**Delaware Association of Colleges for Teacher Education BYLAWS**

**Article 1 - Membership**

1. **Regular Members**

**Section 1 - Eligibility**

All regionally accredited colleges and universities which are members of AACTE in Delaware 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 the selection of intuitional representatives, number to be determined as set forth in Section 2.

Charter will be received until the application is made to the AACTE Board of Directors for affiliation. After that, those interested in membership should submit an application to the state Board of Directors at least two months before the next Annual Meeting.

**Section 2 - Number of Representatives**

1. The number of representatives of each regular member institution shall be exactly two.
2. Each institution will designate one of its representatives as chief institutional representative.

**Section 3 - Voting Membership**

All institutional representatives from regular member institutions are voting members.

**Section 4 - Membership Year**

The membership year shall be from January 1 to December 31.

**Section 5 - Dues**

The dues for regular membership shall be $200; with voting privileges.

1. **Associate Members**

**Section 1 - Eligibility**

All other regionally accredited colleges and universities in Delaware which are non-AACTE member institutions will be eligible for associate membership in DACTE. Each associate member will have exactly two institutional representatives. Application should be made to the State Board of Directors at least two months before the Annual Meeting. A majority vote of regular member institutional representatives present at the Annual Meeting is required for acceptance.

 **Section 2 - Membership Year**

 The membership year shall be from January 1 to December 31.

 **Section 3 - Dues**

The dues for associate membership shall be $200 per year with voting privileges on all except national Associational matters.

**ARTICLE II - VOTING RIGHTS OF MEMBERS**

1. **Regular Members.**  Regular members will have full voting privileges on all matters.
2. **Associate Members.** Associate members will have voting privileges on all except national Association matters.

**ARTICLE III - OFFICERS**

 **Section 1 - Elective Officers**

There shall be three elected officers: President, President-elect, and Treasurer. These officers shall be elected bi-annually from authorized representatives of regular member institutions. In addition, the President shall be an official institutional representative to the national AACTE. He/She will be elected in time to take office by September 1.

**Section 2 - Officers’ Term of Office**

1. The President shall preside at Board Meetings, the Annual Meeting and at special meetings, shall serve as a member of the Board of Directors, and shall serve as the state liaison representative to AACTE. The President will be responsible for the development of policy, and shall submit an operational budget. The immediate Past President shall serve as a member of the Board of Directors.
2. The President-elect shall serve as Program Chairperson to plan for the Annual Meeting. 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 serve as a member of the Board of Directors.
3. The Treasurer will supervise all monies paid into and out of the General Fund, will prepare a financial report for presentation at the Annual Meeting of the state unit, and will serve as a member of the Board of Directors.

**ARTICLE IV - BOARD OF DIRECTORS**

**Section 1 - Composition**

The Board of Directors shall consist of one voting member from each regular member institution. The Board includes the President, President-elect, Treasurer, and Past President who shall rotate among the four regular member institutions.

**Section 2 - Term of Office**

The terms of office of the Board of Directors shall be two years.

**Section 3 - Power 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 an Executive Secretary and such other staff as may be necessary to carry out the business of the Association.

The Board shall appoint annually an Audit Committee, independent from the Treasurer, who will be responsible for auditing the Association’s accounts for the year. The Board will also establish adequate internal controls to ensure that there are checks and balances for the role of the Treasurer, including a Treasurer’s Report at each regular meeting of the Board.

Other committees may be appointed as needed.

**Section 4 - 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 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.

**ARTICLE VI - FINANCES**

 **Section 1 - Fiscal Year**

The fiscal year of the Association shall be from January 1 through December 31.

 **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 at the first meeting in the fall 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 Treasurer. Monies shall be disbursed according to the approved annual budget. All non-budget 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 Treasurer for presentation at the Annual Meeting and submission as part of the annual State Activity Report to AACTE.

**DELAWARE ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION CONSTITUTION**

**PURPOSE**

The purpose of the Association is to stimulate improvement in the education of professional school personnel in Delaware.

**ARTICLE I - NAME**

The name of this organization shall be the “Delaware Association of Colleges for Teacher Education.”

**ARTICLE II - OBJECTIVES**

The objectives of this Association shall be:

1. To establish an effective voice for teacher education institutions at the state level on matters of policy related to teacher education.
2. To establish an effective communication system between the national AACTE

 and state units.

1. To provide a forum for teacher education institutions within Delaware:
	* 1. To assist the national organization in developing and defining positions on issues of importance to teacher education.
		2. To assist the national organization in coalescing support for national policy and activity
2. To provide for the interactions of teacher institutions among themselves and with

 other organizations for the purpose of improving teacher education.

**ARTICLE III - MEMBERSHIP**

1. **Regular Membership.** All regionally accredited colleges and universities which are AACTE member institutions in Delaware are eligible for membership. Functions for membership shall be exercised by institutional representatives appointed in accordance with provisions in the Bylaws.

1. **Associate Membership.** All other regionally accredited colleges and universities which are non-AACTE member institutions in Delaware are eligible for membership. Functions of membership shall be exercised by institutional representatives appointed in accordance with provisions in the Bylaws.

**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 President, President-elect, and a Treasurer to be elected in accordance with the Bylaws.

**ARTICLE VI - BOARD OF DIRECTORS**

The Board of Directors shall be elected by institutional representatives in accordance with the requirements set forth in the Bylaws.

**ARTICLE VII - MEETING**

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 policies established by its national Board of Directors. The policies shall include but not be limited to the following:

1. For purposes of obtaining affiliation the state unit membership shall consist of at least two-thirds of the AACTE member institutions in the state.
2. Continuance of affiliation shall be contingent upon:
	1. Maintaining a membership of at least two-thirds of the AACTE member institutions in the state.
	2. Assurance that the voting rights of comprehensive (regular) members comprise at least 51 percent of the total voting rights for the state unit.
	3. Submission to the national Board of Directors of an Annual State Activity Report to include a review of the program and fiscal activities and a certification of membership within the state unit.
	4. Biennial review by the AACTE Board of Directors.

**ARTICLE XI - AMENDMENTS**

Proposed amendments to the Constitution shall be submitted in writing to the state Board of Directors by institutional representatives; such proposed Amendments must be mailed to all member institutions at least two 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 and approval of the national Board of Directors necessary for acceptance.

**ARTICLE XII - BYLAWS**

Bylaws may be adopted or amended by the Board of Directors subject to a majority vote of institutional representatives from the regular membership at a regular or special meeting and approval of the national Board of Directors.

The foregoing Constitution was adopted on \_\_\_\_\_\_\_\_\_\_\_, through unanimous action by the following institutions:

The Constitution was accepted by letter by the following institutions: