

# **AACTE ADVISORY COUNCIL OF STATE REPRESENTATIVES**

## **Bylaws**

### **ARTICLE I. NAME**

The name of this body, created by the Board of Directors of the American Association of Colleges for Teacher Education, is the AACTE Advisory Council of State Representatives (ACSR or the Council).

### **ARTICLE II. PURPOSES**

The primary purpose of ACSR is to advise the Board of Directors of AACTE relative to the Board's efforts to lead the Association toward improving the quality of instruction, counseling, and administration in schools, colleges, and departments of education. To accomplish this mission, ACSR members will (1) advise the Board regarding the views of state constituents to aid the Board in developing policies and methods to promote the teaching profession, (2) advise the Board of ways in which the officers and staff of AACTE can improve the organization, administration, and activities of state associations of colleges for teacher education, (3) advise the Board of ways in which state chapters can be instrumental in bringing about a closer working relationship with AACTE, (4) serve the Board by assisting in the program objectives and providing liaison between the Board of Directors and the state associations, (5) work with the Committee on Government Relations and Advocacy to implement AACTE's public policy agenda, and (6) carry out activities as suggested by the Board of Directors.

ACSR shall at all times act as an arm of AACTE under the overall policy direction of the Association's Board of Directors.

### **ARTICLE III. OFFICE**

The Council's headquarters office shall be 1307 New York Ave., NW, Suite 300, Washington, DC 20005-4701.

### **ARTICLE IV. MEMBERS**

**Section 1. Active Members.** Presidents of all affiliated state associations of colleges for teacher education (if they are from AACTE member institutions) or their officially elected representatives (if the presidents either are unable to fulfill their duties to ACSR or represent non-AACTE member institutions) and AACTE-appointed State Liaison Representatives (in states without a state chapter) shall be eligible for active membership.

Active members may vote and hold office in the Council.

**Section 2. Consulting Members.** Executive secretaries in state associations of colleges for teacher education, where such an office exists, shall be eligible for consulting membership.

Consulting members may not vote or hold office in the Council.

## **ARTICLE V. OFFICERS AND TERMS**

**Section 1. Officers.** The officers of this Council shall be a Chair, a Chair-Elect, an immediate Past-Chair, and four additional persons designated as Regional Representatives to serve on the Executive Committee of the Council.

**Section 2. Term of Office.** Terms for the Chair-Elect, Chair, and Past-Chair shall be one year each and will be concurrent with tenure on the Executive Committee. The Chair-Elect shall serve one year as Chair-Elect of the Council and shall automatically become ACSR Chair at the end of the AACTE Annual Meeting of the following year. Following a year as chair, he or she then shall hold the position of immediate Past-Chair for one year. During the time that an individual serves as ACSR Chair-Elect, Chair, and Past-Chair, he or she also will represent ACSR on the AACTE Board of Directors. Terms for the four additional Regional Representatives selected by their assigned states to serve as Executive Committee members shall be two years. Officers shall assume their responsibilities at the close of the AACTE Annual Meeting in the year they are elected.

**Section 3. Resignations.** Should any ACSR officer cease to be associated with an AACTE member institution or if his or her institution ceases to be a member of AACTE, he or she shall no longer be a member of the ACSR Executive Committee. If a vacancy

is created on the Executive Committee by resignation or other circumstances, an election will be held pursuant to Article VIII of these Bylaws to select an individual to complete the remainder of that term.

## **ARTICLE VI. EXECUTIVE COMMITTEE**

**Section 1. Duties.** The governing body of the Council shall be called the Executive Committee. It shall carry out the programs and policies voted by the membership at any duly called meetings of the Council and shall exercise reasonable current policy-making authority. It shall be responsible for the overall direction and control of the Council subject to resolutions and other actions adopted at any duly called meetings of the Council.

It shall have the power to fill all Executive Committee vacancies until the next duly called meeting.

**Section 2. Composition.** The Executive Committee shall consist of the Chair, Chair-Elect, Past-Chair, four additional persons designated as Regional Representatives, and a liaison member appointed by the AACTE President and CEO. Terms of office on the Executive Committee shall be consistent with those described in Article V, Section 2 of these Bylaws. The liaison member will serve an ongoing term. The President of AACTE shall serve as an ex officio nonvoting member of the Executive Committee.

**Section 3. Qualifications.** The seven elected members of the Executive Committee shall, at the time of their elections, be a current president or immediate past president of a state chapter or be the AACTE-appointed State Liaison Representative (in states without a chapter). The office of Chair-Elect shall be open but not restricted to Council members currently serving on the ACSR Executive Committee.

**Section 4. Meetings.** The Executive Committee shall meet at least three times each year at a time and place to be determined by the Chair. The Chair may call a meeting of the Executive Committee when requested to do so in writing by a majority of the members of the Council.

**Section 5. Notice.** Notice of the time and place of any meetings of the Executive Committee shall be given to each member of the Committee at least two weeks before

the meeting. Notice of each such meeting need not be given to any member of the Executive Committee if waived by such member. Any such meetings shall be a legal meeting without notice having been given if all members of the Committee are present.

**Section 6. Proxy.** A voting member of the Executive Committee may act only if present in person at a meeting of the Committee and no proxy shall be used.

**Section 7. Quorum.** A majority of the voting members of the Executive Committee shall constitute a quorum for the transaction of business. The action of a majority of those present at a meeting at which a quorum is present shall be the action of the Committee.

