

I.A.T.E. CONSTITUTION AND BY-LAWS

(Amended October 2017)

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CONSTITUTION

ARTICLE I NAME AND PURPOSE

SECTION 1 The name of this organization shall be the Illinois Association of Teachers of English, hereinafter referred to as I.A.T.E. or the Association.

SECTION 2 The purpose of this Association is to improve the quality of instruction in English at all educational levels; to encourage research, experimentation, and investigation in the teaching of English; to facilitate professional cooperation of the members; to hold public discussions and programs; to sponsor the publication of desirable articles and reports; and to integrate the efforts of all those who are concerned with the improvement of instruction in English

SECTION 3 In order to best promote its goals, the I.A.T.E. will operate under the sponsorship of an Illinois institution of higher learning according to mutually acceptable operational guidelines.

ARTICLE II MEMBERSHIP

SECTION 1 Active members—Any person interested in the teaching of English in the schools and colleges of Illinois may become a member in good standing upon payment of the requisite membership dues.

SECTION 2 The membership year shall be from July 1 through June 30 of the subsequent calendar year. While dues may be remitted at any time, voting in the general business meeting of the Annual Fall conference shall be restricted to members who have paid dues for the current membership year.

SECTION 3 The membership drive begins April 1 and all new memberships from that date will commence the subsequent August 1 membership year.

SECTION 4 Honorary members—considering nominations from the membership of I.A.T.E, the Honorary Awards Committee may, with the approval of the officers and Executive Secretary, from time to time select a person worthy to receive an Honorary Life Membership in I.A.T.E. In extraordinary circumstances, additional Honorary Life Memberships may be awarded with the permission of the Executive Council.

ARTICLE III OFFICERS

SECTION 1 The offices of the Association shall be the President, the First Vice President (Membership), the Second Vice President (Program), the Secretary, and the Treasurer.

SECTION 2 The Executive Secretary, the Officers, the District Leaders, the Committee Chairs and the Editors of the Illinois English Bulletin and the I.A.T.E. Newsletter must be members of the I.A.T.E. and of the National Council of Teachers of English (NCTE).

SECTION 3 The Executive Council shall be composed of the Executive Secretary, the Officers, the Chairs of all Standing Committees, the Editor of the Illinois English Bulletin, the Editor of the I.A.T.E. Newsletter, the District Leaders, and the I.A.T.E. representatives to other organizations. (A) All shall be regarded as voting members of the Executive Council. (B) Each I.A.T.E. district may have only one vote in the Executive Council, even if there is more than one District Leader.

SECTION 4 Eligibility (A) To be eligible for office, an individual must have been a member for at least five years preceding the year in which nominated. (B) The Nominating Committee shall select as the nominee for President one of the following: the First vice President or the Second Vice President. If none of these will accept, the nomination shall be made from among the members of the Executive Council. (C) If the Nominating Committee, after applying the procedures of clause (B) for the office of President, is unable to present a nominee for one or more offices, the Executive Council may waive the eligibility requirement of five years of membership in order to permit the nomination of an otherwise eligible IATE member. This option is intended to be a measure of last resort and should not become a regular practice.

SECTION 5 Nominating Committee The chair of this committee will be the immediate past president. Four additional members will serve two-year terms and

should represent the south, central, and northern parts of the state, the members should include at least two District Leaders. Each new chair will appoint two new members to the committee.

SECTION 6 Nominating Process The chair will send written notices to all members of the Executive Council requesting nominations for the Second Vice President and any other vacant offices. A call for nominations will also be published in the I.A.T.E. Newsletter. To be eligible, each nominee must submit a vita to the committee. The committee shall submit one nominee for each office for the approval of the Executive Council by a majority vote. A copy of the vita of each nominated candidate will be mailed to the Executive Council members prior to the final vote at the spring meeting.

SECTION 7 A list of the nominees for office, prepared by the Nominating Committee, shall be submitted for election by members in attendance at the general business meeting of the Annual Fall Conference. At least one nominee for each office shall have been approved by the Executive Council. Additional nominations shall be made by presentation of a signed petition signed by at least twenty-five members of

I.A.T.E. at the general business meeting of the Annual Fall Conference. Should nominations be made by petition, a vote will be taken by written ballot.

