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**THE OHIO ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION
BYLAWS**

ARTICLE I – NAME AND PURPOSE

Section 1 Name

The name of the association shall be the Ohio Association of Colleges for Teacher Education (OACTE).

Section 2 Purpose

The purpose of the Ohio Association of Colleges for Teacher Education is to advocate for and provide leadership in educator preparation in the State of Ohio by working collaboratively with member institutions to achieve the following objectives:

- establish and maintain an influential voice in policymaking related to educator preparation
- strengthen programs and build capacity to prepare educators who can teach and support every child effectively
- engage in research and initiatives that address important issues in educator preparation
- assist the American Association of Colleges for Teacher Education (AACTE) in defining positions and coalescing support for national policy that advances educator preparation
- collaborate with professional organizations and state agencies in order to strengthen educator preparation in Ohio
- provide member institutions with opportunities for collaboration, professional development; and sharing of information

Section 3 Relationship to AACTE

OACTE shall collaborate with AACTE to strengthen advocacy efforts, share experience and expertise, and expand members’ professional development opportunities. To this end, OACTE’s relationship with AACTE is a voluntary affiliation that allows us to advance our members’ interests.

OACTE shall participate in AACTE’s Advisory Council of State Representatives (“ACSR”) and shall designate the Chapter President or another officer of the Chapter to serve as the Chapter’s

37 liaison to ACSR. The institution of the Chapter’s liaison to ACSR is not required to be a member
38 of AACTE, but non-members are not eligible for AACTE member discounted pricing, including
39 for events at which ACSR may meet, and may not have access to other AACTE member services
40 and benefits. AACTE may grant access to member services and benefits if it deems them
41 necessary for participation in ACSR.

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ARTICLE II – MEMBERSHIP

Section 1 Membership

47 Membership is open to any college/university with approved Educator preparation programs in
48 the State of Ohio.

- 49 (a) Payment of annual dues qualifies the institution as an Institutional Member.
- 50 (b) All full-time education faculty and professional staff of member colleges/universities
51 are considered Representative Members and are eligible to vote on items that call
52 for the vote of the full membership.
- 53 (c) Each institution shall designate one Representative Member as the Chief
54 Institutional Representative. The Chief Institutional Representative is eligible to vote
55 on all issues. Some items (such as bylaw revisions) call for a vote of the Chief
56 Institutional Representatives only. The Chief Institutional Representative may assign
57 his/her vote to a proxy using an approved form.
- 58 (d) Voting: An official vote may be conducted exclusively either in person or
59 electronically as determined by the OACTE Board of Trustees.

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Section 2 Transfer of Membership

62 Membership in the Association is not transferable or assignable.

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Section 3 Membership Year

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

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Section 4 Dues

68 The dues for institutional membership shall be determined by the Board of Trustees and
69 reviewed annually.

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ARTICLE III – BOARD OF TRUSTEES

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Section 1 Composition of the Board of Trustees

74 The Board of Trustees shall consist of 18 elected trustees and the five officers, all with voting
75 rights. The Chair of the State University Education Deans (SUED) and the President of the Ohio
76 Association of Private Colleges of Teacher Education (OAPCTE) serve on the Board of Trustees
77 as voting members.

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Section 2 Elected Trustees

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- 80 (a) All trustees must be Representative Members of institutions holding membership in the
- 81 Ohio Association of Colleges for Teacher Education.
- 82 (b) Of the 18 elected trustees, 9 shall be Representatives from private institutions and 9
- 83 shall be Representatives from state institutions.
- 84 (c) Each trustee is elected for a three (3) year term which follows the fiscal year July 1-June
- 85 30.
- 86 (d) One-third (6 trustees) are elected each year. Trustees may be reelected for successive
- 87 terms without limitation.
- 88 (e) The Past-President of the Association is responsible for overseeing the election process.
- 89 The formation of the ballot is the responsibility of the Professional Advancement
- 90 Committee.
- 91 (f) With approval of the Board of Trustees, the President of the Association shall appoint a
- 92 Representative Member to complete the unexpired term of a trustee who resigns or is
- 93 otherwise unable to complete the term of service.

94

95 **Section 3 Responsibilities of the Board of Trustees**

96 The Board of Trustees shall develop and implement initiatives to further the purpose and

97 objectives of the association. All members of the Board of Trustees shall attend scheduled

98 meetings and shall serve on at least one standing committee of the Board.

