

Bylaws of the Wisconsin Association of Colleges
For Teacher Education
Approved November 2012

ARTICLE I - MEMBERSHIP

A. Comprehensive Members

Section 1 – Eligibility

All regionally accredited colleges and universities in Wisconsin with state approved teacher preparation programs which are members of AACTE are eligible for membership. Institutions interested in membership should submit an application to the state Executive Committee at least two months before the Annual Meeting. A majority vote of member institutional representatives present at the Annual Meeting is required for acceptance.

Section 2 – Membership year

The membership year shall be from October 1 through September 30th.

Section 3 – Institutional Representative

Each institution shall designate one person as its chief institutional representative. That person or their designated proxy will have voting privileges in the Association.

Section 4 – Dues

The dues for comprehensive membership for the following year shall be established each spring by a vote of Association membership.

B. State Members

Section 1 – Eligibility

All other regionally or state accredited colleges and universities in Wisconsin with state approved teacher preparation programs which are non-AACTE member institutions are eligible for state membership. Institutions interested in membership should submit an application to the state Executive Committee at least two months before the Annual Meeting. A majority vote of member institutional representatives present at the Annual Meeting is required for acceptance.

Section 2 – Membership year

The membership year shall be from October 1 through September 30th.

Section 3 – Institutional Representative

Each institution shall designate one person as its chief institutional representative. That person or their designated proxy will have voting privileges in the Association.

Section 4 – Dues

The dues for affiliate membership shall be established each spring by a vote of Association membership.

B. Affiliate Members

Section 1 – Eligibility

All institutions and agencies with state approved teacher preparation programs in Wisconsin are eligible for state membership. Institutions or agencies interested in membership should submit an application to the state Executive Committee at least two months before the Annual Meeting. A majority vote of member institutional representatives present at the Annual Meeting is required for acceptance.

Section 2 – Membership year

The membership year shall be from October 1 through September 30th.

Section 3 – Institutional Representative

Each institution or agency shall designate one person as its chief institutional representative. That person or their designated proxy will have voting privileges in the Association.

Section 4 – Dues

The dues for affiliate membership shall be established by each spring by a vote of Association membership.

ARTICLE II – VOTING RIGHTS OF MEMBERS

Members will exercise their voting rights through their institutional representatives.

- A. Comprehensive Members. Comprehensive members will have full voting privileges on all matters.**
- B. State Members. State members will have voting privileges on all except national association matters.**
- C. Affiliate Members. Affiliate members will have voting privileges defined in accordance with their membership in the national association.**

ARTICLE III – OFFICERS

Section 1 – Elected Officers

There shall be four elected officers: President, President-elect, Secretary and Treasurer. All officers must be institutional representatives as designated in Bylaws Article I; at least one of the two officers, President and President-elect, must be a representative of an institution which holds AACTE membership.

Section 2 – Officers’ Terms of Office

Officers will be elected at the Spring Meeting.

The term of all officers shall be two years.

The President-elect and Treasurer shall be elected in even-numbered years.

The president-elect shall succeed to the presidency at the conclusion of the president’s two-year term.

The Secretary shall be elected in odd-numbered years.

All terms shall commence at the close of the spring meeting during which the officers are elected.

Section 3 – Vacancies

Vacancies in the office of President-elect, Treasurer, and Secretary shall be filled by appointment by the President and approval of the Executive Committee. They shall serve until the next Annual Meeting, at which time an election will be held to fill the remainder of the term. If the Presidency is vacated, the President-elect shall succeed to the Presidency to serve out the remainder of the term, as well as the term to which the individual would have normally succeeded.

Section 4 – Duties

- a. The President shall develop agendas for and preside at Executive Committee meetings, the Annual Meeting and at regular and special meetings. The President shall submit an operational budget for the Association for the following fiscal year for approval by the Executive Committee and by the membership at the spring meeting. If the President represents an institution which holds AACTE membership, the President shall serve as the WACTE liaison to AACTE. The president shall serve as a WACTE liaison to the teacher education unit of the Wisconsin Department of Public Instruction.**
- b. The President-elect shall assist the President and shall 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 Executive Committee of the Association. The President-elect will serve as the Program Chairperson to plan the Annual Meeting. If President represents an institution which does not hold AACTE membership, the President-elect shall serve as the WACTE liaison to AACTE. The President-elect shall serve as a WACTE liaison to the teacher education unit of the Wisconsin Department of Public Instruction.**
- c. The Treasurer will supervise all monies paid into and out of the General Fund and**

will prepare a financial statement for presentation at the Annual Meeting of the state unit. The Treasurer will serve as a member of the Executive Committee of the Association. The Treasurer will assist the President in preparing an annual operational budget for the fiscal year. The Treasurer will manage grant or other external funding of the activities of the Association. The Treasurer will lead the Association in securing and maintaining 501C status.

