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Association of Teacher Educators

Operating Policies and Procedures Manual



2023

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Introduction

Organization’s Relationship Nationally

The Association of Teacher Educators is a professional association devoted solely to the improvement of teacher education both for school-based and post-secondary educators. The association publishes two professional journals and conducts an annual meeting and summer conference with sessions intended to help members in their careers and to improve teacher preparation. ATE has 501-C3 tax exempt status as recognized by the US Internal Revenue Service.

Strategic Goals

- ***Organizational Sustainability***

Goal 1.1: ATE will create innovative revenue streams to support stakeholder needs.

Goal 1.2: ATE will develop an organizational framework that is fluid and responsive to the strategic plan and membership needs.

Goal 1.3: ATE will create a governance structure that supports the organization’s sustainability and growth.

- ***Drive Greater Impact***

Goal 2.1: Within robust school-university-community partnerships, ATE will re-define the career (from recruitment, through induction, and across the professional lifespan) of a professional educator with an emphasis on varied opportunities for professional development, leadership, and career advancement.

Goal 2.2: ATE will collaboratively employ a state-, national-, and partnership-driven research agenda, with implications for professional educators across career lifespans.

Goal 2.3: ATE professional educators will be engaged in processes, actions, and interactions that are evident for the achievement of diversity, equity, inclusion, and social justice in the field of education and society as a whole.

- ***Expand Our Footprint***

Goal 3.1: ATE will develop a comprehensive set of recruitment and retention strategies (individual, local/state/regional, and organizational) leveraging the use of technology to reach, expand, and engage association membership.

Goal 3.2: ATE will develop organizational marketing strategies to recruit, retain, and engage association membership.

Goal 3.3: ATE will raise the voice of the Association to a new level of influence by

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developing a structure to guide, support, and sustain advocacy efforts (Advocacy Commission).

History and Overview of Organization

The Association of Teacher Educators is a professional association devoted solely to the improvement of teacher education both for school-based and post-secondary educators. The association publishes two professional journals and conducts an annual meeting and summer conference with sessions intended to help members in their careers and to improve teacher preparation. ATE has 501-C3 tax exempt status as recognized by the US Internal Revenue Service.

Vision

The Association of Teacher Educator’s (ATE) 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

The Association of Teacher Educator’s (ATE) Mission: ATE, as an individual membership organization, promotes quality teacher education through both exemplary clinical practice and research.

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Board Organizational Structure

Board Structure

To be added...

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Governance

Governance

To be added...

Governing Documents

Articles of Incorporation

To be added...

Bylaws

See Bylaws

Conflict of Interest Policy

The Association of Teacher Educators' Conflict of Interest Policy: (1) defines conflicts of interest; (2) identifies classes of individuals within the Organization covered by this policy; (3) facilitates disclosure of information that may help identify conflicts of interest; and (4) specifies procedures to be followed in managing conflicts of interest.

- 1. Definition of conflicts of interest.** A conflict of interest arises when a person in a position of authority over the Organization may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.
- 2. Individuals covered.** Persons covered by this policy are the Organization's officers, directors, chief employed executive and chief employed finance executive.
- 3. Facilitation of disclosure.** Persons covered by this policy will annually disclose or update to the Elected President on a form provided by the Organization their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.
- 4. Procedures to manage conflicts.** For each interest disclosed to the Elected President, the

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Elected President will determine whether to: (a) take no action; (b) assure full disclosure to the Board of Directors and other individuals covered by this policy; (c) ask the person to recuse from participation in related discussions or decisions within the Organization; or (d) ask the person to resign from his or her position in the Organization or, if the person refuses to resign, become subject to possible removal in accordance with the Organization's removal procedures. The Organization's chief employed executive, and chief employed finance executive will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the Elected President in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred.

Organizational Chart

To Be Added

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Roles & Responsibilities of the Officers

President

Responsibilities of 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.

First Vice President

Responsibilities of the 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;

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7. Shall appoint one third of the members of the standing committees and fill any unexpired terms;

Second Vice President

Responsibilities of the 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 serve as an executive officer and Secretary of the Board of Directors;
4. Shall assume the responsibilities as designated by the President.

Immediate Past President

Responsibilities of 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 serve as an executive officer and Treasurer of the Board of Directors;
4. Shall assume responsibilities as designated by the President;
5. Shall serve as an ex-officio, non-voting member, of Fiscal Affairs Committee.

Treasurer

The Treasurer shall be the custodian of all funds and securities of the Corporation. Whenever so directed by the Board, the Treasurer shall render a statement of the cash and other accounts of the Corporation, and the Treasurer shall cause to be entered regularly in the books and records of the Corporation to be kept for such purpose full and accurate accounts of the Corporation's receipts and disbursements. The Treasurer shall at all reasonable times exhibit the books and accounts to any Director upon application at the principal office of the Corporation during business hours. The Treasurer shall have such other powers and shall perform such other duties as may from time to time be assigned to the Treasurer by the Board.

Responsibilities of the Treasurer:

1. Shall be the custodian of all funds and securities of the Corporation;
2. Whenever so directed by the Board, the Treasurer shall render a statement of the cash and

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other accounts of the Corporation, and the Treasurer shall cause to be entered regularly in the books and records of the Corporation to be kept for such purpose full and accurate accounts of the Corporation's receipts and disbursements;

3. Shall serve as the Board liaison and as ex-officio, non-voting member, the Fiscal Affairs Committee;

Secretary

The Secretary shall certify and keep the minutes of all meetings of the Board. The Secretary shall be the custodian of and shall make or cause to be made the proper entries in, the minutes book of the Corporation and such books and records as the Board may direct. The Secretary shall have such other powers and shall perform such other duties as may from time to time be assigned to the Secretary by the Board.

Responsibilities of the Secretary:

1. Shall certify and keep the minutes of all meetings of the Board of Directors;
2. Shall be the custodian of and shall make cause to be made the proper entries in, the minutes book of the Corporation and such books and records as the Board may direct;

Chief Executive Officer

Responsibilities of the Chief Executive Officer:

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 in coordination with the Treasurer and Fiscal Affairs Committee;
4. 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;
5. Shall be responsible for the maintenance of all records and papers of the Association in Coordination with the Secretary;
6. Shall be responsible for the execution of Association policy;
7. Shall facilitate communication between all organization branches of the Association

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and individual members and others who may inquire;

8. Shall be responsible for the coordination of all committees and commissions;
9. Shall be responsible for the preparation and distribution of the newsletter;
10. Shall be responsible for the technical editing, printing, distribution, promotion and sales of all Association publications;
11. Shall coordinate the planning of the meetings of the Association;
12. Shall be responsible for the direction of the Association office and activities of all Association employees relative to their Association assignments;
13. Shall hire all professional staff when a vacancy in that office occurs;
14. Shall be responsible for all other duties as may be assigned by the Board of Directors;
15. Shall serve as a member ex-officio, without vote, on the Fiscal Affairs Committee and Governance Committee / Corporate Bylaws Sub-Committee;
16. 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.

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Board Roles & Responsibilities

The Board of Directors

To be added

Responsibilities of Individual Board Members

Role and Responsibilities of the Board of Directors:

1. Shall formulate the policy of the Association as recommended by the Delegate Assembly;
2. Shall employ a Chief Executive Officer (CEO) when a vacancy in that office occurs;
3. Shall set the term of office and the conditions of employment of the CEO;
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.

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.

