



## **CONSTITUTION OF THE ILLINOIS ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION**

### **PURPOSE**

The purpose of the Association is to stimulate improvement in the education of professional school personnel in Illinois.

### **ARTICLE I - NAME**

The name of this organization shall be the "Illinois Association of Colleges for Teacher Education."

### **ARTICLE II - OBJECTIVES**

The objectives of this Association shall be:

- A. To establish an effective voice for teacher education institutions at the state level on matters of policy related to teacher education.
- B. To establish an effective communication system between the national AACTE and state units.
- C. To provide a vehicle for teacher education institutions within a state to assist the national organization in:
  1. Developing and defining positions on issues of importance to teacher education.
  2. Coalescing support for national policy and activity.
  3. Supporting the programs and activities of the state associations.
- D. To provide for the interaction of teacher institutions among themselves and with other organizations for the purpose of improving teacher education.

### **ARTICLE III - MEMBERSHIPS**

- A. Comprehensive membership—All regionally accredited colleges and universities which are AACTE member institutions in Illinois are eligible for comprehensive membership. Functions of membership shall be exercised by institutional representatives appointed in accordance with provisions in the Bylaws.
- B. State membership—All other regionally or state accredited colleges and universities which are non-AACTE member institutions in Illinois are eligible for state membership.
- C. Liaison relationships may be established with associations and agencies with an interest in the preparation of professional school personnel.

### **ARTICLE IV - OFFICERS**

The officers of the association shall be a President, President-elect, Secretary, Treasurer, Representative to the AACTE Advisory Council of State Representatives when necessary as stipulated in Article III, Section 1 of the Bylaws and such other officers as may be deemed necessary to be elected in accordance with the Bylaws.

### **ARTICLE V - EXECUTIVE COMMITTEE**

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

### **ARTICLE VI - MEETINGS**

The Association shall hold an Annual Meeting and such other meetings as may be called by the Executive Committee.

## **ARTICLE VII - RULES OF ORDER**

The rules of parliamentary procedure contained in Robert's Rules of Order (latest revision) shall govern the deliberations of this Association.

## **ARTICLE VIII - 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.

- A. Increment of Income. No part of the net earnings or other funds of the Association shall inure to the benefit of, or be distributable to its members, executive committee members, officers or other private persons except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered.
- B. Legislative or Political Activities. No substantial part of the activities of the Association shall be the carrying on of propaganda or otherwise attempting to influence legislation and the Association shall not participate or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
- C. Operational Limitations. Notwithstanding any other provisions of this constitution, the Association shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or corresponding provisions of any future United States Internal Revenue Code of 1954 (or corresponding provisions of any future United States Internal Revenue Law).
- D. Dissolution Clause. Upon the dissolution of the Association, the Executive Committee shall, after paying or making provisions for the payment of all of the liabilities of the Association, dispose of all assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time Qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law), as the Executive Committee shall determine. Any of such assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purposes.

## **ARTICLE IX - AFFILIATION**

The Association shall be affiliated with the American Association of Colleges for Teacher Education in accordance with the following policies approved by the national Board of Directors:

- A. For purposes of obtaining affiliation the state unit membership shall consist of at least 60 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 60 percent of the AACTE member institutions in the state.
  2. Assurance that the voting rights of comprehensive members comprise at least 51 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 a 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 same.

## **ARTICLE X - AMENDMENTS**

Proposed amendments to this constitution shall be submitted in writing to the state Executive Committee by institutional representatives. The state Executive Committee must approve the proposed amendments by a majority vote. After approval by the state Executive Committee, such proposed amendments must be mailed to all member

institutions within the state unit at least two weeks before the meeting at which they are to be voted upon, or, if the vote is to be taken by 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 in person or by proxy by two-thirds of the members of the state unit and until such proposed amendments are approved by the AACTE Board of Directors.

