

# Association of Teacher Educators

## Corporate Bylaws

*February 2018*



### *Vision and Mission Statements*

**Vision:** ATE promotes advocacy, equity, leadership, and professionalism for teacher educators in all settings and supports quality education for all learners at all levels.

**Mission:** ATE, as an individual membership organization, promotes quality teacher education through both exemplary clinical practice and research.

### Association of Teacher Educators

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## **CORPORATE BYLAWS**

### **ARTICLE I - PURPOSES**

The Purposes of the Association of Teacher Educators (herein after “the Association”) shall be:

- A. To provide opportunity for individual professional growth for all persons concerned with teacher education through
  - 1. participation in meetings of the Association;
  - 2. leadership opportunities;
  - 3. preparation of publications and other media;
  - 4. access to publications and other media;
  - 5. personal association with other teacher educators;
  - 6. development of personal and ethical standards.
  
- B. To promote quality programs for teacher education by
  - 1. preparing and disseminating ideas, practices and programs;
  - 2. promoting, initiating, and engaging in program development and research;
  - 3. providing leadership through
    - a. issuing position papers
    - b. developing guidelines for excellence in professional preparation,
    - c. helping frame and promote state and national legislation, rules, and regulations;
  - 4. cooperating with other educational agencies, organizations and institutions;
  - 5. serving as a coordinating vehicle through which related teacher education organizations may
    - a. engage in dialogue
    - b. cooperate in services – publications, administration, and research,
    - c. develop educational policy through collaborative action.

### **ARTICLE II – MEMBERSHIP**

#### **Section 1. General Membership**

Membership in the Association shall be open to all individuals involved in educator preparation.

## **Section 2. – Classification of Membership**

Individual membership in the Association shall be of six classes – regular, life, distinguished, retired, student, and associate.

### **A. Regular Membership**

All individuals involved in educator preparation may become regular members by paying the stipulated dues according to the established schedule, and shall be entitled to all privileges of the Association.

### **B. Life Membership**

All individuals involved in educator preparation may become life members by paying the stipulated dues according to the established schedule, and shall be entitled to all privileges of the Association.

### **C. Distinguished Membership**

All individuals involved in educator preparation nominated by the Honors and Awards Committee and elected by a three-fourth-majority vote of the Delegate Assembly will be accorded distinguished membership in the Association and shall be entitled to all privileges of the Association. Only those who have been members for a minimum of fifteen consecutive years up to and including the year of nomination and have rendered outstanding contributions to the Association and to teacher education are eligible. No more than two people may be elected to distinguished membership in any one year.

### **D. Retired Membership**

All individuals involved in educator preparation who have retired from full time active professional employment may elect a retired membership by paying the stipulated dues. They must have held regular membership for at least ten years or five consecutive years immediately preceding retirement. They shall be entitled to all privileges of the Association.

### **E. Student Membership**

All individuals enrolled as full-time students in undergraduate or graduate teacher education programs may become student members of the Association by paying the stipulated dues providing that, in every case, payment is accompanied by the appropriate form signed by a sponsoring regular, life or distinguished member. Student members shall be entitled to all the privileges of the Association except to participate in the nomination and the election of officers and members of the Board of Directors.

## F. Associate membership

All persons who are interested in educator preparation and are not eligible for regular membership, and any salespersons, manufacturers' representatives, or allied industry representatives supplying, cooperating with or supporting educator preparation shall be eligible for Associate Membership in the Association. Associate Members shall be entitled to all privileges of the Association except the right to vote and hold office. Associate members shall pay dues in an amount as determined by the Board of Directors of the Association.

### **Section 3. Membership Dues**

The dues for memberships in the Association shall be determined by the Delegate Assembly upon the recommendation of the Board of Directors.

The dues for life membership shall be twenty (20) times the annual dues for regular membership in lump sum payment or twenty-two (22) times the annual dues for the regular membership if paid in ten (10) installments.

Distinguished members pay no dues. All members shall receive the same Association publications.

### **Section 4. Institutional Subscriptions**

Libraries are eligible for institutional subscription. The annual institution rate for all Association publications shall be determined by the Delegate Assembly upon the recommendation of the Board of Directors. The subscription year shall be twelve calendar months upon the receipt of the annual subscription fee.

### **Section 5. Operational Fees**

All persons, except distinguished members, attending conferences, clinics, workshops, and other meetings shall be charged registration fees. These fees shall be determined by the Board of Directors.

## **ARTICLE III – OFFICERS**

### **Section 1. Elected Officers**

The elected officers of the Association shall be the President, First Vice President, Second Vice President, and Immediate Past President. The Association shall elect a candidate as: (1<sup>st</sup> year) Second Vice President; (2<sup>nd</sup> year) First Vice President; (3<sup>rd</sup> year) President, and (4<sup>th</sup> year) Immediate Past President.

