

Constitution of the Central California Council of Teachers of English

Article I Name

Article II Purpose

Article III Membership

Section 1 Membership

Section 2 Dues

Article IV Affiliations

Section 1 CATE

Section 2 NCTE

Article V Chapters

Section 1 Associated Chapters

Section 2 Affiliated Chapters

Section 3 Chapter Dues

Article VI Board of Directors

Section 1 Authority and Composition

Section 2 Officers

Section 3 Directors of the Board

Section 4 Regular Meetings

Section 5 Approval of Emergency Action

Section 6 Election

Section 7 Vacancies on the Board

Section 8 Ex-Officio Members

Article VII Delegates to the Executive Board of CATE

Section 1 Representatives

Section 2 Alternate Representatives

Article VIII Delegates to the NCTE Convention

Article IX Amendments to the Constitution

Constitution of the Central California Council Teachers of English

Article I Name

The name of this organization shall be the Central California Council of Teachers of English, hereafter in this Constitution referred to as the Council.

Article II Purpose

The purpose of this organization shall be to increase the effectiveness of the teaching of English at elementary, secondary, and college levels; to promote communication, cooperation, and a professional spirit among all individuals and groups responsible for the teaching of English; to further local, state, and national unity among teachers of English; and to inform and work with all citizens who have an interest in the teaching of English.

Article III Membership

Section 1 - Membership

Membership in the Council shall be open to all persons interested in the teaching of English.

Section 2 - Dues

Council membership dues shall be determined by the California Association of Teachers of English. The membership year shall be a calendar year beginning with the month of dues payment.

Article IV Affiliations

Section 1 - CATE

This organization shall support the constitution, policies, and activities of the California Association of Teachers of English.

Section 2 - NCTE

This organization also shall be affiliated with the National Council of Teachers of English. In assuming the responsibilities of such affiliation, the organization shall pay the annual dues

required for affiliation, appoint a liaison officer, and arrange for representation at the annual convention of the National Council of Teachers of English.

Article V Chapters

Section 1 - Associated Chapters

For the purpose of promoting the professional aims of the teaching of English as stated in this Constitution, any group of Council members of whatever number may become an associated chapter of this Council if recognized by the Board of Directors.

Section 2 - Affiliated Chapters

Any associated chapter of this Council or any other group of Council members, providing that it attains the number of twenty-five or more, may become an affiliated chapter of this Council if chartered by the Board of Directors.

Section 3 - Chapter Dues

If the activities of an affiliated chapter require dues, such dues shall be levied in accordance with the requirements of the CATE Constitution.

Article VI Board of Directors

Section 1 - Authority and Composition

The business of the Council shall be administered by the Board of Directors, who shall have administrative jurisdiction over all committees created to further the purposes of this Council. The Board shall consist of the officers, the Members-at large of the Council, Chapter Representatives, and the chairs of all standing committees or commissions.

Section 2 - Officers

The officers of this Council shall be President, Vice-President, Membership Chair, Secretary, Treasurer, and Immediate Past President who will be the Liaison officer to the National Council of Teachers of English. The President and Vice-President shall be elected by mail ballot, and only a simple majority vote of the voting membership shall be necessary for election to these offices.

Treasurer, Secretary, Newsletter Editor, Membership Chair and Webmaster shall be appointed by the President.

The President shall serve for a two-year term. S/He shall call the meetings of the Board of

Directors and the Council, and shall represent the Council wherever such representation shall be required. The President's duties shall include the annual appointment of chairs for standing and other such ad hoc committees as directed by the Board. The President shall be an ex-officio member of all committees of the Council.

The Vice President shall serve for a two-year term. S/He shall be responsible for the programs of all conferences and similar related activities of the Council, except those sponsored by the Curriculum Study Commission. S/He will serve as an ex-officio member of the Curriculum Study Commission. The Vice President shall also serve in the absence of the President.

The Membership Chair shall serve for a two-year term. The Membership Chair shall organize the yearly membership drive, supervise the membership file, and forward membership information to the appropriate officers of the California Association of Teachers of English, to the National Council of Teachers of English and to those requesting information.

The Secretary shall serve for a two-year term. S/He shall record the proceedings of the Board of Directors and of all meetings of the Council. S/He shall also carry on all correspondence as assigned by the President and the Board of Directors, and shall notify Board Members and all candidates for membership on the Board of the results of annual elections.