## **ARTICLE VII. DUTIES OF OFFICERS.**

**Section 1. Chair.** The Chair shall (1) serve as chair of the Executive Committee and preside at all duly called meetings of the Council, (2) prepare the program for all meetings in consultation with other members of the Executive Committee, (3) make committee appointments subject to the approval of the Executive Committee, (4) serve as an ex officio member of all ACSR committees, (5) serve as one of three ACSR delegates to the AACTE Board of Directors, and (6) perform such other duties as may be assigned by the Executive Committee or Council.

**Section 2. Chair-Elect.** The Chair-Elect shall (1) serve in the place and stead of the Chair when the Chair is unable to preside and conduct the duties of his or her office and (2) serve as one of three ACSR delegates to the AACTE Board of Directors.

**Section 3. Past-Chair.** The immediate Past-Chair shall (1) serve as chairperson of the ACSR nominating committee and (2) serve as one of three ACSR delegates to the AACTE Board of Directors.

**Section 4. Other Officers.** The four officers elected to serve as Regional Representatives of the Executive Committee shall act as equal, voting members of the Executive Committee with the Chair, Chair-Elect, and immediate Past-Chair and shall perform other such duties as may be assigned by the Chair.

**Section 5. Liaison Member.** The Liaison Member from AACTE shall (1) act in an advisory capacity to the Executive Committee and keep them informed of desires, expectations, and actions of the Board of Directors of AACTE and its Chief Executive

Officer, (2) be responsible for receiving and banking all fees and other Council monies, (3) disburse such funds in the payment of bills and other Council transactions, and (4) assure that state associations meet affiliation requirements to remain ACSR members in good standing.

## **ARTICLE VIII. ELECTIONS**

**Section 1. Nominating Committee.** At least six months prior to the annual meeting of the Council, the Chair shall appoint a Nominating Committee. This Committee shall have five members: the immediate Past-Chair, who will chair the Nominating Committee, and four other Council members. The chair of the Nominating Committee shall have no vote except in a tie. ACSR members may recommend candidates to the Nominating Committee for their consideration. The Nominating Committee shall recommend a slate of at least two nominees for the position of Chair-Elect and at least two for vacancies on the Executive Committee. In selecting the entire slate, the Committee shall attempt to achieve overall balance considering such factors as geographic location of candidates, their professional positions, status of their state association (if there is an association in their state), institutional types and sizes, and their ethnic and cultural backgrounds. The slate shall be transmitted to the AACTE staff liaison to the Council on or before November 1. A ballot showing the slate of candidates, accompanied by a brief written summary of the qualifications of each nominee, shall be sent to ACSR members no later than November 30. ACSR members shall be instructed to return the completed ACSR election ballot to the AACTE staff liaison not later than December 7 following the distribution of the ballot. The candidate for each position receiving the larger number of votes shall be elected.

**Section 2. Nominations.** The report of the Nominating Committee and outcome of the elections will be presented at the ACSR annual meeting.

**Section 3. Regions.** Each of the following regions will nominate and elect their representative to serve on the Executive Committee:

Northeast: Connecticut, Delaware , Maryland, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont

South: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North

Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, West Virginia  
Midwest: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska,  
North Dakota, Ohio, South Dakota, Wisconsin  
West: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New  
Mexico, Oregon, Utah, Washington, Wyoming

## **ARTICLE IX. MEETINGS**

**Section 1. Annual Meeting.** The annual meeting of the Council shall be during and at the same place as the Annual Meeting of AACTE. Items of business for consideration shall be determined by the ACSR Executive Committee.

**Section 2. Other Meetings.** Special meetings may be called by the Executive Committee. Upon written petition of at least 51 percent of the active members, the Executive Committee shall call a special meeting.

**Section 3. Quorum.** A quorum for any meeting of members shall consist of at least 51 percent of the active members of the Council present in person or represented in proxy. The action of a majority of those present in person at a meeting at which a quorum is present shall be the action of the Council.

**Section 4. Notice.** Notice of the time and place of any meeting shall be given to each member not fewer than 30 days prior to the meeting.

**Section 5. Proxy.** An authorized proxy for a state chapter president shall be another officer in his or her state association. An authorized proxy for a State Liaison Representative shall be an AACTE Institutional Representative from his or her institution.

An authorized proxy may vote for and act for the member in his or her name, place, and stead at any duly called meeting of the Council. The proxy holder is empowered to act as fully as if the voting member were personally present. Such proxy may include finding instructions from the active member as to how to vote on a particular issue.

## **ARTICLE X. COMMITTEES**

**Section 1.** Standing Committees. The Executive Committee may establish standing committees, as necessary, to accomplish the purposes of the Council.

**Section 2.** Ad Hoc Committees. Ad Hoc Committees may be established by the Executive Committee for specific purposes.

**Section 3.** Review of Committees. The functions and activities of committees created by the Executive Committee shall be reviewed periodically and as needed by that body or its designee.

## **ARTICLE XI. AMENDMENTS**

Amendments to these Bylaws may be considered by active members of the Council. A two-thirds vote of those members voting shall be required for the amendment to pass. Notice of intent to amend the ACSR Bylaws shall be sent to each Council member at least 30 days prior to voting. Amendments passed by the Council will not become part of these Bylaws until such recommended amendments have been approved by the AACTE Board of Directors.

## **ARTICLE XII. RULES OF ORDER**

*Robert's Rules of Order* (revised) shall be the parliamentary authority of the Council subject to the Bylaws and special rules that have or may be adopted.