

California Association of Teachers of English

CATE

CALIFORNIA ASSOCIATION OF TEACHERS OF ENGLISH

A California Non-Profit, Public Benefit Corporation

POLICIES

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INTRODUCTION

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

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

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

All policies passed by the CATE Board of Directors must be reviewed and specifically revised and/or renewed after a three-year period, or they will automatically expire. New sections added to any policy will expire and/or be renewed at the same time as the rest of the section. Whenever possible, policy considerations will be handled at the September and December Board of Directors meetings in order to free time at other meetings for other business. Responsibility for the overall review and recommendations to the CATE Board of Directors will belong to the Advisory Committee. Revision and/or renewal must be voted on by the CATE Board of Directors. Other provisions of this policy do not preclude introduction of policy questions at any appropriate time at meetings of the CATE Board of Directors.

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

Last updated 9/16
Expires 12/18

POLICY 1.0 MEETINGS

1.1 Attendance at Board of Directors Meeting

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

1.2 Minutes

Minutes of the CATE Board of Directors meetings shall be distributed by the secretary within approximately one month of the Board meeting.

1.3 Board Report for the Annual Business Meeting

1. At the annual business meeting, the CATE Board of Directors will be responsible for presenting a report on its activities. Because of the complexity of CATE's structure and operation, each Board of Directors member is expected to participate in preparing a portion of the report.

Reports should be succinct, formal narratives:

- a) The material should be succinct, dealing only with highlights and not with details.
 - b) The style should be formal, readable, and interesting.
2. All segments of the annual report should be completed and e-mailed to the president by the December date set by the President.
 3. The President, using annual reports from previous years as models, will assemble the annual report and post on CATEweb in time for the annual business meeting.

1.4 Guests Addressing the CATE Board of Directors

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

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Expires 12/18

POLICY 2.0 COUNCIL COMMITTEES

2.1 Guest Speakers for Conferences of Council Committees

1. To assist council committees in their efforts to increase membership through presentation of conferences, workshops, or other programs, CATE may reimburse air coach transportation expenses (or mileage when an automobile is used, to be reimbursed at the current Internal Revenue Service mileage rate) for CATE Board of Directors members willing to provide their service free of charge as speakers, workshop leaders, or other participants at such events.

2. In addition to reimbursement for transportation in the state of California as outlined in paragraph one, an honorarium of \$100 may be provided by CATE for persons serving small council committees in these capacities when such persons are not members of the CATE Board of Directors.

3. It is understood that when such a council committee uses these services, it shall be required to meet the following conditions: The council committee shall defray all additional costs such as those for lodging, meals, ground transportation (when travel is by air), registration fees, etc. for each guest.

4. A limit of one such request for a guest speaker or resource person shall be granted such council committees during any given fiscal year.

5. Any council seeking this funding must gain board approval prior to authorization of expenses for the speaker.

2.2 Payment of Dues Money to Council Committees

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

2.3 Formation of New Council Committees

1. The formation of a new council committee requires a minimum of 50 teacher members.

2. New council committees must be non-competitive with existing committees.

3. Realignment of existing council committees, either by merging or splitting, requires

a) Consent of CATE Board of Directors and a majority of CATE members involved in the realignment who respond to a ballot and

b) Ratification by vote at the annual CATE business meeting since this action requires a change to the CATE By-Laws.

2.4 Council Committees at the Annual Convention

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

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Expires 12/18

POLICY 3.0 MEMBERSHIP

3.1 Maintenance of Membership Files

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

3.2 Use of CATE Mailing List

1. The CATE Board authorizes the use of the CATE Board list by individuals or organizations wishing to disseminate catalogs, brochures, circulars, and/or other material likely to be of interest and concern to English teachers, providing

- a) that all charges involved in the preparation and use of the list shall be borne by the individual or organization outside of CATE requesting it,
- b) that a royalty fee of ten cents per name shall be paid to CATE for the use of the list, and
- c) that the president, the president's designee, or the membership chair approves the request.

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

2. A council committee president may authorize the use of that council committee's mailing list with the approval of the CATE Board President.

3. CATE will not sell e-mail contact information.

3.3 Membership Dues

In accordance with Article 6 of the By-laws, dues for regular members are \$50 for one year, \$90 for two years, \$135 for three years, and \$40 for retired teachers. A lifetime membership, available to retirees only, shall be \$300. Publications dues shall be \$35. These dues can be changed only according to the By-Laws. Council committees shall receive dues reimbursement for each

regular member, student member, or retired member as specified in 10.3 of the By-Laws.

3.4 Student Teacher Membership in CATE

1. The California Association of Teachers of English shall provide a special membership of \$25 for student teachers.
2. These CATE student teacher members will receive such publications as are designated by the Board of Directors.

3.5 Membership Promotion at Conferences

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

3.6 Membership Chairs Committee

1. The membership chair of each council committee is a member of the Membership Chairs Committee headed by the CATE membership chair.
2. The function of this committee is to keep council committee membership chairs aware of current membership procedures and the full range of services available from the membership mailing service.

