BYLAWS OF THE MINNESOTA ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION

ARTICLE I: DEFINITIONS

For the purposes of these bylaws:
A. MACTE shall mean the Minnesota Association of Colleges for Teacher Education;
B. AACTE shall mean the American Association of Colleges for Teacher Education;
C. Bylaws shall mean these Bylaws of the Minnesota Association of Colleges for Teacher Education;
D. Constitution shall mean the Constitution of the Minnesota Association of Colleges for Teacher Education (adopted 1999)
E. Members shall mean Regular Members, Affiliate Members and Honorary Members as defined in Article III of the Constitution;
F. AACTE Members shall mean Members which maintain membership in AACTE;
G. Chief Institutional Representatives and Representatives shall mean the individuals who are designated, pursuant to Article II of these Bylaws, to represent the Members.
H. MACTE will use the current edition of Robert's Rules of Order to govern any proceedings in which there is a disputed deliberation among the Chief Institutional Representatives and Institutional Representatives.

ARTICLE II: MEMBERSHIP

A. Classification of Members
There shall be three classifications of Members: Regular, Affiliate and Honorary, which are defined in Article III of the Constitution. Members refers to the institution that holds membership in MACTE.

B. Selection of Representatives
Each Member institution is entitled to three representatives - one Chief Institutional Representative (CIR) who selects two Institutional Representatives (IRs) each year.

C. Voting Rights
1. Chief Institutional Representatives and Institutional Representatives of Regular Members shall have full voting privileges on all matters.
2. Only Members from AACTE member institutions shall have voting Privileges on AACTE matters.
3. Representatives of Affiliate Members and Honorary Members shall have no voting privileges.
4. Each Chief Institutional Representative and Institutional Representative shall be entitled to cast one vote.
5. Voting by proxy shall be permitted when a Chief Institutional Representative or an Institutional Representative designates a proxy in writing through an established process. No other proxies are permitted.

D. Dues, Fees and Budgets
Dues for all classifications of Members shall be determined at the fall meeting each year. Dues and special fees shall require a simple majority vote of the Chief Institutional Representatives and Institutional Representatives from Regular Members attending the meeting at which the special fee or dues are presented. An annual budget shall be approved at the spring meeting for that fiscal year.

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

ARTICLE III: OFFICERS

A. Structure of Officers
There shall be three elected officers at any one time: President, Treasurer and either a President-Elect or a Past President.

1. The President-Elect shall be nominated from a caucus of Representatives of institution-alike Members, i.e., MinnState system, University of Minnesota system, and the Private Colleges. The President-Elect shall rotate among the three institution-alike Members.
2. The President-Elect shall serve for one year and shall become President without further election by the Representatives. The President shall serve for two years.
3. The President shall become Past President and shall serve for one year.
4. The President shall be nominated at the winter meeting through the processes described in this section and affirmed at the Spring MACTE meeting by a simple majority vote of Chief Institutional Representatives and institutional Representatives present from the institution-alike caucus from which they are nominated. Chief Institutional Representatives shall affirm that those who are nominated will be eligible to remain in office for the full term.
5. The treasurer shall serve for two years. The treasurer may serve up to two consecutive terms. The Treasurer is nominated by the Executive Committee and elected by the CIR and IRs for all caucuses. Anytime the Treasurer does not hold an active term on the Executive Committee she or he will serve ex officio without voting privileges.

B. Duties of the Officers
1. The President shall:
   a. preside at Executive Committee meetings, and all meetings of MACTE;
   b. be responsible for the development of MACTE policies;
   c. serve as a member of the Executive Committee;
   d. serve as a representative to the AACTE Advisory Council of State Representatives;
   e. represent MACTE when directed by the Members to speak or act on behalf of MACTE;
   f. call upon the institution-alike groups to nominate candidates for Officers and the Executive Committee; and,
   g. may appoint a Parliamentarian who serves at the President's pleasure.

2. The President-Elect or Past President shall:
   a. assist the President as directed by the President and/or the Executive Committee;
   b. serve as a member of the Executive Committee; and
   c. assume all other powers and duties of the office of the President for the duration of an absence from or vacancy of the office.

3. The Treasurer shall:
   a. supervise all monies paid into and out of the general fund;
   b. serve as an ex officio member without voting privileges of the Executive Committee if not also serving as a member of the Executive Committee;
   c. prepare an annual budget and prepare financial statements for each of the three regularly scheduled meetings of MACTE;
   d. cooperate fully in an annual review of MACTE finances by two MEC board members;
   e. keep a financial record of the income and expenditures of the organization; and
   f. pay such obligations of MACTE as directed or authorized by the Members or the Executive Committee;
   g. maintain non-profit status and file necessary tax documentation on an annual basis.

C. Non-completion of Term of Office

If either the President-Elect or the President is unable to complete the term of office, a replacement is selected by a nominating caucus of the Representatives from institution-alike Members and is then affirmed at the next regularly scheduled MACTE meeting by a simple majority vote of the Chief Institutional Representatives and Institutional Representatives present.

D. Term of Office

The terms of office run from end of spring MACTE business meeting to end of spring MACTE business meeting.

ARTICLE IV: EXECUTIVE COMMITTEE

A. Composition

The Executive Committee shall consist of eight or nine voting members: the President, President-Elect or Past President, Treasurer, and other members, selected pursuant to Article IV B.