SECTION 8 If an office becomes vacant during the year, the President may appoint an eligible member to serve until the next election.

SECTION 9 District Leaders and chairs of Standing Committees should each appoint an alternate with full rights and responsibilities to represent them when they are unable to attend the fall or spring meetings of the Executive Council. In the event a District Leader or Chair of a Standing Committee is unable to attend or have an alternate or co-leader attend Executive Council meetings, he/she should send a written report.

ARTICLE IV MEETINGS

SECTION 1 There shall be a general business meeting of the entire organization during the Annual Fall Conference.

SECTION 2 The Executive Council shall meet in the spring to make plans for the Annual Fall Conference and shall also meet preceding the general business meeting in the fall.

ARTICLE V OFFICIAL PUBLICATIONS

The official publications of the Association shall be the Illinois English Bulletin and the I.A.T.E. Newsletter, to be published as authorized by the Executive Council or as finances permit.

ARTICLE VI FISCAL MATTERS

SECTION 1 An auditing Committee Chairperson shall be appointed to assist with the annual auditing of the Association's financial records. Additional committee members shall be appointed as needed.

SECTION 2 Working with the Chairperson of the Association's Audit Committee and with the cooperation of the Treasurer, a public accountant will be employed to audit the Association's financial records at the end of each fiscal year and to present a written report of her/her findings and recommendations to the Association.

ARTICLE VII

SECTION 1 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.

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 hereof.

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 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 country 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 VIII AMENDING THE CONSTITUTION AND BY-LAWS

Proposed Constitutional and By-Law changes of the Association must first be approved by a majority vote of the Executive Council. Subsequent to printing in the I.A.T.E. Newsletter, the Constitution and/or By-Laws may then be amended at any general business meeting of the membership by a two-thirds vote of the assembly.

BY-LAWS

ARTICLE I DUES AND THEIR USE

SECTION 1 The Executive Council shall be permitted to fix the annual dues at its spring meeting.

SECTION 2 Dues shall be used for (a) the publication of the Illinois English Bulletin and the I.A.T.E. Newsletter (b) activities of the Districts of I.A.T.E. (c) expenditures of the Annual Fall Conference and the Executive Council's spring meeting (d) business of the Executive council and (e) research.

ARTICLE II DUTIES OF THE OFFICERS SECTION 1 The duties of the President shall be (a) to call and preside at the general business meeting, the advisory cabinet meeting, and the fall and spring Executive Council meetings; (b) to appoint Standing and Special Committee Chairs who would make their respective committee appointments with final presidential approval, a Nominating Committee, a Parliamentarian, all subject to the approval of the Executive council;

(c) to fill by appointment all vacancies in office; (d) to serve as ex-officio member of all committees except the Nomination Committee; (e) to direct I.A.T.E. activities in accordance with the provisions of the Constitution.

SECTION 2 The duties of the First Vice President shall be (a) to approve the district selection of District Leaders or to appoint District Leaders when they are not specified by the district organizations; (b) to conduct a membership campaign in cooperation with the other officers, District Leaders and the Executive Secretary. (c) to assume the presidential responsibility and authority in the event that the President is incapacitated.

SECTION 3 The duties of the Second Vice President shall be (a) to serve as Program Chair for the Annual Fall Conference; (b) to choose members of the Program Committee with the assistance of the President; (c) to appoint a Committee on Local Arrangements for the Annual Fall Conference.

SECTION 4 The duties of the Secretary shall be (a) to keep complete minutes of each business meeting;

(b) to send minutes of all business meetings to Executive Council members.

SECTION 5 The duties of the Treasurer shall be (a) to make all disbursements by check; (b) to keep an accurate record of memberships, receipts, and expenditures, and to report these to the organization at the general business meeting; (c) to surrender the books for audit.

