

# Association for Reading and Writing in Asia (ARWA) Handbook

## Preface

The purpose of this Handbook is to define policies and procedures of ARWA in order to improve communication, effectiveness, and efficiency. One function of this policy Handbook is to inform the elected and appointed officers regarding their tasks and responsibilities and how they should proceed in carrying out their responsibilities. A second function of this Handbook is to clarify how decisions are made for the membership.

The Handbook contains explicit statements of policies on important functions of the organization that are consistent with but are not always covered explicitly in the Bylaws. Handbook policies may be changed or exceptions granted by a simple majority vote of the Board of Directors unless the change involves a policy or procedure specified in the Bylaws. The entire policy handbook is to be reviewed on an annual basis. The policies and procedures of each Committee described in the Handbook should be consistent with the policies and procedures set forth by the Bylaws and the Board. The policy and procedures for these committees should be updated annually when appropriate.

This handbook is divided into four major areas that relate to: (A) the conduct of the annual meeting, (B) the general matters of the organization's business, and (C) the work of the standing committees, and (D) timeline for the leadership to follow.

## A. ANNUAL CONFERENCE

### A.1.0 Program Committee

A.1.1 The Vice President (VP) is Program Chair and the Conference Coordinator(S) (CC) is/are associate chair. The VP may appoint persons to serve on the Program Committee. The Secretary is automatically a member of the Program Committee as well. The procedure for selecting Program Committee members is at the discretion of the VP and may consist of several ARWA members, who might or might not be members of the Board of Directors.

A.1.2 The VP, President, and Public Relations Officer (PRO) together shall coordinate and make decisions regarding co-sponsored meetings.

### A.2.0 Annual Meeting Sites

A.2.1 The Board of Directors, with special input from the VP, assesses appropriate locations, dates, and local conference coordinator(s). The Board decides either by verbal consensus or vote on the times and sites for the annual meeting, as well as on who the Conference Coordinator for the upcoming meeting will be.

A.2.2 Subsequent negotiation with hotels is the responsibility of the Conference Coordinator. The President is responsible for signing any final agreements.

### A.3.0 Local Arrangements

A.3.1 The VP, at his or her discretion and with input from the Board, appoints one or two Conference Coordinator(s) (CC).

A.3.2 Responsibilities of the Conference Coordinator include: work with the ARWA VP and Board to plan and implement conference operations, attend Board meetings, bring relevant conference issues to the Board's attention, and take Board decisions into consideration when planning the conference. Specifically, the Conference Coordinator shall: obtain a detailed list of actions and timelines from the previous conference coordinator; obtain meeting rooms; negotiate rates for sleeping rooms at conference hotel; order refreshments for conference breaks and Interactive Paper sessions; arrange a conference dinner; order audio-visual equipment; provide poster boards; negotiate contracts for sleeping rooms, refreshments and a/v equipment; answer or redirect questions from potential conference attendees; recruit and supervise graduate assistants for conference registration; record payment of registration fees, submit records and payments to treasurer; solve problems that may occur on site, e.g., concerning a/v equipment; submit receipts and bills to ARWA treasurer for payment; report to Board on conference registration, expenses and other issues.

A.3.3 The VP and Conference Coordinator propose a budget including all the expenses for the conference, and accordingly a structure of conference registration fees to balance the budget. This proposal should be sent for approval to the Board of Directors at least 4 months before the conference.

A.3.4 Graduate students who help with registration and other coordination duties for at least ten hours will be given a year's membership free and will not have to pay the registration fee for the conference. These students will be selected by the VP, Conference Coordinator, or other Board Members at their convenience (not open competition).

### A.4.0 Structuring the Program

A.4.1 The VP prepares a call for proposals with the advice of the Program Committee. The call for proposals is e-mailed to the membership at least 4 months in advance of the annual meeting and published on the ARWA website

A.4.2 The program at the Annual Meeting will consist of scientific papers presented by any member of ARWA. Each member may be first author and present no more than one paper; authorship other than first author is allowed on other papers. Every submitted proposal will be a structured abstract of no more than 250 words. All proposals will undergo review by the Program Committee. All proposals which are evaluated as "accept without reservation" will

be included on the program unless the number exceeds space limitations. Proposals receiving mixed reviews will be included if there is space. Proposals receiving recommendations of rejection will not be included. Letters of acceptance/rejection plus reviewer evaluations will be sent to the first author of proposals as coordinated by the Secretary.

