

**STATE CONSTITUTION
OF THE
TEXAS ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION**

Purpose

The purpose of the Association is to stimulate improvement in the education of professional school personnel in Texas. The primary goal of the Association is to provide, through professional organization and cooperation, for the promotion of ideas and practices which are most effective in the preparation of educators, particularly in the State of Texas and to promote effective teaching and quality education through efforts to improve educator preparation, the teaching profession, and the schools. Consistent with this purpose, the major objectives of this Association are in harmony with the objectives of the American Association of Colleges for Teacher education and the member educator preparation institutions as they apply in and for the State of Texas.

Article I – NAME

The name of this organization shall be the Texas Association of Colleges for Teacher Education (TACTE), hereinafter referred to as “Association.” The Association is an affiliate of the American Association of Colleges for Teacher Education (AACTE).

Article II – OBJECTIVES

The objectives of this association shall be:

- A. To encourage and assist upon request, administrators and faculties of teacher education institutions to engage in research and development of improved programs for the education of professional school personnel, and to be concerned with curriculum and education in general.
- B. To stimulate and facilitate research, experimentation, and evaluation in general to serve as a clearing house of information and reports of these matters and to publicize the findings of studies that have significance for the improvement of educator preparation.
- C. To exchange reports, experiences, and ideas with teacher educators in other states and with the American Association of Colleges for Teacher Education, as a means of improving educator preparation and of strengthening national understanding and cooperation.

- D. To make available to colleges, universities, and other agencies, upon request, professional consultant services and other practical assistance to help them improve their programs for the education of professional educators.
- E. To present the professional education component of the colleges and universities of Texas before all segments of the public, and to promote the best interest of educator preparation in Texas.
- F. To maintain close communication with, and, when requested to do so, to act in an advisory capacity to the Texas Education Agency, the State Board of Education, the State Board for Educator Certification, the Texas Higher Education Coordinating Board, and the Texas College and University Systems, on matters relating to educator preparation and certification.
- G. To place before the member institutions, the Texas Education Agency, the State Board of Education, the State Board for Educator Certification, the Texas Higher Education Coordinating Board, Texas College and University Systems, the State Legislature, other interested parties, and the public at large, the policies and recommendations of the Association of matters of matters of educator preparation and certification to which the members wish to speak with a common voice.
- H. To cooperate with other professional organizations and agencies in activities designed to establish desirable directions, goals, and standards for educator preparation.

Article III – MEMBERSHIP

Membership shall be open to all Texas institutions of higher education with accredited programs in educator preparation.

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, Secretary, Treasurer, and such other officers as may be deemed necessary to be elected in accordance with the Bylaws. Each officer must be an institutional representative.

Article VI – EXECUTIVE COMMITTEE

The Executive Committee shall be comprised of the elected officers from the institutional representatives to the state unit in accordance with the requirements set forth in the Bylaws.

Article VII – MEETINGS

There shall be at least three meetings of the Association for each academic year. Other such meetings may be called by the Executive Committee as necessary.

Article VIII – RULES OF ORDER

The rules of parliamentary procedure contained in Robert’s Rules of Order (latest version) 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 the following policies approved by the AACTE Board of Directors:

- A. For purposes of obtaining affiliation, the state unit membership shall consist of at least sixty percent of the AACTE member institutions in the state.
- B. Continuance of affiliation shall be contingent upon:
 1. Maintenance of a membership of at least sixty percent of the AACTE member institutions in the state.
 2. Assurance that the voting rights of comprehensive members comprise at least fifty-one 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 program and fiscal activities and certification of membership within the state unit.

4. Biennial review by the AACTE Board of Directors.
5. Adoption and maintenance of a State Constitution and State Bylaws consistent with the nationally approved models of the same.

