

By-Laws of Minnesota Council of Teachers of English

Article I. Officers, Executive Committee, and Advisory Board, and Sectional Organizations.

Section 1. Article I Section 1: All officers of the Council, members of the Executive Committee, and members of the Advisory Board shall be active members of the Council in good standing—specifically, members who, at a minimum, have attended at least two board meetings within the previous 12 months.

Section 2. The officers of the organization shall be a president, president-elect, vice president, treasurer, executive secretary, assistant executive secretary, and the immediate past president.

Section 3. Article I Section 3: The Executive Committee shall be composed of the president, the president-elect, the vice president, the treasurer, the executive secretary, and the immediate past president.

Section 4. The Advisory Board shall be composed of the members of the Executive Committee, the editors of MCTE News and the *Minnesota English Journal*, the chairpersons of sections as such sections are formed, chairpersons of standing committees, and such others as the Executive Committee shall invite.

Section 5. As the Minnesota Council of Teachers of English grows and as various interest groups within the Minnesota Council of Teachers of English feel the need for further organization, these new groups shall be formally organized as sections of the Minnesota Council of Teachers of English. (Such sections will be empowered to determine criteria for membership in the section, levy dues, elect officers, and hold meetings in conjunction with regular meetings of the Minnesota Council of Teachers of English.) Any such group shall be given time during the Annual Meetings of the Minnesota Council of Teachers of English to organize and govern itself or to present programs. Any constitutions, articles of incorporation, rules or other organizational documents for such sections shall be appended to these bylaws after being accepted as appended by a simple majority at the annual business meeting.

Article II. Nomination, Election, and Appointment of Office

Section 1. Candidates for office in the Council shall be nominated in the following manner:

- a. The Executive Committee will initiate the nomination process on or before March 1 of each year by announcing and promoting open officer positions.
- b. Any board member may submit the names of nominees to the executive secretary prior to the annual business meeting. Self-nominations are also allowed.
- c. Nominees for office will be accepted from the floor at the annual business meeting. All nominees must be active members of MCTE.

Section 2. Officers of the Council shall be elected in the following manner:

- a. Uncontested positions shall be filled by acclamation at the annual business meeting.
- b. In case of contested positions, the president shall direct the preparation of ballots and conduct elections by registered members attending the annual business meeting. A contested position

shall be
filled by the candidate receiving the largest number of votes for that office.

Section 3. A temporary vacancy in any office shall be filled by an appointment by the Executive Committee.

Section 4. The term of office of the president, president-elect, and the vice-president shall be for one year beginning 30 days after the annual business meeting.

Section 5. The term of office for the executive secretary shall be for three years beginning 30 days after the annual business meeting. An assistant secretary shall be appointed for the same term by the Executive Committee.

Section 6. The term of office of the treasurer shall be for three years beginning 30 days after the annual business meeting.

Section 7. Section chairs, regional representatives, the *Minnesota English Journal* editor(s), and the intellectual freedom chair are appointed by the president and Executive Committee for a two year term beginning 30 days after the annual business meeting.

Section 8. Officers of the Council and other members of the Advisory Board shall be eligible for re-election or re-appointment to the same office or for election or appointment to other offices in the Council.

Article III. Meetings

Section 1. An annual meeting shall be considered the time of the official business meeting of the Council.

Section 2. In addition to the three meetings of the governing boards required by the affiliation agreement with the National Council of Teachers of English, such other meetings of the membership, the Advisory Board, and the Executive Committee as deemed necessary and places of the meetings shall be determined by the Executive Committee of the Council.

Article IV. Standing Committees

Section 1. The standing committees of this organization shall include the Executive Committee.

Section 2. The president, with the concurrence of the Executive Committee, shall appoint such other standing committees as deemed necessary.

Section 3. The president shall appoint the chairperson of standing committees.

Section 4. The chairperson of each standing committee shall report on the work of the committee at each full board meeting.

Article V. Duties of Officers, Executive Committee, and Advisory Board

Section 1. The president shall preside at all meetings of the Council, the Executive Committee, and the Advisory Board. They shall be an ex-officio member, or shall appoint an Executive Committee member to act as such in their place on all standing committees of the Council.

Section 2. The president-elect shall perform the duties of the president during the president's absence, and have major responsibility for coordinating committee work, recommending new standing committees, chairpersons for these committees and making these recommendations to the president and to the Executive Committee of the Minnesota Council of Teachers of English. The president-elect shall be the program chairperson, The president-elect shall be the program chairperson, or point person on a planning committee, for the annual spring conference. Costs for spring conference registration and council-sponsored lodging shall be reimbursed or covered directly by the Council for the president-elect and the executive secretary. If the spring conference is organized by a planning committee, other committee members may have similar costs covered or reimbursed at the discretion of the Executive Committee.

Section 3. The past president shall be the program chairperson, or point person on a planning committee, for the annual fall workshop. Costs for fall workshop registration and council-sponsored lodging shall be reimbursed or covered directly by the Council for the past president. Costs for fall workshop registration shall be reimbursed or covered directly by the Council for the executive secretary.

