

California Association of Teachers of English

**CATE**

CALIFORNIA ASSOCIATION OF TEACHERS OF ENGLISH

*A California Non-Profit, Public Benefit Corporation*

**POLICIES**

Last updated: February 2024

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## INTRODUCTION

The major purposes of the policies of the CATE Board of Directors include the following:

- A. To interpret portions of the CATE Bylaws;
- B. To clarify various aspects of the operation of CATE;
- C. To help assure equitable treatment for all persons and groups involved in or affected by actions of the CATE Board of Directors;
- D. To avoid the necessity of having to rule repeatedly on matters already given careful thought and discussion, and thus to free the Board of Directors to give its attention to new concerns of the organization;
- E. To provide for continuity in the operation of CATE as new persons take the positions of responsibility in the organization.

Although the CATE Board of Directors considers these purposes important, the Board likewise considers it essential to maintain flexibility in order to meet the corporation's changing needs. The CATE Board of Directors, therefore, reserves the right to amend, suspend, or rescind any of its policies by a majority vote of the Board membership present at any regularly scheduled meeting. Prior notice of such vote to amend, suspend, or rescind a Board policy shall not be required. Furthermore, any decision to amend, suspend, or rescind a CATE Board policy shall take effect immediately.

All policies passed by the CATE Board of Directors must be reviewed and specifically revised and/or renewed after a three-year period. New sections added to any policy will expire and/or be reviewed at the same time as the rest of the section.

Whenever possible, policy considerations will be handled at the September and December Board of Directors meetings in order to free time at other meetings for other business.

Responsibility for the overall review and recommendations to the CATE Board of Directors will belong to the Advisory Committee. Revision and/or renewal must be voted on by the CATE Board of Directors. Other provisions of this policy do not preclude introduction of policy questions at any appropriate time at meetings of the CATE Board of Directors.

These policies in no way affect the amendment procedure of the Bylaws of the California Association of Teachers of English, CATE, a California non-profit, public benefit corporation.

Last updated 9/22

Needs to be reviewed 12/24

## **POLICY 1.0 MEETINGS**

### **1.1 Attendance at Board of Directors Meeting**

1. All members of the CATE Board of Directors are expected to attend, for the full meeting, the four regularly-scheduled Board meetings for each July-to-June year, including the Board meeting prior to the annual convention, the Sunday Annual Business Meeting, as well as be present and supportive during the actual convention.
2. All members must notify the Vice President (or the Convention Coordinator for the Convention meeting) their intention to attend or not attend the Board meeting. Notification must be provided as per the Vice President and/or Convention Coordinator's established deadline. The Vice President will inform the President of Board members who will not be attending.
3. If a Board member is unable to attend a Board meeting, for reasons other than an emergency, that member must send an email to Vice President and President at least 48 hours prior to the start of the Board meeting or bear the costs of the unused room. (For the Convention meeting, notify the President and Convention Coordinator.) If there is an emergency, notification to the people listed above at the soonest possible time is necessary and appreciated.
4. In the event of absences from two consecutive Board meetings, the Board member may be asked to resign, after communication with the President.
5. A CATE Council Committee can send a non-voting representative to a meeting of the Board of Directors if the elected council representative is unable to attend, and the council is not represented by any other attendee. No other Board members may be so replaced.
6. Prior to each Board of Directors meeting, each Board member will submit a brief written report of activities completed since the last meeting. [updated September 2022]
7. If a CATE Council Committee has co-representatives, only one representative may be reimbursed for attending a Board meeting.

### **1.2 Minutes**

Minutes of the CATE Board of Directors meetings shall be distributed by the CATE Secretary within approximately one month of the Board meeting, and posted on CATEweb after approval at the following Board meeting.

### **1.3 Board Report for the Annual Business Meeting**

1. At the Annual Business Meeting, the CATE Board of Directors will be responsible for presenting a report on its activities. Because of the complexity of CATE's structure and operation, each Board of Directors member is expected to participate in preparing a portion of the report. [updated September 2022]
2. Reports should be succinct and formal, dealing only with highlights and not with details. [updated September 2022]
3. All segments of the annual report should be submitted to the Board President or designee by the December date set by the President. [updated September 2022]
4. The President or designee, using annual reports from previous years as models, will assemble the annual report and post on CATEweb in time for the Annual Business Meeting. [updated September 2022]

#### **1.4 Guests Addressing the CATE Board of Directors**

1. Guests addressing the CATE Board of Directors may be of two types:
  - a) those whom the Board itself or one of its members suggests inviting, or
  - b) those who request invitations to address the Board.
2. Guests in the first category may address the Board with the approval of the President; no other approval is necessary.
3. Guests in the second category may address the Board only with the approval of a majority of the Board.
4. The President will interrupt the agenda for a guest where appropriate, and extend invitations for further discussion; guests who are invited to speak may be invited to meals, if suitable. Guests will be informed that no Board action can be taken at the time of the presentation.
5. As provided in the Bylaws of CATE, only regularly elected or appointed Directors are permitted to offer motions, to second them and to vote.

Last updated 12/18

Needs to be reviewed 12/24

### **POLICY 2.0 COUNCIL COMMITTEES**

#### **2.1 Guest Speakers for Council Committee Conferences**

1. To assist Council Committees in their efforts to increase membership through presentation of conventions, workshops, or other programs, CATE may reimburse air coach transportation expenses (or mileage when an automobile is used, to be reimbursed at the current Internal Revenue Service mileage rate) for CATE Board of Directors members willing to provide their service free of charge as speakers, workshop leaders, or other participants at such events.
2. It is understood that when such a Council Committee uses these services, it shall be required to meet the following conditions: The Council Committee shall defray all additional costs such as those for lodging, meals, ground transportation (when travel is by air), registration fees, etc. for each guest.
3. A limit of one such request for a guest speaker or resource person shall be granted such Council Committees during any given fiscal year.
4. Any council seeking this funding must gain Board approval prior to authorization of expenses for the speaker. [updated September 2020]

#### **2.2 Payment of Dues Money to Council Committees**

In June the CATE Treasurer shall remit to the Treasurer of each Council Committee that qualifies the proper proportional share of membership dues money as specified in the Bylaws Item 10.3, provided the Council Committee has submitted all necessary financial and annual reports, including a final bank statement, from the current fiscal year. If a Council Committee does not submit an annual report by September 1, the Board of Directors may request that the Council Committee remit the balance in its accounts to CATE, and the CATE Treasurer will administer the funds for the Council Committee until a new Council Committee Treasurer is elected or appointed.

Last updated 9/20

Needs to be reviewed 12/24

### **2.3 Formation of New Council Committees**

1. The formation of a new Council Committee requires a minimum of 50 teacher members.
2. Realignment of existing Council Committees, either by merging or splitting, requires both
  - a) Consent of CATE Board of Directors and a majority of CATE members involved in the realignment who respond to a ballot
  - b) Ratification by vote at the annual CATE business meeting since this action requires a change to the CATE Bylaws. (updated December 2022)

### **2.4 Council Committees at the Annual Convention**

Council committees should encourage their members to attend the Council Committee meetings and the business meeting at the annual CATE convention to ensure that members discuss resolutions, candidates for CATE offices, and other items that might come before the membership at the business meeting.

Last updated 9/18

Needs to be reviewed 12/24

## **POLICY 3.0 MEMBERSHIP**

### **3.1 CATE Board Membership Standing Committee**

The CATE President is authorized to appoint a CATE Board Membership Standing Committee headed by the CATE Membership Chair and including at least three Council Committee representatives. The function of the committee is to develop and to propose to the Board of Directors innovative strategies for maintaining and increasing memberships, and fostering leadership. The Membership Standing Committee ordinarily meets in conjunction with Board of Directors meetings. [updated September 2022]

### **3.2 Maintenance of Membership Files**

The CATE Membership Chair will maintain a master list of membership files. The CATE Membership Chair will provide access to the current member list to each council at each Board meeting or as requested by CATE Board members.

