

CONSTITUTION

INDIANA COUNCIL OF TEACHERS OF ENGLISH

(Accepted October 15, 1983; Revised October 24, 1991; Revised October 14, 2016; Revised with amendments June 1, 2020; Revised with amendments August 22, 2025)

ARTICLE I. NAME

Section 1. The name of this organization shall be the Indiana Council of Teachers of English. (ICTE).

ARTICLE II. OBJECTIVES

Section 1. The objectives of this organization shall be:

- a. To support the professional growth of English teachers in Indiana.
- b. To increase the effectiveness of the teaching of English in Indiana.
- c. To bring about coordination of the professional organizations of English language arts teachers in the state.
- d. To further the association between the Indiana Council of Teachers of English and the National Council of Teachers of English.

ARTICLE III. ORGANIZATION

Section 1. The Indiana Council of Teachers of English shall be organized as follows:

There shall be an Executive Committee composed of the President, the Past President, the President-Elect, the Recording Secretary, the Publications Director, the Executive Treasurer, the Teacher Candidate Representative, Chairs of the Standing Committees, the Liaison Officers of In-State Affiliates, and the Senior English Language Arts Specialist of the Indiana Department of Education (ex officio).

ARTICLE IV. MEMBERSHIP

Section 1. Membership is open to anyone interested in the purposes of the organization.

Section 2. The dues shall be set by the Executive Committee with the approval of a duly elected quorum at the Annual Business Meeting.

ARTICLE V. AFFILIATION

Section 1. Already constituted or to-be-constituted local-area groups of teachers interested in having closer ties with the Indiana Council of Teachers of English shall be eligible for affiliation upon (a) the submission of a constitution to the Executive Committee of the Council, (b) the approval of that constitution by the Executive Committee and (c) the subsequent appointment by the local group of a voting member of the Council's Executive Committee.

ARTICLE VI. OFFICERS

Section 1. The officers of this organization shall be an elected President, a Past President, an elected President-Elect, an elected Recording Secretary, an elected Publications Director, an appointed Executive Treasurer, and an appointed Teacher Candidate Representative. Other officers may be appointed or elected to the Executive Committee as needed.

Section 2. These officers shall serve on the Council's Executive Committee.

ARTICLE VII. REPRESENTATION ON NCTE BOARD

Section 1. The Indiana Council as an affiliate of the National Council of Teachers of English is entitled to representatives on the Board of Directors of the National Council. The President of the Indiana Council shall be the first Director; the Executive Treasurer, who serves as liaison officer, shall be the second Director; the President shall appoint other Directors, the number depending upon the membership of ICTE and the regulations of NCTE pertaining thereto.

ARTICLE VIII. ELECTIONS

Section 1. All officers except the Executive Treasurer and Teacher Candidate Representative shall be elected, when needed (on an annual basis), either at the Annual Business Meeting or by secure online ballot

Section 2. The President shall serve a one-year term. After their term as President, this person will occupy the role of immediate Past President on the Executive Committee.

Section 3. The President-Elect shall serve a one-year term on the Executive Committee before acceding to the presidency.

Section 4. The Recording Secretary shall be elected for a two-year term and may be elected for additional terms. The Recording Secretary will also serve as the nomination chair.

Section 5. The Publications Director shall be elected for a two-year term and may be elected for additional terms. The Publications Director serves as chair of the Publications Committee.

Section 6. The Teacher Candidate Representative shall serve a one-year term on the Executive Committee.

ARTICLE IX. ANNUAL CONVENTION

Section 1. An Annual Convention will be held at which time the Council will conduct its business. The exact time, place, and structure of the Conventions shall be decided by the Executive Committee.

Section 2. Officers elected at the Annual Convention shall assume their duties at the beginning of the next fiscal year.

ARTICLE X. FISCAL YEAR

Section 1. The fiscal year of the Indiana Council of Teachers of English shall be from July 1 to June 30.

ARTICLE XI. EARNINGS AND ASSETS

Section 1. No part of the net earnings, if any, of the Indiana Council of Teachers of English shall inure to the benefit of any private person or party, but shall be used solely and exclusively for the objectives and purposes of the Indiana Council.

Section 2. In the event of the termination or dissolution of the Indiana Council of Teachers of English, the assets of the organization shall be used to establish a scholarship for graduate study in the teaching of English at one of the state-supported, four-year universities.

The award of the scholarship shall be made at the last Executive Committee meeting prior to the termination or dissolution of the Council.

ARTICLE XII. AMENDMENT

Section 1. The Constitution may be amended at the Annual Convention by a majority vote of those members present and voting.

Section 2. The membership shall be notified of an intent to amend the Constitution no less than thirty days in advance.

Section 3. The Executive Board shall be authorized to make use of a secure ballot, provided the stipulation in Section 2 is followed.

BYLAWS

ARTICLE I. MEETINGS

Section 1. An Annual Convention shall be held at which time Council business shall be conducted.

Section 2. Special meetings may be called by the President and/or the Executive Committee when deemed necessary.

Section 3. A quorum shall consist of one-third of the members of the Executive Committee and other members of the Indiana Council present.

ARTICLE II. DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings, appoint the chair of all standing committees and temporary committees, and have charge of conducting the business of the organization. The President shall be an ex-officio member of all committees, including the Council's Publications Committee.

Section 2. The President-Elect shall attend Executive Committee meetings and serve on the Conference & Events Committee for one year prior to acceding to the presidency.

