

**CONSTITUTION**  
**of the New England Association of Teachers of English**  
**A Professional Organization Since 1901**  
**Adopted Winter 2016**

**ARTICLE I. NAME**

The name of this organization shall be the New England Association of Teachers of English (NEATE).

**ARTICLE II. MISSION STATEMENT**

The New England Association of Teachers of English promotes networking among English language arts teachers at the elementary, secondary, and college levels. NEATE represents a broad range of perspectives and provides a forum for sharing successes, concerns, and resources. NEATE strives to build relationships that sustain literacy professionals of all levels of experience in a changing education environment.

**ARTICLE III. MEMBERSHIP AND DUES**

**Section A. Membership Qualifications**

Membership in this Association shall be open to all persons who teach or are otherwise interested in English or language arts.

**Section B. Membership Categories**

- Full members shall be those who have paid annual dues as determined by the by-laws. These members shall receive membership privileges as defined by category in the by-laws.
- Life members shall be those who are designated at the discretion of the Executive Board and in compliance with the by-laws.
- Online-only members shall be those who have registered on NEATE's online platform(s) but who have not joined as full members. They shall access to NEATE's online resources but shall

not receive other membership privileges.

- School or Department members shall consist of groups of at least four members and shall receive privileges as defined by category in the by-laws.
- Institutional members shall consist of schools, libraries or Educational Institutions and shall receive privileges as defined by category in the by-laws.

### **Section C. Dues**

All Association members, with the exception of life members and online-only, shall pay annual dues. The Executive Board shall set these dues annually as described in the by-laws.

## **ARTICLE IV. OFFICERS AND TERMS OF OFFICE**

### **Section A. Officers of the Association**

The officers of the Association shall be a president, a president-elect, an immediate past-president, a recording secretary, an executive secretary, and a treasurer. These officers shall constitute the Executive Committee and will serve without remuneration except as stated in the by-laws.

### **Section B. President**

The president shall serve a two-year term. The duties of the president shall be to:

- Call meetings of the Executive Board and the Executive Committee and preside at these meetings.
- Preside at all general meetings of the Association.
- Serve as an ex officio member of all standing committees except the Nominating Committee.

- Appoint ad hoc committees when necessary. The president shall be an ex officio member of such committees.
- Appoint members-at-large to appropriate standing or ad hoc committees.
- Identify each year the major professional concerns of the Association and recommend appropriate action to the Executive Committee, the Executive Board and the general membership.
- Recommend candidates for chairs of standing committees to the Executive Board for approval.
- Establish, in cooperation with the Executive Committee, a calendar for each year's activities; this calendar shall be presented annually to the Executive Board for approval.
- Provide new members of the Executive Board with descriptions of their roles and provide all committees—standing and ad hoc—with the information and assistance that will enable them to expedite committee work.
- Prepare an annual written report for an historical record of the Association's activities and submit this report to the Executive Board, the Newsletter editor, and the National Council of Teachers of English as directed by the by-laws.
- Serve as official spokesperson for the Association.

### **Section C. President-Elect**

The president-elect shall serve a two-year term and shall succeed to the presidency. The duties of the president-elect shall be to:

- Act for the president in the president's absence or inability to serve.

- Assist the president in all duties of that office.
- Serve as Awards chair for NEATE.

#### **Section D. Immediate Past-President**

The immediate past-president shall serve for two years following the term as president. The duties of the immediate past-president shall be to:

- Act for the president in the absence of both the president and the president-elect.
- Assist the president and president-elect in all duties of those offices.
- Serve as a member of the Nominating Committee.

#### **Section E. Recording Secretary**

The recording secretary will serve a term of two years. The duties of the recording secretary shall be to:

- Record all proceedings of the Executive Committee, the Executive Board, and any general meeting of the Association.
- Distribute the minutes of all meetings promptly to all members of the Executive Committee and the Executive Board.
- Carry on all correspondence assigned by the president, the Executive Committee, and the Executive Board.

#### **Section F. Treasurer**

The Executive Board shall appoint the treasurer. No single term for this office will exceed three years, but the appointment is renewable by the Executive Board. The duties of the treasurer shall be to:

- Operate the business office of the Association and serve as official spokesperson for business affairs, subject to the approval of the Executive Board, in matters not otherwise established by policy or

covered in the approved budget.

