**Proposed Revisions to the**

**Bylaws of the**

**Michigan Association of Colleges for Teacher Education**

**To be presented to all MACTE membership at the FALL MACTE meeting for discussion and approval.**

**Words in bold type with \* represent proposed changes to the 2005 MACTE Bylaws.**

ARTICLE I – MEMBERSHIP

1. Regular Members

Section 1 – Eligibility

All schools, colleges, and departments of education (SCDE’s) from regionally accredited colleges and universities in Michigan whose institutions are members of the American Association for Teacher Education (AACTE) and engaged in the preparation of professional school personnel, and have state program approval, are eligible for regular membership. Each institution is responsible for the manner of selecting its representatives, the number to be determined as set forth in Section 2.

Section 2 – Number of Representatives

1. The representatives from each of the regular member institutions shall come from the SCDE of that institution and be selected in the manner prescribed by that institution.
2. The number of MACTE representatives from each member institution shall be determined by the Board of Directors based on the number of SCDE faculty and student enrollment in teacher certification programs.
3. The chief administrative officer of each SCDE shall notify the **President or Past President** (refer to Article IV, B. Sec. 3 b.) of MACTE not later than December 1 of each year of any changes in the list of representatives from that unit.

Section 3 – Regular Voting Members

 Each official MACTE representative from regular member institutions shall have one vote.

Section 4 - Membership Year

 The Membership year shall be from July 1 to June 30

Section 5 - Dues

 The annual dues for regular membership shall be levied in accordance with a schedule

 of dues formulated by the Board of Directors and approved by the membership. These

 dues shall be proportional to the number of MACTE representatives from the

 institutions.

1. Associate Members

 Section 1 – Eligibility

1. All SCDE’s from regionally accredited colleges and universities in Michigan with MDE approved educator preparation programs and whose institutions are AACTE eligible but not AACTE members are eligible for associate membership in the MACTE. Each Associate member is entitled to the number of representatives determined by the Board of Directors based on the number of faculty in Education and student enrollment in teacher certification programs.
2. All SCDE’s from regionally accredited colleges and universities in Michigan who have received “preliminary approval” from MDE to offer at least one educator preparation program and are AACTE-eligible, whether or not they belong to AACTE, are eligible for associate membership in the MACTE. Each associate member is entitled to the number of representatives determined by the Board of Directors based on the number of faculty in Education and student enrollment in teacher certification programs.
3. Application for associate and affiliate memberships shall be made to the Board of Directors at least two months before the Annual meeting. A simple majority of the voting representatives at the Annual Meeting is required for acceptance.

Section 2 – Membership Year

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

 Section 3 – Dues

 The dues for associate membership shall be levied in accordance with a schedule of dues

 formulated by the Board of Directors and approved by the membership.

1. Affiliate Members

 Section 1 – Eligibility

* 1. All two-year, regionally accredited colleges in Michigan with at least one formal articulation agreement in educator preparation with a four-year regionally accredited college or university MDE-approved educator preparation program and who are eligible for AACTE Associate membership are eligible for affiliate membership in the MACTE. Each affiliate member is entitled to the number of representatives determined by the Board of Directors based on the number of faculty in the articulated Education program or programs.
	2. Applications for associate and affiliate memberships shall be made to the Board of Directors at lest two months before the Annual meeting. A simple majority of the voting representatives at the Annual Meeting is required for acceptance.

 Section 2 – Membership Year

 The membership year shall be from July 1 to June 30

 Section 3 – Dues

 The dues for affiliate membership shall be levied in accordance with a schedule of dues

 formulated by the Board of Directors and approved by the membership.

ARTICLE II – VOTING RIGHTS

1. Regular Members

Regular member representatives have full voting privileges on all matters.

1. Associate Members

Associate member representatives will have voting privileges on all except AACTE matters, governance issues, and membership decisions.

1. Affiliate Members

Affiliate member representatives will not have voting privileges.

