

# OKLAHOMA COUNCIL OF TEACHERS OF ENGLISH CONSTITUTION ARTICLE I

## Name and Purpose

Section 1. This non-profit organization shall be known as the Oklahoma Council of Teachers of English.

Section 2. The purposes of this organization shall be

to serve as an affiliate of the National Council of Teachers of English,

to promote improvement in the teaching of all phases of the English language and the English language arts at all levels of education,

to stimulate professional development,

to provide opportunity for group study and discussion of problems that confront the English teachers of Oklahoma at all levels of instruction,

to act as a clearing-house in circulating information of value and in keeping teachers posted as to the latest educational movements and findings,

to provide articulation among levels of instruction,

to bring inspirational leaders in the fields of education and communication before the group,

to cooperate with other teacher groups in communication,

to strive for establishment of conditions that will render the efforts of English teachers more effective.

## ARTICLE II

### Membership

Section 1. Anyone who is interested in communication and the teaching of the English language arts (teachers, administrators, parents, students, and librarians), regardless of race, sex, creed, or ethnic background, and who has paid annual dues to the Council is eligible for membership in this organization.

Section 2. Only individual members whose current dues are paid shall be in good standing, entitled to vote, and to hold office in the Council.

Section 3. According to "Criteria for Affiliation" in the Constitution of the National Council of Teachers of English, "All members of the governing board...of the affiliate...shall be members of the National Council."

Section 4. Teachers of subjects other than English may become members by paying annual dues to the Council.

Section 5. Each year the Council, upon recommendation of the Life Membership Committee, may honor one Council member with life membership. Life members are not required to pay annual dues to the Council.

## ARTICLE III

### Officers

Section 1. The elected officers of this organization shall be a President, a President-Elect, a First Vice-President, a Second Vice-President, a Third Vice-President, a Recording Secretary, the Council's NCTE Directors, and an Executive Secretary-Treasurer who shall serve as one of the NCTE Directors permitted the

Council by NCTE.

Section 2. Administration of the Council shall be vested in an Executive Board consisting of the elected officers; the officers of the Elementary, Secondary, and College Sections of the council; and all members of the Council Committees who are appointed by the President with the advice and consent of the Executive Board. All past presidents of the Oklahoma Council of Teachers of English shall be ex-officio members of the Executive Board. Any member of the Council may attend the meetings of the Executive Board.

Section 3. In accordance with Article II, Section 3, all members of the Executive Board shall be members of the National Council of Teachers of English.

Section 4. The elected officers shall direct the work of OCTE in accordance with the policy determined by the Executive Board.

#### **ARTICLE IV**

##### Meetings

Section 1. The annual meeting and the other meetings of the Council shall be held at the time and place designated by the elected officers, with authorization of the Executive Board.

#### **ARTICLE V**

##### Audit

Section 1. At the beginning of his or her term, the custodian of the Council's money, the Executive Secretary-Treasurer, shall make good and sufficient bond selected by the Executive Board and paid for by the Council. She or he shall from time to time, as requested, make reports in writing to the Executive Board, the Budget Committee, and the Auditing Committee. The Executive-Secretary shall be an ex-officio member of the Budget Committee. Books shall be submitted annually to an independent auditor who is approved by the Executive Board.

#### **ARTICLE VI**

##### Amendments

Section 1. Given a quorum, amendments to this constitution may be made by a two-thirds majority of those present at any regular meeting, provided that written notice of the nature of proposed amendments has been given in advance.

#### **ARTICLE VII**

##### Policy on Non-White Minority Involvement

Section 1. The Oklahoma Council of Teachers of English shall include non-white minorities on its appointed commissions, boards, committees, task forces, and other official groups.

Section 2. The OCTE shall include minorities among the nominees presented by each nominating committee.

Section 3. In its convention, the OCTE shall include workshop sessions dealing with minority issues and using as leaders or consultants practicing minority teachers from the levels of instruction concerned.

Section 4. The OCTE shall include minorities in verbal and visual materials intended to represent or describe OCTE.

Section 5. The OCTE shall include minorities among targeted groups in any recruiting efforts.

Section 6. The OCTE shall as an organization and by individual members make an effort to see that the literature of minority cultures is taught in the public and private schools in Oklahoma by encouraging and informing teachers and administrators of appropriate titles for inclusion. They shall encourage publishers to include more works of minorities in textbooks, along with history of the minority culture contributing to the literature itself.