3. The CATE membership chair communicates with council committee membership chairs. If circumstances suggest that they should meet, the Board of Directors must authorize the cost.

3.7 CATE Board Membership Advisory Committee

The president is authorized to appoint a CATE Board Membership Advisory Committee headed by the CATE membership chair and including at least three council committee representatives and three other Board members. The function of the committee is to develop and to propose to the Board of Directors creative, aggressive strategies for keeping and recruiting members. The Membership Advisory Committee ordinarily meets in conjunction with Board of Directors meetings.

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POLICY 4.0 COMMITTEES AND SPECIAL ASSIGNMENTS

4.1 Responsibilities of Directors on the CATE Board

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

4.2 CATE Policy and Censorship Committee

1. The Policy and Censorship Committee is a standing committee whose chair is appointed annually by the CATE president from the CATE Board and whose members shall include (if the position is filled):

- at least one Council Representative,
- one Member-at-Large,
- CATE Resolutions Chair,
- CDE Liaison,
- CTA Liaison,
- Common Core Consultant,

- CWP Liaison, and
 - CE Editor
2. The function of the Policy and Censorship Committee is to:
- monitor important legislation and other policy issues affecting the teaching of English Language Arts,
 - propose to the CATE Board of Directors appropriate responses to legislation relative to those issues,
 - inform CATE members via publication in *California English*, CATEweb,
 - report to the CATE Board at each of its meetings, and
 - suggest resolutions to the Resolution Committee

4.3 The Resolutions Committee

1. The Resolutions Committee is a sub-committee of the Policy and Censorship Committee. The chair of the Resolutions Committee is appointed annually by the CATE President.
2. The purpose of the Resolutions Committee is to call for resolutions from council committees and CATE members. At the CATE annual convention, the Resolutions Committee synthesizes similar resolutions, rejects unclear or unsuitable resolutions, and brings only endorsed resolutions to the Board but reports on those rejected.
3. The CATE Board of Directors makes final approval of resolutions to be presented at the CATE annual business meeting.
4. The Resolutions Committee reports out at the annual business meeting only those resolutions which have the approval of the Resolutions Committee and the Board of Directors.
5. The Resolutions Chair coordinates the work of the Resolutions Committee in the preparation of resolutions for consideration at the annual business meeting and provides the editor of *California English*, the webmaster of CATEweb, and the CATE President with clean copies of the resolutions and sense of the house motions.
6. Board resolutions can be proposed at any CATE Board of Directors meeting by the Resolutions Committee as a subcommittee of the Policy and Censorship Committee.

4.4 CATE Advisory Committee

1. The president is authorized to form an Advisory Committee to hold four meetings per year via conference call. The purposes of these meetings, if held, are to assist the president and in the development of the agenda for Board of Directors meetings, to review CATE policies due for Board consideration, to

prepare detailed information needed for Board action, and to assist the president in coordinating Board activities.

2. The membership of the Advisory Committee shall be chosen by the President and selected for representation from throughout the entire state, and the majority of the Advisory Committee members shall be elected CATE Board members.

3. It shall be customary for the Advisory Committee meetings to be chaired by a member other than the CATE president, usually but not necessarily, the vice president.

4.5 Council Presidents Committee

1. A committee of representatives from each CATE council committee shall be formed each year. The committee shall be chaired by a member of this group elected each September by members of the committee.

2. The function of the committee shall be to promote communication and cooperation among the diverse CATE council committees. The committee will work toward finding solutions for council committee concerns (e.g. coordination of NCTE nominations and promotion of local activities) and will propose appropriate actions by the council committees and/or the CATE Board of Directors.

3. The Council Presidents Committee shall meet on the evening of the first day of each CATE Board meeting. The chair will be given time on each board agenda for a committee report.

4.6 Guidelines for Standing Committee Chairs

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

2. CATE standing committees will be chaired by members of the CATE Board. The chair will be appointed by the President and need not be an expert in the committee's field.

3. In so far as consistent with the purposes of the standing committee, the President will seek to balance the committee membership.

4. The major duties of the committee chair are to establish the agenda and moderate the committee meetings.

4.7 Guidelines for Ad Hoc Committee Chairs

1. The CATE Board establishes ad hoc committees for the functioning and effectiveness of CATE. Ad hoc committees may function for several years, but dissolve if no longer needed.
2. CATE ad hoc committees will be chaired by members of the CATE Board. The chair will be appointed by the President and need not be an expert in the committee's field.
3. In so far as consistent with the purpose of the ad hoc committee, the President will seek to balance the committee membership.
4. The major duties of the committee chair are to establish the agenda and moderate the committee meetings.

4.8 California Young Reader Medal Committee

1. As a co-sponsor of the California Young Reader Medal program, CATE is entitled to three representatives on the state CYRM committee.
2. The CATE Board authorizes travel expenses for three members representing CATE on the state CYRM Committee to attend each meeting of the state CYRM steering committee. Travel expenses to participate in conferences of the other organizations sponsoring the medal must be approved by the CATE Board.
3. The senior CATE representative to the state CYRM Committee will be responsible for the submission of an electronic report to each CATE Board of Directors meeting and for coordinating related CYRM activities with the current convention chair.
4. CATE will contribute annually to a fund set up to support the activities of the state CYRM Committee. The amount shall be determined annually by the four cooperating organizations. The funds will be administered by the California Reading Association.

