

The ALAN Constitution

(Revised & Approved by the Board of Directors October 2025)

Article I. Name

The name of the organization shall be the Assembly on Literature for Adolescents of the National Council of Teachers of English, otherwise known as ALAN.

Article II. Objective

The purpose of this assembly is to promote the reading, teaching, and learning of literature for adolescents by means of, but not limited to, the following: programs and conferences, including the ALAN Workshop at the annual NCTE Convention; ALAN's website and presence in various social networking communities (i.e., Facebook, Instagram, etc.); and research and scholarship in the field, especially through the ALAN Research Foundation and publications, including *ALAN Picks* and *The ALAN Review* (a periodical peer-reviewed journal).

Article III. Tax-Exempt Status

Section 1. ALAN is organized exclusively for educational 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.

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 the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or 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 IV. Membership

Section 1. Qualifications Membership in ALAN is available to any individual who is interested in literature for adolescents. Institutional memberships--without voting status--are also available.

Section 2. Dues Each member's dues are payable yearly on the anniversary of his/her initial membership payment. In addition, dues are included with registration of the yearly ALAN workshop and will be renewed automatically upon registration. The Executive Committee shall determine the amount of annual dues.

Article V. Affiliation

This organization shall be affiliated with the National Council of Teachers of English (NCTE), as provided for by Article IX of [that organization's constitution](#). In assuming the responsibilities of such an affiliation, this Assembly shall pay to NCTE the annual dues required for affiliation as provided by Article IX of [that organization's constitution](#).

Article VI. Board

Section 1. Composition

The business of ALAN shall be administered by the Board, which shall consist of the Executive Committee (the President, the President-Elect, the Immediate Past-President, and the Executive Director) and nine Directors, all of whom, in accordance with Article IX of the NCTE Constitution, must be members of NCTE during the election and while serving. The Executive Director shall be an ex-officio member of the Board. The Treasurer, Membership Secretary, editor (or co-editors) of *The ALAN Review*, the ALAN Newsletter Editor, the ALAN Communications Team Chair, State Representative Lead, ALAN Picks Editor, Mentorship Committee, and other necessary committees shall be appointed by the Executive Committee and shall serve as non-voting members of the Board.

Section 2. Authority and Function

The Executive Committee, which operates on behalf of the membership at large, shall have administrative jurisdiction over committees and activities created to further the purposes of ALAN and shall have primary responsibility for conducting the business of the organization, including determining policies, establishing membership dues, and delegating responsibilities.

The Board shall direct the work of the Assembly under general policies determined by the Executive Committee and shall conduct the business of the Assembly between annual meetings of the Board.

Section 3. Duties

President The President shall preside at all meetings, appoint the chairs and members of all committees, direct the business of the Assembly, and plan, as well as chair, the program for the ALAN Workshop at the annual NCTE Convention. The President or his/her designate shall represent the Assembly to the Board of Directors of NCTE as mandated by Article VI, Section A, Paragraph 2.e. of that organization's constitution.

President-Elect The President-Elect shall preside in the absence of the President and shall assist the President in the execution of the organization's business. Should the President be unable to complete his/her term of office, the President-Elect shall assume the office of the President for the remainder of the term. The President-Elect shall arrange for, work with the communications team and NCTE to publicize, and work with the ED and NCTE to manage the ALAN breakfast and Author's Reception at the annual NCTE Convention. The President-Elect shall take the minutes at the annual Board meetings.

Immediate Past-President The Immediate Past-President shall serve as advisor to the Board and all its members and serve on the ALAN Foundation Committee for five years.

Treasurer The Treasurer shall be responsible for all financial transactions of the Assembly, its Board, and committees created by the Board and shall assist with membership matters. The Treasurer shall provide a financial statement to the Board at its yearly meeting.

Membership Secretary The Membership Secretary shall be responsible for maintaining all membership records of the organization, sending out renewal notices, and collecting dues for transfer to the ALAN Treasurer. The Membership Secretary shall provide a membership report to the Board at its yearly meeting.

State Representative Leads

The State Representative Leads shall also be responsible for publicizing the organization and promoting membership by working with state reps and other committees such as the communications team and mentorship committee

ALAN Communications Team The ALAN Communications Team shall be responsible for developing and maintaining ALAN's website, newsletter, and presence in various social networking communities (i.e., Facebook, Twitter, Instagram, etc.) as a means for publicizing the organization and furthering its objectives. The Communications Team Chair shall provide a report to the Board at its yearly meeting.

