

Approved by AACTE, February 2001
Revised and approved – May, 2007

BYLAWS OF THE
MINNESOTA ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION

ARTICLE I: DEFINITIONS

For the purposes of these bylaws:

- A. MACTE shall mean the Minnesota Association of Colleges for Teacher Education;
- B. AACTE shall mean the American Association of Colleges for Teacher Education;
- C. Bylaws shall mean these Bylaws of the Minnesota Association of Colleges for Teacher Education;
- D. Constitution shall mean the Constitution of the Minnesota Association of Colleges for Teacher Education (adopted 1999)
- E. Members shall mean Regular Members, Affiliate Members and Honorary Members as defined in Article III of the Constitution;
- F. AACTE Members shall mean Members which maintain membership in AACTE;
- G. Representatives shall mean the individuals who are designated, pursuant to Article II of these Bylaws, to represent the Members.

ARTICLE II: MEMBERSHIP

A. Classification of Members

There shall be three classifications of Members: Regular, Affiliate and Honorary, which are defined in Article III of the Constitution.

B. Selection of Representatives

Each Member institution is entitled to two representatives who are selected each year by the individual designated as Chief Institutional Representative.

C. Voting Rights

1. Representatives of Regular Members shall have full voting privileges on all matters.
2. Only Members from AACTE member institutions shall have voting privileges on AACTE matters.
3. Representatives of Affiliate Members and Honorary Members shall have no voting privileges.
4. Each Representative shall be entitled to cast one vote.
5. Voting by proxy shall be permitted when a Representative designates a proxy in writing through an established process. No other proxies are permitted.

D. Dues, Fees and Budgets

Dues for all classifications of Members shall be determined at the spring meeting each year. Dues and special fees shall require a simple majority vote of the Representatives from Regular Members attending the meeting at which the special fee or dues are presented. An annual budget shall be approved at the spring meeting for the following year.

E. Membership Year

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

ARTICLE III: OFFICERS

- A. There shall be two elected officers and 1 or 2 others selected out of the Executive Committee at any one time: President, Treasurer and either a President-Elect or a Past President.
 1. The President-Elect shall be nominated from a caucus of Representatives of institution-alike Members, i.e., MnSCU system, University of Minnesota and its branch campuses, and the Private Colleges. The President-Elect shall rotate among the three institution-alike Members.
 2. The President-Elect shall serve for one year and shall become President without further election by the Representatives. The President shall serve for two years.
 3. The President shall become Past President and shall serve for one year.
 4. The treasurer shall serve for two years and shall be bonded.
 5. New officers shall be elected at the Spring MACTE meeting by a simple majority of Representatives from Regular Members present.

B. Duties of the Officers

1. The President shall:

- a. preside at Executive Committee meetings, and all meetings of MACTE;
- ~~b.~~ be responsible for the development of MACTE policies;
- c. serve as a member of the Executive Committee;
- d. serve as a representative to the AACTE Advisory Council of State Representatives;
- e. represent MACTE when directed by the Members to speak or act on behalf of MACTE;
- f. call upon the institution-alike groups to nominate candidates for officers and the Executive Committee; and,
- g. appoint a Parliamentarian who shall serve at the President's pleasure.

2. The President-Elect or Past President shall:

- a. assist the President as directed by the President and/or the Executive Committee;
- b. serve as a member of the Executive Committee; and
- c. assume all other powers and duties of the office of the President for the duration of an absence from or vacancy of the office.

3. The Treasurer shall:

- a. supervise all monies paid into and out of the general fund;
- b. serve as an ex officio member of the Executive Committee;
- c. prepare an annual budget and prepare financial statements for each of the three regularly scheduled meetings of MACTE;
- d. arrange for an annual internal audit of MACTE finances;
- e. keep a financial record of the income and expenditures of the organization; and,
- f. pay such obligations of MACTE as directed or authorized by the Members or the Executive Committee;
- g. serve a term of four years.

C. Non-completion of Term of Office

If either the President-Elect or the President is unable to complete the term of office, a replacement is selected by a nominating caucus of the Representatives from institution-alike Members and is then elected at the next regularly scheduled MACTE meeting by a simple majority of the Representatives or Regular Members present.

D. Term of Office

The terms of office run from spring MACTE business meeting to spring MACTE business meeting.

ARTICLE IV: Executive Assistant

- A. There may be an Executive Assistant to support the activities of the organization and the work of the Executive Committee. The executive assistant shall be paid at a rate proposed by the Executive Committee and approved by a simple majority of the membership at each spring meeting.

ARTICLE V: EXECUTIVE COMMITTEE

A. Composition

The Executive Committee shall consist of seven voting members: the President, President-Elect or Past President, Secretary, Treasurer (ex officio), and other members, selected pursuant to Article IV B.

B. Selection

The President, and President-Elect are elected pursuant to Article III. The other four members of the Executive Committee are nominated by institution-alike Members and voted upon by all Regular Members. The composition of the six members of the Executive Committee must consist of two Representatives from each of the three institution-alike Members.