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POLICY 5.0 LIAISON

5.1 Liaison

1. CATE establishes liaison with other professional organizations in order to share mutual concerns and to increase the effectiveness of each organization.
2. CATE may establish liaison with any professional organization having at least 25 members, an elected governing body, and a constitution or By-laws.
3. Duties of any CATE liaison shall ordinarily include but not be limited to the following:

- a) Corresponding with an appropriate officer of the other organization.
 - b) Sending the appropriate officer the following information that affects the organization's concerns: notice of Board actions, *CALIFORNIA ENGLISH* articles, conference programs or resolutions.
 - c) Responding to similar items received from the other organization.
 - d) Informing the CATE Board of contacts made and activities that affect CATE interests.
 - e) Requesting that the CATE Board support certain positions of the other organizations.
 - f) When feasible because of geographic proximity, attending board meetings or conferences of the other organizations.
 - g) When appropriate, making arrangements with the CATE president for the attendance of the officer from another organization at a CATE Board meeting or convention.
4. CATE welcomes and encourages attendance at CATE Board meetings of one or more liaison representatives from the California Department of Education, expenses borne by the Department of Education.
5. CATE will maintain liaison with the National Council of Teachers of English (NCTE) through the appointment of the immediate past president as the CATE/NCTE liaison officer.

Last updated 9/13
Expires 9/16

POLICY 6.0 PUBLICATIONS

6.1 Council News in *California English*

Council committee presidents may submit advertisements to the *California English* editor with copy on major council committee conferences and other information appropriate to the statewide audience.

6.2 Editor of *California English*

1. The editor of *California English* is appointed by the CATE Board of Directors for a three-year term, subject to annual review, with additional one-year terms possible at Board invitation.
2. A newly appointed editor seeks bid from printers, presents them to the Board, and requests Board approval of a printer prior to his or her first issue. If

necessary, the editor may follow this process to change printers during his or her tenure.

3. The editor performs or delegates the normal duties of editor, such as planning and seeking appropriate content for each issue, adding or dropping columnists, working with writers to improve otherwise acceptable manuscripts, rejecting unsuitable manuscripts, planning issue layout, and correcting proofs.

4. The editor serves as an ex-officio, non-voting member of the CATE Board, in order to remain current on CATE information that must appear in *California English*.

5. The editor receives for each issue an honorarium determined by the Board of Directors, with an amount for the editor's normal office expenditures.

6.3 Selection of the *California English* Editor

1. The search for a new editor of *California English* begins no later than September of the current editor's final year. The search includes formation of a Search Committee with notices in *California English* that an editor is being sought.

2. The Search Committee is chaired by a present or past CATE Board member knowledgeable in publications. The chair seeks for the committee CATE members who are knowledgeable about publications and seeks to balance the committee in terms of geographical areas represented, gender, ethnic groups, and teaching levels.

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

6.4 Publications Other Than *California English*

1. The CATE President will appoint a Publications Committee, chaired by a voting member of the Board of Directors, to oversee all CATE publications.

2. The Publications Committee will serve as a preliminary screening board for all proposed or future CATE publications with the exception of *California English*.

3. Publications will be governed by the following criteria:

- a) wide appeal to teacher audience,
- b) relevance to the current teaching environment,

- c) cost of the proposed publication,
- d) lack of already published material on the topic,
- e) appropriateness to CATE position on current issues.

6.5 The CATE Facebook Page

1. CATE shall foster communication about English Language Arts instruction, policy, and education, and advertise CATE events using Facebook.
2. The Facebook Administrator(s) shall have knowledge of social networking and other Internet applications, and be familiar with the issues affecting CATE and the language arts.
3. The Publications Committee shall recommend and the CATE Board of Directors will then appoint one or more Facebook Administrator(s). The Administrator(s) shall be appointed for a two-year term, renewable for additional two-year terms, and subject to annual review.
4. The Facebook Administrator(s) will work closely with the Publications Committee to determine the most appropriate and useful content for CATE's Facebook Page.
5. CATE's Facebook Page will be updated regularly. Other duties of the Facebook Administrator(s) shall be determined in consultation with the Publications Committee.
6. A disclaimer containing the following information must be included in the profile of the CATE Facebook Page: "Opinions expressed on CATE's Facebook page by 'friends' are not necessarily those of CATE."

