**Constitution and By-Laws**

**Georgia Council of Teachers of English**

**ARTICLE 1: NAME AND PURPOSE**

Sec. 1. This organization shall be known as the Georgia Council of Teachers of English or GCTE.

Sec. 2. The purpose of this organization shall be:

1. To work toward establishment of conditions that will involve the effectiveness of the teaching of English/Language Arts at all levels;
2. To bring stimulating leaders in the educational literary fields to the GCTE meetings;
3. To cooperate in activities of other relevant organizations which contribute to improvement in the teaching of English/Language Arts;
4. To promote diversity in the English/Language Arts;
5. To support the advancement of technology in the English/Language Arts;
6. To act as a clearinghouse in circulating information of value to teachers of English/Language Arts in Georgia by
   1. publishing in bulletins significant information on the teaching of English/Language Arts,
   2. providing group discussion of problems which confront the English/ Language Arts teachers of Georgia,
   3. encouraging Georgia teachers to write for publication through both

*Connections* and *Scribbles and Bits*, the official publications of

GCTE,

* 1. and recognizing excellence in English/Language Arts by both students and teachers.

1. This organization shall be a non-profit organization. The Executive Council is empowered to do whatever deemed necessary to maintain this status with appropriate government agencies.

**ARTICLE 11: AFFILIATION**

This organization shall be affiliated with the National Council of Teachers of English or

NCTE.

**ARTICLE 111: MEMBERSHIP**

Sec. 1. Membership in GCTE shall be open to teachers, administrators, college faculty, education majors, and others interested in the teaching of English/Language Arts.

Sec. 2. Appropriate dues for active and associative members shall be established under the by-laws of the Council.

 Sec. 3. When proposed by the Executive Council and approved by the Executive Board, a

retiring active member may be designated as a "member emeritus." Members emeritus shall be entitled to all privileges of active members, but shall not be assessed annual dues.

Sec. 4. Schools in which faculty members normally teach more than one subject are

eligible for institutional memberships. Dues for institutional memberships are set by the

Executive Council.

**ARTICLE IV: OFFICERS**

Sec. 1. Elected officers of this organization shall be a president, first-vice president and a second vice-president. A secretary, treasurer, NCTE liaison officer and parliamentarian shall be appointed. These elected and appointed officers shall make up the Executive Council. This Council, eight directors (elected At Large) and the current past President of the organization shall make up the Executive Board. The liaison officer, parliamentarian and past president are non-voting members of the Board.

In the event of medical or family problems a person in either of the roles first vice president or second vice-president may rotate out or not move up but remain in place.

This would allow the first vice-president and second vice-president to swap roles in the

case of medical or family problems.

Sec. 2. All officers of this organization shall be members of NCTE.



Sec. 3. The current first vice-president shall succeed to the position of president in the event of a vacancy in that office. All other vacancies shall be filled by interim appointments by the president, with the approval of the Executive Council.

Sec. 4. A slate of nominees for these offices shall be provided by a nominating committee and announced to the membership no fewer than 30 days before the annual business meeting and election. Additional nominations may be made from the floor, provided the nominee is a member in good standing and has given consent to the use of his or her name. Officers shall be elected at the annual business meeting, and elections shall be determined by a majority vote of the members present and voting.

Sec. 5. Terms of elected office:

* a. The terms of office shall begin immediately after the election.

b. The president, first vice-president, and second vice-president shall be elected for a term of two years. Each may serve a maximum of two consecutive terms in the same office.

c. The secretary shall be elected for a term of two years and may serve a maximum of three consecutive terms in the same office.

Eight directors shall be elected from the membership at large to serve a term of two

years with no maximum terms.

Sec. 6. Appointed Positions:



1. The treasurer shall be appointed by the President, approved by the Executive Council and serve at the pleasure of the Board.
2. The Parliamentarian shall be appointed by the President, approved by the Executive Council and serve at the pleasure of the President
3. The NCTE Liaison shall be appointed by the President and approved by Executive Board to serve with no limit in terms.
4. Other appointed positions, i.e., public relations coordinator, historian.

membership chairperson, awards coordinator and finance coordinator, etc., may

be appointed by the Executive Board and serve at the leisure of the Board.

