AND NORTH AFRICA WRITING CENTER ALLIANCE (MENA WCA)  
4 February 2013**

- I. Founded in November 2007, the Middle East and North Africa Writing Center Alliance (MENA WCA), 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 MENA WCA includes 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. The Executive Board will **maintain an active membership list and communicate with members through this list.**
- III. MENA WCA will elect Executive Board Members from its membership after the first two-year appointment of the inaugural Executive Board (2007-2009), except for the President that will be elected by the Executive Board from the Executive Board Membership. Each executive board member will serve a two-year term. The majority of the Executive Board Members will be elected by a majority vote by all active voting members; some members are appointed as defined in the constitution. **The Executive Board will appoint a replacement to fill incomplete Board terms until the next election.** A President can serve no more than one term; however, a one year extension for due cause may be granted by unanimous Executive Board decision.
  - 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 five members, including but not limited to a president, past president, vice president, treasurer and secretary. One of these officers or a representative of the membership (Member at Large), appointed by the MENA WCA president, must be a representative to the International Writing Centers Association (IWCA) Board (active on the list serve). Other Executive Board Members may include a Conference Chair, and any members recruited from the region, who represent community college, and either elementary or secondary schools in the region.
  - b. **The MENA WCA Executive Board will elect the President, by secret ballot, from among current or past (if nominated) Executive Board Members by majority vote at a biennial retreat or meeting following the biennial conference. The President will assume office beginning with the subsequent TESOL Arabia Conference.**

The President will:

- i. **Serve as chairperson of the MENA WCA 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, and calling for votes on issues as needed.**
- ii. **Call for and receive nominations for Executive Board positions and coordinate biennial elections.**

- iii. Insure that all officers are completing duties of their offices and communicate with them in a timely manner.
- iv. **Have served on the MENAWCA Executive Board in any capacity.**
- v. Keep an updated Presidential Notebook that will be passed on to the incoming president that includes a current copy of the MENAWCA Constitution, minutes of meetings, copies of reports to IWCA, and any other materials relevant to carrying out duties of the office.

Term: Two years as President.

c. **MENAWCA active members will elect the following officers to the Executive Board:**

1. A Vice-President, who will:

- a) **Keep an active membership list of all MENAWCA members, coordinating the biennial updating of that list with the treasurer and the conference chair. Revisions to the list should be made in a timely manner and a copy of membership lists should be provided to the MENAWCA Archive for preservation.**
- b) 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.
- c) Propose programs and events for the Alliance
- d) Keep an updated Vice-Presidential Notebook that will be passed on to the incoming vice-president that includes a current copy of the MENAWCA Constitution, minutes of meetings, a current copy of the MENAWCA membership roster, copies of reports to IWCA, and any other materials relevant to carrying out duties of the office.

Term: Two years as Vice-President.

2. A Secretary, who will:

- a) **Maintain the records of MENAWCA and take, disseminate and read minutes at Executive Board and business meetings.**
- b) Maintain the MENAWCA archive.
- c) Tally votes taken during Executive Board Committee and business meetings.
- d) Keep an updated Secretarial Notebook that will be passed on to the incoming secretary that includes a current copy of the MENAWCA Constitution, minutes of Business and Executive Board meetings, a current copy of the MENAWCA membership roster, copies of reports to IWCA, and any other materials relevant to carrying out duties of the office.

Term: two years, renewable.

3. A Treasurer, who will:

- a) **Collect dues, actively working with the Vice President on updating the active membership roster and keeping financial records for MENAWCA and for the MENAWCA Conference.**

- b) **Present reports at all business and Executive Board meetings detailing MENAWCA's finances and keep detailed records and receipts for all transactions using MENAWCA funds.**
- c) Provide a copy of all financial reports to the Archive for preservation.
- d) Continue an active pursuit of legitimizing MENAWCA's status as a non-profit organization in a regional country of the alliance.
- e) Keep an updated Treasurer Notebook and a full set of financial records to be passed on to the incoming Treasurer. The contents will include all financial transactions of MENAWCA, a current list of active/non-active members, a complete and accurate financial record of the previous conference, a current copy of the MENAWCA Constitution, minutes of business and executive board meetings, and any other materials relevant to carrying out duties of the office.

Term: two years, renewable.