### **3.3 Use of CATE Mailing List**

1. The CATE Board authorizes the use of the current CATE membership list by individuals or organizations wishing to disseminate catalogs, brochures, circulars, and/or other material likely to be of interest and concern to English teachers, providing
  - a) that all charges involved in the preparation and use of the list shall be borne by the individual or organization outside of CATE requesting it,
  - b) that a royalty fee of ten cents per name shall be paid to CATE for the use of the list, and



- c) that the President, the President's designee, or the CATE Membership Chair approves the request.

An effort will be made not to sell mailing labels to events competing with scheduled local Council Committee events.

2. A Council Committee President may authorize the use of that Council Committee's mailing list with the approval of the CATE Board President.
3. CATE will not sell e-mail contact information.

### **3.4 Membership Dues**

In accordance with Article 6 of the Bylaws, dues for regular members are \$50 for one year, \$90 for two years, \$135 for three years, \$40 for retired teachers, and \$25 for student teachers. A lifetime membership, available to retirees only, shall be \$300. Publications membership dues shall be \$50. These dues can be changed only according to the Bylaws. Council committees shall receive dues reimbursement for each regular member, student member, or retired member as specified in 10.3 of the Bylaws. [updated September 2022]

### **3.5 Membership Promotion at Conferences**

1. The CATE Membership Chair, with Council Committee Presidents and Council Membership Chairs, shall coordinate activities which encourage CATE membership during the CATE annual convention and within their own councils.
2. Promotion activities shall include the following duties to be assumed by the CATE Membership Chair at the CATE annual convention and by the Council Committee Membership Chairs at regional conventions:
  - a) Materials to sell or distribute at any CATE booth shall be requested from the mailing service at least two weeks prior to the convention. Materials could include pamphlets and publications for sale, membership brochures, and back issues of *California English* to sell or give away;
  - b) Materials left over at the end of the convention shall be returned to the CATE Membership Chair or paid for by the Council Committee;
  - c) All money collected for merchandise should be sent to the CATE Treasurer. Those funds collected for new memberships should be sent to the mailing service. A list of all new members shall be sent to the CATE Membership Chair.
3. Other conventions or meetings at which such promotion might occur include local and statewide meetings, conventions, and other professional meetings of interest to teachers of English Language Arts.

### **3.6 Membership Chairs Committee**

1. The Membership Chair of each Council Committee is a member of the Membership Chairs Committee headed by the CATE Membership Chair.
2. The function of this committee is to keep Council Committee Membership Chairs aware of current membership procedures and the full range of services available from the membership mailing service. [updated September 2022]

Last Updated 9/22

Needs to be reviewed 9/24

### **3.7 Pre-Member Contacts List**

1. A pre-member is defined as a college student who is interested in teaching but who is not yet acting as a student teacher.
2. Individual councils will be responsible for managing the lists of \$5 pre-member contacts. Local councils will send the lists to the CATE Membership Chair when requested. The Membership Chair may forward a folder containing all of the lists to Precision whenever information needs to be sent to them.
3. The \$5 fee that is collected will be deposited into Membership as Pre-member contacts. Fees associated with the lists will be drawn from Membership.

### **3.8 Procedure for Reporting Membership for Council Conferences**

1. Set convention prices for member and non-member registrants.
2. The Council Committee representative on the Board of Directors requests a current CATE roster from the CATE Membership Chair prior to registering attendees, and checks all registrations for membership status.
3. Collect all address information from registrants, including email. Clearly identify the type of membership—new, renewal, or student teacher.
4. Make a separate list of \$5 pre-members to give to local Council Committee Membership Chair.
5. Send an electronic list of all convention registrants, both new and renewed members, to the CATE Membership Chair NO LATER THAN TWO WEEKS following the event. Indicate those members who are not yet paid.
6. Send a hard copy list of new and renewed members that have been paid along with the money to cover the memberships to CATE, with a check made out to CATE, to the following address: (CATE, c/o Paul Neufeld at Precision, PO Box 23833, San Diego, CA 92193-3833) NO LATER THAN TWO WEEKS following the event.
7. Submit late payments for memberships and those member names to Precision within two weeks of receipt of payment.
8. Contact CATE Membership Chair with any issues regarding unpaid memberships.

Created 12/16

Needs to be reviewed 12/22

### **Policy 3.9 The Awarding of Free Membership**

1. If CATE awards or gifts a CATE membership, then the CATE Membership Chair is to process said membership out of the CATE budget.
2. If a local Council Committee gifts an award that requires CATE membership and if awardee is not a member, then the local Council Committee is responsible for payment of said membership.

Created 12/18

Needs to be reviewed 12/23

## **POLICY 4.0 COMMITTEES AND SPECIAL ASSIGNMENTS**

### **4.1 Responsibilities of Directors on the CATE Board**

1. Whenever feasible, official Board members as defined in the Bylaws shall assume responsibility for all functions of the CATE Board.
2. When for any reason it is not feasible for a director to fulfill a responsibility of the Board and it becomes necessary to appoint an ex-officio Board member to serve in that capacity, the ex-officio Board member shall attend only those meetings to which he or she has been specifically invited. The ex-officio member will conform to the provisions of the Bylaw as regards voting procedures.

### **4.2 CATE Policy and Censorship Standing Committee**

1. The Policy and Censorship Committee is a standing committee whose chair is appointed annually by the CATE President from the CATE Board and whose members shall include (if the position is filled):
  - at least one Council Committee President,
  - one Member-at-Large,
  - CATE Resolutions Chair,
  - CDE Liaison,
  - CTA Liaison,
  - Common Core Consultant,
  - CWP Liaison, and
  - California English* Editor
2. The function of the Policy and Censorship Standing Committee is to:
  - a) monitor important legislation and other policy issues affecting the teaching of English Language Arts,
  - b) propose to the CATE Board of Directors appropriate responses to legislation relative to those issues,
  - c) inform CATE members via publication in *California English*, CATEweb,
  - d) report to the CATE Board at each of its meetings, and
  - e) suggest resolutions to the Resolution Committee and to the CATE Board.

### **4.3 The Resolutions Committee**

1. The Resolutions Committee is a sub-committee of the Policy and Censorship Committee. The chair of the Resolutions Committee is appointed annually by the CATE President. Each council may send one representative to the CATE Resolutions Committee, which meets during the Board Meetings held during the annual CATE Convention.
2. The purpose of the Resolutions Committee is to call for resolutions from Council Committees and CATE members. At the CATE annual convention, the Resolutions Committee synthesizes similar resolutions, rejects unclear or unsuitable resolutions, and brings only endorsed resolutions to the Board but reports on those rejected.

3. The CATE Board of Directors makes final approval of resolutions to be presented at the CATE Annual Business Meeting.
4. The Resolutions Committee reports out at the Annual Business Meeting only those resolutions which have the approval of the Resolutions Committee and the Board of Directors.
5. The Resolutions Chair coordinates the work of the Resolutions Committee in the preparation of resolutions for consideration at the Annual Business Meeting and provides the editor of *California English*, the webmaster of CATEweb, and the CATE President with clean copies of the resolutions and sense of the house motions.
6. Board resolutions can be proposed at any CATE Board of Directors meeting.

Last updated: 9/19

Needs to be reviewed: 9/22

#### **4.4 CATE Advisory Committee**

1. The President is authorized to form an Advisory Committee to hold four meetings per year via convention call. The purposes of these meetings, if held, are to assist the President in the development of the agenda for Board of Directors meetings, to review CATE policies due for Board consideration, to prepare detailed information needed for Board action, and to assist the President in coordinating Board activities.
2. The membership of the Advisory Committee shall consist of the President, Vice President, Past President, Secretary, Treasurer, Membership Chair, Convention Coordinator, Convention Chair, and others as chosen by the current CATE President.
3. It shall be customary for the Advisory Committee meetings to be chaired by a member other than the CATE President, usually but not necessarily, the Vice President.

