

BYLAWS OF THE
NORTH DAKOTA
COUNCIL OF TEACHERS OF ENGLISH

**ARTICLE I
Name and Affiliation**

Section 1 **Name and Area Served:**
The council shall be called the North Dakota Council of Teachers of English (NDCTE) serving the area of North Dakota and affiliated with the National Council of Teachers of English (NCTE).

**ARTICLE II
Objectives**

Section 1 **Objectives:**
The North Dakota Council of Teachers of English shall be a professional organization for individuals who are genuinely concerned with the development of the English language. The group shall strive to support the state standards and benchmarks and improve the quality of English instruction at all levels.

1. To stimulate the growth and development of English teachers through membership in NDCTE.
2. To facilitate dialogue among English educators across the state.
3. To serve as a resource to individual teachers or groups of teachers.
4. To stimulate and promote research.
5. To monitor and improve English/Language Arts instruction.
6. To foster involvement in legislation about reading, writing, and other language arts instruction.
7. To sponsor conferences and meetings that highlight best practices.
8. To emphasize the contributions of individual teachers.

**ARTICLE III
Membership and Dues**

Section 1 **Eligibility:**
Membership shall be open to all interested in furthering the objectives of the Council.

Section 2 **Membership:**
Membership, which shall become effective in August, offers the following options:

Elementary \$20	Middle School \$20
High School \$20	University \$20
Student Teacher \$10	Retired \$10

Section 3 **Dues:**
The Board of Directors, with the approval of the assembly, shall set the dues. Dues are payable to the treasurer/membership chair for the fiscal year beginning in August. Membership in the National Council of Teachers of English will be strongly recommended.

Section 4 **Arrears:**
The treasurer/membership chair will notify any member who has not paid by August 1. If the dues have not been paid by the middle of the fiscal year, the member become inactive and privileges of voting, holding office, and receiving publications are suspended. The member shall then be dropped from the roll. Reinstatement may occur on the payment of full dues for the year in which the application for reinstatement is made.

Section 5 **Policy on Involvement of People of Color:**
It is the policy of the North Dakota Council of Teachers of English to demonstrate sensitivity to the concerns of a diverse population and to make sure they are represented on Council-sponsored

programs. Whenever possible, NDCTE will undertake the following actions: to include a diverse population on appointed commissions, boards, committees, task forces and other groups; to include a diverse population among leadership of the above groups; to include a diverse population among the nominees presented by the nominating committee; to include in NDCTE conventions and workshop sessions dealing with interests of a diverse population and using as consultants practicing teachers of a diverse population from the levels of instructions concerned; to include a diverse population in verbal and visual materials intended to represent or describe NDCTE; and to include a diverse population as targeted groups in any recruiting efforts.

ARTICLE IV Executive Board

- Section 1 Officers:**
The elected officers of the Council shall be the president, president-elect, secretary, communications director, and directors from the northwest, southwest, northeast, southeast, and a member at large. Any member of good standing is eligible to be an officer. The treasurer/membership chair shall be appointed by the executive committee or Board of Directors and will serve two year terms.
- Section 2 Term of Office:**
The term of office for each elected position shall be two years. The president-elect shall then automatically succeed the office of president for on two-year term. Officers may serve additional terms.
- Section 3 Election:**
The election of officers shall be held each year at the summer conference. Election of northeast and southwest directors shall be in odd years, and election of northwest, southeast and member at large shall be in even years.
- Section 4 Duties of the Past President:**
The past president shall serve as the NCTE Liaison, shall complete the NCTE Affiliate Report, shall assist in planning the NDCTE Conferences, and shall chair the nominating committee. The past president shall also serve as the Historian. The Historian will archive board, committee and membership meetings.
- Section 5 Duties of the President:**
The president shall act as the executive officer of the Council. The president shall preside at all meetings of the Council, act as chairman of the Board of Directors and Executive Committee, exercise general leadership and supervision over the affairs of the Association by implementing its purposes, assist in planning NDCTE Conferences, and fulfill such duties as assigned by the Board of Directors.
- Section 6 Duties of the President Elect:**
The president-elect shall serve as an ex-officio member of the Board of Directors and as a chairperson of the Program Committee for the annual conference and shall fulfill such other duties as are assigned by the Board of Directors. The president-elect shall assume the duties of the president in the event of absence, incapacity, or resignation of the president. Should the office of president become vacant, the president-elect shall become president immediately and shall serve the remaining portion of the president's term. In addition, the president-elect will serve as the NDCTE representative when requested at the state level.
- Section 7 Duties of the Secretary:**
The secretary shall maintain records and correspondence including bylaws and fulfill additional duties as assigned by the Board of Directors.
- Section 8 Duties of the Treasurer/Membership Chair:**

This position shall share custody of the funds of the Association with the president, collect dues and other money due the Council, prepare a yearend report to be presented to the Board, and fulfill such duties as assigned by the president.

Section 9 **Duties of the Directors:**
The NDCTE Directors shall support the Council by attending and presenting at conferences, writing articles for the newsletter, and recommending and arranging speakers for the conferences. The Member at Large shall be responsible for the NDCTE Distinguished Service and Teacher of the Year Awards.

Section 10 **College Representative**
A member of the ND University System will be appointed by the NDCTE Board in odd years. This person shall serve a two-year term, during which he/she should encourage membership among university staff and shall serve as a liaison, regularly informing NDCTE of university issues and concerns.

Section 11 **Communications Director**
Each year the director is responsible for publishing and sending ~~four~~ at least three editions of the NDCTE Newsletter to the membership and overseeing the NDCTE website. This person will work closely with the President and the Directors to keep the membership abreast of coming activities, minutes, and issues of concern to language arts teachers.