6.6 CATEweb

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

6.7 Other Social Media/Electronic Communication Applications

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

Last updated 9/16

Expires 9/19

POLICY 7.0 ANNUAL CONVENTION

7.1 Convention Chair

1. The Convention Chair is a director appointed by the president with board approval. The Convention Chair is responsible for matters associated with the convention program.
2. The Convention Chair is appointed in February, two years before his or her convention, and serves an 18-month term beginning with the May Board of Directors meeting. The chair will remain on the Board until the May Board meeting following the convention for the purpose of making a final report.
3. The Convention Chair may invite CATE liaison or partner groups to participate as presenters or guests. Reimbursement for expenses of these presenters or guests must have prior approval by the CATE Board.
4. The Convention Chair shall refrain from publishing the convention fee structure in any convention materials until the treasurer and the convention coordinator have presented it to the Board for approval.
5. The Convention Chair will consult with the CATE Board about presentations of CATE awards and arrangements for other required CATE Board functions such as the annual business meeting.
6. In general it is the policy of the CATE Board to delegate to the Convention Chair the authority for planning the convention schedule and program with guidelines from the CATE Board of Directors and the Convention Coordinating Committee. The CATE Board of Directors will approve the convention budget.
7. The local planning committee chairs, as determined by the Convention Chair, will receive a discount on registration, the numbers to be approved by the Board at the May meeting. In addition to the local planning committee chair discounts, the following board positions will receive the following compensations: the president,

the convention chairs, and the convention coordinator will receive free registration and meals; the membership chair and treasurer(s) will receive free registration. (Updated 12/3/16 via board meeting action item)

7.2 Convention Coordinating Committee

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

7.3 Exhibits and Advertising Manager

1. The Board of Directors shall contract with the Exhibits and Advertising Manager for a three-year term subject to annual review.

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

7.4 Convention Registrar

1. CATE will hire a Convention Registrar, appointed by the president with Board approval for up to a three-year-term, subject to annual review.
2. CATE will pay the registrar's travel and hotel expenses to the conference as well a stipend per conference attendee (whether paid or complimentary registration), said stipend to be determined annually by the CATE Board of Directors.
3. CATE shall pay office and miscellaneous expenses incurred by the registrar (i.e. rental of post office box, postage, hiring of data entry persons for on-site registration).
4. The duties of the Convention Registrar shall include but not be limited to the following:
 - a) Receiving all registrations,
 - b) Recording and depositing all checks,
 - c) Notifying CATE treasurer of deposits and bank receipts
 - d) Processing all registrations and meal ticket sales,
 - e) Resolving all registration problems,
 - f) Supervising the registration booth at the Convention,

- g) Coordinating with the CATE treasurer the deposit of cash,
- h) Forwarding membership information to the designated mailing service,
- l) Preparing and presenting to the CATE Board at the first meeting after the convention a convention registration report.

7.5 College Credit at CATE Convention

1. CATE shall be the contracting agent for college credit at CATE conventions.
2. In selecting a college or university to grant credit, priority will be given to an accredited institution that services the area in which the convention is held.
3. Fees charged to participants shall be based on the following criteria: the charge to CATE members will be a markup of the charge by the sponsoring institution.
4. Reimbursement for the instructor(s) may be on a per student basis.
5. The Convention Coordinator is responsible for approving a college/university to offer credit at the CATE Convention. Details to be arranged include selecting the appropriate institution, selecting the instructor(s), and setting the fees. All arrangements must be approved by the Board of Directors before they are binding upon CATE.

7.6 Guidelines for Presenters at CATE Annual Convention

1. As a professional organization, CATE attempts to provide in its convention program the materials, practices, and opportunities for exchange of view that will improve instruction, expand knowledge of curriculum, and promote professional growth of its members.
2. The convention chair and members of the convention planning committee will make every effort to ensure that those presentations sponsored by commercial organizations, such as publishers or test companies, are clearly labeled "commercial presentation."
3. Convention workshops and other sessions are not to be used for the purpose of an individual's or a company's sale or advertising of a specific product, test, or other material. Convention participants and speakers who introduce them are to be informed of this guideline at the time of the invitation to participate in the program.

Last updated 9/16
Expires 9/19

POLICY 8.0 FINANCE AND REIMBURSEMENTS

8.1 Treasurer(s)

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

8.2 CATE Board Budget

The Advisory Committee will prepare the budget.

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

1. Receipts are required for all reimbursements. These may be originals or copies.
2. Requests for reimbursement must be submitted in a timely manner.
3. Whenever necessary, a notice will be included with the agenda for a meeting detailing the expenses to be covered for that meeting.
4. Travel expenses to meetings required by the Board of Directors will be reimbursed as follows:
 - a) Actual travel expenses including the lowest coach airfare between points where air service exists, train fares, any mileage (to be reimbursed at the current Board approved mileage rate), tolls, shuttles, and parking.
 - b) One-half hotel accommodations when made necessary by the schedule of the Board meeting.
 - c) Board approved food expenses for meals, which occur during the meeting hours. The same regulations will apply to any travel required of a member by the president for specific purposes, or travel inherent in a particular job.
5. Office expenses, which will be reimbursed, are defined specifically, but not exclusively as phone and Internet charges, copying, and postage used for CATE

business. Unless specifically authorized by the president, such office expenses will not cover clerical help for individuals on the Board.