Section 7. The intent of this policy should not be construed to mean every subcommittee within a commission, board, committee, task force, convention program, or other official group shall include a minority member.

#### **ARTICLE VIII**

##### **Affiliation**

Section 1. Affiliation of this Council with the Nation Council of Teachers of English shall be maintained by carrying out the policies of the National Council of Teachers of English and by payment of annual dues to NCTE. These dues shall be paid from the funds obtained from membership fees.

#### **ARTICLE IX**

##### **Non-Profit Status**

Section 1. The Oklahoma Council of Teachers of English is a non-profit organization according to conditions set forth under Section 501 (c) (6) of the Internal Revenue Code of 1954.

Section 2. The Oklahoma Council of Teachers of English shall not carry on any other activities not permitted to be carried on by a non-profit corporation exempt from Federal income tax as set forth in Section 1, Article XI, of this document.

Section 3. Upon dissolution of the Oklahoma Council of Teachers of English, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be given to the National Council of Teachers of English Research Foundation which is organized and operated exclusively for educational purposes and which has established its tax-exempt status under Section 501 (c) (6) of the Internal Revenue Code.

Section 4. No part of the net earnings of OCTE shall ever be for the benefit of or distribution to its members, officers, or other private persons, except that OCTE shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in accordance with the exempt purposes for which it was formed.

#### **ARTICLE X**

##### **Provision for By-Laws**

Section 1. By-laws shall be reviewed and revised every two years on the even year.

Section 2. By-laws may be proposed by the elected officers or by any member at a regular business meeting.

Section 3. Proposed by-laws may be approved by a two-thirds majority of those present at any regular meeting, provided that written notice has been given in advance.

### **BY-LAWS**

#### **ARTICLE I**

## Membership Dues

Section 1. Annual dues for regular membership shall be twenty-five dollars (\$25) per year. Membership shall be from twelve months from the date of payment.

Section 2. The dues for a student membership shall be eight dollars (\$8) per year.

Section 3. Special assessments may be levied by a majority of the members present at the annual business meeting.

## ARTICLE II

### Elections

Section 1. The President, President Elect, First Vice President, and Second Vice President, Recording Secretary, and one two-year member to the Board of Directors to the National Council of Teachers of English shall be elected each year at the annual business meeting. Every third year the Executive Secretary-Treasurer shall be elected at the annual business meeting. Every third year the Executive Secretary-Treasurer shall be elected by the membership.

Section 2. A slate of nominees shall be prepared by the nominating committee for the general membership. Other nominations may be made from the floor. Efforts shall be made to solicit names of minority candidates who are willing to run for office. There should be an attempt to represent all teaching levels within the slate of officers.

Section 3. Officers shall assume their new duties on the first day of June following the election.

## ARTICLE III

### Quorum

Section 1. One-fourth of the total membership of the Executive Board shall constitute a quorum for the conduct of Executive Board business, but at no time shall a lack of quorum prevent those present from proceeding with the discussion of business as outlined in the agenda.

Section 2. One-fourth of the total membership shall constitute a quorum for the conduct of business at any general meeting, but at no time shall the lack of quorum prevent those present from proceeding with the agenda as outlined.

## ARTICLE IV

### Standard Authority

Section 1. The rules contained in *Roberts Rules of Order Revised* shall govern the council in all cases to which they are applicable, and in which they are not inconsistent with the constitution and by-laws of the Council.

## ARTICLE V

### Committees

Section 1. General committees of the Council shall be appointed by the President as standing committees or short-term committees to carry on activities at one or more levels of instruction. Such committees shall report at designated times to the Executive Board of the Council.

## ARTICLE VI

## Programs

Section 1. The schedule of programs of the Council shall include programs of the general sessions, an annual business meeting, and the Elementary, Secondary, and College Section meetings at the Spring Convention and a Fall Luncheon.

## ARTICLE VII

### Official Publications

Section 1. The official publications of the Council shall be the *OCTE Exchange* (newsletter), the *Oklahoma English Journal*, and the *Young Writers Anthology*.

## ARTICLE VIII

### Duties of the Officers

Section 1. The President, the Recording Secretary, and the Executive-Secretary shall conduct the business of the Council and perform other duties by using *Roberts Rules of Order Revised*.

