

Bylaws of the International Rhetoric Workshop

ARTICLE 1: NAME

Section A: The name of this organization shall be: The International Rhetoric Workshop (hereafter referred to as IRW).

ARTICLE 2: PURPOSE

Section A: The purpose of the IRW is to enhance the development of international rhetorical scholarship and support the globalization of the field of rhetorical studies for graduate students and emerging scholars.

Section B: The IRW shall hold a Biennial Workshop organized by the Planning Committee (see Article 7).

Section C: The IRW shall establish and maintain a website functioning as an information channel and a forum for the organization.

Section D: The IRW can develop projects and activities beyond the activities stated above if it enhances the purposes of IRW according to Section A. These are under the responsibilities of the Advisory Board (see Article 4).

Section E: These are the exclusive purposes of the IRW and shall be accomplished only in a charitable manner.

ARTICLE 3: WORKSHOP

Section A: The IRW shall hold a Biennial Workshop, organized by the Planning Committee, that promotes the purposes of Article 2, Section A.

Section B: The workshop aims to facilitate the development of original research and manuscripts for the graduate students and emerging scholars attending the workshop. This will take place through small group discussions and peer review sessions, led by a senior faculty member. The workshop also serves as a place for exchanging thoughts and ideas with diverse groups and academic cultures and developing cooperative connections. The overall structure of each workshop shall be determined by the Planning Committee (See article 7).

Section C: The location of each workshop will rotate to a new host institution, which will be selected and organized by the Planning Committee. The Planning Committee shall strive to reach global diversity of locations.

ARTICLE 4: ADVISORY BOARD – GENERAL STRUCTURE AND MISSION

Section A: The general organ of direction of the IRW is the Advisory Board, that is responsible for securing the pursuit and purposes of the bylaws of IRW through discussions and voting on agenda items.

Section B: The primary function of the Advisory Board is to support the goals of the IRW Planning Committee in seeking to establish the forthcoming workshop. This support may take various forms, including offering professional advice for budgeting and marketing strategies or building networks for funding. Alongside the efforts of the IRW Planning Committee, the Board can help attract and raise additional funds for the forthcoming workshop.

Section C: The IRW Advisory Board shall also seek to increase the visibility of the IRW by helping to develop partnerships, collaboration, and communication within and outside the field of rhetoric globally.

Section D: The Advisory Board supports the development and continuation of long-term initiatives within the IRW that, alongside the Biennial Workshop, can contribute to the globalization of rhetorical studies. Such initiatives will be driven by separate specific committees that may or may not include Board members.

Section E: The Advisory Board holds the powers expressly recognised by the Bylaws. Of its exclusive competencies are, among others: i) change of the Bylaws, ii) appointment, discharge, and forced resignation of members of the Executive Board, iii) approval of budgets and accounts, iv) adoption of the Biennial report by the Chair of the IRW, v) dissolution and liquidation of the IRW.

Section F: The Advisory Board executes these competencies by bringing them to the attention of the Executive Board.

Section G: The Advisory Board shall make decisions by a simple majority of votes, either present or represented. In case of a tie, the vote of the Chair or the Board member representing the Chair will be decisive.

ARTICLE 5: EXECUTIVE BOARD – GENERAL STRUCTURE AND MISSION

Section A: The Executive Board has the primary responsibility for governing an efficiently working Advisory Board. The Executive Board consists of four members: Chair, Chair-Elect, Secretary and Treasurer. The Executive Board has the responsibility to prepare the meeting agenda for the Advisory Board meetings.

Section B: The Chair shall be the presiding officer of the Executive and Advisory Boards. The main obligations of the Chair are to operate as IRW's representative for outreach and develop future strategies for the IRW that follow IRW's purposes as stated in these bylaws. The Chair will convene the Advisory Board and manage the meetings.

Section C: The Chair-Elect shall operate as a communicative officer between the Advisory and Planning committees, working to facilitate internal communications between the Boards and

other subgroups. The Chair-Elect shall perform the functions of the Chair in the absence or incapacity of the officer.

Section D: The Secretary shall take minutes of all meetings of the Advisory Board and the IRW General Assembly and convey the former to the Advisory Board and make the latter available in a website archive. The Secretary is responsible for collecting suggestions or complaints from Advisory Board members and Planning Committee members in case any member is unwilling to address these to the Chair or Chair-Elect.

Section E: The Treasurer shall collect, safeguard, and distribute the funds of the IRW in order to facilitate the purposes of IRW, either personally or through a fiscal agent approved by the Advisory Board, and shall present a Financial Report at the biennial General Assembly.

ARTICLE 6: ELECTIONS

Section A: At the beginning of the election the Executive board appoints an Election Officer from among its members who may not currently be an Officer of the Executive Boards or run for one of the Officer positions. She or he collects nominations, organizes open or anonymous votes, and counts the votes.

Section B: Appointed positions in the Executive Board are elected in office by the Advisory Board at the General Assembly, by a simple majority. In the case of a tie, a runoff election will be held again between the two candidates with the most votes in the first round of election.

Section C: No more than three persons in the Executive Board shall be from the same country, and the Advisory Board shall aim to establish national, cultural, gender, and academic diversity in nominating Executive Board members.

