

CONSTITUTION OF THE ARKANSAS ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION

The purpose of this association is to support and provide leadership in the education of professional school personnel in Arkansas.

Article I: Name

The name of this organization shall be the Arkansas Association of Colleges of Teacher Education.

Article II: Objectives

The objectives of this association shall be:

- A. To represent the education professional school personnel before all segments of the public, including the state legislature and governing bodies.
- B. To cooperate with other professional organizations and agencies in activities designed to establish desirable direction, goals, and standards for professional education.
- C. To cooperate with business, education and government organizations and agencies to improve the environment of education of professional school personnel in Arkansas.
- D. To provide member institutions with the means of continuous exchange of information and experience.
- E. To stimulate and facilitate research, experimentation, and evaluation in education of professional school personnel and related problems of learning and teaching.
- F. To establish a communication network with educators of professional school personnel in other assets.

Article III: Membership

All regionally accredited colleges and universities of Arkansas which have membership in AACTE and are engaged in preparation of professional school personnel and which have state program approval are eligible for membership. Functions of membership shall be exercised by institutional representatives appointed in accordance with provisions in the bylaws. All other regionally or state-accredited colleges and universities in Arkansas which are non-AACTE member institutions will be eligible for affiliate membership. Application should be made to (during) the annual meeting. A majority vote of member institutional representatives present at the annual meeting is required for acceptance. State members select institutional representatives in same numbers and in same manner as do comprehensive members.

Article IV: Officers

The officers of the association shall be a President, a President-Elect, and a Secretary, to be elected in accordance with the bylaws.

Article V: Board of Directors

A Board of Directors shall be selected in accordance with the requirements set forth in the bylaws. Vacancies which occur shall be filled by the Board of Directors, and the new Director shall serve for the unexpired term of the predecessor.

Article VI: Meetings

The Association shall hold an annual meeting and such other meetings as may be called by the Board of Directors.

Article VII: 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 VIII: Non-Profit Status

The Association is not organized for profit and no part of its funds shall incur to the benefit of any member or individual.

Article IX: Affiliation

The association shall be affiliated with the American Association of Colleges for Teacher Education (AACTE) in accordance with policies established by the Board of Directors of the Arkansas Association of Colleges for Teacher Education.

Article X: Amendments

Proposed amendments to this charter shall be submitted in writing by institutional representatives to the Board of Directors. Proposed amendments must be mailed to all member institutions at least two (2) weeks before the Board of Directors meeting at which they are to be voted upon. The Board of Director must approve by a majority vote. If approved by the Board of Directors, the proposed amendments shall be sent to all authorized institutional representatives. A two-thirds majority of the ballots cast is necessary for ratification.

Article XI: Bylaws

By-laws may be adopted or amended by the Board of Directors subject to a majority vote of institutional representatives at a regular or special meeting.

Bylaws of The ArACTE

Article I - Membership

Section 1 - Eligibility

Regionally accredited colleges and universities in Arkansas which have membership in the American Association of Colleges for teacher Education (AACTE) and are 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 for membership. Member institutions are responsible for selection of institutional representatives, the number to be determined as set forth in section 2. Affiliate membership is open to non-AACTE member institutions under provisions stipulated by Article III of the constitution.

Section 2 - Number of Representatives

* The number of representatives of each regular member institutional of the Arkansas AACTE (ArACTE) shall be the same number of representatives the institution has in the American Association of Colleges for Teacher Education.

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

Section 3 - Voting Membership

All institutional representatives from member institutions are voting members.

Section 4 - Membership Year

The membership year shall be from July 1 to June 30. The Board of Director shall establish by March 31 each year, the institutional membership dues for the next membership year.

Articles II - Officers

Section 1 - Elective Officers

There shall be three (3) elected officers: President, President-Elect, and a Secretary. The President-Elect and Secretary shall be elected each year, from among the Board of Directors. Officers shall be elected at the first meeting of the Board of Directors following the spring conference.

Section 2 - Duties

a. The President shall preside at Board Meetings, the annual meeting, and at special meetings and shall serve as a member of the Board of Directors. During The tenure of office the President will be responsible for the development of policy, and shall submit an operational budget. During the year following the expiration of the term of office, the Past President shall continue to serve as a member of the Board of Directors.

b. The President-Elect shall serve as Program Chairperson to plan for the annual meeting, plans to be subject to approval by the Board of Directors. The President-Elect will succeed to the Presidency if for any reason the President cannot fulfill the term of office. The President-Elect will serve as a member of the Board during years prior to installation as President.

c. The Executive Secretary will supervise all monies paid into and out of the General Fund and will prepare a financial report for presentation at the annual meeting. The Executive Secretary will serve as an ex-officio, non-voting member of the Board.