ARTICLE III DUTIES OF THE EXECUTIVE SECRETARY

The duties of the Executive Secretary shall be the following:

1. To maintain a central office for I.A.T.E.
 - a. Respond to correspondence directed to I.A.T.E. in general.
 - b. Forward correspondence that is related to the duties and responsibilities of officers and committees to the appropriate officers and committee chairs involved.
 - c. Serve as liaison between I.A.T.E. and NCTE.
 - d. Serve as a member of the Executive Council, the Advisory Cabinet, the Publications Committee, and as chair of the Budget Committee.
 - e. Advise the Treasurer regarding items relative to the collection of dues, the sale of BULLETINS, the deposit of funds, and the payment of bills.
 - f. To notify NCTE of new I.A.T.E. officers and of the credentials of the I.A.T.E. delegates to the NCTE annual meeting.
 - g. To write letters on behalf of I.A.T.E. as directed by the President, the Advisory Cabinet, or the Executive Council.
 - h. To receive membership cards and fees.
 - i. To update and maintain copies of the Constitution and By-Laws.
 - j. To contact newly appointed teachers of English to invite them to become members of the Association.
 - k. To contact college students majoring in English to encourage them to become members of I.A.T.E.

1. To provide appropriate awards for (a) members selected as recipients of Honorary Life Membership; (b) student winners in the annual prose and poetry contests.

[For the remainder of this Article the numbering is off – Ed.]

1. To store and maintain an inventory of I.A.T.E. publications.
 1. To receive all income from the sale of back issues of the BULLETIN, to deposit same in the bank, and to maintain records of all such sales.
 2. To work with and advise the editors of the BULLETIN and NEWSLETTER on the number of copies of each issue of their publication to be printed.
2. To provide for mass mailings
 1. Maintain up-to-date mailing lists.
 2. Arrange for various mailings to selected groups of members and non-members.
2. To serve as a clearinghouse for offers from outside agencies/companies that seeks an I.A.T.E. membership audience. Promotions which are considered to have merit to members as English/Language Arts professionals will be submitted to the President and Vice Presidents for approval.

ARTICLE IV DUTIES OF THE EXECUTIVE COUNCIL

The duties of the Executive Council shall be the following:

1. To fix the annual dues at the spring meeting
2. To determine the number and boundaries of the I.A.T.E. districts.
3. To authorize publication of the ILLINOIS ENGLISH BULLETIN and the I.A.T.E. NEWSLETTER.
4. To approve the annual budget.
5. To approve all presidential appointments.
6. To appoint from a list of no less than two nominees, the Executive Secretary and the Editor of the ILLINOIS ENGLISH BULLETIN, recommended by the

head of the English department of the I.A.T.E.'s sponsoring institution of higher learning.

7. To appoint the Editor of the I.A.T.E. NEWSLETTER.
8. To recommend policies and procedure for consideration of the members.
9. To appoint NCTE Directors from the Association as delegates to NCTE's business meeting and to the meeting of the Board of Directors. (I.A.T.E. must be represented at least every three years.)
10. To remove from office any elected officer of the organization by a three-fourths vote of the members present if that officer does not carry out his/her duties as listed in the constitution or if he/she does not exercise the decision of the Executive Council as these decisions are recorded in the minutes of the Council.

ARTICLE V DUTIES OF THE EDITOR OF THE ILLINOIS ENGLISH BULLETIN

The duties of the Editor of the ILLINOIS ENGLISH BULLETIN shall be:

1. To edit the ILLINOIS ENGLISH BULLETIN.
2. To serve as co-chair of the Publications Committee.

ARTICLE VI DUTIES OF THE EDITOR OF THE I.A.T.E. NEWSLETTER

The duties of the editor of the I.A.T.E. NEWSLETTER shall be

1. To edit the I.A.T.E. NEWSLETTER.
2. To serve as co-chair of the Publications Committee.

ARTICLE VII DUTIES OF THE DISTRICT LEADERS

SECTION 1 The duties of the District Leaders shall be the following:

- a. To keep their respective members informed of the activities of I.A.T.E.
- b. To report to the Executive Council at its meetings the needs and desires of English/Language Arts teachers throughout the state.