Section 2. All officers shall be members of OCTE and NCTE.

Section 3. Officers shall follow the guidelines as prescribed in the following items:

### THE PRESIDENT

The President is to furnish leadership and to coordinate activities of the Council.

#### Board Responsibilities:

1. To preside at all business meetings of the Council and of the Executive Board,
2. To encourage and to guide the work of the Council,
3. To study the program, policies, and activities of the National Council of Teachers of English so that the activities and objectives of the state and national groups may be coordinated,
4. To work closely with the OCTE liaison officer to NCTE toward coordination of national and state efforts,
5. To maintain contact with educational organizations and with the public educational problems and programs.

#### Specific Responsibilities:

1. To appoint committees and to encourage their activities,
2. To prepare a calendar of meetings for the year,
3. To schedule at least three Executive Board meetings a year,
4. To prepare an agenda for the annual OCTE membership meeting during the state convention,
5. To instruct the new nominating committee in its duties,
6. To serve as a member of the Executive Board for the first year after serving as president,
7. To study carefully the constitution, the duties of the officers, and the functions of the committees in order to supply leadership and to appoint committees that will carry out their function,
8. To edit and publish news of interest to OCTE members in the *OCTE Exchange* (newsletter) several times each year,
9. An Executive Board meeting should be called as soon as possible after

the President's election in order to make committee assignments and to plan for the ensuing year. (The first executive committee meeting might well be held during the state convention or as soon afterward as possible.)

10. The President may include at his or her discretion the editor of the *OC TE Exchange* (newsletter) and other Council personnel at the Executive Board meetings,
11. The new committee chairperson and members should immediately be notified by the President of their selections and told the date of the first Executive Board meeting they should attend.

#### IMMEDIATE PAST PRESIDENT

Duties deal with preserving the history of the organization and providing continuity.

##### Responsibilities:

1. To attend the Fall meeting,
2. To assist at the state Spring Convention in any capacity needed,
3. To serve as Parliamentarian,
4. To be in charge of the History Committee,
5. To be in charge of the archives which shall be housed at Southwestern

State University English Department.

Oklahoma

#### PRESIDENT-ELECT

Duties deal with planning and supervising the Spring Convention.

##### Responsibilities:

1. To assist the President as she or he requests.
2. To serve as President in the subsequent year,
3. To preside in the absence of the President.
4. To chair a committee to plan the Spring Convention,
5. To organize and supervise the Spring Convention,
6. To organize preregistration and mailings for the Spring Convention,
7. To organize the registration packets for each registrant,
8. To supervise the registration desk at the Spring Convention,
9. To supervise the preparation and collection of evaluation forms.
10. To advertise the Spring Convention through the *OC TE Exchange* (Newsletter) and the Oklahoma Teacher.
11. To assist in long range planning for the Fall Meeting.

#### FIRST VICE-PRESIDENT

Duties deal with the Fall Meeting and Long Range Planning for the Spring Convention.

##### Responsibilities:

1. To assist the President as she or he requests,
2. To serve as President-Elect the subsequent year,
3. To plan for and preside at the OC TE Fall meeting,
4. To select with the aid of the Executive Board a key literary figure for the speaker for the Fall luncheon,
5. To advertise the Fall meeting through the *OC TE Exchange* (newsletter) and the Oklahoma Teacher by August 1,
6. To organize preregistration and mailings for the Fall Convention,
7. To organize the registration packets for each registrant,

8. To supervise the registration desk at the Fall Convention,
9. To supervise the preparation and collection of evaluation forms,
10. To select the site, date, and key speakers for the Spring Convention for two years in advance.

#### SECOND VICE-PRESIDENT

Duties deal with coordinating the Young Writers Contest, the Anthology and the Young Writers' Conference.

##### Responsibilities:

1. To conduct a young writers' contest, to announce entry regulations and deadlines, and to select judges.
2. To send congratulatory letters to students and teachers whose selections will be printed in the Anthology,
3. To plan for and preside at a Young Writers' Conference held for the writers of special merit.

#### THIRD VICE-PRESIDENT

Duties deal with publication and printing of the OCTE Anthology.

##### Responsibilities:

1. To assist the Second Vice-President in the Young Writers' Conference,
2. To arrange for preparation of selections for the printer,
3. To arrange for printing of the Anthology,

#### RECORDING SECRETARY

Duties deal with the records of OCTE business.

