

**CONSTITUTION
OF THE
CONFERENCE ON ENGLISH EDUCATION
OF THE
NATIONAL COUNCIL OF TEACHERS OF ENGLISH**

**ARTICLE I
NAME AND OBJECT**

- Section 1.** The name of this organization shall be the Conference on English Education, hereafter referred to as the CEE.
- Section 2.** The broad object of the CEE is to unite all interested persons in an organization which considers important matters relating to English language arts teacher education and which seeks to influence the future of English language arts teacher education.
- Section 3.** The specific objects are (1) to provide an opportunity to discuss the field of English language arts education, both preservice and inservice, (2) to encourage studies and research in the field, (3) to publish reports and articles of interest to the membership, and (4) to take an active role in matters relating to the education and certification of teachers of English language arts.

**ARTICLE II
MEMBERSHIP**

- Section 1.** Membership shall be open to any member of the National Council of Teachers of English, including student members, interested in any phase or area of the preservice and continuing education of teachers of English on all levels.

**ARTICLE III
AFFILIATION**

- Section 1.** Any organization, whether state or interstate, that has as one of its primary objectives the improvement of the preservice and continuing education of teachers of English on any academic level, may request affiliation with the CEE.
- Section 2.** Approval or disapproval of each request for affiliation shall be determined by simple majority vote of the Executive Committee of the CEE.
- Section 3.** Each approved affiliate shall (1) be invited, at such time and in such manner as the CEE Executive Committee shall deem appropriate to undertake special committee assignments, studies, or research on behalf of the CEE and the affiliate, and (2) be entitled to such service of the CEE as the Executive Committee deems possible and appropriate.

**ARTICLE IV
OFFICERS**

- Section 1.** The officers shall be a Chair, a Vice Chair, a Recording Secretary, a Secretary-Treasurer, and an Immediate Past Chair in alternating years.
- Section 2.** The Executive Director of the National Council of Teachers of English shall be the Secretary-Treasurer.

ARTICLE V
COMMITTEES

Section 1. The Executive Committee

- a. There shall be an Executive Committee consisting of twelve elected members; the Secretary-Treasurer; and the Immediate Past Chair if his or her term on the Executive Committee has expired; and officers with extended terms as noted in Bylaw 2A.
- b. The membership of the Executive Committee shall reflect the commitment of the Conference on English Education to support active inclusive participation of diverse peoples (e.g., including but not limited to race, gender, geography, ethnicity, sexual orientation, job assignments) in all CEE meetings and events; nominating committees shall therefore select candidates who ensure that the membership of the CEE Executive Committee has balanced racial, gender, geographic, ethnic, and job-assignment representation.
- c. Members shall hold office for four years. Each year the three retiring members shall be replaced by election as specified in Section 2b of Article V.
- d. No member of the committee shall be eligible to reelection to the committee in the year in which s/he retires.
- e. The term of a member of the committee shall begin at the close of the CEE Executive Committee meeting held at the NCTE Annual Convention.
- f. Nominations, election, and filling of vacancies shall be as specified in Section 2 of Article V and in Article VIII.
- g. A majority of the elected Executive Committee shall constitute a quorum. Only elected members may vote.
- h. The duties of the Executive Committee shall be as follows:
 1. Promote the activities of the CEE.
 2. Elect one of its members as Chair, another as Vice Chair, and a third as Recording Secretary.
 3. Provide for the publication of an official CEE journal.
 4. Designate the time and place of any meeting convened by the CEE.
 5. Make such appointments as it deems necessary to conduct the affairs of the CEE.
 6. Review and react to the work of each appointed committee and commission.

Section 2. Nominating Committee

- a. The Nominating Committee shall consist of five members who are elected by ballot of the entire membership. Current members of the Executive Committee or the Nominating Committee are not eligible to be candidates for election to the Nominating Committee or the Executive Committee.

- b. The Nominating Committee's Duties
 - 1. The Nominating Committee shall meet in open session during the NCTE annual meeting to solicit names for nominees for the Executive Committee and for the future Nominating Committee.
 - 2. The Nominating Committee shall prepare a slate of at least six names for positions on the Executive Committee.
 - 3. The Nominating Committee shall support active inclusive participation of diverse peoples (e.g., including but not limited to race, gender, geography, ethnicity, sexual orientation, job assignments) in all CEE meetings and events..
 - 4. The Nominating Committee has the additional responsibility of preparing a slate of at least eight candidates for the next Nominating Committee.
 - 5. The Nominating Committee has the additional responsibility of preparing a slate of at least eight candidates for the next Nominating Committee.
- c. The Nominating Committee shall be elected as follows:
 - 1. This slate of nominees for Nominating Committee members shall be submitted to the membership by February 15. The complete slate will be submitted to the membership for voting as soon as practicable after the NCTE annual convention.
 - 2. Ballots shall allow for write-in candidates and, to be counted, shall be returned within 30 days of submission to the membership.
 - 3. The five nominees who received the greatest number of votes will become the new Nominating Committee.
 - 4. The nominee who receives the greatest number of votes will become Chair of the Nominating Committee.
 - 5. In the event of a tie vote for a nominee or chair, members of the Executive Committee shall vote to break the tie.

