

CONSTITUTION OF THE MISSOURI ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION

ARTICLE I

Name

The name of this organization shall be "The Missouri Association of Colleges for Teacher Education." (MACTE)

ARTICLE II

Purposes and Objectives

The purpose of this association shall be to stimulate improvement in programs of teacher education through the assembly of representatives from teacher education institutions in the State of Missouri who are interested in working collectively to achieve the following objectives:

- A. To provide member institutions with a forum for continuous exchange of information, experiences and judgments concerning all aspects of the development of professional education personnel.
- B. To be representative of the education of professional education personnel before all segments of the public, including the state legislature, as a special professional enterprise, carrying with it responsibilities for the development of competent citizens.
- C. To cooperate with other professional organizations and agencies in activities designed to establish desirable direction, goals and standards for professional education personnel development.
- D. To cooperate with organizations and agencies to improve the environment for the preparation and development of professional education personnel in the State of Missouri.

E. To stimulate and facilitate research, experimentation and evaluation in the development of professional education personnel and in related problems of learning and teaching; to serve as a clearinghouse for information on these topics; and to publicize the findings of studies that have significance for the improvement of programs for the development of professional education personnel.

F. To encourage and assist teacher education institutions to develop improved programs for the development of professional education personnel.

G. To assist the American Association of Colleges for Teacher Education (AACTE) in developing and defining positions on issues of importance to teacher education.

H. To assist the American Association of Colleges for Teacher Education in coalescing support for national policy and activity.

ARTICLE III

Affiliation

The Association shall be affiliated with the American Association of Colleges for Teacher Education (AACTE) in accordance with policies established by the AACTE Board of Directors. The policies shall include, but not be limited to the following:

1. Submission to the national Board of Directors, an Annual State Activity Report to include a review of program and fiscal activities and a certification of membership within the state unit.
2. Biennial review by the AACTE Board of Directors.

ARTICLE IV

Membership: Types and Qualifications

A. Regular Membership. All regionally accredited colleges and universities which are AACTE member institutions in Missouri are eligible for membership. Functions of

membership shall be exercised by institutional representatives appointed in accordance with provisions in the By-Laws.

B. Associate Membership. All other regionally accredited colleges and universities which are non-AACTE member institutions in Missouri are eligible for associate membership. Functions of membership shall be exercised by institutional representatives appointed in accordance with provision in the By-Laws.

ARTICLE V

Membership Fees

The fiscal year and the membership year of this association shall be from January 1 to December 31. An annual membership fee shall be paid by each institution accepted to membership. The association is not organized for profit and no part of its fund shall inure to the benefit of any member or individual.

ARTICLE VI

Officers

The officers of this association shall be a President, President-Elect, Secretary, and Treasurer and such other officers as may be deemed necessary to be elected in accordance with the By-Laws.

ARTICLE VII

Board of Directors

There shall be a Board of Directors composed of: the President, President-Elect, Secretary, Treasurer, Immediate Past President, institutional representatives, Legislative Liaison, and MACCE representatives. The institutional representatives shall be elected in accordance with the requirements set forth in the By-Laws. These are the voting members of the board. **Non-voting members may be appointed at the discretion of the Board.**

ARTICLE VIII

Committees

Standing committees may be established by the Board of Directors.

Temporary or ad hoc committees may be appointed by the President for such purposes as determined either by the membership or the Board of Directors.

ARTICLE IX

Meetings

The association shall meet semi-annually at a time and place proposed by the Board of Directors. Other special meetings may be called by the Board of Directors.

ARTICLE X

Rules of Order

The rules of parliamentary procedure contained in Robert's Rules of Order (latest revision) shall govern the deliberations of this association.

ARTICLE XI

Quorum

To conduct business at regular and called meetings there shall be a simple majority of member institutions represented. A simple majority vote of the representatives in attendance shall be required to approve a motion brought forward for action.