1. Editors for all publications shall be appointed by the Executive Board and serve at the leisure of the Board.

Sec. 7. Duties of the Executive Board:

* a. The president shall call to order and preside over all meetings of the
* organization, appoint committees and designate the chairpersons of the
* committees not chaired by elected officers, conduct the business of the
* organization, and serve as an NCTE Director when attending all NCTE annual
* meetings.



b. The first-vice president shall assist the president and conference coordinator and

serve in a liaison position with the State Board of Education and the State

Department of Education.

c. The second vice-president shall assist the awards coordinators

and serve as a liaison position with the State Board of

Education and the State Department of Education.

d. The secretary shall keep an accurate record of all proceedings at Executive Board

meetings, preserve the records of the organization, and shall be responsible for all

GCTE correspondence that does not properly belong to the other officers.

e. The treasurer shall be bonded. He or she shall handle all finances of the

organization, keep an exact record of all moneys received and expended, and prepare

an annual budget for consideration and approval by the Executive Board. All

financial commitments must be in writing by the president and the treasurer. The

treasurer shall make payments only of obligations presented by written vouchers

and approved by the Executive Board or upon the approval of the president, in

writing, in case of an emergency.

f. The liaison officer to NCTE shall keep the membership or the organization

informed about significant developments within the council. This is an appointed,

non-voting, advisory position on the Board. This liaison officer shall work with the

president and all other liaisons as needed.

1. A parliamentarian shall advise the president during and before meetings and maintain the

speedy disposition of business. This is an appointed, non-voting, advisory position.

g. The past president shall assist the president in all matters. This is a nonvoting, advisory position.

These persons shall make up the Executive Council.

i. Director 1 shall be responsible for monitoring diversity in the Council, keeping the Board informed of diversity goals and needs and initiating diversity activities to enhance and maintain Council diversity.

ii. Director 2 shall be responsible for the publication of *Scribbles 'n Bits* and work with all editors of the organization's publications.

iii. Director 3 shall coordinator the Council's membership activities.

iv. Director 4 shall be responsible for the organization's annual conference and work with all other coordinators of Council meetings.

v. Director 5 shall oversee special teacher foci, including awards and programs related to new and retired teachers.



vi. Director 6 shall be responsible for the publication of *Connections* and work with the editors of other organization publications.

vii. Director 7 shall oversee all of the Council's technology, including the GCTE Website.

viii. Director 8 (at large) shall work with the membership director, special Council activities and student awards and serve as an advisor to the Board.

If possible, these directors shall be from different geographical regions, and represent the diverse range of GCTE membership.

**ARTICLE V: EXECUTIVE SECRETARY**

Sec. 1 With the approval of the Executive Board, the president may appoint an Executive Secretary. He or she must be a member in good standing with NCTE and GCTE.

Sec. 2 The Executive Secretary shall be responsible to and act at the discretion of the Executive Board.

Sec. 3 The Executive Secretary shall be duly compensated for services carried out for the

Board.

Sec. 4 At the first Executive Council meeting following the annual election of officers, the Executive Secretary shall report in writing about his or her activities during the previous year.

Sec. 5 The Executive Secretary cannot vote at Executive Board meetings.

**ARTICLE VI: MEETINGS AND TRANSACTIONS**

Sec. 1 Meetings:

1. At the call of the president, the Executive Board shall meet as soon as feasible after the annual elections to determine plans for the year. Other meetings of the Executive Board shall be called on a quarterly basis at the discretion of the president.
2. At least one scheduled general meeting of the Board shall be held during the year for the transaction of business and presentation of a stimulation program or programs.

Sec. 2 Transactions of Business. Business transactions requiring the vote of members shall be accomplished in one of two ways:

1. Vote of members present at the annual meeting or other called business meetings. The issue shall be determined by a majority of the vote of the members present and voting.
2. Vote by mail ballot. The ballot shall be issued by the President with approval of the Board, mailed to all members and returned by mail to the Secretary of the Board. The Secretary shall tally the votes postmarked within two weeks of the date of distribution of the ballots. The issue shall be determined by a majority vote of the ballots returned within the stipulated time period and approval by the Board.

