

**Constitution and By-Laws
of
North Texas Council of Teachers of English Language Arts**

ARTICLE I – NAME

The name of the council shall be the North Texas Council of Teachers of English Language Arts.

ARTICLE II – PURPOSE

The purpose of the Council shall be to bring together the English language arts and reading teachers of North Texas for mutual benefit through professional development opportunities focusing on ways to improve the teaching of English language arts and reading, and to stimulate study and investigation.

ARTICLE III – MEMBERSHIP AND DUES

Section 1

Membership in the Council shall be open to all English language arts and reading teachers of whatever rank or grade and to all other persons interested in the work of the Council.

Section 2

Dues shall be set by the Board of Directors and collected by the executive secretary. Only members whose correct dues are paid shall be in good standing, entitled to vote and hold office.

ARTICLE IV – OFFICERS, ELECTIONS, DUTIES, TERMS OF OFFICE Section 1

The officers of the Council shall serve without remuneration. The officers shall be a president, a president-elect, a past president, a vice president for membership, a recording secretary, an executive secretary/treasurer, and a newsletter communications liaison. The officers of the Council shall be members of the Texas Council and the National Council of Teachers of English.

Section 2

The **president** shall assume official duties at the close of the summer conference. The president's term of office shall begin and end on the day following the summer conference. The term of office shall be for the period of one (1) year. The duties of the president shall be to preside at the general meeting of the Council, to call and preside at the meetings of the Board of Directors, to represent the Council in the intervals between meetings, to appoint temporary committees as necessary, and to appoint a Standing Committee On Affiliates (SCOA) representative.

Section 3

The **president-elect** shall be elected by the membership at the general conference in the summer to serve as president-elect for one (1) year until assuming the duties of the president in the succeeding summer. The duties of the president-elect shall be to act as president in the president's absence or inability to serve, to assist the president as requested, to chair the yearly conference, and to serve as a member of the Board of Directors.

Section 4

The **vice-president for membership** of the Council shall be elected at the general conference in the summer to serve as vice-president of membership for one (1) year until assuming the duties of the president-elect in the succeeding summer. The vice-president maintains membership records and communication, and reports and promotes membership involvement. The vice-president for membership shall serve on the Board of Directors.

Section 5

The **past president (liaison officer)** shall serve a term of one (1) year. The duties of the past president shall be to facilitate necessary communication between the National Council and the local Council and between the State Council and the local Council. The past president shall also serve on the Board of Directors.

Section 6

The **executive secretary/treasurer** shall be elected by the members of the Council in the same manner as the president-elect and shall serve a term of two (2) years. The executive secretary/treasurer may be re-elected for one (1) second consecutive term of two (2) years. The duties of the executive secretary/treasurer shall be to collect dues, to receive all money owed to the Council, to pay its just debts, to prepare and file tax documents, to safeguard its assets, to keep all necessary records, to report to the membership at the general meetings, and to serve as a member of the Board of Directors.

Section 7

The **recording secretary** shall be elected by the members of the Council in the same manner as the president-elect, but the term of office shall be one (1) year. The recording secretary may be re-elected for one (1) second consecutive term of one (1) year. The duties of the recording secretary shall be to make and keep in due form a record of the general meetings and of the special meetings of the Council and the Board of Directors. The recording secretary shall prepare such notices, lists, and forms as the president may request, and shall assist the past president in communicating with the State and/or National Council.

Section 8

The **communications liaison** shall be elected by the members of the Council in the same manner as the president-elect and shall serve a term of two (2) years. The communication liaison may be re-elected for one (1) second consecutive term of two (2) years. The duties of the newsletter editor/web master shall be to maintain the council website, twitter account, produce a minimum of one (1) publication/newsletter yearly, and to serve as a member of the Board of Directors.

Section 9

The Board of Directors may appoint chairpersons of standing committees as necessary. The appointed chairpersons will serve until the next general election.

Section 10

A member must be in good standing with the Council in order to be eligible for an elected or appointed office.

ARTICLE V – BOARD OF DIRECTORS

Section 1

The authority and responsibility for conducting the affairs of the local Council shall be vested in the Board of Directors.

Section 2

The Board of Directors shall be composed of officers of the Council and two members appointed by the body to serve one (1) year in an advisory capacity. Each member shall have one (1) vote.

Section 3

The Board of Directors meetings will be called by the president for the purpose of conducting Council business.

Section 4

All levels of education – elementary schools, junior high or middle schools, senior high schools, and colleges – may be represented on the Board of Directors.

Section 5

A majority of the Board of Directors shall constitute a quorum for the transaction of all business.

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Section 6

The business of the Board of Directors shall be conducted under the rules of *Robert's Rules of Order* (Revised).

ARTICLE VI – TEMPORARY COMMITTEES

Temporary committees such as the Nominating Committee, the Program Committee, the Membership Committee, and the Publicity Committee may be appointed by the president. The chairperson of such a committee may be invited to meet with the Board of Directors but shall have no vote.

ARTICLE VII – MEETINGS OF THE COUNCIL

Section 1

Under the general direction of the Board of Directors and the Program Committee, a general meeting of the Council shall be held at least once a year, the date and place of each meeting to be decided by the Board of Directors.

Section 2

At each general meeting, there shall be a business meeting, at which all official business of the Council as a whole shall be transacted.

ARTICLE VIII – BY-LAWS

By-laws may be adopted, amended, or repealed by a two-thirds vote of the Board of Directors at any of its regular meetings.

When an office of the Council becomes vacant for any reason, but the normal expiration of the term of office has not been completed, the president may appoint a successor pro-tempore, whose pro-tempore term shall end the day following the next general summer meeting of the Council. An officer so appointed may subsequently be elected to hold that office.

Every effort shall be made to see that all of the participating school districts are represented on the Board of Directors each year.

Every effort shall be made to move the vice-president to president-elect to president in order to provide continuity for the Council.

ARTICLE IX – AMENDMENTS TO THE CONSTITUTION

An amendment to the constitution may be adopted by a two-thirds vote of the members present at any business of the Council, provided that the proposed amendment has been distributed to the membership at least thirty (30) days before the day of the meeting.

ARTICLE X – DATE AND METHOD OF BECOMING EFFECTIVE

This constitution shall become effective on the day after the general meeting at which it is adopted.

ARTICLE XI – FINANCE

If for any reason the Council, which shall be a non-profit organization, ceases to exist, all monies remaining in the treasury after all obligations have been met will be divided equally between the Texas Council of Teachers of English Language Arts and the National Council of Teachers of English.

ARTICLE XII – IRS Requirements

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

Section 1

Said organization is organized exclusively for charitable, religious, educational, or scientific purposes, including, for such purpose, 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 XII 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 distributions 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 any 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.

