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4 **THE OHIO ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION**  
5 **BYLAWS**  
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7 **ARTICLE I – NAME AND PURPOSE**  
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9 **Section 1 Name**

10 The name of the association shall be the Ohio Association of Colleges for Teacher Education  
11 (OACTE).  
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13 **Section 2 Purpose**

14 The purpose of the Ohio Association of Colleges for Teacher Education is to advocate for and  
15 provide leadership in educator preparation in the State of Ohio by working collaboratively with  
16 member institutions to achieve the following objectives:

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- 18 • establish and maintain an influential voice in policymaking related to educator  
19 preparation
  - 20 • strengthen programs and build capacity to prepare educators who can teach and  
21 support every child effectively
  - 22 • engage in research and initiatives that address important issues in educator preparation
  - 23 • assist the American Association of Colleges for Teacher Education (AACTE) in defining  
24 positions and coalescing support for national policy that advances educator preparation
  - 25 • collaborate with professional organizations and state agencies in order to strengthen  
26 educator preparation in Ohio
  - 27 • provide member institutions with opportunities for collaboration, professional  
28 development, and sharing of information

29 **Section 3 Relationship to AACTE**

30 This association will make every effort to comply with existing and subsequent policies of AACTE  
31 to maintain the State Unit status with AACTE with all the rights and privileges thereof. Current  
32 requirements include the following.

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- 34 a. OACTE will maintain a membership of at least two-thirds of the AACTE membership  
35 institutions in Ohio.
  - 36 b. The voting rights of AACTE members will comprise at least 51% of the total voting rights  
37 of OACTE.
  - 38 c. The President of OACTE will submit an annual report as requested by AACTE.
  - 39 d. OACTE will be reviewed by the AACTE Board of Directors biennially.

40 **ARTICLE II – MEMBERSHIP**

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42 **Section 1 Membership**

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

- 45 (a) Payment of annual dues qualifies the institution as an Institutional Member.
- 46 (b) All education faculty and professional staff of member colleges/universities are  
47 considered Representative Members and are eligible to vote of items that call for  
48 the vote of the full membership.
- 49 (c) Each institution shall designate one of the Representative Members as the Chief  
50 Institutional Representative. The Chief Institutional Representative is eligible to vote  
51 on all issues. Some items (such as bylaw revisions) call for votes of Chief  
52 Institutional Representatives only. The Chief Institutional Representative may assign  
53 his/her vote to a proxy using an approved form.
- 54 (d) Voting: An official vote may be conducted exclusively either in person or  
55 electronically as determined by the Board of Trustees.

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57 **Section 2 Transfer of Membership**

58 Membership in the Association is not transferable or assignable.

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60 **Section 3 Membership Year**

61 The membership year shall be July 1 to June 30.

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63 **Section 4 Dues**

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

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67 **ARTICLE III – BOARD OF TRUSTEES**

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69 **Section 1 Composition of the Board of Trustees**

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

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75 **Section 2 Elected Trustees**

- 76 (a) All trustees must be Representative Members of institutions holding membership in the  
77 Ohio Association of Colleges for Teacher Education.
- 78 (b) Of the 18 elected trustees, 9 shall be Representatives from private institutions and 9  
79 shall be Representatives from state institutions.
- 80 (c) Each trustee is elected for a three (3) year term.
- 81 (d) One-third (6 trustees) are elected each year. Each trustee’s term begins at the  
82 conclusion of the spring meeting at which the trustee was elected and concludes at the

- 83 conclusion of the spring meeting at which the trustee’s successor is elected. Trustees  
84 may be reelected for successive terms without limitation.
- 85 (e) The Past-President of the Association is responsible for overseeing the election process.  
86 The formation of the ballot is the responsibility of the Professional Advancement  
87 Committee.
- 88 (f) With approval of the Board of Trustees, the President of the Association shall appoint a  
89 Representative Member to complete the unexpired term of a trustee who resigns.

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91 **Section 3 Responsibilities of the Board of Trustees**

92 The Board of Trustees shall develop and implement initiatives to further the purpose and  
93 objectives of the association. All members of the Board of Trustees shall attend scheduled  
94 meetings and shall serve on at least one standing committee of the Board.

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96 **Section 4 Meetings of the Board of Trustees**

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

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101 **Section 5 Quorum for Board of Trustees Meetings**

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

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104 **Section 6 Voting**

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

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108 **Section 7 Procedure**

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

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112 **ARTICLE IV OFFICERS**

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114 **Section 1 List of Officers**

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

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118 **Section 2 Qualification of Officers**

119 Officers of the Associations shall be Representative Members of institutions holding  
120 membership in the Association.

