

**VIRGINIA ASSOCIATION OF TEACHERS OF ENGLISH (VATE)**

**Policy Manual**

**Revised July 2016**

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# VATE POLICIES

The word "policy" has been regarded as those decisions and practices internal to the Association that can be controlled. In that sense, policy governs the workings of the Virginia Association of Teachers of English and derives its final authority from the VATE Executive Board. To facilitate yearly operations, it is suggested that statements of policy, or motions regarding same, be clearly labeled in the Executive Board minutes. The policy manual shall be updated as needed.

# MEMBERSHIP

(CONSTITUTION ARTICLE III) Any Virginia teacher of English language arts at any level of instruction (elementary, middle/junior high, secondary, or college) may be a member of this organization upon payment of annual dues. Any other person interested in the objectives of this Association (including school administrators and supervisory personnel) may also become a member upon payment of annual dues. Membership shall apply for a 12 month period from the date of receipt of payment of dues.

(BY-LAWS, ARTICLE V) Non-affiliate membership dues in VATE shall be set by the Executive Committee each year, in an amount sufficient to meet the financial needs of the Association.

## CORPORATE AND DISTRICT MEMBERSHIP

The Virginia Association of Teachers of English appreciates the financial support of businesses and organizations that share VATE’s commitment to enhancing the quality of the teaching of English and language arts in the Commonwealth. VATE invites such groups to “join our team” by becoming corporate members, sponsors, or benefactors. The cost and benefits of each level of corporate membership is outlined below:

Level	Benefits	Cost
Corporate Member	<ul style="list-style-type: none"> <li>*20% discount on conference exhibitor fee</li> <li>*recognition as a Corporate Member in <i>VATE Voices</i> and conference program</li> <li>*listing on the VATE website corporate page</li> </ul>	\$200 - one year membership
Corporate Sponsor	<ul style="list-style-type: none"> <li>*50% discount on conference exhibitor fee</li> <li>*recognition as a Corporate Sponsor in the conference program</li> <li>*three ¼ page ads in <i>VATE Voices</i></li> <li>*live logo link on the VATE website homepage and corporate page</li> </ul>	\$500-one year membership
Corporate Benefactor	<ul style="list-style-type: none"> <li>*conference exhibitor fee waived</li> <li>*recognition as a Corporate Benefactor in the conference program</li> <li>*½ page ad in the conference program</li> <li>*three ½ page ads in <i>VATE Voices</i></li> <li>*live logo link on the VATE website homepage and corporate page</li> </ul>	\$1,000 - one year membership

Please note that VATE reserves the right to deny corporate membership to businesses and organizations that do not align with VATE and NCTE policies and standards.

## BUILDING LEVEL MEMBERSHIP

The Virginia Association of Teachers of English is committed to enhancing the quality of the teaching of English and language arts in the Commonwealth. VATE encourages building principals and lead teachers to “join our team” by purchasing a Building Level Membership for your English/language arts faculty and/or other departments dedicated to improving student literacy. An investment in a VATE Building Level Membership is an investment in the professional status of your faculty members and could be an integral component of a school improvement plan. Building Level Membership costs \$150 per year.

The benefits of a Building Level Membership are as follows:

- Full membership for all department members (including eligibility for awards, mini-grants, and voting privileges)
- All department members pay member registration fees (same as individual members) for the annual VATE conference
- Two copies per building of each issue of the *Virginia English Journal*, VATE’s semi-annual professional journal
- Access for all department members to VATE electronic publications
- VATE Building Level Membership Plaque upon initial induction at this level

## OFFICERS

(CONSTITUTION ARTICLE IV) All officers listed in the section below shall be members of both the Virginia Association of Teachers of English and the National Council of Teachers of English during their term of office.

The Vice President will be elected for a progression of roles over the course of four years in which they will subsequently serve in the roles of President-Elect, President, and Past President. They shall be elected by majority vote and shall perform the regular duties of such officers and such duties as shall be determined by the Executive Committee in advance of election.

Each level of English language arts (elementary, middle/junior, secondary, and college) will be represented on the Executive Committee by a member-at-large. The members-at-large will be voted on during the regular election and serve for a minimum of two years in that position. After the initial two-year service period, members-at-large may be allowed to remain in their position on a year-to-year basis with the approval of the executive board.

In addition to the regularly elected officers, there will be a treasurer, a recording secretary, and an Executive Secretary appointed by the executive committee for a term of five years.

## LOCAL AFFILIATE DESIGNATIONS

(BY-LAWS, ARTICLE IV) The Association shall encourage the organization of affiliate groups in localities where interests and purposes of the Association may be served on the local level.

The relationship of such groups to the state organization shall be governed by the following regulations for affiliates:

- Any group teachers of English or related subjects from two or more schools within a given area may organize an affiliate of VATE.
- Each affiliate shall have definite geographical boundaries as approved by the Executive Committee of VATE.
- Each affiliate shall have a constitution approved by the Executive Committee of VATE.
- All affiliate members must be dues-paying members of VATE. Beyond the established VATE dues, affiliates may collect additional dues to support affiliate-specific initiatives and events.
- The treasurer for each affiliate shall report their affiliate membership to the Executive Secretary by January 1 each year.
- In order to give affiliates publicity in *VATE Voices* and to inform the affiliate committee chair of the names of affiliate officers with whom he/she should communicate regarding various items of VATE business, the secretary shall send to the affiliate chair a report of the program given and the major business transacted at each affiliate meeting.

## VATE BUSINESS

(CONSTITUTION ARTICLE VI) The organization shall hold an annual business meeting during its annual Fall Conference.

(CONSTITUTION ARTICLE III) The constitution may be amended by two-thirds vote.

(BY-LAWS, ARTICLE I) The quorum, or number of members required for the transaction of business, shall be any number attending the business sessions of the organization.

(BY-LAWS, ARTICLE II) *Robert's Rules of Order* shall be the work of parliamentary procedure accepted as authority.



(BY-LAWS, ARTICLE III) The by-laws may be amended by a majority vote.

RESOLUTIONS OR POSITIONS: VATE shall formulate positions and resolutions at the request of the Executive Board or from any group of five members of VATE to be presented to the Executive Board, except at Fall Conference time when they will be presented to the general membership for approval, and to disseminate those positions and statements to appropriate audiences.

INTERIM BOARD BUSINESS: Issues that need an immediate response between board meetings can be identified by the President and acted upon at any time, after consultation with other Executive Board members through email or in person.

LOCAL AFFILIATE BUSINESS: The Executive Secretary, the affiliate chair, and the newsletter editor(s) are to remind affiliates of their responsibilities outlined in ARTICLE IV of the VATE BY-LAWS as often as necessary to maintain adequate records for the organization (local affiliate officers, activities, minutes of official meetings, and dues collections).

## NCTE BUSINESS

NCTE DIRECTORS: the President, Executive Secretary, and NCTE Liaison shall be NCTE Directors and represent VATE at the NCTE Convention each year. If, in any given year, the state affiliate (VATE) is allowed only one NCTE Director, the President shall be NCTE Director.

The substitutes shall be the Vice President, the President-elect , and the editor of the *Virginia English Journal*.

NCTE RESOLUTIONS: NCTE resolutions shall be handled each year via a special issues committee. The committee will discuss the NCTE resolutions and bring the resolutions and recommendations for action to the June Executive Board meeting.

NCTE resolutions shall be handled each year via the SLATE officer. The SLATE officer will discuss the NCTE resolutions and bring the resolutions and recommendations for action to the June Executive Board meeting.

## FREQUENCY OF MEETINGS

(CONSTITUTION ARTICLE VI) The organization shall hold an annual business meeting during its annual Fall Conference.

The VATE Board will meet at least six times a year following the general structure established below:

- January - induction of new officers and meeting
- March - meeting in conjunction with Literacy Explosion
- May - board retreat and meeting
- July - policy and practice update meeting
- August - pre-conference meeting
- October - conference meeting

Executive Board members are expected to attend all six meeting, unless previous communication with the President has taken place.

Board members are expected to attend the following meetings: January, Conference (October,) and Retreat (May,) unless previous communication with the President has taken place.

## ELECTIONS

(BY-LAWS, ARTICLE VII) The Past-President shall nominate candidates for open positions. Candidates must be members of VATE or join VATE prior to being considered for the position. In the event of multiple nominees for any position, an online voting system will be used for election by the membership. The timeline for organizing and taking such a vote are as follows:

- All votes shall be taken by December 1;
- Vote results shall be submitted to the board and the slate shall be approved no later than December 15 (The Past-President shall be responsible for reporting the results of any vote taken); and
- Newly elected board members will be announced prior to the January board meeting.

# EXECUTIVE BOARD AND COMPOSITION AND TENURE

(CONSTITUTION ARTICLE V) There shall be an Executive Committee to guide and direct the affairs of the organization and to recommend policies to the business meetings. This committee shall consist of the duly elected officers of the Association (President, Past-President, President-Elect, and Vice President, Executive Secretary, and Treasurer,) the corresponding secretary NCTE Liaison, Multicultural Liaison, VCEE Liaison, VWP Liaison, Virginia English Journal Editor, VATE Voices Editor, Policy and Practice Committee Chair Affiliate Chair, Annual Conference Committee, and Public Relations Chair.

The liaison officer, the editors of the *Virginia English Journal* and *VATE Voices*, and the VATE affiliate chair shall be appointed by the Executive Committee for terms designated by the committee.

The Executive Committee shall be empowered to invite chairmen of special committees and other members to attend its meetings and participate in its deliberations when such members are specifically concerned with items on the agenda. The Executive Committee shall also be empowered to fill any vacancies occurring in unexpired terms of office.

The terms of the treasurer and the Executive Secretary shall be five years. Both shall be eligible for reappointment.

The term of office for NCTE, VSRA, SLATE, and VCEE Liaison shall be three years.

The term of office of the editor(s) of the *Virginia English Journal* and *VATE Voices* shall be five years.

The term of office for at-large positions shall be a minimum of two years.

The lengths of all terms shall be effective beginning Jan. 1 of the appointed year.

All standing committee chairs shall be voting members of the Executive Board. The term of office shall be two years.

All liaisons are voting members of the Executive Board.

All members of the Executive Board, elected and appointed, are expected to attend all Executive Board meetings, unless otherwise specified, as voting members and attend the VATE fall conference.

All members of the Executive Board, elected and appointed, are expected to meet the responsibilities of their position and attend the

Attendance at all meetings is required for all Executive Officers. Attendance at the January, retreat, and conference business meetings is required for all Board Members. Attendance at the conference business meeting is required for the Specialty Board Members. Executive Officers, Board members, and Specialty Board Members must communicate with the President concerning attendance at meetings.

## DUTIES OF OFFICERS AND OTHER EXECUTIVE BOARD MEMBERS (Position Descriptions)

(See Finances Section for specifics on reimbursements or compensations.)

### Past-President

- Chair the nominating committee; bring to a fall Executive Board meeting a proposed slate of nominees for VATE offices for approval; solicit and collect biographies from each nominee and submit same to the elections committee chair for distribution with the sent ballots to the general membership.
- Work with the secretary and the webmaster to prepare a current Executive Board Directory, which will be kept on the web site and updated throughout the year.
- Notify the newly elected officers of their election after the December 15 voting deadline, provide them with a list of their duties, and instruct them to attend their first meeting in January.
- Serve as awards chair and chair the teacher mini-grants awards.
- Serve on the Annual Conference Committee.
- Serve as the webmaster liaison, making sure everything is communicated between the positions.

