

## **Philadelphia Writing Program Administrators (PWPA)**

*An affiliate of the Council of Writing Program Administrators*

### **Mission and Bylaws**

Revised November 22, 2011

**PWPA Mission Statement:** The Philadelphia Council of Writing Program Administrators advocates best practices in writing programs for all postsecondary institutions in our region. A nonprofit, professional organization, we support research in our field; collaborate for professional development; and champion labor equity for composition practitioners of every rank, ~~and~~ status, and area of responsibility. We bring our mutual strength to advance literacy for our communities, for our institutions, and for our students.

**Scope:** PWPA is a coalition of college writing program and writing center administrators in eastern and central Pennsylvania, New Jersey, and Delaware. Writing program administration is understood to mean not only first-year writing, but also WAC, WID, writing instruction, graduate education, and all existing and emerging specialities in the field of Composition and Rhetoric.

**Membership:** In order to be a member in good standing, you must pay annual dues. Individual memberships are \$10 and institutional memberships are \$100. If a college pays institutional membership dues, then any instructor or administrator from that school is eligible to attend and vote at PWPA general membership meetings.

**Governance:** PWPA governance consists of an Executive Committee (EC). This committee is made up of seven members of the PWPA. Five members are elected as members at large and two, the graduate representative and adjunct representative, are elected to represent special constituencies.

**Executive Committee Elections:** Each EC member serves a 3-year term. Elections are held at the end of the academic year for open positions beginning the following year. If EC elections at the end of the academic year do not fill the open positions in the EC, additional elections are held in the Fall of the new academic year. Nominations for the EC are open to all members of the PWPA. Appointments to the EC are made following a vote of the general membership. The EC rotates the positions of two co-chairs, treasurer, and secretary from among its members. The term for these appointments is one year, with the possibility of renewal for a second year. Appointments to these EC positions are made by a vote of the EC.

**Executive Committee Responsibilities:** The responsibilities of the EC include contacting and interacting with various national organizations (especially the national WPA) and setting a regional WPA agenda (to include the development and maintenance of the PWPA membership). The EC is empowered to delegate responsibility among the Subcommittees and the PWPA general membership in furtherance of these goals.

**Co-Chairs:** The two co-chairs of the organization are responsible for planning three general membership meetings of PWPA per year. Two of these must be academic in nature and one can be social and focused on fellowship. The co-chairs will seek

institutional hosts for the PWPA meetings. These meetings should serve as faculty development opportunities for the host college and PWPA members. The co-chairs are also responsible for planning four EC meetings per year.

The co-chairs will preside over the three membership meetings and the four EC meetings per year.

The co-chairs will maintain the PWPA website.

**Secretary:** The secretary will maintain and distribute minutes for all general membership and EC meetings.

The secretary will work with the co-chairs to provide content for the PWPA website.

The secretary will record attendance at every meeting and work with the treasurer to follow up with any attendees who are not members.

**Treasurer:** The treasurer will maintain the bank account and finances for PWPA. The treasurer is responsible for collecting dues from individuals and institutions, and maintaining a record of active members.

**Graduate Student Representative:** This member of the EC will bring forward issues of labor, inequality, support, etc., facing graduate students to the PWPA.

The grad student rep will additionally work on recruiting graduate students to attend PWPA meetings and get involved in the organization.

**Adjunct Representative:** This member of the EC will bring forward issues of labor, inequality, support, etc., facing adjunct instructors to the PWPA.

**At-large members:** At-large members of the EC will assist the co-chairs as necessary.

**Voting:** All decisions of the EC, like all motions from the general membership, are subject to approval by a simple majority of members. For all such votes at meetings of the general membership, each member is represented by one vote. To accommodate members unable to attend a particular meeting, votes may be taken electronically.

**Ad-hoc committees:** Ad-hoc committees and committee chairs may be appointed at the discretion of the EC. Chairs shall involve as many different members as possible in the work of the committees. These committees could include:

*Labor* (charged with collecting and distributing information on labor conditions at member institutions and suggesting measures for PWPA to enact to improve labor conditions at member institutions)

*Outreach* (charged with coordinating PWPA efforts in community literacy and school/college articulation)

*Professional Development* (charged with coordinating Professional Development or Travel Award Grants and supporting other research initiatives, such as journal

discussions)

*Membership* (charged with recruiting and retaining new members and creating networking opportunities among members)

*Special Projects* (charged with coordinating PWPA events beyond the scope of the activities listed above, such as receptions at professional meetings or occasional summer retreats)

*Graduate Student Issues* (charged with coordinating efforts to support and sustain graduate programs in Rhetoric and Composition)

**PWPA Email Distribution List:** Hosted by Temple University, thanks to Eli Goldblatt and colleagues: [philawpa@listserv.temple.edu](mailto:philawpa@listserv.temple.edu).