6. This policy covers only (1) Board members for all required meetings, and (2) members of the Resolutions Committee at the annual CATE convention meeting. Committee chairs should not inform their members that CATE will reimburse them for anything without clearing this with the responsible officer.

8.4 Reimbursement of Expenses for NCTE Directors

1. The official CATE delegates (directors) to the NCTE Annual Directors Meeting shall be reimbursed a maximum of transportation expenses to and from the convention (lowest coach airfare), \$200 per diem, and convention registration. If delegates are required or expected to attend meeting or workshops, such as the affiliate workshop, beyond the regular convention timetable, the \$200 per diem will apply to a maximum of six days.

2. This policy shall be subject to annual review at the time of the adoption of the CATE budget.

8.5 Request for Refund of Dues

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

8.6 Reimbursement for President

1. When the CATE president is invited by a council committee to serve as a program participant in any event outside the president's own regional council committee area, expenses for travel, registration, lodging, and meals shall be divided between CATE and the council committee extending the invitation.

2. In the event that the president is attending but is not serving as a program participant, expenses shall be covered by CATE if the president's travel budget permits.

3. The presidential travel budget shall also cover travel to meetings of other organizations with which CATE maintains liaison relationships.

4. Presidents may use the appropriation for the President's Office for costs, which help fulfill their duties. This may include, but is not limited to, such things as clerical help or substitute days.

8.7 Contracts with Outside Agencies

No contractual arrangements are to be entered into by any individual Board member other than the president, vice president, convention chair, convention coordinator, membership chair, or council committee presidents without the specific direction of the Board of Directors.

Last updated 9/16
Expires 9/19

8.8 Virginia Reid Scholarship

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

2016	SCTE (Southland)
2017	Central

2018 GSDCTE (Greater San Diego)

2019 Capitol, FACET, Kern, Redwood, TUCATE, Upper

d) The Publications Committee shall be responsible for the *CALIFORNIA ENGLISH* announcements and for notification of CATE council presidents so that they may publicize the scholarship's availability.

e) In the event that there are no applicants, this scholarship will be suspended for the year.

6. The Reid Scholarship winner will be invited, but not required, to present a workshop session at a future CATE Convention and/or to contribute an article to *CALIFORNIA ENGLISH*, either about the recipient's experience at the convention or about some aspect of teaching English/language arts at the elementary level.

Last updated 9/15

Expires 9/18

8.9 Marilyn Kahl Scholarship

1. Marilyn Kahl Memorial Fund exists to support activities for new teachers at each CATE Convention.

2. A maximum of \$500 will be budgeted for this purpose at each CATE Convention.

8.10 Henke/Fristrom Scholarships

1. These two scholarships will be awarded each year, following the same rotation as the Virginia Reid Scholarship (refer to CATE Policy 8.8).

2. Names are to be submitted to the Past President at the December Board meeting.

3. Winners receive registration (including a membership) and all convention meals.

4. Candidates for these two scholarships will meet the following criteria:

a. Demonstrated potential as future council and/or CATE leaders. A letter of support from the person forwarding the nomination will support this assertion.

b. The Fristrom Scholarship will go to a teacher who has taught ten (10) years or fewer.

c. The Henke Scholarship will go to a teacher who has taught more than ten (10) years.

d. One of these two awardees must represent an underrepresented minority group.

e. Recipients shall be first time attendees at a CATE Convention.

8.11 The CATE Professional Writing Award

1. The Publications Committee will be responsible for advertising the contest and appointing a coordinator who will develop the prompt, collect submissions, notify winners, and distribute awards.
2. Professional entries must be electronically submitted, must be 1500 words or fewer, and should show how the writer uses theory, professional reading, or classroom research for classroom practice.
3. The deadline for entries will be August 31.
4. The CATE Professional Writing Award entries will be judged, and winners will be selected each year at the September Board of Directors meeting.
5. The winning entries will be published in CATE publications.

Last updated 12/15

Expires 12/18

8.12 CATE Creative Writing Awards

1. The Publications Committee will create the prompt and be responsible for advertising the contest, collecting the entries, and judging the entries. The CATE president or designee will notify winners upon board approval.
2. The contest will be advertised in *California English* and other media and publications with a November 1 deadline for entries to the local councils.
3. Entries are to be submitted to the council in which the student's school is located.
4. Submissions to the local committee will follow these guidelines:
 - a. There is a limit of three student entries per teacher.
 - b. Each entry must be an original work from the current school year.
 - c. The cover sheet must include: entrant's full name, home address, phone number, and grade level in school; and teacher's full name, school name and address, phone number, school district, and e-mail address.
 - d. All submissions must be electronically submitted.
 - e. If an entry is handwritten or drawn graphically, the teacher must scan it as a digital file and submit it electronically.
5. Entries will be judged at the local council level; first place entries in each category will be forwarded electronically to the state committee by December 1.
6. Awards will be given in the following divisions:
 - Grades 3-4
 - Grades 5-6

- Grades 7-8
- Grades 9-10
- Grades 11-12
- College

7. The winning submissions will be published in *California English*.

8. Local councils are encouraged to honor CATE Creative Writing Award recipients from their region.

Last updated 12/15

Expires 12/18

POLICY 9.0 ELECTIONS

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

Unspecified (2)