### President

- Lead in setting goals of the organization;
- Plan and guide Executive Board meetings and business meetings;
- Arrange for Executive Board meeting sites;
- Serve as member of Board of Directors of NCTE Convention for the year as President;
- Appoint committee chairs and members;
- Approve additions to the Executive Board;
- Present a "state of the organization" address at the fall conference or meeting;
- Succeed to the office of Past President;

- Attend affiliate leaders' workshops at the NCTE convention;
- Represent the organization, or send an alternate, to the meetings of other organizations and affiliates;
- Fulfill other duties as assigned by VATE policy or requested by VATE Executive Board.
- Resolve issues that need an immediate response between Executive Board meetings can be identified by the President and acted upon at any time after consultation with other Executive Board members;
- Obtain a plaque for the Past President and present this at the fall conference following the term of the Past President.
- Serve on the Annual Conference Committee.
- Review financial records, membership accounts, and bank deposits to verify accuracy at the August Executive Board meeting. The Past President and treasurer will work with the President-Elect on this assignment.
- Meet with conference committee soon after the fall conference prior to the year the committee will serve (December/January).
- Will be informed (via email) on conference committee progress by all committee members as well as be available to answer any questions the committee has.
- Speak on the state of the association at a time to be designated at the fall conference.
- Recognize Past President with a speech and plaque at the fall conference.

## President-Elect

- Attend affiliate leaders' workshops at the NCTE Convention if attending the Convention;
- Provide the site for the fall conference and the October Executive Board meeting;
- Chair the program committee for the state Fall Conference (BY-LAWS, ARTICLE VIII);
- Include the names of corporate sponsors who have joined VATE by September 1 of that year in the Conference program;
- Succeed to the office of President (Customarily, the President-Elect gives a brief "inaugural address" at the last session of the state fall conference);
- Schedule and announce the times for the Executive Board's meetings in October, prior to assuming the presidency;
- Chair the Annual Conference Committee.
- Select site, theme, keynote speakers, session presenters, and arrange any special events.
- Organize the entire schedule of the conference and provide all the information necessary (times, sessions, vendors, awards/grants, table programs, etc.) to the publications committee chair and post to the web as soon before the conference as is feasible.
- Coordinate award/grant winners in conjunction with the Award Chairs and make the necessary arrangements for them to attend the conference.
- Inform and monitor all committee members of their duties and timelines and select site committee (for example: decorations, audiovisual, door prizes, presenters, etc.)
- Secure goody bags for registration, keynote speaker gifts, and door prizes with assistance of a site committee selected by the President-Elect.
- Provide all audiovisual equipment for keynote speakers and session presenters through donation if at all possible and coordinate with audiovisual assistant to organize session

presenter needs with available equipment.

- Secure a local book seller to sell keynote speaker books and other books of interest to conference attendees based on conference theme. Negotiate with the bookseller the split of profit and provide them the conference treasurer contact information to send the final check.

## Vice President

- Choose the Fall Conference site for the presidential year two years hence;
- Attend affiliate leaders' workshops at the NCTE Convention if attending the Convention;
- Assist the President-Elect with the program committee for the state Fall Conference by locating and organizing chairs and recorders;
- Succeed to the office of President-Elect;
- Serves on the Annual Conference Committee;
- Works in conjunction with the President-Elect to prepare the registration folder documents prior to the Thursday conference meeting.
- Regularly check the [VAEnglishTeachers@gmail.com](mailto:VAEnglishTeachers@gmail.com) inbox and respond to or forward messages as needed.
- Assist as an understudy (via email cc or other contact) to the President-Elect to learn the intricacies of conference planning.
- Coordinate and handle any special programs as decided on by board and conference committee (Hospitality suite, W.R.I.T.E., Affiliate Showcase, etc.).
- Work with President-Elect in printing documents for and assembling registration folders.

## Secretary

- Take the roll and minutes at Executive Board meetings
- Send the minutes, once approved, to the webmaster for posting on the VATE website.
- Send last Executive Board minutes and notices of pre- and post-Executive Board meetings to board members two weeks before the next meeting date;
- Take minutes at the Fall Conference business meeting; send copies to the Executive Board;
- Create the minutes in a Google Document through [VAEnglishTeachers@gmail.com](mailto:VAEnglishTeachers@gmail.com) and send them to the president
- Pass on all minutes and other records to the incoming secretary;
- Work with the Past President to keep an up-to-date directory of the Executive Board and turn over the names and addresses to the incoming secretary.

## Executive Secretary

- Use and maintain a database to manage membership;
- Process membership forms and payments in a timely fashion;
- Serve as a Director to the annual NCTE Convention in years when VATE has three Directors;

- File the annual corporate report
- Serve as Conference Coordinator:
  - Work with the President-elect to select and book a hotel for the annual Fall Conference;
  - Review and sign contracts with hotel for annual Fall Conference. (Make on-site visit to the hotel prior to the signing of the contract if requested to do so by the Conference Program Chair.);
  - Secure the best prices/rates for hotel services for the Fall Conference, including fees for room usage and meals;
  - Review hotel contracts, book sales, and speakers.
  - Serve on the Annual Conference Committee.
- Promote communication among board members and the membership by various means including email and the VATE Inbox.
- Serve a term of five plus years.
- Scout sites for the fall conference to be chosen by the President-Elect and the executive board.
- Coordinate with the hotel banquet contact, registration chair, and President-Elect the meal functions including meal selection, pricing, breaks, cash bars, meal function orders, etc.

## Members-at-Large

- Represent interests of their group in policy decisions;
- Work to increase membership in their interest group;
- Aid in planning program for Fall Conference;
- Serve on the Annual Conference Committee;
- Submit one article per year to *VATE Voices* as assigned;
- Promote the submitting of articles to *VIRGINIA ENGLISH JOURNAL* and *VATE Voices*;
- Lead a roundtable session for the specified grade-level at the fall conference.
- All members-at-large serve on the Heritage Award Committee.
- Serve on the Literacy Explosion Committee, rotating positions by year.

## Elementary Member-at-Large

- Submit an article for the winter publication of *VATE Voices* no later than January 31.
- Present a roundtable session at the annual conference.
- Initiate and maintain open communication with your constituents.
- Serve on the Literacy Explosion Committee, serving as the volunteers and fundraising chair, beginning 2017 and every 3rd year.

## Junior High/Middle School Member-at-Large

- ~~Chair the Richard A. Meade Student Teaching Scholarship Committee in 2008 and every third year thereafter; removed 2017~~
- Submit an article for the spring publication of *VATE Voices* no later than March 31;

- Serve on the Literacy Explosion Committee, serving as the advertising and press releases chair, beginning 2017 and every 3rd year.

## Secondary Member-at-Large

- ~~Chair the Richard A. Meade Student Teaching Scholarship Committee in the year 2007 and every third year thereafter;~~ removed 201
- Submit an article for the summer publication of *VATE Voices* no later than August 31
- Serve on the Literacy Explosion Committee, serving as the snacks, awards, copies of rubrics and interview questions chair (Cheryl will count medals/plaques and forward info), beginning 2017 and every 3rd year.

## College Member-at-Large

- Chair the Foster B. Gresham Award Committee; and all Members-at-Large will serve on the Foster B. Gresham Selection Committee;
- Submit an article for the fall publication of *VATE Voices* no later than October 31
- Serve as a selection committee member for the Richard A Meade scholarship as well as the Diversity Award.
- Serve on the Literacy Explosion Committee, serving as the Judge Chair each year and not rotating.

## Treasurer

- Serve as the result of an appointment by the Executive Board for five plus years;
- Present year-to-date financial and fiscal reports at each Executive Board meeting;
- Present annual financial report at the August Executive Board meeting;
- File annual report to the IRS between July 1 and November 15 of each year;
- Present an annual budget at the October meeting of the executive board;
- Demonstrate timely handling of all deposits and expenditures;
- Invest surplus funds;
- Serve as the Conference Treasurer.
- The VATE Treasurer will serve as the Conference Treasurer.
- Separate line items will be created on the financial report to reflect all income and expenses related to the VATE Conference.

## VATE Voices Editor

- Prepare and distribute such issues of the newsletter as may be directed by the VATE Executive Board; it is customary to have 4 issues per year reflecting VATE and NCTE news, announcements, and information; include the names of corporate sponsors who have joined VATE by September 1 of that year in the issues;
- Provide Webmaster with an electronic copy of newsletter for online posting
- Upload each edition of the newsletter to the [VAEnglishTeachers@gmail.com](mailto:VAEnglishTeachers@gmail.com) Google



drive;

## **VIRGINIA ENGLISH JOURNAL Editor**

- Solicit manuscripts on topics pertinent to educators concerned with the English language arts;
- Select, with appropriate assistance, manuscripts for publication and prepare these manuscripts for printing in one of the two numbers issued annually;
- Work with an appropriate printing company or press;
- Oversee the inventory and sale of VATE publications;
- Chair the Editorial Board to select *VEJ* Writing Awards recipients every two years;
- Provide Webmaster with an electronic copy of table of contents and some samples of articles for online posting.
- Upload a PDF of each edition of the Journal to the [VAEnglishTeachers@gmail.com](mailto:VAEnglishTeachers@gmail.com) Google drive;

## **Affiliate Chair**

- Serve as a liaison between the VATE Executive Board and VATE's local affiliates;
- Submit a current list of affiliate presidents as well as their addresses, email addresses, and phone numbers to the webmaster;
- Submit affiliate news to each edition of *VATE Voices* (four per year);
- Chair the VATE Service Award Committee (Publicize award in *VATE Voices*, choose committee to select recipients; inform applicants of their selection or rejection; inform Executive Board of recipients; prepare framed certificates for recipients; announce recipients at the annual Fall Conference brunch; revise criteria/form as directed by Executive Board);
- Collect yearly affiliate reports;
- Encourage affiliate activity (throughout year via affiliate column, letters to affiliate presidents, personal contact with affiliate presidents);

## **NCTE Recognition of Excellence in Literary Magazines Coordinator**

- Serve for three years upon appointment by the Past-President;
- Solicit judges to assess the literary magazines

## **VATE Webmaster**

- Serve for a period of two years (may remain in the position on a year-to-year thereafter basis with the approval of the executive board);
- Maintain and ensure the professional integrity of the VATE Website;
- Update the VATE Website on a regular basis as directed by the Executive Board;
- Provide a link to NCTE on the VATE Website;

- Create resource page(s) for VATE members;
- Post on the Website:
  - Policy Manual,
  - Previous 2 years of approved minutes of Executive Board meetings,
  - VATE Fall Conference information,
  - List of Executive Board members and affiliate presidents/contact persons,
  - VATE Resolutions and Position Statements,
  - *VATE Voices*,
  - *VEJ* Table of Contents and sample articles

## Professional Development

- Initiate, plan, and host (or train hosts) professional development opportunities for teachers throughout the year and throughout the state.
- Communicate with district supervisors and administrators to determine literacy initiatives and professional development needs. Use this feedback to plan professional development opportunities.
- Communicate with members-at-large about constituent concerns to determine professional development opportunities to meet the needs of teachers across the state.
- Collaborate with affiliate chair to support teacher groups providing regional professional development opportunities. Support may include helping teacher groups become affiliates, helping teacher groups apply for mini-grants, training teacher groups to host specific types of professional development (EdCamp, for example), hosting a session at the annual conference, etc.
- Collaborate with PR chair to advertise events and opportunities.