Executive Director The Executive Director shall be responsible for advising and assisting the Executive Committee in carrying out its responsibilities; informing officers and committee members of their responsibilities; distributing copies of the Constitution to new officers and committee chairs; managing the business of the ALAN Foundation, which includes publicizing the program and awarding yearly grants; maintaining ALAN's nonprofit 501c3 status; and coordinating ALAN activities with NCTE, with the approval of the ALAN Executive Committee. The Executive Director shall also be responsible for maintaining up-to-date records of all decisions made by the Board, including copies of minutes, copies of the Constitution, copies of committee correspondence and reports, lists of past officers and award winners, and records of special events and activities sponsored by ALAN, including the ALAN Workshop and ALAN Foundation grants recipients.

Board Members of the ALAN Board shall be responsible for participating in the work of the organization by attending Board meetings, serving on committees, such as Elections and ALAN Award, as well as recommending and engaging in other activities that advance the goals of ALAN. All current Board members must serve on at least one standing committee, as appointed by the ALAN President.

Section 4. Terms of Office

The President Elect shall serve for one year, then become President for one year, and serve a third year as Immediate Past-President. A new President-Elect is to be elected each year.

The Executive Director shall be chosen by a committee appointed by the President and serve a term of five years, renewable for up to five years by agreement with the Board. The Executive Committee decides whether or not to open the position to new applicants then the President appoints a chair and committee. The committee interviews applicants, pulled from a pool of Past Presidents, and makes their recommendation.

The Treasurer shall be appointed by the Executive Committee and shall serve a term of three years, renewable for additional three year terms by agreement with the Executive Committee.

The Membership Secretary shall be appointed by the Executive Committee and shall serve a term of three years, renewable for additional three year terms by agreement with the Executive Committee.

The State Representative Leads shall be appointed by the ALAN Executive Committee and shall serve a term of three years, renewable by agreement with the Executive Committee.

The Communications Team shall be appointed by the Executive Committee and shall serve a term of three years, renewable for additional three year terms by agreement with the Executive Committee.

The editor (or co-editors) of *The ALAN Review* shall be chosen by a committee appointed by the Executive Committee and chaired by the Executive Director and shall be appointed for a term of five years, renewable for up to five years by agreement with the Executive Committee.

Three Board Members are to be elected each year for a term of three years, with terms to expire sequentially to provide continuity. Former Board Members are eligible for re-election after they have not served on the Board for a period of at least one year.

If an individual is unable to complete his/her term of office, the President, with the approval of the Executive Committee and ALAN Board, shall appoint someone to fill the position for the length of the unexpired term.

Section 5. Qualifications of Officers and Directors of ALAN

All officers of ALAN must be members of ALAN and must maintain current membership in the organization during their terms of office. All officers of ALAN must be current members of NCTE during their terms.

Candidates for President of ALAN will have served on the ALAN Board of Directors prior to their nomination. Candidates for all positions should have attended at least one ALAN Workshop prior to their nomination. Candidates for Executive Director will have served as an ALAN President prior to their nomination.

Article VII. Meetings

The Board shall meet during the annual fall convention of the NCTE at the time designated by the Executive Director working with NCTE. The Board may call meetings of the entire membership when necessary, at times and places determined by the Board, provided that all members are notified in writing of such meetings at least one month prior to the meeting dates.

The Executive Committee shall meet approximately once a month during the calendar year at a time and location designated by the President.

Article VIII. Nominations and Elections

Section 1. Procedures

Officers shall be nominated by an Elections Committee and/or by petition from the members of ALAN and shall be elected by electronic ballot prior to the Fall NCTE Convention.

Section 2. Nominations

The Elections Committee, consisting of a chairperson and four Board members, one of whom has been a member of the previous year's committee, shall be appointed by the President at the start of each new term of office. This committee's duty is to prepare a slate of candidates, at least two candidates for each vacant office, that represents the various constituencies of the membership.

The chair of the Elections Committee shall send the completed slate of candidates, along with a brief vita of each candidate, to the Executive Director by the deadline designated by the Executive Director.

Candidates for any vacancy may also be nominated by petition signed by fifteen or more current individual members of the Assembly, providing the petition is submitted to the chair of the Elections Committee by the deadline designated by the Executive Director.

Section 3. Balloting

The Executive Director shall arrange to have a copy of the ballot sent to each individual member of the Assembly by a designated deadline. The designated timeline for voting will be followed. Candidates receiving the most votes on the ballots received by the voting deadline will be declared the winners. The Executive Director shall report the

results to the committee chair by the designated deadline. The Executive Director shall inform all the candidates, members of the Board, and relevant NCTE staff members of the results.

Section 4. Inauguration of Officers

Newly elected officers and directors shall be introduced at the ALAN Breakfast at the Fall NCTE Convention and begin their terms of office at the close of the convention.