#### **4.5 Council Presidents Committee**

1. A committee of representatives from each CATE Council Committee shall be formed each year. The committee shall be chaired by a member of this group elected each September by members of the committee. The chair shall be referred to as the President of Presidents.
2. The function of the committee shall be to promote communication and cooperation among the diverse CATE Council Committees. The committee will work toward finding solutions for Council Committee concerns (e.g. coordination of NCTE nominations and promotion of local activities, etc.) and will propose appropriate actions by the Council Committees and/or the CATE Board of Directors.
3. The Council Presidents Committee shall meet on the Friday evening prior to the CATE Board Meeting or at another time as determined by the President of Presidents. The chair will be given time on each Board agenda for a committee report.

#### **4.6 Guidelines for Standing Committee Chairs**

1. The CATE Board establishes standing committees for the functioning and effectiveness of CATE. CATE standing committees meet during the CATE Board meeting. Standing committees may function for several years, but may be dissolved if no longer needed.

2. CATE standing committees will be chaired by members of the CATE Board. The chair of each standing committee will be appointed by the President and need not be an expert in the committee's field.
3. The committee chairs shall establish the agenda and moderate the committee meetings.

#### **4.7 Guidelines for Ad Hoc Committees**

1. The CATE Board establishes ad hoc committees for the functioning and effectiveness of CATE. Ad hoc committees may function for several years, but may be dissolved if no longer needed.
2. CATE ad hoc committees will be chaired by members of the CATE Board. The chair will be appointed by the CATE President and need not be an expert in each committee's field.
3. The committee chairs shall establish the agenda and moderate the committee meetings.

#### **4.8 California Young Reader Medal Committee**

1. As a co-sponsor of the California Young Reader Medal, CATE is entitled to three representatives on the state CYRM committee.
  - a. CATE CYRM representatives participate in reading, selecting books for nomination, and voting for books.
  - b. For a full description of CYRM responsibilities, please see <https://www.californiayoungreadermedal.org/applications>
  - c. CATE is not responsible for the purchase of books to be read by the representatives. Books should be secured through publishers, public libraries, or other sources.
2. Responsibility for finding CATE members to appoint to the CYRM committee is multi-faceted. CATE will advertise on the CATE website and during convention, and will urge local councils to find CYRM readers. CYRM may also find representatives who are active CATE members. The incoming CATE CYRM representative should be approved by an action item at a CATE Board meeting.
3. Pending Board approval, CATE will pay for travel expenses as well as ½ of a hotel room if needed for the three representatives to attend CYRM meetings. The CYRM liaison will submit a budget request in May for these expenses.
 

CATE CYRM member terms will begin with

  - a. CATE September board meeting: 3- year term begins. Must attend the September board meeting.
  - b. Senior rep retires in October of third year..
  - c. Year 2 rep is responsible for Convention CYRM luncheon books, medal winner and medal, and speaker + family meals.
  - d. Year 3 rep assists year 1 and 2 reps.
  - e. CATE CYRM rep will attend the January CYRM meeting.
4. The CATE Secretary will inform the CYRM liaison of the dates and locations of CATE Board meetings in order to facilitate communication.
5. The senior CATE CYRM representative will send an electronic report to the CATE Board secretary AND designate a liaison to attend the September CATE Board meeting (travel expenses paid by CATE).

6. The CYRM liaison will inform the CATE Board of the rotation for the medal winners and coordinate related CYRM activities with the Convention Coordinator and Chair.
  - a. CYRM will provide complementary books and the medal and help to secure the medal-winning author, with the publisher covering expenses for the author who will be speaking at the convention.
  - b. CATE will cover expenses for the meals of the author and person/s introducing the author.
7. The CATE President or designee will attend the January CYRM meeting. A decision about the CATE Board attendee will be made at the December meeting and communicated to the CYRM liaison.

Last updated 2/24

Needs to be reviewed 9/24

## **POLICY 5.0 NONVOTING MEMBERS**

### **5.1 Liaisons**

1. CATE establishes liaisons with other professional organizations in order to share mutual concerns and to increase the effectiveness of each organization. Such organizations include, but are not limited to, CDE, CTA, CWP, CETA, CRLP.
2. CATE may establish liaisons with any professional organization having at least 25 members, an elected governing body, and a constitution or bylaws.
3. Duties of any CATE liaison shall ordinarily include but not be limited to the following:
  - a) Corresponding with an appropriate officer of the other organization.
  - b) Sending the appropriate officer the following information that affects the organization's concerns: notice of Board actions, *California English* articles, convention programs or resolutions.
  - c) Responding to similar items received from the other organization.
  - d) Informing the CATE Board of contacts made and activities that affect CATE interests.
  - e) Requesting that the CATE Board support certain positions of the other organizations.
  - f) When feasible because of geographic proximity, attending Board meetings or conventions of the other organizations.
  - g) When appropriate, making arrangements with the CATE President for the attendance of the officer from another organization at a CATE Board meeting or convention.
4. With the exception of those mentioned in 5.2 below, appointments of liaisons shall be reviewed every two years at the first meeting after April 15 in even-numbered years. [Bylaw 7.3.13]
5. CATE welcomes and encourages attendance at CATE Board meetings of one or more liaison representatives, expenses borne by the liaison's organization (with exceptions made at the discretion of the CATE Board). [updated September 2022]
6. CATE will maintain liaison with the National Council of Teachers of English (NCTE) through the appointment of the immediate Past President as the CATE/NCTE liaison officer.

### **5.2 Ex Officio Members**

1. With the approval of the CATE Board, the President may appoint nonvoting ex officio Board

members so that the Board can access important knowledge about the key functions of CATE and the wider profession in order to make informed decisions.

2. The status of members ex officio shall be reviewed every two years at the first meeting after April 15 in even-numbered years. [Bylaw 7.3.13]

Revised 12/18

Needs to be reviewed 9/22

## **POLICY 6.0 PUBLICATIONS**

### **6.1 CATE Board Publications/Social Media Standing Committee**

The CATE President is authorized to appoint a CATE Board Publications/Social Media Standing Committee headed by a CATE board member appointed by the president. The committee shall include the *California English* editor as well as interested board members, especially those involved in CATE's social media. The function of the committee is to create content and oversee posting of information on CATEweb.org and social media, and to oversee the writing contests. The Publications/Social Media Standing Committee ordinarily meets in conjunction with Board of Directors meetings. (updated December 2022)

### **6.2 Council News in *California English***

Council committee Presidents may submit advertisements to the *California English* editor with copy on major Council Committee conventions and other information appropriate to the statewide audience.

### **6.3 Editor of *California English***

1. The editor of *California English* is appointed by the CATE Board of Directors for a three-year term, subject to annual review, with additional one-year terms possible at Board invitation.
2. A newly-appointed editor seeks bids from printers, presents them to the Board, and requests Board approval of a printer prior to his or her first issue. If necessary, the editor may follow this process to change printers during his or her tenure.
3. The editor performs or delegates the normal duties of editor, such as planning and seeking appropriate content for each issue, adding or dropping columnists, working with writers to improve otherwise acceptable manuscripts, rejecting unsuitable manuscripts, planning issue layout, and correcting proofs.
4. The editor serves as an ex officio, non-voting member of the CATE Board in order to remain current on CATE information that must appear in *California English*.
5. The editor receives for each issue an honorarium determined by the Board of Directors, with an amount for the editor's normal office expenditures.

### **6.4 Procedure for Selection of the *California English* Editor**

1. The search for a new editor of *California English* begins no later than September of the current editor's final year. The search includes formation of a Search Committee with notices in *California English* that an editor is being sought.
2. The Search Committee is chaired by a present or past CATE Board member knowledgeable in publications. The chair seeks for the committee CATE members

who are knowledgeable about publications and seeks to balance the committee in terms of geographical areas represented, gender, ethnic groups, and teaching levels.