## Public Relations

- Work with the Executive Board to establish public relations through various Social Media outlets: Facebook, Twitter, Instagram, etc.
- Manage the social media accounts.

# BOARD LIAISONS AND OTHER STANDING COMMITTEES CHAIRS

## NCTE Liaison

- Serve as a result of an appointment by the Executive Board;
- Be an active member of NCTE;
- Report to Council headquarters significant VATE activities, conferences, and concerns (conference publication materials, due in January and May); Report to VATE significant national developments and concerns;
- Arrange for securing NCTE services for VATE;

- Promote NCTE membership with VATE;
- Publicize NCTE conferences and services;
- Remind affiliate presidents, secretaries, and treasurer of obligations to the National Council;
- Serve as an NCTE Board of Director at the NCTE Convention;
- Submit the annual report to NCTE prior to July 15;
- Discuss the NCTE resolutions with the Executive Board and bring resolutions and recommendations for action to the June Executive Board meeting;

## Policy and Practices Committee Chair

- Serve as a result of an appointment by the Executive Board;
- Keep an updated policy manual posted on the web site;
- Chair a committee comprised of the policy and practices chair, Executive Secretary, President, and one other member named by the President;
- Convene a meeting at least once a year and report at the August Executive Board Meeting.
- Chair a meeting in July in conjunction with the President to update the policy manual.

## Multicultural Liaison

- Serve for two years upon appointment by the President (may remain in the position on a year-to-year thereafter basis with the approval of the President);
- Report to the Executive Board significant concerns and developments concerning cultural diversity;
- Promote continued cultural diversity in membership and Fall Conference programming;
- Serve as chair of the Heritage Award.
- Assist the board in implementing sustainable activities which addresses the needs and interest of a diverse culture in the area of English/Language Arts

## VSRA Liaison (Virginia State Reading Association)

- Attend the Executive Board meetings of both VSRA and VATE, reporting to each the other's activities and promoting the cooperation of both;

## VCEE Liaison (Virginia Conference of English Educators)

- Attend the Executive Board meetings of both VCEE and VATE, reporting to each the other's activities and promoting the cooperation of both;
- Send information on the Richard A. Meade Student Teaching Scholarship to colleges and universities in Virginia by April 1 each year; chair this award due Sept. 10
- Chair the Mary T Davis Diversity Scholarship Award Committee and distribute information on the scholarship to colleges and universities in Virginia;
- Update on a regular basis the database of English educators at colleges and universities in

Virginia.

## VDOE Liaison (Virginia State Department of Education)

- Report DOE activities, and promote the cooperation of both by involving VATE membership in as many state projects as possible;

## VWP Liaison (Virginia Writing Project)

- Attend the Executive Board meetings of both VWP and VATE, reporting to each the other's activities and promoting the cooperation of both by soliciting articles for *VATE Voices* and proposals for the VATE conference.
- Work with the VWP to be a vendor at the annual conference.

# COMMITTEES

## Annual Conference Committee

- In the event that no local arrangements committee exists, the committee will ensure the continuity of efficient, effective, and good Fall Conference policies and practices;
- The committee will consist of the following members: the Vice-President, the President-Elect, the President, the Past-President, the Executive Secretary, the future local arrangements chair (if applicable), the current local arrangements chair (if applicable), all members-at-large, and any volunteer board members.
- The current President-Elect will chair the committee from August through October.
- The committee will review all conference proposals at the August board meeting (before the conference) and make decisions on who is invited to present.
- The committee will meet Thursday night before the conference to put together all of the registration folders. The Vice President will work with the President-Elect to prepare the folder documents before the Thursday meeting.

# FINANCES

## Finance Committee

(12-11-76) The finance committee shall be a standing committee consisting of the following members: Executive Secretary, treasurer, President-Elect, Past President, one representative from publications, and the President (ex officio member).

(12-1-90) The finance committee shall be reactivated and assigned a chair. At the June meeting, the finance committee shall present for the Executive Board's discussion and approval a budget draft for the next fiscal year and a report on the audit of the books.

(12-1-90) Bonding of the Treasurer

(2-6-82 and 6-9-84) The VATE Treasurer should be bonded.

(12-1-90) The above policy is reinstated.

(12-1-90) The Treasurer shall submit evidence yearly that the books are in order.

## Dues

(8-06-05) The dues for each year will be \$25.00.

(3-1-08) The dues for each year for full-time students will be \$15.00.

## Investment of Surplus Funds

(4-6-83) The Treasurer is authorized to invest up to \$3,000 in any institution (bank, savings, credit union, etc.) that is appropriate.

## Tax-Exempt Status

(8-12-89) Clarification from the Treasurer: VATE files tax returns with the IRS, listing itself as a non-profit, tax-exempt organization. That listing is only functional in VATE's relationship to the IRS; VATE does pay sales tax on items bought and consumed by organizational affairs and is only tax-exempt in that it pays no taxes on its income.

## Fall Conference Finances

REGISTRATION BADGE ADMISSION (10-13-84) In order to promote payment of Fall Conference registration fees, registrants shall receive (at Conference check-in table) a Fall Conference badge. Each session recorder has the responsibility to check at the door of the session and admit only registered participants.

PARTICIPANTS' REGISTRATION FEES (12-5-81) Conference fees shall be paid by program participants unless the Executive Board gives a participant prior approval not to do so. Confirmation letters to speakers shall include the policy statement that speakers will pay registration fees. (12-1-90) This policy is reaffirmed.

HONORARIA FOR SPEAKERS (2-9-80) Only major speakers from outside the state (a maximum of three) shall be paid honoraria and/or expenses. Any exceptions to this policy shall require Executive Board approval. (12-1-90) This policy is reaffirmed.

BOUNCED CHECKS (2-15-75) Affiliate presidents should receive a letter if a member of their faculty or organization gave a bounced check for Fall Conference registration.

VATE HONOREES (4-4-84, revised 12-1-90) *VIRGINIA ENGLISH JOURNAL* writing award winners (every other year) shall be honored at the annual VATE Conference as guests of the association. Their Conference registration and banquet fees shall be paid by the association, and they shall receive a suitable framed certificate. They shall further be recognized in *VATE Voices* and the *VIRGINIA ENGLISH JOURNAL*. "Honorable Mentions" shall receive a similar prize except that VATE will pay the banquet fee and not the Conference registration fee.

## Compensations and Reimbursements to Executive Board Members

### *Compensations:*

- EXECUTIVE SECRETARY (10-13-84) The Executive Secretary shall receive a stipend of \$2000 a year. (8-9-03)
- CONFERENCE COORDINATOR (12-14-02) The Executive Secretary serving as Conference Coordinator will receive a stipend of \$200 per year to cover travel and expenses.
- TREASURER The treasurer will receive a comprehensive membership to NCTE.
- *VIRGINIA ENGLISH JOURNAL* EDITOR(S) (4-9-83) Compensation for the *VIRGINIA ENGLISH JOURNAL* editor(s) shall be determined by the Executive Board and availability of funds. It shall include (a) annual comprehensive membership in NCTE during editorship; (b) reimbursement of limited expenses related to the preparation of each issue; (c) partial reimbursement of expenses to attend the NCTE Convention.
- VATE WEBMASTER (5-5-07) The Webmaster is one of the compensated positions on the VATE Board. The Webmaster's maintenance fee is for 2-3 hours per month @ \$20 per hour or 30 hours per year up to \$1,000 per year which will be paid in January and July.

### *Reimbursements:*

- NCTE CONVENTION EXPENSES (8-22-81) The President, President-Elect, Executive Secretary, and NCTE Liaison shall be reimbursed no more than \$1000 each for NCTE Convention expenses. (2-7-04) The Treasurer shall suggest the Executive Board reduce this amount if the treasury is experiencing financial difficulty. (Note: NCTE

- business-president elect is a substitute:correlation needed here)
- (8-5-95) The Executive Board shall annually approve a budget to supplement travel expenses to NCTE Conferences for Executive Board Members on the NCTE Board of Directors.
  - NCTE CONVENTION EXPENSES (4-9-83) The editors of the *VIRGINIA ENGLISH JOURNAL* shall be partially reimbursed for expenses of attending the NCTE Convention.

## Dues/Rebates/Grants to Affiliates

(2-11-89) VATE supports activities of its affiliates according to the following plan for annual rebates and grants:

- All affiliates receive \$1.00 per member for VATE dues collected locally.
- Affiliates that hold one general meeting per year and elect officers at least every two years may request rebates of \$2.00 per member for special projects. A request from the affiliate must be approved by the VATE Executive Board.
- In addition, affiliates may submit grant proposals for a variety of local activities or purposes. Although the grants would not be tied directly to the number of members (as rebates), any proposal requesting more funds than \$1.00 per member would be exceptional. A request from the affiliate must be submitted to the Executive Board prior to the activity. The Executive Board will approve all proposals based on the quality of the activity proposed and on the availability of VATE funds.
- Affiliates are expected to report the results of local activities and special projects to the VATE Executive Board.

## PUBLICATIONS

NOTE: All non-starred sections following are from the "Guidelines for VATE Publications," adopted 6-7-83, which may be amended by action of the Executive Board, upon recommendation of the Publication Committee.

### Publications Committee

A Publications Committee shall oversee VATE publications. This committee shall meet at least annually in the spring or by request. It shall be chaired by a member appointed by the Executive Board. The chair shall not be a current editor of VATE publications but may be a former editor. The chair shall maintain a current mailing list for VATE publications, which includes the NCTE Exchange Agreement publications and other organizations such as the Library of Congress that receive archival copies. The chair shall provide mailing labels for editors as they request them and assist with mailing services if requested. The chair shall be appointed for a term of three years and may be reappointed. The committee shall be composed of the editors of

all current VATE publications, members of the Editorial Board, Executive Secretary, treasurer, and such other members as the Executive Board shall name. They shall serve for the duration of their office or appointment, or until replaced by the Executive Board. Because of the insights they may offer, a Past President and a former editor shall also be appointed for two-year terms.

The Publications Committee is responsible for considering requests from editors for change in format, content, style; frequency of publication; size of publication. In these and other matters it shall report and recommend to the Executive Board. The committee is also responsible for promoting VATE publications, soliciting writers, and commenting on the nature, cost, and direction of VATE publications. It shall receive from the Editorial Board determination of *VIRGINIA ENGLISH JOURNAL* focus topics and recommendations for new members of the Editorial Board, new columns, and the like.

## Functions of VATE Publications

VATE publications are to inform members of pertinent VATE, NCTE, and affiliate news to extend professional awareness. The publications shall serve the membership and profession at large. Each publication shall serve, in accord with its function as a newsletter or a journal or a special publication, as a forum for the exchange of ideas by and among the membership. The two regular publications are a journal and a newsletter. These publications are intended to complement each other; they shall offer appropriate attribution through by-lines or citation of source.

## *VATE Voices*

*VATE Voices* is VATE's newsletter. It shall convey to the membership news items from VATE, NCTE, and the affiliates; reports from the Executive Board and VATE committees; promote the annual VATE Conference and NCTE conferences, conventions, and special interest meetings; report on the annual VATE Conference; publish, when written, columns by the Executive Secretary, the President, the SLATE liaison, and the affiliate committee chair; print at least annually a bibliography of non-VATE publications by VATE members who provide the information; print proposal forms for the annual VATE Conference and such other information about the conference as members need to know (location, dates, program, registration, room and meal reservations); print occasional teaching idea columns presented by the members-at-large of the VATE Executive Board; print calls for manuscripts in *VEJ* and other publications; and publish reportorial news items and articles about professional conferences and activities that would be of interest to a significant number of VATE members. *VATE Voices* will be posted electronically on the VATE website.