## **Section 2. Qualifications for Elected Officers**

Any active member who has held regular, life, retired or distinguished membership for three consecutive years and who is or has been a member of the Board of Directors, a delegate, or a standing committee, commission or taskforce member of the Association may be nominated for the office of Second Vice President.

## **Section 3. Election**

A slate consisting of a minimum of two candidates for the office of Second Vice President shall be prepared by the Nominations and Elections Committee and presented to the Delegate Assembly, which will have the right to add nominations. Additional candidates can be nominated from the floor to the Delegate Assembly if they meet the qualifications for the office as defined by the Corporate Bylaws Article 3, Section 2, provided that application materials are submitted to the Nominations and Elections Committee within two weeks following their nomination. Election shall be by electronic or mail ballot of the eligible membership, with the candidate receiving the highest number of votes being declared elected.

## **Section 4. Executive Director**

The Executive Director shall be hired by the Board of Directors. The Executive Director shall be an ex-officio officer and member of both the Board of Directors and the Delegate Assembly and responsible to both groups.

The term of office of the Executive Director shall be determined by the Board of Directors with the approval of the Delegate Assembly. The Board of Directors will conduct annual reviews of the Executive Director's performance.

## **Section 5. Tenure**

The tenure of each elected officer shall be for one year, and officers may not be elected for more than one term, either consecutively or after a period of time. The office shall be assumed at the conclusion of the Annual Meeting of the Association of Teacher Educators.

Should the Board of Directors determine that the President is, through illness, death, or for any other reason, unable to fulfill the responsibilities of the President as stated in the Corporate Bylaws, the President shall, at such time as it shall designate, be replaced by the First Vice President.

In case the office of First Vice President should become vacant, the position shall be filled upon the decision of the Board of Directors through special election of two candidates nominated by the Nominations and Elections Committee and by ballot of the eligible membership.

## **Section 6. General Duties of Officers**

The duties of officers shall be consistent with the Corporate Bylaws.

All elected officers shall serve as voting members of the Board of Directors, except that the President shall vote only in the case of a tie vote.

The Executive Director shall serve as an ex-officio member, without vote, on the Board of Directors and the Delegate Assembly.

### **A. The President (one year term)**

1. shall serve as chair of the Delegate Assembly;
2. shall serve as chair of the Board of Directors;
3. shall appoint, when possible, elected members of the Board of Directors to serve as Board liaisons to standing committees in such manner as to have at least one elected Board member represent the Board for each standing committee;
4. shall appoint members of the Delegate Assembly to provide representation on the standing committees;
5. shall appoint one third of the chairpersons of all standing committees;
6. shall appoint one third of the members of the standing committees and fill any unexpired terms;
7. shall appoint all chairpersons and members of ad hoc committees, task forces, and commissions;
8. shall be a member ex-officio, without vote, of all committees and commissions, with the exception of the Nominations and Elections Committee;
9. shall act for the Association between meetings of the Association;
10. shall submit a report, at least annually, to the board of directors and the Delegate Assembly, including actions taken on resolutions..
11. shall serve as Past President in the next year.

### **B. First Vice President (one year term)**

1. shall assume the role of President in the next year.

2. shall serve as a member of the Board of Directors;
3. shall be a member ex-officio, non-voting, of Fiscal Affairs Committee
4. shall assume the responsibilities as designated by the President;
5. shall serve as the Acting President of the Association in temporary absence of the President.
6. shall appoint one third of the chairpersons of all standing committees;
7. shall appoint one third of the members of the standing committees and fill any unexpired terms;
8. shall serve as liaison to the Committee on Committees.

C. Second Vice President (one year term)

1. shall assume the role of First Vice President in the next year.
2. shall serve as an ex-officio, voting member of the Board of Directors;
3. shall assume the responsibilities as designated by the President;

D. The Immediate Past President (one year term)

1. shall serve as a member of the Board of Directors;
2. shall serve as liaison to the Nominations and Elections Committee;
3. shall assume responsibilities as designated by the President;
4. shall serve as an ex-officio, non-voting member, of Fiscal Affairs Committee.