Section 4. The vice president shall be the chair of the nominating committee and perform such other duties as requested by the president or the Executive Committee.

Section 5. The treasurer shall receive all dues and monies, shall assume responsibility for all funds of the Council, and shall disburse the funds of the Council only on order of the Executive Committee. They shall maintain an adequate and accurate record of the funds of the Council and provide a financial report at each Council meeting. The treasurer shall prepare and file annual financial reports for the following:

- Members of the Council at the annual business meeting: May 1
- National Council of Teachers of English annual financial report: June 1
- Federal IRS reporting: August 15
- State of Minnesota Attorney General's Office: August 15
- Minnesota Secretary of State nonprofit renewal filing: December 31

They shall prepare such papers as are necessary for transferring the funds of the Council into the care of a newly-elected treasurer.

Section 6. The executive secretary shall keep a record of the proceedings of all meetings of the Council and of the Executive Committee and Advisory Board, furnish the officers with copies of these proceedings, and answer all correspondence pertinent to the recognized scope of their office or as delegated to them by the president or Executive Committee; shall preserve the records of the council; and shall transmit to the newly-elected executive secretary the accumulated records of their office upon relinquishing their office.

The Executive Secretary shall serve as liaison officer to the National Council of Teachers of English, and will keep the Minnesota Council and the National Council mutually informed of events.

The Assistant Executive Secretary performs those duties delegated to them by the Executive Secretary and/or by the Executive Committee. The Assistant Executive Secretary assumes the duties of the Executive Secretary during the Executive Secretary's absence.

Section 7. The Executive Committee of the Council shall execute the general policies determined by the membership and may also initiate policy provided said policy is consistent with the stated purposes of the Council. The Executive Committee shall provide for the regular publication of the MCTE News and the Minnesota English Journal, appointing an editor and such additional staff members as may be required, and shall provide for circulation of the publications to the membership of the Council and such other organizations and persons as the Executive Committee may designate.

Section 8. The Advisory Board of the Council shall advise the Executive Committee on matters of Council policy and shall assume those duties delegated to it by the Executive Committee. The Advisory Board shall serve as the Nominating Committee.

Article VI. NCTE Affiliation and Delegates

Section 1. The Executive Secretary shall seek annual affiliation with the National Council of Teachers of English, subject to such criteria for affiliation as determined by the National Council of Teachers of English.

Section 2. The Council, being entitled to representation on the Board of Directors of the National Council of Teachers of English, shall appoint through its Executive Committee such directors as it is entitled to name. One of these directors must be the Executive Secretary, who is also the liaison officer with the National Council of Teachers of English.

Section 3. Such directors shall attend the Board of Directors' session of the National Council of Teachers of English and represent the interests of the Council at such sessions.

Section 4. Such directors shall be required to cooperate in preparing a report in writing to the full board of the Council concerning the sessions of the Board of Directors of the National Council of Teachers of English.

Section 5. From the funds of the Council upon order of the Executive Committee, the treasurer is empowered to reimburse the expenses of such directors of the National Council who attend the Board of Directors sessions as representatives of the Minnesota Council; the amount of such reimbursement shall be determined annually by the Executive Committee.

Article VII. Dues

Section 1. The annual membership dues of the Council shall be determined by the Executive Committee, except that no advance in dues may be made without the majority approval of members of the Council in the annual meeting.

Section 2. The dues for student members of the Council shall be set by the Executive Committee at an

amount which will encourage the greatest possible student membership in the Council.

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

Article VIII. Publications

Section 1. All members shall be entitled to receive publications of the Council prepared for general distribution.

Section 2. Institutions may subscribe to MCTE publications at a rate determined by the Executive Committee.

Article IX. Quorum and Majority

Section 1. The members present at the annual business meeting shall constitute a quorum.

Article X. Standard Authority

Section 1. The rules contained in Stugis's STANDARD CODE OF PARLIAMENTARY PROCEDURE shall govern the Council in all cases to which they are applicable, and in which they are not inconsistent with the constitution and bylaws of the Council.

Section 2. The president is empowered to appoint a parliamentarian to advise and assist them.

Article XI. Policy

Section 1. It shall be the policy of the Council that the membership of the Executive Committee and Advisory Board shall be of a number sufficient to represent all levels of instruction (elementary, secondary, college, all regions of the state, and public as well as private instruction), unless such representation is impractical or impossible.

Section 2. It shall be the policy of the Council and its Executive Committee to appoint members from each level of school instruction (elementary, secondary, college) to each standing committee, except insofar as the nature of the assignment of such a standing committee shall be deemed sufficiently specialized to make such appointments impractical or unnecessary.

Section 3. It shall be the policy of the Council and its Executive Committee to encourage people of color to participate at all levels of the Council's mission, from serving in leadership positions to participating in professional development opportunities. (adopted April 1998)

Article XII. Amendments

Section 1. Amendments to the Bylaws may be made by a simple majority vote at any regular meeting, provided that notice has been given at a previous meeting or by mail at least thirty days before the amendments are voted upon.

May 2025