## *VIRGINIA ENGLISH JOURNAL*

*VIRGINIA ENGLISH JOURNAL* is VATE's journal. (Name changed from *Virginia English*



*Bulletin* 10-27-12) It may be on line and can be accessed electronically. It shall provide the membership articles on topics pertinent to English language arts educators; list the Executive Board (including affiliate presidents) and the Editorial Board; contain appropriate editorials, announcements, calls for manuscripts; publish a teaching ideas column; and book reviews. It may have a central focus for each issue; publish pertinent "in memoriam notes"; provide space to promote state-wide projects, VATE committee concerns, or special interest programs. It shall publish appropriate paid advertising and occasional ERIC FACT Sheets or similar NCTE endeavors. Its articles shall be pedagogical, research, or scholarly and typical of articles normally found in NCTE and affiliate journals. The *VEB* Table of Contents and selected articles or excerpts will be posted electronically on the VATE website. (2-5-05)

COPYRIGHT (6-15-85) The title page of the *VIRGINIA ENGLISH JOURNAL* shall contain a copyright notice; the copyright registration fee for each issue shall be paid; and the Executive Secretary shall be the claimant for the copyright.

STUDENT WRITING (6-15-85) Student writing can be published in the *VIRGINIA ENGLISH JOURNAL* when authorization and permission from the student and his/her parents are submitted with the manuscript.

COVER (9-10-77) The cover of the *VIRGINIA ENGLISH JOURNAL* will state that it is a journal for English language arts teachers.

## Selecting Editors

Editors of VATE publications shall be selected for the terms, duties and compensation identified in the "Guidelines for Selecting VATE Editors". Editors are expected to fulfill their responsibilities in a timely manner and to enhance the professional reputation of VATE. They shall serve on the Executive Board and the Publications Committee, attend those meetings, and attend the annual Fall Conference.

### *Guidelines for Selecting VATE Editors (approved 4-9-83)*

- I. Term of Editorship, Duties, Compensation (Candidates must be current members of VATE at the time of application.)
  - A. *VATE Voices*
    1. Term: 2 years, commencing January 1 in even numbered years.

2. Duties: (a) prepare and have mailed such issues of the newsletter as may be directed by the VATE Executive Board; it is customary to have 4 issues per year reflecting VATE and NCTE news, announcements, and information; (b) serve on the VATE Executive Board, attend its meetings, and attend the annual VATE Conference; (c) serve as a member of the Publications Committee.

B. *VIRGINIA ENGLISH JOURNAL*

1. Term: 5 years, commencing January 1 in years ending in 1 or 6.
2. Duties: (a) solicit manuscripts on topics pertinent to educators concerned with the English language arts; (b) select, with appropriate assistance, manuscripts for publication and prepare these manuscripts for printing in one of the two numbers issued annually; (c) work with an appropriate printing company or press; (d) secure a business manager who will pursue advertising to help defray a portion of the cost of publication and oversee the inventory and sale of VATE publications; (e) serve on the VATE Executive Board, attend its meetings, and attend the annual conference; (f) serve as a member of and chair the Publications Committee.
3. Compensation: (To be determined by the Executive Board and availability of funds)  
  
(a) annual comprehensive membership in NCTE during editorship; (b) reimbursement of limited expenses related to the preparation of each issue; (c) partial reimbursement of expenses to attend NCTE Convention.

C. Occasional Publications

1. Term: during life of the project.
2. Duties: (a) to be stipulated by the VATE Executive Board as may relate to the publication; (b) to work through the Publications Committee.
3. Compensation: (To be determined by the Executive Board and availability of funds) Reimbursement of limited expenses in preparation of the publication.

II. Selection Process

- A. Appointment of a Search Committee: The VATE Executive Board shall appoint a search committee. This committee shall normally be chaired by the Executive Secretary or a Past President. The committee shall also include at least one, but no more than two, representatives from each of these constituencies: current

## Executive Board, current

Publications Committee, former editors (a current editor may serve provided he/she is not a candidate for the editorship). The committee may include anyone else the VATE Executive Board deems appropriate, but committee membership should not exceed five. The Search Committee should be appointed according to these times:

1. For *VATE Voices* editorship: at least six months before expiration of term. Such appointment would typically occur no later than the June Executive Board meeting in odd-numbered years.
2. For the *VIRGINIA ENGLISH JOURNAL* editorship: at least one year before the expiration of term. Such appointment typically could occur no later than the Executive Board meeting in the December of a year ending in 4 or 9 (e.g., 1984 or 1989). Appointment of the committee a few months earlier might allow the committee to complete its search in time for the editor-elect to serve for one or two issues in an associate editor capacity.
3. For occasional publication: as soon as feasible after the VATE Executive Board has determined to undertake a publication.

## B. Committee Duties

1. Call for applications for the appropriate editorship [see Appendix].
2. Publicize the call for applications by informing the membership through announcements in VATE publications and other means as may be determined by the committee and approved by the Executive Board.
3. Set a date when applications are due.
4. Acknowledge receipt of each application.
5. Establish the criteria for application. Among these criteria might be candidate resumes; a letter or written statement highlighting candidate qualifications, indicating proposed modifications to the periodical, and citing strengths of the current publication. Candidates might also be asked to write a sample column on a potential focus topic or a current VATE or NCTE issue.
6. Review applications and determine procedures for narrowing the list of candidates. The committee may wish to consider candidate interviews.
7. Recommend to the VATE Executive Board the committee's nominee for the appropriate editorship. If it must, the committee may nominate more than one

candidate, but no more than three.

8. Once the Executive Board has appointed an editor, the Search Committee is disbanded.

### C. Appointment of Editor

1. The VATE Executive Board shall receive the Search Committee's report, nomination, and reasoning. The Executive Board shall then deliberate and, if it approves the nomination, appoint the editor.
2. The then VATE President shall communicate to the editor-elect her/his appointment and indicate the term of office as stipulated in this policy.

## AWARDS

### General

(8-12-89) A letter/press release recognizing recipients of awards given at each year's Conference is to be sent by the President on behalf of the Executive Board to recipients, superintendents, supervisors, principals, and local newspapers.

(8-12-89) Updated lists of major award winners should be published each year in the Conference program.

### Heritage Award

The recipient of the Heritage Award must be a current member of VATE and a person of color who has made noteworthy contributions to the field within the past three calendar years prior to and including the year of nomination. The nominee may be an elementary, middle, secondary or college level educator who has made significant strides in advancing multicultural awareness.

Recommendations and resume must be submitted by the nominator.

Applications may be kept active for three years. Files will be maintained by the chair of the Heritage Award Committee. It is the responsibility of the nominee and nominator to supply updated information for the files.

Chair will be the Multicultural Liaison in even-numbered years and the NCTE Liaison in odd-numbered years, (July, previous to Conference.)

The awards committee will consist of the multicultural liaison and NCTE liaison-- alternating as chair, along with the secretary, and the elementary, junior high/middle, secondary, and college members- at-large.

The recipient will receive a plaque at the VATE Fall Conference and Conference registration will be paid by VATE.

## VIRGINIA ENGLISH JOURNAL Writing Awards

(4-4-84) The purpose of the *VEJ* Writing Awards is to recognize teachers who excel in professional writing and to encourage teachers K-12 to share effective instructional ideas, strategies, and perceptions.

(4-12-86) Awards shall be given every two years to one or more teachers selected by the Editorial Board. Only teachers K-12 published in *VEJ* shall be considered for the award.

(5-5-07) Award winners will be selected at Retreat meeting. Awards will be granted for articles published in the Virginia English Journal beginning with the spring issue of an odd-numbered year through the fall issue of the following year.

(4-4-84) At its discretion, the Editorial Board may select up to five winning entries; it may also decide no entries merit winning status. Winning entries may be selected in the following divisions: a) teaching ideas; b) book reviews; articles by teachers in c) high school, d) middle/junior/intermediate school, and e) elementary school.

(4-4-84) The Board may name up to two "Honorable Mentions" in each division.

(4-4-84) Prizes: Award winners shall be honored at the annual VATE banquet as guests of the association. Their Conference registration and banquet fees shall be paid by the association, and they shall receive a suitable framed certificate. They shall further be recognized in *VATE Voices* and *VIRGINIA ENGLISH JOURNAL*. "Honorable Mentions" shall receive a similar prize except that VATE will pay the banquet fee and not the Conference registration fee.

(4-4-84) The following procedures shall apply:

1. The Executive Board shall be informed of the results, and the President shall write the "winners/honorable mentions" to notify them of the selection, the award "prize", and to invite them to the VATE Fall Conference for appropriate recognition. (The notification may include a chit to be exchanged during registration for whatever the Executive Board deems VATE will pay.)
2. The Executive Secretary shall have suitable certificates printed which bear

appropriate designations and have designated spaces for signatures by the VATE President, Executive Secretary, and *VEJ* editor. Inscription should designate *VIRGINIA ENGLISH JOURNAL* Award or *VIRGINIA ENGLISH JOURNAL* Writing Honorable Mention Award. Space should also be provided for the date of award.

## **Foster B. Gresham Award (1-22-77)**

Foster Bagwell Gresham (1905-1980) taught English at Emporia High School, Randolph-Macon Academy, Charlottesville School for Boys, Lane High School, and Longwood College. He was a key figure in the growth of VATE; he became President in 1951, the second editor of the *VIRGINIA ENGLISH BULLETIN* (name changed to *Virginia English Journal* in 2012) in 1952, and VATE's first Executive Secretary in 1958. His leadership during those seven years help propel VATE from a struggling membership of about one hundred teachers to over two thousand. He was instrumental in organizing VATE into the twenty current local affiliates. Results for VATE came from his creative ideas combined with his perseverance, persistence, and enthusiasm, all of which he applied to whatever undertaking claimed his interest and attention. His cheerful, winsome personality produced the faithful following of his policies; his magnetism brought others into the act. To name this award for him recognized the indebtedness of the Association to him and exemplified at the same time what Foster B. Gresham meant to the teaching of English in Virginia--EXCELLENCE. (Condensed from Richard Meade's article, "Tribute to 'Mr. VATE'" in *VEJ*, Spring, 1981)

(1-22-77) The recipient of the Foster B. Gresham Award must be a teacher in Virginia who is a VATE member, college, secondary or elementary, who has distinguished himself/herself in commitment and service to his/her students.

(1-22-77) Recommendations for the nominee from two persons, along with a resume from the nominee, must be submitted by the nominator(s), not the nominee.

(1-22-77) The Foster B. Gresham Award is to be presented at the VATE Fall Conference; the recipient will receive a plaque, Conference registration, room, auto mileage, and banquet fees.

(1-22-77) The College Member-at-Large will chair the Foster B. Gresham Award Committee. The committee shall consist of all eight members-at-large.

(2-4-06) The name of the Foster B. Gresham award winner shall be forwarded to NCTE as VATE's selection for NCTE Secondary Teacher of Excellence award.

(2-11-89) Applicants' files may be kept active for three years upon the recommendation of the Foster B. Gresham Committee Chair, following his/her communication with the nominees and nominators. It is the Foster B. Gresham Committee Chair's responsibility to make the contacts with the nominees and nominators and to keep the list of three-year files accurate.