- 4. A Public Relations Officer, who will:
  - a) **Promote MENAWCA and build relationships with educational groups in the region.**
  - b) Coordinate ongoing communication with MENAWCA membership.
  - c) **Coordinate the regular publication and distribution of the MENAWCA Newsletter.**
  - d) Assist the biennial conference chair as needed with conference mailings and communication and
  - e) Keep an updated Public Relations Notebook that will be passed on to the incoming Public Relations Officer that includes a current copy of the MENAWCA Constitution, minutes of Business and Executive Board meetings, a current copy of the MENAWCA membership roster, copies of reports to IWCA, and any other materials relevant to carrying out duties of the office.

Term: two years, renewable.

**d. The MENAWCA Executive Board will appoint the following officers to the Executive Board:**

- 1. A Webmaster, who will:
  - a) Maintain a functional website.
  - b) Actively Liaise with Executive Board members to update the website
  - c) Maintain the MENAWCA list serve and add new members I consultation with the Vice President.
  - d) Keep an updated Webmaster Notebook that will be passed on to the incoming webmaster Officer that includes a current copy of the MENAWCA Constitution, minutes of Business and Executive Board meetings, a current copy of the MENAWCA membership roster, copies of reports to IWCA, step by step instructions relevant to website maintenance and any other materials relevant to carrying out duties of the office.

Term: two years, renewable.

2. A Conference Chair, who will:
  - a) 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.
  - b) Reside in the country of the host institution and be closely associated with the host institution, preferably in a contractual manner.
  - c) Keep an updated Conference Chair Notebook and a full set of conference records to be passed on to the incoming Conference Chair. The contents will include all financial transactions of MENAWCA Conference, records of correspondence, records of the conference agenda, a participant contact list and any other materials relevant to carrying out duties of the office.

Term: From acceptance of institution's conference bid to the time of handover to the incoming conference chair . A co-chair can be appointed by the Executive Board as needed.

3. Member(s) at Large, who will:

Advise the Board by representing the membership: focusing on how policies and procedures of the board affect members and raise concerns if the membership suffers in any way.

Term: two years, renewable.

4. A Past President, who will:
  - a) Liaise with and advise the with Executive Board to promote continuity of relationships and efforts to raise the profile of MENAWCA and writing center work in the region.
  - b) Participate in board meetings as a voting member

Term: two years.

5. An IWCA Representative, who will:
  - a) Represent MENAWCA on the IWCA Executive Board
  - b) Participate in IWCA board meetings
  - c) Prepare and deliver reports as requested by IWCA
  - d) Keep an updated IWCA Representative Notebook that includes reports, records of correspondence between MENAWCA and IWCA and any other materials relevant to carrying out duties of the office.

Term: Two years

D. Executive Board members will have the following responsibilities:

1. **Establishing a plan of co-inquiry, mentoring and networking for center directors and professionals in the region.**
2. Holding a biennial conference and issue calls for MENAWCA conference proposals.
3. Calling for and approving conference sites and support the biennial conference planning process, convene the Executive Board and General Business meetings at the biennial conference, and make reports to the membership at the General Business Meeting.
4. Meeting regularly throughout the year through a conference call platform and face to face annually, either prior to the biennial MENAWCA

conference to plan the General Business meeting of the membership or at TESOL Arabia.

5. Setting dues biennially for MENAWCA Members—these will be payable biennially by Active members (US \$20). 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.
6. Appointing a replacement for an officer who resigns or is unable to serve until an election can be held at the next annual conference.
7. Conducting discussions and call for votes as needed, when decisions need to be made during non-conference periods.
8. Drafting position statements as needed.
9. Reviewing and proposing revisions to the Constitution, as needed, passing by a two-thirds majority of the Executive Board and presenting revisions to the membership.
10. Assisting the work of the IWCA and follow the Guidelines for Regional Organizations as stated in the IWCA By- Laws.
11. Providing the IWCA with regional reports when asked.
12. Creating, as needed, additional non-voting positions on the Executive Board to carry out the business of the organization. The positions will be listed and described in the By-Laws.
- 13. Electing the Executive Board President from the Executive Board Membership by majority vote of the Executive Board at a biennial retreat or meeting following the biennial conference.**
- 14. Actively participating in MENAWCA and MENAWCA Executive Board matters as deemed suitable by a majority of the Board.**

**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

**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 non-profit account will follow the criteria based on the IWCA's constitutional amendments.**