1. 2017, 2020, 2023, 2026, 2029, 2032

2. 2018, 2021, 2024, 2027, 2030, 2033

College (1)

3. 2017, 2020, 2023, 2026, 2029, 2032

Secondary (2)

4. 2018, 2021, 2024, 2027, 2030, 2033

5. 2016, 2019, 2022, 2025, 2028, 2031

Middle (1)

6. 2017, 2020, 2023, 2026, 2029, 2031

Elementary (1)

7. 2016, 2019, 2022, 2025, 2028, 2031

Small Council (1)

8. 2018, 2021, 2024, 2027, 2030, 2033

9.2 Voting

Votes for CATE elections may be done in the following ways: a ballot within *California English*, online through CATEweb, and in person at the annual meeting.

Last updated 12/14

Expires 12/17

POLICY 10.0 GUIDELINES FOR CATE AWARDS

10.1 CATE Awards Committee

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

10.2 CATE Award of Merit

1. The CATE Award of Merit recognizes outstanding contributions of persons and organizations toward the improvement of teaching English Language Arts in California.

2. The following criteria shall be used to identify nominees:

a) The nominee shall have performed meritorious service for English Language Arts programs either on a statewide basis or in a local region.

b) The nominee must be a resident of California at the time of service and at the time of the award.

c) The nominee shall not be a member of the English teaching profession in California at the time of service.

d) The meritorious service shall be outside the scope of the regular professional duties of the candidate, or, if within the duties (news editor, writer, etc.) the service should be of extraordinary value to the teaching of English Language Arts.

e) The meritorious service shall be performed within the year preceding the granting of the award.

3. No more than ten awards will be made in any one year.

4. Each CATE council committee shall be invited to submit first and second choices.

5. Nominations will include the following information:

a) full name, title

b) home and business address, telephone number, and email

c) a complete written description of the specific reason for the nomination

d) signature of the president of the sponsoring affiliate

6. Nominations must be received by the Past President before or at the December Board meeting for board approval.

7. If the Past President deems it necessary, the Awards Committee shall review the nominations and make recommendations
8. The Past President shall forward all nominations to the CATE President for action.
9. The Past President will arrange for the winners of the CATE Awards of Merit to be published in appropriate CATE communications: the Annual Report, the Convention Program, *California English*, and appropriate electronic communications.
10. The CATE president will write letters to the recipients of the award and will oversee the preparation of the certificates and citations.
11. The CATE Awards of Merit will be presented at the annual convention at a suitable public meeting. The awardee will be given one (1) free ticket to a meal. The awardee will have an opportunity to purchase additional tickets.

10.3 CATE Distinguished Service Award

1. The CATE Distinguished Service Award recognizes outstanding service to the profession of teaching English Language Arts in California.
2. The following criteria shall be used to identify nominees:
 - a. The nominee shall have been a CATE member for at least 15 years.
 - b. The nominee shall have served in significant positions of leadership within CATE, both at the local council committee level and at the CATE Board level.
 - c. The nominee shall have been recognized as a leader in English Language Arts education and shall have made a substantial contribution to the improvement of the profession.
3. One award will be presented at the CATE annual convention at a suitable time determined by the CATE president, unless it is determined in a given year that no award will be given because there are no suitable nominees.
4. The awardee will be given two (2) free tickets to the meal. The awardee will have an opportunity to purchase additional tickets.
5. Nominations may come from the CATE Board of Directors, the CATE council committees, or by petition from 20 CATE members. In addition, on June 1 of each year, past presidents will be invited by the current past president to submit nominees. Nominations must be received by the September Board meeting. Nominations must include full information on the nominee, a list of noteworthy accomplishments by the nominator, and a letter of recommendation from those making the nomination. The letter should particularly address the leadership and service to the profession that the nominee has provided.

6. All names submitted will be considered during the September meeting by a special subcommittee of three to five members of the current Board of Directors, chaired by the current Past President. The subcommittee will select the nominee(s), which they deem qualified by the current policy and criteria (10.3.1 and 10.3.2 above).

7. Nominees will be asked to submit professional vitae to the Past President by November 1.

8. The Past President will then convene the Awards Committee (Policy 10.1), which will select the awardee, and present its selection to the CATE Board of Directors at the December Board meeting.

9. The Awards Committee may recommend a special Career Achievement Award be presented to a second person in California whose qualifications emphasize leadership outside of CATE. Procedures outlined in 10.3.4, 5, 6, and 7 shall also apply to the Career Achievement Award.

10. A suitable commemorative gift will be presented to each recipient, the cost of each not to exceed \$250.

11. No member of the CATE Board shall be eligible for this award during the time of service on the Board.

10.4 CATE Award for Classroom Excellence

1. Each CATE council committee will nominate one teacher who teaches in the area serviced by the council committee to receive the CATE Award for Classroom Excellence at the December Board meeting. Each council committee may submit the name of an additional winner once it has selected the original nominee from the specified category; however, the council will bear all costs associated with the additional awardee.

