

VIRGINIA ASSOCIATION OF TEACHERS OF ENGLISH (VATE)
Policy Manual
OCTOBER 2019
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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 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"> *20% discount on conference exhibitor fee *recognition as a Corporate Member in <i>VATE Voices</i> and conference program *listing on the VATE website corporate page 	\$200 - one year membership
Corporate Sponsor	<ul style="list-style-type: none"> *50% discount on conference exhibitor fee *recognition as a Corporate Sponsor in the conference program *three ¼ page ads in <i>VATE Voices</i> *live logo link on the VATE website homepage and corporate page 	\$500-one year membership
Corporate Benefactor	<ul style="list-style-type: none"> *conference exhibitor fee waived *recognition as a Corporate Benefactor in the conference program *½ page ad in the conference program *three ½ page ads in <i>VATE Voices</i> *live logo link on the VATE website homepage and corporate page 	\$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 qualify for the member registration rate (same as individual members) for the annual VATE conference

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 they 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.

Benefits of Affiliation:

- have a local network of trusted members who support one another
- collect affiliate member dues to host local affiliate events
- access to all standard membership resources including the online resource database

Responsibilities of the Affiliate:

- Submit a yearly report on activities and membership.
- Send at least 3 representatives to the VATE conference.
- Assure affiliate members are also members of VATE.

Affiliate Start Up Procedure:

- 1) Form a group of five or more people interested in VATE affiliation.
- 2) Email affiliate chair with information on first meeting including the names of planners, date, location, and agenda.
- 3) Hold first meeting with a central event (like a speaker or panel discussion), decide on affiliate dues and positions.
- 4) Submit initial meeting report to finalize affiliation.

VATE will reimburse up to \$50 in initial meeting costs (with receipts) if five new VATE members are signed up within the first six months.

Regional Affiliate Membership

If you would like to streamline your affiliate status and pay only a single amount through your affiliate, you can pay for a Regional Membership, which allows a single payment to VATE that leaves room for growth. The Regional Membership is paid once per year based on membership at that time of year, leaving room for recruitment and growth for next calendar year at no expense to the affiliate.

Below are the group sizes and membership costs.

Membership	Cost
● 10 or fewer members	200 dollars
● 11-15 members	260 dollars
● 16-20 members	350 dollars
● 20+ members	For every five members over 20, add 100 dollars to the dues.

VATE BUSINESS

(CONSTITUTION ARTICLE VI) The organization shall hold a business meeting during its annual conference.

(CONSTITUTION ARTICLE VIII) 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 annual 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 and the affiliate chair 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).

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).
- Newly elected board members will be announced by the Past President to the membership prior to the January board meeting.

NCTE BUSINESS

NCTE DIRECTORS: The President 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 first the President-elect, then the Vice President, and then Executive Secretary.

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.

BOARD COMPOSITION

(CONSTITUTION ARTICLE IV) There shall be an Executive Board (Tier 1) 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, Treasurer, and Media Chair. All Executive Board positions shall be held for a term of 4 years, beginning January 1 of the appointed year.

Tier 2 Board members consist of Secretary, Affiliate Committee Chair, College Member-at-Large, High School Member-at-Large, Middle School Member-at-Large, Elementary Member-at-Large, *VATE Voices* Editor, Advocacy and Outreach Chair, and Multicultural Liaison. All Board Member positions shall be held for a term of 2 years, beginning January 1 of the appointed year.

Tier 3 Board Liaisons consist of VDOE Liaison, VSRA Liaison, VWP Liaison, Policy and Practice Chair, NCTE Liaison, and *VEJ* Editor. Liaison positions shall be held for a term of 2 years, beginning January 1 of the appointed year.

Tier 4 Committee members consist of any affiliate or media committee members. Committee members shall be held for a term of at least 1 year. Committee members are non-voting members.

Tiers 1, 2, and 3 are voting members of the VATE Board. Tier 4 consists of non-voting members.

OFFICERS

(CONSTITUTION ARTICLE V) 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 Board in advance of election.

In addition to the regularly elected officers, there will be a Treasurer, an Executive Secretary, and a Media Chair appointed by the executive board for a term of four years.

FREQUENCY OF MEETINGS

(CONSTITUTION ARTICLE VI) The organization shall hold an annual business meeting during its annual 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 - entire conference and conference meeting

While Executive Board members are required to attend all meetings, other board members and board liaisons are encouraged to attend any scheduled board meeting to deliberate on issues. However, regardless of tier and attendance, submitting a report and reading through the meeting minutes is required for all meetings. The Executive Board shall also be empowered to fill any vacancies occurring in unexpired terms of office but may invite the full board to vote.

Tier 1: January, March, May, July, August, October

Tier 2: January, March, May, October

Tier 3: January, October

Tier 4: October

POSITION DESCRIPTIONS

Executive Officers Board

Past President

Application Requirements:

- N/A

Position Tier:

- Tier 1

Compensation:

- N/A

Term:

- fourth calendar year of four in track, after the term of President

Responsibilities:

- Work with the secretary and the Media Chair to prepare a current Executive

Board Directory, which will be kept on the website 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. In the event that a position is filled mid-year, the Past President will send candidate credentials to the President who will distribute them for voting. The Past President will follow up with new board members after their start date.

Award Duties:

- The Past President oversees all of the award chairs. This includes making sure that all positions managing awards are aware of their duties and deadlines.
- The Past President will keep a list of all award winners in the official VATE Google drive and ensure that the award chairs work with the Executive Board to notify winners, provide prizes, and develop announcements.
- The Past President is responsible for ensuring that all award winners are recognized at the annual conference and for getting the award winners' names to all publication editors and the Media Chair.
- Serve as the award chair the teacher mini-grants awards.
- Serve as the award chair for the Frances N. Wimer award and choose two other Executive Board members to serve on the committee.
- Serve as the award chair for the Jan Suppa-Friedman Scholarship with a committee consisting of the members at large, Executive Secretary, and the Vice President to determine the winner.
- Serve on the Chuck Miller Service Award committee.

Committees:

- Serve on the Annual Conference Committee.

President

Application Requirements:

- N/A

Position Tier:

- Tier 1

Compensation:

- Up to \$1000 to go to the NCTE convention to represent VATE in the business meeting and affiliate meetings.

Term:

- third calendar year of 4 in track, after term of President-Elect and before Past President

Responsibilities:

- 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;
- Approve additions to the Executive Board;
- Present a "state of the organization" address at the annual conference or meeting;
- 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 after consultation with other Executive Board members;
- 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.