- Collect, disburse, and account for all monies connected with the business of the Association as designated by the by-laws.
- Maintain the financial records of the Association in accordance with standard business practices.
- Follow the document retention policy of the Association as specified in the by-laws and transfer records to the succeeding treasurer.
- Submit reports to the Finance Committee and the Executive Board as required by the by-laws and to the Internal Revenue Service as required by law.

### **Section G. Executive Secretary**

The executive secretary shall be appointed by the Executive Board. No single term for this office will exceed three years, but the appointment is renewable by the Executive Board. The duties of the executive secretary shall be to:

- Operate the executive office of the Association and conduct its day-to-day operations as directed by the president and the Executive Board.
- Maintain an up-to-date file of appointments and terms of office of all Executive Board members and committees.
- Follow the document retention policy of the Association as specified in the by-laws and transfer records to the succeeding executive secretary.
- Provide the president with the necessary data for preparing the annual written report of the Association's activities to the National Council of Teachers of English.

## **ARTICLE V. EXECUTIVE COMMITTEE**

### **Section A. Membership**

The Executive Committee shall consist of the president, the president-elect, the immediate past-president, the recording secretary, the treasurer, and the executive secretary. The president shall chair the committee. Others may be invited to attend the Executive Committee meeting, but shall have no voting status.

### **Section B. Purpose**

The Executive Committee shall conduct all administrative business that occurs between regular meetings of the Executive Board. It shall also be the purpose for the committee to assist the president in developing the agenda for each Executive Board meeting and making proposals for Executive Board action. The recording secretary shall send the agenda of the meeting along with the supporting materials deemed appropriate. The Executive Committee will not determine policy but will conduct all administrative business.

### **Section C. Meetings**

The Executive Committee shall meet at the discretion of the president. It may also be called into session upon the request of two members of the Committee. The Executive Committee will report its decisions, actions, and recommendations at each Executive Board meeting.

## **ARTICLE VI. EXECUTIVE BOARD**

### **Section A. Membership**

The Executive Board shall consist of the officers of the Association, four members elected at large, the editors of NEATE publications and online media, the chairs of all standing committees, and a representative from each New England affiliate. Any person appointed to chair an ad hoc committee or appointed to perform a specific duty by the president shall also serve on the Executive Board.

Committee chairs and other appointed members of the Executive Board shall serve for two-year terms. They may be reappointed at the discretion

of the president. All elected or formally appointed Executive Board members shall have one vote.

### **Section B. Purpose**

It shall be the purpose of the Board to consider and act upon the agenda presented by the president or the Executive Committee and to consider any other business that is presented.

### **Section C. Meetings**

The Executive Board shall meet at least four times yearly at the call of the president or at the request of at least ten members of the Board. A quorum shall consist of ten members of the Executive Board for the transaction of all business.

### **Section D. Vacancy**

In the event that a vacancy occurs on the Board, it shall be the duty of the president to propose a replacement to serve, upon approval of the Executive Committee, for the remainder of the elected or appointed term.

## **ARTICLE VII. ELECTIONS AND ELECTION PROCEDURES**

### **Section A. Elective Offices**

The elective offices of this Association shall be the president-elect, the recording secretary, and four members-at-large.

### **Section B. Eligibility for Office**

Any full member of the Association in good standing shall be eligible for office except student members.

### **Section C. Nominations**

The Nominating Committee shall solicit nominations for all elective offices and present candidates to the membership as specified in the by-laws.

### **Section D. Elections**

Elections shall be held annually and the results published in accordance with procedures specified by the by-laws. The Nominating Committee and the Executive Secretary shall oversee all aspects of the election process.

## **ARTICLE VIII. NOMINATING COMMITTEE**

### **Section A. Membership**

The Nominating Committee shall consist of five members. The immediate past president will chair the committee, and the four members-at-large will serve as committee members.

### **Section B. Purpose**

The purpose of the Nominating Committee shall be to solicit candidates for elective office and, with Executive Secretary, oversee all aspects of the election process as described in this Constitution and the by-laws.

### **Section C. Chair**

The Immediate Past President shall serve as chair of the Nominating Committee.

## **ARTICLE IX. STANDING COMMITTEES**

### **Section A. Responsibility**

The standing committees shall implement the official policies of NEATE and shall carry out their duties under the directions of the president of the Association, the Executive Committee, and the Executive Board. All reports and recommendations of standing committees shall be submitted to the president for consideration and placement on the agenda of the Executive Board.