E. The Executive Director

1. shall serve as a member ex-officio, without vote, on the Board of Directors and the Delegate Assembly and be responsible for the distribution of agenda items and other appropriate items prior to all meetings;
2. shall submit an annual report to the Board of Directors and the Delegate Assembly which shall become a part of the official records of the Association;



3. shall prepare the budget and administer the finances of the Association;
4. shall serve as Secretary of the Association and be responsible for the preparation of the Minutes of the Association in accordance with the provisions of the State of Virginia Non Profit Corporation Act, and shall attest such legal documents or other instruments as required by the president, and shall be keeper of the Association's Corporate Seal;
5. shall be responsible for having the accounts of the Association reviewed by an outside auditing firm on an annual basis. The results of this review shall be forwarded to all members of the Board of Directors no later than 30 days after the review is completed;
6. shall be responsible for the maintenance of all records and papers of the Association;
7. shall be responsible for the execution of Association policy;
8. shall facilitate communication between all organization branches of the Association and individual members and others who may inquire;
9. shall be responsible for the coordination of all committees and commissions;
10. shall be responsible for the preparation and distribution of the newsletter;
11. shall be responsible for the technical editing, printing, distribution, promotion and sales of all Association publications;
12. shall coordinate the planning of the meetings of the Association;
13. shall be responsible for the direction of the Association office and activities of all Association employees relative to their Association assignments;
14. shall hire all professional staff when a vacancy in that office occurs;
15. shall be responsible for all other duties as may be assigned by the Board of Directors;
16. shall serve as a member ex-officio, without vote, on the Corporate Bylaws and Fiscal Affairs Committees;
17. shall in the absence of a "registered" volunteer, hire a professional (registered) parliamentarian in the host city to oversee the conduct of business of the official governing body and advise the President.

## **Section 7. Executive Committee**

The Executive Committee shall consist of the elected officers (President, First Vice President, Second Vice President, and Immediate Past President), one Board Member elected by the Board, and the Executive Director (ex-officio). The Executive Committee shall act in lieu of the Board of Directors when decisions are necessary between Board meetings. The Executive Committee shall report its activities at the next Board meeting for ratification.

## **ARTICLE IV – BOARD OF DIRECTORS**

### **Section 1. Name of Board of Directors**

The Board shall be known as the Board of Directors.

### **Section 2. Membership and Representation**

The Board of Directors shall consist of eight elected members plus the President, First Vice President, Second Vice President, Immediate Past President and the Executive Director. The eight elected members shall be represented comprised as follows: one must be public or private school personnel (preK-12) at the time of the election; two must be college or university personnel working directly in educator preparation at the time of the election; one must be a current or former officer of the Council of Unit Presidents; and the four others shall be elected at large. The Executive Director shall serve in an ex-officio capacity, without vote.

### **Section 3. Qualifications**

Any active member who has held a regular, life, retired or distinguished membership for three consecutive years and who has served or is serving in the Delegate Assembly, or on a standing committee, commission, or taskforce may be nominated for election to the Board of Directors.

### **Section 4. Election**

The Nominations and Elections Committee shall prepare a slate consisting of a minimum of two candidates for each position to be filled on the Board of Directors. The slate shall be prepared by the Nominations and Elections Committee and presented to the Delegate Assembly which shall have the right to add additional names for each position to be filled provided materials are submitted within two weeks of the nomination. Nominations for the Council of Unit Presidents' representative shall be made by the Council of Unit Presidents and sent to the Nominations and Elections Committee to be duly slated.

Election shall be by electronic or mail ballot of the eligible membership. Candidates receiving the highest number of votes for each person will be declared elected. In the event of a tie vote, a runoff election by electronic or mail ballot shall be conducted.

The tenure of the eight elected members of the Board of Directors shall be three years. The tenure of the Board of Directors shall commence at the conclusion of the Annual Meeting of the Association of Teacher Educators.

The elected members of the Board of Directors may not serve consecutive terms.

A Board member's inability to serve, failure to attend two consecutive meetings of the Board, or election or appointment to an office may cause the position to be declared vacant. The vacancy shall be filled by a presidential appointment subject to the Board of Directors approval.

### **Section 5. Voting**

The elected members of the Board of Directors, the First Vice President, Second Vice President, and the Immediate Past President shall be voting members of the Board of Directors. The President shall vote only in case of a tie vote. The Executive Director shall be ex-officio, without vote.

### **Section 6. Meetings**

The Board of Directors shall meet at the request of the President and no less than once a year. Notification must be received by each member no less than two weeks prior to the meeting.

Three members may call a meeting of the Board of Directors with written, signed notification to be received by each member no less than two weeks prior to the proposed meeting date.

### **Section 7. Quorum**

The number required for a quorum of the Board of Directors shall be one-half plus one of the eligible voting members. Any motion and/or recommendation so approved by six or more of the Board of Directors, with the President only voting in case of a tie vote shall be an official action of that body.

If there is no quorum for an officially called meeting, those present may make recommendations and or motions. These recommendations and/or motions shall be presented for vote to the entire Board of Directors and the results shall be tabulated by the Executive Director.