Award Duties:

- All award winners will be recognized at the annual conference.
- 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.
- Work with the Executive Secretary to obtain a plaque for the Past President and present this at the annual conference.
- Serve on the Frances Wimer award committee if chosen.
- Serve on the Chuck Miller Service award committee.

Committees:

- Serve on the Annual Conference Committee.

President-Elect

Application Requirements:

- N/A

Position Tier:

- Tier 1

Compensation:

- Conference registration comped.
- When negotiating with the hotel, should negotiate for a free room.

Term:

- Second calendar year of four total in track, after Vice President and before President

Responsibilities:

- Attend affiliate leaders' workshops at the NCTE Convention if attending the Convention;
- Provide the site for the annual conference and the October Executive Board meeting;
- Schedule and announce the times for the Executive Board's meetings in

October, prior to assuming the presidency;

- For conference:
 - 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.
 - Include the names of corporate sponsors who have joined VATE by September 1 of that year in the Conference program;
 - 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.
 - 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.
 - 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 the assistance of a site committee selected by the President-Elect.

Award Duties:

- Serve on the Frances Wimer award committee if chosen.
- Serve on the Chuck Miller Service award committee.

Committees:

- Chair the Annual Conference Committee (BY-LAWS, ARTICLE VII);

Vice President

Application Requirements:

- application form
- resume
- letter of interest
- 2 letters of support

Position Tier:

- Tier 1

Compensation:

- N/A

Term:

- first calendar year of 4 in track, before President-Elect

Responsibilities:

- Choose the annual conference site for the presidential year two years hence;
- Regularly check the VAEnglishTeachers@gmail.com inbox and respond to or forward messages as needed;
- Assist as an understudy (via email or other contact) to the President-Elect to learn the intricacies of conference planning;
- Assist the President-Elect with conference planning and execution as needed;
- Communicate with district supervisors, administrators, members-at-large, and affiliate groups to determine professional development needs;
- Use this feedback to plan, initiate, and host (or train others to host) professional development opportunities for teachers throughout the year and throughout the state;
- Collaborate with PR chair to advertise events and opportunities, especially via a monthly PD newsletter sent to members via email;
- Attend affiliate leaders' workshops at the NCTE Convention if attending;
- When the presidential retainer of financial account logins/passwords finishes their four-year presidential term, they will pass on to the incoming Vice President all financial account logins and passwords for financial records. This begins with the 2019 VP who will also be bonded. Every four years or upon the departure of the bonded VP, the incoming VP will become bonded.

Award Duties:

- Serve on the Frances Wimer award committee if chosen.
- Serve on the Chuck Miller Service award committee.
- Serve on the Jan Suppa-Friedman Scholarship committee.

Committees:

- Serve on the Annual Conference Committee.

Executive Secretary**Application Requirements:**

- application form
- resume
- letter of interest
- 2 letters of support

Position Tier:

- Tier 1

Compensation:

- \$1000 annually, paid \$500 bi-annually

Term:

- 4 year term

Responsibilities:

- Maintain an updated database to manage membership.
- Partner with Media Chair to keep members up-to-date on VATE events and announcements through social media and email.
- Process membership forms in a timely fashion- send a welcome email within 30 days of member joining.
- Use a variety of methods to obtain new members and retain current members
- Serve as liaison between VATE board and members.
- File annual corporate report with the State of Virginia.
- Aid the NCTE Liaison in completing the Annual Affiliate Survey.
- Work with the Treasurer to complete registration for the conference.
- Provide ongoing support to the President-elect with conference planning:
 - Research possible sites for the conference
 - Review and sign contracts with hotel
 - Make on-site visit(s) to the hotel as needed

Award Duties:

- Order the plaques and make the certificates for the award winners.
- Serve on the Frances Wimer award committee if chosen.
- Serve on the Chuck Miller Service award committee.
- Serve on the Jan Suppa-Friedman Scholarship committee.

Committees:

- Serve on the Annual Conference Committee.

Media Chair**Application Requirements:**

- application form
- resume
- letter of interest
- 2 letters of support

Position Tier:

- Tier 1

Compensation:

- \$500 stipend paid \$250 bi-annually

Term:

- 4 year term

Responsibilities:

- Maintain and ensure the professional integrity of the VATE website by keeping information current.
- Update the VATE website in a timely manner (approximately seven business days) as needed and as directed by the Executive Board.
- Have knowledge of or be willing to learn Wordpress and the Layers plugin.

- Be responsible for the hosting and domain management (GoDaddy).
- Understand how to manage and utilize DropBox and the Google platform.
- Will receive and post Teacher Feature materials.
- Demonstrate adequate skills with graphic design.
- Provide a link to NCTE on the VATE website.
- Create resource page(s) for VATE members.
- Post on the website:
 - Policy Manual,
 - VATE annual conference information (should be prominently displayed),
 - List of Executive Board members and affiliate presidents/contact persons,
 - VATE Resolutions and Position Statements,
 - VATE Voices,
 - VEJ,
 - Other items as requested by the board.

Award Duties:

- Serve on the Frances Wimer award committee if chosen.
- Serve on the Chuck Miller Service award committee.
- Post all winners on the website and work with the media committee members to post on social media.
- Updated lists of major award winners should be published each year in the Conference program, VATE Voices, website and social media accounts. The Past President should send the list of award winners to the various editors and positions.

Committees:

- Chair the Media Committee.
- Serve on the Annual Conference Committee.

Treasurer

Application Requirements:

- application form
- resume
- letter of interest
- 2 letters of support

Position Tier:

- Tier 1

Compensation:

- \$1000 a year paid \$500 bi-annually

Term:

- 4 year term

Responsibilities:

- Become bonded.
- Serve as the result of an appointment by the Executive Board.
- Present year-to-date financial and fiscal reports at each Executive Board meeting.
- Present annual financial report at the October Conference 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.
- The Treasurer will upload the new tax exempt letter to the VATE drive each year upon receipt.
- Serve as the Conference Treasurer and run registration at the conference in conjunction with the Executive Secretary.
- Separate line items will be created on the financial report to reflect all income and expenses related to the VATE Conference.
- Coordinate with VEJ Editor for payment of printing and mailing the VEJ.

Award Duties:

- Serve on the Frances Wimer award committee if chosen.
- The Treasurer, in conjunction with the Past President, is responsible for providing free conference registrations and room bookings for the appropriate awards.

Committees:

- Serve on the Annual Conference Committee.