Article XI – AMENDMENTS

Proposed amendments to this Constitution shall be submitted in writing to the Executive Committee by institutional representatives. The Executive Committee must approve the proposed amendments by a majority vote. After approval by the Executive Committee, such proposed amendments must be sent to all member institutions within the state unit at least two weeks before the meetings at which they are to be voted upon, or if the vote is to be taken by electronic mail, at least two weeks before the voting deadline. Proposed amendments will not become a part of this constitution until such proposed amendments are approved by a majority vote of those institutional representatives present and voting at any regular meeting of the Association and until such proposed amendments are approved by the AACTE Board of Directors.

Article XII – BYLAWS

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

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

Article I – MEMBERSHIP

A. Eligibility

All regionally accredited colleges and universities engaged in the preparation of professional school personnel which have state program approval are eligible for membership. Member institutions are responsible for the selection of an institutional representative.

B. Membership Year

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

C. Dues

Dues will be set by the membership and will be structured according to the degree(s) offered by the institution as follows:

Institutions with only undergraduate programs	\$ 200.00
Institutions offering Master’s Degrees in Educator Preparation	\$ 350.00
Institutions offering Doctorates in Educator Preparation	\$ 450.00

Annual dues should be paid by the institution by January 1 of each calendar year.

Article II – VOTING RIGHT OF MEMBERS

Institutions shall be represented for voting purposes by the chief administrative officer of the teacher education component. In case it is not possible for the institutional representative to be present, a proxy may be designated. Each member institution shall be entitled to one vote. Institutions which choose not to pay yearly dues will not be entitled to vote or to hold office.

Article III – OFFICERS

Section 1 – Elective Officers

There shall be four elective officers: President, President-Elect, Secretary, Treasurer, and such other officers as may be deemed necessary by the officers and members of the Association. Elections shall be held at the Spring Meeting.

Section 2 – Officers’ Terms of Office

Officers will assume their positions immediately following the Summer Retreat. Term of office shall be for one year. Officers may be reelected for one to three years.

Section 3 – Duties

It shall be the duty of the President to preside at all meetings, to represent the Association in all matters concerning teacher education and to perform such other duties as instructed by the Association. The President shall have the authority to appoint regional representatives to assist with contacting deans within their assigned region for the purpose of disseminating information (See section “Executive Committee – Powers and Duties.”)

The President-Elect shall serve as presiding officer in the absence of the President, plan the program for Summer Retreat, and perform such other duties as directed by the President.

The Secretary shall maintain records of the Association and take minutes for all Executive Board meetings and all General Meetings.

The Treasurer shall work with the Executive Director on all financial issues of the Association and is responsible for audit of the Association’s financial records.

Article IV – EXECUTIVE COMMITTEE

Section 1 – Composition

The Executive Committee shall consist of five voting members: President, President-Elect, Secretary, Treasurer, and immediate Past-President, as well as two non-voting members, the Executive Director and the TACTE Representative to the SBEC.

Section 2 – Powers and Duties

The Executive Committee shall:

- a. carry on the business of the Association between meetings;
- b. develop and implement policy;
- c. approve the budget and plans for all meetings;
- d. be responsible for the verification of eligibility for membership;
- e. maintain a list of all members and current institutional representatives;
- f. appoint annually an Audit Committee of members who will be responsible for auditing the accounts for the year;
- g. appoint annually a Nominating Committee of members whose responsibility will be to prepare a slate of candidates for all vacant elective officers;
- h. appoint the representative to the American Association of Colleges for Teacher Education Advisory Council of State Representatives;
- i. appoint a replacement to complete an unexpired term if, for any reason, an officer must resign;
- j. appoint other committees for the transaction of the Association business during the year as deemed necessary;
- k. represent the Association at meetings of Texas education boards/agencies;
- l. represent the Association at meetings of Texas education boards/agencies; may appoint staff as may be necessary to carry out the business of the Association.

Actions of the Executive Committee will be reported to the next general meeting and be subject to ratification.

Section 3 – Meetings of the Executive Committee

The Executive Committee shall hold regular meetings each year and special meetings as necessary on dates established by the Executive Committee.