2. Council committees will select one teacher at either the elementary (K-6), middle (6-9), secondary (9-12), or college level based on the rotating schedule. Dates are based on the year the convention takes place.

<u>Council</u>	<u>'17</u>	<u>'18</u>	<u>'19</u>	<u>'20</u>
Capitol	mid	sec	col	ele
Central	col	ele	mid	sec
Fresno	ele	mid	sec	col
Kern	col	ele	mid	sec
Redwood	mid	sec	col	ele

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

3. These nominees will be approved by the Board of Directors at the December Board meeting.

4. Council committees will select nominees in the following way:

- a. The Past President of the CATE Board of Directors will issue a call for nominations to be published in *California English* for the summer and fall issues each year and online.
- b. At the same time council committees will solicit nominations from all members in their council.
- c. Council Committees will accept nominations from any CATE member within the council or from any teacher within the council area.
- d. Any teacher who teaches at the designated grade level and who, in the opinion of the nominator, demonstrates on a continuing basis outstanding classroom expertise in teaching some aspect of English or literacy skills, may be nominated. The teacher nominated need not be a CATE member.
- e. Nominations must be accompanied by a letter from the nominator, explaining as specifically as possible why the nominee is worthy of the award and what the teacher has done on a continuing basis to demonstrate classroom excellence in English Language Arts. These letters will be sent to the local council committee which will make a decision among those nominated in its area and forward the name of the nominee to the Past President of the CATE Board by the beginning of the December board meeting.
- f. Nomination packets, include the nomination letter, the council nomination form, and letters of recommendation from colleagues, administrators, parents, and students. The completed packets, submitted by the beginning of the December board meeting, must include one original and two photocopies.
- g. Deadline for nominations will be set by each council committee based upon its meeting schedule, but must be early enough so the council committee can notify CATE of its nominee by the beginning of the December Board meeting.

5. By the beginning of the December board meeting each council committee will submit the name of its nominee to the CATE Past President or designee. The CATE president or board member designated by the president will write a letter of congratulations to each person, notifying the awardee of the ways in which CATE will honor him or her,, and facilitate the registration procedure for attendance at the CATE Convention.

6. CATE will honor the recipients of the CATE Award for Classroom Excellence by

- a. Providing an appropriate award, to be determined by the CATE Board, and by acknowledging the awardees in the CATE Convention program.
- b. Inviting the teacher to attend the CATE convention as a guest of CATE, with complimentary registration.
- c. Inviting the teacher to attend a specific meal function at the convention as a guest of CATE. (The awardee will be given two (2) free tickets to the meal.) The awardee will have an opportunity to purchase additional tickets.
- d. Seating the awardees at a reserved table at the meal function and introducing them at the appropriate time.

10.5 Administrators Award: Award for Leadership in English /Language Arts

1. The award for leadership recognizes an administrator (K-University) who inspires educators, supports the exploration of new avenues and methods of teaching and encourages teacher leaders.

2. Council committees will select an administrator based on a rotating schedule. Years are convention years, in the areas where the convention will take place.

2017, 2019, 2021, 2023: Northern Councils: Upper, Redwood, Central, Capitol, and FACET

2018, 2020, 2022, 2024: Southern Councils: San Diego, Kern, Southland, and TUCATE

3. Council committees will submit the names, along with a nominating letter and letter of recommendation, to the Leadership committee by or at the December Board of Directors meeting.

4. The Leadership Committee will select one administrator to be honored at the next CATE Convention. This name will be forwarded to the CATE President.

5. CATE will honor the winner by:

a. making an appropriate award to be determined by the CATE board, and by publicizing the award in all available media

b. inviting the administrator to attend a specific meal function as a guest of CATE (The awardee will be given two (2) free tickets to the meal.)

c. seating the award winner in a conspicuous place at the meal function and introducing them at the appropriate time.

Last updated 9/16

Expires 9/19

POLICY 11.0 RELATIONSHIP TO NCTE

11.1 Liaison with NCTE

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

11.2 Appointment of Directors to the Annual NCTE Business Meeting

1. The CATE President and the CATE liaison officer to NCTE (the immediate past president) will represent CATE at the annual business meeting of NCTE.
2. In the event that it is possible to select other directors and alternates, the president shall observe the following priority sequence:
 - a) Vice-President,
 - b) Convention Coordinator,
 - c) Policy and Censorship/SLATE Chair,
 - d) Membership Chair,
 - e) Secretary
 - f) Members-at-Large (taking into account seniority service).
3. Under the guidance of the Convention Coordinator the directors appointed to the NCTE Convention shall invite exhibitors who exhibit at that convention to exhibit at the CATE Convention.

11.3 CATE Nomination for NCTE Offices

1. The NCTE liaison officer (immediate past president) will contact NCTE headquarters prior to the final CATE Board meeting each year in May for the list of NCTE offices open for nomination in the following year and forward the list of openings to local councils.
2. Prior to the September CATE Board meeting, local councils will identify possible candidates for NCTE offices. The local council representative will notify the CATE Board of their intention to nominate an individual for a particular NCTE office. Local CATE councils may seek support for their candidates from other council and/or the CATE Board itself.
3. Local CATE council representatives will supply complete supporting biographical data of their nominee(s) to the CATE president by October 15.

