Assemblies

NCTE members come from many different contexts. Joining one of these groups provides access to resources and experiences tailored to particular interests and needs.

2023 NCTE Assembly Annual Report Survey

Annual reports are due by August 15, 2023. Links to and information on all required documentation can be found on the Annual Reports page. Please contact affsec@ncte.org with questions.

NOTE: You may copy long responses from another program and paste them into the survey form. You will be able to upload multiple documents into the form.

1. Full assembly name: *(Required)*

2. Assembly's acronym: *(Required)*

[   ]

3. Please list your assembly's digital networks:

Website:

[   ]

Twitter:

[   ]

Facebook:

[   ]

Instagram:

[   ]

Other(s):

[   ]

4. Assembly representative completing this survey: *(Required)*

[   ]

First

[   ]

Last

5. What is your role in the assembly? *(Required)*

[   ]

6. Please review the mission of your assembly as listed on the NCTE website, https://ncte.org/groups/assemblies/find-an-assembly/. Please submit any edits or changes in the box below.

[text box]

7. How many individual members do you have in your assembly? *(Required)*

[input field]

8. What tactics does your group use to recruit/retain members? Check all that apply.

☐ Include membership in conference registration
☐ Use a list from NCTE of people interested in the focus of your assembly
☐ Use membership materials that show how the assembly helps educators with what's important to them
☐ Involve members in assembly activities
☐ Provide teacher educators with membership fliers for their students
☐ Ask members to solicit new members through an "each-one/reach-one" campaign
☐ Discount membership for new teachers
☐ Discount membership for students
☐ Offer incentives for individuals to join (e.g., gift items, discounts)
☐ Other (Please specify in below.)

If you answered "Other" above, please specify here.

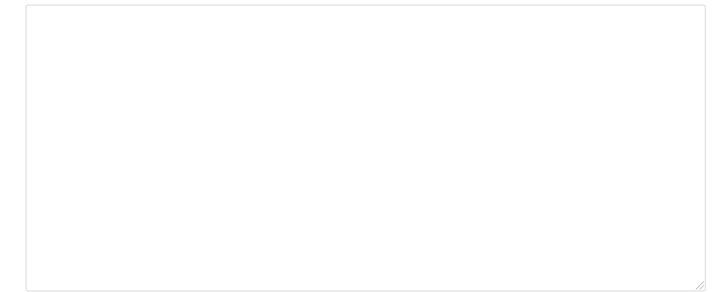[input field]

9. How do you communicate with your members?

☐ Letter from the chair
☐ Newsletter - print only
☐ Newsletter – electronic
☐ Print newsletter posted on website
☐ Journal - print only
☐ Journal - electronic only

- ☐ Print journal posted on website
- ☐ Listserv
- ☐ Website
- ☐ Social Network such as Instagram, Twitter, Facebook
- ☐ Other (Please specify below.)

If you answered "Other" above, please specify here.

[   ]

10. Are there joint initiatives or other ways NCTE and your assembly might work together in the next several years?

[   ]

11. Does your assembly have tax-exempt status? Please check the appropriate answer below. *(Required)*

- ○ My assembly has its own 501(c)(3) tax-exempt status.
- ○ My assembly is a member of the NCTE 501(c)(3) Tax-Exempt Group.
- ○ My assembly does not have tax-exempt status.
- ○ I would like more information on how to be included in NCTE's 501(c)(3) Tax-Exempt Group.
- ○ Other

[Other   ]

12. Does your assembly plan to participate in NCTE's group tax exemption opportunity in 2024 (for fiscal year 2023)—either as a continuing or new tax-exempt group member? NCTE affiliates and assemblies are eligible to participate in NCTE's tax-exempt group to receive Federal tax exemption. To

learn more about NCTE group tax exemption, visit
https://ncte.org/groups/affiliates/affiliate-resources/tax-exempt/. *(Required)*

○ Our assembly plans to continue participating in the NCTE tax-exempt group.
○ Our assembly plans to discontinue participation in the NCTE tax-exempt group.
○ Our assembly plans to apply as a new group under the NCTE's tax exemption.
○ Our assembly is not and does not plan to participate in the NCTE tax-exempt group.

13. Please indicate which of the following policies your assembly has adopted that are required by the IRS for all 501(c)(3) nonprofit organizations that file 990 tax forms and that are recommended for other nonprofit organizations as well. Check all that apply.

☐ Code of Ethics
☐ Conflict of Interest Policy
☐ Document Retention and Destruction Policy
☐ Whistleblower Policy
☐ Joint Venture Policy
☐ Compensation Policy

If your assembly does not have one or more of the above policies in place, please explain below.

[ ]

14. Does your board review and vote to approve your annual budget? *(Required)*

○ Yes
○ No

15. Does your assembly employ anyone, by contract or as an employee?
(Required)

○ Yes
○ No

If you answered yes above, please list the positions and if the role has a contract.

[ ]

The NCTE Constitution mandates an end of fiscal year report from NCTE officers, section chairs, conference chairs, committee chairs, assembly chairs, journal editors, and other individuals holding key Council positions. In these reports you are invited to highlight elements of your work that include your accomplishments this past year.

Questions 16-20 will be published on the NCTE website as part of your Assembly Annual Report. The 2022 Annual Reports are on NCTE's website. Please review copies of reports you submitted last year while answering these questions. When possible, please submit your answers below (rather than as an attachment).

16. Please list date(s), topic(s), and average attendance of your assembly's convention session(s) from this past year along with remarks on the success of the session(s). *(Required)*

17. Please list date(s), theme(s), of any conferences your assembly had that were not part of an NCTE Convention, along with remarks on the success of the conference(s). *(Required)*

18. List your assembly's most outstanding accomplishments from this past year. Please describe these in more detail when applicable. *(Required)*

19. Identify up to three issues or challenges (operational, policy, educational, etc.) that concern your assembly and explain how you are working on these issues.

20. Please describe your Assembly's goals for the upcoming year. *(Required)*

21. How often does your assembly send a voting representative(s) (NCTE Director) to the Board of Directors meeting at NCTE's Annual Convention? The meeting is held late Friday afternoon and credentials are collected for directors/representatives in attendance. *(Required)*

○ Every year
○ Every other year
○ Once every three years

The following items need to be provided to complete your annual report. You may upload them below or email to affsec@ncte.org by August 15.

A. Roster of officers and NCTE Assembly Director Form, including position titles, street addresses, telephone numbers, and emails.
B. A statement verifying that all your officers are members of NCTE.
C. The assembly's budget/financial statement for the past year. Use your own form or this one.
D. The assembly's most recent constitution.
E. The assembly's Policy on Involvement of People of Color. View NCTE's policy as a model.
F. Minutes of all meetings the assembly had this past year. If you add affsec@ncte.org to the roster of officers to receive minutes, we'll get them throughout the year.
G. The Information Exchange Agreement or a statement that your assembly does not wish to participate.
H. Copies of any assembly newsletters and journals. If you haven't already put affsec@ncte.org on your list of "members" to receive your publications, please do so now.
I. The most recent, approved, version of your assembly's Constitution/Bylaws and the required policies outlined in question 13.

22. Please upload the items listed above. You may upload multiple files. If you would prefer to send these via email, they must be sent to affsec@ncte.org by August 15.

Drop files here or

Select files

Max. file size: 100 MB.

Submit

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