Board Members

Secretary

Application Requirements:

- application form
- resume
- letter of interest

Position Tier:

- Tier 2

Compensation:

- N/A

Term:

- 2 years or more

Responsibilities:

- Take the roll and minutes at Executive Board meetings.
- Send the minutes, once approved, to the media chair for posting on the VATE website.
- Work with the Past President to keep an up-to-date directory of all board members.

- Collect and send to the affiliate chair a report of the program given and the major business transacted at each affiliate meeting.

Award Duties:

- Serve on the Heritage Award Committee.
- Serve on the Mary Davis Diversity Scholarship committee.

Committees:

- none

Elementary Member-at-Large

Application Requirements:

- application form
- resume
- letter of interest

Position Tier:

- Tier 2

Compensation:

- N/A

Term:

- 2 years or more

Responsibilities:

- Represent interests of their group in policy decisions;
- Initiate and maintain open communication with your constituents;
- Work to increase membership in their interest group;
- Aid in planning program for annual conference, which may include presenting a roundtable session for the specified grade-level at the annual conference.
- Submit an article for the winter publication of *VATE Voices* no later than January 31.
- Promote the submitting of articles to *VIRGINIA ENGLISH JOURNAL* and *VATE Voices*;
- Plan and execute a fundraiser of your choice to raise funds for the Literacy Explosion competition

Award Duties:

- Serve on the Heritage award committee.
- Serve on the Foster Gresham award committee.
- Serve on the Richard Meade award committee.
- Serve on the Jan Suppa-Friedman award committee.

Committees:

- Serve on the Literacy Explosion Committee, serving as the fundraising chair.
- Serve on the Teacher Feature Committee, chaired by the High School Member at Large.

Middle School Member-at-Large

Application Requirements:

- application form
- resume
- letter of interest

Position Tier:

- Tier 2

Compensation:

- N/A

Term:

- 2 years or more

Responsibilities:

- Represent interests of their group in policy decisions;
- Initiate and maintain open communication with your constituents;
- Work to increase membership in their interest group;
- Aid in planning program for annual conference, which may include presenting a roundtable session for the specified grade-level at the annual conference.
- Submit an article for the spring publication of *VATE Voices* no later than March 31;
- Promote the submitting of articles to *VIRGINIA ENGLISH JOURNAL* and *VATE Voices*;
- Create an advertisement for the Literacy Explosion competition and coordinate with the Media Chair for posting.
- Publicize the winners of the Literacy Explosion Competition by coordinating with the Media Chair for posting.

Award Duties:

- Serve on the Heritage award committee.
- Chair the Foster Gresham award committee, consisting of the elementary and high school Members-at-Large
- Serve on the Richard Meade award committee.
- Serve on the Jan Suppa-Friedman award committee.

Committees:

- Serve on the Literacy Explosion Committee, serving as the advertising and press releases chair, coordinating with Media Chair.
- Serve on the Teacher Feature Committee, chaired by the High School Member at Large.

High School Member-at-Large

Application Requirements:

- application form

- resume
- letter of interest

Position Tier:

- Tier 2

Compensation:

- N/A

Term:

- 2 years or more

Responsibilities:

- Represent interests of their group in policy decisions;
- Initiate and maintain open communication with your constituents;
- Work to increase membership in their interest group;
- Aid in planning program for annual conference, which may include presenting a roundtable session for the specified grade-level at the annual conference
- Submit an article for the summer publication of *VATE Voices* no later than August 31
- Promote the submitting of articles to *VIRGINIA ENGLISH JOURNAL* and *VATE Voices*;
- Coordinates with treasurer to order awards for Literacy Explosion
- Provides copies of rubrics for Literacy Explosion

Award Duties:

- Serve on the Heritage award committee.
- Serve on the Foster Gresham award committee.
- Serve on the Richard Meade award committee.
- Serve on the Jan Suppa-Friedman award committee.
- Chair the NCTE High School Teacher of Excellence award committee.

Committees:

- Serve as Chair of the Literacy Explosion Committee. Ensure the other committee members have completed their tasks on time to ensure a great event.
- Chair the Teacher Feature Committee, handling all responsibilities mentioned in the committee description.

College Member-at-Large

Application Requirements:

- application form
- resume
- letter of interest

Position Tier:

- Tier 2

Compensation:

- N/A

Term:

- 2 years or more

Responsibilities:

- Represent interests of their group in policy decisions;
- Initiate and maintain open communication with their constituents;
- Work to increase membership in their interest group;
- Aid in planning program for annual conference, which may include presenting a roundtable session for the specified grade-level at the annual conference;
- Submit an article for the fall publication of *VATE Voices* no later than October 31;
- Promote the submitting of articles to *Virginia English Journal* and *VATE Voices*;
- Attend the Executive Board meetings of both VCEE and VATE, reporting activities and promoting the cooperation of both;
- Update on a regular basis the database of English educators at colleges and universities in Virginia;
- Arrange to bring volunteer judges to the Literacy Explosion Competition;
- Bring needed equipment to Literacy Explosion (e.g. headphones for judging, etc.)

Award Duties:

- Serve on the Heritage award committee.
- Chair the Richard Meade award committee, consisting of the other Members-at-Large.
- Serve on the Jan Suppa-Friedman award committee.
- Chair the Mary Davis Diversity award committee, consisting of the secretary and multi-cultural liaison.

Committees:

- Serve on the Literacy Explosion Committee, serving as the Judge Chair, brings needed equipment (e.g. headphones for judging, etc.)
- Serve on the Teacher Feature Committee, chaired by the High School Member at Large.

VATE Voices* Editor*Application Requirements:**

- application form
- resume
- letter of interest

Position Tier:

- Tier 2

Compensation:

- N/A

Term:

- 2 years or more

Responsibilities:

- See [Publication](#) section below.

Award Duties:

- Work with the Past President to get a list of award winners to publish in *VATE Voices*.

Committees:

- none

Affiliate Committee Chair

Application Requirements:

- application form
- resume
- letter of interest

Position Tier:

- Tier 2

Compensation:

- N/A

Term:

- 2 years or more

Responsibilities:

- 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 Media Chair;
- Submit affiliate news to each edition of *VATE Voices* (four per year);
- Collect yearly affiliate reports;
- Coordinate accurate records related to affiliates with the executive secretary;
- 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);
- Encourage affiliate activity (throughout year via affiliate column, letters to affiliate presidents, personal contact with affiliate presidents);

Award Duties:

- Chair the Chuck Miller Service Award committee consisting of the Executive Board members.