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

Evaluation of the Chief Executive Officer (CEO):

The Chief Executive Officer (CEO) serves as the Chief Administrative Officer [and as the Secretary and Treasurer of ATE (Current language)]. The CEO is hired by the Board of Directors and serves as the ex-officio officer of both the Board of Directors and the Delegate Assembly. It is the responsibility of the board to conduct an annual evaluation of the CEO. The Evaluation Committee will consist of the Board’s Executive Officers (ExO).

The evaluation process will consist of the following steps:

Activity	Date (or first business day after)
ExO solicits input from relevant stakeholders, via survey, confidential conversations, or other means	March 15 - 31

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CEO drafts and submits self-evaluation, using provided form	April 1
ExO considers inputs, reviews goals and results achieved, and drafts evaluation	April 1-April 30
ExO sends draft evaluation to CEO	May 1
CEO and ExO meet to discuss evaluation	May 1 - May 10
ExO makes any changes and submits evaluation to full board	Spring Board Meeting
ExO discusses conclusions with board, which votes to approve (or, in rare cases, modify) and discusses any relevant next steps	Spring Board Meeting

Terms of Service

The tenure of 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.

Planning

Annual Budget Preparation

To be added...

Strategic Plan

To be added...

Fiduciary Responsibilities

The Board of Directors shall:

1. Review financial reports at each board meeting.

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2. Provide adequate cross training to members to enable each member to fulfill his or her financial oversight role.
3. Adopt a policy to prohibit Financial Transactions with Insiders
4. Be prohibited from loaning ATE funds without specific authorization from the Board of Directors
5. Be prohibited from receiving advances of funds,
 - a) Direct and necessary expenses that have been preapproved by the CEO including travel for meetings and other activities related to carrying out responsibilities may be reimbursed.

The Chief Executive Officer AND Board of Directors shall:

1. Ensure that planned activities minimize the risk of financial jeopardy and are consistent with board-approved priorities and long-range organization goals.
2. Develop, review and submit an annual operating budget to the Fiscal Affairs Committee in time for reasonable approval by the Board prior to each fiscal year (September-August).
 - a) Any operating budget will use responsible assumptions and projections with the general goal of an unrestricted surplus.
3. Follow the ATE Gift Acceptance Policy
 - a) ATE will accept stock or other negotiable instruments as a vehicle for donors to transfer assets to the organization. Transfer and recording the value of the asset shall be done in a consistent manner and in compliance with accounting standards.
 - b) ATE shall accept contributions of goods or services other than cash that are related to the programs and operations of ATE. Any other contributions of non-cash items must be reviewed and approved by the Executive Committee of the Board of Directors before acceptance. Donors providing non-cash donations and services will be asked to submit a valuation statement in order to receive a gift acknowledgement letter.

The Chief Executive Officer (CEO) shall:

1. Be prohibited from loaning ATE funds without specific authorization from the Board of Directors
2. Be prohibited from receiving advanced of funds from ATE without specific authorization from the Board of Directors
3. Direct and necessary expenses including travel for meetings and other activities related to carrying out responsibilities shall be reimbursed.

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4. Account for restricted and board designated funds separately from general operating funds, and clearly define the restrictions applicable to these funds.
5. Report the financial results of ATE operations according to the schedule established by the Executive Committee quarterly and the Fiscal Affairs Committee annually.
6. Submit grant proposals for BOD approved activities
7. Review, negotiate and accept grant awards
8. Pay all obligations and file required reports in a timely manner.
9. Receive, process, and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments.
10. Accept funds gifted to ATE or the Leadership Foundation for Education, ensure gifts are recorded consistently and direct gift reporting
11. Make no contractual commitment for bank loans, corporate credit cards, or for real estate leases or purchases without specific approval of the Board.
12. Record fixed assets with purchase prices greater than \$500 as capital assets in accounting records.
13. Depreciation of capital assets will not exceed five years for furniture and equipment or three years for computer and other technology equipment.
14. Plan and carry out suitable protection and maintenance of fixed assets and equipment
15. Protect intellectual property, information, and files from unauthorized access, tampering, loss, or significant damage.
16. Limit vendor credit accounts to prudent and necessary levels.
17. Obtain multiple quotes and/or competitive bids for items or services costing in excess of \$5,000 per unit. Selection will be based on cost, service, and other elements of the contract.
18. ATE is not required to accept the lowest cost proposal.
19. Insure against theft and casualty losses to the organization and against liability losses to Board members, staff, or the organization itself to levels indicated in consultation with suitable professional resources.
20. Avoid actions that would expose the organization, its board, or its staff to claims of liability.

Removal

To be added... VA law. A director may only be removed by a vote of membership

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Board Development

Orientation of New Members

To Be Added

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Board Management

Meetings

The Board of Directors meets on a quarterly basis each year. Regularly scheduled quarterly meetings are held on the second Tuesday of November, February, May and July. In addition to the quarterly meetings, the Board holds planning sessions at the spring Annual Meeting and summer conference to discuss budget and strategic planning.

Distribution of Meeting Minutes

To be added...

Board Member Attendance

To be added

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Hiring of Staff & Executive Director

Roles and Responsibilities of the Chief Executive Officer

Administrative Operations Management:

1. Coordinate Board of Directors quarterly meetings and agenda with the President. Prepare and distribute meeting materials, reports, and recommendations at least two weeks prior to the meeting.
2. Prepare budgets and administer finances. Develop reserve funds. Provide financial reports with assistance from staff to include year-to-date, end-of-year, meetings, income and expense, annual audit and budget to the Board of Directors and Fiscal Affairs Committee. Coordinate financial oversight with the Fiscal Affairs Committee and the Board. Administer finances for the Leadership Foundation for Teacher Education and the Council of Unit Presidents and submit semi-annual reports to the appropriate officers. Be ultimately responsible for compliance with all State and Federal Tax Reporting and coordinate the necessary professional services required.
3. Select and supervise support staff - Assistant to the Executive Director/Director of Member Services, and Web Designer/Social Media Director. Administer personnel policies including procedures, benefits, and working conditions.
4. Identify persons for and coordinate the work of ATE members who serve as volunteer staff-associates- named as -Association Development Specialists (ADSs) to support various goals of ATE.
5. Identify equipment/technology needs and work with the Board of Directors to ensure the office equipment and technology are appropriate to the needs of the office.
6. Coordinate election process with Nominations and Elections Committee. Prepare and distribute ballots and report results to all candidates, the Board, and the Web Designer/Social Media Director.
7. With assistance of Assistant to Executive Director/Director of Member Services, manage office and facilities, maintain business records, archival data, and reports of committees, commissions, and task forces. Maintain a master calendar, procedure manual and policy handbook. Facilitate the continuous updating of the Association website with the webmaster.
8. With assistance of Assistant to Executive Director/Director of Member Services, respond to inquiries and requests for services in a timely manner. Manage general correspondence with assistance of staff.

Member Relations & Engagement:

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1. Conduct membership campaigns following plans to address various populations.
2. With support from Assistant to Executive Director/Director of Member Services - Monitor distribution of membership renewal notices and follow-up reminders.
3. Work with the Membership Committee to improve membership retention. With assistance from Assistant to Executive Director/Director of Member Services, generate demographic data as needed.
4. Implement membership services plan. Work with Assistant to the Executive Director/Director of Member Services, and Web Designer/Social Media Director to facilitate distribution of periodic notices of membership benefits such as publications, supplementary insurance, and volunteer opportunities.
5. Work with the following groups to address their needs and requests: ATE governance groups, state and regional units, and the Council of Unit Presidents.
6. Serve as a liaison between state/regional/affiliate units and the Board of Directors when key issues arise.
7. Facilitate annual reports to the Delegate assembly and the Board of Directors.
8. Increase national viability of ATE and promote membership.