The Treasurer shall serve for a two-year term. The Treasurer shall be responsible for all financial transactions of the Council, its Board, and commissions created by the Board, and submit this record to an Auditing Committee appointed by the President at the end of each school year.

The Immediate Past President shall serve as Liaison Officer for a two-year term. S/He shall bring news of the National Council of Teachers of English to members of the Board, provide the National Council with news of the activities and programs of the Council, and perform other duties as outlined in the Handbook for Affiliates published by NCTE.

The Newsletter Editor shall serve a two-year term. S/He produces a quarterly newsletter to be printed and mailed to all Central Council members and interested parties, including the CATE Board.

The Webmaster shall serve a two-year term. S/He shall maintain a website dedicated to Central Council activities with links to relevant sites.

Section 3 - Directors of the Board

Members-at-large of the Board shall serve for a 2-year term. It shall be the duty of the Members-at-large to attend regularly called meetings of the Board, participate on at least one Committee of the Board and Council, advise the President, suggest the program for the year, and generally guide and conduct the affairs of the Council. At least one person from each of the five instructional levels (elementary, junior high/middle school, high school, community college, and college or university) of English teaching shall be on the Board at all times. Whenever possible, nominees for Member-at-large shall be in accordance with NCTE Guidelines.

Section 4 - Regular Meetings

The number of regular meetings shall be approved by the Board.

Section 5 - Approval of Emergency Action

If in the judgment of any officer Board Member, or Committee Chair of the council it becomes necessary or appropriate to seek emergency approval for any Council action at a time when it is inconvenient or impossible to call a meeting of the Board, such action shall, with the approval of the President, be submitted by e-mail, mail or by phone, when necessary, for the consideration of the entire membership of the Board. If, within seven days of the mailing of such a request or after telephoning, not more than two dissenting opinions are expressed, the action shall be considered approved. If the action is not approved, it shall be deferred until the next meeting of the Board.

Section 6 - Election

Members-at-large shall be elected by a postal ballot prepared by the Immediate Past President and ratified by the Board. The Board shall see to it that the members of the Council are provided a choice of candidates for each opening on the slate of officers, and they shall insure that choices of Members-at-large are offered to provide the Board with representatives proportional to both the geographical distribution and instructional levels making up the membership of the Council at large. Normally, the nominations shall be made at a winter meeting of the Board. The ballot shall be sent to the members of the Council in April. New officers and Members-at-large assume office on June 15.

Section 7 - Vacancies on the Board

In the event of a vacancy of office on the Board, it shall be the duty of the President to confer with current officers of the Board to propose a replacement who shall serve for the remainder of the President's term office. The name of the proposed replacement shall be submitted to the entire Board either at its next -scheduled meeting or through the provisions of Article VI, Section 5 of this

Constitution.

Section 8 - Ex-Officio Members

To aid in the administration of Council activities, the President may, with the approval of the Board, appoint ex-officio members to the Board of Directors. Such ex-officio members shall hold office until the President's term expires.

Article VII Delegates to the Executive Board of CATE

Section 1 - Representatives

The President shall represent the Council on the Executive Board of CATE.

Section 2 - Alternative Representatives

If the President is unable to attend any meeting of the CATE Executive Board, the President shall appoint an alternate.

Article VIII Delegates to the NCTE Convention

The Board of Directors may, by majority vote, send the NCTE Liaison Officer and/or other representatives as delegates to the annual convention of the National Council of Teachers of English.

Article IX Amendments to the Constitution

The Constitution may be amended at any general meeting of the Council by a two-thirds majority vote of those present: or it may be amended by a ballot mailed to the general membership, a two-thirds majority vote of the returned ballots being necessary for adoption of the amendment. Written notice of a proposed amendment shall be sent to the members in advance of the general meeting of the membership at which action is to be taken on the amendment. Alteration of the proposed amendment may be made with the approval of a two-thirds vote of those present. In the case of amendment by mail, proposed amendments must be mailed at least one month prior to the date specified for return of the ballots.

Adopted March, 1969; revised Spring 1973; revised Winter 1985; revised May, 1987, revised Spring 1992, revised Spring 1999; revised Spring 2005.

PAGE

PAGE 1