Section 3. Appointed Committees and Commissions

- a. In appointing CEE commissions and committees, the CEE Chair shall actively seek the involvement of people of color.
- b. Committees may be appointed by the Chair when s/he considers them to be necessary or desirable, or when authorized by the vote of the Executive Committee or of the members.
- c. Appointed committees shall follow the procedures established or approved by the Executive Committee.
- d. Appointed committees shall make an annual report to the Executive Committee.

ARTICLE VI
MEETINGS

- Section 1.** The CEE membership will gather at least once a year.

- Section 2.** A business meeting shall be held at the NCTE annual convention, with date, site, and time announced by the Executive Committee to the membership not less than sixty days prior to that meeting.
- Section 3.** Special business meetings of CEE may be held in conjunction with other conferences convened by CEE, with sixty days advance notice to the membership.
- Section 4.** The CEE leadership shall support active inclusive participation of diverse peoples (e.g., including but not limited to race, gender, geography, ethnicity, sexual orientation, job assignments) in all CEE meetings and events.

ARTICLE VII VOTING

- Section 1.** Any time a vote is called for, all members are entitled to vote and a simple majority of those voting shall be required for action except as specifically stated elsewhere in the Constitution or Bylaws. All ballots to be counted must be returned within the time designated by the Constitution. Where the Constitution does not stipulate a time limit, the Executive Committee shall do so; however, in no instance may this time limit be less than thirty days.

ARTICLE VIII VACANCIES

- Section 1.** If the position of Chair becomes vacant, the Vice Chair shall succeed. In the event s/he is unable to do so, a chair shall be named by the Executive Committee.
- Section 2.** In the event of vacancies on the Executive Committee, the Chair shall select replacements, acceptable to a simple majority of the Executive Committee, to fill the unexpired terms.

ARTICLE IX

- Section 1.** Previous notice of a proposal to amend this Constitution must be made through direct communication with the membership or in the official publication at least thirty days prior to the submission of the ballot.
- Section 2.** Proposals to amend shall be accompanied by copies of articles to be amended.
- Section 3.** Proposals to amend the Constitution may be originated by a majority vote of the Executive Committee. If a proposal to amend this Constitution is presented to the Executive Committee with the signatures of one percent of the members of CEE, the Executive Committee shall within twelve months submit it to vote either by ballot or at a business meeting of CEE, after following the procedures stipulated in Sections 1 and 2 of this Article.
- Section 4.** After the above conditions have been met, the Constitution may be amended by
(1) majority vote of the members attending any business meeting, provided notice of the proposed change has been given to all members at least thirty days before the meeting or
(2) a three-quarters vote of members attending the business meeting in conjunction with any meeting convened by CEE. On a ballot, this constitution may be amended by an affirmative vote of the ballots returned within thirty days.

BYLAWS OF THE CONFERENCE ON ENGLISH EDUCATION

1. DUES

- A. The annual dues for membership shall be set by the CEE Executive Committee. (The dues shall be in addition to the dues for the required membership in the National Council of Teachers of English.)
- B. Libraries and other institutions may subscribe to the publications of the CEE at a subscription rate set by the Executive Committee.

2. ELECTION AND DUTIES OF OFFICERS

- A. The Vice Chair shall be elected by a vote of the CEE Executive Committee at the fall meeting in odd numbered years. The term for the office of Vice Chair shall be for one year beginning at the close of the CEE Executive Committee meeting held at the NCTE annual convention. At the conclusion of a one-year term, the Vice Chair shall assume the position of Chair of the CEE Executive Committee, and shall serve as Chair for a term of two years. The Recording Secretary shall be elected by a vote of the CEE Executive Committee at the fall meeting in even numbered years. The term of the Recording Secretary shall be for two years beginning at the close of the CEE Executive Committee meeting held at the NCTE Annual Convention. If an officer is elected for a term of office extending beyond his/her tenure on the Executive Committee, that tenure will be extended to cover the term of office.

