

# SCCTE

South Carolina Council of Teachers of English

## CONSTITUTION of the South Carolina Council of Teachers of English

### Article I: Name and Purpose

#### *Section 1*

The name of this non-profit educational association shall be the South Carolina Council of Teachers of English, hereafter referred to as “SCCTE,” “organization,” or “Council.”

#### *Section 2*

The purpose of this organization shall be to improve the quality of English/Language Arts instruction at all educational levels; to facilitate professional cooperation of its members; to foster professional development discussions and programs; and to integrate the efforts of those concerned with the improvement of English/Language Arts instruction throughout the state of South Carolina.

One primary means for addressing these purposes shall be the planning and implementation of an annual state conference each academic year; however, the board of directors may establish additional meetings, workshops, and conferences as deemed useful to the membership.

The council shall also maintain a website and publish an informational newsletter (*The Harbinger*), a collection of student writing (*Carolina Writes*), and a professional journal (*South Carolina English Teacher*) on schedules and in formats designated by the SCCTE Board of Directors and the publication editors.

#### *Section 3*

This organization shall be the official state affiliate of the National Council of Teachers of English (NCTE) and shall pay annual affiliation fees as required by this organization. The president and liaison officers shall ensure that this Council fulfills affiliate obligations to the national organization

#### *Section 4*

This organization shall serve as the official state host organization for local affiliates from cities, counties, and regions within the state of South Carolina.

### Article II: Membership

#### *Section 1*

Membership in this organization shall be open to all persons engaged the teaching, study, supervision, or past teaching of English/Language Arts. Membership shall also be open to others who are interested in the improvement of English/Language Arts Instruction. Membership dues amounts shall be set by the SCCTE Board of Directors.

#### *Section 2*

Members whose dues are paid in full for the designated membership period shall be considered members in good standing and shall be entitled to vote and hold office.

#### *Section 3*

While any individuals who meet the criteria designated in Article II, Section 1 are eligible for membership in this organization, the board of directors shall make particular efforts to encourage membership among English/Language Arts teachers, students, and administrators across the state of South Carolina who study or teach at any of its public and private schools, colleges and universities.

#### *Section 4*

Members SCCTE shall be encouraged to maintain membership in NCTE and local SCCTE affiliates.

### Article III: Affiliates

#### *Section 1*

Local organizations of ten or more English Language Arts education professionals from cities, counties, and regions within the state of South Carolina whose purposes match those of SCCTE may be accepted as affiliates of SCCTE.

#### *Section 2*

The affiliation approval process shall consist of the proposed local affiliate submitting an organizational constitution and membership roster to the SCCTE Board of Directors. Affiliation materials will be reviewed at the next meeting of the Board of Directors following submission of all required materials. New affiliates will be announced and receive official sanction at the annual business meeting of the full Council at the state conference.

#### *Section 3*

Each affiliate council shall be expected to designate one representative to serve and maintain good standing on the SCCTE Board of Directors.

#### *Section 4*

Local affiliates will be expected to pay a minimal affiliation fee to SCCTE and will be encouraged to establish and maintain affiliation with NCTE. Affiliate fees shall be set by the SCCTE Board of Directors.

## Article IV: Board of Directors

### *Section 1*

The Board of Directors shall constitute the governing board of the Council and shall have administrative control over the affairs, funds, and property of the Council. The Board of Directors shall consist of all SCCTE officers and representatives. A majority of the Board of Directors shall constitute a quorum.

### *Section 2*

The Board of Directors of this organization shall include those who serve in the offices of president, past-president, president-elect, vice-president for programs, vice-president for membership, secretary, treasurer, and one representative from each duly recognized and chartered local affiliate organization within South Carolina. It shall also include the following officers: College Director, Secondary Director, Primary Director, *The Harbinger* Editor, *Carolina Writes* Editor, *Carolina English Teacher* Editor, and Webmaster. The Board of Directors of SCCTE shall conduct its business meetings three times per year unless otherwise mandated by Board decision.

### *Section 3*

The vice-president for programs shall be nominated by a committee selected by the Board of Directors and elected by the general membership of members in good standing at the Council business meeting at the annual statewide conference. Election to the vice-president for programs position requires a four-year commitment, as this office begins an executive rotation through the president-elect, president, and past-president positions on the board of directors.

All other board members, with the exception of local affiliate liaison representatives, are appointed by the president and may serve three-year terms or longer as designated by the president and board of directors.

### *Section 4*

The Executive Board shall consist of the president, president-elect, past-president, vice-president for programs, vice-president for membership, secretary, and treasurer. The Executive Board may be convened by the president to address matters of importance to the Council between regular meetings of the Board of Directors. The Executive Board shall meet at the discretion of the president at times and places designated by the president and may pursue limited actions and funding appropriations relating to Council affairs on behalf of the full Board of Directors.

### *Section 5*

All members of the SCCTE Board of Directors are required to be members in good standing with the South Carolina Council of Teachers of English and the National Council of Teachers of English prior to election or appointment, or must apply for membership in these organizations by the next executive board meeting.