3. The committee develops its own guidelines for soliciting, screening, and interviewing the candidates. Finalists are selected and notified by a deadline set by the committee at least one month before the annual convention. The finalists are interviewed during the February convention of the current editor's final year, and a recommendation made to the Board. The Board makes the final selection and notifies the new editor.

### **6.5 Publications Other Than *California English***

1. The CATE President will appoint a Publications/Social Media Committee, chaired by a voting member of the Board of Directors, to oversee all CATE publications.
2. The Publications/Social Media Standing Committee will serve as a preliminary screening Board for all proposed or future CATE publications with the exception of *California English*.
3. Publications will be governed by the following criteria:
  - a) wide appeal to teacher audience,
  - b) relevance to the current teaching environment,
  - c) cost of the proposed publication,
  - d) lack of already published material on the topic,
  - e) appropriateness to CATE position on current issues.

### **6.6 CATEweb**

1. CATE will operate an internet web site known as CATEweb.org in order to communicate with CATE members and the public.
2. The CATE Board of Directors shall seek, interview, and hire a CATEweb Webmaster. The webmaster shall be contracted for a two-year term, renewable for additional two-year terms and subject to annual review. The webmaster's remuneration shall be included in the annual budget.
3. The webmaster shall be skilled at website design and Internet applications.
4. The Publications/Social Media Standing Committee considers at every Board meeting as part of their agenda the most appropriate and useful content for CATEweb.
5. The CATEweb webmaster will receive postings from appropriate designated Board Members: President, Vice President, Past President, Secretary, Convention Coordinator, and Publications Chair.
6. The contents of CATEweb shall remain the property of CATE. Software programs, equipment, and Internet accounts purchased by CATE also remain the property of the organization unless otherwise determined by the CATE Board.

### **6.7 The CATE Facebook Page**

1. CATE shall foster communication about English Language Arts instruction, policy, and education, and advertise CATE events using Facebook.
2. The Facebook Administrator(s) shall have knowledge of social networking and other Internet applications, and be familiar with the issues affecting CATE and the language arts.
3. The Publications/Social Media Standing Committee shall recommend and the CATE Board of Directors will then appoint one or more Facebook Administrator(s). The Administrator(s)



shall be appointed for a two-year term, renewable for additional two-year terms, and subject to annual review.

4. The Facebook Administrator(s) will work closely with the Publications/Social Media Standing Committee to determine the most appropriate and useful content for CATE's Facebook Page.
5. CATE's Facebook Page will be updated regularly. Other duties of the Facebook Administrator(s) shall be determined in consultation with the Publications/Social Media Committee.
6. A disclaimer containing the following information must be included in the profile of the CATE Facebook Page: "Opinions expressed on CATE's Facebook page by 'friends' are not necessarily those of CATE."

### **6.8 Other Social Media/Electronic Communication Applications**

1. The Publications/Social Media Standing Committee shall consider CATE's use of other social media and/or electronic communication applications, such as Twitter, Instagram, etc. as additional tools for communication with CATE members and the public.
2. The Publications/Social Media Standing Committee shall designate an administrator for said social media/applications and monitor content.

### **6.9 The CATE Professional Writing Award**

1. The Publications/Social Media Standing Committee will be responsible for advertising the contest and appointing a coordinator who will develop the prompt, collect submissions, notify winners, and distribute awards.
2. Professional entries must be electronically submitted, must be 1500 words or fewer, and should show how the writer uses theory, professional reading, or classroom research for classroom practice.
3. The deadline for entries will be September 1. (updated February 2020)
4. The CATE Professional Writing Award entries will be judged, and winners will be selected each year at the September Board of Directors meeting. (updated February 2020)
5. The winning entries will be published in CATE publications.

Last updated 2/20

Needs to be reviewed 5/25

### **6.10 CATE Creative Writing Awards**

1. The Publications/Social Media Standing Committee will create the prompt and be responsible for advertising the contest, collecting the entries, and judging the entries. The CATE President or designee will notify winners upon Board approval.
2. The contest will be advertised in *California English* and other media and publications with an April 1 deadline for entries to the local Council Committees. (updated February 2020)
3. Entries are to be submitted to the council in which the student's school is located.
4. Submissions to the local committee will follow these guidelines:
  - a) There is a limit of three student entries per teacher.
  - b) Each entry must be an original work from the current school year.

- c) The cover sheet must include: entrant's full name, home address, phone number, and grade level in school; and teacher's full name, school name and address, phone number, school district, and e-mail address.
  - d) All submissions must be electronically submitted.
  - e) If an entry is handwritten or drawn graphically, the teacher must scan it as a digital file and submit it electronically.
5. Entries will be judged at the local Council Committee level; first place entries in each category will be forwarded electronically to the state committee coordinator by May 1. (updated February 2020)
  6. Awards will be given in the following divisions:
    - Grades 3-4
    - Grades 5-6
    - Grades 7-8
    - Grades 9-10
    - Grades 11-12
    - College
  7. The winning submissions will be published in *California English*.
  8. Local councils are encouraged to honor CATE Creative Writing Award recipients from their region.

Last updated 12/22

Needs to be reviewed 9/23

## **POLICY 7.0 ANNUAL CONVENTION**

### **7.1 Convention Chair**

1. The Convention Chair becomes a director when appointed by the President with Board approval. The Convention Chair is responsible for matters associated with the convention program. [updated September 2022]
2. The Convention Chair is appointed in February, two years before his or her convention, and serves an 18-month term beginning with the May Board of Directors meeting. The Convention Chair will remain on the Board until the May Board meeting following the convention for the purpose of making a final report.
3. The Convention Chair may invite CATE liaison or partner groups to participate as presenters or guests. Reimbursement for expenses of these presenters or guests must have prior approval by the CATE Board.
4. The Convention Chair shall refrain from publishing the convention fee structure in any convention materials until the CATE Treasurer and the Convention Coordinator have presented it to the Board for approval.
5. The Convention Chair will consult with the CATE Board about presentations of CATE awards and arrangements for other required CATE Board functions such as the Annual Business Meeting.
6. In general it is the policy of the CATE Board to delegate to the Convention Chair the authority for planning the convention schedule and program with guidelines from the CATE Board of Directors and the Convention Coordinating Committee. The CATE Board of Directors approves the convention budget. (updated December 2022)

7. The local planning committee chairs, as determined by the Convention Chair, will receive a discount on registration, the numbers to be approved by the Board at the May meeting. In addition to the local planning committee chair discounts, the following Board positions will receive the following compensations: the President, the Convention Chairs, and the Convention Coordinator will receive free registration and meals; the Membership Chair and Treasurer(s) will receive free registration.

Updated 12/16

Needs to be reviewed 12/22

## **7.2 Convention Coordinating Standing Committee**

1. The CATE President is authorized to appoint a Convention Coordinating Standing Committee to be headed by the Convention Coordinator and to include as members at least the current Convention Chair(s) and the subsequent year's chair(s), Treasurer(s), and additional members as needed. The CATE President will seek to balance the committee in terms of geographic areas, ethnic groups, gender, and teaching levels represented.
2. The Convention Coordinator is an appointed board member whose three-year term begins in February and runs until May of the third year to provide overlap between coordinators. The position is subject to annual review.
3. The Convention Coordinating Standing Committee ordinarily meets in conjunction with the Board of Directors meetings.
4. The purposes of the committee are to
  - a) Oversee the business of conventions
  - b) Entertain creative ideas for future conventions
  - c) Recommend to the Board any major changes
  - d) Work with Convention Chairs to obtain major speakers for future conventions,
  - e) Create and submit a convention budget for approval by the Board of Directors.
5. The Convention Coordinator, acting for the Board and the Convention Coordinating Committee, negotiates with hotel personnel for convention space, meal arrangements, audiovisual and internet services, and on-site hotel arrangements; and acts before and during the Convention as CATE liaison with hotel personnel. [updated September 2022]
6. The Convention Coordinator shall prepare and present a summary of reports from the Exhibits and Advertising Manager, and the Convention Registrar to the Convention Coordinating Standing Committee at the May Board meeting.
7. The Convention Coordinator with the advice of the Coordinating Committee shall investigate potential sites for future conventions and be responsible for reporting to the Board, usually in May, the Convention Coordinating Committee's recommendations for future sites.

