

NCRLL Executive Board

HANDBOOK

This Handbook has been created to assist new officers and committee chairs. It was written by David Bloome with the help of Richard Allington, Courtney Cazden, Karin Dahl, Johanna DeStefano, Angela Jaggar, Julie Jensen, and James Squire. Since policies, traditions, procedures, and practices change, this Handbook should be updated as needed and no less than once every three years by the Secretary of NCRLL with the assistance of the members of the Executive Board.

The 2001 Revisions were undertaken by the Executive Board: George Hillocks, Peter Smagorinsky, Martin Nystrand, Cindy O'Donnell-Allen, Arlette Willis, Barbara Lehman, Teresa Rogers, and Victoria Purcell-Gates.

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BY-LAWS

Article I: Name and Purposes

Section 1. The name of this organization shall be the National Conference on Research in Language and Literacy, hereafter referred to as the Conference.

Section 2. The Conference, founded in 1932, is a professional organization committed to furthering research in the teaching and learning of language and literacies. The purposes of the Conference shall be (a) to stimulate and encourage research in the teaching and learning of language and literacies; (b) to synthesize, interpret, and publish significant research and compilations of research in the teaching and learning of language and literacies; (c) to support research and special projects authorized by the Executive Committee; and, (d) to recognize and reward outstanding achievements in the teaching and learning of language and literacies.

Article II: Membership and the Election of Members and Fellows

Section 1. New members elected in any one year shall not exceed ten percent of the previous year's membership.

Section 2. Election of Members.

a. Each year, at least three months prior to the annual spring meeting at IRA, the Membership and Election Committee shall solicit nominations for new members from current members. A list of candidates shall then be prepared by the membership and Elections Committee and shall be submitted to the Executive Committee for election.

b. Election shall be by written ballot at a meeting of the Executive Committee, with a majority of the votes cast required. The Secretary shall extend the invitation of the Conference to each successful candidate and shall enclose an application form and folder of information concerning the Conference.

c. Individuals who are recognized by the award procedures of other professional associations, such as the National Council for Teachers of English, American Educational Research Association, and International Reading Association, for exemplary beginning research in the English language arts are automatically invited to be members.

Section 3. Any member whose dues are three years in arrears, and after official notification of this provision, shall be automatically dropped from membership in the Conference.

Section 4. Reinstatement shall follow the same procedures as those required for new members.

Section 5. Election of Fellows.

a. Members of the Conference in good standing for a minimum of three years may be elected Fellows of the Conference to express recognition of their outstanding contribution to research in the teaching and learning of language and literacies.

b. At least three months prior to the annual meetings at NCTE and IRA, two Fellows may nominate a member for election to Fellow status by providing evidence to the Membership and Elections Committee for election.

c. Election of Fellows shall be by majority vote of the Executive Committee.

d. Notification of election shall be extended by the Secretary.

Section 6. Members who retire from their regular teaching positions become lifetime members by petition to the Executive Committee.

Article III: Officers and Their Election

Section 1. The officers of the Conference shall be a President, a President-elect, a Past President, a Secretary, and a Treasurer.

Section 2. The President-elect shall become President at the end of his/her term as President-elect and become Past President upon completion of his/her term as President. The Secretary and Treasurer shall serve for a term of three years. All officers shall serve until their successors are elected.

Section 3. The term of each officer shall begin at the close of the annual business meeting at which each is elected. No officer shall be eligible to serve for more than one term in the same office.

Section 4. The Membership and Elections Committee shall prepare a ballot three months prior to the annual spring IRA meeting with candidates for each office to be filled. This ballot shall be mailed to all members by the Membership and Elections chair.

Section 5. Candidates shall be elected by plurality vote.

Section 6. Results of the balloting shall be announced at an Executive Committee meeting prior to the annual spring IRA meeting. At the annual business meeting, the Chair of the Membership and Elections Committee or the Secretary shall announce the results of the election.

Section 7. A vacancy in any elective office shall be filled by majority vote of the Executive Committee until the next annual business meeting.

Article IV: Duties and Responsibilities of Conference Officers

Section 1. The Conference officers and other members of the Executive Committee shall strive to attend all Executive Committee and Conference meetings and give prompt attention to Conference business. Sympathy with the aims and purposes of the Conference is expected of all who accept office.

Section 2. The duties of the President shall be those that usually pertain to this office, such as presiding over meetings, ruling upon questions of parliamentary order, declaring the results of votes, and providing leadership to programs and other Conference business.

