

BYLAWS OF
THE CHILDREN'S LITERATURE ASSEMBLY
OF THE
NATIONAL COUNCIL OF TEACHERS OF ENGLISH
2018

ARTICLE I
Name

The name of this Assembly shall be the "Children's Literature Assembly of the National Council of Teachers of English." As an exempt organization under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code, the Children's Literature Assembly (hereinafter referred to as CLA) is bound to operate exclusively for charitable, religious, educational, or scientific purposes.

ARTICLE II
Purposes

The purposes of the CLA shall be:

- ❑ To serve as a professional community of children's literature enthusiasts, welcoming all points of view and levels of experience in the field of children's literature;
- ❑ To provide a forum for exchange among teachers of children's literature who share keen interest in children and classrooms; and for collaborative explorations of diverse literature;
- ❑ To promote children's literature as a field of inquiry, research, and classroom application;
- ❑ To undertake and disseminate programs and projects of special interest to those interested in children's literature;
- ❑ To work cooperatively with other organizations devoted to the promotion of literature in children's lives; and
- ❑ To publish a refereed journal, the *Journal of Children's Literature*.

ARTICLE III
Membership

- Section 3.1 Membership shall be open to persons interested in children's literature and who pay membership dues.
- Section 3.2 Members need not belong to the National Council of Teachers of English (NCTE).
- Section 3.3 Membership shall be effective the date of joining.

ARTICLE IV

Dues

- Section 4.1 The annual membership dues shall be fixed by the CLA Board of Directors.
- Section 4.2 Changes in membership dues shall require a majority vote of the CLA Board. Dues changes will take effect the following calendar year or at another date as determined by the Board for both new and renewing members.

ARTICLE V

Board of Directors (Voting)

- Section 5.1 The CLA Board shall be empowered to administer all funds and to direct the affairs of the organization. The Board shall maintain and advance the organization based on the Bylaws herein and the policies of the organization that appear in a document titled *CLA Policies and Procedures Manual*. The Board shall consider new and revised policies and procedures to advance the purposes of the organization specified in ARTICLE II.
- Section 5.2 The CLA Board shall consist of nine elected members from the general membership and the CLA Officers. Members who accept a position on the Board are expected to (1) maintain NCTE and CLA membership, (2) attend the two yearly Board meetings and any other Board meetings called, (3) support the programs and projects of CLA, and (4) attend all CLA-sponsored events.
- Section 5.3 Three Board Members shall be elected yearly by electronic ballot. A slate of at least five CLA members prepared by the Nominating Committee shall be submitted to the entire membership. The three persons who receive the highest number of votes will serve a three-year term on the Board, taking office on January 1 of the following calendar year. Elected Board Members cannot serve two successive terms as elected Board Members, but they are eligible for Officer positions. The Nominating Committee (see ARTICLE VIII, Section 8.8) shall ensure the ballot is representative of the Assembly's diversity in terms of geographic region, professional role, race, practicing faith, ethnicity, and gender identity and expression.
- Section 5.4 If any member of the CLA Board resigns or does not fulfill the responsibilities of Board Members as outlined in Section 5.2, the President, with guidance from the Board, may appoint a replacement to serve out the term.

