Bylaws

MISSION STATEMENT

The Massachusetts Association of Colleges of Teacher Education is a public voice for educator preparation, providing vision, leadership, and professional development to support teachers and teacher educators. MACTE promotes the learning of all PK-12 students through the promotion of high quality preparation and continuing education for all school personnel.

Our state organization has the capacity to build effective relationships within their respective colleges and universities with professors, PK-12 teachers and leaders, parents, legislators, businesses, media and others vital to the process of strengthening educator preparation in the Commonwealth of Massachusetts.

CONSTITUTION

**PURPOSE**

The purpose of this association is, through professional organization and cooperation, to search continuously for and to promote ideas and practices that are most effective in the education of teachers, particularly in the Commonwealth of Massachusetts. Further, the Association shall act as a voice for teacher education institutions in Massachusetts in a united articulation of positions with respect to strengthening and developing education and teacher preparation in Massachusetts.

**ARTICLE I – NAME**

The name of this association shall be the Massachusetts Association of Colleges for Teacher Education. The abbreviation shall be MACTE.

**ARTICLE II – AFFILIATION**

MACTE shall be the state affiliate of the national association, the American Association of Colleges for Teacher Education, abbreviated as AACTE.

**ARTICLE III – OBJECTIVES**
The objectives of MACTE shall be:

* To establish and maintain an effective voice for teacher education institutions at the state level on matters of policy, legislation, regulations, and other matters related to teacher preparation and certification.
* To establish and maintain effective communication with AACTE.
* To establish and maintain a means for members to assist AACTE.
* To define and develop positions on issues of importance to teacher education.
* To coalesce support for national policy and activity related to teacher education.
* To establish and maintain a means for the interaction of teacher preparation institutions among themselves and with other associations to stimulate improvement in teacher education.

**ARTICLE IV – MEMBERSHIP**
A. *Regular Membership*. All regionally and/or nationally accredited colleges and universities which are AACTE member institutions in Massachusetts, **who have paid MACTE dues** are eligible for regular membership. Functions of regular membership shall be exercised by institutional representatives appointed in accordance with provisions in the Bylaws.

B. *Affiliate Membership*. All other regionally and/or nationally accredited colleges and universities that are not AACTE member institutions in Massachusetts, **who have paid MACTE dues,** are eligible for affiliate membership. Functions of affiliate membership shall be exercised by institutional representatives appointed in accordance with provisions in the Bylaws.

C.  *Associate Membership*Colleges and universities not based/housed in Massachusetts that have an online presence in Massachusetts and associations and agencies in Massachusetts **who have paid MACTE dues** and which officially and publicly announce that the education of professional educational personnel is one of their important interests will be eligible for associate membership in MACTE. Such membership carries no functions.
 **ARTICLE V – LIAISON RELATIONSHIPS**
Liaison relationships may be established with associations and agencies with an interest in the preparation of teachers.

**ARTICLE VI- OFFICERS**

A. The elected officers of MACTE shall be president, president-elect, treasurer, secretary, web master and other such officers as may be deemed necessary to be elected in accordance with the Bylaws.

1. The president shall preside at all meetings of MACTE; shall present a review of MACTE activities at the biannual conference and ACSR regional calls; shall enforce the Constitution; and shall coordinate the activities of all committees.
2. The president-elect shall become acquainted with the duties of the president to prepare for his or her term of office; shall fulfill the responsibilities of the president in the president’s absence; and shall coordinate MACTE conferences **and other such meetings as may be called by the Executive Board.**
3. The treasurer shall collect annual dues and keep an accurate account of all MACTE funds; shall pay all bills; and shall present a financial statement at all Executive Board meetings **and other such meetings as may be called by the Executive Board.**
4. The secretary shall record all minutes of all Executive Board meetings and maintain all official MACTE records.
5. **The Web Master will manage and maintain the webpage for the organization.**

**ARTICLE VII – EXECUTIVE BOARD**

A. There shall be an Executive Board elected by institutional representatives in accordance with provisions set forth in the Bylaws to plan and carry out MACTE activities.

B. Five members of the Executive Board, including the president, or in the president’s absence, the president-elect, shall constitute a quorum for the conduct of business.

**ARTICLE VIII – MEETINGS**

A. MACTE shall hold two annual conferences and other such meetings as may be called by the Executive Board. The Executive Board will meet monthly during the academic year to address issues that are pertinent to their work in Teacher Preparation.

B. A majority representation of MACTE board membership shall constitute a quorum for the conduct of business.

**ARTICLE IX – RULES OF ORDER**

Except when waived by majority vote, the rules of parliamentary procedure contained in Robert’s Rules of Order (latest revision) shall govern the deliberations of MACTE.