#### **ARTICLE XI - 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 ILLINOIS ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION

## ARTICLE I - MEMBERSHIP

- A. Comprehensive Members - Comprehensive members will have full voting privileges on all matters
1. Eligibility—All regionally accredited colleges and universities which are members of AACTE in Illinois engaged in the preparation of professional school personnel, and which have state program approval are eligible for membership. Member institutions are responsible for the selection of institutional representatives. Charter members will be received until the time application is made to the AACTE Board of Directors for affiliation (1978). After that, those interested in membership should submit the name and address of their institution, and the contact person, to the state Executive Committee at least two months before the next Annual meeting.
  2. Membership Year—The membership year shall be from January 1 to December 31.
  3. Dues
    - a. The Executive Committee shall make recommendations for base dues to the membership which must approve these recommendations at its Annual Meeting.
    - b. Base dues shall be as follows:
      - 1.) Institutions graduating up to 300 licensed education personnel - Base Dues
      - 2.) Institutions graduating from 301-800 licensed educational personnel - Base Dues X 2
      - 3.) Institutions graduating more than 800 licensed educational personnel - Base Dues X 3
  4. Voting Rights
    - a. Comprehensive members will have voting privileges on all matters.
    - b. Representation - Each member institution shall have one or more institutional representatives who may cast respectively one or more votes, according to the following formula:
      - 1.) Institutions graduating up to 300 licensed education personnel shall have one representative and one vote.
      - 2.) Institutions graduating more than 300 and less than 800 licensed educational personnel shall have two representatives and two votes.
      - 3.) Institutions graduating more than 800 licensed educational personnel shall have a total of three representatives and three votes.
- B. State Members
1. Eligibility—All other regionally or state accredited colleges and universities engaged in the preparation of professional school personnel in Illinois which are non-AACTE member institutions and which have state approved programs will be eligible for state membership. Those interested in membership should submit the name and address of their institution, and the name of the contact person, to the state Executive Committee at least two months before the Annual meeting. The state Executive Committee will determine membership. State membership will not exceed 49% of the voting membership.
  2. Membership Year—The membership year shall be from January 1 to December 31.
  3. Dues
    - a. The Executive Committee shall make recommendations for base dues to the membership which must approve these recommendations at its Annual Meeting
    - b. Base dues shall be as follows:
      - 1.) Institutions graduating up to 300 licensed education personnel - Base Dues
      - 2.) Institutions graduating from 301-800 licensed educational personnel - Base Dues X 2
      - 3.) Institutions graduating more than 800 licensed educational personnel - Base Dues X 3
  4. Voting Rights
    - a. State members will have voting privileges on all except national Association matters.
    - b. Representation - Each member institution shall have one or more institutional representatives who may cast respectively one or more votes, according to the following formula:
      - 1.) Institutions graduating up to 300 licensed education personnel shall have one representative and one vote.

- 2.) Institutions graduating more than 300 and less than 800 licensed educational personnel shall have two representatives and two votes.
- 3.) Institutions graduating more than 800 licensed educational personnel shall have a total of three representatives and three votes.

C. Liaison Members

1. Eligibility—All other state accredited community colleges, colleges, universities, and other organizations in Illinois who prepare or represent professional school personnel, including paraprofessionals who have contact with children in the teaching-learning process are eligible to join for the purpose of fostering communication among those who serve the students in Illinois. Those interested in membership should submit the name and address of the institution, and the name of the contact person, to the state Executive Committee at least two months before the annual meeting. A majority vote of the Executive Committee will determine membership.
2. Membership Year—The membership year shall be from January 1 to December 31.
3. Dues—Shall be set by the Executive Committee and approved by the membership at its Annual Meeting.
4. Voting Rights—Liaison Members do not have voting privileges.

