

North Carolina Association of Colleges and Teacher Educators
A State Unit of the
Association of Teacher Educators
and
The American Association of Colleges for Teacher Education

Article I – Name

The name of this organization shall be The North Carolina Association of Colleges and Teacher Educators.

Article II – Purpose & Objectives

The purpose of this Association is to provide, through professional organization and cooperation, continuous search for and promotion of ideas and practices, which are most effective in the education of teachers, particularly in the state of North Carolina. The term “teacher” is used in the broad traditional sense to stand as a title for all professional personnel in education. This Association will act as voice for teacher education institutions in North Carolina in a united articulation of positions with respect to strengthening and developing education and teacher preparation in North Carolina. To be an effective and proactive voice for teacher education, NCACTE endorses the following objectives:

1. To provide leadership in the continuing development of teacher education in North Carolina.
2. To provide an active strong voice for teacher education in North Carolina.
3. To promote the continuous improvement of all aspects of both pre-service and in-service teacher education in North Carolina through the cooperation of all personnel engaged in such work.
4. To develop and maintain a partnership relationship for teacher education among personnel of colleges and universities, public and independent schools, and state agencies.
5. To maintain productive and mutually beneficial working relationships between the North Carolina Association for Colleges and Teacher Educators and the American Association of Colleges for Teacher Education and the National Association of Teacher Educators and other agencies and organizations involved in teacher education.
6. To maintain state affiliations with national teacher education organizations by providing both institutional and individual membership categories.

Article III – Membership

Section 1-Membership

A. Institution Membership

1. **Eligibility** – All regionally accredited colleges and universities in the State of North Carolina engaged in the preparation of teachers, which have state program approval are eligible for membership.

- a. *Comprehensive membership* – Colleges and universities that are AACTE member institutions in North Carolina are eligible for comprehensive membership. Functions of membership shall be exercised by institutional representatives appointed in accordance with the other sections of the Article. Sixty percent of the institutional membership must hold comprehensive membership.
 - b. *State membership* – Colleges and universities that are non-AACTE member institutions in North Carolina are eligible for state membership. Functions of membership shall be exercised by institutional representative s appointed in accordance with other sections of this Article.
2. Institutional Representatives – The number of representatives to the regular meetings of the Association from each institution shall be based upon the following guidelines:
- a. Three representatives for each institution graduating 1 to 100 teacher education students per year.
 - b. Five representatives for each institution graduating 101 to 299 teacher education students per year.
 - c. Seven representatives for each institution graduating 300 or more teacher education students per year.

B. Individual Membership

Eligibility – All persons engaged directly or indirectly in the preparation of professional school personnel are eligible for membership.

C. Associate Membership

Eligibility – Any individual or individual representing an entity with a vested interest in education or the preparation of teachers such as a community college or learned society.

D. Corporate Associate Membership

Eligibility – Any representative of a public or private business or foundation interested in promoting education through the support of teacher preparations or related activities.

Section 2 – Voting Procedures

- A. Each institutional representative shall have one vote.

- B. All persons holding an individual membership are voting members
- C. On matters pertaining to AACTE only comprehensive institutional representative will be allowed to vote. The comprehensive member institutional representatives shall constitute 51 percent of voting membership.
- D. Associate members and corporate associate members do not have voting privileges.

Section 3 – Membership Year

The membership year shall be from July 1-June 30.

Section 4 – Dues

The dues for the various categories of membership shall be determined by the Executive Board, with consent, by majority vote of the membership present and voting at the Annual General Business Meeting.

Article IV – Officers

Section 1 – Elected Officers

- A. There shall be four elected officers: President, President-Elect, Secretary and Treasurer. These officers shall be elected from authorized representative of regular member institutions and individual members. *Additional officers may be appointed at the discretion of the Board (i.e., the Executive Director). The President, President-Elect, Secretary, Treasurer, Past President and Executive Director (ex-officio) shall serve as the Executive Committee and be given the authority to conduct business on behalf of the Association upon approval of the Board.*
- B. In such cases that the President is a representative of an institution that does not hold comprehensive membership, the Executive Board will appoint one of its members from an institution with comprehensive membership as the representative to the AACTE Advisory Council of State Representatives.