Section 3. The President shall preside at all meetings of the Conference and the Executive Committee, conduct all business of the Conference under the direction of the Executive Committee, appoint all Special Committee chairs and be ex-officio member of all committees, and appoint special representatives and other positions as necessary.

Section 4. The President-elect shall perform the duties of office in the President's absence and such other duties as may be determined by the President or the Executive Committee. The President-elect under the direction of the President shall arrange all programs.

Section 5. The Secretary shall keep minutes of all meetings of the Conference and of the Executive Committee in separate books provided for that purpose, keep a current membership roster, and send out notices of all meetings.

Section 6. The Treasurer shall have charge of all funds belonging to the Conference and shall deposit the funds in a bank, pay all bills, submit a written audited financial statement to the meetings of the Executive Committee, and make a financial statement to the membership at the Annual Meeting.

Article V: Executive Committee

Section 1. The Executive Committee shall be responsible for the general supervision of the affairs of the Conference. The Executive Committee shall be composed of the officers, the immediate Past President, and the Chairs of the Standing Committees.

Section 2. **The Executive Committee shall meet twice annually: at the fall meeting of the National Council of Teachers of English and at the spring meeting of the International Reading Association.**

Section 3. **The Executive Committee may conduct business by mail, telephone conference, or email. A majority vote of the Executive Committee must be secured within the time stipulated in the referendum in order to effect action. Results of the vote on any action taken under these circumstances shall be reported at the next Executive Committee meeting.**

Section 4. **The Executive Committee shall be responsible for (1) developing (as needed) and maintaining a process for the publication of scholarly books including (a) maintaining relationships with co-publishers and printers, and (b) establishing a masked peer review process, (2) working with the Chair of the Research Committee to acquire outstanding research monographs and book-length manuscripts for publication, (3) taking primary responsibility in suggesting and reviewing all policies related to publication, and (4) reviewing and updating the bylaws and Executive Committee Handbook as needed.**

Section 5. A majority of the Executive Committee shall constitute a quorum.

Article VI: Meetings

Section 1. **Meetings of the Conference membership at the Fall NCTE and Spring IRA conferences shall be held for the purpose of announcing election results, receiving reports, and for other business that may arise.**

Section 2. There shall be other meetings that may be called by the President with approval of the Executive Committee.

Section 3. Fifteen members shall constitute a quorum at all meetings.

Article VII: Committees

Section 1. The Standing Committees of the Conference shall be the (a) Membership and Elections, (b) Publications, and (c) Research.

Section 2. The Chairs of the Standing Committees shall be elected in the same manner as the officers as noted in ARTICLE III. The Chairs shall serve for a term of three years.

Section 3. Such other Special Committees as may be deemed necessary to carry on the work of the Conference shall be appointed by the President.

Section 4. Committees shall consist of at least two members plus a Chair. The committee members shall be appointed by the Chair with the approval of the President.

Section 5. Each committee shall present a written report annually to the Executive Committee.

Article VIII Fiscal Requirements

Section 1. The annual dues for all members shall be ten dollars (United States) payable July 1st in advance.

Section 2. The fiscal year shall extend from March sixteenth to March fifteenth.

Article IX: Parliamentary Authority

Robert's Rules of Order Newly Revised shall be the parliamentary authority for the Conference in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Article X: Amendment of the Bylaws

Section 1. **These Bylaws may be amended by a two-thirds vote of the Conference membership providing that the proposed amendment has been approved by the Executive Committee and mailed to the members at least two weeks before voting. The voting shall be by mail or email.**

Section 2. **Results of the voting shall be announced at an Executive Committee meeting by the Secretary prior to the spring IRA meeting and to the membership at the spring IRA meeting.**

**Revisions approved by the Executive Committee November 2001
Ratified by membership xxxxx**

CALENDAR OF EVENTS

MARCH	Elections held for new officers (President-elect every year; Secretary every 3 yrs; treasurer every 3 yrs; committee chairs every 3 years)	Research Award Committee arranges for plaque for Award recipient. NCRLL Newsletter published and distributed to members
APRIL MAY	Executive Board meets at IRA. Annual Breakfast Business Meeting at IRA (new members and fellows approved by Executive Board) Spoon passed to new president, new officers and chairs take offices after Business meeting.	Distinguished Research Award presented at Breakfast meeting; recipient gives speech.
JUNE JULY AUGUST	President nominates a new member of the Research Award Committee. Secretary publishes a new directory of members and makes available to members.	President-elect begins arranging co-sponsored sessions for NRC, AERA, NCRLL Spring, and IRA. Arranges keynotes speaker(s) for NCTE Fall Breakfast meeting and co-sponsored Research Roundtable session also at NCTE Fall.
SEPTEMBER OCTOBER	Announcements sent to membership regarding Breakfast meeting at NCTE Fall	NCRLL Newsletter published and distributed to members
NOVEMBER	Executive Board meets at NCTE Fall, Annual Breakfast meeting with keynote speaker; co-sponsored session at NCTE	
DECEMBER JANUARY		Membership and elections committee generates candidates for elections.
FEBRUARY	Announcements sent to membership regarding Breakfast meeting at IRA	Research Committee selects recipient, informs her/him, makes necessary arrangements.