Committees:

- none

Advocacy and Outreach Chair

Application Requirements:

- application form
- résumé
- letter of interest

Position Tier:

- Tier 2

Compensation:

- N/A

Term:

- 2 years or more

Responsibilities:

- Attend NCTE's annual Advocacy and Leadership Summit in Washington, DC during April and encourage/organize colleagues to the same;
- Serve as liaison for state issues, keeping NCTE apprised of Virginia legislative or agency activity;
- Spearhead movement on Virginia House and Senate bills, coordinating representation of VATE's official position statements at hearings and in other venues
- Testify at the General Assembly in Richmond for subcommittee/committee hearings and organize colleagues to do the same;
- Consider creating a Literacy Education Advocacy Day during Virginia's legislative session so Virginia teachers can testify to issues collectively on the same day.

Award Duties:

- none

Committees:

- none

Multicultural Liaison

Application Requirements:

- application form
- resume
- letter of interest

Position Tier:

- Tier 2

Compensation:

- N/A

Term:

- 2 years or more

Responsibilities:

- Assist the board in implementing sustainable activities which addresses the needs and interest of a diverse culture in the area of English/Language Arts
- Report to the Executive Board significant concerns and developments concerning cultural diversity;
- Promote continued cultural diversity in membership and annual conference programming;

Award Duties:

- Chair the Heritage award committee, consisting of the secretary and members-at-large.
- Serve on the Mary Davis Diversity Scholarship committee under the College Member at Large.

Committees:

- none

Board Liaisons

NCTE Liaison

Application Requirements:

- application form
- resume
- letter of interest

Position Tier:

- Tier 3

Compensation:

- Up to \$500 to attend the NCTE Convention

Term:

- 2 years or more

Responsibilities:

- 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;
- Work with the board to complete the Annual Affiliate Survey;
- Submit the annual report to NCTE prior to July 15;
- Remind affiliate presidents, secretaries, and treasurer of obligations to the National Council;
- Serve as an NCTE Board of Director at the NCTE Convention;

- Discuss the NCTE resolutions with the Executive Board and bring resolutions and recommendations for action to the June Executive Board meeting.

Award Duties:

- Work with the High School Member at Large to submit the NCTE High School Teacher of Excellence award.
- Communicate any affiliate awards with the board.

Committees:

- none

Policy and Practice Chair

Application Requirements:

- application form
- resume
- letter of interest

Position Tier:

- Tier 3 - with additional July meeting requirement

Compensation:

- N/A

Term:

- 2 years or more

Responsibilities:

- Serve as a result of an appointment by the Executive Board;
- Keep an updated policy manual posted on the website;
- Work with the Executive Board to update policy changes
- Convene a meeting at least once a year
- Chair a meeting in July in conjunction with the President to update the policy manual.

Award Duties:

- none

Committees:

- none

Virginia English Journal Editor

Application Requirements:

- application form
- resume
- letter of interest

Position Tier:

- Tier 3

Compensation:

- N/A

Term:

- 2 years or more

Responsibilities:

- See [Publication](#) section below.

Award Duties:

- Chair the *Virginia English Journal* Writing Awards.

Committees:

- none

VSRA Liaison (Virginia State Reading Association)

Application Requirements:

- application form
- resume
- letter of interest

Position Tier:

- Tier 3

Compensation:

- N/A

Term:

- 2 years or more

Responsibilities:

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

Award Duties:

- none

Committees:

- none

VDOE Liaison (Virginia State Department of Education)

Application Requirements:

- application form
- resume
- letter of interest

Position Tier:

- Tier 3

Compensation:

- N/A

Term:

- This term pairs with the term in the employment position at the Virginia Department of Education.

Responsibilities:

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

Award Duties:

- none

Committees:

- none

VWP Liaison (Virginia Writing Project)

Application Requirements:

- application form
- resume
- letter of interest

Position Tier:

- Tier 3

Compensation:

- N/A

Term:

- 2 years or more

Responsibilities:

- 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.

Award Duties:

- none

Committees:

- none

COMMITTEES

ANNUAL CONFERENCE COMMITTEE

- The committee will consist of the following members: the Vice-President, the President-Elect, the President, the Past President, the Executive Secretary, the Treasurer, a selected vendor chair, and media chair, and any volunteer board members.
- The current President-Elect will chair the committee for the conference year.

- The committee and volunteer board members 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.
- Vendor chair will work with the committee to advertise, solicit, and secure vendors at the conference.

LITERACY EXPLOSION COMMITTEE

- The committee will consist of the treasurer, the 4 members at large, the media chair, and the Literacy Explosion chair which will be the high school member at large.
- The media chair will work with the middle member at large to advertise the event as well as send winners to VDOE and the VATE website media chair.
- The college member at large will find judges for the event as well as bring any needed equipment, like headphones, for the judges.
- The high school member at large coordinates with the treasurer to order awards, provides copies of rubrics, as well as chair the committee.
- The elementary member at large will coordinate fundraising for the event with the treasurer.

MEDIA COMMITTEE

- The media committee will be chaired by the Media chair. The committee will consist of any members that want to manage our media presence.
- Work with the Executive Board to establish public relations through various Social Media outlets: Facebook, Twitter, Instagram, etc.
- Manage the social media accounts.
- The committee members are Tier 3.
- The committee members do not need to be voted in by the entire board; the media chair can control who is on the committee.
- All committee members are responsible for adhering to NCTE guidelines, as shared by the Media chair.

FINANCE COMMITTEE

- This is a placeholder for more info. (None exists at this time)

TEACHER FEATURE COMMITTEE

- The Teacher Feature will be chaired by the High School member at large and the committee will consist of the other three members at large and the Media chair.
- The committee will share all necessary materials with the Media Chair.
- The chair will oversee entries. The committee will approve submissions and share approved ones with the Media chair. The committee will write a blurb on the month's winner.
- Submissions will be due the 1st of each month. The winner will be published on the 15th of the month on the website and social media.
- The chair will send a congratulations letter with the website link to the winner.

FINANCES

STIPULATIONS

- The VATE Treasurer should be bonded. The above policy is reinstated.
- The Treasurer shall submit a full financial report annually at the October conference board meeting. Every meeting, the treasurer will submit transactions and balances to the board for review.

DUES

- The membership dues for each year will be \$25.00.
- The membership dues for each year for full-time students will be \$15.00.
- The \$15 annual membership may be continued for 1st year teacher who was a VATE member as a pre-service teacher.
- See affiliate section for affiliate dues.
- See corporate membership section for corporate rates.
- See building level membership for building rates.

