

## NCTE Assembly for Research Constitution

### CONSTITUTION

#### **Article 1: NAME:**

This assembly is called the NCTE Assembly for Research.

#### **Article 2: AFFILIATION:**

The Assembly for Research is affiliated with the National Council of Teachers of English (NCTE) and follows the rules for assemblies described in the NCTE constitution.

#### **Article 3: PURPOSE:**

The purpose of the Assembly for Research is:

1. to promote inquiry into literacy practices and to consider continually what it means to engage in that inquiry.
2. to provide opportunities for researchers in different sites and from different perspectives to come together to learn from one another.
3. to encourage greater participation in research by teachers from all levels of schooling.
4. to promote the growth of research and researchers through the forum provided by the Assembly for Research.
5. to support the development of early-career researchers through Assembly for Research activities.
6. to provide a democratic body that strives to incorporate research activities into the broader goals and practices of the National Council of Teachers of English.

#### **Article 4: MEMBERSHIP:**

Qualifications: Membership is open to anyone sharing an interest in research issues, with a minimum of 25 Assembly for Research members holding membership in NCTE. Membership is determined by ATTENDANCE AT THE ANNUAL MIDWINTER CONFERENCE. The membership year runs from Midwinter Conference, date determined each year, to the beginning Midwinter Conference the following year.

#### **Article 5: OFFICERS:**

The officers consist of a chair, an associate chair, a secretary, a treasurer, and a newsletter editor. All officers shall be elected by the members, except for the Chair, who is elected as an Associate Chair. All officers are elected through a ballot issued in the newsletter or on-line system that precedes the fall NCTE conference and beginning the Midwinter Conference of the following year.

**Duties of the Chair:** The chair is responsible for planning a midwinter conference, fall NCTE conference workshop, and fall NCTE conference business meeting session, and for overseeing meetings of the Executive Committee and Assembly membership. In the event of a vacancy on the Executive Committee, the chair shall appoint a person to fill the

unexpired term. The chair is the Assembly for Research's official liaison to the National Council of Teachers of English and represents the Assembly on the NCTE Board of Directors.

**Duties of the Associate Chair:** The associate chair sits on the Executive Committee and through the year of apprenticeship learns the duties of the chair. When the Assembly membership exceeds 150, the associate chair becomes the Assembly's second representative on the NCTE Board of Directors unless the Assembly is governed by co-chairs, in which case the co-chairs become the Assembly's two representatives. The associate chair serves a two-year term that is marked by the beginning of the NCTE annual conference each year. After the completion of the first year as Associate Chair, the elected officer then assumes the role as Chair for the second year until the close of the term.

**Duties of the Treasurer:** The Treasurer serves a three-year term, and maintains the financial records of the Assembly and provides the Assembly with a permanent account of those records and reports to the Assembly every November during the business meeting convened at NCTE Annual Conference. The treasurer serves as the registration offices for the midwinter conference. The treasurer may spend funds of \$50 or less on routine Assembly expenses (e.g., postage), but may only spend funds in excess of \$50 with the approval of the chair and advisement of the Executive Committee. When the Assembly membership exceeds 350, the treasurer becomes the Assembly's third representative on the NCTE Board of Directors unless the Assembly is governed by co-chairs, in which case the associate chair or chairs become(s) the Assembly's third representative.

**Duties of the Secretary:** The Secretary serves a three-year term. The Secretary maintains the membership database and works directly with the treasurer in identifying annual members within the three-year term. The secretary takes minutes at meetings of both the membership and the Executive Committee and reports to the Assembly membership to NCTE every November during the business meeting at the annual conference. Minutes from the Business Meeting are reported in the Assembly for Research newsletter. The terms of the secretary and treasurer should be staggered such that one position remains filled as the other is being replaced.

**Duties of the Newsletter Editor:** The newsletter editor produces for the membership at least two newsletters each year, one before the Fall NCTE conference and one before or after the midwinter conference. Through newsletter publications, the editor provides information on Assembly activities and provides an exchange forum for Assembly members. When the Assembly's membership exceeds 550, the newsletter editor becomes the Assembly's fourth representative on the NCTE Board of Directors unless the Assembly is governed by co-chairs, in which case the associate chairs or secretary/treasurer become(s) the Assembly's fourth representative.

**Article 6: EXECUTIVE COMMITTEE:**

*Membership:* The Executive Committee shall consist of: (1) the officers named above; (2) chairs from the preceding four years; (3) the immediate past secretary/treasurer and newsletter editor; and (4) invited representatives from each of the NCTE caucuses and

sections, who must be members of the Assembly for Research. Acceptance of a position on the Executive Committee assumes a commitment to attend all meetings of the Assembly for Research and the Executive Committee, including participation in discussions taking place on the Executive Committee's electronic mail listserv.

*Responsibilities:* Under the leadership of the chair, the Executive Committee shall govern and promote the well-being of the Assembly. The Executive Committee serves primarily to advise the current officers in the governance of the Assembly for Research. The chair has authority in decisions about financing the midwinter conference and fall workshop. If those decisions project to a deficit in the overall budget based on calculated registration income and conference/workshop expenses, the Executive Committee may intercede and overrule the chair's budgeting decisions. Other decisions on the spending of money from the Assembly for Research treasury (investments, purchases, etc.) must have the support of the majority of members of the Executive Committee.

*Meetings:* The Executive Committee shall meet once annually at the Fall meeting of NCTE. The Executive Committee will be in regular contact throughout the year through an electronic forum (listserv) as well.

**Article 7: ELECTIONS:**

Elections shall be by regular or electronic mail ballots for the associate chair, secretary, treasurer, and newsletter editor. The Executive Committee shall solicit nominations for the offices that come open, request professional biographies, and select no more than two candidates or co-candidates to run for each office. Members are also entitled to support write-in candidates in any election. Ballots shall then be sent prior to the fall NCTE conference to the membership to be returned by a specified time prior to the end of the calendar year.

**Article 8: MEETING OF THE MEMBERSHIP:**

The annual meeting of the membership of the Assembly for Research will be held during the Fall conference of the National Council of Teachers of English.

**Article 9: QUORUM:**

The quorum for the Assembly for Research shall be members of the Assembly in attendance at meetings; for the Executive Committee, a minimum of three standing officers and two other committee members.

**Article 10: AMENDMENTS:**

The Assembly may amend its constitution by a vote of its members. Initiatives for amendments may come from any member of the Assembly, but must be presented to the membership through the official Assembly forum of the newsletter through the agreement of the Executive Committee. Amendments to the constitution become approved when so voted by at least 60% of members responding to the proposed amendment.