External Partnerships:

1. Coordinate coalitions and partnerships with constituent educational associations and governmental groups.
2. Participate in conferences and meetings of educational groups to promote the mission and vision of ATE and to increase national visibility of the Association.
3. Advocate for teacher education through governmental policy venues and promote ATE's role for national leadership in education policy development.
4. Serve as a liaison with other associations and agencies and provides leadership in addressing the mutual interests of ATE in support of current and developing programs and services.
5. Attend meetings and acts as a liaison with partner organizations and governmental education agencies.

Fundraising:

1. Identify potential external funding sources and prepare necessary applications and proposals.
2. Coordinate efforts to secure sponsorships for ATE events.

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Chief Executive Officer (CEO) Evaluation

The Chief Executive Officer (CEO) serves as the Chief Administrative Officer [and as the Secretary and Treasurer of ATE (Current language)]. The CEO is hired by the Board of Directors and serves as the ex-officio officer of both the Board of Directors and the Delegate Assembly. It is the responsibility of the board to conduct an annual evaluation of the CEO. The Evaluation Committee will consist of the Board’s Executive Officers (ExO).

The evaluation process will consist of the following steps:

Activity	Date (or first business day after)
ExO solicits input from relevant stakeholders, via survey, confidential conversations, or other means	March 15 - 31
CEO drafts and submits self-evaluation, using provided form	April 1
ExO considers inputs, reviews goals and results achieved, and drafts evaluation	April 1-April 30
ExO sends draft evaluation to CEO	May 1
CEO and ExO meet to discuss evaluation	May 1 - May 10
ExO makes any changes and submits evaluation to full board	Spring Board Meeting
ExO discusses conclusions with board, which votes to approve (or, in rare cases, modify) and discusses any relevant next steps	Spring Board Meeting

Association Development Specialists

ATE’s Association Development Specialists (ADSs) are adjuncts to the ATE staff and expand services of the Association’s national office to meet specific operational or programmatic needs. The ADS positions are unpaid, but the individuals serving in these roles are recognized for their service and are reimbursed for certain expenses. Where possible, the ADSs coordinate their work with appropriate committees within the organization. ATE’s CEO, appoints the ADS positions and coordinates their activities through the national office. Generally, ADSs serve for renewable three-year terms.

- Association Development Specialists will serve the Association as volunteers interested in the promotion of activities to serve ATE members and to move the Association toward meeting its purposes and objectives.

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- Association Development Specialists will work in collaboration with appropriate committees within the ATE governance structure.
- Association Development Specialists will be responsible for seeking sources of funding relevant to their activities.
- Individuals may serve in no more than one ADS position at a time.
- A specialist must remain in good standing membership during service as an Association Development Specialist.

Compensation Policy

This Policy on the Process for Determining Compensation of Association of Teacher Educators applies to the compensation of the following persons employed by the Organization:

 xx The Organization’s **chief employed executive**¹ (CHECK IF APPLICABLE)
 Other **Officers**² or **Key Employees**³ of the Organization by title

The process includes all of these elements: (1) review and approval by the board of directors or compensation committee of the Organization; (2) use of data as to comparable compensation; and (3) contemporaneous documentation and recordkeeping.

1. **Review and approval.** The compensation of the person is reviewed and approved by the board of directors or compensation committee of the Organization, provided that persons with conflicts of interest with respect to the compensation arrangement at issue are not involved in this review and approval.

¹ Chief employed executive – The CEO (i.e., Chief Executive Officer), executive director, or top management official (i.e., a person who has ultimate responsibility for implementing the decisions of the Organization’s governing body or for supervising the management, administration, or operations of the Organization).

² Officer – A person elected or appointed to manage the Organization’s daily operations, such as a president, vice-president, secretary or treasurer. The officers of the Organization are determined by reference to its organizing document, bylaws, or resolutions of its governing body, or as otherwise designated consistent with state law, but at a minimum include those officers required by applicable state law. Include as officers the Organization’s top management official and top financial official (the person who has ultimate responsibility for managing the Organization’s finances).

³ Key Employee – An employee of the Organization who meets all three of the following tests: (a) \$150,000 Test: receives reportable compensation from the Organization and all related organizations in excess of \$150,000 for the year; (b) Responsibility Test: the employee: (i) has responsibility, powers, or influence over the Organization as a whole that is similar to those of officers, directors, or trustees; (ii) manages a discrete segment or activity of the Organization that represents 10% or more of the activities, assets, income, or expenses of the Organization, as compared to the Organization as a whole; or (iii) has or shares authority to control or determine 10% or more of the Organization’s capital expenditures, operating budget, or compensation for employees; and (c) Top 20 Test: is one of the 20 employees (that satisfy the \$150,000 Test and Responsibility Test) with the highest reportable compensation from the Organization and related organizations for the year.

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- 1) **Use of data as to comparable compensation.** The compensation of the person is reviewed and approved using data as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations.
- 2) **Contemporaneous documentation and recordkeeping.** There is contemporaneous documentation and recordkeeping with respect to the deliberations and decisions regarding the compensation arrangement.

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Membership

Categories

Membership in the Association shall be open to all individuals interested in educator preparation. All individual membership classifications are entitled to all privileges of the Association including the right to vote and hold office.

Membership in the Association shall consist of two categories – individual and organizational.

A. Individual Membership Classifications

Individual Membership in the Association shall be of five classes – regular, life, distinguished, retired, and student.

B. Organizational Membership

Organizational membership shall consist of those supporters of educator preparation that do not meet the criteria for individual membership (i.e., professional associations, companies & businesses, etc.). These members shall be entitled to all privileges of the Association except the right to vote and hold office.

Membership Dues

The dues for membership in the Association shall be determined by 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 regular membership if paid in ten (10) installments.

Distinguished members pay no dues.

Membership Survey

To be added

Diversity / Inclusivity

To be added...

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Committees and Other Working Groups

Standing Committees to the Board of Directors

Educational Programs and Planning

The Educational Programs and Planning Committee shall address issues related to the Associations' honors and awards, research, educational technology, membership and development, and professional publications. In addition to these focus areas, there shall be a Professional Publications Subcommittee. The Committee shall perform other such duties as may from time to time be assigned by the Board.

Responsibilities of the Educational Programs and Planning Committee Include:

Membership Development

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 and retention aligned with the strategic plan;
3. Shall develop and implement membership participation and recognition;
4. Shall promote membership development locally, regionally, and nationally;
5. Shall be broad-based, diverse, and representative of all sections of the country and all levels of the educational establishment;
6. Shall work with the Executive Director and Board of Directors to maintain oversight of membership development.

Honors and Awards

1. Shall obtain names of award nominees from selection committees/panels;
2. Shall provide names of nominees to the CEO and 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;

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5. shall monitor the selection process each year and ensure that selection panels are successful in their charges.

Research

1. shall promote, initiate and coordinate program development and research, placing special emphasis on collaborative efforts;
2. shall recognize and report exemplary research and program development efforts;
3. shall identify and sanction needed research;
4. shall submit to the appropriate committees recommendations for publications.

Technology and the Future of Teacher Education

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 CEO to increase the technological capability of the association and its operations;
4. shall work with the CEO 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.

Responsibilities of the Professional Journal Sub-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 CEO and 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-

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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.

