



# Michigan Council of Teachers of English

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## Constitution, Bylaws, and Job Descriptions

CONSTITUTION  
April 23, 2005

**ARTICLE I: Name Purpose**

1. The name of this organization shall be the Michigan Council of Teachers of English.
2. The purpose of this organization, an affiliate of the National Council of Teachers of English, shall be to promote the better teaching of English Language Arts in the State of Michigan.

**ARTICLE II: Membership**

1. Membership in the Council shall be open to all persons engaged in teaching or supervision of English Language Arts at any school level in the State of Michigan and to all others interested in the improvement of such teaching.
2. Only members whose current dues are paid shall be in good standing and entitled to hold office.

**ARTICLE III: Officers**

1. The officers of the Council shall be the President, President-elect, Vice-President, Past-President, Secretary-Treasurer, College Section Chair, Secondary School Section Chair, Middle School Section Chair, and the Elementary School Section Chair.
2. The President-Elect and the Vice-President shall be elected annually in the spring and shall serve in their designated offices for one year, beginning July 1.
3. The Vice-President, upon approval of the Executive Board, shall be elected to subsequently assume the office of the

President-Elect, President, and Past-President. In the event that anyone in the presidential succession cannot assume the office, the Executive Board shall appoint an interim officer for the non-expired term.

4. The Secretary-Treasurer shall be elected for a three-year term. This term may be renewed.
5. Four Section Chairs representing college, secondary school, middle school, and elementary school interests, shall be elected biannually and shall serve in their designated offices for two-year terms, beginning July 1. Terms may be renewed.
6. If an opening appears on the Executive Board or the Executive Committee during the year, the President shall appoint someone to fill the term with the approval of the Executive Committee.
7. Duties and responsibilities of the officers and operational policies and procedures of the Council shall be described in a handbook approved by the Executive Committee.

**ARTICLE IV: Executive Board**

1. There shall be an Executive Board consisting of the President, who shall act as its Chair, the President-Elect, the Past-President, the Vice-President, the Secretary-Treasurer, the College Section Chair, the Secondary School Section Chair, the Middle School Section Chair, the Elementary School Section Chair, and the Urban/Diversity Section Chair.
2. The Executive Board is responsible for matters of budget and annual audits of all accounts.
3. The Executive Board is responsible for matters of policy and administration.
4. Only members of the Executive Board may vote at Executive Board Meetings.

**ARTICLE V: Executive Committee**

1. There shall be an Executive Committee consisting of the President, who shall act as its Chair, the President-Elect, the Past-President, the Vice-President, the Secretary-Treasurer, the College section Chair, the Secondary School Section Chair, the

Middle School Section Chair, the Elementary School Section Chair, the Editor(s) of *The Michigan English Teacher*, the Editor(s) of *The Language Arts Journal of Michigan*, SLATE representative, Public Relations Chair, Regional Coordinators, Michigan Youth Arts Festival (MYAF) Liaison (*ex officio*), Michigan Department of Education (MDE) Liaison (*ex officio*), and Membership Chair.

Committee Chairs may be invited to meetings, as guests, at the discretion of the President and/or the Executive Committee.

2. Only members of the Executive Committee may vote at Executive Committee meetings. In those instances of shared positions (co-coordinators, co-editors) each position shall have but one vote.
3. All members of the Executive Committee shall be members of the National Council of Teachers of English.

**ARTICLE VI:           Nomination and Elections**

1. There shall be a Nominations Committee, consisting of the Past-President as Chair and two other Executive Committee members appointed by the President.
2. It shall be the function of this committee to nominate a slate of officers for each of the positions open on the Executive Committee for the annual election. Every effort shall be made to alternate the nominees between college and public school teachers.
3. Suggestions for nominees shall be sent to the Nominations Committee no later than April 1.
4. Nominees to these offices shall be MCTE and NCTE members in good standing.
5. Officers shall be elected by a majority vote of the Executive Committee.

