

SOUTHLAND COUNCIL OF TEACHERS OF ENGLISH (SCTE)

CONSTITUTION

Article I. Name

This organization shall be known as the Southland Council of Teachers of English or SCTE.

Article II. Purposes

The purpose of this organization shall be (A) to offer opportunities for sharing effective ways of teaching the English language arts and of improving teaching skills; (B) to provide opportunities for the examination and evaluation of professional ideas and problems, (C) to foster study, investigation, and research in language arts education; and (D) to work in cooperation with the California Association of Teachers of English and the National Council of Teachers of English.

Article III. Membership

Section 1.

Any person engaged in, preparing for, or otherwise interested in the teaching of the English language arts in the public, private, and charter schools of California at any level may become a member by payment of annual dues.

Section 2.

The membership year shall be one calendar year from date of membership. Membership in the Southland Council of Teachers of English automatically confers membership in the California Association of Teachers of English.

Section 3.

For the purposes of promoting the professional aims of the English teacher as stated in this constitution, any group of members of the Southland Council who signify a wish to do so may become a chapter of the Council if chartered by the Board of Directors of this Council.

Section 4.

The Southland Council of Teachers of English (SCTE) is an affiliate of the California Association of Teachers of English (CATE) and the National Council of Teachers of English (NCTE).

Article IV. Officers and Board of Directors.

Section 1.

The officers shall be a president, a vice-president, an immediate past president, a secretary, and a treasurer.

Section 2.

The board of directors shall consist of the officers, between two and six elected members at large, the membership chairperson, and the communications chairperson. Additionally, if SCTE has approved chapters, then an elected officer of each chapter will serve on the SCTE board of directors. All members of the board shall be current members of SCTE and CATE. Since SCTE is an affiliate of NCTE, all board members must be members of NCTE.

Section 3.

The president shall be elected by the membership at the Annual Meeting in odd-numbered years. To be eligible for nomination for the office of president, the nominee(s) must have served on the board of directors for at least one full year.

Section 4.

The vice-president shall be elected by the membership at the Annual Meeting in odd-numbered years.

Section 5.

The secretary, treasurer, and the membership chairperson shall be elected in even-numbered years by the elected members of the board of directors, including the immediate past-president.

Section 6.

Up to three members at large shall be elected by the membership in odd-numbered years, and up to three in even-numbered years, by the elected members of the board of directors, including the immediate past president. (Previously – “four members”)

Section 7.

The policy/legislative representative, the communications chairperson, and other chairpersons deemed important to achieving the aims of the organization, shall be appointed by the president, with approval by the board of directors (or executive committee if time does not permit full board approval)

Section 8.

All officers and other members of the board, except ex-officio (those serving on the board by virtue of holding another office) , shall be elected for two-year terms, and each may serve up to two consecutive terms in that office. If an officer or chairperson resigns/vacates his/her office or position prior to the end of the term of office, the president will appoint a replacement to serve until the next election of that position.

Article V. Duties of officers and Board of Directors

Section 1.

The **president** shall preside at all meetings of the board of directors and of the council. He/she may serve as an ex-officio member of any body created by the board of directors, except the nominating committee. At the request of the board, he/she shall appoint special ad hoc committees. He/she shall serve as an executive officer of SCTE and shall be responsible for matters needing immediate consideration between meetings of the board. He/she shall be a director from SCTE to the board of directors of CATE and represent SCTE at CATE board meetings. He/she shall also represent SCTE in meetings and conferences of NCTE.

Section 2.

The **vice-president** shall, in the absence of the president, perform the duties of the president. In addition, he/she shall recommend appropriate chairpersons and members for committees responsible for SCTE programs and shall act as coordinator of programs and as liaison between the board and any program committees. She/he will also serve as the conference chair. Whenever a second director from SCTE is authorized, he/she shall serve as a liaison to CATE and NCTE and shall represent SCTE at CATE and NCTE board meetings and other functions.

Section 3.

The **immediate past-president** shall serve as the chairperson of the nominating committee and direct the publication of the slate of officers to the membership. He/she will be in charge of nominating SCTE candidates for CATE awards, with input from the SCTE Board of Directors. Whenever a third director from SCTE is authorized, he/she or his/her designee shall represent SCTE to the board of directors of CATE and NCTE.

If the immediate past president is not available to assume the duties described, the president may appoint another past president to assume those duties. If no other past presidents are available to assume those duties, the president may appoint a member at large to this position.

Section 4.

The **secretary** shall keep a record of the proceedings of all meetings of SCTE and of its board of directors, shall have custody of all such records and written correspondence of/to the SCTE board of directors, and shall pass those documents on in good order to his/her successor. The secretary shall maintain an updated board roster and shall keep the most recent copy of the Constitution to provide upon request and to incoming board members.

Section 5.

The **treasurer** shall receive, deposit, and disburse all monies and shall report on the financial status of the organization at each meeting of the board and shall provide a summary report of the year at the annual (spring) meeting. He/she shall make disbursements only upon authorization of the president or the board or in accordance with the budget adopted by the board. He/she shall annually submit his/her books for audit to an auditing committee appointed by the president at the end of the fiscal year and shall file any necessary financial reports as requested by CATE. The treasurer shall develop and present a recommended budget to the board of directors at the first meeting of the board after the annual (spring) meeting. Generally, this budget presentation will be made in the June meeting.

Section 6.

The **membership chairperson** shall be responsible for reporting membership figures to the board, for encouraging new membership, and for encouraging continued membership.