Section 12 **Support for the Learning and Teaching of English (SLATE) Representative**
A member will be appointed by the NDCTE Board in even years. This person shall serve a two-year term, during which he/she should seek to influence public attitudes and policy decisions affecting the teaching of English language arts at local, state, and national levels. The SLATE Representative will oversee the selection of the Linda S. Christenson Literary Scholarship recipient.

Section 13 **Vacancies:**
In the event of a vacancy, the Board of Directors shall fill the vacancy until the next regular election.

ARTICLE V

Board of Directors

Section 1 **Function:**
The Executive Board shall exercise general supervision over the property and affairs of the Association. It shall have the power to administer the affairs of the Council between meetings and shall report its actions to the membership for approval.

Section 2 **Composition:**
The Board of Directors shall consist of one member from the NW, NE, SW, and SE sections of the state and a member at large.

Section 3 **Meetings:**
The Board of Directors shall meet before the Summer Conference and any other time the President deems necessary.

Section 4 **Quorum:**
Fifty-five percent of the Board will constitute a quorum.

Section 5 **Business Between Meetings:**
Because regular travel for meetings is not feasible, the president is authorized to keep directors informed by the most effective means of communication. The president shall assure that all

members receive information concerning important decisions that must be made between meetings and that all correspondence is recorded by the secretary and presented at the next official meeting.

- Section 6** **Budget:**
The treasurer shall prepare a yearend report for the NDCTE Affiliate report and shall present it to the Board of Directors for approval.

ARTICLE VI Assembly

- Section 1** **Composition:**
The assembly shall consist of the Board of Directors and all other members of the Association.
- Section 2** **Function:**
The assembly shall be the legislative body of the North Dakota Council of Teachers of English and shall have full power and authority over the affairs of the Association.
- Section 3** **Quorum:**
A quorum shall consist of twenty percent of those eligible to vote in the assembly.
- Section 4** **Meetings:**
The assembly of the council shall meet once a year on a date set by the Board of Directors. The president shall notify the assembly of the date, time and place of the annual meetings at least two weeks in advance.

ARTICLE VII Nomination and Election of Officers

- Section 1** **Election:**
All positions shall be elected at the Summer Conference.
- Section 2** **Nominating Committee:**
The Nominating Committee shall be composed of the past president as chair and two members appointed by the president. The Committee shall prepare a slate of nominees. Each nominee must be a member of NDCTE.
- Section 3** **Mode of Election:**
The Nominating Committee, after receiving the slate of nominees two months prior to the annual meeting shall prepare list of nominees for each office and give a brief vita for each nominee. This information shall be included in the newsletter mailed to all members in good standing at least three weeks prior to the annual meeting. Members shall vote using official ballots. The Nominating Committee shall meet after the polls are declared closed to tally the results. The nominee receiving the largest number of votes shall be declared elected to the office for which he/she was the nominee. The chairperson of the Nominating Committee shall notify the newly elected officers of their election and then announce the results of the election to the assembly before adjournment for the annual meeting. The president shall be responsible for reporting the newly elected officers to NCTE headquarters.

ARTICLE VIII Committees

- Section 1** **Bylaws Committee:**
The Board of Directors shall annually study the bylaws to determine if they are meeting current, as well as, foreseeable needs.

**ARTICLE IX
Amendments**

- Section 1 Amendments:**
Amendments to the bylaws shall be proposed by: 1) a quorum of the Board of Directors; 2) the Bylaws Committee; or 3) a majority of the voting members present at a meeting of the Association. Amendments may be adopted by the affirmation of two thirds of the members present at a meeting of the Association, providing a quorum has been declared. The amendments must have been presented at a previous meeting, and/or the proposed amendments circulated to each voting member at least thirty days in advance of the meeting at which the voting is to take place.
- Section 2 Incorporation:**
Amendments adopted shall be incorporated into these bylaws. Copies of amended bylaws shall be sent to NCTE.

**ARTICLE X
Representation at NCTE Meetings**

- Section 1 Representation at NCTE Meetings:**
Representation of the North Dakota Council of Teachers of English at the Delegates Assembly of the National Council of Teachers of English shall be in every odd numbered year and representation at the NCTE Affiliate Leadership Meeting shall be in every even numbered year.

**ARTICLE XI
Awards**

- Section 1 Linda S. Christenson Literary Scholarship**
A \$500 scholarship will be awarded annually to an English/Language Arts teacher who is in his or her first two years of teaching in North Dakota. Applicants need not be a member of NDCTE. The scholarship will be awarded based on a letter of recommendation from one teacher or administrator and a personal essay written by the nominee on a topic provided by the NDCTE Board.
- Section 2 NDCTE Teacher of the Year Award**
The NDCTE Board will annually select a Teacher of the Year. The teacher must be a member in good standing of NDCTE. The selection will be based on a colleague or administrator completing a nomination and letter of reference
- Section 3 NDCTE Service to the Profession**
The NDCTE Board will grant Service to the Profession Awards as needed. This award recognizes a person, business, or organization that provides support to NDCTE in an extraordinary capacity. The recipient need not be a member of NDCTE.
- Section 4 Disaster Relief Fund Recipient**
The NDCTE Board will award Disaster Relief Fund monies as needed. Recipients must be a member in good standing of NDCTE. Recipients can either be nominated or apply. An application form will be provided by the Board.

**ARTICLE XII
Parliamentary Procedure**

The rules contained in Robert's Rules of Order shall govern the proceedings of this Council.