

Bylaws of the Coalition of Reading and English Supervisors of Texas, Inc.

Article I. Name

The name of the corporation shall be the Coalition of Reading and English Supervisors of Texas (CREST), serving the entire state of Texas.

Article II. Purposes

The purposes of this corporation shall be:

- to promote improvement in the teaching of all phases of literacy at all levels of instruction;
- to act as a clearing house in circulating information of value and in keeping members posted as to the latest educational movements and findings;
- to provide high-quality professional development;
- to encourage open discussion about literacy;
- to bring inspirational leaders in the fields of education and communication before the coalition;
- to cooperate with other educational groups related to literacy; and
- to nurture and grow current and future leaders and supervisors of literacy.

Article III. Membership and Dues

Section 1-Eligibility: Anyone who is interested in the purposes of the organization is eligible for membership.

Section 2-Active Members: Membership in CREST shall become effective upon payment of dues.

Section 3-Dues: Dues for annual membership in CREST shall be set by the Executive Board with the approval of the voting members of the board of directors.

Section 4-Arrears: Any member whose dues are in arrears more than one year shall be eliminated from the membership roster.

Section 5 NCTE Membership:

CREST shall be in good standing with the National Council of Teachers of English Board of Directors by paying dues to NCTE for the current year. CREST shall also be affiliated with the Texas Council of Teachers of English Language Arts (TCTELA). CREST will have a liaison officer that will work with both NCTE and TCTELA. This person may also serve on the Board of Directors of CREST. CREST will adhere to affiliate policies outlined by NCTE.

Article IV. Elected and Appointed Officers

Section 1-Elected Officers:

- a. The elected officers of CREST shall be a president, a president-elect, an immediate past president, and a secretary.
- b. Any good standing member who is also a member of the National Council of Teachers of English shall be eligible to hold an elected or appointed office in CREST.
- c. At the time of election, officers must be employees or former employees of schools or education service centers. Officers may not have employment affiliations with commercial entities.

Section 2-Appointed Officers: Appointed Officers: A treasurer and eight regional representatives shall be appointed by the president of CREST and approved by the Executive Board. A parliamentarian, webmaster, and registrar (to work in conjunction with the treasurer) may also be appointed as needed by the executive board. Other roles identified by the executive board may be appointed or defined as needed.

Section 3-Term of Office:

- a. The term of office of the president, president-elect, immediate past president and secretary shall be two years.
- b. The change of officers, with the exception of secretary, shall occur in even-numbered years. The change in the offices of secretary shall occur in odd numbered years.
- c. At the expiration of the president's term of office, s/he shall become the immediate past president for a period of two years.

Section 4-Election:

- a. Every other year the Nominating Committee, composed of at least three (3) members appointed by the president and approved by the Executive Board, shall present to the corporation nominations for elective offices at the spring meeting of CREST. Each nominee must be a member of the National Council of Teachers of English. Voting shall be by ballot. Nominations may also be made from the floor. Voting shall take place at that same spring meeting.
- b. Advance consent shall be secured by the committee from each candidate.
- c. Nominated candidates must be advised of and agree to fulfill duties of the office.
- d. The secretary shall be responsible for reporting the newly elected officers to NCTE.

Section 5-Installation:

- a. Each officer shall assume the duties of office at the beginning of the new fiscal year following his/her election.
- b. The fiscal year shall begin July 1 and end June 30. All records maintained by all officers shall be given to the incoming officers by July 1.

Section 6-Vacancies: Positions of elected and appointed officers other than that of president-elect that fall vacant during the year shall be filled by appointment of the president with the approval of the Executive Board. If the president-elect position becomes vacant, the president shall follow the normal procedure used in selecting a slate of officers that culminates in an election at the subsequent spring or fall meeting.

Section 7-Duties of the President: The president shall exercise general leadership and supervision over the affairs of CREST, implementing its purposes. The president shall

- (a) act as executive officer and shall preside at all meetings, including those of the Executive Board;
- (b) announce the results of the election at the business meeting and shall introduce the newly elected officers;
- (c) shall approve all official communications sent out in the name of CREST in its cooperative efforts with other organizations; and
- (d) shall be the liaison officer between CREST and related educational organizations, the Texas State Board of Education, and the Texas Education Agency.

Section 8-Duties of the President-Elect: The president-elect shall

- (a) preside in case of absence or resignation of the president;
- (b) arrange location, facilities, and food for meetings;
- (c) secure speakers with Executive Board approval;
- (d) secure round-table discussion leaders;
- (e) maintain active CPE status with TEA;
- (f) serve as ex-officio member of all committees and perform any duties assigned to him or her by the president; and
- (g) succeed to the office of president for the ensuing term.

Section 9-Duties of the immediate past president: The immediate past president shall serve in an advisory capacity on the Executive Board. In addition, the past president shall supervise affiliate applications to NCTE and TEA CPE provider status. The past president will also oversee the election process and the nominating committee.

Section 10-Duties of the Secretary: The secretary shall

- (a) keep a record of all annual meetings of CREST, as well as those of the Executive Board;
- (b) keep record of all actions and committee reports;
- (c) prepare and keep on file a correct list of the names and addresses of the members of the Executive Board of CREST;
- (d) keep a permanent record of the minutes of all meetings and furnish such minutes in a PowerPoint at each business meeting;
- (e) send announcements to membership as directed by the president;
- (f) complete yearly reports to the National Council of Teachers of English headquarters using the official form provided and by the dates specified on the forms; and
- (g) provide the Executive Board a copy of the minutes within two (2) weeks of the board and business meetings of CREST.
- (h) communicate membership lists to NCTE by May 1 each year.