RESPONSIBILITIES OF OFFICERS

Many NCRLI officers and members are not aware of NCRLI's history or its status as an independent organization. One of the most helpful recommendations is to read the history of NCRLI written by Walter J. Petty titled *A History of the National Conference on Research in English* (Urbana, IL: NCTE, 1983). Petty's book, as well as much more information about NCRLI, is available at the NCRLI website: <http://www.coe.uga.edu/ncrll/index.html>.

RESPONSIBILITIES OF THE PRESIDENT

The president's main responsibilities are: (1) to chair the Executive Board meetings at NCTE Fall and IRA; (2) to chair the annual Breakfast meetings at NCTE Fall and IRA, (3) to nominate a new member of the Distinguished Research Award Committee (this should be done as soon after the Annual Business meeting in the Spring - held at IRA - as possible), (4) to arrange for the "passing of the spoon" ritual, (5) to assist other officers and committee chairs as appropriate, and (6) to respond to or initiate any matters or actions as appropriate to the mission of NCRLI. Each of these responsibilities is described in more detail below.

(1) **Chairing the Executive Board meetings at NCTE Fall and IRA.** After taking office as president after the Annual Spring Business meeting (held at IRA), the next meeting of the Executive Board is normally held at NCTE Fall. The President should solicit items for the agenda from Executive Board members. Traditionally, the agenda consists of reports by the officers and committee chairs, and any matters arising. There are no formal agenda items that are prescribed for the meeting at NCTE Fall. The president has similar responsibilities for the Executive Board meeting held in the Spring at IRA. However, there are items that need to be on the agenda: (a) report from the membership chair on the current number of members¹, (b) review and approval (as appropriate) of nominations of new members and nominations of fellow status, (c) review of treasurer's report on the financial status of NCRLI, and (d) announcement of the results of the Executive Board elections.²

The president may call special meetings if needed.

(2) **Chairing the annual Breakfast meetings at NCTE Fall and IRA.** At the annual breakfast meeting held at NCTE, it is traditional to only have a brief business meeting (usually a brief summary by the President, unless there is an issue that an officer or committee chair wants to bring to the attention of the membership in attendance) with the time devoted to the keynote speaker and discussion of the issues raised by the key note speaker. At the annual Breakfast meeting in the Spring (at IRA), a more formal business meeting takes place. Each officer and committee chair (including the president) traditionally gives a report of activities, information, issues, etc. Members may raise questions or issues; however traditionally there have been few questions or issues raised spontaneously by members in response to reports by officers or committee chairs. In addition, the president is responsible for publicly acknowledging and thanking on behalf of NCRLI the outgoing officers and committee chairs, and is responsible for the "passing of the spoon" ritual.

(3) **Appointing a new member of the Distinguished Researcher Award Committee.** This should be done as soon after the Annual Business meeting in the Spring - held at IRA - as possible. The Distinguished Researcher Award Committee consists of three members, each of whom serves for three years (staggered so that only one needs to be appointed each year). The "folklore" regarding the appointment varies: in one version the appointment should be a past president of NCRLI, and in another the appointment should be a past officer. There are no written documents regarding this committee or the appointment of committee members; however, as best as can be recalled all the past members of that committee have served as officers or as committee chairs. One recommendation is that the president appoint a well-qualified member likely to be familiar with research over the previous two decades; a past president, a former member of the Executive Committee, and previous recipients of the Distinguished Researcher Award are all possibilities.

(4) **Arranging for the "passing of the spoon" ritual.** It is a tradition of NCRLI that the current president give a spoon to the president-elect, marking the end of the current president's term and the beginning of the new president's term. This ritual is performed at the Spring Annual Breakfast meeting held at IRA. Details about the spoon and engraving, etc., are provided in a section later in this Handbook in the section on Other Activities and Traditions, "Passing the Spoon."