## **7.3 Exhibits and Advertising Manager**

1. The Board of Directors shall contract with the Exhibits and Advertising Manager for a one-year term subject to annual review. [updated September 2022]
2. The Exhibits and Advertising Manager shall work in coordination with the Convention Chair and Convention Coordinator, attending meetings or providing reports as necessary.

3. The Exhibits and Advertising Manager shall prepare and distribute promotional material for exhibit space at the convention at no expense to CATE. The Exhibits and Advertising Manager shall be responsible for all negotiations with exhibitors, including contracts, assignment of booth space, coordinating with the decorator, greeting exhibitors, assisting them as needed, and obtaining payment from them. The Exhibits and Advertising Manager shall prepare and submit a convention exhibits report to the Convention Coordinator within 30 days after the end of the convention.
4. The Exhibits and Advertising Manager shall also serve as the advertising manager for *California English* and the Convention Program, as well as serve as sponsorship manager.
5. The Exhibits and Advertising Manager shall work with the CATE Treasurer and Convention Coordinator to establish a payment system for exhibitors and advertisers.
6. Prior to being paid by the CATE Treasurer, the Exhibits and Advertising Manager must submit an invoice and the convention exhibits report.
7. The rate of commission will be established by the CATE Board of Directors at the time the appointment is reviewed.

#### **7.4 Convention Registration**

1. CATE will hire a Convention Registrar, appointed by the President with Board approval for up to a three-year-term, subject to annual review.
2. CATE will pay the registrar's travel and hotel expenses to the convention, and a stipend per convention attendee (whether paid or complimentary registration), said stipend to be determined annually by the CATE Board of Directors. [updated September 2022]
3. The duties of the Convention Registrar shall include but not be limited to the following:
  - a) Receiving all registrations,
  - b) Recording and depositing all checks,
  - c) Notifying CATE Treasurer of deposits and bank receipts
  - d) Processing all registrations and meal ticket sales,
  - e) Resolving all registration problems,
  - f) Supervising the registration booth at the Convention,
  - g) Coordinating with the CATE Treasurer the deposit of cash,
  - h) Forwarding membership information to the designated mailing service,
  - i) Preparing and presenting to the CATE Board at the first meeting after the convention a convention registration report.

#### **7.5 College Credit at CATE Convention**

The Convention Coordinator is responsible for approving a college/university to offer credit at the CATE Convention. Details to be arranged include selecting the appropriate institution, selecting the instructor(s), and setting the fees. All arrangements must be approved by the Board of Directors before they are binding upon CATE. [updated September 2022]

#### **7.6 Guidelines for Presenters at CATE Annual Convention**

1. As a professional organization, CATE attempts to provide in its convention program the materials, practices, and opportunities for exchange of view that will improve

instruction, expand knowledge of curriculum, and promote professional growth of its members.

2. The Convention Chair and members of the convention planning committee will make every effort to ensure that those presentations sponsored by commercial organizations, such as publishers or test companies, are clearly labeled "commercial presentation."
3. Convention workshops and other sessions are not to be used for the purpose of an individual's or a company's sale or advertising of a specific product, test, or other material. Convention participants and speakers who introduce them are to be informed of this guideline at the time of the invitation to participate in the program.

### **7.7 Council Hospitality Suites Occupied by a CATE Board Member**

It is customary that at convention, councils often secure a discounted suite in which meetings are held for council business. Traditionally the President of said council uses this room as his/her sleeping room as well. The payment for this suite is to be borne by the council itself, not the individual inhabiting the suite, after CATE pays for half, per our rooming policy 8.3.4.

Last updated 9/22

Needs to be reviewed 9/24

## **POLICY 8.0 FINANCE AND REIMBURSEMENTS**

### **8.1 Treasurer(s)**

1. The CATE Treasurer is appointed in May by the Board of Directors for the following fiscal year (July 1-June 30). If there is a change of Treasurer, it is recommended that the outgoing Treasurer will remain in office until Oct. 1 to provide overlap and training for the incoming Treasurer.
2. The Treasurer maintains the financial records of CATE, files informational tax returns and other required forms, pays bills promptly, assists in preparation of the annual budget, and serves on the Executive Finance Committee. [updated September 2020]
3. CATE will conduct an internal review of its accounts when a new President of the Board of Directors takes office. An internal review of accounts will be scheduled on alternate years. The Board of Directors may request an audit at any time.

### **8.2 CATE Board Budget**

The Advisory Committee will prepare the budget.

### **8.3 Reimbursement of Board of Directors Members, Advisory Committee Members, and Resolutions Committee Members**

1. Receipts are required for all reimbursements. These may be originals or copies.
2. Requests for reimbursement must be submitted in a timely manner.
3. Whenever necessary, a notice will be included with the agenda for a meeting detailing the expenses to be covered for that meeting.
4. Travel expenses to meetings required by the Board of Directors will be reimbursed as follows:

- a) Actual travel expenses including the lowest coach airfare between points where air service exists, train fares, any mileage (to be reimbursed at the current Board approved mileage rate), tolls, shuttles, and parking.
- b) One-half hotel accommodations when made necessary by the schedule of the Board meeting.

The same regulations will apply to any travel required of a member by the CATE President for specific purposes or travel inherent in a particular job.

5. Office expenses, which will be reimbursed, are defined specifically, but not exclusively, copying, and postage used for CATE business. Unless specifically authorized by the President, such office expenses will not cover clerical help for individuals on the Board.
6. This policy covers only Board members for all required meetings, and members of the Resolutions Committee at the annual CATE convention meeting. Committee chairs should inform their members that CATE will not reimburse them for anything without clearing this with the responsible officer. [updated September 2020]

#### **8.4 Reimbursement of Expenses for NCTE Directors**

1. The official CATE delegates (directors) to the NCTE Annual Directors Meeting are defined in Policy 11.2.
2. The official CATE delegates (directors) to the NCTE Annual Directors Meeting shall be reimbursed a maximum of transportation expenses to and from the convention (lowest coach airfare), and convention registration. If delegates are required or expected to attend meeting or workshops, such as the affiliate workshop, beyond the regular convention timetable, lodging for half a room for each director will be covered, and will apply to a maximum of six days. [updated September 2020]
3. This policy shall be subject to annual review at the time of the adoption of the CATE budget.

#### **8.5 Request for Refund of Dues**

All requests for refunds of dues money shall be referred to the CATE Treasurer who is authorized to refund a pro-rated share of the money, which would have been considered as subscription costs for *California English*. All requests for refund shall become a part of the Treasurer's report for the next Board of Directors meeting.