Section D: Any member of the Advisory Board can propose candidates for the positions as officers, including themselves. Nominated candidates for a vacant Executive Board seat must be former members of the Advisory Board or Planning Committee.

Section E: New Members to the Advisory Board are elected as follows: All Planning Committee Members are invited to join the Advisory Board by the Chair-Elect, who is responsible for conveying the responsibilities it involves. For the Planning Committee Members who accept the invitation, they become new members to the Advisory Board, and participate in the General Assembly with voting rights. During the General Assembly, Advisory Board Members-current and newly elected-discuss and vote on whom among the invited, IRW faculty members ought to join the Advisory Board. These decisions must take into account the Board's mission to establish national, cultural, gender, and academic diversity. Invitations to these faculty members are sent out within a month after the Workshop has ended; therefore, these invited faculty members do not take part in the general assembly that elects them.

Section F: Each elected member of the Executive Board serves a term of two years; however, the Chair-Elect is automatically appointed Chair after her or his role is completed, serving an additional two years. The duration of terms for an Advisory Board member is four years. After

four years the Board member must relinquish their position and the remaining members will nominate a new member to fill their post. One exception to this rule is accepted, an Advisory board member who has already served for two years can be elected Chair-Elect and then be elected Chair, and thus serve within the two Boards for a maximum of six years.

Section G: The Advisory Board has the authority to vote out of office any member of the Executive Board, by a supermajority of votes ($\frac{2}{3}$ of the votes). Any such vote must be announced to the Advisory Board a month in advance.

Section H: Once Advisory Board members leave their position they will become *emeritus* members of the Advisory Board. *Emeritus* members relinquish their power and voting rights; however, they can continue to operate as a supportive network outside the responsibilities of the Advisory Board.

Section I: At the beginning of the election the Advisory Board appoints an Election Officer from among its members who is not currently an elected-member of the Advisory Board or running for one of the elected positions. The Election Officer presides over the election and takes minutes of the election or determines a person to take the minutes of the election.

ARTICLE 7: PLANNING COMMITTEE – GENERAL STRUCTURE AND MISSION

Section A: The Planning Committee shall consist of graduate students or emerging faculty who are invested in the stated purpose of the IRW (Article 2, Section A) and who are willing to design and implement the upcoming Biennial Workshop.

Section B: The Planning Committee is formed at the biannual conference during a meeting that is separate from the Generally Assembly, but can adjust its membership throughout their work. The Committee is formed organically with an undetermined number of members. Membership is not restricted to former participants of the IRW. The location and number of meetings held to plan and implement the workshop are determined by the Planning Committee.

Section C: The Planning Committee has the freedom to construct its vision of the workshop--its logistics, location, participants, invited keynotes, etc.--so long that it falls under the mission of the IRW.

Section D: The international nature of the IRW shall in so far as possible be reflected in the nomination and participation of members of the Planning Committee.

ARTICLE 8: GENERAL ASSEMBLY

Section A: During each Biennial Workshop, normally on the last day of the Workshop, there shall be a General Assembly. The General Assembly is open to members of the current Advisory Board and Planning Committee members who accept a position as new Advisory Board Member.

Section B: The agenda of the General Assembly shall include, but not be limited to:

1. Opening of meeting by Chair/Secretary.
2. Appoint a revisioner of Meeting Minutes, besides Chair and Secretary, for website archive.
3. Approval of Meeting Agenda.
4. Initiating and confirming new members to the Advisory Board from the Planning Committee, awarding them voting rights in the General Assembly.
5. An IRW Activities Report presented by the Chair.
6. Vote on approval or disapproval on Activities Report.
7. A Financial Report presented by the Treasurer.
8. Vote on approval or disapproval on Financial Report.
9. Vote on Freedom from Responsibilities of the Executive Board.
10. Decision on Election Officer who counts the votes.
11. Election of Executive Board members
 11. a) Chair-Elect
 11. b) Secretary
 11. c) Treasurer
12. Discussions on which faculty members to invite to the Advisory Board.
13. Vote on faculty members to invite.
14. Any current budgetary or logistical concerns involving the IRW
15. Additional concerns or questions.

Section: C: The Chair of the IRW presides over the General Assembly unless otherwise noted. All members of the Advisory Board, Planning Committee and Executive Board have the right to participate in, vote, and speak at the General Assembly. The speaking rights at the General Assembly are regulated by the Chair or a specially appointed officer.

Section D; Any additions to the agenda as stated above is determined by the Chair in cooperation with the Executive board, as well as by proposals from members of the Advisory Board. The Chair must make the tentative agenda available to all members at least four weeks before the General Assembly. Additional agenda items may be added by the Chair, the simple majority of the Executive Board or the simple majority of the members present or represented at the beginning of the General Assembly. Items that have been added thus may not lead to or involve votes or binding decisions. The Chair may in agreement with the simple majority of the Executive Board change the order of the items on the agenda.

ARTICLE 9: LANGUAGES

Section A: There is no official language of the IRW and each workshop will develop its own strategy for determining what language(s) are spoken and when during the workshop. IRW shall acknowledge, respect, and cultivate the fact that our field consists of different nations, cultures, and languages.

ARTICLE 10: ASSETS

Section A: No part of the net earnings of the IRW shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the IRW shall be authorized to pay reasonable compensation for services rendered.