Section 2 – Term of Office

The term of office for the President, President Elect, Secretary and Treasurer shall be two years. *The Treasurer may be reelected and serve consecutive terms.* Officers shall assume office following their election at the General Annual Business Meeting. The Executive Board shall appoint a person to serve as Executive Director for a period of five years. The term may be renewable.

Section 3 – Duties

- A. The *President* shall preside at Executive Board meetings, regular meetings, special called meetings, and shall serve as a member of the Executive Board. The President will be responsible for the development of policy and shall submit an operational budget, *file in collaboration with the Secretary and Treasurer the annual report with AACTE*. During the two years following the completion of the term of office, the President shall continue to serve as a member of the Executive Board as Past-President.
- B. The *President-Elect* shall serve in the absence of the President and will succeed to the Presidency if for any reason the President cannot fulfill his/her duties. The President-Elect serves as a member of the Executive Board.
- C. *The Secretary shall record all minutes of all Board and Membership meetings, distribute the minutes to the constituent membership, archive meeting minutes for consultation, maintain a current roster of institutional members and institutional representatives, and other duties as designated by the Board.*
- D. The *Treasurer* shall supervise all monies paid into and out of the general fund. The Treasurer shall prepare a financial report for presentation at the annual meeting and shall serve as a member of the Executive Board. *The Treasurer is authorized to collect membership dues from institutional and individual members. The Treasurer shall be bonded.*
- E. The Past President shall serve as a member of the Executive Board and conduct meetings in the absence of the President or President Elect.
- F. *Executive Director shall be appointed for a five-year term that may be renewable. The duties shall be prescribed by the Executive Board and may include representation on behalf of NCACTE at state, regional, and national meetings and conferences, providing presentations at Executive Board or Executive Committee meetings, preparing grants on behalf of the organization and other duties as designated by the Board.*
- G. The *AACTE Liaison Representative* shall be the President or designee, shall be the official representative of the State organization in national functions, and shall be required to be an institutional representative, shall be the official representative of the State organization in national functions, and shall be required to be an institutional representative of an institution holding current membership in both AACTE and NCACTE.
- H. The President will serve as a member of the ATE Council of Unit Presidents.

Article V – Executive Board

Section 1 – Membership

- A. The Executive Board shall consist of twelve (12) voting members (13 members when a community college representative is added). The President, President Elect, Secretary, the immediate Past President, Treasurer, the Immediate Past president, one person holding individual membership whose primary affiliation is not with higher education institutions, three persons from private/liberal arts

colleges (selected from those institutions not represented by the officers), three persons from state-supported colleges/universities (selected from those institutions not represented by the officers), the Executive Director (ex-officio, non-voting), *the Teacher Education Forums Program Planning Committee Chair (ex-officio, non-voting)*, *An Executive Manager (if appointed by the Board, ex-officio, non-voting)*. Seven (7) of the Executive Board members must be institutional representative of AACTE member institutions. One member representing a community college will be eligible for Executive Board membership when a minimum of twenty-five percent (25%) of the North Carolina community colleges become members at the institution level. *All Past Presidents are invited to participate in Board Meetings (ex-officio, non-voting) to assist in familiarizing members with the Constitution and By Laws, processes and Procedures.*

- B. All members of the Executive Board must hold individual membership in NCACTE or represent a NCACTE institution.

Section 2 – Election of the Executive Board

- A. The Nomination and Elections Committee shall prepare a slate of nominees for presentation to the membership at the General Annual Business Meeting. The Nominating and Elections Committee shall be sensitive to the need for the representation from all constituencies (i.e. ethnic minorities, gender, public, independent, geographic areas, etc.). No more than one representative from a given institution may be elected to the Executive Board.
- B. The Executive Board shall be elected prior to the General Annual Business Meeting by eligible institutional representatives.
- C. The Executive Board may appoint a member to fill a vacancy that occurs during a term of office.

Section 3 – Term of Office

After implementation, the elected Board members shall serve for three-year terms, two being replaced each year – one from each of the following categories: independent colleges/universities, and state-supported colleges/universities. *The non-IHE member is replaced every third year.*

Section 4 – Powers and Duties

- A. The Executive Board shall develop and implement policies for the organization and develop plans for the annual meeting. The Board shall be responsible for verification and eligibility of membership and shall maintain a list of all members and current institutional representative. The Board shall appoint annually an Audit Committee of three members who shall be responsible for

auditing accounts for the year. Other committees may be appointed.