**ARTICLE X – AFFILIATION**

MACTE shall be affiliated with the American Association of Colleges for Teacher Education in accordance with policies established by AACTE’s national Board of Directors. The policies shall include, but not be limited to, the following:

* for purposes of obtaining affiliation, the state unit membership shall consist of at least two-thirds of the AACTE member institutions in the state;
* continuance of affiliation shall be contingent upon the following:
* maintaining a membership of at least two-thirds of the AACTE member institutions in the state;
* assurance that the voting rights of comprehensive (regular) members comprise at least 51 percent of the total voting rights for the state unit;
* submission to the national Board of Directors of an “Annual State Activity Report,” to include a review of program and fiscal activities and a certification of membership within the State unit.
* biennial review by the AACTE Board of Directors.

**ARTICLE XI – AMENDMENTS**

Proposed amendments to this Constitution shall be submitted in writing to the Executive Board by institutional representatives. The Executive Board must approve any such submission by majority vote. Such proposed amendments must be mailed to all member institutions at least two weeks prior to 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 to be voted upon by mail ballot, with a two-thirds majority of the ballots cast and approval of the AACTE Board of Directors necessary for acceptance.

**ARTICLE XII – BYLAWS**

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

**BYLAWS**
**ARTICLE I – MEMBERSHIP**
A. Regular Members

Section 1 – Eligibility

**All Massachusetts regionally accredited colleges and universities who have paid MACTE dues, are members of AACTE, and engaged in the preparation of professional educational personnel, including paraprofessionals who have contact with children in the teaching-learning process, and which have national accreditation and/or state program approval are eligible for regular membership.** Member institutions are responsible for the selection of member representatives, number to be determined as set forth in Section 2. Institutions interested in membership should submit an application for approval to the MACTE Board of Directors.

Section 2 – Number of Representatives

a. The number of representatives of each regular member institution shall be two.

b. Each institution will designate one of its representatives as chief institutional representative. The other will be designated as alternate.

Section 3 – Voting Privileges

**All member representatives from regular member institutions are voting members.**

Section 4 – Membership Year

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

Section 5 – Dues

The dues for regular membership shall be set by the Board of Directors. Changes in the dues must be approved by a majority of the Board of Directors.

B. Affiliate Members

Section 1 – Eligibility

**All other colleges and universities in Massachusetts who have paid their MACTE dues, are non-members of AACTE in Massachusetts, and are engaged in the preparation of professional educational personnel, including paraprofessionals who have contact with children in the teaching-learning process and which have national accreditation and/or state program approval are eligible for affiliate membership. Member** institutions are responsible for the selection of member representatives, number to be determined as set forth in Section 2.

Institutions interested in membership should submit an application for approval to the MACTE Board of Directors.

Section 2 – Number of Representative

a. The number of representatives of each affiliate member institution shall be two.

b. Each institution will designate one of its representatives as chief institutional representative. The other will be designated as alternate.

**Section 3 – Voting Privileges**

**All member representatives from affiliate member institutions are voting members, except when voting is limited to member representatives from regular member institutions as set forth in Article II.**

Section 4 – Membership Year

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

Section 5 – Dues

The dues for affiliate membership shall be set by the Board of Directors. Changes in the dues must be approved by a majority of Board of Directors.

C. Associate Members

Section 1 – Eligibility

**Colleges and universities not based/housed in Massachusetts that have an online presence in Massachusetts, have paid MACTE dues and associations and agencies in Massachusetts which officially and publicly announce that the education of professional educational personnel is one of their important interests will be eligible for associate membership in MACTE.** Member associations and agencies are responsible for the selection of member representatives, number to be determined as set forth in Section 2. Institutions interested in membership should submit an application for approval to the MACTE Board of Directors~~.~~

Section 2 – Number of Representatives

a. The number of representatives of each associate member association or agency shall be two.

b. Each association or agency will designate one of its representatives as chief representative. The other will be designated as alternate.

**Section 3 – Voting Privileges**

**All representatives from Colleges and universities not based/housed in Massachusetts but have an online presence in Massachusetts and associate member associations and agencies are non-voting members.**

Section 4 – Membership Year

The membership year shall be from July 1 to June 30. (Change approved by institutional representatives vote August, 2014 – 97% yes to 3% no).

Section 5 – Dues

The dues for associate membership shall be set by the Board of Directors. Changes in the dues must be approved by a majority of the institutional representatives.