## **Section 8. Responsibilities**

### **A. The Board of Directors**

1. shall formulate the policy of the Association as recommended by the Delegate Assembly;
2. shall employ an Executive Director when a vacancy in that office occurs;
3. shall set the term of office and the conditions of employment of the Executive Director;
4. shall have the power to approve presidential recommendations of ad hoc committees and commission appointments and dissolutions;
5. shall be the ad interim council for the Delegate Assembly with the power to represent and act for the Delegate Assembly between meetings of that body.

B. When possible, each member of the Board of Directors shall be assigned by the President to serve as a Board liaison to a standing committee in such a manner as to have at least one Board of Directors member represent the Board for each standing committee.

C. The members of the Board of Directors shall serve as ex-officio members, without vote, in the Delegate Assembly.

## **ARTICLE V – COMMITTEES AND OTHER WORKING GROUPS**

### **Section 1. Executive Committee**

The Executive Committee is established to act in lieu of the Board of Directors when decisions are necessary between Board meetings.

### **Section 2. Standing Committees**

One-third of standing committee members shall be appointed by the President-Elect within forty-five days after assuming office with the exception of the Fiscal Affairs Committee. The number of committee members shall not exceed fifteen, unless the President obtains Board approval. Appointments to vacant terms of committee members shall be limited to the remaining portion of the unfilled term. To balance committee membership among one, two and three year terms, the committee members who have been appointed at the time of passage of this bylaws change shall be apportioned randomly to a one year, two year, or three year term. These appointments will be numbered and that slot number will remain a fixed term for the life of the committee.

Committee membership will be reviewed each year by the committee chair who will recommend to the Board of Directors removal of a committee member's name from the committee who has not attended two consecutive conferences and who has not been active in committee work for two years. Membership also will be reviewed by the Executive Director who will remove a committee member's name from the committee who is not a current member of ATE. These deletions will be made within thirty days of the Annual Meeting, and the President-Elect will fill vacant slots.

The Board shall review each committee membership each year to ensure diversity among committee members with regard to region, racial/ethnic origin, primary occupational role, and any other factors that would contribute to the effective functioning of the committee.

When a committee chair is vacant, the President, in consultation with the standing committee, shall appoint the chair of the committee. The term of office for chairs is three years, and the chair of the committee shall occupy a three year term slot in the committee membership, beginning with the first year as committee chair. If the committee chair is a current member of the committee and has not completed a full term as committee member, that position shall be filled as indicated above. By the year 1999, the Board of Directors shall implement a system so that hereafter 1/3 of the committee chairs will be appointed each year.

There shall be an annual meeting of the Standing Committee Chairpersons at the annual conference to enhance communications.

The Professional Journal Committee chair shall serve as a member of the Communications Committee.

The Fiscal Affairs Committee shall be composed of the President, First Vice President, Executive Director, at least five appointed members and the chairperson. The President, First Vice President, and Executive Director shall serve as ex-officio members, without vote. The Executive Director shall serve as Treasurer of the Association and shall report to the Board of Directors quarterly and the Fiscal Affairs Committee semiannually.

The Committee on Committees shall be composed of nine appointed members. At its inception, three members shall be appointed to serve for one year, three for two years, and three for three years, to establish the normal rotation.

The Honors and Awards Committee shall be composed of at least six appointed members, one of whom is an active Association member who holds the title of Distinguished Member. At its inception, two members shall be appointed to serve for one year, two for two years, and two for three years, to establish the normal rotation.

#### **Section 4. Qualifications**

Members appointed to the standing committee must hold current membership in the Association and their authorized unit.

#### **Section 5. Official Action**

- A. Official action of all standing committees will be by majority of those members present, provided that at least two weeks prior notice of the meeting has been provided in writing to each member.
- B. Standing committees will present reports and recommendations to the Delegate Assembly and/or Board of Directors unless otherwise specified in the Corporate Bylaws.
- C. The Fiscal Affairs Committee will present reports and recommendations to the Delegate Assembly after review by the Board of Directors.

#### **Section 6. Annual Reports**

Each committee chairperson shall file an annual report with the Executive Director within forty-five days of the conclusion of the Annual Meeting of the Association. The annual report of the Fiscal Affairs Committee shall encompass the preceding fiscal year of September 1 through August 31.

#### **Section 7. Responsibilities**

- A. Association Development and Membership Committee
  - 1. shall annually solicit ideas from the membership, coordinate and communicate these ideas to the other standing committees, the Delegate Assembly and the Board of Directors, for the future development of the Association;
  - 2. shall develop and implement membership recruitment;
  - 3. shall develop and implement membership participation;
  - 4. shall develop and implement membership recognition;
  - 5. shall develop and implement membership retention;
  - 6. shall promote membership development locally, regionally, and nationally;
  - 7. shall be a broad-based, diverse committee, representative of all sections of the country and all levels of the educational establishment;

8. shall meet twice annually; and
9. shall work with the Executive Director and Board of Directors to maintain oversight of membership development.

