

## MCTE Board Policies

1. MCTE may award up to \$3000 a year in grants, with a grant maximum of \$1000. (6/21/08)
2. MCTE will publish the *Minnesota English Journal* online. Furthermore, MCTE members will receive a card or letter information them of the availability of the MEJ online. (1/9/04)
3. MCTE dues set at \$30 for an individual and \$10 for students/MRA members. (7/25/05)
4. For non-budgeted MCTE expenses, MCTE officials will follow these guidelines:
  1. If the expense is less than \$50, make the purchase.
  2. If the expense is between \$51 and \$150, contact the President for approval.
  3. If the expense is more than \$150, it must have Board pre-approval. This may be obtained at a regular meeting or via an e-mail initiated by the President.
  4. For any expense, original receipts must be submitted to the Executive Secretary in a timely manner. Expenses without receipts will not be reimbursed.
  5. If possible, contact the Treasurer prior to the expense to use the MCTE credit card to facilitate payment.
  6. MCTE is under no obligation to reimburse expenses made that do not follow these guidelines. (9/17/05)
5. MCTE will NOT refund registration fees for the fall workshop and spring conference. In the case of inclement weather that causes school closings, we will consider refunding partial expenses for attendees who contact us *before* the start of the workshop or conference, including the day of. We cannot, however, refund expenses related to food and conference location costs.

## MCTE Board Guidelines

6. The following will be the timelines for MCTE publications:

### *Minnesota English Journal*

Submission deadline: June 30

Publication date: November 15

### Student Writing Journal

Submission deadline: June 15

Publication date: September 1

MCTE Newsletter and chairs responsible for contributing an article (submission also encouraged for other dates as issues arise)

		Submission deadline	Publication date
Fall	(Middle Level Chair)	November 1	November 15
Winter	(Secondary Chair)	February 1	February 15
Spring	(College)	June 1	June 15
Summer		August 1	August 15