99

100 **Section 4 Meetings of the Board of Trustees**

101 The Board of Trustees shall meet two times per year as determined by the Leadership Council.

102 Additional meetings may be called by the President as necessary. The Spring meeting is

103 designated as the official annual meeting. There is an expectation that committees meet at

104 least once outside of the two Board of Trustees meetings.

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106 **Section 5 Quorum for Board of Trustees Meetings**

107 The quorum for Board of Trustee meetings shall be a simple majority of the voting members.

108

109 **Section 6 Voting**

110 An official vote on any Board action may be conducted exclusively either in person or

111 electronically as determined by the Board of Trustees.

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113 **Section 7 Procedure**

114 The President shall preside at the meetings of the Board of Trustees. In the President's

115 absence, the President-Elect shall preside.

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117 **ARTICLE IV OFFICERS**

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119 **Section 1 List of Officers**

120 Officers of the Associations are the President, the President-Elect, the Past-President, the

121 Secretary, and the Treasurer.

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123 **Section 2 Qualification of Officers**

124 Officers of the Associations shall be Representative Members of institutions holding
125 membership in the Association. Officers may also hold a position as a Board member, though it
126 is not a requirement.

127
128 **Section 3 Election and Term of Office**

129 The Officers of the Association shall be elected by Representative Members at the annual
130 meeting.

- 131 (a) **President Elect/President/Past-President:** The President-Elect is elected for a two-year
132 term when the annual meeting is held in even-number years. Following that term as
133 President-Elect, this person will serve for two years as President and then two years
134 Past-President. The person is not eligible for successive terms. The President-Elect
135 shall alternate between private and state institutional members.
- 136 (b) **Secretary and Treasurer:** The secretary and treasurer shall each be elected for a two
137 year term when the annual meeting is held in odd-numbered years. The secretary and
138 treasurer may be reelected.
- 139 (c) **Past-President:** The Past-President of the Association is responsible for overseeing the
140 election process. The formation of the ballot is the responsibility of the Professional
141 Advancement Committee.

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143 **Section 4 Responsibilities of Officers**

- 144 (a) **President:** The President shall serve as the chief executive officer of the Association,
145 perform all duties customary to the office of President, and provide leadership for all
146 affairs of the Association. The President will serve as the OACTE liaison to AACTE. Other
147 duties may be assigned by the Board of Trustees.
- 148 (b) **President-Elect:** The President-Elect shall serve on the Leadership Council and preside
149 at meetings in the absence of the President. Other duties may be assigned by the
150 President and/or the Board of Trustees.
- 151 (c) **Past-President:** The Past President shall serve on the Leadership Council and oversee
152 the election process. Other duties may be assigned by the President and/or the Board
153 of Trustees.
- 154 (d) **Secretary:** The Secretary shall perform all duties customary to the office of the
155 Secretary including keeping meeting minutes and other appropriate records. The
156 secretary assists the President with communications on behalf of the association. Other
157 duties may be assigned by the President and/or the Board of Trustees.
- 158 (e) **Treasurer:** The Treasurer shall perform all duties customary to the office of the
159 Treasurer and is responsible for all funds of the Association. The Treasurer is
160 responsible for assessing, collecting, and recording institutional dues. The Association
161 may contract out third parties to provide administrative support for electronic banking,
162 reimbursements, general correspondence with member institutions, reporting, and
163 other duties under the supervision and final authority of the Treasurer. Other duties
164 may be assigned by the President and/or the Board of Trustees.

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166 **Section 5: Vacancies**

167 If the President is unable to complete a term of office, the Board of Trustee shall appoint an
168 interim President from the OACTE Board of Trustees (from a like institution) to complete the
169 unexpired term.

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171 If the Secretary or Treasurer is unable to complete a term of office, the Board of Trustees shall
172 appoint an interim to complete the unexpired term.

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174 If the President-Elect is unable to complete a term of office, the Representative members shall
175 elect a person from the OACTE Board of Trustees and from a like institution to complete the
176 unexpired term.

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179 **ARTICLE V COMMITTEES**

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181 **Section 1 List of Committees**

182 Standing committees for the Association are the Leadership Council, the Advocacy Committee,
183 the Professional Advancement Committee, and the Inquiry Committee. Each member of the
184 Board of Trustees is expected to serve on at least one committee.