#### **8.6 Reimbursement for President**

1. In the event that the President is attending but is not serving as a program participant, expenses shall be covered by CATE if the President's travel budget permits.
2. The Presidential travel budget shall also cover travel to meetings of other organizations with which CATE maintains liaison relationships.
3. Presidents may use the appropriation for the President's Office for costs that help fulfill their duties. This may include, but is not limited to, clerical help or substitute days. (updated December 2022)

#### **8.7 Contracts with Outside Agencies**

No contractual arrangements pertaining to the CATE budget are to be entered into by any individual Board member other than the President, Vice President, or Convention Coordinator without the specific direction of the Board of Directors. (updated December 2022)

Last updated 12/22

Needs to be reviewed 9/24

### **8.8 Virginia Reid Scholarship**

*This scholarship was created in memory of Virginia Reid, an elementary teacher in Oakland for 42 years who also was president of NCTE back in the 1970s, and taught elementary educators at Mills College.*

1. The Virginia Reid Scholarship recognizes excellent beginning elementary teachers who are CATE members by providing financial support to attend an annual CATE Convention in order to further their professional involvement in CATE.
2. Each December, CATE will name an elementary teacher to receive this scholarship, which will provide non-member registration and all convention meals.
3. To be eligible for the scholarship a teacher must
  - a) be a full-time K-6 teacher
  - b) have fewer than five years of teaching experience
  - c) be a member of CATE
4. To apply for the scholarship, a teacher must
  - a) Write a letter of interest indicating what the teacher expects to gain by attending the convention and how the material learned in convention workshops will be shared with other teachers,
  - b) Obtain two recommendation letters from any combination of fellow teachers, administrators, or parents.
  - c) Send all three letters to local Council Committee President.
5. The scholarship winner will be selected in the following way:
  - a) Announcement of the scholarship will be made in the spring and summer issues of *California English*.
  - b) The application for the scholarship must be sent to council President by November 15. The winner will be recommended to the Board of Directors by the Past President at the December Board meeting, and the council President will notify the winner by December 31.
  - c) In principle, the winner of the scholarship would be selected on a rotating basis from the council areas throughout the state beginning with:

2023	Capitol, FACET, Kern, Redwood, TUCATE, Upper
2024	SCTE (Southland)
2025	Central
2026	GSDCTE (Greater San Diego)
  - d) The Publications/Social Media Standing Committee shall be responsible for the *California English* announcements and for notification of CATE Council Committee Presidents so that they may publicize the scholarship's availability.

- e) In the event that there are no applicants, this scholarship will be suspended for the year.
- 6. The Reid Scholarship winner will be invited, but not required, to present a workshop session at a future CATE Convention and/or to contribute an article to *California English*, either about the recipient's experience at the convention or about some aspect of teaching English language arts at the elementary level.

Last updated 9/18

Needs to be reviewed 9/24

### **8.9 Marilyn Kahl Scholarship**

*The scholarship was created in memory of Marilyn Kahl, a dedicated journalism teacher and writer of poetry. Originally the scholarship was offered by CATE to high school journalism seniors planning to major in communications or journalism in college. Later, the money was shifted to help with one of Marilyn Kahl's other loves, working with new teachers. The memorial fund is used to help subsidize new teacher activities at the annual CATE Convention. Marilyn Kahl served as CATE President from 1986-1988, and earned CATE's Distinguished Service Award in 1989.*

- 1. Marilyn Kahl Memorial Fund exists to support activities for new teachers at each CATE Convention.
- 2. A maximum of \$500 will be budgeted for this purpose at each CATE Convention.

### **8.10 Henke/Fristrom Scholarships**

*The Henke Scholarship was created in memory of Bill and Anne Henke. Anne Henke (1933-2019) was a teacher and principal in the Chaffey Joint Union High School District. Bill Henke (d. 2001) was also involved as an active member in the Southland Council, including attending and working as the registrar for the Living Tree Conference for 26 years.*

*The Fristrom Scholarship was created by Anne and Kermeen "Punky" Fristrom. Punky served as CATE President from 1976-1978, and continued in CATE leadership positions for the next four decades, including Convention Coordinator for many years. Punky was a teacher and administrator in the San Diego Unified School District. His wife, Anne, was also extremely involved in CATE, serving as treasurer for many years. Punky earned CATE's Distinguished Service Award in 1985; Anne earned it in 2015.*

- 1. These two scholarships will be awarded each year, following the same rotation as the Virginia Reid Scholarship (refer to CATE Policy 8.8).
- 2. Names are to be submitted to the Past President at the December Board meeting.
- 3. Winners receive registration (including a membership) and all convention meals.
- 4. Candidates for these two scholarships will meet the following criteria:
  - a) Demonstrated potential as future council and/or CATE leaders. A letter of support from the person forwarding the nomination will support this assertion.
  - b) The Fristrom Scholarship will go to a teacher who has taught ten (10) years or fewer.
  - c) The Henke Scholarship will go to a teacher who has taught more than ten (10) years.



- d) One of these two awardees must represent a historically marginalized group (see Policy 13.2.4 for list). [updated September 2022]
- e) Recipients shall be first-time attendees at a CATE Convention.

Last updated 9/22

Needs to be reviewed 12/24

## **POLICY 9.0 ELECTIONS**

### **9.1 Rotation Schedule for Member-at-Large Positions (Convention Years)**

Unspecified (2)

1. 2023, 2026, 2029, 2032, 2035, 2038, 2041

2. 2024, 2027, 2030, 2033, 2036, 2039, 2042

College (1)

3. 2023, 2026, 2029, 2032, 2035, 2038, 2041

Secondary (2)

4. 2024, 2027, 2030, 2033, 2036, 2039, 2042

5. 2025, 2028, 2031, 2034, 2037, 2040, 2043

Middle (1)

6. 2023, 2026, 2029, 2032, 2035, 2038, 2041

Elementary (1)

7. 2025, 2028, 2031, 2034, 2037, 2040, 2043

Small Council (1)

8. 2024, 2027, 2030, 2033, 2036, 2039, 2042

Last updated 5/22

Needs to be reviewed 12/23

### **9.2 Voting**

Votes for CATE elections may be done by a ballot within *California English*, online, or in person at the CATE Annual Business Meeting. [updated September 2022]

Last updated 9/22

Needs to be reviewed 9/23

## **POLICY 10.0 GUIDELINES FOR CATE AWARDS**

### **10.1 CATE Awards Committee**

The Awards Committee shall be the Past President of CATE and two other past members of the CATE Board as selected by the Past President with the approval of the CATE Board. The Past President will set all deadlines in consultation with the Board. All award nominations will be due to the Past President by the December Board meeting.

### **10.2 CATE Award of Merit**

1. The CATE Award of Merit recognizes outstanding contributions of persons and organizations toward the improvement of teaching English Language Arts in California.
2. The following criteria shall be used to identify nominees:
  - a) The nominee shall have performed meritorious service for English Language Arts programs either on a statewide basis or in a local region.
  - b) The nominee must be a resident of California at the time of service and at the time of the award.
  - c) The nominee shall not be a member of the English teaching profession in California at the time of service.
  - d) The meritorious service shall be outside the scope of the regular professional duties of the candidate, or, if within the duties (news editor, writer, etc.) the service should be of extraordinary value to the teaching of English Language Arts.
  - e) The meritorious service shall be performed within the year preceding the granting of the award.
3. No more than ten awards will be made in any one year.
4. Each CATE Council Committee shall be invited to submit first and second choices.
5. Nominations will include the following information:
  - a) full name, title
  - b) home and business address, telephone number, and email
  - c) a complete written description of the specific reason for the nomination
  - d) signature of the President of the sponsoring council committee.
6. Nominations must be received by the Past President before or at the December Board meeting for Board approval.
7. If the Past President deems it necessary, the Awards Committee shall review the nominations and make recommendations.
8. The Past President shall forward all nominations to the CATE President for action.
9. The Past President will arrange for the winners of the CATE Awards of Merit to be published in appropriate CATE communications: the Annual Report, the Convention Program, *California English*, and appropriate electronic communications.
10. The CATE President will write letters to the recipients of the award and will oversee the preparation of the certificates and citations.
11. The CATE Awards of Merit will be presented at the annual convention at a suitable public meeting. The awardee will be given one (1) free ticket to a meal. The awardee will have an opportunity to purchase additional tickets.

### **10.3 CATE Distinguished Service Award**

1. The CATE Distinguished Service Award recognizes outstanding service to the profession of teaching English Language Arts in California.
2. The following criteria shall be used to identify nominees:
  - a) The nominee shall have been a CATE member for at least 15 years.
  - b) The nominee shall have served in significant positions of leadership within CATE, both at the local Council Committee level and at the CATE Board level.
  - c) The nominee shall have been recognized as a leader in English Language Arts education and shall have made a substantial contribution to the improvement of the profession.