(5) **Assisting other officers and committee chairs as appropriate.** On occasion this has taken the form of consultation, reading the reports of committee chairs and officers at the Breakfast meetings, or working with another officer or committee chair to resolve a problem or conduct an activity.

(6) **Responding to or initiating any matters or actions as appropriate to the mission of NCRLI.** In the past, presidents of NCRLI have taken both active and passive roles with regard to their office. Those taking active roles have either tried to solve a particular problem or to initiate activities in support of the goals and aims of NCRLI. Examples include working with other organizations concerned with research on literacy, language, and literature to advocate for government spending on research, calling conferences or seminars on research, establishing committees and activities to promote racial and ethnic diversity in the research and in NCRLI. The writing of this Handbook is another example. Usually, the issues and problems to be addressed are identified during one's term as

¹This report is needed because the by-law specifies that the number of new members cannot exceed 10% of the current number of members in good standing.

²This report is needed so that the results can be recorded in the official minutes of the organization.

president-elect and then carried on with the support of the Executive Board during one's terms as president and past-president.

RESPONSIBILITIES OF THE PRESIDENT-ELECT

The main responsibilities of the President-elect are: (1) to arrange co-sponsored sessions for AERA, NCTE Spring, IRA, NCTE Fall, and NRC, (2) to substitute for the president if needed, (3) to arrange for a keynote speaker for the NCTE Fall Breakfast meeting, and (4) to handle matters and activities arising as needed and as appropriate to the by-laws, aims, and goals of NCRL. Each of these responsibilities is described in more detail below.

(1) **Arranging co-sponsored sessions and speakers for NCTE Spring, IRA, NCTE Fall, NCRL Breakfast Meeting at NCTE, AERA, and NRC.** The work of arranging co-sponsored sessions falls into two groups. The first group involves conferences / conventions at which NCRL has a guaranteed slot or session. This first group includes NCTE Spring, IRA, NCTE Fall, and the NCRL Breakfast Meeting. There is still a lot of work to do in putting together the sessions and submitting the needed paperwork on time to the appropriate committee or organization, but NCRL does have a guaranteed slot at each. With the exception of the NCRL Breakfast meeting at NCTE, a proposal form with special notation needs to be filled out and submitted. The chart below gives a rough guide to the dates of the conventions / conferences, the dates by which the proposal must be sent, and special notations. Please note: there are changes nearly every year in how an organization wants us to handle the co-sponsored sessions, so it is important to check with the appropriate person at each organization early.

Conference / Meeting and date usually held	Date Proposals are Usually Due	Notes
NCTE Fall mid-November	January 30 (In November a letter and proposal form are usually sent from NCTE to the appropriate NCRLI contact person, the president-elect ³).	The co-sponsored session has traditionally been the Research Roundtable session (9-12 roundtables reporting/discussing research). It is held immediately after the Breakfast meeting and in a room nearby. ⁴
Keynote Speaker for NCRLI Breakfast Meeting at NCTE Fall mid-November	not applicable	Be sure to arrange this early enough so that it can be announced in the newsletter.
IRA mid/end of April to early May	June 1 (Submit the proposal to the Program Coordinator at the IRA office)	It is held immediately after the Breakfast meeting and in a room nearby. ⁵
NCTE Spring mid-March to mid April	May 15-20 (A letter and proposal form are usually sent from NCTE to the appropriate NCRLI contact person, the president-elect).	Be sure to arrange this early enough so that it can be announced in the newsletter. Although a good number of NCRLI members attend NCTE in the Spring, in the past this co-sponsored session has addressed a broader audience.

The second group of co-sponsored sessions is held at AERA and NRC. We do not have guaranteed slots/sessions at either conference. The situation and history of each is different. Despite this fact that we do not have a guaranteed slot/session at AERA, with the exception of one year, as far as anyone can remember NCRLI has always had a co-sponsored session at AERA. What the president-elect must do is call the AERA Program Chair. Do this as early as possible (as soon after being elected as possible). Since the AERA Program Chair changes every year, you will probably have to explain the whole situation and history to her/him. Each year, with one exception,⁶ the AERA Program Chair has allocated us one of the slots she/he is free to allocate. The AERA Program Chair should tell you how to handle the proposal (where to send it, what to write in a cover letter, etc.). If she/he doesn't, be sure to ask. We have tried to remedy this awkward and time-consuming situation, but have had no luck. We thought of forming a SIG of AERA and we have written letters and talked with AERA officers, etc. It is probably worthwhile to keep trying to resolve this awkward situation to the mutual benefit of NCRLI and AERA. By the way, we have co-sponsored a large number of truly outstanding and very highly attended sessions, many of which (perhaps most) have been audio-recorded by AERA (and then sold).