C. Term of Office

The term of office of the Executive Committee shall be two years. The term years correspond with the membership year.

D. Powers and Duties

The Executive Committee shall:

1. Appoint a secretary and treasurer to carry on its business;
2. carry on the business of MACTE between meetings;
3. develop and implement policy;
4. develop and submit the annual budget to the Members for approval;
5. be responsible for the verification of eligibility for membership;
6. appoint an Executive Assistant and such other staff as may be necessary to carry out the business of MACTE;
7. assist the President in conducting the business of MACTE;
8. meet on the call of the President;

9. consider projects, studies, reports and policies and recommend consideration or action on these matters to MACTE;
10. initiate studies relating to teacher education and teacher licensure and may enlist participation within and without MACTE;
11. act as agenda committee for MACTE meetings;
12. invite guests to any meeting of MACTE;
13. prepare the list of names to be submitted to the Board of Teaching for membership on task forces to be named by the Board of Teaching;
14. may act on behalf of MACTE between MACTE meetings;
15. appoint an audit committee of Representatives who will be responsible for auditing all accounts for the year;
16. appoint committees and establish liaison relationships with other organizations or agencies as needed;
17. have the option to establish a council of Deans and Chairpersons of Education (or their designated representative) from each Member. The President shall appoint a chair for the Council who shall be either a Dean or a Chairperson of an Education unit within a Member;
18. Facilitate communication between institutions and MACTE and other appropriate individuals and entities;
19. Represent MACTE and facilitate collaboration.

E. Meetings

The Executive Committee shall hold regular meetings and special meetings as necessary on dates established by the Executive Committee.

ARTICLE VI: MACTE MEETINGS

- A. There shall be at least three meetings of MACTE a year at a time and place to be determined by the Executive Committee.
- B. A quorum at any meeting shall be one-third of the Representatives from Regular Members. Any voting Representatives may call for a quorum at any time during the meeting.
- C. The meeting agenda, the minutes of the previous meeting and any proposed amendment(s) to the Bylaws shall be distributed to all Representatives at least two weeks prior to any meetings.

ARTICLE VII: FINANCES

- A. The fiscal year of MACTE shall be from July 1 through June 30.
- B. The general fund shall consist of the income from the receipt of dues from Members and any other income which may accrue to MACTE.

- C. An annual budget must be developed by the Executive Committee and presented by the President to the Members for approval.
- D. All receipts to and disbursements from the General Fund shall be administered by the Treasurer. All disbursements shall be in accordance with the annual budget except non-budgeted expenditures which must be approved in advance by the Executive Committee.
- E. 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 spring meeting and submitted as part of the annual activity report to AACTE.
- F. Any annual fee or special assessments for specific purposes shall be determined by the Members.

ARTICLE VIII: AMENDMENTS

Any Representative from a Regular Member may propose Bylaws to be adopted or amended. The proposals shall be sent to the Executive Committee. The Executive Committee shall recommend approval or disapproval to the Members. The proposed new or amended Bylaws shall be sent to Members two weeks before the meeting at which they will be considered. New or amended Bylaws must be approved by a two-thirds vote of the Representatives of Regular and Associate Members present at a regular or special meeting. Finally, all new or amended Bylaws must be approved by the AACTE Board of Directors.

ARTICLE IX: DISSOLUTION

MACTE may be dissolved according to Robert's Rules of Order (latest edition) and conditions set forth in the Articles of Incorporation.

ARTICLE X: ADDITIONAL MATTERS

No actions of MACTE or the Executive Committee shall be considered binding or mandatory upon the Members.

APPENDIX: Duties of the Executive Assistant

The Executive Assistant shall:

- a. Keep and process the regular correspondence of MACTE;
- b. Notify all Members and invited observers of the time and place of each meeting;
- c. Prepare and circulate an agenda for each meeting;
- d. Maintain a database to be used for mailings to MACTE members and others and create a directory for distribution; annual production and distribution of the membership directory; prepare labels for mailings to MACTE members; oversee and/or assist all mailings to members.
- e. Make logistical arrangements for three state meetings including mailings, registrations, accommodations, meals and the like; manage registrations, preparation of materials.
- f. Participate in and facilitate resources for planning of the Fall and Winter Teacher Education Congresses.
- g. Provide logistical supports for the Congresses (see above)
- h. Make logistical arrangements for other MACTE activities as needed.
- i. Coordinate member representations for legislative committee hearings and Board of Teaching meetings.
- j. Assist with all communication from the Executive Board to the membership as needed.
- k. Develop and maintain the organizational World Wide Web site; prepare information for the site; make changes to the site as needed.
- l. Maintain supplies of MACTE letterhead and other materials.
- m. Ensure that records of all MACTE positions are maintained.
- n. Assist Executive Committee as requested.
- o. Serve as staff to the Minnesota Alliance for Education; facilitate communication and meeting arrangements, maintain web site, conference planning as needed