

CONSTITUTION

Kansas Association of Colleges for Teacher Education

Article I - Name

The name of this organization shall be "The Kansas Association of Colleges for Teacher Education (KACTE)."

Article II - Affiliation

KACTE shall be affiliated with the American Association of Colleges for Teacher Education. At least two-thirds of the educator preparation programs in Kansas must belong to AACTE. KACTE will work in accordance with policies established by the AACTE Board of Directors.

Article III - Purpose and Objectives

The purpose of this Association is to provide, through professional organization, cooperation, and continuous search, ideas and practices which are most effective in the preparation of teachers and other school professionals, particularly in the State of Kansas. This Association will act as a united voice for educator preparation institutions in Kansas for strengthening and developing P-12 education and educator preparation in Kansas.

In addition to supporting the objectives of the AACTE, KACTE members commit to:

1. Promote the exchange of ideas and views of member institutions.
2. Provide leadership in the continuing development of educator preparation in Kansas.
3. Represent Kansas higher education with regard to educator preparation goals and policies.

Article IV - Membership

Section 1 - Eligibility

All four-year regionally-accredited colleges and universities in the State of Kansas offering educator preparation programs that are state-accredited are eligible for KACTE membership.

Unit heads or their designees will oversee the selection of their KACTE Institutional Representatives as designated in Section 2.

Section 2 – Representativeness and Number of KACTE Institutional Representatives

KACTE Institutional Representatives should include, to the maximum extent possible, a cross-section of each member institution's faculty engaged in the preparation of teachers and other

school professionals, including those in academic disciplines and all major units of the professional teacher education faculty.

The number of institutional representatives to the regular meetings of the Association from each institution shall be equal to one-half the number of members designated by AACTE. The minimum number of Institutional Representatives from an institution is three.

Section 3 - Voting Membership, Quorum, and Approval

Each KACTE Institutional Representative shall have one vote. Voting may occur electronically or at an Association meeting. A quorum for voting, whether at an Association meeting or electronically, exists when over one-half of the institutional representatives from over one-half of the number of KACTE member institutions participate in the vote. An Institutional Representative not attending an Association meeting can assign her/his vote to another Institutional Representative from the same institution who is attending. Approval of a motion requires the majority vote of the Institutional Representatives voting, once a quorum is declared. The KACTE Secretary will declare a quorum.

Section 4 – Membership Year

The membership year of this Association shall be July 1 through June 30.

Article V - Officers

Section 1 - Membership

There shall be four elected officers: President, President-Elect, Secretary, and Treasurer. These officers shall be elected by KACTE Institutional Representatives for a two-year term.

Section 2 - Term of Office

Officer elections will be conducted at the Spring meeting of even-numbered years. The two-year term of office for the four elected officers shall start at the beginning of KACTE's fiscal year immediately following the elections.

Section 3 - Duties

- A. The President shall preside at Executive Committee meetings, regular meetings, and specially called meetings and shall serve as a member of the Executive Committee. The President will be responsible for the development of policy and shall oversee the development of the operational budget and meeting programs. During the two years following a term as President, the past president shall continue to serve as a member of the Executive Committee. The President shall appoint by the fall meeting of odd-numbered years a Nominating and Elections Committee whose responsibilities are set forth in Article VII. Other committees may be appointed as needed by the President.

- B. The President-Elect shall serve as program chair for meetings. As the program chair, the President-Elect will plan the programming for the Fall and Spring meetings. These plans are subject to approval by the Executive Committee. The President-Elect will succeed to the Presidency if for any reason the President cannot fulfill these duties. The President-Elect shall preside at meetings of the Association in the absence of the President and will serve as a member of the Executive Committee. The President-Elect will succeed to the office of President following the expiration of the President's term.
- C. The Secretary shall record minutes of all meetings including Executive Committee meetings, prepare all official correspondence to the Association, and write and send the Association's Annual Report to AACTE and KACTE membership. The secretary will declare a quorum for voting purposes at Association meetings and for electronic votes. The secretary will serve as a member of the Executive Committee.
- D. The Treasurer shall supervise all monies paid into and out of the general fund, including the collection of dues. The Treasurer will send dues invoices to member institutions within the first quarter of each fiscal year. The Treasurer will prepare a financial report for presentation at the Fall and Spring meetings. The Treasurer will provide the leadership in crafting the Association's annual budget, which the Treasurer will present at the Spring meeting prior to the budget's fiscal year for approval by the Voting Membership. The Treasurer will advise the Executive Committee on the budget's status and KACTE's financial status during the fiscal year. The Treasurer will serve as a member of the Executive Committee.