At NRC, we do not have a guaranteed slot. In the past what we have done is make an informal inquiry among NCRLI members about who has submitted a proposal or who has had a proposal accepted and asked them to list their session as an NCRLI co-sponsored session.

Conference / Meeting and date usually held	Date Proposals are Usually Due	Notes
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³Since the contact person changes from year-to-year, NCTE, IRA, and other professional organizations are not always aware of who the new contact person is. Therefore, letters from the various professional organizations may be sent to the wrong person and all Executive Board members need to be vigilant about forwarding mail, etc.

⁴Logistical problems (nightmares!!!) have occurred when the Research Roundtables were held in the same room as the Breakfast meeting. Don't believe hotels or others who tell you it won't be a problem.

⁵ Same footnote as for co-sponsored session at NCTE Fall. It is probably a good idea to remind the IRA program coordinators of the various needs and logistics of the NCRLI Breakfast meeting and co-sponsored sessions.

⁶The one year we weren't allocated a slot / session at AERA, the AERA Program Chair had given away all of his allocated slots / sessions to the various AERA divisions before we contacted him. Although he sympathized with us and felt badly about what had happened, it was not possible for him to take back any slots / session and give one to us.

AERA mid-April	End of July, early August	Call the AERA Program Chair as early as possible to work out arrangements for submitting the proposal and for guaranteeing a slot / session
NRC late November, early December	April 1 usually	Contact NCRLI members and ask them to allow their session to be labeled an NCRLI co-sponsored session.

Please make sure that all of the co-sponsored sessions will be clearly labeled in the various programs as **Co-sponsored by NCRLI** (or some similar wording). The rationale for this is at least twofold: (1) we want NCRLI members to know that their organization is active and is co-sponsoring a large number of research sessions and in so doing promoting research, and (2) the sessions we have sponsored in the past have almost always been strong ones and a large number of people look for sessions co-sponsored by NCRLI when they look through their conference programs. Further, NCRLI should get recognition for the work it does.

(2) ***Substituting for the president if needed.***

(3) ***Arranging for a keynote speaker for the NCTE Fall Breakfast meeting.*** A partial list of past keynote speakers is given in the appendices. The NCRLI Breakfast meeting is reserved for NCRLI members and is not usually noted in the NCTE Convention Program guide. Since the NCRLI Breakfast meeting is not an official NCTE event, NCTE's guidelines for the number of times a person may participate in sessions do not apply to this event. With regard to funds for paying the keynote speaker or reimbursing travel and accommodation expenses, it may be helpful to note a policy passed by the Executive Board at its meeting on May 26, 1993. Subject to ongoing review, the President-elect is provided with \$1000 to reimburse travel, accommodation and media (e.g., rental of videotape machine) expenses only (no honoraria are allowed) for all of the speakers and co-sponsored sessions for the year. These funds are to be used only to support speakers who traditionally do not attend the targeted meeting/conference/convention. The rationale of this policy is to make it possible for NCRLI members and others to hear speakers and viewpoints they might otherwise not get a chance to hear. Additional funds may be provided by consent of the Executive Board.

(4) Handling matters and activities arising as needed and as appropriate to the by-laws, aims, and goals of NCRLI (see item 6 under **Responsibilities of the President**).

RESPONSIBILITIES OF THE PAST-PRESIDENT

The main responsibilities of the past-president are (1) to provide the Executive Board with a continuity and a history of recent issues and actions (2) to identify members in good standing who are eligible for fellow status and to nominate them for such status as appropriate, and (3) to respond to or initiate any matters or actions as appropriate to the mission of NCRL. Since item (1) is self-explanatory and item (3) is described under item 6 in the **Responsibilities of the President**, only item 2 is described below.

(2) **Identifying members in good standing who are eligible for fellow status and nominating them for such status as appropriate.** According to the by-laws to be eligible for fellow status, a member must have been in good standing for a minimum of the past three consecutive years. Beyond that requirement, it is not clear what other criteria, if any, have been used to identify fellow candidates. One suggestion is that Fellows have received "substantial professional recognition for contributions to research in literacy, language, or literature." The president nominates members for fellow status and the Executive Board votes approval.

