



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 provide leadership and advocacy for educator preparation in the State of Ohio.

OACTE member institutions will work collaboratively to achieve the following objectives:

- establish and maintain effective relationships with State Education Agencies (e.g., ODHE, DEW, SBOE), the State Legislature, the Governor’s office, and other agencies
- develop and sustain 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
- promote engagement 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

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

ARTICLE II – MEMBERSHIP

Section 1 Membership

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

- (a) Payment of annual dues qualifies the institution as an Institutional Member.
- (b) All full-time education faculty and professional staff of member colleges/universities are considered Representative Members and are eligible to vote on items that call for the vote of the full membership.
- (c) Each institution shall designate one Representative Member as the Chief Institutional Representative. The Chief Institutional Representative votes on Board of Trustees candidates and is the main contact for association-related matters. The Chief Institutional Representative may assign his/her vote to a proxy using an approved form.
- (d) Voting: An official vote may be conducted exclusively either in person or electronically as determined by the OACTE Board of Trustees.

Section 2 Transfer of Membership

Membership in the Association is not transferable or assignable.

Section 3 Membership Year

The membership year shall be July 1 to June 30.

Section 4 Dues

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

ARTICLE III – BOARD OF TRUSTEES

Section 1 Composition of the Board of Trustees

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

Section 2 Elected Trustees

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

Section 3 Responsibilities of the Board of Trustees

The Board of Trustees is a working board that develops and implements initiatives to further the purpose and objectives of the association. All members of the Board of Trustees shall attend scheduled meetings and shall actively serve on at least one standing committee of the Board.

Section 4 Meetings of the Board of Trustees

The Board of Trustees shall meet two times per year as determined by the Leadership Council. Additional meetings may be called by the President as necessary. The Fall meeting is designated as the official annual meeting.

Section 5 Quorum for Board of Trustees Meetings

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

Section 6 Voting

An official vote on any Board action may be conducted exclusively either in person or electronically as determined by the Board of Trustees.

Section 7 Procedure

The President shall preside at the meetings of the Board of Trustees. In the President's absence, the President-Elect shall preside.

ARTICLE IV – OFFICERS

Section 1 List of Officers

Officers of the Associations are the President, the President-Elect, the Past-President, the Secretary, and the Treasurer.

Section 2 Qualification of Officers

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

Section 3 Election and Term of Office

The Officers of the Association shall be elected by the Board of Trustees by the end of December.

(a) **President Elect/President/Past-President:** The President-Elect is elected for a two-year term when the annual meeting is held in even-numbered years. Following that term as President-Elect, this person will serve for two years as President and then two years as Past-President. The person is not eligible for successive terms. The President-Elect shall alternate between private and state institutional members.

(b) **Secretary and Treasurer:** The secretary and treasurer shall each be elected for a two year term when the annual meeting is held in odd-numbered years. The secretary and treasurer may be reelected.

Section 4 Responsibilities of Officers

(a) **President:** The President shall serve as the chief executive officer of the Association, perform all duties customary to the office of President, and provide leadership for all affairs of the Association. The President serves as the OACTE liaison to AACTE and primary representative to ACSR, is responsible for developing and organizing policy, submits the annual AACTE report, calls and leads the combined portion of the statewide meeting, and is the primary outward-facing representative for OACTE. The president calls and presides over meetings of the leadership council. Other duties may be assigned by the Board of Trustees.

(b) **President-Elect:** The President-Elect shall serve on the Leadership Council and preside at meetings in the absence of the President, represent OACTE when the President is unable, and be co-chair of the OCTEO executive planning committee and key organizer of the conference. Other duties may be assigned by the President and/or the Board of Trustees.

(c) **Past-President:** The Past President shall serve on the Leadership Council, oversee the election process, provide support to the President during the statewide meeting, co chair the OCTEO executive planning committee, and serve in the president's place if needed. Other duties may be assigned by the President and/or the Board of Trustees.

(d) **Secretary:** The Secretary shall perform all duties customary to the office of the Secretary including keeping meeting minutes and other appropriate records. The secretary assists the President with communications on behalf of the association, including leading the communications team for the organization. Other duties may be assigned by the President and/or the Board of Trustees.

(e) **Treasurer:** The Treasurer shall perform all duties customary to the office of the Treasurer and is responsible for all funds of the Association. The Treasurer is responsible for assessing, collecting, and recording institutional dues. The Association may contract out third parties to provide administrative support for electronic banking, reimbursements, general correspondence with member institutions, reporting, and other duties under the supervision and final authority of the Treasurer. The treasurer also

serves as Treasurer of OCTEO. Other duties may be assigned by the President and/or the Board of Trustees,

Section 5 Vacancies

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

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

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

ARTICLE V – COMMITTEES

Section 1 List of Committees

Standing committees for the Association are the Leadership Council, the Advocacy Committee, the Professional Advancement Committee, and the Communication Committee. Ad hoc committees shall be formed as needed to fulfill specific short-term project or tasks. Each member of the

Board of Trustees is expected to serve actively on at least one standing committee.

Section 2 Leadership Council

(a) Composition: The voting members of the Leadership Council are the President, President-Elect, Secretary, Treasurer, and Past-President, the President of the Ohio Association of Colleges for Teacher Education, and the Chair of the State University Education Deans. In the event that a SUED chair or OAPCTE President holds an OACTE office, SUED and/or OAPCTE shall appoint another representative.

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

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

Section 3 Advocacy Committee

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

(b) Responsibilities: The Advocacy Committee shall plan advocacy activities (e.g., Day on the Square) and support advocacy learning for faculty and staff of member institutions.

Annual goals will be established by the Committee in consultation with the Leadership Council. A committee report will be given at each Board of Trustees meeting.

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

Section 4 Professional Advancement Committee

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

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

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

Section 5 Communication Committee

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

(b) Responsibilities: The Communication Committee shall develop and distribute communications with the boarder OACTE community (e.g., newsletters, research briefs, white papers). The committee would also keep the Board and representative members informed of major research initiatives. Annual goals will be established by the Committee in consultation with the Leadership Council. A committee report will be given at each Board of Trustees meeting.

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

Section 6 Additional Committees

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

ARTICLE VI – ACCOUNTING YEAR AND AUDIT

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 Board.