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122 **Section 3 Election and Term of Office**

123 The Officers of the Association shall be elected by Representative Members at the annual  
124 meeting.

- 125 (a) **President Elect/President/Past-President:** The President-Elect is elected for a two-year  
126 term when the annual meeting is held in even-number years. Following that term as  
127 President-Elect, this person will serve for two years as President and then two years  
128 Past-President. The person is not eligible for successive terms. The President-Elect  
129 shall alternate between private and state institutional members.
- 130 (b) **Secretary and Treasurer:** The Secretary and Treasurer shall each be elected for two  
131 year terms when the annual meeting is held in odd-numbered years. The secretary and  
132 treasurer may be reelected for no more than three successive terms.
- 133 (c) **Past-President:** The Past-President of the Association is responsible for overseeing the  
134 election process. The formation of the ballot is the responsibility of the Professional  
135 Advancement Committee.

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#### 137 **Section 4 Responsibilities of Officers**

- 138 (a) **President:** The President shall serve as the chief executive officer of the Association,  
139 perform all duties customary to the office of President, and provide leadership for all  
140 affairs of the Association. The President will serve as the OACTE liaison to AACTE. Other  
141 duties may be assigned by the Board of Trustees.
- 142 (b) **President-Elect:** The President-Elect shall serve on the Leadership Council and preside  
143 at meetings in the absence of the President. Other duties may be assigned by the  
144 President and/or the Board of Trustees.
- 145 (c) **Past-President:** The Past President shall serve on the Leadership Council and oversee  
146 the election process. Other duties may be assigned by the President and/or the Board  
147 of Trustees.
- 148 (d) **Secretary:** The Secretary shall perform all duties customary to the office of the  
149 Secretary including keeping meeting minutes and other appropriate records. The  
150 secretary assists the President with communications on behalf of the association. Other  
151 duties may be assigned by the President and/or the Board of Trustees.
- 152 (e) **Treasurer:** The Treasurer shall perform all duties customary to the office of the  
153 Treasurer and is responsible for all funds of the Association. The Treasurer is  
154 responsible for assessing, collecting, and recording institutional dues. Other duties may  
155 be assigned by the President and/or the Board of Trustees.

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#### 157 **Section 5: Vacancies**

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

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

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

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## 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 Inquiry Committee. Each member of the Board of Trustees is expected to serve on at least one committee.

### Section 2 Leadership Council

- (a) Composition: The voting members of the Leadership Council are the President, President-Elect, Secretary, Treasurer, Past-President, and the Chairs of standing committees. The Chair of SUED and the President of OAPCTE are non-voting members.
- (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.
- (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: The six members of this committee are trustees appointed by the Leadership Council annually. Three trustees must be from private institutions and three must be from public institutions. Annually, one trustee on the committee is designated as Chair by the Leadership Council.
- (b) Responsibilities: The Advocacy Committee shall establish and maintain effective relations with State Education Agencies (e.g. OBR/ODE), State Legislature, the Governor’s Office and other agencies in order to advocate on behalf of educator preparation. 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: The six members of this committee are trustees appointed by the Leadership Council. Three trustees must be from private institutions and three must be from public institutions. One trustee on the committee is designated as 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. This committee is also responsible for

211 Board of Trustees' development which includes the responsibility for recruitment of  
212 qualified candidates for the Board and submitting to the members annually a list of  
213 persons who are recommended for election as Trustees and Officers. The Committee  
214 will provide orientation for new Board members. Annual goals will be established by  
215 the Committee in consultation with the Leadership Council. A committee report will be  
216 given at each Board of Trustees meeting.

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

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### 221 **Section 5 Inquiry Committee**

222 (a) Composition: The six members of this committee are trustees appointed by the  
223 Leadership Council. Three trustees must be from private institutions and three must be  
224 from public institutions. One trustee on the committee is designated as Chair by the  
225 Leadership Council.

226 (b) Responsibilities: The Advocacy Committee shall identify issues of importance to  
227 educator preparation in the State of Ohio and for participating in research or initiatives  
228 to address such issues. The committee would also keep the Board informed of major  
229 research initiatives. Annual goals will be established by the Committee in consultation  
230 with the Leadership Council. A committee report will be given at each Board of Trustees  
231 meeting.

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

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### 235 **Section 6 Additional Committees**

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

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## 238 **ARTICLE VI ACCOUNTING YEAR AND FINANCIAL STATEMENT**

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### 240 **Section 1 Accounting Year**

241 The fiscal year of the Association shall begin on the first day of July of each year and end on the  
242 last day of June of the following year.

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### 244 **Section 2 Financial Statement**

245 At the end of the accounting year, the books of the Association shall be closed and a financial  
246 statement prepared for such year. Examination of such financial statement shall be conducted  
247 by an independent certified public accountant using agreed upon procedures and an  
248 examination report shall be promptly submitted to the Board of Trustees. This process shall be  
249 arranged by the Leadership Council and shall be paid for with Association funds.

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## 251 **ARTICLES VII AMENDMENTS**

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253 Bylaws for the Association may be altered, amended or repealed and new bylaws adopted by  
254 the affirmative vote of a simple majority of the Chief Institutional Representatives voting.