(2-11-89) Foster B. Gresham application procedures will appear in *VATE Voices*.

## Frances N. Wimer Award (a VATE Distinguished Service Award)

In reviewing the history of VATE that recounts the activities of professionals who dedicated their lives to English language arts in Virginia, no person stands out like Frances N. Wimer. During her career as a teacher and as Supervisor of Gifted and Talented for the City of Richmond, Frances Wimer exemplified the ideals of unselfish service to VATE. As President of VATE during 1964-65, Ms. Wimer established the first VATE Conference for supervisors, the meeting that eventually led to the annual VATE Fall Conference. In 1966, Ms. Wimer became editor of the *VIRGINIA ENGLISH BULLETIN* (name changed to *Virginia English Journal* in 2012) and continued in that post for ten years. As editor of our organization's professional publication, Ms. Wimer expanded the *BULLETIN* into a scholarly publication focusing on matters of interest to teachers at all levels of education. As teacher, supervisor, VATE President, and editor of the *VIRGINIA ENGLISH BULLETIN*, Frances Wimer committed herself to serving the students and teachers of English in Virginia. In recognition of her tireless work of nearly two decades with VATE, it is appropriate that her colleagues recognize Ms. Wimer's countless contributions to our organization. Therefore, the Frances N. Wimer Award is established to honor those professionals who exemplify the extensive, on-going service that Frances Wimer gave to VATE and to the profession.

### Procedure (8-12-89)

1. The selection committee will be chaired by the immediate Past President with two other Past Presidents appointed by the Board.
2. A call for nominations will be announced annually in *VATE Voices* (February and May). Nomination materials should consist of a letter of nomination (no self-nominations), a vita or resume, and no more than five (5) letters of support. Nominees can come from any level of teaching or involvement with English language arts (K-12 classroom teachers, central office personnel, administrators, and college level).
3. The major component for evaluation of nominee is service, with approximately 50 percent representing exemplary on-going service to VATE and approximately 50 percent representing exemplary on-going service to the profession.
4. Completed files for nominations will be due in time (around August 1) for the committee to meet at the August Board meeting.
5. Nominations will be retained by the selection committee for three years; however, the chair should notify the nominator to provide the opportunity to submit updated materials.

6. The winner will be announced prior to the Conference so that a feature on the winner can be part of the Conference newsletter. The award will be given at the Fall Conference when the Foster B. Gresham Award is given, and the same considerations (auto mileage, room, plaque, Conference registration and banquet fees) will be allowed by VATE.
7. The award need not be given each year.

## Richard A. Meade Student Teaching Scholarship

(Fall, 1980) Dr. Richard A. Meade was presented VATE's first Distinguished Service Award in 1980. He was Professor Emeritus of English Education at the University of Virginia, and furthered the profession by his influence on individual English educators, such as Robert Small, Alan McLeod, and Guy Ellis, and by his dedicated service to both VATE and VCTE. He was one of the founders of NCTE's Conference on English Education, a leader in NCTE's ALAN and Middle School Assembly. His voice on censorship, textbook selections, certification standards, and curriculum has been instrumental in shaping today's English education in Virginia.

The Richard A. Meade Student Teaching Scholarship has been established by VATE to honor the late Dr. Meade, a professor of English education at the University of Virginia from 1934-82. The scholarship, which rewards the efforts of highly capable students entering teaching, represents VATE's commitment to improving English language arts instruction in Virginia schools. (Revised 12-14-02)

SELECTION COMMITTEE: The selection committee will consist of the chair (which alternates between the high school, the middle school, and the elementary members-at-large), and the other members-at-large.

(2-24-84) An annual scholarship of \$500 will be awarded to a student who will be doing student teaching in English while attending a Virginia college or university. (6-5-04) The amount of the scholarship will be \$1000 beginning in 2005. (6-5-04)

The applicant must be pursuing a degree program that includes professional certification from a Virginia approved program in teaching English and be scheduled to student-teach during the designated year.

The applicant must have a minimum 3.2 GPA (on a 4 point scale). An official transcript of all college work must be submitted with the application.

The applicant will indicate interest in and need for the scholarship through a writing sample of not more than 200 words.



Three letters of recommendation complete the application process: one from an English department faculty member, one from an education faculty member (a methods instructor, if available), and one from outside the college or university, e.g., a former employer, an English teacher who previously taught the student below the college level.

The scholarship recipient will be invited to attend the VATE Fall Conference during the scholarship's designated year; Conference fees will be waived for the recipient(s). Lodging and travel will be supported by VATE.

(8-7-04) The scholarship recipient will be invited to present at the Fall Conference the following year.

(2-24-84) More than one scholarship may be awarded with the approval of the Board.

(2-11-89) The date for mailing the informational letter to Virginia colleges shall be April 1 of each year. September 25 (10-27-12) shall be the deadline for receiving the application and supporting materials from the applicant.

The VCEE chair will send out the informational letter to Virginia colleges. The information about the award also will be in the spring issue of *VATE Voices*.

(6-10-08) The selection committee, consisting of the Elementary Member-at-Large, the Secondary Member-at-Large, and the Middle School Member-at-Large, will review applicants and select the winner on the basis of need, quality of recommendations, and the written proficiency of the candidates.

(12-14-02, 6-10-08) The chair of the selection committee shall be the Elementary Member-at-Large in 2009, the Secondary Member-at-Large in 2010, and the Middle School Member-at-Large in 2011, continuing to rotate the chair in that order. If a chair position is not filled when the committee meets, the chair will go to the next person in order.

Names of recipient(s) will be presented to the Executive Board for approval. The President will notify the recipient(s) after the August Board meeting.

Recipients will be recognized during the VATE Fall Conference.

## Richard A. Meade Student Teaching Scholarship

Dr. Richard A. Meade was the recipient of VATE's first Distinguished Service Award in 1980. He was Professor Emeritus of English Education at the University of Virginia, and furthered the profession by his influence on individual English educators, such as Robert Small, Alan McLeod, and Guy Ellis, and by his dedicated service to both VATE and VCTE. He was one of

the founders of NCTE's Conference on English Education, a leader in NCTE's ALAN and Middle School Assembly. His voice on censorship, textbook selections, certification standards, and curriculum has been instrumental in shaping today's English education in Virginia.

The Richard A. Meade Student Teaching Scholarship has been established by VATE to honor the late Dr. Meade, a professor of English education at the University of Virginia from 1934-82. The scholarship, which rewards the efforts of highly capable students entering teaching, represents VATE's commitment to improving English language arts instruction in Virginia schools.

- The amount of the scholarship will be \$1000 (6-5-04). More than one scholarship may be awarded with the approval of the Board (2-24-84).
- The scholarship recipient will be invited to attend the VATE Fall Conference during the scholarship's designated year and will be recognized during the conference; conference fees will be waived for the recipient(s); lodging and travel will be supported by VATE.
- The scholarship recipient will also be invited to attend and present at the Fall Conference the following year; conference registration fee, luncheon fee, and membership dues will be paid for the recipient by VATE (8-7-04).
- The applicant must be pursuing a degree program from a Virginia college or university that includes professional certification from a Virginia-approved program in teaching English and be scheduled to student teach during the designated year (6-5-04).
- The applicant must have a minimum 3.2 GPA (on a 4-point scale). An official transcript of all college work must be submitted with the application.
- The applicant will indicate interest in and need for the scholarship through a writing sample of not more than 200 words.
- Three letters of recommendation complete the application process: one from an English department faculty member; one from an education faculty member (a methods instructor, if available); and one from outside the college or university, e.g., a former employer, an English teacher who previously taught the student below the college level.
- The VCEE chair will send out an informational letter to Virginia colleges April 1 of each year (2-11-89) and see that award information is in the spring issue of *VATE Voices*.
- **Candidates must email the application and supporting materials to the VCEE Liaison before May 1.** The VCEE liaison will send materials to the selection committee chair.
- Chair of the selection committee shall be the Elementary Member-at-Large in 2006, the Secondary Member-at-Large in 2007, and the Middle School Member-at-Large in 2008, continuing to rotate the chair in that order. If a chair position is not filled when the committee meets, the chair will go to the next person in order. The selection committee will consist of the chair and the other members-at-large (12-14-02).
- The committee will review applicants and select the winner on the basis of need, quality of recommendations, and the writing proficiency of the candidates.
- Names of recipient(s) will be presented to the Executive Board for approval by email. The President will notify the recipient(s) of the award immediately.

## Chuck Miller VATE Service Award

(2-11-89) The VATE Service Award Program is an inclusive, not exclusive, one. Nominees must qualify with contributions that are not a part of their job assignments, but nominees are not limited to classroom teachers.

Through its Service Award, VATE applauds its members who are making significant contributions to VATE/local affiliate, instruction, co-curricular groups, and other professional organizations. Nominees must qualify with contributions that are NOT a part of their job assignments. Award winner(s) will receive a framed certificate and recognition at the Sunday brunch of the Conference weekend.

### **Criteria and Procedures (2-11-89)**

- I. Nominees must satisfy all three areas of criteria.
  - A. A nominee for the VATE Service Award must be a current member of VATE who has served the organization in some significant way within the three years prior to and including the year of nomination. A nominee must accomplish three of the following:
    1. Held an office in the local affiliate or VATE.
    2. Planned a local affiliate or VATE Conference.
    3. Served as program, registration, or general local arrangements chair for local affiliate or VATE Conference.
    4. Served on a committee for the local affiliate or VATE.
    5. Attended VATE Executive Board meetings to represent the affiliate.
    6. Represented the local affiliate or VATE at a school system, PTA, or school board meeting.
    7. Written a column for the local affiliate's newsletter or VATE Voices or the VIRGINIA ENGLISH JOURNAL.
    8. Organized local affiliate meeting(s).
    9. Increased membership in the local affiliate.
    10. Attended over 50% of the local affiliate meetings within the past (give number) years.

11. Attended the VATE Fall Conference.
12. Served as Chair/Recorder for a session at the VATE Fall Conference.
13. Presented at VATE Fall Conference.

B. A nominee for the VATE Service Award must have accomplished at least three of the following within the three years prior to and including the year of the nomination.

1. Developed English curriculum guides/units for division-wide use.
2. Developed a pilot program for the school or school system.
3. Chaired a self-study committee or served as a member of the self-study steering committee;
4. Chaired a division-wide curriculum development committee.
5. Organized a division, district, regional, or state meet in forensics, debate, drama, or spelling.
6. Sponsored a radio show, TV show, literary magazine, newspaper, yearbook, drama group, forensics team, debate team, spelling bee winner, or academic competition.
7. Presented formally at a workshop, in-service, or conference other than the VATE Fall Conference.
8. Wrote an article, poem, or short story which was published in a local, state, or national professional journal or newsletter.
9. Served as an editor, guest editor or member of the editorial board of a professional journal or newsletter.
10. Held an office in the national English or language arts association.
11. Served as registration or general local arrangements chair for a regional or national conference other than VATE.
12. Earned an advanced degree.
13. Other significant contributions, any category, which judges should consider: (Please list and explain briefly.)

C. A nominee for the VATE Service Award:

1. Must submit two letters of endorsement of achievements from appropriate officials such as a supervisor, principal, department head, or local affiliate President. Is eligible for recognition every three years.
2. May reactivate file within three years of original application by including an updated nomination form and any necessary paper work to support it, as well as an updated letter of recommendation.