##### Responsibilities:

1. To keep accurate permanent records of meetings of the Council and the Executive Board,
2. To keep on permanent file any correspondence and committee reports turned in at meetings,
3. To mail to the Executive Board members copies of the minutes of each meeting as soon as possible after each meeting,
4. To give a complete copy of the year's minutes to the incoming President at the end of the Secretary's term of office.

#### EXECUTIVE SECRETARY (Three year tenure)

Duties deal with the keeping of the membership roster.

##### Responsibilities:

1. To chair the Membership Committee;
2. To maintain an accurate record of members and their payment of dues;
3. To provide members with proof of membership;
4. To remind members of expiration of membership;
5. To hold membership drives as guided by the Executive Board.

#### TREASURER (Three year tenure)

Duties deal with the management of the OCTE funds.

Responsibilities:

1. To receive, protect, and disburse all funds of the Council as duly authorized;
3. To maintain an accurate account of money received and disbursed;
4. To serve as financial advisor to the Budget Committee;
5. To submit an annual financial report in writing at the October meeting of the Executive Board;
6. To forward state dues to NCTE;
7. To make financial arrangements for facilities needed for the Spring and Fall Conferences;
9. To order and distribute letterhead stationery.

### NCTE REPRESENTATIVE

Duties: The NCTE Representative is an official delegate from OCTE to the NCTE Executive Board which meets at the national convention.

Responsibilities:

1. To make regular reports to the OCTE Executive Board regarding the activities of NCTE,
2. To attend the national NCTE Convention, or to notify an alternate selected by the Executive Board.

### OCTE SECTIONAL OFFICERS

Duties are to serve as liaison between OCTE and the Sections.

Responsibilities:

1. To serve as a member of the Editorial Review Board of the *Oklahoma English Journal*,
2. To keep adequate supplies of membership materials,
3. To solicit membership to OCTE and NCTE,
4. To represent the interests of the section in OCTE matters,
5. To solicit presentations appropriate to their section for the Spring Convention.

### EDITOR OF THE *OKLAHOMA ENGLISH JOURNAL*

Duties are to edit and publish the *Oklahoma English Journal*.

Responsibilities:

1. To publish two issues of the *Oklahoma English Journal* each year, to be mailed bulk rate, thirty days before the fall and spring conferences,
2. To keep within cost and format guidelines. The cost guidelines may be expected to change and will be set annually by the Executive Committee,
3. To establish and preside over a blind review process for evaluating the submitted manuscripts, (A blind review increases the integrity of the evaluations and of the journal.)
4. To preside over and cooperate with the Editorial Review Board for the purpose of soliciting and reviewing manuscripts,
5. To deliver the journals, properly addressed and sorted, to the post



office for bulk mailing.

#### Selection of the Editor:

OCTE members interested in serving as editor should write a letter of application to the OCTE President no later than June 1 of each year in which an editor is to be selected. The Executive Board will review applications, meet with candidates and make the final selection.

#### Policy for Advertising:

1. The OCTE Policy is not to solicit advertisement for the journal if the cost can be supported adequately by any other means.
2. To reduce cost, NCTE and OCTE membership information should not be included in the *Oklahoma English Journal*. Such information should be included in the *OCTE Exchange* (newsletter).

#### Guidelines for Format:

Each issue contains 32 pages of text presented in a two-column format;

Each issue contains professional essays, teachers' own writing, and material selected for its quality, originality, and its appeal to a broad range of interest among our membership;

Each issue contains a call for manuscripts with deadlines (and themes, if desired), for at least the next two or three issues, in order to permit long-range planning and continuity.

#### EDITORIAL REVIEW BOARD FOR THE *OKLAHOMA ENGLISH JOURNAL*

Duties: Assisting the editor of the *Oklahoma English Journal* in its publication.

#### Responsibilities:

1. To assist the editor in recruiting members to submit manuscripts,
2. To assist the editor in reviewing manuscripts,
3. To reflect the three Sections membership interests. This shall be accomplished by having the Chair of each Section serve on the Editorial Review Board,
4. To increase member participation in the OEJ and increase the visibility of OCTE, at least four additional members shall be chosen from various school districts and colleges across the state. These shall be selected by the Editor, with the approval of the Executive Board.
5. The names of the members of the Editorial Board shall be listed in each issue of OEJ.
6. The Editorial Review Board shall use the blind review process established by the editor to review all manuscripts considered for publication.