Section 7.

The **communications chairperson** shall be responsible for regular and special publications of the council, excluding the fall conference flyer, unless mutually agreed upon by the vice president. He/she will be responsible for electronic and other communication with members (e-mail, etc.) and with the posting of information electronically, including the council's website.

Section 8.

The **members-at-large**, representing different instructional levels and geographic areas, when possible, shall serve on the conference committee, assist with conference registration, and carry out duties related to conference completion. They shall also attend scheduled meetings and assist with assignments, as requested by the president.

Section 9.

The **policy/legislative representative** shall monitor important English language arts legislation, recommend appropriate SCTE responses to current issues, help to formulate policy, and suggest resolutions for CATE consideration. This representative shall contribute timely articles of importance electronically and/or present them at board meetings.

Section 10.

The **publisher's liaison** shall be appointed by the president, with the board approval, for a period of two years. He/she shall obtain exhibits of instructional and other materials of interest to English teachers for conferences and be responsible for communications and exhibit arrangements, including any give-away items at conferences. He/she shall obtain paid advertising, as appropriate, for SCTE publications.

Section 11.

The **board of directors** shall have the general supervision of all the interests of the council and shall establish a budget and authorize the payment of bills. In case of a vacancy in any office or in the board of directors, the president shall appoint a replacement to serve until the next election.

Article VI. Committees

Section 1.

The **Executive Committee** of the board of directors shall consist of the president, the vice-president, the immediate past president, the secretary, the treasurer. The executive committee shall meet – in person, via phone, or electronically – when called upon by the president or when requested by three of its members and shall act for the board of directors in emergencies between meetings of the board.

Section 2.

The **nominating committee** shall consist of the immediate past president, as member and chairperson, and two other SCTE members, only one of whom may be an elected board member.

Section 3

Other committees: The board shall appoint such special and ad hoc committees and such commissions and task forces as it shall deem appropriate and shall specify the composition, tasks, and terms of service for such bodies.

Article VII. Meetings

Board of directors

- a. The SCTE board of directors shall hold regular meetings at least four times a year, in August, October, December/January, March/April, and/or June
- b. Special meetings of the Southland Council may be called by the president or by a majority of the board of directors.

Article VIII. Nominations and Elections

Section 1.

Nominations

- a. The nominating committee shall prepare and publish (in paper or electronic form) to the membership at least seven weeks before the annual/spring meeting a slate of candidates for offices and board members whose term is up for election. When possible, the slate shall include at least two candidates for each vacancy.
- b. Any twenty (20) members of SCTE may nominate candidates for any open elective position by signing a nominating petition and submitting it to the nominating committee within four weeks before the annual/spring meeting. (Previously: six weeks)
- c. The nominating committee shall send to all members, at least two weeks before the annual meeting, ballots including the names of all nominees submitted by the nominating committee and contained on ballot petitions. Marked ballots must be returned to the nominating committee prior to the annual meeting.

Section 2.

Elections

- a. The immediate past president may select two SCTE members, only one of whom can be a member of the board or a candidate on the current ballot, and together, the three nominating committee members shall conduct the election. The administration of run-off elections shall be the responsibility of the nominating committee. (Previously, neither can be a member of the board or nominating committee)
- b. Only SCTE members may vote in the election, and voting may occur through paper and/or electronic balloting. Officers will be elected through majority— a majority of the votes that are cast.
- c. In the event that a candidate is not available for any office, members of the executive board are empowered to solicit volunteers, and the president may appoint a volunteer to the office. (Previously: members and president could solicit and appoint)
- d. New officers and board members shall assume office at the first board meeting after the election, generally the June meeting.

Article IX. Quorums, Parliamentary Authority, and Fiscal Year

Section 1.

Quorums

- a. Those members of SCTE present shall constitute a quorum of any meeting of the council.
- b. Five members of the board of directors – – in person or via electronic media – shall constitute a quorum for any meeting of the board of directors.

Section 2.

Parliamentary authority: The rules contained in *Robert's Rules of Order, Revised*, shall govern the council in all cases in which they are applicable and in which they do not conflict with this constitution.

Section 3.

Fiscal year: The fiscal year shall be July 1 through June 30.

Article X: Requirements to be exempt as an Organization described in section 501(c)(3)a of the Internal Revenue Code

Section 1.

This organization is organized exclusively for charitable, religious, educational, or scientific purposes, including, for such purposes, the making of distributions to organizations that qualify under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 2.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Section 1 hereof and in Article VIII of the By-Laws of this constitution.

Section 3.

No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Section 4.

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 5.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article XI. Amendments

This constitution may be amended by a two-thirds vote of the members casting ballots. Amendments may be proposed for adoption by two methods: (1) a two-thirds vote of the board of directors, or (2) a petition signed by 25 members of SCTE. Petitions must be submitted to the board of directors at least four weeks prior to the annual/spring meeting. The board of directors shall submit to all members of SCTE, at least two weeks before the annual meeting, a ballot containing all proposals for constitutional amendment. Marked ballots – electronic or non-electronic, must be returned to the elections committee to be counted prior to the annual meeting.

If the board of directors votes to make a revision to the Constitution at a different time during the year, the proposed changes must be submitted to the membership for balloting at least two weeks prior to the voting deadline, and other rules outlined above must be followed.

Constitution adopted: August 2013
(Approved by Board; Submitted to Membership through mailing and posting on website, no comments)