

## Requirements for NCTE Assembly Status

1. The assembly shall have a minimum of twenty-five NCTE members.
2. All members of the governing board of the assembly shall be members of the National Council of Teachers of English.
3. The assembly shall have a written constitution, ratified by a majority vote of the members of the association, that provides for continuity of leadership within the administration of the organization. (Although no uniform pattern is required, continuity can be achieved through establishing a clear succession for certain offices or retaining past officers as members of the governing board.)
4. The assembly shall have a written policy of involvement of persons of color.
5. The assembly shall pay to the National Council annual dues which shall be keyed to the size of the assembly membership and shall follow the same membership formula that governs dues for NCTE assemblies (\$10.00 for assemblies having between 25 and 249 members; \$15.00 for assemblies having between 250 and 499 members; and \$25.00 for assemblies having 500 or more members).
6. All assemblies shall be entitled to name one member to the Board of Directors. Assemblies which have between 150-359 members who are also members of NCTE shall be entitled to name two members to the Board of Directors; assemblies with 350-549 such members, three directors; with 550-749, four directors, and so on, up to a maximum of six directors.
7. An assembly shall plan a meeting/workshop for the annual NCTE convention. (See "Assembly Benefits")
  - a) Submit in writing to Convention Director by May 1 request for Special Interest Group meeting time.
  - b) Submit workshop proposal according to directions on the convention proposal form. (NCTE will notify assembly program chair when proposal is approved.)
8. Each assembly shall submit reports at least annually to the Council. These reports are to include the following:
  - a) a statement of the membership of the assembly accompanied by a membership list
  - b) an annual report
  - c) an updated roster of officers
  - d) a notice of special needs, situations, or problems of the assembly.
9. Each assembly must develop and maintain effective means of communicating with its members.
  - a) Provide for manuscript preparation, editing, printing, and distribution of a regular assembly newsletter (or other publication).
  - b) Supervise appointment and orderly replacement of editor(s) for newsletter and/or other publications.
10. Each assembly must maintain membership files to recruit members, send out renewal notices when memberships lapse, provide membership list to person responsible for mailing newsletter, and provide NCTE with a list of members once a year.
11. An assembly must maintain official organizational files, including at least the following records:
  - a) Copy of constitution and record of amendments.
  - b) Copy of all policies, including the policy on involvement of persons of color.
  - c) Minutes of meetings of the membership and of the governing board.
  - d) Election results, including slates of candidates.
  - e) Copies of conference programs.
  - f) Copies of all publications
  - g) Copies of financial reports.
  - h) Records of bills and payments of bills.