ARTICLE XII

Amendment of Constitution

Proposed amendments to this constitution shall be submitted in writing (electronically) to the President of the Association at least 30 days in advance of a regular meeting. Such proposals shall be placed on the agenda for discussion and action at a regular meeting of the association. Those approved by simple majority vote at the meeting shall then be sent to all authorized institutional representatives electronically for official ballot approval. An amendment shall be considered ratified when approved by a two-thirds majority of the member institutional representatives voting and the Board of Directors of AACTE.

ARTICLE XIII

By-Laws

By-Laws may be adopted or amended upon recommendation of the Board of Directors of MACTE subject to a simple majority vote of institutional representatives at a regular or special meeting and approval of the Board of Directors of AACTE.

ARTICLE XIV

Dissolution or Liquidation

No member, officer or any private individual shall be entitled to share in the distribution of any part of the assets of the association on its dissolution or liquidation. In the event of such dissolution or liquidation, the assets of MACTE, after payment of debts and obligations, shall be transferred to an organization with federal tax exemption for charitable and education uses and purposes similar to those of the association, which exempt organization shall be designated by the final Board of Directors of the association and the Board of Directors of AACTE.

**BY-LAWS OF THE
MISSOURI ASSOCIATION OF
COLLEGES FOR TEACHER EDUCATION**

Approved by MACTE Membership 4/27/11

ARTICLE I

Membership

A. Regular Members: Institutional representatives from member institutions

1. Eligibility

All regionally accredited Missouri colleges and universities which are members of AACTE and engaged in the preparation of professional educational personnel, including paraprofessionals who have contact with children in the teaching-learning process, and which have state program approval by DESE are eligible for membership. Member institutions are responsible for the selection of institutional representatives, number to be determined as set forth below.

2. Membership Year

The membership year shall be from January 1 to December 31.

3. Dues

The dues for regular membership shall be **\$125.00 per institution** and an additional **\$25.00** per institutional representative, both voting and non-voting, the number to be determined as per 4.A.

4. Number of Institutional Representatives with Voting Privileges

a. The number of representatives of each regular member institution shall be: three voting members plus one additional voting member for each 100 Title II Program Completers from the previous year.

5. Number of Institutional non-voting Members
 - a. An institution may have an unlimited number of non-voting regular members.
 - b. Non-voting regular members enjoy all the same rights and privileges as voting members but are unable to vote.
 - c. Each institution will designate one of its representatives as chief institutional representative.

B. Associate Members

1. Eligibility

All regionally accredited colleges and universities in Missouri which are non-AACTE member institutions will be eligible for associate membership in this association.

2. Number of Representatives

- a. Each associate member institution will have one voting institutional representative and may have unlimited non-voting members. Non-voting members enjoy all the same rights and privileges as voting members but are unable to vote.
- b. In addition, institutions may have one additional voting member for each 100 Title II Program Completers from the previous year.

3. Membership Year

The membership year shall be from January 1 to December 31.

4. Voting Privilege

Associate members will have voting privileges on all matters except those which relate directly to AACTE.

5. Dues

The dues for regular Associate Membership shall be **\$125.00 per institution** and an additional **\$25.00** per institutional representative, both voting and non-voting, the number to be determined as per 2.A,B.

C. Cancellation of Membership

Regular or associate membership shall be canceled for non-payment of dues by March 15th of the membership year. Institutions that wish to be reinstated as regular or associate members or change membership status shall submit an application for membership to the MACTE Treasurer.

ARTICLE II

Officers

A. Elected Officers

There shall be five elected officers by the body of voting representatives: President, President-Elect, Secretary, Treasurer, and Legislative Liaison. The President-Elect, Secretary, Treasurer, and Legislative Liaison shall be elected biennially from authorized representatives of regular member institutions. Terms will be from July 1 to June 30. The President-Elect shall succeed to the Presidency after serving one two-year term as President-Elect or as Acting President.

B. Officers' Term of Office

The President, President-Elect, Secretary, and Treasurer shall be elected for a two-year term and shall take office July 1 and hold office through June 30 two years hence. The election for President-Elect, Secretary, and Treasurer shall occur in alternate years. Only the Secretary and Treasurer shall be eligible for more than one term.