## II. Procedures

- A. Nominees must complete the nomination form: citing at least three significant contributions to the organization (I) citing at least three professional achievements (II) including types of accomplishments, organizations, places, dates, and excerpts from the programs, letters, and the like to verify contributions/accomplishments (III)
- B. Nominees must attach two letters of endorsement of achievements.
- C. Nominees must mail nomination form plus attachments to the VATE affiliate chair.

## Diversity Award

Any candidate from a diverse cultural background enrolled in a teacher preparation program in a Virginia college or university and preparing to teach English language arts on either the elementary or secondary level is eligible to apply for the award. The VCEE Chair shall form a committee to determine the recipient of the award. One student will be chosen from eligible candidates and will be recognized at the Fall Conference. The recipient will receive Conference registration fee, lodging at the Conference hotel, and Conference meals.

### PROCEDURES

Candidates must:

- A. Be a member of VATE. (Contact affiliate President or faculty advisor for details on obtaining membership at student rates.)
- B. Provide the following information and materials:
  - 1. a resume containing the following -- name, name of VATE affiliate, address, college or university, GPA, major, list of extracurricular activities, awards, and any other pertinent information,
  - 2. a 100 - 500 word statement from the candidate on what he/she will contribute in the classroom,
  - 3. two professional recommendations (including candidate's advisor) regarding the candidate's potential as a teacher.
- C. Candidates must mail information packet to the **VCEE Chair**. The date for mailing the informational letter to Virginia colleges shall be April 1 of each year. September 25 (10-27-12) shall be the deadline for receiving the application and supporting materials from the applicants.
- D. The recipient will be recognized at the luncheon on Saturday of the Fall Conference and will be asked to give a brief (3 minute) response. Conference registration fee and membership dues will be paid for the recipient. (6-5-04)
- E. The recipient will be invited to attend and present at the Fall Conference the following year.

## Mary T. Davis Diversity Award

The VATE board approved the naming of the Diversity award officially the Mary T. Davis Diversity Award. Mary has shown a long time commitment to VATE and a specific interest in the inclusion of all groups and their interests in the organization. Mary, having taught at the middle, high and college level, has a keen awareness of the need to give voice and recognition to those often underrepresented. Mary started her work with the board in 1987 and has served continuously to this date. During this time, she has presented to the board the guidelines for the creation of the Heritage Award and the board position of multicultural liaison which she presently holds as well as the development and implementation of the VATE talent bank. Mary has documented the activities of VATE in the area of multiculturalism thusly garnering VATE several Multicultural Awards from NCTE.

It is in recognition of this commitment to the organization and passion for the cause that we offer the Mary T. Davis Diversity Award.

Any candidate from a diverse cultural background enrolled in a teacher preparation program in a Virginia college or university and preparing to teach English language arts on either the elementary or secondary level is eligible to apply for the award.

The Virginia Conference on English Education (VCEE) Liaison shall form a committee to determine the recipient of the award. One student will be chosen from eligible candidates and will be recognized at the fall conference. The recipient will receive conference registration fee, lodging at the conference hotel, and conference meals.

### Procedures

#### Candidates must

- Be a member of VATE. (Contact affiliate president or faculty advisor for details on obtaining membership at student rates.)
- Provide the following information and materials:
  1. a résumé containing the following — name, name of VATE affiliate, address,
  2. college or university, GPA, major, list of extracurricular activities, awards, and any other pertinent information,
  3. a 100 – 500 word statement from the candidate on what he/she will contribute in the classroom, and
  4. two professional recommendations (including candidate's advisor) regarding the candidate's potential as a teacher.

Candidates must email the information packet to the VCEE Liaison before May 1. The recipient will be recognized at the luncheon on Saturday of the fall conference and will be asked to give a brief (3 minute) response; conference registration fee and membership dues will be paid for the recipient (6.5.04). The recipient will be invited to attend and present at the fall conference the following year.

## Teacher Mini-Grant Competition

VATE sponsors a teacher mini-grant competition to support innovative classroom practices. Grants will be awarded in amounts of \$50 to \$500. Projects must be innovative, classroom-based, and must demonstrate potential for improvement in the English curriculum/classroom. Projects must have a direct impact on students. Grants can be used to buy classroom supplies and/or software, to attend a workshop or take a college/university class, to finance a student field trip, etc.

Applications for mini-grants must include the following information:

1. Rationale: Write a description of the proposed project that includes the number of students that will be impacted.
2. Procedures: Describe plans for implementation.
3. Goals: Describe what the teacher plans to accomplish for students.
4. Beginning and completion dates.
5. Itemized budget.
6. Letter from principal stating support and willingness to accept grant monies on behalf of the grant writer.

## *GRANT GUIDELINES*

Applicants must be current VATE members. Winning applicants must share their projects at the VATE Conference or in the *VIRGINIA ENGLISH JOURNAL*, or *VATE Voices* within two years of receiving their grant. A final report summarizing the grant project and receipts for all grant expenditures must be submitted upon completion of the grant project.

Applicants can only receive one grant per year and a maximum of two grants in a five-year period.

Grants will not be awarded for projects that are receiving money from other sources, and all grants must be the original work of the applicant.

The deadline for submitting grants is August 1. Grants will be judged at the annual Fall Conference and awarded at the conference banquet. Grant monies will be mailed to the grant writer's principal. Grants must be implemented during the school year that they are awarded, and their results must be shared the following school year.

All completed grant proposals should be postmarked by August 1 and sent to the Past President of VATE.

## The Janice Suppa-Friedman Scholarship

### Background

The Virginia Association of Teachers of English celebrates the former VATE president and NCTE liaison, Janice Suppa-Friedman, who died on November 26th, 2016. Jan was a long time member of the executive board, serving in several positions in a span of over twenty years. Jan was a high school teacher and department chair in the Prince William school division for 24 years and a highly regarded educational consultant after retiring from the classroom.

She first came to the board as the representative of the NATE affiliate, which stretched from Winchester to Fredericksburg. In 2004, while serving as president-elect, Jan put together a coalition of English/language arts supervisors from NATE and enlisted their aid in orchestrating one of the most successful conferences in VATE history, featuring such renowned authors as Orson Scott Card and Sharon Draper.

After concluding her commitment to the presidential track, Jan served as NCTE liaison, and during her tenure in that position, VATE won the first of eight “NCTE Affiliate of Excellence” awards, largely due to Jan’s efforts. In fact, VATE garnered the coveted award five times on Jan’s watch, a record that may never be equaled. As VATE’s NCTE liaison, Jan instituted several new initiatives and coordinated VATE’s participation in NCTE’s Literacy Education Advocacy Day.

This scholarship has been set up in Jan’s name by her husband, Michael Friedman.

### Scholarship Details:

- This scholarship covers the base registration cost of the conference. It does not include any extra meals, excursions, or additional items/events that are for sale in addition to the registration cost.
- The Chair of the scholarship will be the Past President. The Past President will chair a committee consisting of the members at large, Executive Secretary, and the Vice President to determine the winner.
- The scholarship will be advertised by the Past President and Executive Secretary starting at the March board meeting.
- The deadline each year is May 1.

### Candidate Requirements:

- At the time of the conference, the candidate is currently in his/her first through fourth years of teaching.
- The candidate must be a licensed teacher currently teaching at any level, pre-kindergarten through collegiate levels.
- The candidate is a current Virginia resident.



- The candidate does not need to be a current VATE member at the time of application.
- The candidate may or may not be presenting at or an award winner at the conference.

#### Application Process:

- The candidate submits his/her resume.
- The candidate submits 1 letter of recommendation.
- The candidate writes 250-500 words stating why he/she is applying for this scholarship, what he/she has accomplished in his/her first year or years of teaching to include preservice placements, and what he/she intends to do with the new knowledge from the conference.

## Recognition of Past President

The Past President shall receive a “gavel” plaque honoring his/her service to VATE at the Fall Conference following his/her presidential year.

# POLICY ON INVOLVEMENT OF PEOPLE OF COLOR

VATE affirms the following NCTE policy:

It is the policy of the National Council of Teachers of English that it demonstrate sensitivity to the concerns of nonwhite minorities and they be represented on all Council-sponsored programs, and that a similar policy be urged on affiliated organizations (conferences, assemblies, and affiliates.) People of color refers to historically underrepresented groups, African Americans, Asian Americans, and Hispanics/Latinos. To this end, whenever possible, the following actions are to be undertaken:

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

## EXECUTIVE BOARD MEMBERS' RESPONSIBILITIES FOR VATE HONORS, AWARDS, AND SCHOLARSHIPS

VATE Service Award: Affiliate  
Chair VEJ Awards: Editor of the  
VEJ

Minority/Diversity Scholarship Award:

VCEE Chair (VCEE Chair—sends information to colleges and universities in Virginia by April 1 each year)

Heritage Award: Multicultural Liaison (even numbered years) NCTE Liaison (odd numbered years) Foster B. Gresham Award: College Member-at-Large

Richard A. Meade Student Teaching Scholarship: 2009 – Elementary Member-at-Large

2010 – Secondary Member-at-Large

2011 – Middle School Member-at-Large (Rotates in same order every three years)

VCEE Chair—sends information to colleges and universities in Virginia by April 1 each year Frances N. Wimer Award: Past President

Leon F. Williams Award: Past President Teacher Mini-Grant Competition: Past President

### Award Responsibility Chart (July 2009)

Educator Awards	Chair	Submission Date	Presented
Heritage Award	Multi-Cultural Liaison-	May 1	Fall conference
	Even NCTE Liaison – odd		
Virginia English Journal Award	VEJ Editor	August 1	Fall conference

Foster B. Gresham	College Member-at-Large	May 1	Fall Conference
Francis N. Wimer	Past President	August 1	Fall Conference
Richard A. Meade	VCEE Liaison	September 10	Fall conference
Chuck Miller VATE Service Award	VATE Board	Pre-conference	Fall Conference
Diversity Scholarship Award	VCEE Chair	May 1 - Sept 10?	Fall conference
Teacher Mini-Grant Competition	Past President	August 15	Fall Conference, VEJ

Recognition of Past President	President			Fall Conference
<b>Student Awards</b>	<b>Chair</b>	<b>Submission Date</b>	<b>Presented</b>	<b>Presented</b>
NCTE Promising Young Writers's Awards		January 25	Executive Board	Executive Board, meeting following decision
				Meeting following decision
NCTE Achievement in		February 2	Executive Board	
Writing Awards Program				Meeting Following decision
NCTE Excellence in		July 1	Executive Board	
Student Literary Magazines				Meeting following decision

# APPENDICES

## **The Virginia Association of Teachers of English language arts**

### CONSTITUTION AND BY-LAWS (October 1977)

**Revised 1979, 1987, and 2008**

#### **ARTICLE I**

The name of this organization shall be the Virginia Association of Teachers of English, Inc..

#### **ARTICLE II**

Section 1. This Corporation is a nonprofit benefit corporation and is not organized for the private gain of any person. It is organized exclusively for charitable and educational purposes.

Section 2. The Corporation has been formed for charitable purposes and:

- A. To promote a professional spirit among Virginia teachers of English language arts
- B. To provide a medium for the exchange of opinions among these teachers
- C. To provide a medium for dissemination of information among these teachers
- D. To provide an agency to foster cooperation between Virginia teachers of English language arts and the National Council of Teachers of English
- E. To provide varied programs and services to meet the needs of all levels of English language arts instruction represented in the organization

#### **ARTICLE III**

Any Virginia teacher of English language arts at any level of instruction (elementary, middle/junior high, secondary, or college) may become a member of this organization upon payment of annual dues.