**ARTICLE VII:         Meetings**

1. There shall be one general meeting each year known as the Annual Meeting. It may be held as part of the Fall Conference or at a time and place designated by the

President. Information about the agenda shall appear in the *Michigan English Teacher*.

2. The Executive Board shall meet in June to review the previous fiscal year and to approve a budget for the coming fiscal year. The budget may be reviewed and revised by the Executive Board at any time during the fiscal year.
3. The Executive Committee shall meet at regularly scheduled meetings from September through May.
4. The President-Elect shall organize an annual summer retreat at a time and place determined by the President-Elect.

**ARTICLE VIII: Fiscal Policies**

1. The fiscal year shall begin on July 1 and end on June 30.
2. Neither the Council nor any officer or committee shall contract any indebtedness without the approval of the Executive Board.
3. Membership dues shall be set by the Executive Board and shall be approved by a majority of those attending the Annual Meeting.

**ARTICLE IX: Requirements to be exempt as an Organization described in section 501 (c) (3) of the Internal Revenue Code.**

1. Said 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©(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
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 Article I of this constitution.

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.
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.
5. Upon the dissolution of the organization, assets shall be distributed for one or more accepted 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 National Council of Teachers of English. 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 X: Policy on Involvement of People of Color**

1. The Michigan Council of Teachers of English shall be committed to demonstrating a sensitivity to the concerns of people of color and, therefore, involving them in all Council activities.
2. People of color refer to historically underrepresented groups—African Americans, American Indians, Asian Americans, and Hispanics/Latinos, among others.
3. To this end, the Michigan Council of Teachers of English shall:
  - a. Include people of color on the Executive Committee;

- b. Include people of color among nominees for committees wherever they are available and their interest prevails;
  - c. Include in the Fall Conference and workshops leaders or consultants from practicing teachers of color from appropriate levels of instruction;
  - d. Include people of color in any verbal and visual materials used to represent the Michigan Council of Teachers of English; and
  - e. Include people of color as targeted groups in all recruiting efforts.
4. The intent of this policy shall be construed to mean that the Michigan Council of Teachers of English shall provide opportunities for all people of color to become active in all aspects of the Council contingent upon their availability and expressed interest.

**ARTICLE XI: Amendments**

1. Amendments to the Constitution shall be reviewed and recommended for approval by the Executive Committee and included as part of the agenda for the Annual Meeting.
2. Approval of amendments shall require a simple majority vote of those members present at the Annual Meeting.

## BYLAWS

### ARTICLE I: **Committees**

1. The Standing Committees of this organization shall be, in addition to the Executive Board and the Executive Committee, the Membership Committee, and the Fall Conference Committee.
  - a. The Membership Committee shall consist of the Membership Chair as Chair, the Secretary-Treasurer, and other appointed members to sufficiently promote membership.
  - b. The Fall Conference Committee shall consist of the President and President-Elect as Co-Chairs, the Vice-President, and other members as appointed.
2. The President, on the advice of the Executive Committee, shall create such other Standing and temporary committees as are deemed necessary to carry out the work of the Council. The President shall appoint the Chairs of those various committees with the approval of the Executive Committee.
3. The President shall appoint no person to represent the MCTE who is not already a member.
4. Upon the request of the President, the Chairs of all committees shall submit written Annual Reports no later than May 1.

### ARTICLE II: ***The Michigan English Teacher***

1. A publication entitled *The Michigan English Teacher (MET)* shall be published on a regular basis and distributed to the membership.
2. The President, with the approval of the Executive Committee, shall appoint the Editor(s) for a two-year term. This term may be renewed.
3. Upon the request of the President, the Editor(s) of the (*MET*) shall submit a written Annual Report not later than May 1.
4. The *MET* Editor(s) shall submit a written budget request to the President not later than May 1 for approval by the Executive Board.
5. The *MET* Editor(s) shall serve on the Executive Committee.

