### BYLAWS

**OF THE ALABAMA**

**ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION**

**ARTICLE I: MEMBERSHIP**

1. **Regular Membership Section 1: Eligibility**

Regionally accredited colleges and universities in Alabama which are AACTE member institutions and which have state program approval are eligible for regular membership in ALACTE. Member institutions are responsible for the selection of institutional representatives, number to be determined as set forth in Section 2, below.

Institutions interested in regular membership should submit an application to the Executive Committee. Membership applications may be acted upon at any regularly scheduled meeting of the Association. A majority vote of member institutional representatives present at the meeting is required for acceptance.

### Section 2: Number of Institutional Representatives

The number of institutional representatives for each member institution shall be determined from the total number of graduates at all degree levels from the institution's approved programs in teacher education. The following scale shall be used for determining the number of representatives for each institution.

## Number of Graduates

150 or less

151-450

450 and over

Institutional Representatives

2

3

4

* 1. The number of representatives for each member institution shall be determine annually from the institution 's total number of graduates each year from October 1 through September 30.
	2. Each institution will designate one of its representatives as chief institutional representative.

### Section 3: Membership Year

The membership year shall be from October 1 through September 30.

### Section 4: Association Dues

1. Each regular member institution shall pay annual dues to the Association in the amount of $50.00 for each allocated representative.
2. All funds collected for membership dues shall be held by the Treasurer of the Association, who shall provide an annual accounting to be reported to the Association at each spring meeting.
3. Funds may be expended by the President within the authority provided by the Executive Committee of the Association.

### Associate Membership

**Section 1: Eligibility**

Regionally accredited colleges and universities in Alabama which are not AACTE member institutions and which have state program approval are eligible for associate membership in ALACTE. Each associate member institution will have one institutional representative.

Institutions interested in associate membership should submit an application to the Executive Committee. Membership applications may be acted upon at any regularly scheduled meeting of the Association. A majority vote of member institutional representatives present at the meeting is required for acceptance.

### Section 2: Membership Year

The membership year shall be from October 1 through September 30.

### Section 3: Associate Dues

Each associate member institution shall pay annual dues of $50.00.

### ARTICLE II: VOTING RIGHTS OF MEMBERS

1. Regular Members

Institutional representatives of regular member institutions shall have full voting privileges on all matters.

1. Associate Members

Institutional representatives of associate member institutions shall have voting privileges on all except National Association (AACTE) matters.

### ARTICLE III: OFFICERS

1. **Elective Officers**

The officers of the Association shall include a President, President-Elect, Secretary, Treasurer, and such other officers as may be deemed necessary. These officers shall be elected from authorized representatives of member institutions.

### Section 1: Terms of Office

* 1. The President shall serve a term of two years, to coincide with the term of the President-Elect who will succeed him/her. The term of office shall begin on October 1.

## The President-Elect shall serve a term of two years, to coincide with the term of the President whom he/she will succeed. The term of office shall begin October 1.

* 1. The Secretary shall serve a term of two years. The term of office shall begin on October 1.
	2. The Treasurer shall serve a term of two years. The term of office shall begin on October 1.

### Section 2: Duties

1. **President**
	1. The President shall preside at all regularly scheduled and called meetings of the Association, and shall serve as state liaison representative to AACTE.
	2. The President shall be responsible for developing and recommending policies for the Association.
	3. The President shall be an official institutional representative to the National AACTE.
	4. The President shall prepare and submit to the Executive Committee and annual budget for the Association.
	5. The President shall serve as Chairperson of the Executive Committee.
	6. The President shall perform such other duties and responsibilities as may be assigned by the Executive Committee.

### President-Elect

* 1. The President-Elect shall preside at all meetings in the absence of the President.
	2. The President-Elect shall serve as Program Chairperson to plan for all scheduled meetings.
	3. The President-Elect shall succeed to the Presidency if for any reason the President cannot fulfill the duties of that office.
	4. The President-Elect shall serve as a member of the Executive Committee.

e**.** The President-Elect shall perform such other duties and responsibilities as may be assigned by the President and Executive Committee.