C. Vacancies

1. Should a vacancy occur in the office of President, the President-Elect shall assume the office for the balance of the year as well as for the following year if required by the term.

2. Should a vacancy occur in the office of President-Elect, the office shall be filled at the earliest convenience by a plurality vote of the membership voting by ballot from among two or more nominees selected by the Board of Directors. Nominees must be institutional representatives.

3. In the event of a vacancy in the office of Secretary, the Board shall seek nominations to serve in the office for the balance of the term. The office shall be filled at the earliest convenience by a plurality vote of the membership voting by ballot from among the nominees.

4. In the event of a vacancy in the office of Treasurer, the Board shall seek nominations to serve in the office for the balance of the term. The office shall be filled at the earliest convenience by a plurality vote of the membership voting by ballot from among the nominees.

D. Duties

1. President. The President shall preside at meetings of the Board of Directors, all regular and special meetings of the association, serve as a member of the Board of Directors, and serve as the state liaison representative to AACTE. The President shall provide leadership for the association, be responsible for the development of policy, and shall submit the annual AACTE report. The President shall call meetings of the Board of Directors as needed, prepare the agenda for such meetings and shall appoint an auditing committee and make recommendations to the Board of Directors for the membership of any other committees established by the Board and not specifically named in these By-Laws. The immediate Past President shall continue to serve as a member of the Board of Directors

2. President-Elect. The President-Elect shall serve as program chairperson, making all arrangements for MACTE fall and spring meetings. This shall include contracting with hotels for meetings up to 3 years in advance, coordinating the catering for each meeting, setting the agenda and arranging for speakers and program presenters and assist with arrangements for the biannual Outstanding Beginning Teacher Awards in collaboration with the Past President. The President-Elect shall assume the duties and responsibilities of the President, if for any reason the President cannot fulfill the duties of the office. The President-Elect will serve as a member of the Board of Directors.

3. Secretary. The Secretary shall receive and keep records of the association, keep minutes and proceedings of meetings of the association and the Board of Directors, as well as print and distribute materials to the membership at the direction of the President or Board and will serve as a member of the Board of Directors.

4. Treasurer. The Treasurer shall receive and deposit all funds collected in the name of the association, maintain a bank account in the name of the association, keep a record of all deposits and disbursements, pay all bills from proper vouchers and supply a report at each meeting of the association and of the Board of Directors, giving the amounts received and paid out during the period since the last meeting, shall maintain and provide lists of all members and current representatives for all member institutions of the association, and will serve as a member of the Board of Directors. The MACTE financial records will be reviewed by an outside agency on a yearly basis and a report will be submitted to the MACTE board. This report will also be available to the membership upon request.

5. Past President. The Past President will assist with the Outstanding Beginning Teacher Award reception including assisting with coordinating the institutional representatives to ensure timely receipt of institution honorees, notification to the honorees and securing recognition plaques.

6. Board Member at Large (1)- The Board Member at Large is an elected member from any institution. This position is a three-year term.

7. Board Member Public (2) The Board Member Public is elected from a member public IHE. There are two positions for a three-year term each. Election for each position is to occur in different years. Only members of Public Institutions vote on the election of this board member.

8. Board Member Private (2) The Board Member Private is elected from a member private IHE. There are two positions for a three-year term each. Election for each position is to occur in different years. Only members of Private Institutions vote for this board member.

9. Board Member Community College (1) The Board Member Community College is an elected position from a member community college. It is a three-year term. Only members of a Community College vote this board member.

10. Board Member HBCU (1) The Board Member Historically Black (underrepresented) College or University is elected from a member HCBU. It is a three-year term. Only members of a HCBU vote for this board member.

11. Legislative Liaison (1) The Legislative Liaison is an elected position from any member institution. The legislative liaison provides updates to the Board and members regarding legislation that impacts educator preparation. In addition, the liaison assists in writing policy statements or white papers regarding policies impacting the member institutions.

12. MACCE Members are appointed by DESE to serve on the MACCE board representing MACTE. MACCE members have full voting rights as members of the board. MACCE members serve as liaisons between MACTE and DESE serving to communicate the MACTE position regarding issues of educator certification.