ARTICLE VI
Officers

- Section 6.1 The officers of CLA shall consist of a President, President-Elect, Past-President, Secretary, Treasurer, and Historian. [A detailed description of officer duties appears in the *CLA Policies and Procedures Manual*].
- Section 6.2 These officers shall be approved from a slate of candidates drawn from current Board members (whether those members be elected or appointed), as well as from the general CLA membership. A slate of officers shall be proposed by the Nominating Committee (see ARTICLE VIII, Section 8.8). Each officer must maintain membership in CLA and NCTE.
- Section 6.3 Each officer will begin January 1 and serve a two-year term. *With the exception of the Treasurer and Historian*, officers may not be reelected to a successive term. If any officer cannot complete his/her duties or fulfill a term, the Board may select a replacement from the membership.
- Section 6.4 The President shall call, plan, arrange for, and preside over the meetings of the CLA Board and the at-large members. The President shall monitor program activities, information, and communications, including the *Journal of Children's Literature*, and communicate any issues to the Board for discussion. With the advice and approval of the CLA Board, the President may appoint members to Standing and Ad Hoc Committees.
- Section 6.5 The President-Elect shall aid the president with the duties outlined above, monitor and support the work of Standing and Ad Hoc Committees, and substitute for the President when necessary.
- Section 6.6 The immediate Past-President shall serve as the Chair of the Nominating Committee that plans and oversees the yearly election of new Board Members and the biennial preparation of a slate of Officers and Standing Committee Chairs to be submitted for Board approval.
- Section 6.7 The Secretary shall keep minutes of all meetings and send copies of those minutes to the Board in a timely fashion. The Secretary ensures all Board Member information is updated and correct for all membership materials (e.g., letterhead, JCL, etc.) in print and on our website. The Secretary also assists the President with the annual NCTE report, as needed.
- Section 6.8 The Treasurer shall prepare and present a yearly budget to the Board, as well as keep current accounts of expenses/income. The Treasurer shall receive and deposit membership dues, keep accurate written records, and pay bills in a timely manner. Once every five years, the Treasurer shall present the Assembly's financial records to an audit committee. The Treasurer shall report at each Board meeting and may serve repeated terms.

Section 6.9 The Historian shall maintain complete and organized archival records for the Assembly, attend CLA Board meetings, and provide insights into past practices. The Historian shall work closely with the Communications Chair to provide online access to the Assembly's records, photos, and documents. The Historian may serve repeated terms of office.

ARTICLE VII

Journal of Children's Literature Editor(s)

Section 7.1 The Journal Editor(s) shall observe the highest standards for a refereed journal. Each Editor of the Journal shall be granted lifetime membership in the CLA, upon successful completion of their term. If the journal editors do not publish the journal by the dates indicated in Section 7.2, then the President, with guidance from the Board may ask the Editor(s) to step down.

Section 7.2 The Editors of the *Journal of Children's Literature* shall edit, publish, and distribute two editions of the journal to the members prior to CLA's fall and spring meetings on a yearly basis. They shall submit reports to the Board and attend all Board meetings. They shall also present at the fall and spring Board Meetings any suggested revisions to the Journal format and/or content for Board approval. They shall also work with outgoing and incoming Editors to ensure smooth transition. They shall select an Editorial Advisory Board from the general CLA membership to guide decisions of manuscript selection and publication. The Editor team shall serve a four-year term with the potential of extension.

ARTICLE VIII

Standing Committees

Section 8.1 The Committee Chairs are appointed by the President. They must be current members of CLA, and with the exception of the Audit Committee Chair, shall serve a two-year term. The Committee Chairs shall appoint additional committee members from the at-large Assembly as needed, with help from the Board, and shall report at each Board meeting. If a Committee Chair is unable to fulfill their responsibilities, the President, in consultation with the Board, may replace them.

Section 8.2 All appointed committee members must be current members of CLA, and with the exception of the CLA Website Manager and the Audit Committee, shall serve a two-year term with the option to renew. If a committee member is unable to fulfill their responsibilities, the Committee Chair, in consultation with the President, may replace them.