#### B. Committee on Committees

1. shall receive and review all requests for new committees;
2. shall verify that proposed new committees do not duplicate existing committees;
3. shall oversee standing committees regarding whether they are following and achieving their responsibilities;
4. shall annually analyze the need for new standing committee responsibilities;
5. shall oversee all responsibilities, review any proposed changes, and oversee standing committees' compliance with Corporate Bylaws;
6. shall develop a Standing Committee Operations Procedural Manual to be used by all standing committees;
7. shall assist the First Vice President in identifying potential committee members.

#### C. Corporate Bylaws

1. shall be responsible for the language and format of the Corporate Bylaws;
2. shall prepare, consider and/or review amendments to the Corporate Bylaws in accordance with the purposes of the Association;
3. shall be responsible for the analysis of proposed amendments to the Corporate Bylaws and make recommendations to the Delegate Assembly and/or voting membership;
4. shall file a statement of the current Corporate Bylaws annually to the Association office.
5. shall consider the censure, suspension, expulsion and reinstatement of members, authorized units, and affiliated units and recommend action to the Delegate Assembly;

6. shall set the requirements for authorized and affiliated units and certify new units for approval by the Delegate Assembly.
7. shall set the requirements for Special Interest Groups (SIG), review the statements of purpose of such groups, and recommend recognition of the SIG to the Delegate Assembly.

D. Credentials Committee

1. shall review the credentials of all unit representatives designated to serve as delegates to the Delegate Assembly;
2. shall certify the seating of all eligible representatives as delegates;
3. shall, if requested by an unseated representative, refer his/her status to the Delegate Assembly for final action.

E. Diversity Committee

1. shall promote, initiate, and coordinate programs and initiatives in ATE related to diversity;
2. shall make reports and recommendations to the Board of Directors regarding diversity in ATE.

F. Fiscal Affairs Committee

1. shall work with the Executive Director and the Board of Directors to develop a format for reporting the fiscal matters;
2. shall work as a liaison with the Board of Directors to review the budget prepared by the Executive Director;
3. shall serve as a channel for accepting fiscal information from the general membership and standing committees;
4. shall provide the Delegate Assembly with a yearly status report of the fiscal matters of the Association;
5. shall work with all standing committees to coordinate the generation of outside monies for special projects;
6. shall identify and pursue external sources of operating capital.



#### G. Honors and Awards Committee

1. shall obtain names of award nominees from selection committees/panels;
2. shall provide names of nominees to conference planning committee;
3. shall recommend guidelines for creation of new awards to the ATE Board of Directors;
4. shall evaluate recommendations and nominate candidates for distinguished membership and shall recommend the nominees to the Board of Directors and Delegate Assembly. Recommendations must be accompanied by documentation of fifteen years of consecutive membership and outstanding contributions to the Association and teacher education;
5. shall monitor the selection process each year and ensure that selection panels are successful in their charges.

#### H. Legislative and Governmental Relations Committee

1. shall be a committee representative of all sections of the country and all levels of the educational establishment;
2. shall assign committee members to be responsible for legislative matters emanating from the states, Congress, and the U.S. Department of Education;
3. shall organize a system by which individuals from the Association will establish relationships with national and state legislative and governmental bodies;
4. shall establish a relationship with the legislative chairpersons of other education-related organizations to share information and collaborate;
5. shall maintain current records of legislation affecting teacher education and action taken by state and national legislative bodies;
6. shall report to the Delegate Assembly legislation affecting teacher education and its disposition;
7. shall conduct membership training programs to improve working relations with education policy makers.

## I. Nominations and Elections Committee

1. shall secure recommendations from authorized units and membership at-large for the offices to be filled;
2. shall verify the eligibility of all prospective nominees through information furnished by the Association office;
3. shall prepare a slate consisting of a minimum of two nominees for each office to be filled;
4. shall secure from each nominee a resume of professional activities, which shall be furnished to the Executive Director for use in the preparation of the ballot;
5. shall be responsible, in cooperation with the Executive Director, for mailing the election ballots to the current eligible membership no later than April 15;
6. shall be responsible, in cooperation with the Executive Director, for the receipt, counting and certification of the completed ballots;
7. shall inform the Executive Director of the election results. The Executive Director is then responsible for the notification of all candidates of the results and the publication of the names of those duly elected;
8. shall be responsible for developing guidelines for the conduct of campaigns, and for recommending these guidelines to the Delegate Assembly, for informing candidates of campaign guidelines and for monitoring and maintaining guidelines.