INVESTMENT OF SURPLUS FUNDS

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

TAX-EXEMPT STATUS

VATE files tax returns with the IRS, as a non-profit, tax-exempt organization. That listing is only functional in VATE's relationship to the IRS; VATE does not pay sales tax

on items bought and consumed by organizational affairs, and does not pay taxes on its income. VATE is a 501(c)3 organization and pays to maintain that status.

ANNUAL CONFERENCE FINANCES

PARTICIPANTS' REGISTRATION FEES: The conference committee will set the registration price. 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.

HONORARIA FOR SPEAKERS: Only major speakers shall be paid honoraria and/or expenses. The Conference Committee Chair will coordinate with the Executive Secretary and Treasurer to set a budget and ensure responsible spending.

COMPENSATIONS

- **EXECUTIVE SECRETARY:** The Executive Secretary shall receive a yearly stipend of \$1000 paid bi-annually.
- **TREASURER:** The Treasurer shall receive a yearly stipend of \$1000 paid bi-annually.
- **MEDIA CHAIR:** The Media Chair shall receive a yearly stipend of \$500 paid bi-annually.

REIMBURSEMENTS

- **NCTE CONVENTION EXPENSES:** The President and NCTE Liaison shall be reimbursed for NCTE Convention expenses. The President may be reimbursed up to \$1000, and the NCTE Liaison may be reimbursed up to \$500. The Treasurer shall suggest to the Executive Board a reduction in this amount if the treasury is experiencing financial difficulty. (In the event that the President cannot attend, the President-Elect will attend to vote on NCTE business and shall receive the President's reimbursement amount.) The NCTE High School Teacher of Excellence will be reimbursed up to \$500 for NCTE Convention expenses.
- **VATE CONFERENCE EXPENSES:** The Richard A. Meade and Mary Davis award winners will receive a one-night hotel stay paid by VATE at the annual conference. The Meade winner will receive \$500 from VATE. The Jan Suppa-Friedman Scholarship winner will receive annual conference registration paid out from the money earmarked for that scholarship. The following award winners' annual conference registration will be waived: Heritage Award, Gresham Award, Wimer Award, Meade Scholarship, and the Davis Diversity Award. Additionally, the President-Elect's annual conference registration fee will be

- waived in recognition of their contributions.
- Any approved purchases for VATE functions can be reimbursed by the Treasurer with receipts.

PUBLICATIONS

FUNCTIONS OF VATE PUBLICATIONS

VATE publications are to inform members of pertinent VATE, NCTE, and affiliate news to extend professional awareness. The two regular publications are a journal and a newsletter. 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. These publications are intended to complement each other; they shall offer appropriate attribution through by-lines or citation of sources.

VATE Voices

VATE Voices is VATE's newsletter and it seeks to:

- convey to the membership news items from VATE, NCTE, and the affiliates;
- report the Executive Board and VATE committees' actions;
- promote annual VATE Conference and NCTE conferences, conventions, and special interest meetings;
- publish columns by the Executive Secretary, the President, and the affiliate committee chair;
- print annually a bibliography of non-VATE publications by VATE members who provide the information;
- post occasional teaching idea columns presented by the members-at-large;
- post calls for manuscripts in *VEJ* and other publications;
- publish news items and articles about professional conferences and activities that would be of interest to a significant number of VATE members.

Editor's Duties and Responsibilities:

- Serve on the VATE Executive Board, attend its meetings, and attend the annual VATE Conference.
- Prepare and distribute issues of the newsletter quarterly, 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 Media Chair with an electronic copy of newsletter for online posting
- Send each edition of the newsletter to the VAEnglishTeachers@gmail.com and request that it be uploaded to the Google drive.
- Follow the calendar of events as listed below:

Winter Publication – Submissions due January 31; Released by February 7

- Covers November through December
- Should include Literacy Explosion reminder and forms
- Should advertise African American Read-In
- Other topics/submissions: Teacher Feature/English Teachers of Virginia (interview with an English teacher); Student Spotlight

Spring Publication – submissions due March 31; Released by April 7

- Covers January through March
- Should include Literacy Explosion recap
- Other topics/submissions: Project Plant It!; advertise summer opportunities for teachers like Content Academy at JMU; Teacher Feature/English Teachers of Virginia (interview with an English teacher); Student Spotlight; highlight African American Read-In projects

Summer Publication – submissions due August 31; Released by June 7

- Covers April through August
- Should include conference registration form and conference preview
- Should advertise positions coming open in the new year (?)
- Other topics/submissions: Advertise student contests like the Library of Congress' Letters About Literature; National Day on Writing ideas

Fall Publication – submissions due October 31; Released by November 7

- Covers September through October
- Should focus on conference recap
- Should include Literacy Explosion forms
- Should advertise positions coming open in the new year (?)
- Other topics/submissions: Highlight National Day on Writing projects

VIRGINIA ENGLISH JOURNAL

Virginia English Journal (VEJ) is VATE's journal. The name changed from *Virginia English Bulletin* 10-27-12. It is online and contributors receive a hard copy. Hard copies may be requested from the *VEJ* editor. It shall publish appropriate paid advertising and NCTE endeavors. *VEJ* articles focus on teaching ideas, research and practice. The *VEJ* is accessible on the VATE website.

It shall provide the membership articles on topics pertinent to English language arts educators; list the Executive Board and the Editorial Board; and contain appropriate editorials, announcements, calls for manuscripts. It may have a central focus for each issue; publish pertinent "in memoriam notes"; or provide space to promote statewide projects, VATE committee concerns, or special interest programs. COPYRIGHT: The title

page of the *VEJ* 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 can be published in the *VEJ* when authorization and permission from the student and their parents are received with the manuscript.

Editor’s Duties and Responsibilities:

- serve on the VATE Board as a Tier 3 member and attend appropriate meetings;
- chair the Editorial Board to select *VEJ* Writing Awards recipients;
- solicit manuscripts on topics pertinent to educators concerned with the English language arts;
- secure reviewers for assistance in selecting manuscripts;
- select, with reviewer assistance, manuscripts for publication and prepare these manuscripts for publication in one of the two numbers issued annually;
- work with an appropriate printing company or press;
- coordinate with treasurer for payment of printing and mailing the *VEJ*;
- send an electronic copy of the journal to all VATE members including the Media Chair and Executive Secretary to upload to VAEnglishTeachers@gmail.com Google drive; and
- transition the incoming editor by copying correspondence for the next edition and inviting the editor to write the next call for submissions.