B. Selection

The President-Elect and Treasurer are elected pursuant to Article III. The other six members of the Executive Committee are nominated by institution- alike Members and affirmed as a slate by a majority of the Chief Institutional Representatives and Representatives present in that caucus. The Executive Committee members are nominated at the winter meeting through the processes described in this section and affirmed at the Spring MACTE meeting by a simple majority vote of Chief Institutional Representatives and institutional Representatives present from the institution-alike caucus from which they are nominated. Chief Institutional Representatives shall affirm that those who are nominated will be eligible to remain in office for the full term prior to the Spring elections. The composition of six non-officer members of the Executive Committee must consist of two Chief Institutional Representatives or Institutional Representatives from each of the three institution-alike Members.

C. Term of Office

The term of office of the Executive Committee shall be two years. The term years are from the end of spring MACTE business meeting to end of the spring Business meeting two years later.

D. Powers and Duties

The Executive Committee shall:

1. Nominate a Treasurer to carry on its business;
2. Carry on the business of MACTE between meetings;
3. Develop and implement policy;
4. Develop and submit the annual budget to the Members for approval;
5. Be responsible for the verification of eligibility for membership;
6. Contract for other staff and services as may be necessary to carry out the business of MACTE (e.g. an Executive Assistant, a Legislative Liaison); Each contracted service or staff will have clear expectations and duties established in writing with duly executed contracts.
7. Assist the President in conducting the business of MACTE;
8. Meet at the call of the President;
9. Consider projects, studies, reports and policies and recommend consideration or action on these matters to MACTE;
10. Initiate studies relating to teacher education and teacher licensure and may enlist participation within and without MACTE;
11. Act as agenda committee for MACTE meetings;
12. Invite guests to any meeting of MACTE;
13. Prepare the list of names to be submitted to the Professional Educator Licensing and Standards Board for membership on task forces to be named by the, Professional Educator Licensing and Standards Board or state legislature;
14. May act on behalf of MACTE between MACTE meetings;
15. Arrange for an annual financial review of MACTE finances;
16. Appoint committees and establish liaison relationships with other organizations or agencies as needed;
17. Have the option to establish a council of Deans and Chairpersons of Education (or their designated representative) from each Member. The President shall appoint a chair for the Council who shall be either a Dean or a Chairperson of an Education unit within a Member;
18. Facilitate communication between institutions and MACTE and other appropriate individuals and entities;
19. Represent MACTE and facilitate collaboration among and across institutions and organizations.

E. Meetings

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

F. Non-completion of Term of Office

If any executive committee member is unable to complete the term of office, a replacement is selected from the institution from which the former committee member was elected. The representative will be appointed by the Chief Institutional Representative of said institution and will serve until a new representative can be nominated and duly elected by the institution alike caucus in the annual spring elections.

G. Removal from Office

Once an Executive committee member is duly elected following procedures outlined in Article IV, the officer

or member shall retain the position for the length of their term unless they are no longer employed at the institution and caucus from which they were elected.

ARTICLE VI: MACTE MEETINGS

A. There shall be at least three meetings of MACTE a year at a time and place to be determined by the Executive Committee.

B. A quorum at any meeting shall be one-third of the Representatives from Regular Members. Any voting Representatives may call for a quorum at any time during the meeting.

C. The meeting agenda, the minutes of the previous meeting and any proposed amendment(s) to the Bylaws shall be distributed to all Representatives at Business meetings.

ARTICLE VII: FINANCES

A. The fiscal year of MACTE shall be from July 1 through June 30.

B. The general fund shall consist of the income from the receipt of dues from Members and any other income which may accrue to MACTE.

C. An annual budget must be developed by the Executive Committee and presented by the President to the Members for approval.

D. All receipts to and disbursements from the General Fund shall be administered by the Treasurer. All disbursements shall be in accordance with the annual budget except non-budgeted expenditures which must be approved in advance by the Executive Committee.

E. An annual report of the General Fund, including income and expenditures for the previous fiscal year, shall be prepared by the Treasurer for presentation at the fall meeting and submitted as part of the annual activity report to AACTE.

F. Any annual fee or special assessments for specific purposes shall be determined by the Members.

ARTICLE VIII: AMENDMENTS

Any Representative from a Regular Member may propose Bylaws to be adopted or amended. The proposals shall be sent to the Executive Committee. The Executive Committee shall recommend approval or disapproval to the Members. The proposed new or amended Bylaws shall be sent to Members two weeks before the meeting at which they will be considered. New or amended Bylaws must be approved by a two-thirds vote of the Representatives of Regular and Associate Members present at a regular or special meeting. Finally, all new or amended Bylaws must be approved by the AACTE Board of Directors.

ARTICLE IX: DISSOLUTION

MACTE may be dissolved according to Robert's Rules of Order (latest edition) and conditions set forth in the Articles of Incorporation.

ARTICLEX: ADDITIONAL MATTERS

No actions of MACTE or the Executive Committee shall be considered binding or mandatory upon the Members.

MACTE is an affiliate chapter of the American Association of Colleges for Teacher Education (AACTE). AACTE and (MACTE) collaborate to strengthen their advocacy efforts, share experience and expertise, and expand their members' professional development opportunities. To this end, our Chapter's relationship with AACTE is a voluntary affiliation that allows us to advance our members' interests.

Approved at MACTE Business Meeting on October 26, 2023