- d. The Secretary shall keep accurate minutes of Association meetings and disseminate them to the membership in a timely manner. The Secretary will serve as a member of the Executive Committee of the Association. The Secretary will assist the Executive Committee in the preparation of materials for the regular meetings of the Association.**
- e. The immediate Past-President will serve as a member of the Executive Committee of the Association and may concurrently serve as a member of either of the Standing Committees of the Association.**

ARTICLE IV – EXECUTIVE COMMITTEE

Section 1 – Composition

The Executive Committee shall be the officers elected by institutional representatives to the Association in accordance with the requirements set forth in the Bylaws.

In addition, membership of the Executive Committee will include the immediate past-president of the Association and elected representatives from the leadership of the UW Deans and Directors and the Wisconsin Independent Colleges of Teacher Education.

Section 2 – Powers and Duties

The Executive Committee shall carry on the business of the association between meetings; shall develop and implement policy and must approve the budget and plans for the regular meetings of the Association. The Executive Committee shall be responsible for the verification of eligibility for membership and shall maintain a list of all members and current institutional representatives. The Executive Committee may appoint an Executive Secretary and such committees and staff as may be necessary to carry out the business of the Association.

The Executive Committee shall annually appoint members to all standing committees as needed and inform the membership of those appointments. The Executive Committee will give administrative direction to each committee so that the extent of their duties and powers is clear.

In accordance with the terms of office specified in Article II Section 3 above, the Executive Committee will solicit volunteers to stand for election to Association offices at the Annual meeting and submit a slate of candidates for election by the membership at the Spring meeting. A similar process will be used to identify and present candidates for election by

the membership to fill vacancies that fall outside the regular election cycle.

Section 3 – Meetings of the Executive Committee

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

ARTICLE V – COMMITTEES

Section 1 – Government Relations Committee

The Government Relations Committee shall consist of the President, President-Elect, and at least four association members. The primary responsibilities of this committee are 1) to monitor the development of teacher preparation and professional development policies and legislation at the state and federal levels; 2) to develop annual advocacy and policy priorities for the organization; 3) to establish and maintain effective relations with state agencies, state government, and Wisconsin representatives in federal government; and 4) to develop policy briefs for the organization that reflect best practice and policy for effective teacher/administrator preparation.

Section 2 – Communications Committee

The Communications Committee shall consist of two members of the WACTE Executive Committee and at least four association members. The primary responsibilities of this committee are: 1) to develop media materials that present research-based information about the effective preparation of teachers and administrators for PK-12 schools; 2) to develop and maintain effective relations with media outlets in the state and region; 3) to develop and maintain the social media presence of the organization; and 4) to develop recognitions and awards to highlight the accomplishments of and work to improve PK-12 education by education professionals, teacher candidates, and teacher educators in Wisconsin.

Section 3 – Committee Reports

Each of the standing committees will report on its activities at the Annual meeting and other regularly scheduled meetings of the Association membership.

ARTICLE VI – ANNUAL MEETING

The Fall Meeting shall be designated as the Annual Meeting of the Association.

ARTICLE VII – FINANCES

Section 1 – Fiscal Year

The Fiscal Year of the Association shall be from Annual Meeting to Annual Meeting.

Section 2 – General Fund

The General Fund of the Association shall consist of the income from the receipt of dues from the members and any other income which may accrue to the Association.

Section 3 – Budget

An annual budget must be presented by the President and Treasurer, approved by the Executive Committee and presented to the membership for approval at its Annual meeting.

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.

Grant or other outside funds given to support the activities of the Association shall be disbursed according to the budget or guidelines approved by the donor.

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 the Annual Meeting and submission as part of the Annual State Activity Report to AACTE.

The Treasurer will prepare reports required by grants agencies or other donors of funds to the Association.