AWARDS

GENERAL

- The Past President oversees all of the award chairs. The Past President will keep a list of all award winners in the official VATE Google drive and ensure that the award chairs work with the Executive Board to notify winners, provide prizes, and develop announcements.
- The chair of the award is in charge of advertising for the award with several months notice before the deadline, along with maintaining the submissions, selecting a winner, and meeting the deadlines.
- The chair of each award is responsible for notifying the winner and informing the Past President of the recipient.
- The chair of each award is responsible for coordinating with the Executive Secretary and Treasurer to ensure ordering and delivery of monetary awards, plaques, and/or certificates.
- All award winners will be recognized at the annual conference.
- A 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 award recipients, their superintendents, and their principals.
- Updated lists of major award winners should be published each year in *VATE*

Voices, on the website, and on social media accounts. The Past President should send the list of award winners to the various editors and Media Chair.

- The Executive Secretary is in charge of ordering plaques and making certificates for the award winners.
- The Treasurer, in conjunction with the Past President, is responsible for providing free conference registrations and room bookings for the appropriate awards.
- In the event that an award committee chair or member applies for or is nominated for that award, the member will recuse themselves from the committee. The Past President will select another board member to serve in their stead.

Heritage Award

Purpose: to recognize a person of color who has made noteworthy contributions to the field within the past three calendar years.

Rationale:

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.

Deadline: May 1

Chair: Multicultural Liaison

Procedures:

- The nominee must be a current member of VATE and a person of color.
- Nomination materials should include the VATE Awards Nomination Form which will succinctly speak to the qualifications of the nominee for the award. The nominee cannot nominate himself/herself.
- The nominee must include a letter of introduction that provides specific examples of activities in which the nominee was engaged, the intended purpose and audience for these activities and the nominee's overall rationale for advancing multiculturalism.
- The nominee will submit 2 letters of support that highlight specific activities in which the nominee was engaged detailing the significant strides in advancing multicultural awareness made by the nominee.
- The awards committee will consist of the multicultural liaison as chair, along with the secretary, and the elementary, middle, secondary, and college members-at-large.
- 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. This is necessary if the committee receives more than one submission or the

committee decides not to give the award to the submission based on provided documentation.

Recognition:

- The recipient will receive a certificate at the VATE annual conference.
- Conference registration will be paid by VATE.
- Membership for the year will be included with the registration.

Virginia English Journal Writing Awards

Purpose: to recognize professional writing and to encourage K-12 teachers and college level professors to share instructional ideas, strategies, and scholarship in the *Virginia English Journal*.

Rationale: Awards shall be given annually to the author(s) of one article selected by the *VEJ* Editor and executive board. All articles and authors published in the journal shall be considered for the award.

Deadline: August 1 for submission of selected articles to board. Board vote by September 1.

Procedures:

- The *VEJ* editor will nominate the three lead articles from the past two issues. The editor will share these articles with the VATE board members before the August meeting. The VATE board will vote on what they think to be the best article. The voting will be managed by the *VEJ* editor.
- The *VEJ* Editor will inform the VATE Board of the results of the poll.
- The two articles that do not receive first place will be considered “Honorable Mentions.”
- The Executive Secretary, *VEJ* Editor, shall write the "winners" and “honorable mentions" to notify them of the selection, the award "prize," and to invite them to the VATE annual conference for appropriate recognition.
- The Executive Secretary shall have a suitable certificate printed which bears appropriate designations and has designated spaces for signatures by the VATE President, President-Elect, 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.

Recognition:

- The author(s) of the winning article shall be honored at the annual VATE conference with a certificate.
- The editor will ensure award recipients are recognized in *VATE Voices* and *VIRGINIA ENGLISH JOURNAL*, as well as appropriate social media.

Foster B. Gresham Award

Purpose: to recognize a teacher in Virginia and a current member of VATE, who is distinguished in commitment and service to their students.

Rationale: 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 helped propel VATE from a struggling membership of about one hundred teachers to over two thousand. To name this award for him recognizes the indebtedness of the association to him and exemplifies 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)

Deadline: May 1

Chair: The Middle Member-at-Large

Procedures:

- The recipient of the Foster B. Gresham Award must be a K-12 teacher in Virginia who is distinguished in commitment and service to their students.
- Be a current member of VATE.
- The nomination must include two letters of recommendation that provide specific examples of the nominee's commitment and service to their students. Self-nominations are not accepted.
- The award committee will consist of the middle school member-at-large as the chair and the elementary school and high school members-at-large as committee members.

Recognition:

- The Foster B. Gresham Award is to be presented at the VATE annual conference.
- The recipient will receive a certificate.
- Conference registration will be paid by VATE.
- Membership for the year will be included with the registration.

Frances N. Wimer Award

Purpose: The Frances N. Wimer Award honors professionals who exemplify the extensive, ongoing service that Frances Wimer gave to VATE and to the profession. This is for a member of the VATE board.

Rationale: 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 annual 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 a 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.

Deadline: August 1

Chair: Past President

Procedures:

- The selection committee will be chaired by the Past President with two executive board members of his or her choice.
- A call for nominations will be announced annually by July 1 via an email to all board members.
- Nomination materials should consist of a letter of nomination (no self-nominations), and no more than five 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).
- 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.
- The committee will meet at the August board meeting to review award submissions.
- 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. This will be necessary if there are multiple submissions or the committee does not feel that the submission should be given the award based on presented documentation.
- The award need not be given each year.

Eligibility Criteria:

- The nominee must be a current VATE board member.
- 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).

Recognition:

- The award will be given at the annual conference.
- The winner will receive a certificate.
- Conference registration will be paid for by VATE.
- Membership for the year will be included with the registration.

Richard A. Meade Student Teaching Scholarship

Purpose: 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.

Rationale: 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 VCETE. 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.

Deadline: September 10

Chair: College Member-at-Large

Procedures:

- The College Member-at-Large will send out information about the award to Virginia colleges April 1 of each year.
- The College Member-at-Large will send materials to the selection committee and oversee the selection process.
- Chair of the selection committee shall be the College Member-at-Large. The selection committee will consist of the chair and the 3 members-at-large (2018.)
- The applicant must submit all of the following documentation to the award chair by the deadline:
 - 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: 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, and an English teacher who previously taught the student below the college level.

- Transcript of courses to verify GPA and upcoming students teaching.
- 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 by September 15. The President will notify the recipient(s) of the award immediately.
- More than one scholarship may be awarded with the approval of the Board.

Eligibility Criteria:

- 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.
- 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.