B. THE CHAIR SHALL

- (1) Assume responsibility for the functioning of the organization.
- (2) Preside at all business meetings of the CEE and of the Executive Committee unless unavoidably absent.
- (3) Appoint all special committees authorized by the members or by the Executive Committee.
- (4) Arrange the program of the business meeting and assume leadership in arranging for any CEE program sessions during the NCTE convention or at other conventions.
- (5) Provide advice as required by the editors and program chair.
- (6) Confer with the Secretary-Treasurer regarding the preparation of, Executive Committee review of, and adherence to an annual budget.
- (7) Prepare a brief annual report for presentation to the NCTE Directors at the annual convention of the NCTE.
- (8) Serve as the representative of the CEE to the Executive Committee of the National Council of Teachers of English.
- (9) At the conclusion of the two-year term of office serve one year as the Immediate Past Chair and retain a voting membership on the Executive Committee even though his or her term of four years on the Executive Committee may have been completed.

C. THE VICE CHAIR SHALL

- (1) In the absence of the Chair, preside at all business meetings of the CEE or of the Executive Committee.
- (2) In the absence or incapacity of the Chair, assume responsibility for any or all of the other duties of the Chair.
- (3) Provide continuing liaison between the Executive Committee and all CEE committees and make appropriate reports on committee work at the direction of the Chair.
- (4) Head the CEE Membership Committee.

D. THE RECORDING SECRETARY SHALL

- (1) Prepare the minutes of each business meeting of the CEE and submit them to the CEE Executive Committee Chair.
- (2) Submit copies of all minutes and other records to the Secretary-Treasurer for the permanent file of the CEE.

E. THE SECRETARY-TREASURER SHALL

- (1) Maintain a permanent file of the minutes and other records necessary to the orderly transaction of the business of the CEE
- (2) Assist the Chair in preparing for the annual meeting.
- (3) Prepare and distribute all mail ballots and report to the Executive Committee the official results.
- (4) Assume the responsibility for printing of the official stationery of CEE.
- (5) Handle all financial transactions of the CEE.
- (6) In consultation with the CEE Chair, prepare and explain the details of a proposed annual budget to the CEE Executive Committee. Upon request, prepare financial reports that describe CEE progress toward meeting budgetary goals.
- (7) At the annual business meeting, submit a formal report and a report on membership.
- (8) Notify the Chair if at any time the CEE is in danger of incurring any obligation exceeding its funds on hand.
- (9) Prepare on request of the Executive Committee, the Program Chair, or the Editor, a current list of CEE members.
- (10) Be responsible for keeping the Executive Committee informed of actions and discussions of the NCTE--or of its other Conferences, Commissions and Committees--which have implications for CEE action.

F. THE PAST CHAIR SHALL

- (1) Assume the responsibilities of the Vice Chair following the NCTE Annual Convention in even numbered years when the Vice Chair assumes the position of CEE Chair.

3. APPOINTMENTS

- A. The Executive Committee is empowered to appoint members of the CEE to perform tasks on behalf of the CEE and shall specify the duties and terms of such appointees. Among such appointments are:
- (1) A Program Chair shall actively seek proposals from diverse peoples (e.g., including but not limited to race, gender, geography, ethnicity, sexual orientation, job assignments) in all CEE meetings and events. The Program Chair may name a program committee.
 - (2) An editor of the official CEE journal, and to the extent the editor deems advisable, an appropriate editorial board.
 - (3) A representative of the CEE Graduate Strand.
- B. A review of appointments shall be a part of the agenda of each regular meeting of the Executive Committee.

4. MEETINGS OF THE EXECUTIVE COMMITTEE

- A. The Executive Committee will hold regular meetings in conjunction with the CEE annual conference at the annual meeting of the NCTE and a second meeting called at the discretion of the chair. The times of these meetings will be designated by the chair.
- B. Special meetings at other times may be called at the discretion of the Chair.

5. PUBLICATIONS

- A. In addition to the official journal, the Executive Committee is authorized to publish whatever it deems appropriate to the aims of the organization.
- B. The net proceeds of any CEE publication shall be placed in the CEE account.

6. RULES OF ORDER

The rules contained in Sturgis's *Standard Guide to Parliamentary Procedure* shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the Constitution or the Bylaws of the Conference.

7. AMENDMENTS TO THE BYLAWS

- A. These Bylaws may be amended:
- (1) by majority vote of the members attending any business meeting, provided notice of the proposed change has been given to all members at least thirty days before the meeting or
 - (2) by a three-quarters vote of members attending the business meeting in conjunction with any meeting convened by CEE.
- B. On a ballot, these Bylaws may be amended by an affirmative vote of the ballots returned within thirty days.