A.4.3 Paper and Interactive Paper (poster) sessions are the primary means of communicating information. Seminars, and alternative formats are permissible at the discretion of the program chair, i.e., the VP. However, funding for any alternative format (e.g., keynote speech) must be determined jointly by the President, VP, PRO, and Conference Coordinator and should be pre-approved by the Board (with special input from the Treasurer).

A.4.4 Papers eligible for presentation are those that have not been previously published or have not been proposed or presented at another professional meeting. Priority is ordinarily given to papers involving the presentation of empirical data relevant to research hypotheses or research questions that are driven by theory, and to studies where the data have been collected and analyzed.

A.4.5 The President is expected to give a Presidential Address during the final (third) annual meeting of his/her presidency. This special session is scheduled at a time when no other meetings may be scheduled. On the alternate years when there is no Presidential Address, there should be an address from a member who has been selected as a designated keynote speaker.

A.4.6 Up to two other special sessions, in addition to the Presidential Address or Award Address, may be arranged at the joint discretion of the VP and CC.

A.4.7 The accepted proposals are organized by topic and assigned a program slot. Concurrent sessions are utilized to accommodate all eligible presentations constrained only by the availability of meeting rooms.

A.4.8 Individual presenters are allowed 20 minutes to present and discuss their papers, with a maximum of 15 minutes for the presentation and a minimum of five minutes for questions and comments.

A.4.9 Production of the program document is the responsibility of the VP and CC. Notification of the program will be emailed to all ARWA members by the Secretary and published on the ARWA website at least two months in advance of the annual meeting. All individual presentations are listed including affiliation, email address, and co-authors.

A.4.10 Participation on the program is limited to those who have paid their registration fees.

A.4.11 Any author who is unable to present a paper listed in the program must contact the CC immediately to determine the appropriate course of action. Authors who fail to notify the CC in advance of the meeting may not be eligible to present a paper at the meeting the following year.

A.4.12 No expenses should be provided for any speaker, unless approved by the Board (see A.4.3).

A.4.13 Audio visual equipment consisting of a screen, projector and laptop will be available for use by presenters. Other equipment must be supplied by individual presenters.

A.4.14 Audience questions and comments are solicited and encouraged immediately following each presentation. It is the responsibility of the VP and CC to design the program and educate session chairs so that this goal is accomplished. Designated discussants are permitted when appropriate. All presentations must adhere strictly to the time limit assigned.

#### A.5.0 Conference Report

A.5.1 The VP and CC together will submit a written report at the first Board Meeting held during the annual conference and a spoken report to each annual Business Meeting about the conference.

A.5.2 The report will focus on submissions, rejections, program composition, and structure, and also includes the number of attendees and a financial overview of registrations, costs of accommodation, refreshments, etc.

#### A.6.0 Smoking

A.6.1 Smoking is prohibited in all meeting sessions.

#### A.7.0 Allocation of Complimentary Rooms and/or Expenses

A.7.1 Those officers to receive complimentary airline tickets and rooms for the annual meeting are, in order of priority: (1) President, (2) VP, (3) Conference Coordinator, (4) PRO, (5) Treasurer, (6) Secretary, (7) Web Master, (8) Historian.

#### A.8.0 Publishers and Advertising

A.8.1 Publishers shall be allowed to sponsor events at the conference, but this sponsorship must be approved by the Board first to avoid conflicts of interest. They may also, for example, provide flyers for a small cost, negotiated together with the Program Committee and PRO.

A.8.2 ARWA will accept advertisements for any of its publications provided they are in keeping with the scholarly and professional nature of the organization. ARWA publications are intended to promote the study and dissemination of information about the scientific study of reading and writing and related fields. ARWA reserves the right to unilaterally reject, omit, or cancel advertising which is not in keeping with its purposes, or which by tone, content, or appearance is not in keeping with the essential scientific, scholarly, and professional nature of the organization. Only ads related to reading and writing research will be considered.

#### A.9.0 Travel Awards

A.9.1 ARWA intends to provide travel awards to faculty members who are citizens and residents of countries listed in the World Bank classification system as "Low-income economies" and "Lower-middle-income economies" countries. Applicants must have a paper accepted at the ARWA conference and attend the conference. The travel awards should be given every year. However, at the introduction of this handbook, no funding is yet available to ARWA. Awards will commence once some dues for ARWA have been collected.