### ARTICLE III: ***The Language Arts Journal of Michigan***

1. The publication entitled *The Language Arts Journal of Michigan (LAJM)* shall be published twice a year with a spring and fall issue and distributed to the membership.
2. With the approval of the Executive Committee, the President shall appoint the Editor(s) and the Editorial Board of the *LAJM* for a two-year term. This term may be renewed.
3. The Editor(s) shall submit a list of members for the Editorial Board for appointment by the Executive Committee.
4. Upon the request of the President, the *LAJM* Editor(s) shall submit a written Annual Report not later than May 1.
5. The *LAJM* Editor(s) shall submit a written budget request to the President for approval by the Executive Board not later than May 1
6. The *LAJM* Editor(s) shall serve on the Executive Committee.

**ARTICLE IV: Regional Coordinators**

1. With the approval of the Executive Committee, the President shall appoint Regional Coordinators for a two-year term. This term may be renewed.
2. Upon the request of the President, the Regional Coordinators shall submit a written Annual Report not later than May 1.
3. Regional Coordinators shall serve on the Executive Committee.

**ARTICLE V: Affiliates**

1. Affiliates may be established with the approval of the Executive Committee.
2. The Affiliate may elect an *ex-officio* representative to serve on the Executive Committee.
3. Upon request of the President, the Affiliate shall submit a written Annual Report not later than May 1.

**ARTICLE VI: Members of the NCTE Board of Directors**

1. Based upon the NCTE guidelines, the Executive Committee shall elect representatives to the National Council of Teachers of English Board of Directors.

2. The Vice President shall serve as NCTE liaison as described by the NCTE.

**ARTICLE VII: Quorum**

1. Five members of the Executive Board shall constitute a quorum.
2. One-half of the membership of the Executive Committee shall constitute a quorum. In those instances of shared positions (Co- Coordinators, Co-Editors), only one shall be considered part of the quorum.
3. A simple majority of those present at the annual business meeting shall be sufficient to pass Council business.

**ARTICLE VIII: Standard Authority**

1. Except in cases inconsistent with this Constitution and By-Laws, standard parliamentary rules shall govern the proceedings of this organization.

**ARTICLE IX: Amendments**

1. The Executive Committee shall approve all amendments to these By-Laws and publish the revisions in the *MET*.

**EXECUTIVE COMMITTEE JOB DESCRIPTIONS**

**PRESIDENT**

1. Acts as spokesperson for English teachers in the State of Michigan.
2. Prepares agendas for meetings of the Executive Board and the Executive Committee.
3. Chairs meetings of the Executive Committee and the Executive Board.
4. Appoints Regional Coordinators with confirmation of the Executive Committee.
5. Appoints Committee Chairs with confirmation of the Executive Committee.
6. Appoints representatives to committees and groups outside MCTE.

7. Handles correspondence of a general nature (as opposed to membership information, etc.) regarding MCTE policies, meetings, etc.
8. Requests submission of budget items before the June meeting.
9. Appoints a committee or a CPA to conduct the annual audit of finances.
10. Writes an article for each issue of the MET.
11. Prepares the Annual Affiliate Report for the NCTE.
12. Serves on the NCTE Board of Directors.

### **PRESIDENT-ELECT**

1. Plans all aspects of the Fall Conference, including
  - a. Collecting site data and submitting this information to the Executive Board, contracting with the site for facilities.
  - b. Delegating specific responsibilities for aspects of the conference, including coordination with the College Section Chair, the Secondary School Section Chair, the Middle School Section Chair, and the Elementary School Section Chair.
  - c. Deciding on a theme and major speakers, making contacts and arrangements for speakers and entertainers.
  - d. Planning a preliminary budget and submitting it to the Executive Board.
  - e. Submitting a final report to the Executive Committee following the conference.
2. Serves on the NCTE Board of Directors.
3. Co-chairs with the Vice-President the Professional Recognition Committee.
4. Reports progress of the Fall Conference planning to the Executive Committee at the regularly scheduled meetings.

