

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 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 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:

- A. For purposes of obtaining affiliation, the MACTE membership shall consist of at least two-thirds of the AACTE member institutions in the state.
- B. Continuance of affiliation shall be contingent upon:
 - 1. Maintaining membership of at least two-thirds of the AACTE member institutions in the state.
 - 2. 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.
 - 3. 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 **two and four-year** 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 ten **voting members**: the President, President-Elect, Secretary, Treasurer, Immediate Past President, and five other institutional representatives. The institutional representatives shall be elected in

accordance with the requirements set forth in the By-Laws. **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 and approved by the membership. 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 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 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 by mail ballot. 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

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 **\$25.00** per institutional representative beginning with **1996-1997**, the number to be determined as per A.4.

4. Number of Institutional Representatives with Voting Privileges

a. The number of representatives of each regular member institution shall be calculated as follows:

- i. Three representatives for each member institution preparing professional education personnel at the baccalaureate degree level.
- ii. Four representatives for each member institution preparing professional education at the baccalaureate and master's levels.

- iii. Five representatives for each member institution preparing professional education personnel at the baccalaureate, master's and specialist degree levels.
- iv. Six representatives for each member institution preparing professional education personnel at the baccalaureate, master's specialist and doctor's degree levels.
Institutions in formal cooperative doctoral partnerships shall have six representatives.

b. Each institution will designate one of its representatives as chief institutional representatives.

B. Associate Members

1. Eligibility

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

2. Number of Representatives

Each associate member will have one institutional representative.

Application should be made to the MACTE Board of Directors at least two months before a scheduled MACTE meeting. A simple majority vote of regular member institutional representatives present at the next scheduled meeting is required for acceptance.

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 associate membership shall be **\$25.00** per year beginning with **1996-1997**.

C. Cancellation of Membership

Regular or associate membership shall be canceled for non-payment of dues by April 15th of the membership year. Institutions which wish to be reinstated as regular members or change membership from associate to regular status shall submit an application for reinstatement to the MACTE Board of Directors at least two months before a regular meeting. Institutions which wish to change membership from regular to associate status shall give written notice to the MACTE Board of Directors at least one month before a regular meeting.

ARTICLE II

Officers

A. Elected Officers

There shall be four elected officers: President, President-Elect, Secretary and Treasurer, and such officers **or appointed positions such as Historian, Legislative Liasion, Newsletter Editor** as may be deemed necessary by the Board of Directors. The President-Elect, Secretary, and Treasurer shall be elected biennially from authorized representatives of regular member institutions. They will be elected in time to take office at the conclusion of the spring meeting. 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 following the spring meeting of one year and hold office through the spring meeting two years hence. The election for President-Elect, Secretary, and Treasurer shall occur in alternative years. Only the Secretary and Treasurer shall be eligible for more than one term and he/she shall be limited to two successive two-year terms.

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.

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 mail 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 of Directors shall select an institutional representative to serve in the office for the balance of the term.

4. In the event of a vacancy in the office of Treasurer, the Board of Directors shall select an institutional representative to serve in the office for the balance of the term.

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 an operational budget to the Board of Directors for approval. 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 and 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.

The Secretary 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.

4. Treasurer. The Treasurer will be bonded and 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, and will serve as a member of the Board of Directors.

ARTICLE III

Board of Directors

A. Composition

The Board of Directors shall consist of ten voting members: the President, President-Elect, Secretary, Treasurer, immediate Past President, and five institutional representatives from regular member institutions. The legislative liaison, historian and newsletter committee chairperson shall serve as appointed and non-voting members of the Board of Directors for two year **renewable** terms.

B. Election

Insofar as possible, the Nominating and Elections Committee shall give consideration to representation from all geographic areas of the state from both public and private institutions as well as from all types of institutions. No more than one representative from a given institution may be elected to the Board of Directors.

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. A member may not serve two successive terms.

D. Vacancies

Should a position on the Board of Directors become vacant, it shall be filled by appointment of 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 shall appoint annually a Nominating and Elections Committee of five members whose responsibilities are set forth in Article IV.

4. The Board of Directors may appoint from among institutional representatives other committees as needed.

5. 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 six of ten voting members.

ARTICLE IV

Nominating and Elections Committee

Each year a Nominating and Elections Committee of five members, representing both public and private institutions and, insofar as possible, various types of institutions and from varying geographic locations, shall be appointed by the Board of Directors to prepare a slate of candidates for all elective offices, including membership to the Board of Directors, based upon recommendations submitted by institutional representatives. The committee shall submit two names for each vacancy and conduct a mail ballot election in time for announcement of election results prior to March 1st. A simple majority of those ballots received shall determine the elected officer or board member.

ARTICLE V

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.

Newsletter Committee

The primary purpose of this committee is to design and produce a twice-yearly newsletter which reflects the work of MACTE and member institutions. The committee consists of a chair and committee members as required by the chair. The newsletter committee submits a budget and expenses to the Board of Directors for approval yearly.

ARTICLE VI

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. An annual budget must be presented by the incoming President and approved by the Board of Directors at the spring meeting of the association.
- C. All monies paid to the general fund of the association shall be supervised by the Treasurer and deposited in an association bank account. Monies shall be disbursed according to the approved annual budget. All non-budget expenditures must be approved by the Board of Directors.
- D. An annual financial report including income and expenditures for the partial fiscal year, shall be prepared by the Treasurer for presentation at the spring meeting of the association.

ARTICLE VII

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.