

BYLAWS

of the

NEBRASKA ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION

Mission Statement: The Nebraska Association of Colleges for Teacher Education (NACTE) serves as the state association for the American Association of Colleges for Teacher Education (AACTE). NACTE is an organization of all Nebraska teacher education institutions that have been approved by the Nebraska State Board of Education. Its purpose is to provide an open forum for discussion concerning issues related to teacher education and matters presented by the State Board of Education as well as the Nebraska Council for Teacher Education. It also provides a common means of support to assist all teacher education programs to be more effective at producing high quality educators.

Article I

Association Membership

1.0.0 Membership

There will be two types of membership in NACTE; (1) AACTE Members or Comprehensive members, and two (2) non-AACTE members or State members.

1.1.0 Eligibility

1.1.1 Comprehensive Membership

All regionally accredited Nebraska colleges and universities which are members of the AACTE engaged in the preparation of professional school personnel, including paraprofessionals who have contact with children in the teaching-learning process, and which have state program approval are eligible to be a comprehensive member. Member institutions are responsible for the selection of institutional representatives.

Institutions interested in membership should submit an application to the state NACTE Executive Committee at least two months before the next regular meeting. Majority vote of institutional representatives present at a regular meeting is required for acceptance.

1.1.2 Number of Representatives

There shall be three (3) institutional representatives from each member institution that holds membership in AACTE. Each institution shall designate one of its representatives as Chief Institutional Representative.

1.2.0 State Membership

All other regionally or state accredited colleges and universities in Nebraska which are non-AACTE member institutions will be eligible for state membership

1.2.1 Eligibility

Application shall be made to the state Executive Committee at least two months before a meeting. A majority vote of member institutional representatives at a meeting is required for acceptance.

1.2.2 Number of Representatives

Each state member institution shall have one (1) institutional representative.

1.3.0 Ex-Officio Membership

Three members of the Nebraska Department of Education may attend NACTE meetings. They will be appointed by the Commissioner of Education.

1.4.0 Membership Year & Dues

1.4.1 Membership Year

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

1.4.2 Membership Dues

The dues for all memberships shall be \$75.00 per institution. A vote by the Association may suspend dues for one year.

Article II

Voting Rights of Members

2.1.0 Members

2.1.1 Comprehensive Members

All three representatives from a Comprehensive member institution will have full voting privileges on all matters.

2.1.2 State Members

The representatives from a state member institution shall have full voting privileges on all matters.

2.1.3 Quorum

A quorum will be attained for a regular meeting of the organization when one-half of the member institutions are represented.

Article III

Association Officers

3.1.0 Officers

3.1.1 Elected Officers

There shall be four elected officers: President, President-Elect, Secretary, and Treasurer and such other officers as may be deemed necessary by the officers and members of the Association.

If the President is a representative of an institution which is a non-AACTE member, members must elect a representative from an AACTE member institution as their representative to the AACTE Advisory Council of State Representatives (ACSR).

3.1.2 Officers' Terms of Office

The President, President-elect, Past President, and Secretary shall serve two (2) year terms of office beginning on July 1 following their election to office. The Treasurer shall serve for a three (3) year term.

3.1.3 Duties of Officers

3.1.3a President

The President shall preside at all meetings of the Association, Executive Committee meetings, and at special meetings approved by the Executive Committee. He/she shall serve as a member of the Executive Committee. He/she shall submit an operational budget to the Association, and he/she shall be responsible for the implementation of the policies set forth by the Executive Committee. When the President is an AACTE institutional representative, he/she shall serve as the representative to the AACTE Advisory Council of State Representatives (ACSR). The year following his/her term as President, he/she shall continue to serve as an ex-officio member of the Executive Committee. The President shall also represent NACTE at all sessions of the Nebraska Council for Teacher Education. The President may vote in order to break a tie in Executive Committee.