## **B. GENERAL MATTERS**

#### B.1.0 ARWA Webmaster Duties

##### B.1.1 Maintain and update the ARWA webpage:

Ensure current & archived conference pages (including registration fee pages) are accessible to members via the website

Ensure on-line handbook pages (committee members, award winners, etc.) are accessible via the website

Ensure other pages of interest are uploaded onto the website

Facilitation of registration for ARWA membership and for the ARWA conference

##### B.1.2 Maintain and update the web-based conference proposal submission

##### B.1.3 Maintain the ARWA member listserve:

Adding new members and deleting expired members

Changing email addresses of members in listserve

As a service to voting members, posting the occasional email in proxy

Periodically matching addresses in listserve with addresses from membership lists from the webpage

##### B.1.4 Maintain the ARWA Board listserve:

Periodically matching addresses in listserv with addresses of current board members  
Lurking (i.e., receiving posted emails but not submitting responses) on listserv to aid in solving potential problems

## B.2.0 Membership Policies

B.2.1 The membership year begins on January 1 every year, and extends to December 31 of the same year.

B.2.2 Members who have not paid their dues by March 1 for two years in a row are subject to account deactivation. They will be removed from the ARWA listserv and mailing list

## B.3.0 Elections and Balloting on Issues

B.3.1 The Nominations Committee, comprising the President, VP, and PRO, prepares a list of nominations for each position to be filled. Advice and recommendations are sought from the membership, and from the Board. The Nominations Committee contacts nominees for acceptance of nomination.

B.3.2 Ballots should be e-mailed to members. Each nominee's name, title, and institutional affiliation are listed on the ballot, along with a brief description (maximum 150 words) of research interests and goals for the organization.

B.4.3 The Secretary, along with one additional ARWA member, counts ballots in accordance with the Bylaws, and informs the President by phone or by hardcopy (e-mail or letter) about the results. The President informs the nominees by letter.

B.3.4 The Hare system will be used whenever there are more than two members running for one position on the ballot.

B.3.5 The Secretary shall provide an election report at the first Board Meeting following the election. This report includes names of nominees, a tally of the votes for each, and the persons receiving the most votes.

B.3.6 No Board member shall approach the membership by mail or other means on issues that are being presented to the membership for a vote. This action does not preclude Board members from responding to inquiries by members.

## B.4.0 Meetings

### B.4.1 Minutes of Board Meetings

B.4.1.1 The Secretary will keep minutes of the Board of Directors meetings and of the annual

Business Meetings. She or he will record information on reports, all motions and associated vote counts, plus notes on all policy and procedure changes approved by the Board for use in the annual review and update of this Handbook. Written reports presented on the agenda of either of these meetings shall be submitted to the Secretary for inclusion in the minutes.

B.4.1.2 Minutes of Board Meetings and Business Meetings shall be received by Board members as early as possible but no later than two months after a Board/Business Meeting and approved by email vote from the Board within two weeks after receiving the minutes.

B.4.1.3 After receiving a copy of the minutes from the Secretary, the Historian will begin the annual review and update of this Handbook. An updated version of the handbook will be emailed to Board members for approval in September, and later posted on the ARWA website by the end of the calendar year.

#### B.5.0 Ethics

B.5.1 The members of ARWA are expected to behave in an ethical manner with respect to the conduct and reporting of research, as well as the avoidance of conflicts of interest for the Association. Members who need more specific guidance regarding ethics should consult the guidelines and standards published by other larger organizations whose members conduct social science research, such as the American Psychological Association.

#### B.6.0 Conflict of Interest Policy

B.6.1 It is the policy of ARWA to fully disclose any conflicts of interest or the appearance of conflicts of interest with regard to the organization and leadership of ARWA. This includes the procedures used to review and select papers and posters for presentation at the annual conference, those used to invite special speakers or divvy out awards, those applying to selection of Board members or of candidates for any positions on which there is a membership vote. Real and/or potential conflicts with regard to the conference will be reported to the President, VP, PRO, and CC. If a conflict of interest involves one or more of these officers, they will be excluded from a review of this conflict and the entire Board will be included in decision-making/discussion. Disclosure of conflicts of interest among the leadership of ARWA will be reviewed at each board meeting. In any case where a conflict of interest might bias a decision, the person with the conflict will remove him or herself from the decision-making process.

#### B.7.0 Use of Listserv

B.7.1 The Listserv may be used by members and by organizations approved by the President and PRO for the following purposes: announcement of positions in academic settings, announcements of conferences on reading, mailings for grant competitions, announcement

of new journals or special issues, announcement of new books or other works that might be of interest to ARWA. Overuse of the listserv will result in a review of these guidelines.

#### B.8.0 Current Fees

B.8.1 Membership fees are as follows: Active member USD100, Student member USD40. Late fees (imposed after March 30) will be an additional USD20 for each. Under some circumstances a "hardship" fee reduction may be available. These fees apply to membership only but will be taken into account in relation to conference registration such that conference registration for members as compared to nonmembers of ARWA is reduced.

B.8.2 Conference registration fees are set on an annual basis in order to cover all costs directly related to organizing the conference, including the rent of meeting rooms, refreshments, equipment, etc. (see A.3.2). The Conference Coordinator submits a budget proposal to the Board, including a fee structure. After approval by the Board, the fees are published on the website.

B.8.3 Cancellation policy on refunding conference fees: Conference fees may be refunded for no costs up to 30 days before conference. After that, only 50% will be refunded.

#### B.9.0 Archives

B.9.1 The Historian shall be responsible for archival copies of the program for each Annual Meeting, the minutes of each Board meeting and Business meeting, and the Handbook for each year. These archives shall be kept on the ARWA website, with hard copies being kept by the President, VP, PRO, Secretary, and Historian. The Historian, in cooperation with the Web Master, shall also be responsible for updating the ARWA website on the meeting information, officers, award winners, Bylaws, and Handbook.

#### B.10.0 Awards

B.10.1 Awards for students and full members of ARWA, in addition to travel awards, will be considered each year by the Association. With dues and experience, award mechanisms will become clearer and will be updated here.

#### B.10.0 Policy on Policies

B.10.1 When any motion is made with the intent of creating a new policy or procedure or changing existing policy or procedure, it shall be so stated in the motion.

B.10.2 There should be a Policy and Procedures description for each standing committee. Changes in that description should be submitted to the Board for approval. As new committees arise, a Policy and Procedures description can be added to the handbook with approval from the Board.

B.10.3 Policy can be made by vote of the Board of Directors.

B.10.4 This Handbook on Policies and Procedures will be updated annually by the Historian.

## **C. Standing committees**

### **C.1.0 Members of the Standing Committees**

C.1.1 Appointment of Committees. The appointment of new members to standing committees shall be announced by the President.

C.1.2 Term of Office for Committee Members. The term of office for new committee members shall begin officially on January 1, and shall continue for three years, unless otherwise specified by the President with the approval of the Board.

C.1.3 Committee Meetings. ARWA Committee meetings are open to all members. However, with any conflict of interest or appearance of a conflict of interest related to a given member, that member can be requested to leave during the time of discussion of the issue related to him or her.

C.1.4 Committee Chair Requests for Budget Monies. Any Committee Chairs may request budget monies, by specifying the amount needed, the date when it is needed, and its purpose. The Board shall be responsible for approving such requests.

### **C.2.0 Membership Committee**

C.2.1 The Chair of the Membership Committee is the VP, as specified in the By-Laws, and the three other members of this committee are the three elected members of the Board.

### **C.3.0 Awards Committee**

C.3.1 All members of the Awards Committee must be either members of the Board of ARWA or past recipients of awards. These will be designated by the President. The Chair of this Committee will be the PRO.

C.3.2 Active members of the Award Committee are ineligible to receive the awards for which the committee is responsible. Awards are given contingent on both approval from the Board of ARWA and an indication of acceptance by the recommended recipient. Awards will only be granted to those who are members of ARWA already.

C.3.3 The Awards committee is responsible for the design of the nominations forms and handling of them. They should coordinate with the Web Master and PRO for proper and timely dissemination.

**Proposed timeline for annual workings of ARWA (in chronological order within a calendar year): These are things we should do every year, so it's good to know WHEN to focus on each task.**

ARWA conference program announced: January 1 **(PRO, CC, VC responsible)**

Payment of dues for ARWA January 1-February 28/29 **(Secretary, Treasurer, and Web Master responsible)**

Meeting of ARWA: As determined by organizers, around February or March **(VC, CC responsible)**

Registration fees for ARWA conference due February 1 **(VC, PRO, Treasurer responsible)**

ARWA Newsletter: Disseminated as of June 1 **(Historian, PRO, Web Master responsible)**

Elections for new members of ARWA Board and/or routine issues for the Association: September 15 **(Secretary, VP, President, PRO responsible)**

Announcement of results of ballots disseminated September 15: October 1 **(Secretary, President responsible)**

Call for Conference submissions for ARWA conference: October 1 **(VC, CC responsible)**

Update ARWA website on new policies and new Board members: November 1 **(Historian, Web Master responsible)**

Submissions due for ARWA conference November 1 **(VC, CC responsible)**

Acceptance of posters/papers for ARWA announced to applicants: December 1 **(VC, Secretary, CC responsible)**