### **VICE-PRESIDENT**

1. Acts as the liaison with other state professional organizations and the Michigan Department of Education.
2. Works with the Membership Chair to help coordinate activities of the Membership Committee.
3. Serves as the coordinator of the Regional Coordinators.
4. Organizes and facilitates the registration at the Fall Conference.
5. Serves as the MCTE liaison with the NCTE.

### **SECRETARY-TREASURER**

1. Makes periodic membership reports to the Executive Board and the Executive Committee, including
  - a. Maintaining a complete membership file of active and inactive members.
  - b. Conducting an annual mail campaign for renewals by sending a “Dues Statement” on November 1 and a follow-up notice on December 1.
  - c. Transferring to the inactive list all members who failed to pay dues by January 1.
  - d. Notifying the Editor(s) of the MET and the Editor(s) of the LAJM to drop the inactive members from the mailing list.
  - e. Providing the Regional Coordinators and the Section Chairs with mailing lists of active members in their respective regions or sections.
  - f. Depositing all membership monies to the MCTE account.
2. Accounts for all finances of the organization, including
  - a. Collecting, accounting for, and disbursing all monies for the business of the Council according to standard business practices.
  - b. Preparing monthly financial statements for all members of the Executive Board and Executive Committee.
  - c. Providing an annual financial statement for the annual business meeting.
  - d. Preparing the annual budget with the Executive Board.

3. Serves as secretary for the organization, including
  - a. Serving as Secretary to the Executive Board and to the Executive Committee.
  - b. Providing supplies and technical assistance to committee chairpersons and Regional Coordinators.
  - c. Maintaining the record of Council activities.
  - d. Mailing copies of minutes to all members of the Executive Committee and Past-Presidents.

### **PAST-PRESIDENT**

1. Serves on the Executive Board and Executive Committee.
2. Serves as Chair of the Nominating Committee.
3. Invites the Past-Presidents to be guests at the Fall Conference.
4. Organizes and hosts new-teacher events at the Fall Conference.

### **SECTION CHAIRS**

1. Represent the interests of the college, secondary school, middle school, and elementary school membership in the MCTE
2. Encourage and promote membership at the school and college levels.
3. Serve on the Executive Board and Executive Committee.
4. Write articles for the MET according to a pre-arranged schedule.
5. Secondary School Chair serves on the committee to select the Teacher of the Year.

### **EDITOR (S) OF THE *MICHIGAN ENGLISH TEACHER***

1. Submits a yearly budget to the Executive Board.
2. Is responsible for soliciting articles for the MET and for the editing and production of authorized issues of the newsletter.

3. Maintains close ties with the Executive Committee to insure that MET serves as a vehicle for Council announcements and the organization's concerns.
4. Serves as a member of the Executive Committee.

#### **EDITOR (S) OF *THE LANGUAGE ARTS JOURNAL OF MICHIGAN***

1. Submits a yearly budget to the Executive Board.
2. Is responsible for soliciting articles for LAJM and for the editing and production of the authorized issues of the journal.
3. Serves as a member of the Executive Committee.

#### **REGIONAL COORDINATORS**

Duties and responsibilities are outlined in *The Handbook for Regional Coordinators*.

#### **MCTE STUDENT AFFILIATE**

1. Informs the Executive Committee about the activities of the State Student Affiliates.
2. Reports to the State Affiliates the activities and concerns of the Executive Committee.

#### **MEMBERSHIP CHAIR**

1. Recruits and determines ways of maintaining the membership.
2. Makes contacts with teachers that fail to renew their membership.
3. Develops a brochure to show the reasons for joining the MCTE.

#### **MICHIGAN YOUTH ART FESTIVAL LIAISON (Ex-officio)**

1. Prepares annually a budget request for expenses relative to MYAF activities, such as affiliate fee, postage, and writing consultants.
2. Affirms that teachers submitting student materials for awards are members of the MCTE.
3. Keeps the MCTE and the MYAF aware of the issues and activities of each organization.