Fiscal Affairs

The Fiscal Affairs Committee shall focus on fiscal matters related to the organization including budget preparation, investments, endowments, and other fiscal matters. The Committee shall perform other such duties as may from time to time be assigned by the Board.

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

Responsibilities of the 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.

Governance

The Governance Committee shall address issues related to the Corporate Bylaws, credentials for participation in the Delegate Assemble, resolutions, and matters impacting Authorized

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State and Affiliate Units. The Committee shall perform other such duties as may from time to time be assigned by the Board.

Responsibilities of the Governance Committee:

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 Board of Directors, 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 work with the Board of Directors to set the requirements for authorized and affiliated units and certify new units for approval by the Delegate Assembly and Board of Directors.
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 and Board of Directors.

Credentials

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.

Resolutions

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

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2. Shall solicit and present with recommendations to the Delegate Assembly and Board of Directors, 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 should include 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.

Public Affairs

The Public Affairs Committee shall address issues related to Public Relations and Communications, and Government / Legislative Relations. The Committee shall perform other such duties as may from time to time be assigned by the Board.

Responsibilities of the Public Affairs 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;

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6. Shall assist the Association office in development of publicity and publicizing association clinics, workshops, conferences, and other events;
7. Shall cooperate with the CEO in the production of materials and techniques to enhance the image of the Association.

Responsibilities Related to Legislative and Governmental Relations

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.

Diversity

The Diversity Committee shall meet at a minimum semi-annually. The Committee shall provide guidance to the Board to ensure the Association has a culturally inclusive climate. Membership on the Diversity Committee shall at a minimum consist of each standing committees' diversity representative or liaison. The Committee shall perform other such duties as may from time to time be assigned by the Board.

Responsibilities of the 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.

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To be further developed

Other Standing Committees

Other Standing Committees do not report to the Board of Directors. To be further developed

Nominations and Elections

The Nominations and Elections Committee Chair shall coordinate with the CEO each year to prepare for the annual election.

Responsibilities of the Nominations and Elections Committee:

1. Shall update all election nomination information, including positions open for the next election and provide it to the Executive Director within two weeks of the close of the Summer Conference;
2. Shall secure recommendations from authorized units and membership at-large for the offices to be filled;
3. Shall verify the eligibility of all prospective nominees through information furnished by the Association office;
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 electronically notify the Delegate Assembly, within 2 weeks prior to the annual meeting, of any positions or offices where there is not a minimum of two qualified nominees;
6. Shall provide to the Delegate Assembly an overview of each open position and the qualifications required for each, as well as the criteria and procedures for preparing a ballot of qualified nominees to uphold a fair impartial election and to inform candidates of campaign guidelines;
7. Shall present to the Delegate Assembly at the annual meeting the names of nominees who have been interviewed by the nominations and elections committee at the annual meeting;
8. Shall seek additional nominees at the Delegate Assembly; the slating of the delegate assembly nominees shall be contingent upon their interviews at the annual meeting and the completion of their application within two weeks of the close of the annual meeting;
9. Shall prepare and present the slate, including those nominated at Delegate Assembly, to the Board of Directors within three weeks after the close of the Annual Meeting;
10. Shall be responsible, in cooperation with the Executive Director, for preparing and

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providing the election ballots to the current eligible membership no later than April 1st with a 14-day election period;

11. Shall be responsible, in cooperation with the Executive Director, for verifying the results of the completed ballots within 1 week of the close of the elections;
12. Shall confirm the election results, and request the Executive Director to notify all candidates of the results prior to the publication of the names of those duly elected.

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.

Leadership Foundation for Teacher Education (LFTE)

The primary purpose of Leadership Foundation for Teacher Education (LFTE) is long-term capital growth to provide resources to the organization support teacher education.

LFTE shall have an Advisory Council. Members of the Advisory Council are appointed to three-year terms by the First Vice President and approved by the Board of Directors. The President and the CEO of the Association serve as ex-officio members of the Advisory Council.

The Advisory Council, in conjunction with the Board of Directors, is responsible to donors, the Association membership, the Delegate Assembly, and the Board of Directors for developing and applying policies for the use of resources available through the Foundation.

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Financial Management

Philosophy

The purpose of financial management in the operation of all ATE activities is to fulfill the organization’s mission in the most effective and efficient manner and to remain accountable to ATE officers and Board of Directors, members and other stakeholders. Financial policies clarify the roles, authority, and responsibilities for essential financial management activities and decisions. In the absence of an adopted policy, staff and board members are likely to operate under a set of assumptions that may or may not be accurate or productive.

ATE commits to providing accurate and complete financial data for internal and external use by the CEO and the Board of Directors. The CEO, Treasurer, and Fiscal Affairs Committee review the organization’s financial policy, which should be reviewed every two years. New board members and staff are trained on the financial policy.

Authority

The Board of Directors is ultimately responsible for the financial management of all activities. The Treasurer and Chief Executive Officer (CEO) are authorized to act on the Board’s behalf on financial matters when action is required in advance of a meeting of the Board of Directors.

The CEO is responsible for the day-to-day financial management of the organization. The Board authorizes the CEO to hire and supervise staff and independent consultants, pay bills, receive funds, and maintain bank accounts. The CEO is authorized to sign checks up to \$2,500. Checks for amounts greater than \$2,500 shall require authorization from the Boards’ Executive Officers.

The CEO is authorized to enter into contracts for activities that have been approved by the Board as a part of annual or project specific budgets or plans.

The CEO is authorized to manage expenses within the parameters of the overall approved budget, reporting to the full Board and Fiscal Affairs Committees on variances and the reason for these variances.

The Board of Directors must approve any use of the board designated cash reserve fund.

Financial Procedures

Purpose Statement

These financial procedures provide a framework for accountability to the ATE Board of

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Directors, Delegate Assembly, membership, partners and funders for the conduct of ATE financial matters. ATE financial operations are aligned under the Fiscal Affairs Committee. See the ATE Corporate Bylaws for duties of Officers, the Treasurer, Executive Director and Board of Directors. See also the ATE Financial Policy Statement. Order of precedent for documents is Bylaws, Financial Policy Statement and ATE Financial Procedures.

All ATE financial operations will be carried out in the most effective and efficient manner possible. ATE will conduct business in a manner consistent with state and federal regulations pertaining to non-profit (501 C3 organizations) and sector best practices. Financial matters will be reviewed, recorded and reported in a manner that provides accountability, accuracy, transparency and internal controls over ATE assets.

Accounting System

ATE will utilize commercially available products to facilitate the conduct of business including but not limited to: submission of funds to the bank for deposit, payment of vouchers and reimbursement and financial reporting. As of the 2022-23 fiscal year, Quickbooks Pro is being used. The Executive Director should have access to product dashboards for quick reference.

Accounts Payable

Advances of funds to employees, officers, or directors ARE NOT authorized. Direct and necessary expenses including travel for meetings and other activities related to carrying out responsibilities may be reimbursed if a prior approval by the Executive Director authorizes the reimbursement. In no case shall ATE borrow funds from any employee, officer, or director of the organization without specific authorization from the Board of Directors.

Each payment will have sufficient supporting documentation to support the purpose of the expense and proof of authorization to pay. Invoices received from vendors will be approved by the executive director (email approvals are acceptable). Each BOD or Executive Director reimbursement request will be signed by the requester and the approver. No officer or employee of ATE is authorized to approve their own personal reimbursements. The Executive Director should minimize requests for reimbursement for operating costs as these should be paid directly to the vendor or service provider, to the extent possible.