- c. To organize their districts into workable units.
- d. To call, if possible, an annual meeting of teachers within their districts.
- e. To cooperate, if possible, with the schools and colleges in their areas in sponsoring an annual district meeting of teachers of English.
- f. To appoint an alternate with full rights and responsibilities to represent them when they are unable to attend the fall or spring meetings of the Executive Council.

SECTION 2 There may be up to two leaders per district.

SECTION 3 Tenure of District Leaders is contingent upon effective performance of duties and upon regular attendance at the annual fall conference and at the annual spring meeting of the Executive Council. When a District Leader fails to be present or fails to send an alternate or to submit a written report at two (2) (fall and spring) consecutive Executive Council meetings, the President shall have the authority, with the approval of the Executive Council, to appoint a new District Leader.

SECTION 4 A District Leader Coordinator shall be elected by the District Leaders from within the District Leader Group. This person shall serve as the main spokesperson for the District Leaders, coordinate, in conjunction with the First Vice President, the meetings and activities of the District Leaders, and maintain and update a District Leader Handbook.

ARTICLE VIII DUTIES OF THE PARLIAMENTARIAN

The Parliamentarian shall act as advisor to the officers and members of the organization in matters pertaining to parliamentary usage. In all matters of procedure not covered by the Constitution or By-Laws, the appropriate sections of the latest edition of ROBERT'S RULES OF ORDER shall apply.

ARTICLE IX STANDING COMMITTEES AND THEIR DUTIES

SECTION 1 The chairs and members of all standing committees, except the Advisory Cabinet and the Program Committee, shall be appointed by the President with the approval of the Executive Council. Chairs will serve for a period of three years, and may be reappointed for no more than one additional three-year term at the discretion

of the President and the Executive Council. Chairs will appoint alternates from their committees with full rights and responsibilities to represent them when they are unable to attend the fall or spring meetings of the Executive Council. In the event a chair of a Standing Committee is unable to attend or to have an alternate attend Executive council meetings, he/she should provide a written report. When a chair fails to have someone present or fails to provide a written report at two (2) (fall and spring) consecutive Executive Council meetings, the President shall have the authority, with the approval of the Executive Council, to appoint a new chairperson.

SECTION 2 The ADVISORY COUNCIL shall consist of the Executive Secretary, the Officers of the Association, the Chairs of Standing Committees, the Editor of the ILLINOIS ENGLISH BULLETIN, the Editor of the I.A.T.E. NEWSLETTER, and the past Presidents of the three preceding years. The group shall act as a steering committee for the Executive Council and shall advise and assist the President.

SECTION 3 The SPECIAL PROJECTS COMMITTEE shall be responsible for research and other special projects initiated by its members and for studies suggested by the Executive Council.

SECTION 4 The PROGRAM COMMITTEE shall consist of the Second Vice President plus the members representative of various sections of the state. They shall be appointed by the Second Vice President with the help of the President and shall serve for two-year terms.

SECTION 5 The ARTICULATION COMMITTEE shall identify and investigate significant issues in English/Language Arts instruction that affect all levels of education (kindergarten through graduate school), recommend courses of action that address these issues to the Executive Council, and assist the Second Vice President in planning for the fall conference sessions specifically appropriate to all levels of education. Membership of this committee must reflect all levels of education (kindergarten through graduate school.)

SECTION 6 The COMMUNICATION LIAISON COMMITTEE shall serve as a spokesperson officially representing the interests of I.A.T.E., seeking and establishing oral and written arenas for communication to publicize and promote English education. In particular, the committee shall be responsible for communications between I.A.T.E. and the state legislature, the Illinois State Board of Education, colleges and universities, and other professional organizations of teachers in Illinois and shall work in coordination with the I.A.T.E. President, SLATE Representative, and other appropriate I.A.T.E. committees.

SECTION 7 The HONORARY AWARDS COMMITTEE shall (a) seek a contemporary Illinois writer to receive the I.A.T.E.'s Illinois Author-of-the-Year Award; (b) arrange for and purchase suitable tangible awards to be presented to the Author of the Year; and (c) nominate for Honorary Life Membership in I.A.T.E. members who have given at least ten years of distinguished service to the Association.