- B. The Executive Board shall also function as a Nominating and Elections Committee whose responsibilities are set forth in Article VI.
- C. The Executive Board shall assure that all reports requested by the national Board of Directors of AACTE and the National Board of ATE be submitted as required.
- D. The Executive Board shall ensure that representation to the AACTE annual meeting and annual ATE delegate assemblies is in accordance with the national bylaws of the AACTE and ATE.

Section 5 – Meetings

The Executive Board shall hold two regular meetings each year and special meetings each year on dates as established by the Board. After two consecutive absences from Executive Board meetings, the seat may be declared vacant and may be filled according to Section 1 – Election of the Executive Board.

Article VI – Nominating and Elections Committee

Each year the Executive Board shall function as a Nominating and Elections Committee representing various types of institutions and various geographic locations to prepare a slate of candidates for all elected officers based on recommendations submitted by institutional representatives.

Article VII – Meetings

Section 1 – Frequency

The Executive Board shall have the responsibility for determining the number of meetings during the associational year and the dates on which they are scheduled.

Section 2 – Annual Meetings

The Fall regular meeting of NCACTE shall be designated as the annual meeting and shall usually take place during the month of September.

Section 3 – Location

Regular meetings of the Association shall be held at locations determined by the Executive Board.

Article VIII – Finances

Section 1 – Fiscal Year

The fiscal year of the Association shall be from July 1 through June 30. Invoices to institutions shall be sent out not later than September 15 for dues for the next year.

Section 2 – General Fund

The General Fund of the Association shall consist of the income from receipt of dues from members and any other income, which may accrue to the Association.

Section 3 – Budget

An annual budget must be presented by the President and approved by the Executive Board.

Section 4 – Disbursement of Funds

All monies paid to the General Fund of the Association shall be supervised by the Treasurer. Monies shall be disbursed according to the approved annual budget. The Executive Board must approve all non-budgeted expenditures.

Sectional 5 – Financial Reports

An annual report of the General Fund, including income and expenditures for the fiscal year, shall be prepared by the Treasurer for presentation at the annual meeting and a copy forwarded to the AACTE and ATE National Boards of Directors.

Article IX – Amendments

1. Amendments to this document shall be proposed for discussion at a regular meeting of the Association. A copy of each amendment shall be submitted to the membership for review two weeks prior to a regular meeting. Each amendment shall be considered ratified when approved by more than two-thirds of the membership present and voting. The AACTE Board of Directors and the ATE Board of directors shall be notified on any proposed amendments *considered to be substantive*.
2. Only institutional representative of AACTE member institution may vote on bylaw changes that affect the relationship between the state unit and AACTE and any such bylaws must be approved by the Board of Directors of AACTE.

Article X – Rules of Order

The rules of parliamentary procedure contained in Robert’s Rules of Order (revised) shall govern the deliberations of the Association, subject to such special rules as agreed upon by the membership.

Article XI – Annual Reports

The organization will submit to the Board of directors of AACTE an annual state activity report to include a review of programs and fiscal activity and a certification of membership within the state unit. An annual report will also be sent to the ATE Board of Directors.

Article XII – Adoption of the Constitution

The constitution shall be effective upon its approval by a two-thirds majority of the membership of the Association of Teacher Educators-NC and the NC association of Colleges for Teacher Education.

Article XIII – Executive Manager

An Executive Manager may be appointed/designated by the Executive Board to assist with the operations of the Association. The Executive Manager will report directly to the President and Treasurer. The duties shall be prescribed by the Board and may include assistance with the collection of dues, maintaining membership listings, planning events, communication with the membership, etc. The term of appointment and renewal of the term is determined by the Board. This person shall be bonded.

Article XIV – Planning Committee Chair

A Planning Committee Chair shall be appointed by the Executive Board. At the discretion of the Executive Board, one or more Planning Committee Chairs may be designated for special events including the Fall and Spring Teacher Education Forums. A Planning Committee Chair shall serve as a member (ex-officio, non-voting) of the Executive Board. Membership in the Planning Committee is determined by the Chair; subject to endorsement by the Executive Board and in accordance with Article V, Section 2, Item A, “representation from all constituencies.”