3.1.3b President-elect

The President-elect shall assist the President and shall succeed to the presidency if for any reason the President cannot fulfill the duties of that office. *The President-elect* will complete the presidency term as well as the term for which he/she was elected. He/she shall serve as

Program Chairman to plan programs for all meetings of the state Association. These program plans shall be subject to approval by the Executive Committee. The President-elect will serve as a member of the Executive Committee.

3.1.3c Secretary

The Secretary will be responsible for submitting minutes for the Association and retention of Association records. He/she will serve as a member of the Executive Committee.

3.1.3d Treasurer

The Treasurer will supervise all monies paid into and out of the General Fund, will prepare a financial statement for presentation to the Executive Committee, and present a financial report at all meetings of the state Association. He/she will serve as a member of the Executive Committee.

3.1.3e ACSR Representative

The President shall serve as the representative to the AACTE Advisory Council of State Representatives (ACSR). If the President represents a non-AACTE member institution, a representative from an institution that is a member of AACTE must be elected to this position. In either case, this officer, will represent the state unit on that Council and will serve as a member of the state Association Executive Committee.

Article IV

Executive Committee

4.1.0 Committee Membership

4.1.1 Membership

The Executive Committee shall consist of the following voting members: the President, President-elect, Secretary, Treasurer, Past President, and representative to the AACTE Advisory Council of State Representatives (ACSR), when this office is necessary as explained in Article III, Item 3.13e of the bylaws.

4.1.2 Powers and Duties

The Executive Committee shall carry on the business of the Association between meetings; shall develop and implement policy; and approve plans for Association meetings. The Executive Committee shall maintain a list of all members and current institutional representatives.

4.1.3 Meetings of the Executive Committee

The Executive Committee shall meet, when necessary, prior to each meeting of the Association.

4.1.4 Quorum – Executive Committee

A quorum will be attained for an Executive Committee meeting when one-half of the Committee membership possible is present.

Article V

Special Committee(s)

5.1.0 Nominating and Election Committee

The Executive Committee shall serve as the Nominating Committee, prepare a slate of candidates for all elective offices, and ~~to~~ provide ballots for the election of officers. The Executive Committee must secure permission from any candidate to run for a specified office. Nominations must be secured by the Executive Committee before the March meeting. Elections shall take place at the March meeting of NACTE.

Article VI

Meetings

6.1.0 Association Meetings

6.1.1 Procedure

The time and place of all meetings of the Association shall be determined by the Executive Committee.

Article VII

Fiscal Policy and Procedures

7.1.0 Finances

7.1.1 Fiscal Year

The fiscal year of the Association shall be from July 1 through June 30.

7.1.2 General Fund

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

7.1.3 Budget

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

7.1.4 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 annual budget approved by majority vote of the

Association. Nonbudgeted expenditures must be approved by majority vote of the Association. The Association will consider funding requests from institutions for projects that reflect the mission of the Association and represent coordinated efforts between institutions. Preference will be given to proposals that promote the welfare of all member institutions.

7.1.5 Financial Reports

A report of the General Fund including income and expenditures shall be prepared by the Treasurer for presentation at all meetings and submitted as part of the Annual State Activity Report to the AACTE.

Article VIII

Elections

8.1.1 Election Process

Elections for President-elect, Secretary, Treasurer, , a new institutional representative, and, when necessary, a representative to the AACTE Advisory Council of State Representatives (ASCR) will be held at the March meeting. If one or more of the elected officials resigns, the Executive Committee may select an Association member(s) for election the next meeting of the Association.

Article IX

Dissolution of the Organization

9.1.1 Dissolution Statement

In the event that the organization is dissolved, any remaining funds will be returned to the member institutions in equal shares not to exceed the amount of dues sent to the organization.

This is the adopted copy as of 11/19/76, and corrected copy as of 12/4/78.

Retyped 11/25/80.

Reviewed and revised by Glenn Einspahr, Richard Dudley & Morris Anderson 5/19/89

Reviewed and revised by Pat Colgate, Fred Condos, and Tom Wandzilak, 10/21/99

Reviewed and revised by Tom Wandzilak, Becky Schnabel, and Kass Rempp , 2/20/09.