### **Section B. Chairs**

The president with the advice and consent of the Executive Committee shall nominate chairs for approval by the Executive Board as soon as possible after a vacancy occurs. The term of office for the chair of a standing committee shall be two years, subject to reappointment by the Executive Board.

### **Section C. Standing Committees**



- **Conference Committee:** This committee shall be comprised of the immediate past, the current, and the future conference chairs, as well as a registration chair, a site chair, an exhibits chair, and others members appointed by the president. This committee shall be convened by the current conference chair. It shall be the duty of the Conference Committee to recommend to the Executive Board the dates, places, programs, and other activities of the conference. Financial decisions related to the annual conference will be reviewed by the Finance Committee and approved by the Executive Board.
- **Finance Committee:** This committee shall be comprised of a chair and two other members, including a former president and/or former conference chair. The Finance Committee's duties shall be to examine the budget needs of standing and ad hoc committees and to review each committee's expenditures regularly during the year. The chair of this committee shall serve as consultant to the treasurer and second signatory for the Association on all financial records and documents. The chair shall assume the duties and responsibilities of the treasurer whenever that individual is absent from general meetings or conferences. In the event that the treasurer is unable to fulfill the duties of the office, the Finance Committee chair will carry on the regular activities of the business office until such time as a new treasurer can be appointed.
- **Publications Committee:** This committee shall be comprised of a chair, the editors of all NEATE publications and online media, and other members appointed by the president. The committee's responsibilities shall be to oversee and coordinate print publications and online postings of professional articles and news items on a regular basis as specified in the by-laws.
- **Membership Committee:** This committee shall be comprised of up to six members, preferably one representing each New England state. This committee shall make efforts to recruit and retain active members from all levels of instruction and all geographical areas

served by the Association. The chair shall be responsible for maintaining up-to-date membership files, sending out membership renewal forms, and disseminating membership information regularly.

## **ARTICLE X. AD HOC COMMITTEES**

The president with the approval of the Executive Board may appoint ad hoc committees to deal with matters of concern to the Association.

## **ARTICLE XI. MEETINGS OF THE ASSOCIATION**

An annual business meeting of the Association for the general membership shall be held, with the date and place of meeting to be decided by the Executive Board. The Executive Board may decide to conduct the meeting online should circumstances so warrant. At the business meeting, a quorum shall consist of ten members of the Association.

## **ARTICLE XII. AFFILIATIONS**

### **Section A. Affiliation Requirements**

For the purpose of promoting the professional aims of the teaching of English, as stated in this Constitution, any language arts or literature organization may become an affiliated organization of this Association if formally recognized by the Executive Board.

### **Section B. Affiliation with the National Council of Teachers of English**

Affiliation shall be maintained regularly by payment of dues and the fulfillment of all affiliate responsibilities. The Executive Board of NEATE shall appoint the appropriate number of directors to the NCTE Board of Directors for a one-year term.

### **Section C. New England Affiliates**

Presidents of the New England affiliates of NCTE or their representatives shall be members of the Executive Board.

## **ARTICLE XIII. AMENDMENTS**

## **Section A. Procedures for Amending**

An amendment to this Constitution must be adopted by a two-thirds vote of those members responding to a mailed or online ballot by the date designated on the ballot, provided that any proposed amendment has been distributed to the membership at least thirty days prior to the announced date of balloting.

An amendment to this Constitution may be proposed to the Executive Committee by an authorized committee or by an individual member. Signatures of thirty current members who are in support of the proposal must accompany proposals by individuals. Within ninety days of the receipt of the proposed amendment(s), ballots will be prepared and distributed to the general membership. A two-thirds vote of the full members is necessary for an amendment to be approved. The Executive Committee will count the ballots and inform the Executive Board of the outcome. The executive secretary will announce the results to the membership.

## **ARTICLE XIV. BY-LAWS**

### **Section A. Procedures for Adopting, Amending, or Repealing**

By-laws may be adopted, amended, or repealed by a two-thirds vote of the members present at any regular Executive Board meeting at which a quorum is present.

## **ARTICLE XV. ENABLING ACT**

### **Section A. Effective Date**

This Constitution shall become effective as of February 29, 2016, if approved by a two-thirds vote of those members responding to a mailed ballot by the date designated on the ballot.

### **Section B. Invalidation of the 2007 Constitution**

When this Constitution becomes effective, the previous Constitution and by-laws shall be invalid.