

**Constitution of the National Council of Teachers of English
Student Affiliate of Central Michigan University
Updated May 2024**

Article I. Name

The name of this organization shall be the National Council of Teachers of English Student Affiliate at Central Michigan University. Abbreviation shall be NCTE at CMU.

Article II. Purpose

The purpose of this organization shall be:

- a.) To create a community and network among future teachers of English and the Language Arts,
- b.) To enhance relationships between students pursuing teacher certification in English or Language Arts and the professional educational community,
- c.) To acquire and discuss information on current issues within the English and Language Arts education profession.

Article III. Membership

Section 1. Memberships shall be open to any graduate or undergraduate student at Central Michigan University interested in pursuing teacher certification in English or Language Arts. Only CMU students may be officers and/or voting members. This organization will not discriminate on the basis of age, color, gender, language, handicapped status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

Section 2.

- a) Official Membership Status
 - a. Being in attendance of 3 general meetings.
 - b. Attending at least one social event.
 - c. Payment of annual dues to Treasurer
- b) Social Membership Status
 - a. Being in attendance of 1-2 general meetings.

Section 3. Annual dues shall be in the amount of \$30. Of this amount, \$25 will be used to compensate NCTE membership fees. The remaining \$5 will go to the Affiliate for RSO-related expenses. Full transparency of investments shall be made accessible to members of the Affiliate.

Article IV. Affiliation

Section 1: The NCTE at CMU is affiliated with the state branch of NCTE, the Michigan Council of Teachers of English (MCTE).

Section 2: The NCTE at CMU is officially affiliated with the National Council of Teachers of English if at least ten (10) students are registered with the national organization.

Article IV. The Executive Board

Section 1. The Executive Board shall consist of a president, vice president, treasurer, and executive secretary. The advisor(s) of the organization shall preside as non-voting member(s) of the Executive Board.

Section 2. All members of the Executive Board shall be student members of the National Council of Teachers of English.

Section 3. Executive officers shall remain in office for one academic year.

Section 4. In the case of a vacancy in the position of President, the Vice President shall assume the position of President, and a new Vice President shall be elected using the same procedures as the annual elections.

Section 5. In the case of other vacancies in the Executive Board, the positions shall be filled using the same procedures as the annual elections.

Section 6. Executive officers shall be elected at a designated meeting during the spring semester of each year and shall take office upon the closing of the spring semester.

Section 7. Nominations for executive officers shall be taken from any member of the organization by secret ballot.

Section 8. Voting for executive officers will be executed by secret ballot. Election of an executive officer will require popular vote. In the case of a tie, the existing president will act as the tie breaker.

Section 9. Executive officers are responsible for the maintenance of the NCTE at CMU legacy notes. The legacy notes must have updated and relevant information. The legacy notes must be passed on to the new executive officers at the transition meeting for the new academic year.

Article V. Removal From Office

Section 1. In the case of an officer of the Executive Board who is not attending or adequately performing duties, a probationary period may be enacted by the remaining Executive Board members by means of secret ballot. The probationary period shall last one quarter. In the probationary period, the officer must resolve their attendance or performance of duties. In the event the officer does not improve attendance or performance of duties, the officer will be asked to resign from office.

Section 2. In the case of an officer of the Executive Board who is not attending or adequately performing duties, a vote to remove from office a member of the Executive Board shall occur only in the event that a motion is made to conduct such a vote at the previous meeting.

Section 3. Voting will be executed by secret ballot.

Section 4. Members of the Executive Board may be removed from office by resignation or by a vote of present members and of the remaining members of the Executive Board.

Article VI. Executive Powers and Duties

President

- The President will collaborate with members and the advisor to create a vision for the role NCTE at CMU will play for members, in the English Ed and Language Arts programs, and on campus.
- The President shall set up an official NCTE at CMU email account and pass the password on to future Presidents and the Executive Secretary.
- The President is in charge of keeping all the members and the executive board updated on conferences, meetings, and information received from advisors or other organizations asking for help (in other words, you will be the “go to” person and will get information sent to you to forward to the members to see if they would like to help out at certain events).
- The President shall collaborate with other executive officers on planning special events, recruiting new members, etc. to generally make sure the NCTE at CMU is accomplishing what it sets out to accomplish.
- The President shall work in conjunction with other executive officers in the planning of each meeting of the organization.
- The President shall preside at all meetings of the organization.
- The President shall delegate appropriate tasks and make appointments to committees and subcommittees with the approval of the remainder of the Executive Board.
- The President shall present an annual report at the final meeting of the academic year describing the year’s projects and achievements and projecting necessary actions for the following year.
- The President shall be responsible for all written communication with agencies and individuals outside of the organization.

Vice President/Membership Chair

- The Vice President shall assume the duties of the President in the event that the President is unavailable.
- The Vice President shall assume the social media duties of the social chair in the event the social chair is unavailable or unfilled.

- The Vice President shall be the permanent chairperson of the recruiting committee.
- The Vice President will lead the charge to recruit new members. Other E-board members shall be expected to collaborate.
- The Vice President shall be responsible for organizing all recruiting efforts on campus, which may include attending and representing NCTE at CMU at campus-wide events.
- The Vice President shall work in collaboration with members of the executive board to plan community-building activities and events.
- The Vice President shall keep record of each member's attendance for meetings and events.

Treasurer

- The Treasurer shall keep accurate records of organizational expenditures and expenses.
- The Treasurer shall provide financial updates to the organization at meetings.
- The Treasurer shall plan the annual budget with the assistance of the remainder of the Executive Board.
- The Treasurer shall provide accurate minutes of each meeting of the organization to all members of the organization via electronic email.

Executive Secretary

- The Executive Secretary shall notify members of upcoming meetings of the organization.
- The Executive Secretary shall collaborate with the President and Vice President to provide information about upcoming events to be posted on online platforms and on campus.
- The Executive Secretary shall maintain a continuous social media presence that engages with members.
- If in attendance of the National Conference, the Executive Secretary shall be prepared to provide an update on the ongoings of the affiliate to the National Council.
- In the event the social chair position is not filled, organization of social events and communication will be maintained by the remaining Executive Board members.

Article VII. Meetings

Section 1. The general organization will meet weekly throughout each semester of the academic year.

Section 2. The dates, times, and locations of the meetings shall be determined by the Executive Board. Members will be notified of meetings at least two weeks prior to the meeting date via email except in the case that an emergency meeting be required.

Section 3. As long as there has been a meeting announced a week in advance for the Executive Board, the Executive Board members must notify the President or Vice President at least twenty-four hours prior to the meeting if unable to attend. If an executive officer misses two unexcused meetings per semester his/her position can be withdrawn by a secret ballot of all Executive Board members.

Article VIII. Parliamentary Authority

The members present shall vote by a show of hands on any pending issues unless a majority of those present wish to follow another procedure.

Article IX. Amendments

Section 1. Any proposed amendment to this constitution shall be submitted to the President of the organization for review and distribution to all members prior to voting.

Section 2. A vote to amend the constitution shall occur only in the event that a motion is made to conduct such a vote at the previous meeting.

Section 3. Voting will be executed by secret ballot.

Section 4. The amendments will be implemented only by a vote of present members and of the Executive Board.

Article X. Ratification

This constitution shall be ratified only by a majority of the initial meeting. It will be effective immediately upon ratification.

Article XI. Dissolution

In the event that the Student Affiliate should dissolve, the treasury will be donated to the World Literacy Foundation.