#### COMMITTEES AND THEIR RESPONSIBILITIES

##### General Responsibilities:

1. Committee chairpersons must attend all meetings of the Executive Board. Committee members may attend such meetings.
2. Every committee member must be a paid-up member of OCTE.

##### BUDGET COMMITTEE

##### Responsibilities:

1. To study the constitution and to write in an acceptable form any amendments or additions proposed by the Executive Board,

2. To give one month's notice of the nature of the proposed amendment or additions to the membership in the *OCTE Exchange* (newsletter),
3. To present the proposed amendment or addition to the Executive Board for their approval,
4. To present these changes at the state meeting for vote by the members if they have been approved by the Board,
5. To prepare enough copies of the proposed amendment or addition for the Executive Board and the general membership to be used at the time of voting,
6. To help alert the President to any violation of the Constitution,
7. To be on the alert for any changes that need to be made in the By-Laws,
8. To revise the entire constitution during any year if the request is made by the Executive Board.

#### HONORARY LIFE MEMBERSHIP COMMITTEE

##### Responsibilities:

1. To select a recipient of the Honorary Life Membership Award,
2. To see that the award is framed and ready to present at the state meeting, (The chairperson of this committee is responsible for the presentation.)
3. To maintain a list of the recipients and to maintain a file of suggested recipients.
4. Selection for this award is to be from people who have given long service to OCTE as well as being or having been outstanding in his or her profession.
5. This committee does not make a formal report to the Executive Board meeting.

A statement by the chairperson that the work is completed is the only report. The recipient's name is a secret until the announcement at the Spring Convention.

#### LITERARY MAP AND BIBLIOGRAPHY COMMITTEE

##### Responsibilities:

1. To revise and publish the literary map and bibliography,
2. To keep a current file of Oklahoma authors,
3. To make membership materials available at the OCTE Fall Luncheon and Spring Convention,
4. To assist in the membership drive.

#### NOMINATING COMMITTEE

##### Responsibilities:

1. To nominate the slate of officers for the coming year according to guidelines set forth in the Constitution,
2. To select nominees who are active OCTE members and who represent various levels,
3. To present the slate to the Executive Board at its meeting prior to the Spring Convention,
4. To present the slate at the annual Spring Convention.

#### OCTE CONVENTION ARRANGEMENTS COMMITTEE

##### Responsibilities:

1. The Executive Board plans the character and scope of the Spring Convention.
2. The Arrangements Committee, under the supervision of the President-Elect, administers the plan:
  - a. To solicit program proposals from among the membership,

- b. To select keynote speakers,
- c. To select a convention site, with the First Vice-President, two years in advance,
- d. To make all arrangements with the speakers and site managers,
- e. To contact exhibitors and make arrangements with the site manager for setting up exhibit space,
- f. To organize the preregistration and on-site registration,
- g. To arrange for meeting rooms and audio-visual needs,
- h. To select and notify chairpersons for each session,
- i. To arrange for meal functions,
- j. To select and provide for table decorations as needed,
- k. To develop an evaluation form.

#### RIGHT TO READ COMMITTEE

##### Responsibilities:

1. The duties of this committee extend to the right to view and the right to write literature, as well as to read literature.
2. To seek to protect the right and the professional responsibility of teachers of English to make intelligent selection of instructional materials for their students covering all views of human experience,
3. To encourage school boards and administrators to adopt sound textbook selection and censorship policies which protect teachers against outside interference, to keep them informed about it, and to offer to appear before the school board, if asked, in regard to censorship problems,
4. To communicate with NCTE and other affiliates of NCTE concerning ways of operating effectively at the local level and to keep abreast of national happenings in regard to book selection and censorship problems,
5. To keep teachers of English and others who respect the freedom to read, write, and view informed of trends in attitudes toward this freedom,
6. To serve as a support group for teachers involved in censorship issues with appropriate materials,
7. To provide the following support services if requested by teachers facing censorship issues:
  - a. A current bibliography on book selection and censorship,
  - b. To publicize an official statement on censorship,
  - c. To write articles about censorship and book selection problems,
  - d. To prepare explications of literary works "under fire,"
  - e. To meet with administrators or parents to discuss censorship issues.

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