SECTION 8 The PUBLICITY COMMITTEE shall (a) prepare and distribute to the various media, news releases on the highlights of the annual fall conference; (b) prepare and send to appropriate media, news releases on all members who participate in the program of the fall conference; (c) prepare and send to appropriate media, news releases on all members who accept leadership responsibilities in the Association; and (d) prepare and send to appropriate media any necessary news releases for Executive Council and Advisory Council meetings throughout the year.

SECTION 9 The BUDGET COMMITTEE shall be composed of the following officers and officer nominees; the Executive Secretary, who will serve as chair; the President; the nominee for President; the Second Vice President, the nominee for Second Vice President; and the Treasurer. The Committee shall (a) prepare each year in advance of the Annual Fall Conference a proposed budget for the next fiscal year and present that budget to the Executive Council for its consideration and recommendation at its regular meeting during the time of the fall conference; and seek the advice of the Executive Council at any time during the year when major changes in the budget appear necessary.

SECTION 10 The PUBLICATIONS COMMITTEE shall be composed of the following officers and members; the Editors of the ILLINOIS ENGLISH BULLETIN and the I.A.T.E. NEWSLETTER, who shall serve as co-chairs; a website manager, the Executive Secretary; a member with a specialty in literature; a member with a specialty in language study; and a member with a specialty in composition. The committee shall serve as a board of advisors to the BULLETIN and the NEWSLETTER.

SECTION 11 The CONSTITUTION COMMITTEE shall examine the Constitution and By-Laws to make sure that they clearly and accurately reflect the practices and intentions of the Association, and that all tenets are faithfully upheld. When necessary, the committee will report changes/problems to the Executive Council as per the procedures of Article VII of the Constitution.

SECTION 12 The CONFERENCE SITES COMMITTEE shall investigate sites for the fall conference and report its findings and recommendations to the Executive Council.

SECTION 13 The PAUL JACOBS RESEARCH COMMITTEE shall promote the Paul Jacobs Research Grant to prospective candidates and select a worthy recipient(s) on the basis of established criteria. Their recommendation will then be submitted to the Executive Council for its approval. The committee shall consist of a chair and two members.

SECTION 14 The INTELLECTUAL FREEDOM COMMITTEE shall provide information and assistance to teachers regarding matters of censorship. The chair will also coordinate activities with the I.A.T.E. SLATE representative and the work of the Communication Liaison Committee.

SECTION 15 The MINORITY AFFAIRS COMMITTEE shall coordinate the recruitment of and promote the concerns of I.A.T.E. members who are people of color.

SECTION 16 The TEACHER EDUCATION COMMITTEE shall address issues of English education to keep I.A.T.E. proactive in the areas of teacher preparation and certification, and professional development.

SECTION 17 When the need arises, chairs and members of additional committees may be appointed by the President with the approval of the Executive Council.

ARTICLE X REPRESENTATIVES TO OTHER PROFESSIONAL ORGANIZATIONS

Representatives to other professional organizations shall be appointed by the President with the approval of the Executive Council. A representative will serve for a period of three years and may be reappointed at the discretion of the President and the Council. Each position will have one vote in the Executive Council even if there is more than one person representing I.A.T.E. to a given organization.

ARTICLE XI POSITION STATEMENTS

IATE members present at the general business meeting during the Annual Fall conference may participate in debate and vote on position statements at the meeting.

In order for position statements to be discussed at the general business meeting, they must first be approved for discussion and debate by a majority vote of the Executive Council during its spring meeting. Subsequent to printing the proposed statement, or a

summary of it, in the IATE Newsletter, the position statement may then be presented for discussion at the general business meeting.

The Executive Council and other IATE members present at the Annual Business Meeting shall, with at least a vote of two-thirds, approve or disapprove official position statements on educational issues. An official position statement may also be adopted:

- 1) When the Executive Committee submits it on a mail ballot to the entire membership and it is approved by a majority of those responding within 45 days, or 2) When at least two-thirds of the members of the Executive Council have voted to approve it