## J. Professional Journal Committee

1. shall meet at least twice annually;
2. shall make content and publication decisions concerning the Association of Teacher Educators official journal(s), books, and other academic publications;
3. shall regularly review the publications of the Association;
4. shall determine the specific academic publications which best meet the priorities of the Association;
5. shall prepare and submit an annual budget request to the Fiscal Affairs Committee for consideration and in preparation of the budget;

6. shall include the editor of the journal and his/her associates/assistants as ex-officio, non-voting members;
7. shall develop and recommend to the Delegate Assembly, criteria and procedures for the selection of journal editor(s);
8. shall review applications for the editorship and make recommendation to the Board of Directors and/or Delegate Assembly.

#### K. Public Relations and Communications Committee

1. shall develop and submit a program of publications and other types of communications media, except for the official journal, which conform to the guidelines as approved by the Delegate Assembly and/or the Board of Directors;
2. shall be responsible for recommending appropriate changes in guidelines for publications and other types of communications media of the Association, except for the official journal, for approval of the Delegate Assembly and/or Board of Directors;
3. shall deliver to the Executive Director recommended manuscripts and/or other media for technical editing, printing and distribution;
4. shall assume no editorial responsibility for publications related to organizational maintenance such as the newsletter, Corporate Bylaws, committee procedures, programs for meetings, and position papers and policy statements of the organization;
5. shall be responsible for planning a program to enhance the image and goals of the Association through print, electronic media and other sources;
6. shall assist the Association office in development of publicity and publicizing association clinics, workshops, conferences, and other events;
7. shall cooperate with the Executive Director in the production of materials and techniques to enhance the image of the Association.

#### L. Research Committee

8. shall promote, initiate and coordinate program development and research, placing special emphasis on collaborative efforts;
9. shall recognize and report exemplary research and program development efforts;

10. shall identify and sanction needed research;
11. shall submit to the appropriate committees recommendations for
  - a. publications.

M. Resolutions Committee

1. shall consider and formulate resolutions based upon:
  - a. the thinking and concern of the diverse membership,
  - b. the recommendations of authorized units,
  - c. the deliberations and actions of the Delegate Assembly, committees, and the Board of Directors, and
2. shall solicit and present with recommendations to the Delegate Assembly resolutions which state the principles, policies, and goals of the Association, and resolutions which direct action or state the position of the Association on matters of importance;
3. shall collect and provide for the publication (electronically and in print) of all resolutions approved by the Delegate Assembly;
4. shall review all resolutions passed by the Delegate Assembly five years before the current year for continued relevance and timeliness. The review will include actions taken by the Association related to the Resolution. The review results in a recommendation to the Delegate Assembly to:
  - a. reaffirm a resolution,
  - b. delegate a resolution,
  - c. approve a revised/rewritten resolution, and/or
  - d. declare a resolution “historical” and no longer in effect.

N. Technology and the Future of Teacher Education Committee

1. shall inform members of the Association on emerging trends in technology and their applications in teacher education;
2. shall work with national meeting planning committees and the leadership of the Association to integrate technology trends into the programs of national meetings;
3. shall work with the elected leadership of the Association and the Executive Director to increase the technological capability of the association and its operations;

4. shall work with the Executive Director to seek external support for the Association's efforts in increased technology;
5. may invite representatives of the private sector and funding agencies to ex-officio membership on the Committee, with approval of the Board of Directors, to build linkages for the Association with those organizations;
6. shall make an annual report to the Delegate Assembly on its activities.

### **Section 8. Ad Hoc Committees, Commissions and Task Forces**

Between meetings of the Delegate Assembly, the President, with the approval of the Board of Directors, may appoint or dissolve;

- ad hoc committees (charged with a specific function and dissolved after the completion of charge)
- commissions and/or
- task forces

as deemed necessary. Commissions may be appointed for a three-year term and may be reappointed. Task force chairs and members may be appointed by the president and serve until completion of the task. Members of ad hoc committees, commissions, and task force members shall be current ATE members. Each chairperson shall file an annual report with the Executive Director within forty-five days of the conclusion of the Annual Meeting of the Association.

## **ARTICLE VI – DELEGATE ASSEMBLY**

### **Section 1. Name of the Delegate Assembly**

The elected delegates shall be known as the Delegate Assembly.

### **Section 2. Membership and Representation**

The Delegate Assembly shall consist of two members from each authorized unit.

Any authorized unit with one hundred or more national regular or life members as of June 30 preceding the Delegate Assembly shall be entitled to two additional delegates.

Each authorized unit shall also be entitled to one alternate for each delegate to the Delegate Assembly. Alternates, when seated, shall meet the qualifications of the delegates.

The President shall serve as chairperson of the Delegate Assembly. All other elected officers, the Executive Director and the members of the Board of Directors shall serve as ex-officio members of the Delegate Assembly, without vote.

