BYLAWS OF THE

MARYLAND ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION

ARTICLE I-MEMBERSHIP

1. Comprehensive Members
2. Section l-Eligibility

All regionally accredited colleges and universities which are members of AACTEin Maryland 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 institutional representatives, number to be determined as set forth in Section 2.

Charter members will be received until the time application is made to the AACTE Board of Directors for affiliation. After that, those interested in membership should submit an application to the Maryland 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 two.
	2. Each institution will designate one of its representatives as chief institutional representative.

Section 3-Voting Membership

Each member institution shall be entitled to one vote.

Section 4-Mernbership Year

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

Section 5-Dues

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

1. Associate Members Section 1-Eligibility

All other regionally accredited colleges and universities in Maryland which are non-AACTE member institutions will be eligible for associate membership in Maryland ACTE. Each associate memberwill have one institutional representative. Application should be made to the MACTE Board of Directors. A majority vote of regular member representatives present at the annual Board of Directors Meeting is required for acceptance.

Section 2 – Membership Year

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

Section 3-Dues

The dues for associate membership shall be $125 per year with voting privileges on all except national Associational matters.

1. Affiliate Members
2. Section 1- Eligibility

Institutions or organizations not eligible for regular or associate membership and which are not regionally accredited but which officially and publicly announce that the education of professional school personnel is one of their important institutional purposes will be eligible for affiliate membership in Maryland Association for Teacher Education. Each affiliate member will have one institutional representative. Application should be made to the MACTE Board of Directors. A majority vote of regular member representatives present at the annual Board of Directors Meeting is required for acceptance.

Section 2 - Dues

The dues for affiliate members shall be $75 per year with no voting privileges.

Section 2-Membership Year

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

ARTICLE II-VOTING RIGHTS OF MEMBERS

1. Regular Members: Chief Institutional Representatives or their designee will have full voting privileges on all matters.
2. Associate Members: Institutional Representatives will have voting privileges on all except national Associational matters.
3. Affiliate Members: Affiliate members will have no voting privileges.

ARTICLE III-OFFICERS

Section 1-Elected Officers

There shall four elected officers: President, President-elect, Secretary, and Treasurer and such other officers as may be deemed necessary by the MACTE Board of Directors. These officers shall be elected bi-annually from authorized representatives of regular and/or associate member institutions. In addition, the President shall be an official institutional representative to the annual AACTE meeting. They will be elected in time to take office by June 1.

Section 2- Officers’ Term of Service

# From June 1 to May 31

# Section 3-Duties

The President shall preside at MACTE meetings, Board of Directors meetings, any MACTE special meetings and shall serve as the state liaison representative to AACTE. The President will be responsible for the development of *policy,* submit an operational budget, and the chapter annual report.

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.

The Past-President will serve as a consultant to the Board of Directors and provide guidance as necessary. The Past-President will serve as a member of the Board of Directors.

The Treasurer will be bonded and will supervise all monies paid into and out of the General Fund, will prepare a financial report for presentation at the Board of Directors meeting and will serve as a member of the Board of Directors.

The secretary will take, maintain, and post minutes of all MACTE meetings. The secretary will be responsible for communication to the membership. The secretary 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 5 voting members; the President, President-elect, Secretary, Treasurer, Past President, and such other institutional representatives from regular member institutions as shall be deemed necessary.

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 the budget and plans for MACTE meetings. 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 any committee deemed necessary by the Board of Directors.

Section 4-Meetings of the Board of Directors

The Board shall hold 2 regular meetings each year and special meetings as necessary on dates to be established by the Board.

ARTICLE V- MEETING

There shall be MACTE meetings 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 l through 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 Treasurer. Monies shall be disbursed according to the approval 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 Treasurer for presentation at a Board of Directors meeting and submission as part of the chapter report to AACTE.

Revised July 2017