RESPONSIBILITIES OF THE SECRETARY

The main responsibilities of the secretary are: (1) to participate as a member of the Executive Board in solving problems and initiating appropriate activities, and (2) to respond to or initiate any matters or actions as appropriate to the office of the secretary and the mission of NCRL. (3) to keep minutes of all Executive Board meetings, (4) to keep a directory of members, lifetime members, and fellows, and make available to the membership (5) to keep all records other than financial records (e.g., changes to by-laws, policies passed by the Executive Board), (6) to arrange the Spring and Fall Executive Board meetings, and the Spring and Fall Breakfast meetings.

RESPONSIBILITIES OF THE TREASURER

The main responsibilities of the Treasurer are: (1) to participate as a member of the Executive Board in solving problems and initiating appropriate activities, and (2) to respond to or initiate any matters or actions as appropriate to the office of the treasurer and the mission of NCRL. (3) to maintain financial records of the organization, (4) to maintain NCRL funds in appropriate financial institution accounts (e.g., banks, credit unions, saving societies, etc.), (5) to report on the financial health of NCRL to the membership at the Spring Business meeting, (6) to assist the secretary in arrangements for the Spring and Fall Breakfast meetings and Spring and Fall Executive Board meetings (specifically the financial aspects of these arrangements), (7) to work with the chairs of the various committees (specifically the financial aspects of the committee work), (8) to take primary responsibility in suggesting and reviewing all policies related to financial matters (e.g., any policy that requires funding or that has financial implications).

RESPONSIBILITIES OF THE COMMITTEE CHAIRS

RESPONSIBILITIES OF THE CHAIR OF THE STANDING COMMITTEE ON RESEARCH

The main responsibilities of the Chair of the Research Committee are (1) to organize the triennial research conference, (2) to work with other professional research organizations on behalf of NCRLI on jointly sponsored research endeavors, and (3) to take primary responsibility in suggesting and reviewing all policies related to research (e.g., promoting research, identifying research directions, developing activities for the dissemination of research), (4) to participate as a member of the Executive Board in solving problems and initiating appropriate activities, and (5) to respond to or initiate any matters or actions as appropriate to the Committee on Research and the mission of NCRLI.

RESPONSIBILITIES OF THE CHAIR OF THE STANDING COMMITTEE ON PUBLICATIONS

The main responsibilities of the Chair of the Publications Committee are (1) to publish the NCRLI Newsletter at least twice a year, (2) to participate as a member of the Executive Board in solving problems and initiating appropriate activities, and (3) to respond to or initiate any matters or actions as appropriate to the Committee on Publications and the mission of NCRLI.

RESPONSIBILITIES OF THE CHAIR OF THE STANDING COMMITTEE ON MEMBERSHIP AND ELECTIONS

The main responsibilities of the Chair of the Membership and Elections Committee are (1) to arrange nominations, candidates and elections of the officers and Committee Chairs (Publications, Research, Membership only), (2) to solicit nominations of new members and presenting such nominations to the Executive Board, (3) to work with the Secretary on the membership directory, (4) to take primary responsibility in suggesting and reviewing all policies related to membership and elections, (5) to participate as a member of the Executive Board in solving problems and initiating appropriate activities, and (6) to respond to or initiate any matters or actions as appropriate to the Committee on Publications and the mission of NCRLI.

RESPONSIBILITIES OF THE CHAIR OF THE COMMITTEE ON DIVERSITY AND NCRLI

In accordance with bylaw article 7, Section 3, which allows for the appointment of special committees that do not have standing committee status, the Executive Board created the Committee on Diversity. The main responsibilities of the Chair of the Diversity and NCRLI Committee are (1) to develop and maintain a committee of NCRLI members who will deliberate and then make policy recommendations to the Executive Board on issues of diversity, including racism (defined broadly), sexism, homophobia, and other social problems that affect the participation of all scholars in the field and in NCRLI, (2) to work with officers and Committee Chairs on issues of diversity related to the field, profession, and to NCRLI, (3) to develop specific policy recommendations related to membership, (4) to report at the Annual Business meeting on the deliberations of the committee and other issues as need to be brought to the attention of the membership, (5) to take primary responsibility in suggesting and reviewing all policies related to diversity, (6) to participate as a member of the Executive Board in solving problems and initiating appropriate activities, and (7) to respond to or initiate any matters or actions as appropriate to the Committee on Diversity and NCRLI and the mission of NCRLI.

