

Preliminary Planning for a NCTE Assembly

Please realize that it is unlikely that any newly proposed NCTE assembly will reach fully recognized assembly status within a single calendar year of the impulse to form it. A constitution has to be drafted and ratified, a minority involvement policy has to be developed and approved, officers have to be elected, at least 25 NCTE members have to be recruited and dues have to be established and collected.

Meeting time for groups that wish to explore forming an NCTE Assembly may be provided during one of the Convention time blocks set aside at the NCTE Annual Convention, provided that organizing groups request meeting space and time by writing the Convention Director by May 1 preceding the next NCTE Convention.

An optimal schedule might look like the following. The organizers agree that a new assembly is needed. For the following Annual Convention they plan an organizational program to "test the waters," to gauge the interest. At a second organizational meeting during the following NCTE convention, the organizers present a draft constitution and policy on involvement of persons of color and seek ratification; present a slate of officers and conduct an election; appoint or elect NCTE Director(s) to represent the assembly and collect dues from at least 25 NCTE members. Prior to the following February meeting of the Executive Committee, they could fill out the appropriate forms and submit the required documentation and dues to complete their application for assembly status with NCTE.

But until all these procedures are carried out, action by the NCTE Executive Committee to approve the application cannot take place. Note that this optimal calendar anticipates a gestation period of about eighteen months. An energetic planning group might find ways to accelerate one or another of these steps, but doing so might diminish the possibility of creating a stable organization as envisioned in the NCTE Constitution, an organization offering continued service to an identifiable constituency.

Steps Toward Authorization of a NCTE Assembly

1. An officer of the proposed assembly, usually the president or chair, submits a formal request to NCTE, through the Director of Affiliate and Member Services, who will send the necessary application forms. Part of the letter of request should be a statement of the purpose of the assembly and the constituency it will serve. If the group wishes to call an organizational meeting at the next convention, that should also be noted in the letter.
2. The group's officer returns
 - a) the application forms,
 - b) a list of the names and addresses of the members of the governing board,
 - c) a statement certifying that all members of the governing board are members of NCTE,
 - d) a list of the Director(s) to represent the assembly,
 - e) a list of all the members of the assembly,
 - f) a copy of the group's constitution,
 - g) a copy of the group's policy on involvement of persons of color,
 - h) and payment of assembly dues.
3. The completed application is presented to the NCTE Executive Committee for review.
4. If the application is approved, a letter is sent to the chair announcing the approval of the new assembly. In addition, an announcement of approval is made in a regular Council communication (e.g. Council-Grams).

Note: Because of the limited meeting time and the press of other NCTE matters, the Executive Committee may not act on applications for assembly status at November convention meetings. Applications may be received and acted upon at other meetings of the Executive Committee (February, April, September).