### Secretary

* 1. The Secretary shall prepare and maintain the official minutes of the Association.
	2. The Secretary shall server as a member of the Executive Committee.
	3. The Secretary shall perform such other duties and responsibilities as may be assigned by the President and Executive Committee.

### Treasurer

* 1. The Treasurer shall prepare and present a financial report at each scheduled meeting of the Association.
	2. The Treasurer shall prepare and present at the Spring meeting an annual report of the financial condition of the Association.
	3. The Treasurer shall be bonded and shall supervise all monies paid into and out of the Association's General Fund.
	4. Treasurer shall serve as a member of the Executive Committee.
	5. The Treasurer shall perform such other duties and responsibilities as may be assigned by the President and Executive Committee.

# ARTICLE IV: EXECUTIVE COMMITTEE

### Composition

The Executive Committee shall consist of eight voting members: the President, President- Elect, Secretary, Treasurer, and four other institutional representatives to be elected by a majority vote of the member institutions, to serve staggered terms of four years each. In the event an officer or executive committee member is unable to complete his/her term, a replacement will be elected from among institutional representatives to complete the remainder of the term. The exception to this statute is the president. In the event the president resigns, the president-elect will become president. If the president’s remaining term is one year or less, the president-elect will serve as president the remainder of that term, plus the following two years. In this situation, a president-elect will not be elected until the next election cycle.

 The immediate Past-President shall serve as an ex-officio member of the Committee for a term of two years.

Executive Committee Terms – Institutional Representatives

|  |  |  |
| --- | --- | --- |
| * Position 1 - Oct ’11 – July ’15;
 | Oct ’15 – July ’19; | Oct ’19 – July ‘23 |
| * Position 2 - Oct ’12 – July ’16:
 | Oct ’16 – July ’20; | Oct ’20 – July ‘24 |
| * Position 3 –Oct ’13 – July ’17;
 | Oct ’17 – July ’21; | Oct ‘21 – July ‘25 |
| * Position 4 - Oct ’14 – July ’18 ;
 | Oct ’18 – July ’22; | Oct ’22 – July ‘26 |

### Power and Duties

* 1. The Committee shall approve and implement policy for the Association.
	2. The Committee shall approve the annual budget for the Association.
	3. The Committee shall be responsible for verification of eligibility for membership and shall maintain a list of all members and current institutional representatives.
	4. The Committee shall appoint annually an Audit Committee of members who shall be responsible for auditing all financial accounts of the Association. ·-
	5. The Committee shall appoint annually a Nominations and Elections Committee of members whose responsibility is to prepare a slate of candidates for all vacant elective offices.
	6. The Committee shall appoint such other committees as may be deemed necessary.
	7. The Committee shall be responsible for conducting the business of the Association between scheduled meetings.

### Meetings of the Executive Committee

* 1. The President shall be responsible for calling meetings of the Committee.
	2. The Committee shall meet as necessary to perform its functions.

# ARTICLE V: FINANCES

### Fiscal Year

The fiscal year of the Association shall be from October 1 through September 30.

### 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.

### Budget

An annual budget for the Association must be presented by the President and approved by the Executive Committee. ·

### Disbursement of Funds

* 1. All monies paid to the General Fund of the Association shall be supervised by the Treasurer.
	2. All monies of the Association shall be disbursed according to provisions of the annual budget.
	3. All non-budgeted expenditures must be approved by the Executive Committee.

### 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 Spring meeting and submission as part of the annual Sate Activity Report to AACTE. .

### ARTICLE VI: AMENDMENTS

Changes of the Bylaws shall require a reading of the proposed amendment one scheduled meeting prior to the scheduled meeting at which the amendment will be placed before the membership for a vote. A majority of member institutional representatives present at the meeting is required for approval.

Revised: July 13, 2015