Invoices are paid under standard net 20 days terms (this is # of days from receipt of invoice). Once approved, the payment should be processed timely.

The Executive Director has signature authority for all check/payments up to \$2,500 (single check). Payments in excess of \$2,500 required a secondary approver.

Corporate credit card statements will be matched to receipts during the monthly

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reconciliation. Receipts will be obtained as soon as possible, post-purchase, with the appropriate supporting documentation.

Accounts Receivable

Amounts due are due upon receipt of ATE invoice. All invoices will include payment terms “Due Upon Receipt.” Amounts due will be flagged to allow for aging on a month-to-month basis. Aged items >45 days required documented follow up with the vendor or service provider.

Pledges due will be flagged to allow for aging or otherwise be recognize across multiple years.

Each deposit will include supporting documentation for the classification of funds (restricted or unrestricted). All funds received should be processed timely. Any funds that cannot be readily classified should be deposited and flagged as suspense until the proper classification is made. No funds should be unclassified at quarter end.

Budget

The Executive Director and ATE staff are responsible for quarterly analysis of budget to actual expenditures. Budget revisions approved during a FY are recorded quarterly.

Business Continuity

A complete list of process-dependent systems, i.e. financial operations, membership management or conference registration should be maintained including primary user names and who has access. The CEO, President, Treasurer, and Program Manager should be made aware of this list and review it periodically.

Cash Management

All funds received will be deposited in a timely manner with an accurate classification as to restrictions (for financial reporting purposes). Any funds that cannot be classified timely should be deposited with a suspense flag while a determination is made. All suspense items will be reviewed monthly until resolved prior to the end of the fiscal year in which it was received.

Funds will be received, processed and disbursed in a manner sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments.

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Compensating controls may be implemented where segregation of duties is not practical.

The executive director will monitor performance against the Cash Reserve Policy and present the Board with updates as conditions require, as part of the annual budget process or in response to unlike or unprecedented circumstances.

Conferences and Workshops

To be added...

Contracts

To be added...

Gift Acceptance

ATE will accept cash donations or stock or other negotiable instruments as a vehicle for donors to transfer assets to the organization. The manner of transfer and recording the value of the asset shall be consistent and in compliance with non-profit accounting standards.

ATE shall accept contributions of goods or services other than cash that are related to the programs and operations of ATE. Such contributions will be supported with a valuation statement from the provider. Any other contributions of non-cash items must be reviewed and approved by the Executive Committee of the Board of Directors before acceptance.

The Executive Director will ensure all gifts of stock or other negotiable instrument are classified appropriately per the donor's instructions.

The ATE Board of Directors reserves the right to decline gifts of any form.

Gift Acknowledgement

Donors will be sent a gift acknowledgement letter upon receipt of the gift. The Executive Director will work with the Program Coordinator to ensure supporting documentation is sufficient for accounting and financial reporting needs.

Gift acknowledgement letter templates are available for multiple donation scenarios. Letters should reference the specific purpose and any limitations imposed by the donor. The consistent designation of gifts as restricted or unrestricted (using the purposes below) is critical for strong financial reporting.

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Gift Acknowledge Letter Elements

1. Purpose should be stated in the letter
 - a. ATE President’s goals and objectives (most unrestricted type of funds)
 - b. As directed by the ATE Executive Committee for ongoing needs or special functions (unrestricted, but requires Board designation for use)
 - c. Conference Support (restricted)
 - d. Robert Stevenson Scholarship (restricted)
 - e. Other (restricted to new activities as directed by donor and approved by Board)
2. Purpose will correspond to revenue type restricted or unrestricted. Deposits should be coded to allow for financial reporting across restricted/unrestricted funds as well as anticipated expenditure categories
3. Form language for ATE IRS status is included in all letters
4. Always add a personal element to the opening and closing paragraph referencing their service/connection to ATE (if possible)
5. ATE program coordinator prepares letters
6. Executive Director reviews/signs/sends?
7. Letter should be sent within 30 days of gift deposit

Gift Processing

Gifts take multiple forms: one-time payments, multi-period pledge with scheduled payments and bequests in the form of cash, and stocks, bonds or other negotiable instruments, coordinated through the donor’s attorney.

All efforts should be made to ascertain the donor’s intent for the gift prior to deposit and to confirm donor intent in the gift acknowledgement letter. ATE will work with donors to ensure the gift is recognized in a manner that maximizes impact and will be respectful of their wishes. The Executive Director is responsible to ensure new pledges and bequests are elevated as appropriate to the Board level for review and acceptance.

Gift funds are deposited following the standard operating procedures for accounts receivable. Funds are deposited timely and coded accurately for allowable use and for financial reporting impact.

Grants

ATE may pursue external grant funding for BOD-approved activities including capacity enhancement, technical assistance or for specific projects. The Executive Director is authorized to submit proposals to funders for these BOD-approved activities. All “project”

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proposals will include a budget that fully accounts for all costs.

The Executive Director has oversight responsibility for all grant funds. Grant-funded activities are subject to the provisions of the grant agreement or funder restrictions. Grant funds will be accounted for in a manner consistent with these procedures and revenue will be identified as “Restricted.”

The Executive Director ensures each application submitted is consistent with the goals and plans of the ATE BOD. The Executive Director is authorized to review, negotiate and accept grant awards and to serve as the primary liaison to the sponsor for pre-award and post-award matters.

Each proposal submitted by ATE will have a clearly identified project lead. The Board of Directors and Executive Director will coordinate around the engagement of Subject Matter Experts (SMEs) from the membership for inclusion in certain grant proposals. Any commitment of ATE member institution resources toward grant-funded projects, including staff time and effort, must be agreed to prior to submission to funders. The Executive Director will ensure any grant funded project that involves collection of IRB subject data is flagged and a member institution has been identified to serve as the IRB of record.

The Executive Director will ensure sufficient budget details are available in the accounting system to meet sponsor requirements. The Executive Director will submit all required financial and progress reports, ensure any cost sharing is documented and will ensure all individuals involved with grants are familiar with these procedures. The Executive Director will review and approve all transactions from grant funds (except their own personal reimbursements) to ensure they are reasonable and allowable. The Executive Director will ensure allocations from cost pools, adjustments or reconciling items are identified and applied in a timely manner.

The Executive Director will conduct periodic reviews (at least quarterly) of sponsored awards expenditure reports in comparison to the project budget and will submit any required budget revisions to the sponsor for approval timely.

Given the nascent ATE grants exposure, all expenses should be presented to funders as direct costs. If a de minimis (10%) administrative reimbursement rate is allowable under funder guidelines, ATE should request both direct and administrative costs. Direct expenses for ATE employee payroll should be supported by time sheets showing the allocation of the employee’s time across all activities.

Any awards featuring subrecipients will receive extra attention including regular communication and status reporting as well as performing an entity-level risk assessment.

All grant funded projects will be closed out in a timely manner, including all reports to the funder. Reports will also be presented to the BOD, the Delegate Assembly and other

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stakeholders during the annual meeting.

Personnel

The Executive Director is authorized by the BOD to hire permanent staff once the BOD has approved recurring funds for this use. The Executive Director is authorized to hire time limited staff within the constraints of the annual budget and slate of approved activities.

Each employee should receive a W2 for all wages paid within a calendar year. All wages and applicable fringe benefits shall be classified and recorded correctly on the W2. ATE will withhold the required payroll taxes and remit to the IRS quarterly. Each employee will receive an offer letter describing the terms of employment, including time limited status (if applicable), rate of pay and eligible benefits. Each employee will submit a completed form I-9 and required credentials at the time of onboarding.