Any other person interested in the objectives of this Association (including school administrators and supervisory personnel) may also become a member upon payment of

annual dues.

#### **ARTICLE IV**

The Executive Officers of this organization shall be President, President-Elect, Vice President, Past-President, Executive Secretary, and treasurer. These, except the Treasurer and Executive Secretary, shall be elected by majority vote and shall perform the regular duties of such officers and such duties as shall be determined by the executive committee in advance of election. The Treasurer shall be appointed by the executive committee for a term of five years.

These Executive Officers shall be members of both the Virginia Association of Teachers of English and the National Council of Teachers of English during their term of office. They shall serve in office for one year beginning January 1 following their election.

#### **ARTICLE V**

Our Board Members will help to guide and direct the affairs of the organization and to recommend policies to the business meetings. Board Members will include: all Members-at-Large, NCTE Liaison, VWP Liaison, Policy and Practice Committee Chair, Advocacy Chairperson, Professional Development Chairperson, VEJ Editor, Multicultural Liaison, VSRA Liaison, VCEE Liaison, Secretary, Affiliate Chair, and Public Relations Chair.

The Specialty Board will consist of the Webmaster, VDOE Liaison, and the NCTE Recognition of Excellence in Literary Magazines Coordinator. The Specialty Board will need to attend the annual conference.

#### **ARTICLE VI**

The organization shall hold an annual business meeting during its annual Fall Conference.

#### **ARTICLE VII**

##### **Requirements to be exempt as an Organization described in section 501(c)(3) of the Internal Revenue Code**

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 II 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, or shall be distributed to the federal government, or to a state or local government, for a public purpose. 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 VIII**

This constitution may be amended by a two-thirds vote.

## **VATE BY-LAWS**

### **ARTICLE I**

The quorum, or number of members required for the transaction of business, shall be any number attending the business sessions of the organization.

### **ARTICLE II**

*Robert's Rules of Order* shall be the work of parliamentary procedure accepted as authority.

### **ARTICLE III**

These by-laws may be amended by a majority vote.

## **ARTICLE IV**

The association shall encourage the organization of affiliate groups in localities where interests and purposes of the association may be served on the local level.

The relationship of such groups to the state organization shall be governed by the following regulations for affiliates:

1. Any group of twenty or more teachers of English or related subjects from two or more schools within a given area may organize an affiliate of VATE.
2. Each affiliate shall have definite geographical boundaries as approved by the Executive Committee of VATE.
3. Each affiliate shall have a constitution approved by the Executive Committee of the VATE.
4. Affiliate dues to VATE for each affiliate member shall be the amount set by the VATE Executive Committee, the affiliate retaining in its treasury any amount in excess of that set as VATE dues.
5. In order to give affiliates publicity in the Virginia English Journal and to inform the Executive Secretary of the names of affiliate officers with whom he should communicate regarding various items of VATE business, the secretary shall send to the Executive Secretary a report of the program given and the major business transacted at each affiliate meeting.
6. The treasurer shall send to the Executive Secretary for each affiliate member the amount specified in number four of this article and shall send in such dues as soon after receipt as possible in order to facilitate membership processing by the state organization in preparing the circulation list for the Virginia English Journal.

## **ARTICLE V**

Non-affiliate membership dues in VATE shall be set by the executive committee each year, in an amount sufficient to meet the financial needs of the association.

## **ARTICLE VI**

The Past President shall serve as the chairman of a nominating committee, whose two other members will be appointed by the President prior to the annual conference. The committee will be listed in the conference program and be available at some time during the conference to receive suggestions from the membership. The election will be conducted by ballots mailed



directly to the membership, in the spring, with votes tabulated in time for the results to be announced at the Fall Conference meeting of the Executive Committee.

## ARTICLE VII

An election committee appointed by the President will be responsible for printing ballots, mailing them with instructions to individual members, tabulating the results, and reporting to the Fall Conference meeting of the executive committee the results of the election.

## ARTICLE VIII

The President-Elect shall serve as program chair for the annual conference for the year in which he serves in his office.

## STATEMENT FROM GUIDELINES FOR VATE PUBLICATIONS

*VIRGINIA ENGLISH JOURNAL* is VATE's journal. It shall provide the membership articles on topic pertinent to English language arts educators; list the Executive Board (including affiliate presidents) and the editorial board; contain appropriate editorials, announcements, calls for manuscripts; publish a teaching ideas column, book reviews, annual author index; it may have a central focus for each issue, publish pertinent "In Memoriam," provide space to promote statewide projects, VATE committee concerns, or special interest programs; it shall publish appropriate paid advertising and occasional ERIC FACT Sheets or similar NCTE endeavors. Its articles shall be pedagogical, research, or scholarly and typical of articles normally found in NCTE and affiliate journals [Section III.B].

1. Term: Five (5) years, commencing January 1 in years ending in 1 or 6.
2. Duties:
  - a. solicit manuscripts on topics pertinent to educators concerned with the English language arts;
  - b. select, with appropriate assistance, manuscripts for publication and prepare these manuscripts for printing in one of the two numbers issued annually;
  - c. work with an appropriate printing company or press;
  - d. secure a business manager who will pursue advertising to help defray a portion of the cost of publication and oversee the inventory and sale of VATE publications;

- e. serve of the VATE Executive Board, attend its meetings, and attend the annual conference;
  - f. serve as a members of the Publications Committee.
3. Compensation:
- a. annual comprehensive membership in NCTE during editorship;
  - b. reimbursement of limited expenses related to the preparation of each issue to be determined by the Executive Board and availability of funds.

#### INFORMATION ABOUT THE *VEJ*

When considering your plans, you can use these 1989 figures.

- 1. Average number of copies printed: 3,000
- 2. Average number of pages per copy: 125
- 3. Average cost per issue: \$6,800

# Position Criteria and Applications

## VIRGINIA ENGLISH JOURNAL EDITOR CRITERIA

To apply for the editorship of *the VIRGINIA ENGLISH JOURNAL*, individuals must submit the following information and documents.

1. An application form with supporting documents appended
2. Among the supporting documents should be a professional vita that includes
  - a) membership in professional organizations,
  - b) offices held or committees served on as a member of professional organizations,
  - c) an educational history of the applicant,
  - d) an employment history of the applicant,
  - e) a list of publications and other professional presentations at the state and national levels, and
  - f) any previous experience as an editor.
3. A letter of application in which the applicant
  - a) highlights qualifications for the editorship,
  - b) indicates plans and/or goals that conform to the VATE guidelines for the VEJ, and
  - c) describes plans to fulfill the duties as specified in the following section from the
4. "Guidelines for Selecting VATE Editors:"
5. Duties: (a) solicit manuscripts on topics pertinent to educators concerned with the English language arts; (b) select, with appropriate assistance, manuscripts for publication and prepare these manuscripts for printing in one of the two numbers issued annually; (c) work with an appropriate printing company or press; (d) secure a business manager who will pursue advertising to help defray a portion of the cost of publication and oversee the inventory and sale of VATE publications; (e) serve on the VATE Executive Board, attend its meetings, and attend the annual conference; (f) serve as a member of the Publications Committee.
6. A sample editor's column on a potential focus topic or a current VATE issue

7. Additional, optional materials can include
  - a) letters from others supporting the applicant's bid for the editorship,
  - b) samples of the applicant's published work, and
  - c) samples of work edited by the applicant.

Complete the application form, attach all supporting materials, and mail your application to the current Past President.

## APPLICATION: EDITOR, VIRGINIA ENGLISH JOURNAL

I hereby apply for the position of Editor of the VIRGINIA ENGLISH JOURNAL for the five-year term commencing on \_\_\_\_\_ and concluding on \_\_\_\_\_. If selected as the Editor, I agree to serve as a member of the VATE Executive Board, attend Executive Board meetings, perform all duties of the Editor of the VIRGINIA ENGLISH JOURNAL, and adhere to the guidelines established by the Executive Board governing the publication of the journal.

(Signature)

\_\_\_\_\_

(Date) \_\_\_\_\_

NAME:

\_\_\_\_\_

HOME ADDRESS:

\_\_\_\_\_

SCHOOL

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HOME PHONE: \_\_\_\_\_

SCHOOL PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Are you a member of VATE? \_\_\_\_\_ YES \_\_\_\_\_ NO

Are you a member of NCTE? \_\_\_\_\_ YES \_\_\_\_\_ NO

Are you applying for the position as an individual editor or as a co-editor?

\_\_\_\_\_

If you are applying as a co-editor, with whom are you applying?

NAME:

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HOME ADDRESS:

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(Signature of co-editor applicant)

---

SCHOOL ADDRESS:

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HOME PHONE: \_\_\_\_\_

SCHOOL PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

*If you are applying as a co-editor, ensure that all supporting materials from each applicant are attached to this*

*application form.*

# VATE Voices EDITOR

## APPLICATION CRITERIA

To apply for the editorship of *VATE Voices*, individuals must submit the following information and documents.

1. An application form with supporting documents appended Among the supporting documents should be a professional vita that includes:
  - a. membership in professional organizations,
  - b. an educational history of the applicant,
  - c. an employment history of the applicant,
  - d. a list of publications and other professional activities by the applicant, and
  - e. any previous experience as an editor or writer for a publication (at the affiliate level or with some other organization).
2. A letter of application in which the applicant
  - a. highlights qualifications for the editorship,
  - b. indicates plans and/or goals that conform to the VATE guidelines for the newsletter, and
  - c. indicates abilities and resources to prepare camera-ready copy of the newsletter for printing/
3. Additional, optional materials can include
  - a. letters from others support the applicant's bid for the editorship,
  - b. samples of the applicant's writing,
  - c. samples of work edited by the applicant, and
  - d. samples of lay-out work by the applicant.

Complete the application form, attach all supporting materials, and mail your application to the current Past President.

## APPLICATION FORM: EDITOR OF *VATE Voices*

I hereby apply for the position of Editor of *VATE Voices* for the two-year term commencing on \_\_\_\_\_ and concluding on \_\_\_\_\_. If selected as the Editor, I agree to serve as a member of the VATE Executive Board, attend Executive Board meetings, perform the duties of the Editor of *VATE Voices*, and adhere to the guidelines established by the Executive Board governing the publication of the newsletter.

(Signature) \_\_\_\_\_

(Date) \_\_\_\_\_

NAME:

\_\_\_\_\_  
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HOME ADDRESS:

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HOME PHONE: \_\_\_\_\_

SCHOOL PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_



Are you a member of VATE? \_\_\_\_\_ YES \_\_\_\_\_ NO

Are you a member of NCTE? \_\_\_\_\_ YES \_\_\_\_\_ NO

Are you applying for the position as an individual editor or as a co-editor?

\_\_\_\_\_

If you are applying as a co-editor, with whom are you applying?

NAME:

\_\_\_\_\_

\_\_\_\_\_

HOME ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Signature of co-editor applicant)

\_\_\_\_\_

SCHOOL ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HOME PHONE: \_\_\_\_\_

SCHOOL PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

*If you are applying as a co-editor, ensure that all supporting materials from each applicant are attached to this*

*application form.*

# EXECUTIVE SECRETARY OF VATE

## APPLICATION CRITERIA

To apply for the position of Executive Secretary, individuals must submit the following information and documents.

