

Constitution of the
West Houston Area Council of Teachers of English

Note: In every instance, Texas Council of Teachers of English has been changed to Texas Council of English Language Arts; TCTE to TCTELA because of changes made by that organization

Article I. Name

This organization shall be known as the West Houston Area Council of Teachers of English, and shall be referred to as “the Council” in this document.

Article II. Purpose

The purposes of the Council will be to:

- A. Provide a forum for exchange of information and discussion of common concerns among the English teachers of the West Houston area;
- B. Provide opportunities for the members to hear leaders in the English language arts teaching profession and in allied cultural fields;
- C. Secure active participation in formulating and implementing goals of the Texas Council of Teachers of English Language Arts and the National Council of Teachers of English;
- D. Inform and involve the general public in the improvement of the teaching of English language arts;
- E. Promote and actively seek representation in the membership by persons of color;
- F. Support the advancement of technology in the English/Language Arts.

Article III. Affiliation

This association shall be affiliated with the Texas Council of Teachers of English Language Arts and the National Council of Teachers of English.

Article IV. Membership

- A. Anyone residing and/or teaching in the West Houston area who is interested in the teaching of English language arts in public, parochial, or private school (elementary school, middle or junior high school, high school, community college, college, and university) is eligible for membership and becomes a member upon payment of the annual dues.

- B. Membership privileges are extended to persons in the publishing and local business community who pay the annual dues.
- C. Each member, in good standing, of the council shall be eligible to become a member of the Board.

Article V. Duties of the Officers

- A. The officers of this Council shall be a president, a first vice-president, a second vice-president, a recording secretary, a treasurer, an NCTE liaison, a TCTELA liaison, and a SLATE affiliate representative.
- B. All officers shall be nominated by the Executive Committee from its own membership and be presented for election at a meeting of the general membership. The term of office shall be two years, and the officers shall be elected on a staggered basis in alternate years. The president, first vice-president, treasurer, and NCTE liaison will be elected in one rotation, while the second vice-president, secretary, TCTELA liaison, and SLATE representative will be elected in the alternate rotation. The president may not be elected to exceed two full consecutive elected terms. All officers shall take office on January 1st following their elections. Outgoing officers will train new officers.
- C. The duties of the president shall be to:
 - 1. Prepare an-agenda and preside at meetings of the Council and act as chairman of the Executive Committee;
 - 2. Arrange at least three meetings of the Executive Committee during the year;
 - 3. Fill a vacancy in any office by appointing a member of the Executive Committee or the general membership to the office to serve out an unexpired term in cases where there is a vacancy;
 - 4. Appoint a newsletter editor and a web master from the Council membership; and
 - 5. Appoint committees, for temporary services, whenever committees are needed to maintain the activities needed to carry out the function of the Council.
- D. The duties of the first vice-president shall be to:
 - 1. Preside at meetings of the Council and of the Executive Committee in the absence of the president;
 - 2. Appoint and chair a program committee from the ranks of the Executive Committee members;
 - 3. Assume the office of the President in case of a vacancy.
- E. The duties of the second vice-president shall be to:
 - 1. Preside at the meeting of the Council and the Executive Committee in the absence of the president and the first vice-president;

2. Work with the treasurer to maintain a membership file, which shall include the name, school, home address, e-mail address of each member;
 3. Furnish the members of the Executive Committee a copy of the committee roster, including the school address, school telephone number, home address, home telephone number, and email address of each member at the first meeting of the Executive Committee; and
 4. Track membership's demographics
 5. Maintain and manage the Gmail account for event notices, newsletters, and all other communications.
- F. The duties of the recording secretary shall be to:
1. Keep records of the general meetings of the Council and of meetings of the Executive Committee and to preserve them on file for four years;
 2. Furnish the president with a copy of the minutes of each meeting and each meeting of the Executive Committee ten days before the next meeting;
 3. Notify the president if a member of the Executive Committee has not attended two consecutive Council meetings; and
 4. Assist in the correspondence of the Council.
- G The duties of the treasurer shall be to:
1. Act as custodian of, the funds of the Council;
 2. Collect all monies due to the Council;
 3. Pay the Council's debts with approval of bills by the president of the Executive Committee;
 4. Furnish the President and second vice-president with the names of persons who join the Council;
 5. Report the amount in the Council's treasury at each meeting of the Executive Committee;
 6. Assist in the development of an annual budget;
 7. Submit annually the required financial records to NCTE for tax exemption forms to maintain group status; and
 8. Make payments only of obligations represented by written vouchers with required receipts, and approved by the Executive Board, or upon the approval of the president (in writing) in case of an emergency.
- H. The duties of the NCTE liaison shall be to keep the Council and the National Council of Teachers of English mutually informed.
1. Inform the Council of current trends and issues in English Language Arts, including technological advances;
 2. Encourage attendance at the national convention and participation in NCTE activities;
 3. Publicize annual convention highlights, including policies and resolutions; and
 4. Chair and direct the completion of the annual affiliate reports as outlined by the national organization.