ATE may contract with service providers to support payroll-related functions, including withholding applicable taxes and remitting state and federal tax.

Records Retention

This Document Retention and Destruction Policy of Association of Teacher Educators identifies the record retention responsibilities of staff, volunteers, members of the Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the Organization's documents and records.

1. Rules. The Organization's staff, volunteers, members of the Board of Directors and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules: (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Human Resources, Legal or Administrative staffs/departments or their equivalents; (b) all other paper documents will be destroyed after three years; (c) all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and (d) **no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.**

2. Terms for retention.

a. Retain permanently:

Governance records – Charter and amendments, Bylaws, other organizational documents, governing board and board committee minutes.

Tax records – Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to

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tax audits.

Intellectual property records – Copyright and trademark registrations and samples of protected works.

Financial records – Audited financial statements, attorney contingent liability letters.

b. Retain for ten years:

Pension and benefit records -- Pension (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records.

Government relations records – State and federal lobbying and political contribution reports and supporting records.

c. Retain for three years:

Employee/employment records – Employee names, addresses, social security numbers, dates of birth, INS Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors and for three years after departure of each individual).

Lease, insurance, and contract/license records – Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, 2 employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three years after the termination, expiration, non-renewal of each agreement).

d. Retain for one year:

All other electronic records, documents and files – Correspondence files, past budgets, bank statements, publications, employee manuals/policies and procedures, survey information.

3. Exceptions. Exceptions to these rules and terms for retention may be granted only by the Organization's chief staff executive or elected President.

Scheduled Financial Matters

Bank statements will be reconciled monthly. The reconciliation will account for outstanding items and include a beginning and ending cash position. Credit card statements will be reconciled to actual receipts monthly. Operating reports will be provided monthly to the Executive Director.

The financial statements of ATE, including cash flow and statement of net position will be provided quarterly to the BOD. LFTE endowment gains or losses will be recorded quarterly and will be provided to the LFTE Advisory Committee and the BOD.

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The Executive Director will ensure contracted service providers receive accurate data in a timely manner for preparation and submission of the Federal form 990.

Travel

To be added

Annual Financial Audit

The Chief Executive Officer is responsible for having the accounts of the Association reviewed by an outside auditing firm on an annual basis. The results of the review shall be forwarded to all members of the Board of Directors no later than 30 days after the review is completed

ATE's annual audit is conducted by Frank Hajek & Associates, P.A.

Annual 990 Tax Filing

ATE's annual 990 tax filing is handled by Frank Hajek & Associates, P.A.

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Revenue Sources and Sharing

Membership Dues

To be added

Publication Royalties

To be added...

Sponsorships

Annual and Summer

To be added...

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Legal Issues

Office, Storage, and P.O. Box

ATE's office is through Regis, 11350 Random Hills Road, Suite 800, Fairfax, VA 22030.

ATE's P.O. Box is P.O. Box 793, Manassas VA 20113. The post office where the box is located is 2049 Old Centerville Road, Manassas Park, VA 20111-9998. The Director of Member Services has a key to the P.O. Box. The billing for this box come directly from USPS on either a six-month or yearly basis

ATE's storage area is unit 1723 at U-Haul Moving & Storage of Manassas Park, 8537 Centreville Road, Manassas Park, VA 20111.

Registered Agent

ATE's Registered Agent is Whiteford, Taylor & Preston, LLP located in Falls Church, VA. They contact the CEO directly fo necessary items such as the State Commission filings.

Insurance

ATE does not provide health insurance for employees. General liability and officers and directors' liability insurance is provided by Forrest T. Jones.

Document Retention Policy

This Document Retention and Destruction Policy of Association of Teacher Educators identifies the record retention responsibilities of staff, volunteers, members of the Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the Organization's documents and records.

4. Rules. The Organization's staff, volunteers, members of the Board of Directors and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules: (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Human Resources, Legal or Administrative staffs/departments or their equivalents; (b) all other paper documents will be destroyed after three years; (c) all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and (d) **no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.**

5. Terms for retention.

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- a. Retain permanently:
 - Governance records* – Charter and amendments, Bylaws, other organizational documents, governing board and board committee minutes.
 - Tax records* – Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.
 - Intellectual property records* – Copyright and trademark registrations and samples of protected works.
 - Financial records* – Audited financial statements, attorney contingent liability letters.
- b. Retain for ten years:
 - Pension and benefit records* -- Pension (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records.
 - Government relations records* – State and federal lobbying and political contribution reports and supporting records.
- c. Retain for three years:
 - Employee/employment records* – Employee names, addresses, social security numbers, dates of birth, INS Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors and for three years after departure of each individual).
 - Lease, insurance, and contract/license records* – Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, 2 employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three years after the termination, expiration, non-renewal of each agreement).
- d. Retain for one year:
 - All other electronic records, documents and files* – Correspondence files, past budgets, bank statements, publications, employee manuals/policies and procedures, survey information.

6. Exceptions. Exceptions to these rules and terms for retention may be granted only by the Organization’s chief staff executive or elected President.

Conflict of Interest Policy

The Association of Teacher Educators’ Conflict of Interest Policy: (1) defines conflicts of interest; (2) identifies classes of individuals within the Organization covered by this policy; (3) facilitates disclosure of information that may help identify conflicts of interest; and (4) specifies procedures to be followed in managing conflicts of interest.

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5. **Definition of conflicts of interest.** A conflict of interest arises when a person in a position of authority over the Organization may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.
6. **Individuals covered.** Persons covered by this policy are the Organization’s officers, directors, chief employed executive, and chief employed finance executive.
7. **Facilitation of disclosure.** Persons covered by this policy will annually disclose or update to the Elected President on a form provided by the Organization their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.
8. **Procedures to manage conflicts.** For each interest disclosed to the Elected President, the Elected President will determine whether to: (a) take no action; (b) assure full disclosure to the Board of Directors and other individuals covered by this policy; (c) ask the person to recuse from participation in related discussions or decisions within the Organization; or (d) ask the person to resign from his or her position in the Organization or, if the person refuses to resign, become subject to possible removal in accordance with the Organization’s removal procedures. The Organization’s chief employed executive, and chief employed finance executive will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the Elected President in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred

Joint Venture Policy

The Association of Teacher Educators’ Joint Venture Policy requires that the Organization evaluate its participation in joint venture arrangements under Federal tax law and take steps to safeguard the Organization’s exempt status with respect to such arrangements. It applies to any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity as further defined in this policy.

1. **Joint ventures or similar arrangements with taxable entities.** For purposes of this policy, a joint venture or similar arrangement (or a “venture or arrangement”) means any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity without regard to: (1) whether the Organization controls the venture or arrangement; (2) the legal structure of the venture or arrangement; or (3) whether the venture or arrangement is taxed as a partnership or as an association or corporation for federal income tax purposes.

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A venture or arrangement is disregarded if it meets both of the following conditions:

- a. 95% or more of the venture's or arrangement's income for its tax year ending within the Organization's tax year is excluded from unrelated business income taxation [including but not limited to: (i) dividends, interest, and annuities; (ii) royalties; (iii) rent from real property and incidental related personal property except to the extent of debt-financing; and (iv) gains or losses from the sale of property]; and
- b. the primary purpose of the Organization's contribution to, or investment or participation in, the venture or arrangement is the production of income or appreciation of property.