Section 3. The Recording Secretary shall keep the minutes of the Annual Business Meeting, the meetings of the Executive Committee, and any special meetings called by the Council. The Recording Secretary shall also conduct the nominating process. The Recording Secretary shall be elected for an initial period of two years and may be re-elected for a similar period or periods of time.

Section 4. The Executive Treasurer shall be appointed by the Executive Committee for an initial period of three years. The Executive Treasurer may be re-appointed by the Executive Committee for a similar period or periods of time.

The Executive Treasurer shall:

- Work directly with the President and the Executive Committee coordinating the efforts of all.
- Be responsible for coordinating and assisting the officers and the Executive Committee of the Council.
- Be responsible for the financial affairs of the Council.
- Serve as the Indiana Council's liaison officer to the National Council of Teachers of English.
- Be responsible to the Executive Committee, and through that Committee, to the general membership.
- Serve as a member of the Council's Publications Committee.

Section 5. The Publications Director shall serve as Chair of the Council's Publications Committee and shall be responsible for maintaining the Council's publications such as website, e-newsletter, and social media. The Publications Director shall be elected for an initial period of two years and may be re-elected for a similar period or periods of time.

Section 6. The Teacher Candidate Representative shall be appointed by the Executive Council for a one-year term and shall attend Executive Committee meetings and assist with the Council's activities. During their term, the Teacher Candidate Representative shall be mentored by a member of the Executive Committee.

ARTICLE III. EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall include all of the elected officers, the appointed Executive Treasurer, the appointed Teacher Candidate Representative, the chairs of the standing committees, the liaison officers of in-state affiliates, and the Senior English Language Arts Specialist of the Indiana Department of Education (ex officio).

Section 2. The Executive Committee shall attend to the affairs of the Indiana Council during the interim between meetings of the Council, but its acts shall not conflict with action taken by the membership. Its duties shall be to plan and execute all the business of the Council.

Section 3. Regular meetings of the Executive Committee shall be determined by the President. Special meetings of the Executive Committee may be called by the President.

Section 4. One-third of its members shall constitute a quorum of the Executive Committee.

ARTICLE IV. NONPROFIT STATUS

Section 1. Said organization is organized exclusively for charitable, religious, educational, or scientific purposes, including, for such purposes, the making of distributions 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 1 of this constitution.

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 the corresponding section of any future federal tax code, as described in Article XI Section 2 of this constitution. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county 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 V. COMMITTEES

Section 1. The standing committees of the Indiana Council shall include: Honors, Awards, and Competitions; Conferences and Events; and Publications.

Section 2. The President, with the approval of the Executive Committee, will appoint the members of all committees.

Section 3. From time to time emergency situations may arise which call for study and deliberation prior to the Council's taking action thereon. If time permits, the Executive Committee shall constitute itself as an "ad hoc Committee on _____" and shall report its recommendations to the general membership. If time does not permit and the matter to be studied presents some urgency, the President is hereby empowered to appoint an "ad hoc Committee on _____," assign such committee its duties, and specify it is to report its findings or recommendations, first, to the Executive Committee, and, if necessary, secondarily, to the general membership.

ARTICLE VI. PUBLICATIONS

Section 1. The Indiana Council of Teachers of English recognizes its responsibilities to inform its members and other interested persons concerning developments in the teaching of "English" in the state and nation. In order to fulfill its obligations, the Council has authorized the issuance of the following publications: *Indiana Council of Teachers of English Newsletter* (an e-newsletter), *Indiana Council of Teachers of English Blog*, and *ICTE Occasional Papers*.

Section 2. The Publications Committee shall be comprised of three to five members: the Publications Director, as many as two editors, the President, and the Executive Treasurer. The editors are to be appointed to two-year terms by the Executive Committee. Additional members may be appointed by the Executive Committee.

Section 3. The Publications Committee shall prepare statements of the publications' policies and procedures for the use of the general membership and others.

Such statements as are prepared by the Editorial Board from time to time must be presented to the Executive Committee for approval or disapproval prior to their being instituted as “Council Publication Policies and Procedures.”

If such statements are not approved by the Executive Committee, that Committee must specify in writing its objections and submit same to the Publications Committee.

If such statements are approved by the Executive Committee, the Publications Committee is then authorized to make known its policies and procedures in appropriate forms to the general membership or to others.

ARTICLE VII. STANDARD AUTHORITY

Section 1. The rules contained in Robert’s Rules of Order (latest edition) shall govern the Indiana Council of Teachers of English in all cases in which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of the Council.

POLICY STATEMENTS

POLICY ON INVOLVEMENT OF PEOPLE OF COLOR

It is the policy of the National Council of Teachers of English and its affiliates, including the Indiana Council of Teachers of English, that it demonstrate sensitivity to the concerns of people of color and they be represented on all Council-sponsored programs. People of color refers to historically underrepresented groups—African Americans, Pacific Islanders, American Indians, Asian Americans, and Latinos. To this end, the Indiana Council of Teachers of English works

- to include people of color on all appointed commissions, boards, committees, task forces, and other official groups;
- to include people of color among the leadership of the above groups;
- to include people of color among the nominees presented by each nominating committee;
- to include in our conventions and workshops sessions dealing with interests of people of color and using as leaders or consultants practicing teachers of color from the levels of instruction concerned;
- to include people of color in verbal and visual materials intended to represent or describe NCTE; to include people of color as targeted groups in any recruiting efforts.

The intent of this policy should not be construed to extend to every subcommittee within a commission, board, committee, task force, or other official group.