

BYLAWS OF THE
KENTUCKY ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION

Revised April 12, 2002

Article I - Membership
Comprehensive Members

Section 1 - Eligibility

All regionally accredited Kentucky colleges and universities which have state approval and are engaged in the preparation of professional school personnel, including paraprofessionals who have contact with children in the teaching-learning process, and which are members of the American Association of Colleges for Teacher Education (AACTE) are eligible to be Comprehensive Members of the Kentucky Association of Colleges for Teacher Education (KACTE).

Charter members of KACTE are those institutions that joined the Association before the 1st Annual Meeting, Fall, 1974. New and previously qualified colleges and universities should submit applications for membership to the Executive Committee at least two (2) months before the next Annual Meeting. A majority vote of institutional representatives present at the Annual Meeting is required for acceptance.

Section 2 - Membership Year

The membership year shall be from January 1 to December 31.

Section 3 - Institutional Representatives to the Association

Member institutions are responsible for the selection of institutional representatives to the Association. The number of representatives of each comprehensive member shall be calculated in accordance with the following formula:

Three representatives for each institution which graduates from one to not more than 150 education students per year

Four representatives for institutions graduating not fewer than 151 and not more than 300 education students per year

Five representatives for institutions graduating not fewer than 301 and not more than 450 education students per year

Six representatives for institutions graduating not fewer than 451 and not more than 600 education students per year

Seven representatives for institutions graduating more than 600 education students per year

Each institution will designate one of its institutional representatives, usually the head of the teacher education unit (dean, division or department chairperson or his/her designee) to serve as the chief institutional representative.

Section 4 - Dues

Each comprehensive member institution shall pay annual dues. Dues shall be based on the number of representatives for which each institution is eligible. Recommendations for changes in annual dues shall be made by the Executive Committee. A majority vote of institutional representatives present at the Annual Meeting is required for changes.

State Members

Section 1 - Eligibility

All regionally accredited colleges and universities in the Commonwealth of Kentucky which are non-AACTE member institutions and are engaged in the preparation of teachers and other educational personnel and which have state program approval are eligible for state membership in the Association.

Section 2 - Membership Year

The membership year shall be from January 1 to December 31.

Section 3 - Institutional Representatives to the Association

State member institutions are responsible for the selection of institutional representatives. The number of representatives of each state member shall be calculated in accordance with the following formula:

Three representatives for each institution which graduates from one to not more than 150 education students per year

Four representatives for institutions graduating not fewer than 151 and not more than 300 education students per year

Five representatives for institutions graduating not fewer than 301 and not more than 450 education students per year

Six representatives for institutions graduating not fewer than 451 and not more than 600 education students per year

Seven representatives for institutions graduating more than 600 education students per year

Section 4 - Dues

Each state member institution shall pay annual dues. Dues shall be based on the number of representatives for which each institution is eligible. Recommendations for changes in annual dues shall be made by the Executive Committee. A majority vote of institutional representatives present at the Annual Meeting is required.

Associate Members

Section 1 - Eligibility

Institutions not eligible for regular membership which officially and publicly announce that the education of teachers and other educational personnel is one of their important institutional purposes, and associations and agencies with an interest in the preparation of teachers and other educational personnel will be eligible for associate membership in the Kentucky Association of Colleges for Teacher Education.

Application should be made to the Executive Committee at least two (2) months before the Annual Meeting. A majority vote of institutional representatives present at the Annual Meeting is required for acceptance.

Section 2 - Membership Year

The membership year shall be from January 1 to December 31.

Section 3 - Associate Member Representation

Each associate member will have one institutional representative.

Section 4 - Dues

The dues for associate members shall be set by the Executive Committee.

Article II - Voting Rights of Members

Comprehensive Members

The representatives of comprehensive member institutions will have full voting privileges on all matters.

State Members

Representatives of state member institutions will have voting privileges on all matters except National Association matters.

Associate Members

Associate members have no voting privileges.

Article III - Officers

Elective Officers

The officers shall be a President, President-Elect, Secretary and Treasurer, to be elected from the authorized representatives of comprehensive and state member institutions. The President-Elect shall become President at the expiration of a two-year term of the President or if the President resigns.

In such cases that the President is a representative of an institution which is a non-AACTE member, members must elect a representative from an AACTE member institution as representative to the AACTE Advisory Council of State Representatives.

Elections

The President-Elect, Secretary and Treasurer shall be elected in odd-numbered years. The officers shall be elected in the spring of odd-numbered years to take office at the close of the annual spring meeting.