Article IX. Committees of the Assembly

Section 1. Standing Committees

Standing Committees shall be Elections, ALAN Award, ALAN Foundation Grant Award Committee, EDI Committee, Walden Award Committee, Communications Team, Booth Committee,,, Mentorship Committee, Workshop Consultants, State Rep Leads, Nilsen-Donelson Award Committee, Smith-Carlsen Award Committee, Cart-Campbell, Konigsberg Award Committee, Lesesne Award Committee, and Hipple Award Committee. Other Standing Committees may be created by the Board. The President may form ad hoc committees and appoint committee members as needed.

Section 2. Responsibilities

Elections Committee Defined in Article VIII.

ALAN Award Committee This committee, consisting of five Board members, selects the recipient(s) of the ALAN Award each year and makes the presentation at the annual ALAN breakfast.

ALAN Foundation Grant Committee This committee, consisting of the five immediate past-presidents of ALAN, voting independently, evaluates all requests for funding for research. The Executive Director coordinates the activities of the committee, solicits proposals, sends them to committee members, collects and tallies their votes, informs the recipients and non-recipients, forwards the information to the Treasurer, and announces the recipients at the annual ALAN breakfast.

Equity, Diversity, and Inclusion Committee The Equity, Diversity, and Inclusion (EDI) Committee upholds the 2019 Assembly on Literature for Adolescents of NCTE (ALAN) Statement on Equity, Diversity, and Inclusion and advises the Board.

Walden Award Committee This committee is responsible for the selection of the Amelia Elizabeth Walden Award annually.

Communications Team This team coordinates the various media presences of the organization.

Booth Committee This committee is charged with the development of the ALAN Booth for the NCTE convention and sales of ALAN approved merchandise through our ALAN store.

Mentorship Committee This committee is charged with pairing new ALAN members with mentors to assist new members in becoming active members of the organization. The Mentorship Committee, working alongside the State Representative Leads and Communications Team, also organizes and hosts events throughout the year for ALAN membership.

Workshop Consultants Workshop consultants shall include approximately 6 ALAN members of the President's choosing to consult on the ALAN Workshop program, including recommending authors, giving feedback on the workshop program draft, and being part of choosing proposals for any aspect of the program.

State Representative Leads The State Representative Leads will communicate with ALAN members who have signed up to be ALAN State Reps to meet the purpose of spreading knowledge of and involvement in ALAN.

Nilsen-Donelson Award Committee This committee selects the winning article from The *ALAN Review* annually and presents the award at the ALAN Workshop.

Smith-Carlsen Award Committee This committee selects the winner of the Smith-Carlsen Grant which supports the attendance of a graduate student working in English Education, Literacy Education, and/or Young Adult Literature to attend the ALAN Workshop.

Cart-Campbell Award Committee This committee selects the winner of the Cart-Campbell Grant which offers funding and complimentary registration for practicing librarians toward attendance at the ALAN Workshop.

Konigsberg Award Committee This committee selects the winner of the Konigsberg Award which is presented annually to an individual who has acted in selfless advocacy of marginalized youth through the creation, teaching, funding or other form of promotion of young adult literature.

Lesesne Award Committee This committee selects the winner of the Teri Lesesne Award which honors an individual for Mentorship and Leadership in Young Adult Literature.

Hipple Award Committee This committee, consisting of the President, Vice-President, Immediate Past-President, and Executive Director, chooses the recipient(s) of the Hipple Award and makes the presentation at the annual ALAN breakfast.

All committees should operate with the ALAN EDI Statement in mind.

Article X. Parliamentary Authority

Section 1. The business affairs of ALAN shall be conducted according to the latest edition of Robert's Rules of Order, except when it might be inconsistent with this Constitution or special rules of the Assembly.

Section 2. The President of the Assembly shall appoint a parliamentarian if necessary.

Article XI. ALAN Statements

These statements are in effect during all processes and procedures within ALAN.

ALAN's Statement on Equity, Diversity, and Inclusion

It is the policy of the Assembly on Literature for Adolescents of the National Council of Teachers of English (NCTE) and its Assembly on Literature for Adolescents of NCTE (ALAN) to embrace human diversity and demonstrate sensitivity to the concerns of people historically underrepresented or marginalized. This includes all underrepresented groups reflecting the range of human differences, among which are race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical challenges, and religion. This is not intended to be an all-inclusive list, only a list of examples.