## ARTICLE II – EXECUTIVE BOARD

A. Duties and Terms of Service of Officers and Elected Members-at-Large

1. PRESIDENT
  - a. Shall serve a two-year term
  - b. Be generally responsible for the public image of the Association.
  - c. Convene and conduct the Executive Committee meetings and the general membership meetings in conjunction with the program chairperson from the members-at-large.
  - d. Represent the Association at the Advisory Council of State Representatives of AACTE. (In the event the President's school is not a member of AACTE a special representative will be appointed by the Executive Committee from the member institutions of IACTE.)
  - e. Confer regularly with the Illinois State Board of Education about issues pertinent to teacher education.
  - f. Communicate regularly with Association members about issues which concern them.
2. PRESIDENT-ELECT
  - a. Shall serve a two-year term
  - b. Substitute for the president whenever necessary.
  - c. Handle any other duties as the President may request.
3. SECRETARY
  - a. Shall serve a two-year term. May be re-elected for a second two year term.
  - b. Record the minutes of all general meetings and all Executive Committee meetings.
  - c. Forward all pertinent materials to the archives.
4. TREASURER
  - a. Shall serve a two-year term. May be re-elected to serve up to two additional terms for a total of six years.
  - b. Handle all funds of the Association:
    - 1.) Collect all dues and registration fees,
    - 2.) Pay bills, and
    - 3.) Maintain the financial records.
  - c. Prepare a budget in consultation with the President to be presented for approval to the Executive Committee prior to the fall meeting. Present the approved budget to the membership at the fall meeting.
  - d. Present a treasurer's report at the fall and spring meetings.
  - e. Provide a treasurer's report to the Executive Committee at the fall, winter, spring, and summer Executive Committee meetings.
  - f. File annual tax reports on behalf of the organization.

- g. Prepare a report of the account(s) to submit to the President upon assuming office and near the end of the term in office. Transfer account(s) to the new officers.
- 5. TREASURER-ELECT
  - a. Substitute for the treasurer whenever necessary.
  - b. Handle any other duties as the Treasurer may request.
- 6. PAST PRESIDENT (*EX OFFICIO*)
  - a. Chair the nominating committee.
  - b. Review the constitution and chair the bylaws committee.
  - c. Handle any other duties as the president may request.
- 7. PAST TREASURER (*EX OFFICIO*)
  - a. Assist in transition to new treasurer to help maintain continuity in fiscal matters
  - b. Mentor and assist the new treasurer
- 8. MEMBERS-AT-LARGE (MAL)
  - a. Shall serve three-year staggered terms.
  - b. Be members of the Executive Committee.
  - c. Advise the Association on contemporary matters.
  - d. Serve the Association in the following capacities:
    - 1.) Program Committee
    - 2.) Nominating Committee
    - 3.) Bylaws Committee, and
    - 4.) Facilities arrangements for any official meetings.
- B. Election of Officers
 

Officers and members of the Executive Committee shall be elected at the Annual Meeting.

### ARTICLE III - EXECUTIVE COMMITTEE

- A. Composition—The voting membership of the Executive Committee shall consist of the Executive Board, representative to the AACTE Advisory Council of State Representatives (when this officer is necessary as explained in Article III, Section 1 of the Bylaws), a Communication Liaison (appointed by the Board), and those chairing standing committees. The ex-officio, nonvoting membership of the Executive Committee shall consist of the chair or executive director of the following state organizations: Illinois Association for Teacher Education at Private Colleges (IATEPC), the Illinois Association of Deans of Public Colleges of Education (IADPCE), the Council of Chicago Area Deans of Education (CCADE), and the Illinois Association of Teacher Educators (IATE). When there is not a higher education representative to the Illinois State Educator Preparation and Licensure Board (ISEPLB) on the Executive Committee, one shall be appointed by the President to serve as an ex-officio, nonvoting member. The Executive Committee will be comprised of representatives from colleges and universities which are members of IACTE.
- B. Powers and Duties
  - 1. 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 Annual Meeting. 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 other staff as may be necessary to carry out the business of the association.
  - 2. The Executive Committee shall appoint a Communication Liaison whose duties shall include:
    - a. Notifying members in a timely manner of general and Executive Committee meetings
    - b. Notifying members of pertinent issues at the direction of the president and/or Executive Committee
    - c. Maintaining a current roster of IACTE Institutional Representative members and distributing the list to the Executive Committee each fall by October 1 and distributing it to the membership at the fall meeting
    - d. Maintaining a list of mailing labels of the membership and providing it to the Executive Committee upon request.