RESPONSIBILITIES OF THE CHAIR OF THE NCRLI DISTINGUISHED LIFETIME RESEARCHER AWARD COMMITTEE (hereafter Award Committee)

The main responsibilities of the Chair of the Award Committee are: (1) to facilitate the deliberation of the Award Committee in selecting an annual recipient of the Award, (2) to notify the recipient, (3) to present the Award to the recipient at the Annual Spring Breakfast meeting (held at IRA), (4) to arrange for the Award plaque, and (5) to present to the Executive Board recommendations for any needed changes in the criteria or procedures for the Award. The five responsibilities are described below; however please also see the description of the Award itself and the criteria for the Award.

The purpose of the NCRLI Lifetime Distinguished Researcher Award is to recognize publicly an individual who has made, over the course of their career, outstanding and distinguished contributions to research on language, literacy, literature, English Education, or language arts education. The Award is presented annually by the Chair of the Award Committee at the Annual Spring Breakfast meeting.

The recipient is chosen by the Award Committee, which consists of three members each of whom serves for three years (on staggered appointments). Each year the President of NCRLI appoints a new member of the committee. (See **Responsibilities of the President**, item 3.)

Until the writing of this Handbook, no written records were made or kept of the recipients or of the criteria used in selecting the recipient. Indeed, in some years no Award was given. The criteria below are intended to be guidelines for the Award Committee, who should use its collective judgment, wisdom, and experience in selecting a recipient.

Criteria for Selecting a Recipient for the Award

The status and meaning of the Award depends on selecting recipients whose research and whose professional activities have been and are widely recognized as distinguished.

1. The Award is given to a researcher, a person who is widely recognized in the fields of language, literacy, literature, English Education, or language arts education as a researcher. Regardless of the contributions they have made and even regardless of the contributions they may have made to the conduct of research, people who are not researchers and not widely regarded as researchers are not eligible for this Award.⁷

2. The recipient is widely recognized among researchers on language, literacy, literature, English Education, or language arts instruction, for outstanding research.

3. The research conducted by the recipient is widely recognized as having been influential on the development of theory, method, educational practice, or educational policy.

4. Since the Award recognized a distinguished career as a researcher, the recipient should be a lifetime member of NCRL, be eligible to be a lifetime member of NCRL (lifetime members are members or fellows who have officially entered retirement) or of similar status (exceptions to this criteria may occur in recognizing researchers who have either had to leave the profession before retirement [i.e., for health reasons] or who tragically have died at a younger age).

5. The recipient should have been active in professional research organizations and in professional educational organizations, especially NCRL.

6. The research conducted by the recipient should be or have been disseminated in the public domain (e.g., through publications). Further, the research conducted by the individual should be widely viewed as "in the public interest."⁸

6. Although NCRL includes a large number of scholars whose research and careers are distinguished, if the Award Committee cannot identify a worthy recipient, the Chair of the Award Committee should so inform the President of NCRL and the Award should not be given that year.

7. In considering candidates, it does not matter whether the researcher has conducted her/his research primarily in the field of language, literacy, literature, English Education, or language arts instruction, and it does not matter the particular perspective taken by the researcher or whether the perspective is still current or popular. Further, it does not matter whether the research conducted has been controversial. What does matter are items (2) and (3), namely that there is widespread recognition in the field of distinguished research achievement and of distinguished contribution to the field by the conduct of research.

8. Unfortunately in our society and even more unfortunately in the research profession as well, racism and sexism do exist. In its deliberations, the Award Committee should insure that all worthy candidates are considered. Further, the Award Committee needs to be aware and take into account in their deliberations that the racism and sexism that exist in our society and in our profession often prevents some researchers from getting the widespread recognition they deserve for distinguished and important research careers.

9. The term "research" has many meanings and there are many "research" perspectives. The Award Committee is specifically enjoined against prejudicing one definition of "research" or one research perspective over others. Rather, the criteria to be used are: (a) Is there widespread (although not necessarily unanimous) recognition in the field of that the definition of "research" and the research perspective is legitimate? (b) Is the individual being considered widely recognized as a researcher and her/his work widely recognized as research? and (c) Does the individual herself/himself consider herself/himself a researcher and her/his work to be research? The answer to each question should be yes.

(1) Facilitating the deliberation of the Award Committee in selecting an annual recipient of the Award. The Award committee consists of three appointed members, the most senior in terms of tenure on the Award committee chairs the committee. The Award committee should discuss possible candidates for the Award according to the criteria specified. If the Committee does not have a unanimous decision on a recipient, the Chair should devise a fair procedure for selecting a candidate in another manner (e.g., voting). It is hoped that the Committee would have unanimous agreement. The deliberations of the Committee should remain confidential. The

⁷Only researchers are eligible for this Award. There are many people who have contributed to and advanced research but who are not themselves researchers: for example, government officials and administrators who have provided support for research. If the Award Committee wants to recognize and present an Award to a non-researcher for her/his support of research, the Chair of the Award Committee should consult with the President. With the agreement of the President, the Award Committee may either present the NCRL Distinguished Researcher Award to the individual or a separate Award can be created. It is important that both the President and the Award Committee consider the history of recipients to insure that the intent of the Award as an award and public recognition of researchers is maintained.