2. **Safeguards to ensure exempt status protection.** The Organization will: (a) negotiate in its transactions and arrangements with other members of the venture or arrangement such terms and safeguards adequate to ensure that the Organization's exempt status is protected; and (b) take steps to safeguard the Organization's exempt status with respect to the venture or arrangement. Some examples of safeguards include:

- (i) control over the venture or arrangement sufficient to ensure that it furthers the exempt purpose of the organization;
- (ii) requirements that the venture or arrangement gives priority to exempt purposes over maximizing profits for the other participants;
- (iii) that the venture or arrangement not engage in activities that would jeopardize the Organization's exemption; and
- (iv) that all contracts entered into with the organization be on terms that are at arm's length or more favorable to the Organization.

Whistleblower Policy

The Association of Teacher Educators' Whistleblower Policy: (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Organization; (2) specifies that the Organization will protect the person from retaliation; and (3) identifies where such information can be reported.

1. **Encouragement of reporting.** The Organization encourages complaints, reports or inquiries about illegal practices or serious violations of the Organization's policies, including illegal or improper conduct by the Organization itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Organization has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Organization's human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

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- 2. Protection from retaliation.** The Organization prohibits retaliation by or on behalf of the Organization against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Organization reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.
- 3. Where to report.** Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis for the complaints, reports or inquiries. They should be directed to the Organization’s chief employed executive or elected President; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to ATE’s Legal Counsel, Eileen Morgan Johnson, Whiteford, Taylor & Preston LLP, 3190 Fairview Park Drive, Suite 300, Falls Church, VA 22042. The Organization will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the Organization may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

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Accountability

Annual Report to Membership

To be added...

Awards

To be added...

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Annual Calendar of Events

To Be Added

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Annual Meeting and Summer Conference

Annual Conference Planning

To be added

Give Back Program Policy

To be added

Sponsorship, Ads and Exhibits

Sponsors serve an important role in ATE’s ability to actualize the organization’s mission and vision.

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Online Presence and Social Media

Social Media Policy

I. Introduction

Social media are powerful communications tools that have a significant impact on organizational and professional reputations. Because the use of social media may blur the lines between personal voice and the institution's voice, the Association of Teacher Educators (ATE) has established the following guidelines and policies to clarify how best to enhance and protect the Association, as well as personal and professional reputations, when participating in social media.

II. Definition

Social media include the various Internet-based applications and activities that integrate technology, social interaction, and content creation. Examples include but are not limited to ATE's website, blogs, and accounts currently enabled or that may be established on: Facebook, Twitter, Snapchat, Flickr, Instagram, LinkedIn, wikis, web bulletin boards or a chat room, YouTube, etc. These platforms are important communication tools for the Association of Teacher Educators and provide vital information and engagement opportunities to prospective and current members, ATE affiliated units, and other stakeholders.

III. Best Practices

Use of social media presents certain risks and carries with it certain responsibilities. These guidelines apply to all individuals posting on behalf of ATE or an official ATE unit.

- A. Think twice before posting. Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and ATE. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you would not say it at a conference or to a member of the media, consider whether you should post it online.
- B. Strive for accuracy. Check your facts before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of ATE in any capacity.
- C. Be respectful. Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully considering how they would reflect on the poster and/or ATE.
- D. Be active. Social media presence requires diligent care and attention. An effective social media site requires regular updates and fresh or engaging content.
- E. Consider your audience and their potential reaction to your content. Be aware that a presence in the social media world is or easily can be made available to the public at

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large. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.

- F. On personal sites, identify your views as your own. If you identify yourself as an ATE member or officer online, it should be clear that the views expressed are not necessarily those of the Association. It is important to not make any false representation of yourself as an ATE employee, agent, or official spokesperson.

IV. Policies for All Social Media Sites

- A. **Protect confidential and proprietary information.** Do not post confidential or proprietary information about ATE or its members. This includes restrictions incorporated in but not limited to the following federal regulations:
- [FERPA](#) (family rights and privacy)
 - [HIPAA](#) (health information)
- B. **Adhere to [ATE Bylaws](#).**
- C. **Adhere to copyright and fair use law.** When posting, be aware of applicable laws and comply with the copyright, intellectual property rights, and confidentiality of others and of ATE. The posting of someone else’s work without permission is not allowed. Questions about fair use or copyrighted material should be directed to the Executive Director, Web Designer, or Social Media Director. Consultation with the Public Relations and Communications Committee as needed.
- D. **Do not use ATE logos or trademarks without express permission.** Any use of ATE logos, trademarks, or other images must have prior approval by the Executive Director, Website Designer and Social Media Director, Director of Member Services, or the Public Relations and Communications Committee. Exception only for materials provided by ATE for the specific purpose of sharing on social media.

Do not use official logos, trademarks, or any other Association images or iconography on personal social media sites unless such materials are explicitly provided to you by ATE. Do not use ATE's name to promote or endorse any product, cause, political party or candidate, or make any suggestion of promotion or endorsement where such a position has not been specifically expressed by ATE itself in an official capacity.

- E. **Comply with the Terms of Service, User Agreements, and Privacy Policies of any social media platform used.**

V. Institution’s Social Media Policies

Social media usage is governed by the same policies that govern other electronic

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communications, as well as applicable state and federal laws regulations. Any content and/or online activity created by a poster or site moderator that violates these laws and regulations is strictly prohibited and will be removed in accordance with this policy. All official Association of Teacher Educators accounts on social media platforms must publish and consistently enforce the Terms of Use and Removal Policy shown below.

If you post on behalf of an official Association unit, the following policies apply, in addition to all policies and best practices listed above:

- A. **Approval.** Approval of all social media accounts related to ATE are overseen by the Public Relations and Communications Committee and Social Media Director. Requests for additions to ATE's website can be made to the Executive Director or the ATE Web Designer.

- B. **Requesting Facebook and/or Twitter.** New social media accounts on Facebook and/or Twitter must be approved and registered by first contacting ATE's Executive Director and Social Media Director. Such requests will be passed on to the Public Relations and Communications Committee. Groups within ATE are initially limited to one account on Facebook and/or Twitter. Additional media platforms may be assessed on a case by case basis.

It's also preferred that groups launch one platform at a time. If approved, the requesting individual should submit the group username and password along with appropriate account handle information and list the names of the approved posters in the account description. The account should abide by ATE branding to ensure consistency. In addition, ATE administration and staff will access the account as necessary and be able to transfer administrative rights.

When considering a presence on Facebook or Twitter, it's important to think about goals, objectives, audiences, differences between Facebook and Twitter, and connections to other agencies. For example, rather than an account based on a single group, the public might be better served with a thematic or programmatic account based on specific content from one or multiple departments.

Responsible for Implementation: All social media accounts affiliated with ATE are overseen by the ATE Web Designer and Social Media Director.

- C. **Acknowledge who you are.** If you are representing ATE when posting on a social media platform, do not make any false representation of yourself as an ATE employee, agent, or official spokesperson.

- D. **Use approved photos and ATE logos.** Your social media presence, once approved, must use approved ATE logos. To receive logos for various areas of ATE in a downloadable format, contact ATE Web Designer or Social Media Director.

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Some images which appear on the ATE website are reproduced by permission; when considering use of these images, please reproduce any byline or copyright information appearing with the original or inquire with the copyright source accompanying such images for the scope of lawful reproduction.