Recognition:

- The amount of the scholarship will be \$500 as of July, 2018. It was \$1000.
- The scholarship recipient will be invited to attend the VATE annual conference during the scholarship's designated year and will be recognized during the conference.
- The winner will receive a certificate.
- The conference registration will be waived for the recipient(s).
- Membership for the year will be included with the registration.
- Lodging will be supported by VATE for 1 night.
- The scholarship recipient will also be invited to attend and present at the annual conference the following year.

Chuck Miller VATE Service Award

Purpose: to applaud 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.

Rationale: Charles “Chuck” Miller has served as a member of the Virginia Association of Teachers of English Executive Board for 29 years from 1988-2017. Over the course of that tenure, he has fulfilled many significant roles within the organization, including those of President and Executive Secretary. Chuck has supported numerous conference coordinators over his 14-year tenure as Executive Secretary and served as local arrangements chair for the NCTE annual convention. Hereby be it resolved by the VATE Executive Board in business session on Saturday, January 28, 2017 that Charles Miller

be recognized and honored for his service to VATE and to English/Language Arts teachers throughout the Commonwealth.

Deadline: August 1

Chair: Affiliate Chair

Procedures:

- Nominations and supporting documents will be submitted to the award chair.
- The award chair will head the committee consisting of the executive board members.
- A nominee for the Chuck Miller VATE Service Award must submit to the award chair:
 - documentation for at least three significant contributions to the organization (from section A),
 - documentation for at least three professional achievements (from section B),
 - two letters of endorsement of achievements from appropriate officials such as a supervisor, principal, department head, or local affiliate President.
- The nominator cannot nominate himself/herself.
- The winner will be notified by the award chair before the annual conference.

Eligibility Criteria:

- The nominee must be a current member of VATE.

Recognition:

- The award winner(s) will receive a plaque and recognition at the conference.

Submission Criteria

Section A: A nominee for the Chuck Miller 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:

- Held an office in the local affiliate or VATE.
- Planned a local affiliate or VATE Conference.
- Served as program, registration, or general local arrangements chair for local affiliate or VATE Conference.
- Served on a committee for the local affiliate or VATE.
- Attended VATE Executive Board meetings to represent the affiliate.
- Represented the local affiliate or VATE at a school system, PTA, or school board meeting.
- Written a column for the local affiliate's newsletter or VATE Voices or the VIRGINIA ENGLISH JOURNAL.
- Organized local affiliate meeting(s).
- Increased membership in the local affiliate.

- Attended over 50% of the local affiliate meetings within the past (give number) years.
- Attended the VATE annual conference.
- Served as Chair/Recorder for a session at the VATE annual conference.
- Presented at VATE annual conference.

Section B: A nominee for the Chuck Miller 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.

- Developed English curriculum guides/units for division-wide use.
- Developed a pilot program for the school or school system.
- Chaired a self-study committee or served as a member of the self-study steering committee;
- Chaired a division-wide curriculum development committee.
- Organized a division, district, regional, or state meet in forensics, debate, drama, spelling, or other meaningful extracurricular activity
- Sponsored a radio show, TV show, literary magazine, newspaper, yearbook, drama group, forensics team, debate team, spelling bee winner, or academic competition.
- Presented formally at a workshop, in-service, or conference other than the VATE annual conference.
- Wrote an article, poem, or short story which was published in a local, state, or national professional journal or newsletter, excluding a VATE publication.
- Served as an editor, guest editor or member of the editorial board of a professional journal or newsletter, excluding a VATE publication.
- Held an office in a national English or language arts association.
- Served as registration or general local arrangements chair for a regional or national conference other than VATE.
- Earned an advanced degree which supports the education field.
- Other significant contribution in any category for judges to consider. (Please list and explain briefly.)

Mary T. Davis Diversity Award

Purpose: To encourage ELA teacher candidates from diverse backgrounds to attend the annual conference by awarding one teacher in training a registration scholarship.

Rationale: The VATE board approved the naming of the Diversity award officially as 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.

Deadline: May 1

Chair: College Member-at-Large

Eligibility Criteria:

- Candidate must be an ELA teacher candidate from diverse background
- Candidates must be a member of VATE. (Contact affiliate president or faculty advisor for details on obtaining membership at student rates.)

Procedures:

- Provide the following information and materials:
 - a. a résumé containing name of VATE affiliate and university address
 - b. a 100 – 500 word statement from the candidate on what they will contribute in the classroom
 - c. two professional recommendations (including one from candidate’s advisor) regarding the candidate’s potential as a teacher.
- Candidates must email the information packet to the College Member-at-Large before May 1. College Member-at-Large will work with the Secretary and the Multi-Cultural Liaison to assist in determining winning entry.

Recognition:

- The recipient will be recognized at the annual conference - select statements from winning candidate’s letters of recommendation may be read aloud
- The recipient will receive a certificate.
- The conference registration will be paid for the recipient.
- Membership for the year will be included with the registration.
- Lodging will be supported by VATE for 1 night.
- The recipient will be invited to attend and present at the annual conference the following year.

NCTE High School Teacher of Excellence

Purpose: The NCTE Secondary Section wishes to recognize and celebrate high school classroom teachers. More info can be found here:

<http://www2.ncte.org/awards/high-school-teacher-of-excellence-affiliate-award/>

Rationale: NCTE requires each affiliate (VATE) to submit a winner of this award. This award recognizes an outstanding ninth-twelfth grade English educator in the state of Virginia.

Deadline: VATE: May 1, NCTE: June 1

Chair: High School Member-at-Large

Procedures:

- The High School Member-at-Large will advertise for this award, notifying as many high schools as possible. This should include utilizing the website and media chair.
- The nominee will need to complete the application form.
- The nominee needs to provide their resume, letter of interest in the award, and 2 letters of support.
- The award Chair will collect all nomination materials from the nominee.
- The award Chair will bring nominees to the VATE board for voting.
- The award Chair will submit the selected nominee to NCTE at <https://www.surveymonkey.com/r/HSTE>
- The award Chair will notify winners and non-winners of the award on June 1.
- The award Chair will publicize the winner.
- The award Chair will support the winner in making arrangements to attend NCTE if funds are available.

Recognition:

From NCTE:

- VATE: The Teacher of Excellence will be recognized at VATE's annual conference and receive a certificate.
- VATE: If funds are available, up to \$500 will be given to the Teacher of Excellence to provide funds to register, lodge, and travel to receive the award at the NCTE annual convention.
- NCTE: Each recipient will be recognized with a certificate at the Secondary Section Luncheon during the NCTE Annual Convention. Each recipient will be responsible for purchasing his or her own luncheon ticket and tickets for any guests. Reserved seating will be offered along with a booklet highlighting comments from the letters of recommendation.