⁸This excludes from consideration researchers whose work has been primarily promotion of commercial enterprises and the generation of financial profit and gain. However, it does not exclude from consideration researchers whose work has been used for commercial purposes. And it does not exclude researchers who have worked for commercial enterprises when there is widespread recognition that the research produced by the individual is or has been "in the public interest" and not primarily for financial gain or commercial development.

Committee should discuss the Award and select a recipient sufficiently early in the calendar year (or even earlier) so that the recipient can make arrangements to be at IRA and so that she/he can have adequate time to prepare a talk.

(2) Notifying the recipient. After informing the NCRLI President of the recipient selected, on behalf of NCRLI and the Executive Committee, the Chair of the Award Committee should notify the recipient of the Award both by letter and by telephone. A sample letter can be found in the appendix showing the kinds of information the letter should contain.

(3) Presenting the Award to the recipient at the Annual Spring Breakfast meeting. The Chair of the Committee informs the membership of the recipient of the Award at the Annual Spring Breakfast meeting, provides an introduction, and gives the recipient the Award plaque. In addition, the Chair should arrange to have the recipient's talk audiotaped and the original tape sent to the secretary for archiving.

(4) Arranging for the Award plaque. As soon as possible after the recipient has been notified of the Award and has agreed to accept it, the Chair should arrange for the plaque to be made. In the past, the plaque has been ordered from: Harris 18 Hanover St. Manchester 03101 NH 603-669-3984 The wording on the plaque has traditionally been

<p>Distinguished Researcher Award</p> <p>National Conference on Research in Language and Literacy</p> <p>NAME OF RECIPIENT</p> <p>DATE</p>
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(5) After the recipient has received the award, the Chair should write an article for the NCRLI Newsletter about the recipient and the talk she/he gave.

(6) The Chair should recommend to the Executive Board changes, if needed, in the criteria or procedures for the Award.

OTHER ACTIVITIES AND TRADITIONS

Passing of the Spoon

Although some members find the tradition of "passing the spoon" a bit silly, most members feel that it is reminder of the history of NCRLI and that it is a way to express the continuity of NCRLI. Further, some members feel that "Passing the Spoon" represents a way of showing appreciation to the President of NCRLI.

At the Annual Spring Business Meeting, the outgoing president gives a spoon to the incoming president.

Before the Annual Spring Business meeting, the outgoing president purchases a sterling silver spoon (any spoon will do, it does not have to be expensive) and has the following engraved on the spoon:

Name of Incoming President
 President, NCRLI, dates (e.g., 1995-1996)

The cost of the spoon and the engraving is reimbursed. All kinds of spoons have been used: fancy decorative spoons, tea spoons, soup spoons, dessert spoons, new spoons, old spoons, antique spoons.

[Sample letter sent to Award Recipient by President]

Dear [Name of recipient]:

I have just learned from [name of Award Committee Chair], chair of the NCRLD Distinguished Researcher Award Committee, that you have been selected for the [year] NCRLD Distinguished Researcher Award. Both as president of NCRLD and personally, I want to congratulate you on the award. I am extremely pleased that NCRLD will be recognizing the outstanding and distinguished contributions you have made to the field of research on [specific areas and fields in which the recipient has worked] and so many other areas.

The Distinguished Researcher Award is presented at our annual NCRLD Breakfast meeting at IRA this coming Spring. The exact time and place of the Breakfast is: [insert information here]. After eating breakfast, there will be a short report of business by the various officers of NCRLD. Then, I will introduce the Chair of the Award Committee who will introduce you and will present the award to you. After presentation of the award, we would appreciate a 30-40 minute talk from you. In the past, recipients of the NCRLD Distinguished Researcher Award have talked about aspects of their career, shared insights about the history of the field and some of the events and issues that might not be known by newer members of the field, or have discussed topics and directions in research that seem important and timely. You are, of course, welcome to direct your talk in any of these ways or on any other way that would be enjoyable to you.

I look forward to seeing you at IRA so that I can personally congratulate you.

Sincerely yours,

[Name of President]
President, NCRLD