Article III - Board of Directors

Section 1 - Composition

The Board of Directors shall consist of twelve (12) voting members. The twelve Directors shall include on a rotating basis six (6) Deans; four public member institution deans (one from each of four districts*) and two deans from member independent institutions. The Board shall also include six (6) institutional representatives. All Directors shall be elected for alternating three-year terms. The Immediate past President shall serve as an ex-officio (without vote) member of the Board of Directors.

*Composition of four public member districts

District 1: ASU, UCA

District 2: UALR, UAPB

District 3: ATU, UAF, UAFS

District 4: HSU, SAU, UAM

Section 2 - How Elected

In so far as possible, the Nominating and Elections Committee shall give consideration to representation from all geographic areas and from all types of institutions. For procedure, see Article V.

Section 3 - Term of Office

After implementation, a new president-elect and a new secretary will be elected each year. Board members shall serve for three-year each year.

Section 4 - Powers and Duties

The Board of Directors shall develop and implement policy and must approve the budget and plans for the annual meeting. The Board may direct that a Policies and Procedures Manual be developed for approval by the Board. The Board shall be responsible for verification of eligibility for membership and shall maintain a list of all members and current institutional representatives. The Board may appoint an Executive Secretary/Historian and such other staff as may be necessary to carry out the business of the Association. The Board may direct that the President prepare an annual report on the status of the organization to be presented at the annual Board planning meeting for discussion and approval prior to distribution to the general membership. The Board shall appoint replacement officers and Board Members to fill unexpired terms. The Board shall appoint annually an Audit Committee of three members who will be responsible for auditing all accounts for the year. The Board shall also appoint a Nominating and Elections Committee of five members whose responsibilities are set forth in Article V. Other committees may be appointed as needed.

Section 5 - Executive Committee of the Board

The President, the President-Elect, the Secretary, and the Past President shall constitute the Executive Committee of the Board of Directors and shall carry on the business of the Association between meetings of the full Board and report to the Board of Directors on their activities.

Section 6 - Meetings of the Board of Directors

The Board of Directors shall hold no less than two regular meetings each year and special meetings necessary on dates to be established by the Board.

Article IV - Council of Deans

Section 1 - Composition

The Council of Deans shall consist of the education deans or chief institutional representatives of member institutions.

Section 2 - Duties

Each year the Council of Deans shall develop and propose to the Board of Directors a long range, state level teacher education agenda. The Council shall serve as liaison between ArACTE and Governor's Office, the Arkansas Legislature, the Arkansas Department of Higher Education, the Arkansas Department of Education, the Arkansas Board of Education, and other educational policy groups.

Section 3 - Executive Committee of the Council of Deans

The deans serving on the Board of Directors shall constitute the Executive Committee of the Council. The Executive Committee shall be responsible for convening the Council of Deans. The Council shall elect a chair at the first meeting each year.

Section 4 - Meetings of the Council of Deans

The Council of Deans shall hold no fewer than two regular meetings on dates to be established each year and special meetings as called by the Council.

Article V - Nominating and Elections Committee

A Nominating and Elections Committee of five (5) members representing various types of institutions and varying geographic locations, insofar as possible, shall be appointed by the Board of Directors to prepare a slate for all elective officers (offices), based on recommendations submitted by institutional representatives. The Committee should submit a ballot for each vacancy and conduct a mail election in time for announcement at the annual meeting.

Article VI - Annual Meeting

There shall be an annual spring meeting of the Association at a time and place to be determined by the Board of Directors. In the event of postponement of an annual meeting, a new meeting date must be set within the same fiscal year.

Article VII - Finances

Section 1 - Fiscal Year

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

Section 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.

Section 3 - Budget

An annual budget must be presented by the President and approved by the Board of Directors. The proposed annual budget must be prepared by September 1 of each year and approved by the Board of Directors at the regularly scheduled fall meeting.

Section 4 - Disbursement of Funds

All monies paid to the General Fund of the Association shall be supervised by the Executive Secretary/Historian. Monies shall be disbursed according to the approved annual budget. All non-budgeted expenditures must be approved by the Board of Directors.

Section 5 – Financial Report

An annual report of General Fund, including income and expenditures for the fiscal year, shall be prepared by the Executive Secretary/Historian for presentation at the Annual Meeting.

Article VIII – Committees

The association shall have standing committees who respond to the following charges:

Department of Education and State Board of Education

This committee serves as ArACTE’s liaison to the State Department of Education, State Board of Education, and Arkansas Commissioner of Education. In this capacity, the committee attends the State Board’s meetings and meets with the Department of Education and Arkansas Commissioner of Education as needed.

Political Awareness

This committee informs ArACTE members of state, regional, and national political issues related to teacher preparation.

Department of Higher Education

This committee serves as ArACTE’s liaison to the Department of Higher Education. In this capacity, the committee attends the Chief Academic Officers meeting and meets with the Director of ADHE and members of the Director’s staff as needed.

Communications and Research

This committee informs ArACTE members of state, regional, and national research related to teacher preparation, and prepares communication documents such as Association brochures or “White papers” for dissemination.