Section 11 – Duties of the Treasurer: The treasurer shall

- (a) receive all funds and donations of CREST and deposit them in a bank approved by the Executive Board;
- (b) disburse funds as authorized by the Executive Board;
- (c) keep an accurate ledger of receipts and expenditures and report of the financial status at each meeting of CREST;
- (d) arrange for a financial audit as directed by the Executive Board;
- (e) supervise the registration of members and maintain registration records in tandem with the registrar for annual meetings;
- (f) receive the corporation's membership list
- (fg) using the services of a CPA, submit yearly tax reports to the IRS;
- (gh) maintain nonprofit status; and
- (hi) provide a membership list after each meeting to the secretary.

Section 12-Duties of the Regional Representatives: The eight regions of Texas shall be the North Metrocrest Region, the North Panhandle, the Eastern Region, the Southern Rio Grande Valley Region, the Southern San Antonio Region, the Western Region, the Central Houston Region, and the Central Austin Region. The regional representatives must be members in good standing with the National Council of Teachers of English. They shall coordinate the activities of CREST with those of the related organizations in their regions. Regional representatives shall

- (a) act as a liaison for CREST in their region;
- (b) communicate educational updates for their region during board meetings;
- (c) encourage membership in CREST from their region;
- (d) serve on CREST committees as needed; and
- (e) provide assistance at the two annual CREST meetings.

Section 13- Duties of the Registrar: The registrar shall establish registration processes and maintain the membership list. The registrar will give the treasurer the membership list and records for registration. The registrar will work in tandem with the treasurer. The registrar will also send communication to the memberships as requested by the Executive Board.

Section 14- Duties of the Webmaster: The webmaster shall maintain and update the CREST website. The webmaster shall maintain digital media, actively monitoring and updating CREST's social media accounts as requested by the Executive Board.

Article V. Executive Board

Section 1-Function: The Executive Board shall exercise general supervision over the affairs of CREST. It shall have the general power to administer the affairs between meetings and shall report its actions to the membership for approval.

Section 2-Composition: The Executive Board shall consist of all current elected and selected appointed officers of CREST: Past-President, President, President Elect, Secretary, and Treasurer. The Board of Directors shall consist of the Executive Board, all regional representatives, and positions appointed by the executive board.

Section 3-Meetings: The Executive Board shall meet in conjunction with each fall and spring meeting of CREST. No fewer than two (2) meetings shall be held each year. The Executive Board shall be empowered to hold additional meetings as it shall deem necessary on the call of the president, at such times and places as the president may determine.

Section 4-Quorum: A quorum shall consist when sixty percent of the Executive Board members are present.

Article VI. Assembly

Section 1-Composition: The assembly shall consist of the Executive Board and all other members of CREST.

Section 2-Function: The assembly shall be the legislative body and shall have full power and authority over the affairs of CREST within the limits set by these bylaws. It shall have authority to review decisions made by the Executive Board and to accept or reject them.

Section 3-Quorum: A quorum shall consist of members holding ten percent of the votes entitled to be cast.

Section 4-Meetings: The assembly of CREST shall meet at least two (2) times each year.

Section 5-Notification of Meetings: All members shall be notified of the date, time, and place of each meeting.

Section 6-Amendments to the Bylaws: The assembly of CREST shall have the power to amend these bylaws as provided in Article X.

Article VII. Committees and Appointed Officials

Section 1-Ad Hoc Committees: The president may appoint ad hoc committees with the approval of the Executive Board.

Section 2-Appointed Officials: The chairperson of each committee shall be appointed by the president and approved by the Executive Board.

Article VIII. Persons of Color and Underrepresented Populations

Section 1-CREST will use the terms *minority*, *people of color*, or the exact term of ethnicity when referring to historically underrepresented groups. To this end, the following actions will be undertaken to include:

- minorities on all appointed boards, committees, task forces, and other official groups;
- minorities among the nominees presented by the nominating committee;
- CREST speakers and round-table sessions dealing with minority interests and using as leaders or consultants from the levels of instruction concerned;
- minorities in verbal and visual materials intended to represent or describe CREST; and
- minorities as targeted groups in any recruiting efforts.

Article IX. Non-Profit Status Requirement

Section 1. Said organization is organized exclusively for charitable, religious, educational, or scientific purposes, including, for such purposes, the making of distributions to organizations that qualify under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 2. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Section 1 hereof and in Article II of this Constitution.

Section 3. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. CREST communicates with parents, community, media, regional and state entities, policy makers, and other educational organizations to advance the quality of literacy instruction statewide.

Section 4. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on

- (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or
- (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 5. Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article X. Amendments to Bylaws

Section 1-Origin: Proposed amendments may be submitted to the membership at any meeting. The Executive Board or any member may submit the amendments. Written copies of proposed amendments must be forwarded to the president at least thirty days prior to the meeting at which the proposed amendments are to be acted upon by the membership. The proposed amendments shall be published at least two weeks in advance of the meeting at which they are to be acted upon.

Section 2-Voting: Amendments may be adopted by a two-thirds majority vote of a quorum of the membership, provided that a copy of the proposed amendment has been published. Copies of all approved amendments shall be sent to NCTE headquarters.

Article XI. Parliamentary Authority

The rules contained in Robert's Rules of Order Newly Revised shall govern the corporation in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or special rules of order of this corporation.

Revised September 28, 1998
Revisions September 22, 2002
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