Among our aims are to include a diverse range of participants (1) on appointed commissions, boards, committees, task forces, and other official groups; (2) among the leadership of the above groups; and (3) among the nominees presented by each nominating committee. In addition, in NCTE conventions and workshop sessions we will include substantial programs dealing with interests of a diverse range of participants, and engage leaders and/or consultants who are practicing teachers, librarians, youth program directors, etc., representing levels of instruction involved who reflect the group whose concerns around which a program revolves. In addition, ALAN will attempt to ensure that all facilities for participants at events have physical and sensory accessibility with the help of NCTE and the convention venue.

We also resolve to include people representing all groups in verbal and visual materials intended to represent or describe ALAN. In 2018 ALAN established an Equity, Diversity, and Inclusion Advisory Committee (EDI), and a position on the ALAN Board of Directors for the EDI Committee Chair. The purpose of this officer and advisory committee includes recommendations for policy creation and for concrete actions for implementation. The EDI Committee will provide an annual report of advisements, recommendations and accomplishments to the ALAN Board of Directors at each annual board meeting in November, the contents of which will be passed on to the NCTE.

Ethics Statements

POLICY: As democratically elected and appointed members of the officership, Board, directors, and coordinators, we are committed to observing and promoting the highest standards of ethical conduct in the performance of our leadership and governance responsibilities. As Executive Committee members, we pledge to accept this code as a minimum guideline for ethical conduct and to embrace the following principles and practices.

PROCEDURE:

1. Concern for Anti-Racism, Equity, and Justice – 1) Center and consciously abide by the Assembly on Literature for Adolescents of NCTE Statement on Equity, Diversity, and Inclusion; 2) Work to improve access to ALAN grants, meetings, conferences, and publications for all members of the organization by recognizing the range of identities individuals hold, duties and responsibilities of various members, and practitioner statuses of all the ALAN membership body. Further, the Board will work to identify and remove obstacles that inhibit participation and equitable access to ALAN resources

2. Good faith in accountability and representation – 1) Faithfully abide by the constitution, by-laws, and policies of ALAN; 2) Exercise reasonable care, good faith, and due diligence in organizational affairs; 3) Fully disclose to the standings Ethics Committee, or Board, if no committee is active, at the earliest opportunity, information that may result in a perceived or actual conflict of interest; 4) Communicate these perceived or actual conflicts of interest to the ALAN membership body; 5) Fully disclose, at the earliest opportunity, all information and insights that would have significance in Executive Committee decision-making; 6) Remain accountable for prudent fiscal management to affiliate members, colleagues in our broader professional community, and to government and funding bodies; 7) Address perceived or actual conflicts of interest during ALAN Board meetings by giving the appointed ALAN Ethics Board member explicit time in meeting agendas

3. Principles of Fiduciary Responsibility – 1) Make decisions for the good of all members of the affiliate; 2) Seek no personal gain or benefit based on appointed or elected positions in ALAN during negotiation with peripheral ALAN participants including Publishers and Authors. This includes, but is not limited to quid-pro-quo arrangement of appearances of authors for ALAN purposes in exchange for appearances in personal classrooms or other conferences.

ALAN Anti-Harassment Policy

ALAN has a zero-tolerance policy for harassment and is committed to a conference free of harassment of any kind. If you have been harassed or have witnessed harassment of any kind, please email ConductALAN@gmail.com and a member of the Board will respond immediately. *Anyone can report harassment.* This policy applies to attendees, authors, publishers, panelists, vendors, and volunteers.

Harassment includes but is not limited to: unwanted verbal communication, unwanted physical interaction of any kind, unwanted recording including audio, visual, or photographs of any kind, unwanted or unsolicited comments regarding physical appearance, bathroom policing, or intentional disruption of programming or organized activity related to the conference.

Harassment may be in relation to protected categories which include but are not limited to: age, race, sex, sexual orientation, gender identity, disability, ethnicity, national origin, or religion.

Harassment does not include respectful disagreement or reasonable and respectful critique made in good faith. ALAN continues to welcome and appreciate presentation of appropriate controversial ideas, free speech, and creative artistic expression. ALAN encourages members and attendees to hold one another accountable to this policy, and to take the perspectives of others seriously when a disagreement arises.

Violation of this policy may result in immediate removal from the workshop and/or event and exclusion from future events, as well as any other action that the Board of Directors feels is appropriate. Violation of this policy may result in police involvement, if deemed necessary.

ALAN is committed to providing a safe, welcoming, respectful space for everyone and urges participants to report any behavior that makes them uncomfortable.

Article XII. Amendments

Section 1. Procedures

This Constitution may be amended by a vote of two-thirds of the Board. The current Constitution will be posted on the website.

Section 2. Proposal by Petition

Individual members of the Assembly may submit a proposal to amend this Constitution to the Executive Committee, who shall, within twelve months, submit it to a vote of all members.