Article V – STANDING COMMITTEES

Members to standing committees must come from institutions in good standing. Membership is elected at the Spring Meeting in accordance with the following:

A) AWARDS COMMITTEE

Section 1 – Composition

The Awards Committee shall consist of four voting Association members. Members shall serve two-year staggered terms and shall assume office immediately following the Summer Retreat. The President shall appoint its chair.

Section 2 – Power and Duties

The Awards Committee shall:

- a. Generate and review policies and procedures for Association awards including:
 - the TACTE Annual Leadership Award (awarded at the Fall CSOTTE Conference). This award is generally given annually to someone who has demonstrated outstanding leadership in the organization;
 - the Robert B. Howsam Award (awarded at the Fall CSOTTE Conference). This award is given, on occasion, to an individual who has demonstrated leadership at the state and national levels, has a high level of collegial respect and admiration, is creative, innovative and has made significant contributions to education, has a long and continuing dedication to education and has a history of scholarly research, publishing, or exemplary teaching, and
 - the Joyce F. Hardin Award (awarded at the Fall CSOTTE Conference). This award is given presented annually for outstanding service to TACTE and the education profession.

- b. call for, review, and judge award nominations;
- c. recommend award recipients to the Executive Committee at least eight weeks prior to the appropriate meeting where the award will be made for the affirmation of the Executive Committee;
- d. secure award plaques and present at the CSOTTE Fall Conference.

Section 3 – Meetings of the Awards Committee

The Awards Committee shall meet at the Spring Meeting to prepare the call for awards nominations, at the Summer Retreat, to review nominations and select recipients to be presented to the Executive Committee at least eight weeks prior to the CSOTTE Fall Conference, and at the CSOTTE Fall Conference to finalize presentation plans and review policies and procedures of the committee. The chair of the committee shall call meetings as needed.

B) LEGISLATIVE COMMITTEE

Section 1 – Composition

The Legislative Committee shall be comprised of four voting members and the Association president (ex-officio). Members shall serve two-year staggered terms and shall assume office immediately following the Summer Retreat. The president shall appoint the chair.

Section 2 – Power and Duties

The Legislative Committee shall:

- a. serve as a liaison between the Association and elected officials in the Texas legislature;
- b. identify and track bills of interest to the Association;
- c. draft position statements related to educational issues on behalf of the Association to be shared with legislators;

- d. coordinate with the Executive Director to attend hearings and provide testimony on bills and items of interest to the Association.

Section 3 – Meetings of the Legislative Committee

The Legislative Committee shall meet with the Executive Director and President prior to all scheduled Association meetings. Meetings may be held electronically or face to face. The chair of the Legislative Committee shall call meetings as needed.

C) NOMINATING COMMITTEE

Section 1 – Composition

The Nominating Committee shall be comprised of four voting members appointed at the Summer Retreat by the President-Elect. Membership shall be a two-year staggered term. The president shall appoint the chair.

Section 2 – Power and Duties

The Nominating Committee shall:

- a. identify and recruit Association members to serve on standing committees;
- b. identify and recruit Association members to serve as officers;
- c. present a slate of officers and standing committee member nominations for vote at the Spring Meeting;
- d. apprise the Executive Director and President of the slate of officers to be presented at the Summer Retreat at least four weeks in advance of the Association meeting.

Section 3 – Meetings of the Nominating Committee

The Nominating Committee shall meet as needed to fulfill the powers and duties designated by the Association. The chair shall call all meetings.

Article VI -- ANNUAL MEETINGS

There shall be three meetings of the Association during the year: Fall Meeting at CSOTTE Conference, Spring Meeting, and Summer Retreat.

Article VII – FINANCES

Section 1 – Fiscal Year

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

Section 2 – General Fund

The General Fund of the Association shall consist of the income from the receipts 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 Treasurer and approved by the Executive Committee.

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 must be approved by the Executive Committee.

Section 5 – Financial Reports

An annual report of the general fund, including income and expenditures for the fiscal year, shall be prepared by the Executive Director for presentation at the fall meeting and submission as part of the Annual State Activity Report to AACTE.