### **Section 3. Qualifications**

All delegates and alternates to the Delegate Assembly must be members of the Association at the time of their election and during their term in the Delegate Assembly. In addition, they must have served as an officer and/or board members of an authorized unit.

### **Section 4. Election and Tenure**

Each authorized unit shall be responsible for the election or appointment of its delegates and is further responsible for immediate notification of such election or appointment to the Executive Director. Each authorized unit shall be responsible for ensuring that its delegates are demographically representative of the unit's membership.

The term of membership of the Delegate Assembly shall be three years.

### **Section 5. Voting**

Each elected or appointed delegate shall have one vote with the chairperson voting only in case of a tie vote. All ex-officio members serve without vote.

### **Section 6. Meetings**

The Delegate Assembly shall meet yearly during the Annual Meeting.

The Board of Directors shall be the ad interim council for the Delegate Assembly with the power to represent and act for the Delegate Assembly between sessions of that body.

The Board of Directors shall, in case of grave need, call a business session of the Delegate Assembly.

### **Section 7. Quorum**

The number required for a quorum shall be fifty percent of the voting membership of the Delegate Assembly plus one. The chairperson may not be counted in the number required for a quorum.

If there is no quorum for an officially called meeting, those present may act as an official body in considering problems and/or issues and make recommendations and/or motions. These recommendations and/or motions shall be presented to the entire Delegate Assembly by ballot and the results tabulated by the Executive Director. Any motion and/or recommendation approved by a majority of the voting members of the Delegate Assembly by ballot, with the chairperson voting only in the case of a tie vote, shall be an official action of that body.

## **Section 8. Responsibilities**

The Delegate Assembly:

1. shall make recommendations to the Board of Directors regarding policy for the Association;
2. shall have the power to certify, censure, suspend, expel and reinstate members and authorized and affiliated units upon recommendation of the Corporate Bylaws Committee.

## **ARTICLE VII – UNITS**

The Association may recognize two kinds of units: the first, hereinafter called authorized units, are entities that have been duly chartered and recognized according to specific criteria stated in the bylaws. The four types of authorized units are: state units, regional units, international units, and merged units each with their local units if any exist.

Other units, hereinafter called affiliated units, also may be recognized by the Association. To be a recognized affiliated unit, the proposed group must meet certain requirements specified in the bylaws. Affiliated units include special interest groups and councils.

### **Section 1. Authorized Units**

#### **A. International Units**

The same provisions and conditions of affiliation shall pertain to the recognition of an international unit as those affecting a state unit with such modifications as deemed necessary.

#### **B. Regional Units**

Regional units, embracing two or more states, may be organized provided that they meet all the requirements of a state unit. Such regional units will be entitled to representation in the Delegate Assembly according to Article VI, Section 2, Membership and Representation. Regional units that represent individual units that already have delegate representation, such as SRATE, shall be limited to two delegates. The selected delegates may not represent both the individual state unit and the regional unit.

#### **C. State Units**

A state unit of the Association may be authorized by the Delegate Assembly. An application for state authorization must show that:

1. at least fifteen persons, in good and regular standing in the Association, desire the proposed state unit. Student memberships may be counted as part of the fifteen;
2. specific, realistic plans for the maintaining and/or increasing membership have been formulated;
3. the proposed unit structure provides for membership and full participation without regard for disability or diversity;
4. a constitution and/or bylaws has been adopted by vote of at least two-thirds of the membership of the proposed unit, recommended by the Corporate By-Laws Committee, and approved by the Delegate Assembly;
5. officers will be elected; at least one state meeting will be held each year; a variety of activities and services benefiting the members and the profession will be planned; a report of such meetings, activities, services and a copy of all unit publications will be sent to the Association office;
6. the prescribed number of members of the unit will be elected to represent the unit in the Delegate Assembly. The state unit, to the extent of its ability, shall help to defray the expenses of such delegates to the officially called meetings of the Delegate Assembly;
7. all elected members of the board of directors of state units shall hold membership in the national Association;
8. for purposes of communication and dissemination of information, and for the orderly accounting and transmission of funds, authorized units shall adopt a common fiscal year and term of office to begin July 1 and end June 30 of each year and shall make an annual financial report to the National office by September 1.