- Section 8.3 Detailed operating procedures for the Standing Committees appear in the *CLA Policies and Procedures Manual*. The operating procedures will be reviewed on the yearly basis by the Chairs of the committee.
- Section 8.4 The Membership Committee Chair and members shall be charged with soliciting membership, maintaining and reporting membership records, and sending renewal check-ins and/or reminders if requested by the Board. The Chair will work with the Treasurer and the Website Manager to ensure that membership records are accurate and up-to-date, and provide contact lists to JCL editors, committee chairs, and others, as needed.
- Section 8.5 The Communications Committee Chair and members shall have as its goal an informed, interactive, and engaged membership. The Communications Committee shall be charged with communicating digital and print information on behalf of CLA, including social media. The Communications Committee will work closely with the Board and all committee chairs to publicize all plans and projects of CLA. The Communications Committee will aid with the design, maintenance, and update of the CLA website and social media communication. The CLA website manager is an automatic and ongoing member of the Communications Committee.
- Section 8.6 The Ways and Means Committee Chair and members shall be charged with planning and overseeing development opportunities for CLA. Those opportunities may include sales of CLA-sponsored products and materials, the management of an auction of donated art from children’s literature, and the CLA Booth at NCTE.
- Section 8.7 The Notable Children’s Book in the Language Arts Committee Chair and members shall be charged with preparing an annual list of outstanding children’s trade books in the language arts and presenting the list at the Annual Convention of the National Council of Teachers of English, and to other professional meetings and groups. The Notable Children’s Books in the Language Arts Committee shall consist of at least seven CLA members who will serve a term of three years, providing they fulfill all responsibilities.
- Section 8.8 The Nominating Committee Chair and members shall be responsible to produce two separate candidate slates and conduct two elections for the Assembly: (a) the yearly election of three new members to the CLA Board, and (b) the biennial preparation of a slate of Officers and Committee Chairs to present to the Board. The Nominating Committee shall be comprised of the immediate Past-President, the President, President-Elect, and the Diversity, Equity, and Inclusion Committee Chair. The Past-President serves as the Chair.

- Section 8.9 The Endowment Fund Chair and members shall be charged with decisions based on the investment distribution and development of CLA's permanent Endowment Fund. The Endowment Fund Committee shall be composed of the CLA Past-President, President, President-elect, Treasurer, and two at-large members selected by the CLA Board from the membership. The Treasurer shall serve as the Chair and will provide written reports at each Board meeting.
- Section 8.10 Audit Committee. Every five years (beginning in 2010), the Board shall be responsible for selecting an audit committee comprised of two members from the at-large membership, with the President appointing one of the members as Chair. The Audit committee will serve for one year and be charged with reviewing the Assembly's accounts and endowments. The audit committee will work directly with the current Treasurer and submit a report to the Board immediately after the audit is complete, but no later than 90 days following the audit. The Auditor's report shall also be made available to the general membership.
- Section 8.11 The Diversity, Equity, and Inclusivity Committee Chair and members shall help ensure CLA's commitment to issues of diversity, equity, and inclusivity. The committee shall help create and/or review CLA policies and position statements shared with CLA members and/or the greater public. The committee shall work with membership and nominating committees for recruitment as well as help distribute calls for CLA-related applications. Committee members shall also serve as resources for NCTE Standing Committee Chairs when they are developing CLA materials and programs.
- Section 8.12 The Student Committee Chair and members shall encourage active and meaningful participation in CLA among its student members. The committee shall be responsible for hosting a student gathering at the annual NCTE convention and shall be responsible for recruiting student members to volunteer at the CLA Booth and the CLA Breakfast. The committee shall also work with other standing committee chairs where applicable.
- Section 8.13 The Research Award Committee is composed of a Chair and additional members at the discretion of the Chair. The committee shall organize and publicize the annual CLA Research Award competition. The committee shall solicit applications for the award through widespread advertisement, solicit reviewers from the CLA Board and general membership, organize and collect reviews of the applications, and prepare a detailed data-driven document for the Board that includes an overview of who applied, who is receiving the award, and why. The Committee Chair will present the award to the recipient(s) at the NCTE Annual Convention, and update the CLA website with new recipients and information about award-related publications or presentations from the new recipient(s).

Section 8.14 The Early Career Award Committee is composed of a Chair and additional members at the discretion of the Chair. The committee shall organize and publicize the biennial CLA Early Career Award competition. The committee shall solicit applications for the award through widespread advertisement, solicit reviewers from the CLA general membership, organize and collect reviews of the applications, and prepare a detailed data-driven document for the Board that provides an overview of who was selected and why. The Committee Chair will present the award to the recipient at the NCTE Annual Convention, and update the CLA website with information about the new recipient.