Article VI - Executive Committee

Section 1 - Membership

The Executive Committee shall consist of eight members, five of whom vote. The voting members include the President, President-Elect, Secretary, Treasurer, and one Institutional Representative elected by the membership from those institutions not represented by the officers. The three ex-officio, non-voting members are the Immediate Past President; the AACTE Liaison Representative, who must be a member of AACTE; and the KACTE webmaster.

Section 2 - How Elected or Appointed

The Nominating and Elections Committee shall give consideration to representatives from all geographical areas and from all types of institutions in developing a slate of candidates for President-Elect, Secretary, Treasurer, and one Institutional Representative. The Committee should strive to submit two names for each vacancy, and no more than one Institutional Representative from a given institution may be elected to the Executive Committee. The Nominating and Elections Committee will conduct elections at the Spring meeting in even-numbered years. Nominations from the floor will be accepted.

The AACTE Liaison Representative, who must be a member of AACTE, and the KACTE webmaster are appointed by the Executive Committee by the spring meeting of even-numbered years for a

two-year term that runs concurrently with the terms of the elected members. Members filling these two positions can be reappointed by the Executive Committee.

Section 3 - Term of Office

Executive Committee members shall serve for two-year terms with the term of office beginning on July 1 of even-numbered years.

Section 4 - Powers and Duties

The Executive Committee shall develop and implement policies for the organization and develop plans for the organization's meetings. The Committee shall be responsible for verification and eligibility of membership and shall maintain a list of all members and current institutional representatives.

The Executive Committee shall appoint two Institutional Representatives who represent the geographic and institutional diversity of the Association and are not part of the Executive Committee to serve as the annual Audit Committee responsible for auditing accounts for the fiscal year.

Section 5 – Meetings

The Executive Committee shall hold one regular meeting each year and special meetings each year on dates as established by the Committee.

Article VII - Meetings

The Association shall hold a Fall meeting and a Spring meeting each year. A business meeting will be part of the program for each meeting. Other meetings on such days and at such places may be determined by the Executive Committee.

Article VIII - Finances

Section 1 - Fiscal Year

The fiscal year of the Association shall be July 1 through June 30.

Section 2 - General Fund

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

Section 3 – Membership Dues

Annual institutional membership dues are determined by multiplying the number of KACTE Institutional Representatives for which an institution is eligible for by a set fee. The set fee is \$20.00

per institutional representative.

The KACTE Treasurer will send dues invoices to member institutions in the first quarter of the fiscal year. Membership dues are to be paid by the Fall meeting.

A change in the set fee is an amendment to the Constitution and will follow the procedure as described in Article IX.

Section 4 - Budget

An Annual budget must be approved by the Executive Committee and presented to the membership by the Treasurer at the Spring meeting for the membership's approval.

Section 5 - 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.

Section 6 - Financial Reports

The Treasurer will report on the Association's finances at each meeting. The Treasurer will prepare an Annual Report of the General Fund within one month after the end of the fiscal year, including income and expenditures for the fiscal year, and send this report to the membership as soon after the end of the fiscal year as possible.

Section 7 - Tax Exempt Status

Kansas Association of Colleges for Teacher Education is organized exclusively for educational purposes as defined in the Internal Revenue Code. Notwithstanding any other provisions of the code, Kansas Association of Colleges for Teacher Education shall not carry on any other articles not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or the corresponding provisions of any future federal tax code.

Article IX - Amendments

A proposed amendment shall be electronically forwarded to all Institutional Representatives not fewer than 10 days prior to the Fall or Spring meeting, where it shall be placed on the business meeting's agenda.

A copy of each amendment shall be submitted to the institutional representatives for approval by email ballot within 30 days of the close of the meeting. An amendment shall be considered ratified when approved by a two-thirds majority vote of the institutional representatives.

Amendments to the constitution will become effective at the start of the next fiscal year upon the

acceptance and approval by the KACTE Institutional Representatives and, if necessary, AACTE Board of Directors.

Article X - Rules of Order

The rules of parliamentary procedures contained in *Roberts' Rules of Order* shall govern the deliberations of the Association, subject to such special rules as agreed upon by the membership.

Accepted October 24, 1980

Amended April 26, 1985

Amended April 16, 1988

Amended March 16, 2012

Amended August 11, 2016