1. An application form with supporting documents appended
2. Among the supporting documents should be a professional vita that includes
  - a. memberships in professional organizations,
  - b. an educational history,
  - c. an employment history, and
  - d. a list of professional activities.
3. A letter of application in which the applicant explains why he/she is well suited for the position and is capable of carrying out the duties

Complete the application form, attach all supporting materials, and mail your application to current VATE President.

## APPLICATION FORM: EXECUTIVE SECRETARY

I hereby apply for the position of Executive Secretary for the five-year term commencing in \_\_\_\_\_ and concluding on \_\_\_\_\_. If selected, I agree to perform all duties of the Executive Secretary as prescribed by the Constitution, the Policy Manual, and the Executive Board.

(Signature) \_\_\_\_\_

(Date) \_\_\_\_\_

NAME:

\_\_\_\_\_

HOME ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

SCHOOL ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HOME PHONE: \_\_\_\_\_

SCHOOL PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Are you a member of VATE? \_\_\_\_\_ YES \_\_\_\_\_ NO

Are you a member of NCTE? \_\_\_\_\_ YES \_\_\_\_\_ NO

# VATE TREASURER

## APPLICATION CRITERIA

To apply for the position of Treasurer, individuals must submit the following information and documents.

1. An application form with supporting documents appended
2. Among the supporting documents should be a professional vita that includes
  - a. memberships in professional organizations,
  - b. an educational history,
  - c. an employment history, and
  - d. a list of professional activities.
3. A letter of application in which the applicant explains why he/she is well suited for the position and is capable of carrying out the duties

Complete the application form, attach all supporting materials, and mail your application to current VATE Executive Secretary.

## APPLICATION FORM: TREASURER

I hereby apply for the position of Treasurer for the five-year term commencing in \_\_\_\_\_ and concluding on \_\_\_\_\_.

\_\_\_\_\_. If selected, I agree to perform all duties of the Treasurer as prescribed by the Constitution, the Policy Manual, and the Executive Board.

(Signature) \_\_\_\_\_

(Date) \_\_\_\_\_

NAME:

\_\_\_\_\_

HOME ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SCHOOL ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HOME PHONE: \_\_\_\_\_

SCHOOL PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Are you currently bonded? \_\_\_\_ YES \_\_\_\_ NO

Are you a member of VATE? \_\_\_\_ YES \_\_\_\_ NO

Are you a member of NCTE? \_\_\_\_ YES \_\_\_\_ NO

# VATE AWARDS NOMINATION FORM

Please consult the VATE Policy Manual, available on the VATE website ( [www.vate.org](http://www.vate.org)) for specific criteria for each award. A separate form must be completed for each award application. All supporting materials (resume, letters of recommendation, etc.) must accompany each nomination form.

AWARD

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NAME & ADDRESS OF PERSON OR ORGANIZATION NOMINATED FOR THIS AWARD

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IS THE NOMINEE A MEMBER OF VATE? \_\_\_\_\_

PLEASE SUMMARIZE (IN 50 WORDS OR LESS) WHY THIS PERSON OR ORGANIZATION SHOULD RECEIVE THIS AWARD:

NAME & ADDRESS OF NOMINATOR

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Attach all supporting materials to this form and mail to the appropriate contact person by the deadline date.

# WEBMASTER OF VATE

## APPLICATION CRITERIA

To apply for the position of Webmaster, individuals must submit the following information and documents.

1. An application form with supporting documents appended
2. Among the supporting documents should be a professional vita that includes
  - a. memberships in professional organizations,
  - b. an educational history,
  - c. an employment history,
  - d. a list of professional activities,
  - e. your experience in Website design and management.
3. A letter of application in which the applicant explains his/her vision for VATE's online presence and why he/she is well suited for the position and is capable of carrying out the duties of VATE's Webmaster.

Complete the application form, attach all supporting materials, and mail your application to current VATE President.

## APPLICATION FORM: VATE WEBMASTER

I hereby apply for the position of Webmaster for the VATE Website for the two-year term commencing on

\_\_\_\_\_ and concluding on \_\_\_\_\_. If selected as the Webmaster, I agree to serve as a member of the VATE Executive Board, attend Executive Board meetings, perform the duties of the Webmaster of the VATE Website, and adhere to the guidelines established by the Executive Board governing the Website.

(Signature) \_\_\_\_\_

(Date) \_\_\_\_\_

NAME:

\_\_\_\_\_

HOME ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOL ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOME PHONE: \_\_\_\_\_

SCHOOL PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Are you a member of VATE? \_\_\_\_\_ YES \_\_\_\_\_ NO

Are you a member of NCTE? \_\_\_\_\_ YES \_\_\_\_\_ NO

Are you applying for the position as an individual webmaster or as a co-webmaster?

\_\_\_\_\_



If you are applying as a co-webmaster, with whom are you applying?

NAME:

\_\_\_\_\_

HOME ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

(Signature of co-webmaster applicant)

\_\_\_\_\_

SCHOOL ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HOME PHONE: \_\_\_\_\_

SCHOOL PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Virginia Association of Teachers of English (VATE)

## Code of Ethics

[Adopted by VATE Executive Board on March 12, 2011]

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**POLICY:** Members of the Virginia Association of Teachers of English Executive Committee are committed to observing and promoting the highest standards of ethical conduct in the performance of their leadership and governance responsibilities. Executive Committee members pledge to accept this code as a minimum guideline for ethical conduct and embrace these principles and practices.

**PROCEDURES:**

**1. Principles of Accountability:** 1) Faithfully abide by the constitution, by-laws, and policies of the <Affiliate>; 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 VATE's conflict of interest policy; 4) Fully disclose, at the earliest opportunity, all information and insights that would have significance in Executive Committee decision-making; 5) Remain accountable for prudent fiscal management to affiliate members, colleagues in our broader professional community, and to government and funding bodies.

**2. Principles of Professional Excellence:** 1) Maintain a professional level of courtesy, respect, and objectivity in all affiliate Executive Committee 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 affiliate positions and guidelines and endeavor to advance or explain them to a range of audiences. Avoid allowing leadership roles in the affiliate to be associated with political statements or public policy views that don't align with those officially adopted by the affiliate; 3) Support and encourage membership and participation in all affiliate and NCTE programs, publications, and resources.

**3. Principles of Fiduciary Responsibility and Confidentiality:** 1) Make decisions for the good of all members of the affiliate rather than for his or her personal benefit, or that of the constituency he or she associates with; 2) Respect the confidentiality of sensitive information known through service to the affiliate.

**4. Equal Opportunity and Diversity:** Ensure the right of all affiliate members to

appropriate and effective services and leadership opportunities without discrimination on the basis of gender, sexual orientation, national origin, race, religion, age, political affiliation, or disability, in accordance with all applicable legal and regulatory requirements.

**Virginia Association of Teachers of English (VATE)**

## **Conflict of Interest Policy**

**[Adopted by VATE Executive Board on March 12, 2011]**

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**POLICY:** This Conflict of Interest Policy for the Virginia Association of Teachers of English 1) Defines conflicts of interest; 2) identifies classes of individuals within the affiliate 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

**PROCEDURES:**

1. **Definition of conflicts of interest:** A conflict of interest arises when a person in a position of authority over the affiliate 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 the affiliate's officers, directors, or other appointed individuals.
3. **Facilitation of disclosure:** Persons covered by this policy will annually disclose or update the President of the Affiliate 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 President of the Affiliate (or designee), the President (or designee) will determine whether to : 2) take no action; b) assure full disclosure to the affiliate board; c) ask the person to recuse from participation in related discussions or decisions within the affiliate; d) ask the person to resign from his or her position in the affiliate. The President (or designee) will monitor proposed or ongoing transactions for conflicts of interest.

Virginia Association of Teachers of English (VATE)

## Document Retention and Destruction Policy

[Adopted by VATE Executive Board on March 12, 2011]

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**POLICY:** This Document Retention and Destruction Policy of the Virginia Association of Teachers of English 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 Virginia Association of Teachers of English documents and records.

### PROCEDURES:

**1. Rules.** The Virginia Association of Teachers of English 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 treasurer of the Virginia Association of Teachers of English (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; and (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 Virginia Association of Teachers of English Executive Director or President of the Affiliate.

Virginia Association of Teachers of English

## Joint Venture Policy

[Adopted by VATE Executive Board on March 12, 2011]

**POLICY:** The Joint Venture Policy of the Virginia Association of Teachers of English (VATE) requires that the Organization evaluate its participation in joint venture arrangements under Federal tax law and take steps to safeguard the Organization's exempt status with respect to such arrangements. It applies to any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity as further defined in this policy.

**PROCEDURES:**

**1. Joint ventures or similar arrangements with taxable entities.** For purposes of this policy, a joint venture or similar arrangement (or a "venture or arrangement") means any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity without regard to: (1) whether the Organization controls the venture or arrangement; (2) the legal structure of the venture or arrangement; or (3) whether the venture or arrangement is taxed as a partnership or as an association or corporation for federal income tax purposes.

A venture or arrangement is *disregarded* if it meets both of the following conditions:

(a) 95% or more of the venture's or arrangement's income for its tax year ending within the

Organization's tax year is excluded from unrelated business income taxation [including but not limited to: (i) dividends, interest, and annuities; (ii) royalties; (iii) rent from real property and incidental related personal property except to the extent of debt-financing; and (iv) gains or losses from the sale of property]; and

(b) the primary purpose of the Organization's contribution to, or investment or participation in, the venture or arrangement is the production of income or appreciation

of property.

**2. The Virginia Association of Teachers of English safeguards to ensure exempt status protection.** The Virginia Association of Teachers of English will: (a) negotiate in its transactions and arrangements with other members of the venture or arrangement such terms and safeguards adequate to ensure that the Virginia Association of Teachers of English exempt status is protected; and (b) take steps to safeguard the Virginia Association of Teachers of English exempt status with respect to the venture or arrangement. Some examples of safeguards include:

- (i) control over the venture or arrangement sufficient to ensure that it furthers the exempt purpose of the Virginia Association of Teachers of English;
- (ii) requirements that the venture or arrangement gives priority to exempt purposes over maximizing profits for the other participants;
- (iii) that the venture or arrangement not engage in activities that would jeopardize the Virginia Association of Teachers of English exemption; and
- (iv) that all contracts entered into with the organization be on terms that are arm's length or more favorable to the Virginia Association of Teachers of English.



**Virginia Association of Teachers of English (VATE)**

## **Whistleblower Policy**

**[Adopted by VATE Executive Board on March 12, 2011]**

**POLICY:** This Whistleblower Policy of Virginia 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 the Virginia Association of Teachers of English ; (2) specifies that Virginia Association of Teachers of English will protect the person(s) from retaliation; and (3) identifies where such information can be reported.

**PROCEDURES:**

- 1. Encouragement of reporting.** The Virginia Association of Teachers of English encourages complaints, reports or inquiries about illegal practices or serious violations of the Virginia Association of Teachers of English policies, including illegal or improper conduct by the Virginia Association of Teachers of English 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.** The Virginia Association of Teachers of English prohibits retaliation by or on behalf of the Virginia Association of Teachers of English 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. The Virginia Association of Teachers of English 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 the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the President of the Affiliate and to the Executive Secretary/Treasurer; if both of those persons are implicated in the complaint, report or inquiry, the documents should be directed to the Affiliate's

Vice President/President Elect. The Virginia Association of Teachers of English will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the Virginia Association of Teachers of English may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymous.