3. One award will be presented at the CATE annual convention at a suitable time determined by the CATE President, unless it is determined in a given year that no award will be given because there are no suitable nominees.
4. The awardee will be given two (2) free tickets to the meal. The awardee will have an opportunity to purchase additional tickets.
5. Nominations may come from the CATE Board of Directors, the CATE Council Committees, or by petition from 20 CATE members. In addition, on June 1 of each year, past presidents will be invited by the current Past President to submit nominees. Nominations must be received by the September Board meeting. Nominations must include full information on the nominee, a list of noteworthy accomplishments by the nominator, and a letter of recommendation from those making the nomination. The letter should particularly address the leadership and service to the profession that the nominee has provided.
6. All names submitted will be considered during the September board meeting by a special subcommittee of three to five members of the current Board of Directors, chaired by the current Past President. The subcommittee will select the nominee(s), which they deem qualified by the current policy and criteria (10.3.1 and 10.3.2 above).
7. Nominees will be asked to submit professional vitae to the Past President by November 1.
8. The Past President will then convene the Awards Committee (Policy 10.1), which will select the awardee, and present its selection to the CATE Board of Directors at the December Board meeting.
9. The Awards Committee may recommend a special Career Achievement Award be presented to a second person in California whose qualifications emphasize leadership outside of CATE. Procedures outlined in 10.3.4, 5, 6, and 7 shall also apply to the Career Achievement Award.
10. A suitable commemorative gift will be presented to each recipient, the cost of each not to exceed \$250.
11. No member of the CATE Board shall be eligible for this award during the time of service on the Board. [Suspended 12/21 to 5/22]

**10.4 CATE Award for Classroom Excellence**

1. Each CATE Council Committee will nominate, at the December Board meeting, one teacher who teaches in the area serviced by the Council Committee to receive the CATE Award for Classroom Excellence. Each Council Committee may submit the name of an additional winner once it has selected the original nominee from the specified category; however, the council will bear all costs associated with the additional awardee.
2. Council committees will select one teacher at the elementary (K-6), middle (6-9), secondary (9-12), or college level based on the rotating schedule. Dates are based on the year the convention takes place.

<u>Council</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Capitol	sec	col	ele	mid	sec	col
Central	ele	mid	sec	col	ele	mid
Fresno	mid	sec	col	ele	mid	sec

Kern	ele	mid	sec	col	ele	mid
Redwood	sec	col	ele	mid	sec	col
San Diego	mid	sec	col	ele	mid	sec
Southland	col	ele	mid	sec	col	ele
TUCATE	col	ele	mid	sec	col	ele
Upper	col	ele	mid	sec	col	ele

3. These nominees will be approved by the Board of Directors at the December Board meeting.
4. Council committees will select nominees in the following way:
  - a) The Past President of the CATE Board of Directors will issue a call for nominations to be published in *California English* for the summer and fall issues each year and online.
  - b) At the same time Council Committees will solicit nominations from all members in their council.
  - c) Council Committees will accept nominations from any CATE member within the council or from any teacher within the council area.
  - d) Any teacher who teaches at the designated grade level and who, in the opinion of the nominator, demonstrates on a continuing basis outstanding classroom expertise in teaching some aspect of English or literacy skills, may be nominated. The teacher nominated need not be a CATE member.
  - e) Nominations must be accompanied by a letter from the nominator, explaining as specifically as possible why the nominee is worthy of the award and what the teacher has done on a continuing basis to demonstrate classroom excellence in English Language Arts. These letters will be sent to the local Council Committee which will make a decision among those nominated in its area and forward the name of the nominee to the Past President of the CATE Board by the beginning of the December Board meeting.
  - f) Nomination packets include the nomination letter, the council nomination form, and letters of recommendation from colleagues, administrators, parents, and students. The completed packets, submitted by the beginning of the December Board meeting, must include one original and two photocopies.
  - g) Deadline for nominations will be set by each Council Committee based upon its meeting schedule, but must be early enough so the Council Committee can notify CATE of its nominee by the beginning of the December Board meeting.
5. By the beginning of the December Board meeting each Council Committee will submit the name of its nominee to the CATE Past President or designee. The CATE President or Board member designated by the President will write a letter of congratulations to each person, notifying the awardee of the ways in which CATE will honor him or her, and facilitate the registration procedure for attendance at the CATE Convention.
6. CATE will honor the recipients of the CATE Award for Classroom Excellence by
  - a) Providing an appropriate award, to be determined by the CATE Board, and by acknowledging the awardees in the CATE Convention program.
  - b) Inviting the teacher to attend the CATE convention as a guest of CATE, with complimentary registration.

- c) Inviting the teacher to attend a specific meal function at the convention as a guest of CATE. The awardee will be given two (2) free tickets to the meal. The awardee will have an opportunity to purchase additional tickets.
- d) Seating the awardees at a reserved table at the meal function and introducing them at the appropriate time.

### **10.5 Administrators Award: Award for Leadership in English Language Arts**

1. The award for leadership recognizes an administrator (K-University) who inspires English language arts educators, supports the exploration of new avenues and methods of teaching English language arts, and encourages teacher leaders.
2. Council committees will select an administrator based on a rotating schedule. Years are convention years, in the areas where the convention will take place.  
2023, 2025, 2027, 2029: Northern Councils: Upper, Redwood, Central, Capitol, and FACET  
2024, 2026, 2028, 2030: Southern Councils: San Diego, Kern, Southland, and TUCATE
3. Council committees will submit the names, along with a nominating letter and letter of recommendation, to the Leadership committee by or at the December Board of Directors meeting.
4. The Leadership Committee will select one administrator to be honored at the next CATE Convention. This name will be forwarded to the CATE President.
5. CATE will honor the winner by:
  - a) making an appropriate award to be determined by the CATE Board, and by publicizing the award in all available media
  - b) inviting the administrator to attend a specific meal function as a guest of CATE. The awardee will be given two (2) free tickets to the meal. The awardee will have an opportunity to purchase additional tickets.
  - c) seating the award winner in a conspicuous place at the meal function and introducing them at the appropriate time.

Last updated 9/16, 5/21

Needs to be reviewed 9/22

## **POLICY 11.0 NCTE MEMBERSHIP AND AFFILIATION**

### **11.1 Liaison with NCTE**

1. Members of the CATE Board of Directors must be members of the National Council of Teachers of English.
2. CATE encourages all CATE members to become members of NCTE.
3. CATE encourages all eligible councils to become affiliates of NCTE.

### **11.2 Appointment of Directors to the Annual NCTE Business Meeting**

1. The CATE President and the CATE liaison officer to NCTE (the immediate Past President) will represent CATE at the annual business meeting of NCTE.
2. In the event that it is possible to select other directors and alternates, the President shall observe the following priority sequence:
  - a) Vice President,
  - b) Convention Coordinator,

- c) Policy and Censorship Standing Committee Chair,
  - d) Membership Chair,
  - e) Secretary
  - f) Members-at-Large (taking into account seniority service).
3. Under the guidance of the Convention Coordinator, the directors appointed to the NCTE Convention shall seek and invite exhibitors to exhibit at the CATE Convention.  
[updated September 2022]

### **11.3 CATE Nomination for NCTE Offices**

1. The NCTE liaison officer (immediate Past President) will contact NCTE headquarters prior to the final CATE Board meeting each year in May for the list of NCTE offices open for nomination in the following year and forward the list of openings to local Council Committees.
2. Prior to the September CATE Board meeting, local Council Committees will identify possible candidates for NCTE offices. The local Council Committee representative will notify the CATE Board of their intention to nominate an individual for a particular NCTE office. Local CATE councils may seek support for their candidates from other local Council Committees and/or the CATE Board itself.
3. Local CATE council representatives will supply complete supporting biographical data of their nominee(s) to the CATE President by October 15. If a local council is also an NCTE affiliate, then they may submit nomination directly on their own. The non-NCTE affiliated councils can submit nomination ideas for CATE to submit. [updated September 2022]
4. The CATE President or designees will address the appropriate NCTE and section nominating committees in support of CATE candidates who meet the requirements of NCTE Policies 5.4.2 during the annual NCTE convention in November. [updated September 2022]
5. The CATE President and CATE Board of directors may take appropriate actions to support the candidacy of any CATE member running for an NCTE office.