#### **D. Merged Units**

An application for recognition as a Collaborative Unit must show that the proposed collaborative structure provides for a constitution, deemed appropriate by the Corporate By-Laws Committee and accepted by the Delegate Assembly. The application must show:

1. at least fifteen persons in good standing in the Association;
2. specific, realistic plans for supporting membership in ATE;
3. the proposed collaborative unit structure provides for membership and full Participation without regard for disability or diversity;



4. a constitution and/or bylaws have been adopted by vote of at least two-thirds of the membership of the proposed collaborative that has been recommended by the Corporate By-Laws Committee and accepted by the Delegate Assembly;
5. officers have been elected and the President (or President-Elect) must be a member of ATE officers will be elected; at least one state meeting will be held each year; a variety of activities and services benefiting the members and the profession will be planned; a report of such meetings, activities, services and a copy of all unit publications will be sent to the Association office;
6. the representatives to Delegate Assembly are determined in the same manner as State Units. The prescribed number of members of the unit will be elected to represent the unit in the Delegate Assembly. The state unit, to the extent of its ability, shall help to defray the expenses of such delegates to the officially called meetings of the Delegate Assembly;
7. a majority of the elected members of the board of directors of the collaborative unit must be members of ATE;
8. for purposes of communication and dissemination of information, and for the orderly accounting and transmission of funds, authorized units shall adopt a common fiscal year and term of office to begin July 1 and end June 30 of each year and shall make an annual financial report to the National office by September 1.

## **Section 2. Affiliated Units**

An application for recognition as an affiliated unit must show that the proposed affiliate structure provides for a constitution or statement of purpose which is deemed applicable by the Corporate Bylaws Committee.

Groups seeking affiliated status must fulfill the requirements delineated by the Corporate Bylaws Committee and must be approved by the Delegate Assembly.

### **A. Council of Unit Presidents**

All persons who are presidents, president-elects, and immediate past presidents of authorized units shall be considered to be members of the Council of Unit Presidents for the ensuing membership year.

The Council of Unit Presidents shall file a constitution with the Corporate By-Laws Committee.

### **B. National Field Directors Forum**

The National Field Directors Forum (NFDF) is dedicated to developing quality field experiences, student teaching and internships assignments. Membership is comprised of educators who have administrative responsibilities in this area without regard to title, rank or size of program. The Forum provides leadership in the area of professional field experiences.

The National Field Directors Forum shall file a constitution with the Corporate By-Laws Committee.

#### C. Council of Past Presidents

Membership in the Council of Past Presidents is open to all who have completed their terms as President and Immediate Past President of the national Association of Teacher Educators, or its predecessor group, the Association for Student Teaching. The Council of Past Presidents will work with current elected leaders of the Association to advance the Association. The Council will meet at least annually during the Annual Meeting of the Association to determine its agenda. A chair shall be elected by the membership to a two-year term and is eligible for reelection.

### **ARTICLE VIII—SPECIAL INTEREST GROUPS**

A group of twenty or more members of the Association having a common special interest can be officially recognized by the Association as a Special Interest Group (SIG) by fulfilling the requirements specified in the Corporate Bylaws Committee.

All Special Interest Groups shall file a statement of purpose with the Corporate Bylaws Committee. Members of the Special Interest Group shall be current Members of the Association. Each chair of a SIG shall file an annual report with the Special Interest Group Coordinator within forty-five days of the conclusion of the Annual Meeting of the Association.

### **ARTICLE IX – AMENDMENTS**

All proposed amendments to the Corporate Bylaws shall be considered by the Corporate Bylaws Committee. In the event of a proposed amendment not receiving a positive recommendation or approval, the initiator may then submit the proposed amendment to the Delegate Assembly for approval.

The Corporate Bylaws may be amended, provided that notice of the proposed amendment(s) has been given to the eligible membership (regular, life, distinguished, and retired) one month in advance, either by

- A. majority approval of the Delegate Assembly or

- B. approval of two-thirds of the voting membership (regular, life, distinguished, and retired) voting by ballot.

## **ARTICLE X – SUNDRY PROVISIONS**

### **Section 1. Meetings**

The Association shall hold an Annual Meeting at a time and place to be approved by the Board of Directors.

Meetings of the Delegate Assembly and the Board of Directors shall take place during the Annual Meeting.

### **Section 2. Rules of Order**

All business meetings shall be conducted according to the latest edition of *Robert's Rules of Order* provided that such rules do not conflict with any provision of the Corporate Bylaws.

### **Section 3. Professional Relationships**

A. By the Association: the Association shall participate in the activities of such educational organizations as shall be approved by the Delegate Assembly.

B. With the Association: educational organizations may affiliate with the Association and participate in the activities of the Association, and shall be represented in the Delegate Assembly. Such affiliation shall require approval by the Delegate Assembly.

### **Section 4. Fiscal Year**

The fiscal year shall extend from September 1 through August 31 of the following year.

### **Section 5. Membership**

The period of membership of each person who joins the Association and pays the annual dues shall be twelve calendar months upon receipt of the annual dues.

## **ARTICLE XI – DISSOLUTION**

The Association shall use its funds only to accomplish the objectives and purposes specified in these Bylaws and no part of said funds shall inure, or be distributed, to the members of the Association. On dissolution of the Association, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations to be selected by the Board of Directors.