- I. The duties of the TCTELA liaison shall be to keep the Council and the Texas Council of Teachers of English Language Arts mutually informed.
 1. Inform the Council of the annual conferences and encourage participation;
 2. Publicize annual convention highlights and those policies adopted at the annual conference; and
 3. Influence policy decisions affecting the teaching of English Language Arts at the state level.

- J. The duties of the SLATE shall be to disseminate to its members information related to legislation and policies affecting the teaching of English language arts.
 1. Seek to influence public attitudes and policy decisions affecting the teaching of English Language Arts at local, state, and national levels;
 2. Seek to implement and publicize the policies adopted by the National Council of Teachers of English; and
 3. Participate in NCTE's intellectual freedom network, providing information to those facing censorship challenges.

Article VI. Appointed Positions

- A. A scholarship awards coordinator shall be appointed by the Executive Board and serve at the request of the Board.

- B. An historian shall be appointed by the Executive Board and accumulate, maintain, and present a record of yearly activities to the Executive Board at the June meeting.

- C. Editors for all publications shall be appointed by the Executive Board and serve at the request of the Board, and shall be responsible for submitting copies to NCTE for the annual report.

Article VII. Meetings

- A. The Executive Committee shall have at least three meetings during the school year.

- B. Meetings of the Executive Committee shall be open to all members of the Council.

- C. At least two meetings for the entire membership of the Council shall be held each year. An annual business meeting shall be held to conduct the election of officers.

Article VIII. The Executive Committee

- A. The Executive Committee shall consist of no fewer than twenty members, each of whom shall maintain membership in the National Council of Teachers of English and the Texas Council of Teachers of English Language Arts and in the West Houston Area council of Teachers of English. The membership of the Executive Committee shall reflect the academic levels and the school districts of the general membership.
- B. The function of the Executive committee shall be to conduct the business of the Council, including the development of an annual budget each June.
- C. The Executive Committee member's term shall be three years. The terms of the new members shall be adjusted so that not more than one-third of the Committee will go out of office in any one year. If a member has resigned or has been inactive for a year, the place on the Committee shall be declared vacant and shall be filled at the next Executive Committee meeting.
- D. The election of new members to the Executive Committee shall take place at the annual business meeting. All members in good standing shall be eligible to vote for the Executive Committee.

Article IX. Standing Committees

- A. The Finance Committee, under the direction of the treasurer, shall monitor the Council's funds and formulate short- and long-term goals. *(This replaces the Auditing Committee)*
- B. The Program Committee, under the direction of the first vice-president (vice president of programs) shall arrange all details for programs to be presented for the coming academic year, including publicity.
- C. The Newsletter Committee, under the direction of the Newsletter Editor, shall be responsible for the production of a newsletter at least three times a year.
- D. The Nominating Committee, consisting of the immediate past president as chairperson and two other members, shall be appointed by the president at least one month 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 by ballot.
- E. Replacement of Committee Chairperson(s)
The Executive Board or the president (with approval of the Executive Board) shall appoint a new chairperson:
 - a. if a chairperson is unable or unwilling to perform incumbent duties,

- b. if a chairperson resigns from the position, or
- c. if a chairperson proves unreliable in performing the duties to the best interest of the organization.

Article X. Dues

- A. The dues for the membership shall be determined by the Executive Committee.
- B. The membership year shall be from July 1 to June 30.

Article XI. Amendments

All proposed amendments to this constitution shall be submitted in writing to the Executive Committee for approval. If approved by the Executive Committee, a proposed amendment may be adopted at an annual meeting provided that notice has been given at a previous meeting or by mail at least thirty days before the amendment is voted upon.

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

- A. Said organization is organized exclusively for charitable, religious, educational, or scientific purposes, including for such purposes, the making of distribution to organizations that qualify under section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- B. 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 service rendered and to make payments and distribution in furtherance of the purposes set forth in Article II of this constitution.
- C. No substantial part of the activities of the organization shall be carrying on of propaganda, or otherwise attempting to influence legislation. 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.
- D. 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 1.70(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

- E. 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.