Teacher Mini-Grant Competition

This award has been archived on 7-7-18 - Can be reinstated with Executive Board approval

Purpose: Money will be awarded to innovative submissions to directly benefit K-12 teachers and classrooms.

Rationale: VATE sponsors a teacher mini-grant competition to support innovative classroom practices. 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.

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

Chair: Past President

Procedures:

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.
- 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.
 - Grants will be judged at the annual 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.

Recognition:

- Grants will be awarded in amounts of \$50 to \$500.
- The winners will be awarded a certificate at the conference banquet. Grant monies will be mailed to the grant writer's principal after the conference. Grants must be implemented during the school year that they are awarded, and their results must be shared the following school year.

The Janice Suppa-Friedman Scholarship

Purpose: To honor Janice Suppa Friedman by awarding a scholarship to a teacher who is currently in their first through fourth years of teaching.

Rationale: 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.

Deadline: May 1

Chair: Past President

Procedures:

- The Chair of the scholarship will be the Past President. The Past President will chair a committee consisting of the elementary, middle, high, and college members at large, Executive Secretary, and the Vice President to determine the winner.
- The candidate must meet all requirements (found below in eligibility criteria) and submit all documentation to include:
 - their resume
 - 1 letter of recommendation
 - 250-500 words stating why they are applying for this scholarship, what they have accomplished in their first year or years of teaching to include

preservice placements, and what they intend to do with the new knowledge from the conference.

- The committee shall determine the winner of the scholarship, and the chair will notify him/her before the conference.
- The award chair and the president will contact Mr. Freidman by letter to notify him of the winner and their credentials.

Eligibility Criteria:

- At the time of the conference, the candidate is currently in their 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.

Recognition:

- The scholarship will cover the base conference registration.
- Membership for the year will be included with the registration.
- The winner will receive a certificate.

Recognition of Past President

The Past President shall receive a gavel plaque or suitable replacement honoring their service to VATE at the annual conference following their presidential year. This is purchased by the Executive Secretary. The President will honor the Past President when they present the plaque.

Educator Awards Chart

Award	Chair	Self or Nominated	often	Submission Deadline	Level	Recognition
Heritage Award	Multicultural Liaison	nominated	PRN	May 1	K-12, C	certificate, conference registration, membership

VEJ Writing Awards	VEJ Editor	nominated	A	Aug 1, Sept 15	K-12, C	certificate, recognition in Winter issue of <i>VEJ</i>
Foster B. Gresham	Middle MAL	nominated	PRN	May 1	K-12	certificate, conference registration, membership
Frances N. Wimer	Past President	nominated	PRN	August 1	VBM	certificate, conference registration, membership
Chuck Miller VATE Service Award	Affiliate Chair	nominated	PRN	August 1	VBM	plaque
Richard A. Meade Scholarship	College MAL	self submission	A	September 10	CS	certificate, conference registration, membership, lodging 1 night \$500
Jan Suppa-Friedman Scholarship	Past President	self submission	A	May 1	T1-4	certificate, conference registration, membership
Mary T. Davis Diversity Award	College MAL	self submission	A	May 1	CS	certificate, conference registration, membership, lodging 1 night
NCTE High School Teacher of Excellence	High School MAL	self submission	A	VATE: May 1 NCTE: June 1	9-12	certificate, potential funds to NCTE
Teacher Mini Grants	Past President	self submission	PRN	August 1	K-12	between \$50-500, certificate, money mailed later

Recognition of Past President	President	N/A	A	Conference	N/A	plaque
Abbreviations: PRN=Pro Re Nata (as needed), A= Annual, VBM= VATE board member, C=College, S=Student, T1-4=Teacher in their 1 st through 4 th year of teaching, K-12=teacher in levels K-12						

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

POLICY ON DIVERSITY AND INCLUSION

2019

The Virginia Association of Teachers of English as a state affiliate of The National Council of Teachers of English is firmly committed to supporting cultural diversity and inclusion. The goal of VATE is to develop, support, and implement positions, policies, procedures, and programs that ensure that the affiliate maintains a culture that embraces diversity, leverages diverse talents, ensures equitable opportunities for all, and is representative of all individuals.

Our plan to accomplish these goals may include:

- focused membership drives for underrepresented groups (including, but not limited to, race, ethnicity, sex and gender identity, age, economic status, and physical ability)
- increased visibility of diverse members as conference participants, presenters, etc.
- sponsored or supported multicultural events and activities
- identified issues and concerns of underrepresented groups that are addressed as conference topics or strands

With our goals in mind, the affiliate will establish and maintain a plan of action that will be reviewed annually to ensure a steadfast commitment.

APPENDICES

CONSTITUTION AND BY-LAWS

Created October 1977 - Revised 1979, 1987, 2008, and 2019

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 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, Media Chair, and Treasurer. The Treasurer, Executive Secretary, and Media Chair shall be appointed by the executive committee for a term of four years. All other positions shall be elected by a majority vote of all members when elections are necessary due to more than one candidate. All executive members shall perform the regular duties of such officers and such duties as determined by the executive committee in advance of an election.

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. There shall be an Executive Board (Tier 1) 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, Treasurer, and Media Chair. All Executive Board positions shall be held for a term of 4 years, beginning January 1 of the appointed year.

Tier 2 Board members consist of Secretary, Affiliate Committee Chair, College Member-at-Large, High School Member-at-Large, Middle School Member-at-Large, Elementary Member-at-Large, *VATE Voices* Editor, Advocacy and Outreach Chair, and Multicultural Liaison. All Board Member positions shall be held for a term of 2 years, beginning January 1 of the appointed year.

Tier 3 Board Liaisons consist of VDOE Liaison, VSRA Liaison, VWP Liaison, Policy and Practice Chair, NCTE Liaison, and *VEJ* Editor. Liaison positions shall be held for a term of 2 years, beginning January 1 of the appointed year.

Tier 4 Committee members consist of any affiliate or media committee members. Committee members shall be held for a term of at least 1 year. Committee members are non-voting members.

Tiers 1, 2, and 3 are voting members of the VATE Board. Tier 4 consists of non-voting members.

ARTICLE VI

The organization shall hold a business meeting during its annual 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 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.

ARTICLE VII

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

Virginia Association of Teachers of English (VATE)

Code of Ethics

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

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]

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]

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.