**ARTICLE II – VOTING RIGHTS OF MEMBERS**

A. Regular Members. Regular members will have full voting privileges.

B. Affiliate Members. Affiliate members will have voting privileges on all except national Associational matters.

C. Associate Members. Associate members will have voting privileges on all except national Associational matters.

**ARTICLE III – OFFICERS**

Section 1 – Elective Officers

There shall be five elective officers: President, President-elect, Treasurer, Secretary, Web Master and other officers as may be deemed necessary. The President-elect, Treasurer, Secretary, and Web Master shall be nominated by a Nominations and Elections Committee appointed by the Board of Directors. The Secretary, Treasurer, and Web Master shall be elected biannually from authorized representatives of regular, affiliate or associate membership. For the three executive positions, Treasurer, Secretary and Web Master, both public and private institutions have to be represented. That means that only 2 of the 3 positions can be held by a public or private institution. The third officer must be from the institution not represented (public or private). President-elect shall be elected biannually from either regular or affiliate membership and for alternate terms from public and private institutions so as to give equal representation to both sectors. If the President resigns and the President-elect succeeds to the Presidency, a new President-elect will be chosen by a majority vote of the Board of Directors. All officers will be elected in time to take office by July 1.

Section 2 – Officers’ Terms of Office

The terms of office of all officers shall be two years.

Section 3 – Officers’ Duties

a. The President shall preside at Board Meetings, the Biannual Meeting and at special meetings, shall serve as a member of the Board of Directors and shall serve as the state liaison to AACTE. The President **in conjunction with the Board of Directors**shall be responsible for the development of policy. The immediate Past President shall serve as an ex officio member of the Board of Directors.

b. The President-elect shall serve as Program Chairperson to plan for conferences and other such meetings as may be called by the Executive Board. The President-elect shall succeed to the Presidency if for any reason the President cannot fulfill the duties of that office. The President-elect shall serve as a member of the Board of Directors.

c. The Treasurer shall supervise all monies paid into and out of the General Fund, shall prepare a financial report for all Executive Board meetings***,*** prepare and submit to the Executive Board a yearly operational budget and shall serve as a member of the Board of Directors.

d. The Secretary shall take minutes of all meetings of the Board of Directors and all other meetings of the organization, maintain its archives, take responsibility for the organization’s correspondence, and shall serve as a member of the Board of Directors.

e. The Web Master shall manage and maintain the webpage for the organization.

**ARTICLE IV – BOARD OF DIRECTORS**

Section I – Composition

The Board of Directors shall consist of fifteen voting members: the President, President-elect, Treasurer, Secretary, Web Master and ten Directors from regular or affiliate membership, four from public institutions and six from private institutions. The Directors shall be nominated by a Nominations and Elections Committee appointed by the Board of Directors. Directors from public institutions shall be elected by a majority of representatives or alternates from public institutions at the Biannual

conference. Directors from private institutions shall be elected by a majority of representatives or alternates from private institutions at the Biannual conference. The immediate Past President shall be an ex officio member of the Board of Directors.

Section 2 – Terms of Office

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

Section 3 – Powers and Duties

The Board of Directors shall develop and implement policy and must approve budget and plans for the two annual conferences and other such meetings called during the year. The Board shall be responsible for verification of eligibility for membership and shall maintain a list of all members and current 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 be responsible for arranging for an annual independent audit of all accounts for the year.

The Board shall also appoint a Nominating and Elections Committee of members whose responsibility is to prepare a slate of candidates for all vacant elective offices. Other committees may be appointed as needed.

Section 4 – Executive Committee of the Board

The Board shall hold at least two regular meetings each year and special meetings as necessary on dates to be established by the Board.

**ARTICLE V – BIANNUAL MEETING**

There shall be a Biannual Meeting as may be called by the Executive Board 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 July 1 to June 30. (Change approved by institutional representatives vote August, 2014 – 97% yes to 3% no).

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 that may accrue to the Association.

Section 3 – Budget

An annual budget must be presented by the **Treasurer**and approved by the Board of Directors at its last meeting of the fiscal year.

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-budgeted expenditures in excess of $50.00 must be approved by the Board of Directors.

Massachusetts Association of Colleges for Teacher Education is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the Massachusetts Association of Colleges for Teacher Education shall inure to the benefit of, or be distributable to its members, trustees, officers, or others private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

Notwithstanding any other provision of this document, the Massachusetts Association of Colleges for Teacher Education shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

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 to the Board of Directors and submission as part of the Annual State Activity Report to AACTE. The annual report of the General Fund will be made available to the membership by request.

**ARTICLE VII – DISSOLUTION**

In the event of dissolution of this association, any assets remaining after paying or making provision for payment of all liabilities of the association shall be turned over to the American Association of Colleges for Teacher Education.

(Note: The Bylaws were updated through a majority vote at the April 12, 2019 MACTE Spring Conference