 **CHARTER OF THE**

**ARIZONA ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION**

**Constitution**

**Purpose**

The purposes of this Association are to 1) stimulate improvement in the education of professional school personnel in the state of Arizona; 2) provide the perspectives of programs in AZ to a national audience and to add to the rich discussions around the country; 3) advocate and educate legislators, policymakers, and the general public; 4) provide accurate information on issues related to educator preparation; and 5) partner and support P-12 colleagues in various education causes.

**Article I – Name**

 The name of this organization shall be *Arizona Association of Colleges for Teacher Education (AzACTE).*

**Article II – Objectives**

 The Objectives of this Association shall be:

1. To establish an effective voice for educator preparation institutions at the state level on matters of policy related to educator preparation.
2. To share and inform educator preparation institutions about reports and trends at the state, national, and international levels.
3. To represent the education of professional school personnel before all segments of the public, including the state legislature, as a special professional enterprise.
4. To support the endeavors of other professional organizations and agencies designed to establish desirable direction, goals, and standards for professional education preparation. This includes, but is not limited to, paraprofessionals and other stakeholders who have contact with children in the teaching-learning process.
5. To cooperate with non-educational agencies to improve the educational landscape for professional school personnel in the State of Arizona.
6. To make available to colleges, universities, and other agencies (upon request), professional consultant services, for the enhancement of educational professional personnel.
7. To provide member institutions with the means for continuous exchange of information, experience, and judgements concerning all aspects of education of professional school personnel.
8. To serve as a clearing house for Arizona research and reports which significantly impact the continuous improvement of education.
9. To provide a vehicle for teacher education institutions in Arizona to collaborate with the national AACTE.

**Article III – Membership**

1. Regular membership: All regionally accredited colleges and universities with an Arizona Department of Education approved educator preparation program, which are AACTE member institutions in Arizona including those institutions with Affiliate AACTE membership, are eligible for comprehensive membership. Functions of membership shall be exercised by institutional representatives appointed in accordance with provisions in the By-laws.
2. Associate membership: All other state or regionally accredited colleges with an Arizona Department of Education approved educator preparation program, which are non-AACTE member institutions in Arizona are eligible for state membership.
3. Affiliate membership: All educational organizations that officially and publicly announce that the education or professional school personnel is one of their important organizational purposes will be eligible for affiliate membership.

**Article IV –** **Liaison relationships**

Liaison relationships may be established with associations and agencies with an

interest in the preparation of professional school personnel.

**Article V – Officers**

 The officers of the Association shall be a President, Past-President, President-Elect, Secretary-Treasurer, and other officers as needed to be elected in accordance with the by-laws.

**Article VI - Board of Directors**

 A Board of Directors shall be elected by institutional representatives in accordance with the requirements set forth in the By-laws. The duties powers of the Board of Directors are likewise stipulated in the By-laws.

**Article VII - Meetings**

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

**Article VIII - 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 IX - Non-Profit Status**

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

**Article X - Affiliation**

 The Association shall be affiliated with the American Association of Colleges for Teacher Education in accordance with the following policies approved by the AACTE Board of Directors:

1. For purposes of obtaining affiliation, two thirds of the Arizona Association founding membership shall be AACTE member institutions in Arizona.
2. Continuance of affiliation shall be contingent upon:

Submission of an Annual State Activity Report to the national AACTE Board of Directors. Report to include:

1. a review of program activities sponsored by the state affiliate
2. an update of state officers
3. an update of state membership
4. an update of any changes to the constitution or bylaws
5. Any additional criteria requested by the ACSR Executive Committee and/or AACTE Board of Directors in light of their need for information to support state work.
6. A statement of continual affiliation

**Article XI - Amendments**

 Proposed Amendments to the Constitution shall be submitted in writing to the State Board of Directors by institutional representatives; the Board of Directors must approve by majority vote; such proposed amendments must be mailed to all member institutions at least two (2)weeks before the meeting at which they are to be voted upon; if approved at the meeting, they shall then be sent to all authorized institutional representatives by mail ballot, with a two thirds majority of the ballots cast necessary for acceptance.

 Proposed amendments will not become a part of this constitution until each proposed amendments are approved by the AACTE Board of Directors.

**Article XII- By-laws**

 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, and the approval of the national Board of Directors.

 The foregoing Charter was adopted October 5, 1972 and amended September 17, 1976 by the following institutions:

Arizona State University

Northern Arizona University

The University of Arizona

The foregoing Constitution was updated and re-instituted May 15, 2017 by the following

Institutions:

Arizona Christian College

Grand Canyon University

Maricopa Community College – Rio Salado

National Association of Community College Teacher Education Programs

Northern Arizona University

Southwestern Assemblies of God University American Indian College

**BY-LAWS OF THE**

**ARIZONA ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION**

**Article I – Membership**

1. Regular Members

Section 1 - Eligibility

 All regionally accredited colleges and universities with an AZ DOE approved educator preparation program, which are AACTE member institutions in Arizona including those institutions with Affiliate AACTE membership, are eligible for comprehensive membership. Member institutions are responsible for the selection for institutional representatives, number to be determined as set forth in Section 2.

Section 2 - Number of Representatives

The maximum number of representatives of each regular member institution shall be no more than

five.

Section 3 - Voting Membership

 All regular representatives of each regular member will have voting privileges on all matters.

Section 4 - Membership Year

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

Section 5 - Dues

 The dues shall be $50 per institution. Students accepted into the teacher preparation program shall be entitled with the benefits of the member institution.