- E. **Link back to ATE.** Whenever possible, link back to the ATE website. Ideally, posts should be very brief; redirecting a visitor to content that resides within the ATE Web environment. When linking to a news article about ATE, check first to see whether you can link to a release on ATE's website.
- F. **Protect the institution's voice and image.** Posts on social media sites should protect ATE's voice by remaining professional in tone and in good taste. No individual unit should construe its social media site as representing ATE as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post. Names, profile images, and posts should all be clearly linked to the particular department or unit rather than to the institution as a whole.
- G. **Terms of Use and Removal Policy.** ATE-managed online communities are intended to inform users of ATE-related news and events, and to foster discussion and a sense of community among users. We encourage you to share your opinions and comment freely about the topics we post but ask that you provide comments that are respectful and professional. If we become aware of posts that are in violation of the terms of service of the social media site, or that are off-topic, represent advertisements or spam, promote or endorse political campaigns or candidates, violate the law, constitute or encourage illegal activity, violate an intellectual property right, infringe upon someone's rights, or contain obscenities or threats, we reserve the right to remove them. Our social pages exist to serve those affiliated with the Association of Teacher Educators.

Responsible for Implementation: Executive Director, ATE Web Designer, and Social Media Director.

VI. ATE Website Privacy and Security

- A. **Consumer Data Privacy Policy.** The Association of Teacher Educators has created this privacy statement in order to demonstrate our firm commitment to our visitors' privacy. The following discloses our information gathering and dissemination practices for this website.
 - Information collected is never sold, rented, loaned, or the like to any third party for any reason unless approved in advance by the Board of Directors of the Association of Teacher Educators.

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- Your IP address is used to help identify you and your shopping cart.
 - Our site uses cookies to track your shopping cart.
 - Our site uses an order form for customers to request information, products, and services.
 - We collect visitors' contact information including e-mail addresses and financial information (like their credit card numbers). Contact information from the order form is used to send orders to customers. The customer's contact information is used for communicating with our customers on order-related issues.
Occasionally we may send mailings through the U.S. Postal Service to the address a customer provides. If you wish not to receive these mailings, please notify us by mail at: ATE, P.O. Box 793, Manassas, VA 20113
 - Financial information that is collected is used to bill the purchaser for products or services.
 - All information submitted is considered confidential in nature and will not be disclosed to anyone without consent of the Association of Teacher Educators Board of Directors except under a subpoena in a court of law.
- B. **Security Method of Transmission.** We use state-of-the-art technology to encrypt your financial information before it is sent. This sophisticated system scrambles your financial data as it travels from your computer to our website, making it useless to anyone but the Association of Teacher Educators.
- C. **Changes.** Our Privacy Policy may change from time to time. We will post any privacy policy changes.
- D. **Cookies.** We use cookies to offer you a better browsing experience, analyze site traffic, and personalize content. If you have questions about this policy, please contact ATE's Executive Director.
- (i) How we use Cookies*

The Internet pages of the Association of Teacher Educators use cookies. Cookies are text files that are stored in a computer system via an Internet browser.

Many Internet sites and servers use cookies. Many cookies contain a so-called cookie ID. A cookie ID is a unique identifier of the cookie. It consists of a character string through which Internet pages and servers can be assigned to the specific Internet browser in which the cookie was stored. This allows visited Internet sites and servers to differentiate the individual browser of the user from other Internet browsers that contain other cookies. A specific Internet browser can be recognized and identified using the unique cookie ID.

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Through the use of cookies, the Association of Teacher Educators can provide the users of this website with more user-friendly services that would not be possible without the cookie setting. By means of a cookie, the information and offers on our website can be optimized with the user in mind. Cookies allow us, as previously mentioned, to recognize our website users. The purpose of this recognition is to make it easier for users to utilize our website. The website user that uses cookies, e.g. does not have to enter access data each time the website is accessed, because this is taken over by the website, and the cookie is thus stored on the user's computer system. Another example is the cookie of a shopping cart in an online shop. The online store remembers the articles that a customer has placed in the virtual shopping cart via a cookie.

The user may, at any time, prevent the setting of cookies through our website by means of a corresponding setting of the Internet browser used, and may thus permanently deny the setting of cookies. Furthermore, already set cookies may be deleted at any time via an Internet browser or other software programs. This is possible in all popular Internet browsers. If the visitor deactivates the setting of cookies in the Internet browser used, not all functions of our website may be entirely usable.

(ii) Data protection provisions about the application and use of Google Analytics.

On this website, the Association of Teacher Educators has integrated the component of Google Analytics. Google Analytics is a web analytics service. Web analytics is the collection, gathering, and analysis of data about the behavior of visitors to websites. A web analysis service collects, inter alia, data about the website from which a person has come (the so-called referrer), which sub-pages were visited, or how often and for what duration a sub-page was viewed. Web analytics are mainly used for the optimization of a website.

The operator of the Google Analytics component is Google Inc., 1600 Amphitheatre Pkwy, Mountain View, CA 94043-1351, United States.

The purpose of the Google Analytics component is to analyze the traffic on our website. Google uses the collected data and information, inter alia, to evaluate the use of our website and to provide online reports, which show the activities on our websites, and to provide other services concerning the use of our Internet site for us.

Google Analytics places a cookie on the information technology system of the site user. The definition of cookies is explained above. With the setting of the cookie, Google is enabled to analyze the use of our website. With each call-up to one of the individual pages of this Internet site, which is operated by the Association of Teacher Educators and into which a Google Analytics component

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was integrated, the Internet browser on the information technology system of the user will automatically submit data through the Google Analytics component. During the course of this technical procedure, Google gains knowledge of personal information, such as the IP address of the data subject, which serves Google, inter alia, to understand the origin of visitors and clicks. The cookie is used to store personal information, such as the access time, the location from which the access was made, and the frequency of visits of our website by users. With each visit to our Internet site, such personal data, including the IP address of the Internet access used by the visitor, will be transmitted to Google in the United States of America. These personal data are stored by Google in the United States of America. Google may pass these personal data collected through the technical procedure to third parties.

The visitor may, as stated above, prevent the setting of cookies through our website at any time by means of a corresponding adjustment of the web browser used and thus permanently deny the setting of cookies. Such an adjustment to the Internet browser used would also prevent Google Analytics from setting a cookie on the information technology system of the data subject. In addition, cookies already in use by Google Analytics may be deleted at any time via a web browser or other software programs.

In addition, the user has the possibility of objecting to a collection of data that are generated by Google Analytics, which is related to the use of this website, as well as the processing of this data by Google and the chance to preclude any such. For this purpose, the user must download a browser add-on under the link <https://tools.google.com/dlpage/gaoptout> and install it. This browser add-on tells Google Analytics through a JavaScript, that any data and information about the visits of Internet pages may not be transmitted to Google Analytics. The installation of the browser add-ons is considered an objection by Google. If the information technology system of the user is later deleted, formatted, or newly installed, then the user must reinstall the browser add-ons to disable Google Analytics. If the browser add-on was uninstalled by the user or any other person who is attributable to their sphere of competence, or is disabled, it is possible to execute the reinstallation or reactivation of the browser add-ons.

Further information and the applicable data protection provisions of Google may be retrieved under <https://www.google.com/intl/en/policies/privacy/> and under <http://www.google.com/analytics/terms/us.html>. Google Analytics is further explained under the following Link <https://www.google.com/analytics/>.

* Permission for Cookies related text from Sarit Lotem from Lotem Design, LLC as appears here: <https://www.lotemdesign.com/gdpr/#.W8pQXU6YXeR> - "Feel free to copy it from my website and adjust it to your business."

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Frequently Asked Questions

How to join ATE?

To be added