Section 8.15 The Bonnie Campbell Hill National Literacy Leader Award Committee Chair shall organize and publicize the annual Bonnie Campbell Hill National Literacy Leader Award competition. The Chair shall solicit applications for the award through widespread advertisement, solicit reviewers from the CLA Board and general membership, organize and collect reviews of the applications, and prepare a detailed data-driven document for the Board that provides an overview of who applied, who was selected and why. The Committee Chair will present the award to the recipient at the NCTE Annual Convention, and update the CLA website with information about the new recipient(s) and their professional development plans.

ARTICLE IX

NCTE Convention Events Committees

Section 9.1 The Committee members are appointed by the President. They must be current members of CLA and shall serve a two-year term position. Each committee is comprised of four people: a team of two Chairs and a team of two Co-Chairs. The Co-Chairs team serves as support for the Chairs team for the first year, and becomes the Chairs team the second year.

Section 9.2 Detailed operating procedures for the NCTE Convention Events Committees appear in the *CLA Policies and Procedures Manual*. The operating procedures will be reviewed on a yearly basis by the Chairs of the committee.

Section 9.3 The Master Class in Teaching Children's Literature Committee shall be charged with planning and facilitating all arrangements for a Special Interest Group program session at the NCTE Annual Convention. The Master Class shall be construed as the premier professional development opportunity for teachers of children's literature, as well as the opportunity for CLA members to convene. The Master Class is when CLA will hold their general assembly meeting each year.

Section 9.4 The Children’s Literature Breakfast Committee shall be charged with planning and facilitating all arrangements, including securing additional volunteers, for the annual breakfast program at the NCTE Annual Convention. The committee shall secure a speaker, plan the program, and work co-operatively with NCTE staff to ensure meeting space, etc.

ARTICLE X
Ad Hoc Committees

Section 10.1 Ad Hoc Committees will be appointed by the President and Board from time to time as needed to serve the purposes of CLA (see ARTICLE II).

Section 10.2 Ad Hoc Committees shall serve until tasks are completed, or until the Board determines the project should become part of the CLA’s ongoing mission, changing the status of an Ad Hoc Committee to a Standing Committee.

Section 10.3 Ad Hoc Committee for the Selection of the Editors of the Journal. The Journal Editor Search Committee Chair shall be appointed prior to the close of the current Editors’ term. The Ad Hoc Committee shall be appointed by the current President with the approval of the Board. The committee shall conduct a search for editor(s) of the *Journal of Children’s Literature*, following the procedures outlined in the *CLA Policy and Procedures Manual*.

ARTICLE XI
Meetings

Section 11.1 The CLA Board shall convene at least two times each year, both at the NCTE Annual Convention and one other time about 6 months after the Annual Convention. Other meetings may be scheduled at the discretion of the Board. No elected Board Member or Officer is compensated by CLA for attending meetings.

Section 11.2 A quorum shall consist of one more than half of the total members of the current Board (Officers and elected Board Members). A quorum is necessary before any vote is considered legal and binding. The results of a motion are valid if a majority of the Board Members present at the meeting approves it.

Section 11.3 CLA shall hold an information meeting of the general membership at the NCTE Annual Convention during the CLA Master Class.

ARTICLE XII
Dissolution of the Assembly

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 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 the court of Common Pleas of the country 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 XIII
Responsibilities and Obligations of an Affiliate

No part of the net earning of the organization shall inure to the benefit of, or be distributed 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 Article II. 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. 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 the federal income tax under section 501(c)(3) of the Internal Revenue code, or 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 corresponding section of any future federal tax code.

ARTICLE XIV
Amendments

These Bylaws may be amended by a two-thirds vote of CLA members who submit ballots electronically. Members must be given a minimum of six weeks to consider proposed changes to the extant Bylaws. If the membership approves the proposed changes, the new Bylaws will be considered as superseding the previous one.