Last Updated 9/16

Needs to be reviewed 9/22

## **POLICY 12.0 DIVERSITY, EQUITY AND INCLUSION**

### **12.1 Background**

California is the most populous state in the nation and is rich in cultural, linguistic, ethnic and racial diversity. Furthermore, the state champions this diversity as a unique asset for its schools and communities. CATE will take concrete steps to invite, welcome, involve and support traditionally under-represented teachers and to address, wherever possible, the challenges and possibilities of teaching traditionally under-represented students.

### **12.2 Diversity, Equity and Inclusion Steps**

1. CATE will urge councils to actively recruit traditionally under-represented teachers to run for council office and will ask councils each year to report to the CATE Board on such progress.
2. CATE will ensure that at each annual convention at least one strand addresses particular issues faced by traditionally under-represented students in English language arts

classrooms.

3. CATE will urge councils to ensure that issues of particular interest to historically marginalized teachers and/or issues faced by historically marginalized students are addressed in their programming. [See Policy 13.2.4 for list.] [updated September 2022]
4. In selecting guest speakers for the annual convention, Convention Chairs will look for those who will address issues relevant to traditionally under-represented teachers and/or those who work with traditionally under-represented students.
5. Convention Chairs will select at least one Annual Convention speaker who is known as an advocate for traditionally under-represented students.
6. CATE will select convention sites at hotels which are in compliance with affirmative action requirements of the Office of Civil Rights.
7. CATE will contract with vendors who comply with affirmative action requirements of the Office of Civil Rights.
8. The Policy/Censorship Committee will review annually all Diversity, Equity and Inclusion practices, evaluate progress in these areas and report findings to the membership.
9. The Diversity, Equity and Inclusion Committee will provide a regular column addressing diversity, equity, inclusivity, and similar issues to be published in *California English*. (added 12/2019)

Created 3/8/18

Needs to be reviewed 5/24

## **POLICY 13.0 CODE OF ETHICS**

### **13.1 The Policy**

Members of the CATE (CATE) Board are committed to maintaining the highest standards of ethical conduct in the performance of their leadership and governance responsibilities. CATE Board members pledge to accept this code as a minimum guideline for ethical conduct and embrace these principles and practices.

### **13.2 The Procedures**

1. Principles of Accountability: 1) Faithfully abide by the bylaws, and policies of CATE; 2) Exercise reasonable care, good faith, and due diligence in organizational affairs; 3) Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest, in accordance with CATE's Conflict of Interest Policy; 4) Fully disclose, at the earliest opportunity, all information and insights that would have significance in Advisory Committee decision-making; 5) Remain accountable for prudent fiscal management .
2. Principles of Professional Excellence: 1) Maintain a professional level of courtesy, respect, and objectivity in all CATE activities. This includes acknowledging differences of opinion, providing for open and honest discussion, and making decisions only after hearing all points of view and considering all relevant data; 2) Maintain knowledge of Council Committee positions and guidelines and endeavor to advance or explain them to a range of audiences; 3) Avoid using CATE leadership positions for advancing personal political agendas; 4) Support and encourage participation in all CATE events and publications.

3. Principles of Fiduciary Responsibility and Confidentiality: 1) Make decisions for the good of all CATE members; 2) Respect the confidentiality of sensitive information.
4. Equal Opportunity and Diversity: Ensure the right of all CATE members to appropriate and effective services and leadership opportunities without discrimination on the basis of real or perceived gender, gender identity, sexual orientation, national origin, race, religion, age, political affiliation, or disability, in accordance with all applicable legal and regulatory requirements.

Last Updated 12/18

Needs to be reviewed 12/24

## **POLICY 14.0 CONFLICT OF INTEREST POLICY**

### **14.1 The Policy**

This conflict of interest policy for California Association of Teachers of English 1) defines conflicts of interest; 2) identifies classes of individuals within the Council Committees covered by this policy; 3) facilitates disclosure of information that may help identify conflicts of interest; and 4) specifies procedures to be followed in managing conflicts of interest.

### **14.2 The Procedures**

1. Definition of conflicts of interest: A conflict of interest arises when a person in a position of authority over the Council Committees may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.
2. Individuals Covered: Persons covered by this policy are CATE Board members.
3. Facilitation of disclosure: Persons covered by this policy will annually disclose or update the CATE President or designee their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.
4. Procedures to manage conflicts: For each interest disclosed to the CATE President (or designee), the CATE President (or designee) will determine whether to a) take no action; b) assure full disclosure to the CATE Board; c) ask the person to recuse themselves from participation in related discussions or decisions within the Council Committees; d) ask the person to resign from his or her position in the Council Committees. The President (or designee) will monitor proposed or ongoing transactions for conflicts of interest.

Last updated 12/18

Needs to be reviewed 12/24



## **POLICY 15.0 DOCUMENT RETENTION AND DESTRUCTION**

### **15.1 The Policy**

This Document Retention and Destruction Policy of CATE identifies the record retention responsibilities of staff, volunteers, members of the Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the California Association of Teachers of English's documents and records.

### **15.2 The Procedures**

1. Rules. CATE's staff, volunteers, members of the Board of Directors and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules:
  - a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the President, Past President, Vice President, Secretary, Membership Chair, and Treasurer;
  - b) all other paper documents will be destroyed after three years;
  - c) all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year;
  - d) no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.
2. Terms for retention.
  - a) Retain permanently:
    - Governance records – Constitution and amendments, Bylaws, other organizational documents, governing Board and Board committee minutes.
    - Tax records – Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.
    - Intellectual property records – Copyright and trademark registrations and samples of protected works.
    - Financial records – audited financial statements, attorney contingent liability letters.
  - b) Retain for ten years:
    - Pension and benefit records – Pension plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records.
  - c) Retain for three years:
    - Employee/employment records – Employee names, addresses, social security numbers, dates of births, INS Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors and for three years after departure of each individual).
    - Lease, insurance, and contract/license records – Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three years after the termination, expiration, or non-renewal of each agreement).
  - d) Retain for one year:
    - All other electronic records, documents and files – Correspondence files, past budgets, bank statements, publications, employee manuals/policies and procedures, survey information.

3. Exceptions: Exceptions to these rules and terms for retention may be granted only by the CATE President.

Last updated 12/15

Needs to be reviewed 12/24

## **POLICY 16.0 WHISTLEBLOWER POLICY**

### **16.1 The Policy**

This Whistleblower Policy of California Association of Teachers of English: (1) encourages staff or volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of CATE (2) specifies that California Association of Teachers of English will protect the person(s) from retaliation; and (3) identifies where such information can be reported.

### **16.2 The Procedures**

1. Encouragement of reporting. CATE encourages complaints, reports or inquiries about illegal practices or serious violations of CATE's policies, including illegal or improper conduct by CATE itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies.
2. Protection from retaliation. CATE prohibits retaliation by or on behalf of CATE against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. CATE reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.
3. Where to report. Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail, either verbally or in writing, the specific facts of the complaint, demonstrating the bases for the complaints, reports or inquiries. They should be directed to the CATE President or to the CATE Treasurer; if one or both of those persons are implicated in the complaint, report or inquiry, the documents should be directed to CATE's Vice President. CATE will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that CATE may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously. (Updated September 2020)

Last Updated 9/20

Needs to be reviewed 12/24