**ARTICLE VII: LOCAL AFFILIATES**

Sec. 1 Purpose. The purposes of local affiliates of GCTE are:

1. to stimulate professional activities at the local level,
2. to further the goals of GCTE at the local level,
3. to develop leadership among members,
4. to strengthen the English/ Language Arts profession.

Sec. 2 Support for Local Affiliates. GCTE supports the formation of local and area affiliates. The local group may affiliate directly with GCTE and subsequently with NCTE, once all terms of affiliation with NCTE are met.

Sec. 3 GCTE will not endorse new NCTE affiliates in the state unless they first affiliate with GCTE.

Sec. 4 Procedures for forming local affiliates:

1. When local and area groups of English/ Language Arts professionals wish to form a local affiliate, they should communicate their intentions to the GCTE president or liaison officer.
2. A representative of a prospective affiliate will be invited to a meeting of the Executive Board in order to explain the prospective affiliate's organizational goals and to answer questions posed by GCTE leaders. If approved by a simple majority, GCTE will prepare a letter endorsing the local's direct affiliation with GCTE.

Sec. 5 Requirements of affiliation with GCTE:

1. Elected officers of a local affiliate shall be members of GCTE and NCTE.
2. All members of a local affiliate shall be members of GCTE.
3. Twenty or more members shall be necessary to form a local affiliate.
4. Two members of each local affiliate shall serve as non-voting members of the Board under the advisement of the NCTE Liaison officer.

Sec. 6 Fiscal Relations

1. As established by the Executive Board, a proportion of state dues shall be returned to local affiliates in order to support their projects and activities. When local affiliates collect dues from new or renewing members, they shall retain their portion and convey the remainder, properly reported to the treasurer of GCTE.

b. Local affiliates may establish a local dues surcharge in excess of the annual

dues of GCTE.

1. Local affiliates may seek additional funding from the Executive Board on an as-needed basis.
2. Upon the dissolution of a local affiliate, the balance of its treasury shall be returned to the treasurer of GCTE.

Sec. 7 Local Workshops and other professional functions.

1. Local affiliates will play a major role in planning area and regional professional workshops, conferences and other functions of GCTE.
2. As feasible, the Executive Board will provide seed money to local affiliates offering workshops and other professional functions. After the event, seed money will be returned to the treasury of GCTE.
3. Profits resulting from locally or regionally planned workshops will be divided equally between GCTE and local affiliates.
4. Professional meetings planned by local affiliates will be duly publicized across the state in GCTE publications.

**ARTICLE VIII: AMENDMENTS**

This constitution may be amended by a majority vote of the members present and voting at the annual or other called business meetings, provided that notice of the proposed amendment be given at a previous meeting, or that the proposed amendment has been circulating in writing to members through one of the organization's publications or by other means, thirty days before the announced vote.