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186 **Section 2 Leadership Council**

187 (a) Composition: The voting members of the Leadership Council are the President,
188 President-Elect, Secretary, Treasurer, and Past-President. In the event that a SUED or
189 OAPCTE Chair or President holds an OACTE office, SUED and/or OAPCTE shall appoint
190 another representative.

191 (b) Responsibilities: The Leadership Council may make or recommend actions and policies
192 when the Board of Trustees is not in session. The Council will provide leadership in such
193 areas as planning meetings, drafting goals, appointing committee members and
194 overseeing work of the committees. Members of the Leadership Council are encouraged
195 to serve on standing committees.

196 (c) Meetings: The President shall call and preside over the meetings of the Leadership
197 Council. The Leadership Council may adopt its own rules of procedure.

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199 **Section 3 Advocacy Committee**

200 (a) Composition: Six members of this committee are trustees appointed by the Leadership
201 Council plus any Leadership Council members serving. At least three members must be
202 from private institutions and three must be from public institutions. Annually, one or
203 more members on the committee shall be designated as Chair or Co-Chair by the
204 Leadership Council.

205 (b) Responsibilities: The Advocacy Committee shall establish and maintain effective
206 relations with State Education Agencies (e.g. ODHE/ODE), State Legislature, the
207 Governor's Office and other agencies in order to advocate on behalf of teacher
208 education. Annual goals will be established by the Committee in consultation with the

209 Leadership Council. A committee report will be given at each Board of Trustees
210 meeting.

211 (c) Meetings: The Committee Chair shall call and preside over the meetings of the
212 Committee. The Committee may adopt its own rules of procedure.

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214 **Section 4 Professional Advancement Committee**

215 (a) Composition: Six members of this committee are trustees appointed by the Leadership
216 Council plus any Leadership Council members serving. At least three members must be
217 from private institutions and three must be from public institutions. Annually, one or
218 more members on the committee shall be designated as Chair or Co-Chair by the
219 Leadership Council.

220 (b) Responsibilities: The Professional Advancement Committee shall provide opportunities
221 for the exchange of information, experiences, and professional development concerning
222 the varying aspects of educator preparation. This committee is also responsible for
223 Board of Trustees' development which includes the responsibility for recruitment of
224 qualified candidates for the Board and submitting to the members annually a list of
225 persons who are recommended for election as Trustees and Officers. The Committee
226 will provide orientation for new Board members. Annual goals will be established by
227 the Committee in consultation with the Leadership Council. A committee report will be
228 given at each Board of Trustees meeting.

229 (c) Meetings: The Committee Chair shall call and preside over the meetings of the
230 Committee. The Committee may adopt its own rules of procedure.

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233 **Section 5 Inquiry Committee**

234 (a) Composition: Six members of this committee are trustees appointed by the Leadership
235 Council plus any Leadership Council members serving. At least three members must be
236 from private institutions and three must be from public institutions. Annually one or
237 more member on the committee shall be designated as Chair or Co-Chair by the
238 Leadership Council.

239 (b) Responsibilities: The Advocacy Committee shall identify issues of importance to
240 educator preparation in the State of Ohio and for participating in research or initiatives
241 to address such issues. The committee would also keep the Board informed of major
242 research initiatives. Annual goals will be established by the Committee in consultation
243 with the Leadership Council. A committee report will be given at each Board of Trustees
244 meeting.

245 (c) Meetings: The Committee Chair shall call and preside over the meetings of the
246 Committee. The Committee may adopt its own rules of procedure.

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248 **Section 6 Additional Committees**

249 Additional committees may be created for specific purposes by the Board of Trustees.

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ARTICLE VI ACCOUNTING YEAR AND AUDIT

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Section 1 Accounting Year

The fiscal year of the Association shall begin on the first day of July of each year and end on the last day of June of the following year.

Section 2 Audit

At the end of the accounting year, the books of the Association shall be closed and a financial statement prepared for such year. Examination of such financial statement shall be conducted by an independent certified public accountant using agreed upon procedures and an examination report shall be promptly submitted to the Board of Trustees. This process shall be arranged by the Leadership Council and shall be paid for with Association funds.

ARTICLES VII AMENDATIONS

Bylaws for the Association may be altered, amended or repealed and new bylaws adopted by the affirmative vote of a simple majority of the Chief Institutional Representatives voting.

- Last Revised January 26, 2022
- Revised October 31, 2018
- Last Approved by AACTE February 22-24, 2019