ARTICLE III - OFFICERS

1. Elected Officers

 Section 1 – President-Elect, President, Past President

 A President-elect shall be elected every other year (Even numbered years). The President-

 elect will serve one year in that capacity, followed by two years as President and one year as

 immediate Past-President. **The office of President shall alternate between public and**

 **independent SCDE.\***

Section 2 – Treasurer

A Treasurer shall be elected every other year for a two year period. All officers shall be chosen from representatives of regular member institutions by the voting representatives.

 Section 3 – Eligibility and Selection

 All officers and Board of Directors members shall be chosen from representatives of

 regular member institutions by the voting representatives.

 B. Terms of Office

The term of the elected officers of the officers of the association shall be from the first day of July until the last day of June of the following year except in the case of the President whose term shall be for two years.

 C. – Duties of Officers

Section 1 – President

The President shall preside at all Board Meetings, the Annual Meeting, and special meetings of the Association. The President shall serve as a member of the Board of Directors. The President shall submit an annual budget to the Board of Directors.

Section 2 – President Elect

The President-elect will succeed to the Presidency. If for any reason the President cannot

fulfill the duties of that office, the President-elect will assume those duties.

Section 3 – Treasurer

The Treasurer **w~~ill be bonded,\*~~**will supervise all monies paid into and out of the General

Fund and will prepare a financial report for presentation at **each quarterly DARTEP**

**Meeting and the FALL and SPRING Annual Meetings of MACTE. The treasurer shall**

**prepare an annual dues statement to be sent to each member institution immediately**

**after July 1 for billing purposes. A statement of dues billed and paid shall be presented**

**to the membership at the annual FALL MACTE meeting.**\*

ARTICLE IV – BOARD OF DIRECTORS

A. Composition

The Board of Directors shall consist of **eight (8)** regular voting members that shall include the President, President-Elect or Past-President, **and** Treasurer. Board members shall **equally** represent public and independent colleges/universities. The Board shall also reflect the diversity in student enrollment in SCDE’s

B. Term of Office

The term of office for members of the Board of Directors shall be three years. Board members are eligible for re-election.

C. Meetings

Section 1 – Number/Mode/Notice of meetings.

1. The Board of Directors shall hold a minimum of four (4) meetings a year (may include

electronic or teleconferenced meetings as deemed necessary) and special meetings as necessary on dates established by the Board.

1. MACTE representatives shall be notified in writing well in advance of the agenda, date, time and place of a Board meeting.

Section 2 – Conduct of the Meetings

1. Items for the agenda shall be sought from the members.
2. Board meetings are to be open to all members.
3. Board approval is required for the dispersal of all funds.

Section 3 – Powers and Duties

a. 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.

b. The Board may appoint an Executive Secretary and such other staff as may be necessary

 to carry out the business of the Association. **The Board shall be responsible for**

 **determining an annual evaluation of the Executive Secretary and shall determine a [per**

 **meeting or annual] remuneration fee to support the Executive Secretary. \***

1. The treasurer shall present the Board of Directors with an audited report of the

 organization’s finances on a yearly basis.

1. **At the Spring MACTE meeting the Treasurer shall provide the annual treasurers**

 **report of all expenditures and revenue for the year as an accounting for the MACTE**

 **membership. If requested by the membership, the Board shall appoint an Audit**

 **Committee of members to audit all accounts for the year.\***

1. The Board shall be empowered to appoint other committees as needed to carry out

 Association assignments.

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. A special meeting shall be called on petition of twenty-five percent (25%) of the regular member institutions with a two week written notice of such meeting.

ARTICLE VI – ASSOCIATION FUNDS

A. Fiscal Year

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

B. General Fund

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

ARTICLE VII – APPLICATION FOR MEMBERSHIP

A. Application Timing

Applications for membership in MACTE by regionally accredited higher education institutions shall be made to the Board of Directors at least two months before the annual meeting.

1. Change in Classification

An institution may request a change of classification by application to the Board of Directors.

Respectfully submitted;

Linda Sherrill,

Assigned to Bylaws Review committee at the \_\_\_\_\_\_ Meeting