**BY-LAWS OF THE GEORGIA COUNCIL OF TEACHERS OF ENGLISH**

**ARTICLE 1: COMMTTEEES**

Sec. 1 Executive Standing Committees

1. The executive standing committees shall be the Executive Council and may include the public relations committee, the publications committee, the membership committee, the conference committee, the awards committee, and the finance committee.
2. The Executive Council shall be made up of the president, first and second vice-presidents, the secretary, treasurer, and NCTE Liaison. This council shall be responsible for the policies and procedures of the organization and for the coordinating of the activities of the other committees. It is authorized to act for the organization.
3. The Executive Committee shall advise the Executive Council and shall be made up historian, who shall serve on this committee to accumulate, maintain and present a record of activities and resume on all Board members, having it available at all times.
4. The Publications Committee shall consist of the editors of the organization's various publications such as *Scribbles and Bits* and *Connections*. Editors shall be appointed by the Board. Director 2 shall serve on this committee.
5. The Membership Committee shall be in charge of all membership drives, collect all dues and maintain an accurate list of the members and their correct addresses. Director 3 shall serve on this committee, and the committee's coordinator shall be appointed by the Board as needed.
6. A conference coordinator may be appointed by the Executive Board as needed. He or she shall, in turn, appoint all conference chairs and oversee all conference activities. Only the conference coordinator may sign conference contracts, in lieu of the president and Executive Council. The second vice-president and Director 4 shall be members of the conference committee.
7. The Awards Committee may be appointed as needed and include the Second Vice President, Directors 5 and 6 who will coordinate all of the awards' programs, i.e., Excellence in English Award, Teacher of the Year Award, Student Voice Award, English Scholar Award, Student Writing Awards, NCTE Achievement Awards in Writing and any other award designated by the Board.
8. The Finance Committee will be in charge of development of the annual budget. The president and treasurer will serve on this committee.

Sec. 2 Special Committee:

1. The president is empowered to appoint, for temporary services, whatever committees are needed to maintain the activities of the organization.
2. The Nominating Committee, consisting of the immediate past president as chairperson and two other members, shall be appointed by the president at least two months prior to the day of elections. This committee shall prepare a slate of nominees for elected office, each of whom has given permission for the use of his or her name for the offices to be decided at the annual election.

Sec. 3 Replacement of Committee Chairperson(s): The Executive Board or the president (with approval of the Executive Board) shall appoint a new chairperson:

1. if a chairperson is unable or unwilling to perform incumbent duties,
2. if a chairperson resigns from the position,
3. if a chairperson proves unreliable in performing the duties to the best interest of the organization.

**ARTICLE II: NCTE**

Sec. 1 Being entitled to representation on the Board of Directors of NCTE, GCTE shall determine its directors for the annual meeting of the National Council as follows:

1. If membership of GCTE is 249 or less, the president shall be the director,
2. If membership is 250 - 499, the president and the NCTE liaison officer shall be directors,
3. If membership is more than 500, the president, the NCTE liaison officer and a member named by the Executive Board shall be directors.

Sec. 2 The Executive Board is empowered to name alternates so that the organization is represented by its full quota of directors.

Sec. 3 At the appropriate time prior to the annual meeting of NCTE, the Executive Committee, in full knowledge of the financial condition of the organization, shall, by motion and majority vote, determine the amount of money it will contribute to the expenses of the director or directors and the distribution of the exact amount among the directors.

**ARTICLE 111: DUES**

Sec. 1 The Executive Committee shall set the amount of the annual dues. The amount of dues shall be published in a timely manner.

Sec. 2 Local affiliates shall be reimbursed or may retain 20 percent of annual dues from GCTE members who are also members of the affiliate.

**ARTICLE IV: PARLIAMENTARY PROCEDURE**

The rules continued in Robert's Rules of Order shall govern the organization in all cases in which they are applicable and in which they are not inconsistent with the constitution and by-laws of the organization.

**ARTICLE V: AMENDMENTS**

These by-laws may be amended by a majority vote of members voting at a called business meeting, provided that notice of the proposed amendment has been given at the previous meeting or that the proposed amendment has been publicized in *Scribbles and Bits* or by means of another publication.

**ARTICLE VI: RECONSTITUTION OF A STATEWIDE ENGLISH ORGANIZATION**

(adopted April 2, 1971)

Sec. 1 This by-law hereby abolishes whatsoever state and district organizations of English teachers that have existed in affiliation with the Georgia Teachers and Educators Association and with the Education Association, and reconstitutes them into one organization that shall be called the Georgia Council of Teachers of English.

**ARTICLE VII ADDITION AND CHANGE OF VOTING DIRECTORS**

(approved: 21 February 1998)

Section 1 The Executive Board will be composed of eight (8) voting directors, adding to the seven (7) existing officers.

Sec. 2 The Executive Board hereby changes the duties of Director 1 from general coordinator to that of coordinator diversity in the organization.

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

(approved: 13 February 20)

Sec. 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(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Sec. 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.

Sec. 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.

Sec. 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.

Sec. 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.

Rev. 6/20/2020