4. The CATE president or designees will address the appropriate NCTE and section nominating committees in support of CATE candidates who meet the requirements of Policies 5.4.2 during the annual NCTE convention in November.
5. The CATE president and CATE board of directors may take appropriate actions to support the candidacy of any CATE member running for an NCTE office.

Last Updated 9/16
Expires 9/19

POLICY 12.0 AFFIRMATIVE ACTION

12.1 Definition of Affirmative Action

An affirmative action plan is a set of specific, result-oriented procedures to which an organization commits itself to apply every effort toward the goal of equal opportunity for persons whom the organization serves. Although organizations that do not have salaried positions are not legally required to file affirmative action plans, the CATE Board of Directors, as an indication of good faith and support for the goals of affirmative action, has adopted this plan. The plan encourages the organization to recruit and involve all racial, ethnic, and other under-represented groups in all functions of the organization.

12.2 Affirmative Action Goals of the California Association of Teachers of English

1. To develop a membership survey to portray an accurate picture of group representation (teaching level, gender, ethnicity, years teaching).
2. To institute an active recruitment program, especially from under-represented groups.
3. To assure fair representation in selection of conference speakers.
4. To select conference sites at hotels which are in compliance with affirmative action requirements of the Office of Civil Rights.
5. To contract with vendors who comply with affirmative action requirements of the Office of Civil Rights.
6. To develop supportive programs, including ones that will appeal to under-represented groups.
7. To review all practices and evaluate progress in every area, and to report findings to the membership on a regular basis.

12.3 Promulgating the Affirmative Action Plan

This plan will be explained to CATE members through CATE publications. Members will be encouraged to contribute suggestions to ensure success.

Last updated 12/14
Expires 12/17

POLICY 13.0 CODE OF ETHICS

13.1 The Policy

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

13.2 The Procedures

1. Principles of Accountability: 1) Faithfully abide by the constitution, by-laws, and policies of the California Association of Teachers of English; 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 the California Association of Teachers of English'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 council committee 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 council committee positions and guidelines and endeavor to advance or explain them to a range of audiences. Avoid allowing leadership roles in the council committees to be associated with political statements or public policy views that don't align with those officially adopted by the council committees; 3) Support and encourage membership and participation in all council committees, and CATE, programs, publications, and resources.
3. Principles of Fiduciary Responsibility and Confidentiality: 1) Make decisions for the good of all members of the council committees, 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 council committees.

4. Equal Opportunity and Diversity: Ensure the right of all council committee 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.

Last Updated 12/15

Expires 12/18

POLICY 14.0 CONFLICT OF INTEREST POLICY

14.1 The Policy

This Conflict of Interest Policy for California Association of Teachers of English 1) Defines conflicts of interest; 2) identifies classes of individuals within the council committees covered by this policy; 3) facilitates disclosure of information that may help identify conflicts of interest; and 4) specifies procedures to be followed in managing conflicts of interest

14.2 The Procedures

1. Definition of conflicts of interest: A conflict of interest arises when a person in a position of authority over the council committees may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.
2. Individuals Covered: Persons covered by this policy are the council committees' officers, directors, or other appointed individuals.
3. Facilitation of disclosure: Persons covered by this policy will annually disclose or update the President of CATE 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 CATE (or designee), the President (or designee) will determine whether to : 2) take no action; b) assure full disclosure to the CATE board; c) ask the person to recuse from participation in related discussions or decisions within the council

committees; d) ask the person to resign from his or her position in the council committees. The President (or designee) will monitor proposed or ongoing transactions for conflicts of interest.

Last updated 12/15
Expires 12/18

POLICY 15.0 DOCUMENT RETENTION AND DESTRUCTION

15.1 The Policy

This Document Retention and Destruction Policy of the California 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 California Association of Teachers of English's documents and records.

15.2 The Procedures

1. Rules. The California Association of Teachers of English's staff, volunteers, members of the Board of Directors and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules: (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the President, Past President, Vice President, Secretary, Membership Chair, and Treasurer (b) all other paper documents will be destroyed after three years; (c) all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; 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 California Association of Teachers of English President.

Last updated 12/15

Expires 12/18

POLICY 16.0 WHISTLEBLOWER POLICY

16.1 The Policy

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

16.2 The Procedures

1. Encouragement of reporting. The California Association of Teachers of English encourages complaints, reports or inquiries about illegal practices or serious violations of the California Association of Teachers of English's policies, including illegal or improper conduct by the California 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 California Association of Teachers of English prohibits retaliation by or on behalf of the California 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 California 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 CATE and to the Treasurer if both of those persons are implicated in the complaint, report or inquiry, the documents should be directed to the CATE's Vice President/President Elect. The California Association of Teachers of English will conduct a

prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the California Association of Teachers of English may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

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