Non-Voting Member-

Executive Secretary: The board shall hire an executive secretary to manage the day to day operations of the organization. This is a part-time position. Duties include but are not limited to: management of membership billing, support for conference registration, management of the list-servs and website.

ARTICLE III

Board of Directors

A. Composition

The Board of Directors shall consist of President, President-Elect, Secretary, Treasurer, immediate Past President, institutional representatives, legislative liaison and MACCE representatives from member institutions.

The Board may appoint additional members to the board as needed. These positions shall serve as appointed and non-voting members of the Board of Directors for two-year renewable terms.

B. Election

Nominations will be from the voting membership to the Executive Secretary. Nominations and election of the President-Elect, Treasurer, Secretary, Member at Large, and Legislative Liaison shall be from the voting membership and elected by the same. Nominations for the Board Members Public, Private, Community College, and Historically Underrepresented Institutions shall be from the constituency group voting membership and elected by the same.

C. Term of Office

Members of the Board of Directors, other than elected officers, shall serve for three-year terms with no more than two board members being elected each year. An Institutional Representative Board Member may not serve two successive terms.

D. Vacancies

Should a position on the Board of Directors become vacant, a call for nominations shall be conducted by the President with the approval of the Board of Directors.

E. Powers and Duties

1. The Board of Directors shall develop and implement policy, approve the budget and make plans for the semi-annual meetings of the association.
2. The Board of Directors shall be responsible for verification of eligibility for membership.
3. The Board of Directors may appoint from among institutional representatives other committees as needed.
4. The Board of Directors shall hold two regular meetings each year and special meetings as necessary on dates and places to be established by the Board. A quorum for the transaction of official business shall be simple majority of voting members.

ARTICLE IV

Committee on Governmental Relations and Public Information

The primary purpose of the committee is to design and conduct a program of work which will result in a positive perception of teacher education programs by external clientele groups. The charge of the committee includes representation of the association with the appropriate committees of the Missouri General Assembly and offices of the Executive Branch. The program of work must be approved and budgeted by the Board of Directors. The chair of this committee is the designated legislative liaison.

Website, Document Archives and Listserv

A. MACTE Website:

The MACTE website is hosted by AACTE and maintained by the Executive Secretary.

B. Document Archives:

The document archives are held electronically and shall be maintained by the Executive Secretary.

The MACTE Board of Directors shall have full access to the archives and will be responsible for adding documents to the archives. Individual members who wish to add documents to the archives should forward that information to the Executive Secretary. The MACTE membership shall have read-only access to the MACTE Archives.

C. MACTE Listservs:

- i) Dean's/Unit Heads
- ii) MACTE – All Members
- iii) Field Experiences
- iv) Community Colleges
- v) 4-year Public
- vi) 4-year Private
- vii) Assessment Directors

viii) Friends of MACTE

The List-servs are maintained by Executive Secretary. Each year, the Executive Secretary will update the list of active members who have signed up for each of the list-servs. Only current, paid MACTE members shall participate in a MACTE list-serv. After March 15th, all members who have not renewed their membership and paid their dues will be un-subscribed from the list-serv. Non-members may submit a message to the list-serv Administrator who may approve or deny that message.

ARTICLE V

Financial Provisions

A. The General Fund of the association shall consist of the income from the receipt of dues from member institutions and any other income which may accrue to the association.

B. All monies paid to the general fund of the association shall be supervised by the Treasurer and deposited in an association bank account. All expenditures of over \$2,000.00 must be approved by the Board of Directors.

C. An annual financial report including income and expenditures for the partial fiscal year, shall be prepared by the Treasurer for presentation at the fall and spring meetings of the association.

ARTICLE VI

Amendments to By-Laws

Proposed amendments to these By-Laws shall be submitted in writing to the President of the association. Such proposal shall be discussed by the Board of Directors and brought before the membership, in written form, at a regularly scheduled meeting with recommendation for action. Proposed amendments that are approved by **a simple majority** of the institutional representatives present and voting shall be considered ratified providing that one or more representatives from at least two-thirds of the member institutions are in attendance.