## Article V: Duties of Members of the Board of Directors

### *Section 1*

The president shall serve as the chief officer of the organization, preside over all meetings of the organization and the executive board, oversee production of the Council's annual report, and conduct all official business of the organization. The president shall be an ex-officio member of all Council committees. The president's may also be a second authorized signature on all Council accounts. The president is responsible for selecting individuals to fill all appointed positions on the Board of Directors.

### *Section 2*

The president-elect, in the absence of the president, shall perform all duties of the president. The president-elect shall also direct planning for the annual conference and chair all related committees. The president-elect shall perform additional duties as deemed appropriate by the Executive Board.

### *Section 3*

The past-president shall serve as the Council's NCTE liaison and represent the council at the annual NCTE Director's Meeting at the NCTE Fall Conference. As NCTE liaison the past-president may also serve as state coordinator for NCTE recognition programs, including the Achievement Awards in Writing program. The past-president shall assist the president in matters relating to NCTE governance and affiliation and shall perform additional duties as deemed appropriate by the Executive Board.

### *Section 4*

The vice-president for programs shall work with the president-elect on the annual state conference by coordinating the conference exhibition and serving as necessary on conference-related committees. The vice-president for programs shall perform additional duties as deemed appropriate by the Executive Board.

### *Section 5*

The vice-president for membership shall maintain the Council's membership database and work closely with other board members in conference planning, publications, and communication. The vice-president for membership shall perform additional duties as deemed appropriate by the Executive Board.

### *Section 6*

The secretary shall keep records of all Board of Director meetings, Executive Board meetings, and Council meetings. The secretary shall provide copies of the minutes of each meeting to members of the Executive Board. The secretary shall assist the president with the Council's annual report and carry on such correspondence as does not properly belong to other Executive Board members. The secretary shall perform additional duties as deemed appropriate by the Executive Board.

### *Section 7*

The treasurer shall establish Council accounts, document receipt of all the funds of the organization, and deposit them in a bank approved by the Board of Directors. The treasurer shall pay all authorized bills and submit books for audit as required by the Board of Directors. The treasurer shall work closely with the vice-president for membership to maintain accurate membership records. The treasurer's shall be the first authorized signature on Council accounts. The treasurer shall present treasury reports at meetings of the Board of Directors. The treasurer shall perform additional duties as deemed appropriate by the Executive Board.

### *Section 8*

Each local affiliate representative shall serve as the liaison officer for his/her constituency. Representatives shall attend all Board of Director meetings and serve on the membership committee. Representatives shall be elected by members in good standing from their constituencies.

### *Section 9*

Editors of SCCTE publications shall solicit materials for their individual publications and oversee production and distribution according to formats, guidelines, and schedules determined in collaboration with the Board of Directors.

### *Section 10*

Primary, Middle School, Secondary, and College Directors shall serve on the Council to represent the views of their professional groups. Directors may also coordinate section sessions and/or meetings at the annual conference and report issues to the Executive Board.

### *Section 11*

The Webmaster shall maintain the SCCTE website and serve the membership by providing information about the Board of Directors, meetings, conferences, and other gatherings. The webmaster may also archive publications and other materials relevant to SCCTE and its mission.

### *Section 12*

Members of the SCCTE Board of Directors are expected to attend all business meetings of the Board of Directors. With the exception of local affiliate representatives, any member of the Board of Directors who fails to attend one or more meetings without properly notifying the president may be dismissed from the Board of Directors. The president shall be responsible for designating replacements for all appointed positions. The Board of Directors may designate temporary replacement for the elected position of vice-president for programs until a new election may be conducted at the next business meeting of the full Council.

## Article VI: Council Meetings

### *Section 1*

The full Council shall gather once per year in a business meeting at the annual conference.

### *Section 2*

Special meetings of the full Council may be called by the Executive Board as needed.

### *Section 3*

The members present at the business meeting at the Council's annual conference business meeting shall constitute a quorum and may vote in elections and special referendums that make up business of the Council.

### *Section 4*

The Board of Directors shall select the time and location for all regular and special meetings of the Council.

### *Section 5*

The election of the vice-president for programs shall be held at the annual business meeting at the Council's annual conference. The Board of Directors for the upcoming business year will also be introduced at this meeting.

## Article VII: Elections

### *Section 1*

The only elected officer in SCCTE shall be the vice-president for programs. Nominees for this office will be selected by a committee of the Board of Directors and other nominations may be made from the floor of the conference business meeting.

### *Section 2*

The Board of Directors shall determine the method of balloting prior to the conference business meeting. Election may be done by written ballots, show of hands, or verbal affirmation.

## Article VIII: Communication

### *Section 1*

The Executive Board shall communicate with members by mail, electronic messaging, and phone.

### *Section 2*

The Council shall maintain a newsletter, *The Harbinger*. The editor of this publication shall be appointed by the president.

### *Section 3*

The Council shall maintain a web page. The webmaster shall be appointed by the president.

## Article IX: Requirements to Be Exempt as an Organization [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 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.

### *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 I 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 distribution 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 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.

### *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.

Article X: Amendments

*Section 1*

This constitution may be amended by a two-thirds vote of the membership present at the Council's general business meeting at the annual conference.