1. Associate Members

 Section 1 - Eligibility

All other state or regionally accredited colleges with an AZ DOE approved educator preparation program, which are non-AACTE regular member institutions in Arizona are eligible for state membership. Member institutions are responsible for the selection for institutional representatives, number to be determined as set forth in Section 2.

 Section 2 - Number of Representatives

The maximum number of representatives of each associate member institution shall be no more

than three.

Section 3 - Voting Membership

All associate members will have full voting privileges on all except national association matters.

Section 4 - Membership Year

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

Section 5 - Dues

The dues shall be $50 per institution.

1. Affiliate Members

Section 1 – Eligibility

Institutions not eligible for regular or associate membership but are educational organizations that officially and publicly announce that the education of professional school personnel is one of their important organizational purposes will be eligible for affiliate membership. Application should be made to the state Board of Directors. A majority vote of the state Board is required for acceptance.

Section 2 - Number of Representatives

Each affiliate member shall have one institutional representative.

Section 3 - Voting Membership

Affiliate members will have full voting privileges except on AzACTE board or national association

 matters.

Section 4 - Membership Year

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

Section 5 - Dues

The dues shall be $50 per institution.

**Article II - Officers**

Section 1 - Elective Officers

 There shall be three elective officers: President, President-Elect, and Secretary-Treasurer. These officers shall be elected annually from authorized representatives of regular and associate member institutions. In additional, the President shall be an official institutional representative to the national AACTE. They will be elected in time to take office July 1.

Section 2 - Officers' Term of Office

 The term of office for officers of the Association shall be for three years from July 1 to June 30.

Section 3 - Duties

1. The President shall preside at Board Meetings, the annual meeting, and at special meetings and shall serve as Chair of the Board of Directors. The President will be responsible for the development of policy, and shall submit an operational budget. The President shall continue to serve as a member of the Board of Directors following the term of office. The President will be from an AACTE institutional representative and shall serve as the representative to the AACTE Advisory Council of State Representatives.
2. The Past-Present will serve as Co-Program Chairman to plan for the Annual Meeting.
3. The President-Elect shall serve as Co-Program Chairman to plan for the Annual Meeting. These plans will be subject to approval by the Board of Directors. The President-Elect will be from an AACTE institutional representative. The President-Elect will serve as a member of the Board. The President-Elect will succeed to the presidency if for any reason the President cannot fulfill the duties of that office.
4. The Secretary-Treasurer will be bonded, supervise all monies paid into and out of the General Fund, and prepare a financial report for presentation at the annual meeting. The Secretary-Treasurer will serve as a member of the Board of Directors.

**Article III - Board of Directors**

Section l - Composition

 The Board of Directors shall consist of 6 to 7 voting members: President, the President-Elect, Secretary-Treasurer, and Past President and two to three institutional representatives from regular or associate member institutions and/or one institutional representative from affiliate member institutions as well as any other officers deemed necessary.

Section 2 - How Elected

 So far as possible, the Nominating and Elections Committee shall give consideration to representatives from all institutions involved within the State of Arizona. No more than one representative from a given institution may be elected to the Board of Directors with the exception of the officers.

Section 3 - Term of Office

 After implementation, the Board of Directors shall serve for three year terms, and then be eligible for re-election.

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 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 such staff as may be necessary to carry out the business of the Association.

 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 annually appoint a Nominating and Elections Committee of three members whose responsibilities are set forth in Article IV.

 Other committees may be appointed as needed.

Section 5 - Executive Committee of the Board

 The President, President-Elect, Secretary-Treasurer, and 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 shall hold two regular meetings each year and special meetings as necessary on dates to be established by the Board.

**Article IV - Nominating & Elections Committee**

 Each year, a Nominating and Elections Committee of three 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 of candidates for all elective offices, based on recommendations submitted by institutional representatives. The Committee should submit two names for each vacancy and conduct a mail ballot election for announcement of officers at the annual meeting.

**Article V - Annual Meeting**

 There shall be an annual 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 VI - Finances**

Section 1 - Fiscal Year

 The fiscal year of the Association shall be from July 1-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

Section 4 - Disbursement of Funds

 All monies paid to the General Fund of the Association shall be supervised by the Secretary-Treasurer and an appointed member by the Board of Directors. 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 Reports

 An annual report of the General Fund, including income and expenditures for the fiscal year, shall be prepared by the Secretary-Treasurer for presentation at the Annual meeting, and submission as part of the Annual Arizona Activity Report to AACTE.

**Article VII - implementation**

1. The provisions of the Charter and By-laws will be effective upon acceptance by three institutions in Arizona engaged in the preparation of professional school personnel, at a meeting to be held the first week in October 1972.
2. Charter member will be received until the 1973 Annual Meeting upon payment of the first-year and second-year dues. The $50 1972-73 dues for charter members should be paid on or before January 15, 1973.
3. The officers provided for under the Charter will be elected at the same organization meeting, October 1972. These officers will serve until September 30, 1973.
4. A determination will be made at the organization meeting as to the basis on which the elected members to the Board of Directors will be designated.
5. A state chapter organizational meeting was held on May 16, 2017 in order to revise and reinstitute the AzACTE. At that time officers were elected, and the Constitution and By-Laws were accepted as amended.

Date Adopted: October 5, 1972

Date Amended: September 17, 1976

Date Amended*:* May 16, 2017

Date Amended: by the state AzACTE Board: September 24, 2018

Date Accepted: by the AACTE Board of Directors March2019 13, 2019