Elections to Fill Unexpired Terms of Office

In the event that the President-Elect, Secretary or Treasurer is unable to serve his/her term of office or the presidency becomes vacant and the President-Elect cannot succeed in office, a special election will be held immediately to fill the vacancy.

Officers' Term of Office

The term of office for elected officers shall be two (2) years.

Duties

The President shall preside at Executive Committee Meetings, the Annual Meeting and at special meetings of the Association. The President will be responsible for the development of all state unit policy. The President shall submit an operational budget. The President and the immediate Past President shall serve as members of the Executive Committee for the state unit. If the President is an AACTE institutional representative, he/she shall serve as the representative to the AACTE Advisory Council of State Representatives.

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 shall serve as Program Chairperson for the Annual Meeting. The President-Elect will serve as a member of the Executive Committee.

The Treasurer will be bonded and will supervise all monies paid into and out of the General Fund, will prepare a financial statement for presentation at each meeting of the Executive Committee and at the Annual Meeting of the state unit. The Treasurer will serve as a member of the Executive Committee.

The Secretary shall be responsible for recording and distributing minutes of all official meetings of the Association. The Secretary will serve as a member of the Executive Committee.

Article IV - Executive Committee

Section 1 - Composition

The Executive Committee shall consist of the President, President-Elect, Secretary-Treasurer, Past President, and four (4) at-large representatives: two (2) each from public and private institutions. If the President of KACTE is not a member of AACTE, the AACTE Kentucky liaison representative shall be an ex-officio member of the Executive Committee.

Section 2 - Terms of Office

The term of office shall be two (2) years.

Section 3 - How Elected

Two (2) at-large representatives, one (1) private and one (1) public, shall be elected in odd-numbered years and one each in even-numbered years. The slate of candidates shall be prepared by the Nominating and Elections Committee. The at-large representatives shall take office at the close of the Annual Meeting.

Section 4 - Powers and Duties

The Executive Committee shall: Execute the business of the association between meetings; develop and implement policy; approve the annual budget and plans for the Annual Meeting; verify eligibility for membership; recommend changes in annual dues to the Association; and maintain a list of all members and current institutional representatives.

The Committee shall appoint annually an Audit Committee of three members who will be responsible for auditing all accounts for the year. The Committee shall annually appoint a Nominating and Elections Committee of four members whose responsibility is to prepare

a slate of candidates for all vacant elective offices. The immediate Past President shall serve as chairperson of the Nominating and Elections Committee.

Other committees may be appointed as needed.

Article V - Nominating and Elections Committee

Each year a Nominating and Elections Committee of four members, representing various types of institutions and varying geographic locations, shall be appointed by the Executive Committee to prepare a slate of candidates for elected office. Nominees shall be selected from the institutional representatives. The Committee shall submit two names for each vacancy and conduct a ballot election in time for announcement at the spring meeting of the Executive Committee.

Article VI - Finance

Section I - Fiscal Year

The fiscal year of the Association shall be from January 1 to December 31.

Section 2 - General Fund

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

Section 3 - Budget

An annual budget must be presented by the President and approved by the Executive Committee.

Section 4 - Disbursement of Funds

All monies paid to the General Fund of the Association shall be supervised by the Secretary-Treasurer. Monies shall be disbursed according to the approved annual budget. All non-budgeted expenditures must be approved by the Executive Committee.

Section 5 - Financial Reports

An annual report of the General Fund, including income and expenditures for the fiscal year, shall be prepared by the Secretary-Treasurer for presentation at the Annual Meeting. A copy of the annual report of the General Fund shall be forwarded to the AACTE Board of Directors.

Article VII - Annual Meeting

There shall be an Annual Meeting of the Association at a time and place to be determined by the Executive Committee. In the event of postponement of an Annual Meeting, a new meeting date must be set within the same fiscal year.

Article VIII - Implementation

The provisions of the Charter and Bylaws will be effective upon acceptance by eight institutions in Kentucky engaged in the preparation of teachers and other educational personnel by means of mail ballot to be collected by 1 May 1974.

Article IX - Change in Bylaws

As needed or periodically, the Executive Committee shall appoint a committee to review and/or recommend changes in the bylaws of the Association. The Committee shall be composed of at least three members including, if possible, a past-president of the Association. Recommended changes in bylaws must be mailed no less than 30 days in advance of the Annual Meeting.

All changes in the bylaws require a majority vote of the institutional representatives present at the Annual Meeting.