3. Every three years the Executive Committee shall appoint an Audit Committee of members who will be responsible for auditing all accounts for the year.
  4. The Executive Committee shall nominate representatives to the Illinois State Educator Preparation and Licensure Board.
  5. The Executive Committee shall replace inactive members by a majority vote.
  6. The Executive Committee shall appoint an Elections Committee of members whose responsibility is to prepare a slate of candidates for all vacant elective offices.
  7. Vacancies on the Executive Committee shall be filled by appointment by the Executive Committee.
  8. Other Committees may be appointed as needed.
- C. Meetings of the Executive Committee  
The Executive Committee shall normally hold four regular meetings each year and special meetings as necessary on dates established by the Executive Committee.

#### **ARTICLE IV – ANNUAL MEETING**

There shall be at least one Annual Meeting of the Association at a time and place to be determined by the Executive Committee.

#### **ARTICLE V - FINANCES**

- A. Fiscal Year—The fiscal year of the Association shall be from January 1 through December 31.
- B. General Fund—The General Fund of the association shall consist of the income from the receipt of dues from members and any other income which may accrue to the Association.
- C. Budget—An annual budget must be presented by the Treasurer and approved by the Executive Committee.
- D. 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.
- E. Reimbursement Policy
  1. Regular Meetings
    - a. Executive Board
      - 1.) Hotel room to be fully paid when this is an Executive Board meeting.
      - 2.) Any expenses relative to the meeting, i.e., postage, photocopying, phone, etc.
      - 3.) All meal expenses and meeting registration fees will be paid by the individual.
    - b. Non-Executive Board members who are asked to attend the Executive Board meeting will receive the same reimbursement as Executive Board Members.
    - c. Invited Guests--All expenses, including meals, transportation, etc., will be paid, plus an agreed upon honorarium.
  2. Executive Board Meetings Not Held in Conjunction with Regular Meetings
    - a. All transportation expenses at current state rate.
    - b. Hotel, if necessary.
  3. Meetings Attended at the Request of IACTE—Any Association member who attends or observes a meeting at the request of the Association is entitled to reimbursement. All expenses must be verified by submission of receipts, except mileage and miscellaneous expenses.
    - a. All transportation expenses.
    - b. Hotel, if necessary.
    - c. Any registration fee.
    - d. Meal expenses up to current state rates.
    - e. Miscellaneous expenses, i.e., phone, postage, etc.
  4. Committee Meetings—Reimbursement for Meetings Called by Chair and Approved by President
    - a. Transportation expenses at current state rate.
    - b. Hotel, if necessary.
    - c. One meal up to current state rate.

F. 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.

**ARTICLE VI - COMMITTEES**

A. Standing Committees

1. Licensure Committee—The primary function of this committee is to monitor all licensure board meetings and to report to the membership. It will keep the membership informed about issues that arise from ISEPLB and Illinois State Board of Education staff activities. It will also monitor and respond to those concerns from the ISEPLB and Illinois State Board of Education not assigned to other IACTE committees.
  - a. This committee will be co-chaired by a private and public representative elected from the paid membership at-large serving alternating 3 year terms and are voting Executive Committee members.
  - b. The additional 8 general members of this committee (excluding the co-chairs) will be appointed by the Executive Committee to typically serve three-year terms and will represent the composition of the paid membership.
  - c. Committee Reimbursement Policy:
    - 1.) Committee Meetings not held in conjunction with IACTE general membership meetings—maximum of 3 per academic year—called by the Co-Chairs and approved by the President
      - a.) Transportation expenses at current state rate.
      - b.) One meal up to current state rate (receipt required).
    - 2.) ISEPLB Meetings as committee representative—maximum of 1 person per meeting date.
      - a.) All transportation expenses.
      - b.) Hotel, if necessary (receipt required).
      - c.) Meal expenses up to current state rate, if necessary (receipts required).
2. Government Relations Committee—The primary function of the government relations committee is to monitor the activities of governmental bodies that impact the mission of IACTE and its member institutions. Efforts include policy advocacy, outreach efforts, relationship development. Whenever IACTE is in a contract with a legislative liaison, the liaison should communicate with the chair of the Government Relations Committee in addition to the president.
3. Ad hoc Committees—Ad Hoc Committees will be appointed by the Executive Board of IACTE for a specified purpose and time period to accomplish a given task. Membership of the committee will reflect the composition of the membership of IACTE at large.

October 1980  
Amended April, 1982  
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