

Constitution

&

By-laws

Association of Teacher Educators

Indiana Unit
(ATE-I)
Revised October 2015

Mission Statement

ATE-I is an organization which fosters the professional and personal growth and development of individuals who will be or are teachers. The Association promotes participation and cooperation among all who are involved in the preparation and professional development of teachers.

ATE-I supports the belief that the quality of education for all children and youth depends upon the effectiveness of those who teach.

ATE-I is dedicated to the improvement of teacher education through the cooperative efforts of interested individuals, organizations, and institutions.

Membership is comprised of professional personnel who are involved in public and private schools, higher education, professional associations, learned societies and governmental agencies.

Constitution Article I – Name

The name of this organization shall be Association of Teacher Educators - Indiana Unit (ATE-I), heretofore referred to as the Association– a nonprofit organization – a state unit of the national organization, Association of Teacher Educators.

Constitution Article II – Purpose

Section A. To provide opportunity for individual professional growth for all persons concerned with teacher education in Indiana through:

1. Participation in meetings and activities of the Association
2. Leadership opportunities
3. Preparation of publications and other media
4. Access to publications and other media
5. Personal association with other teacher educators
6. Development of personal and professional ethical standards

Section B. To promote quality programs for teacher education in Indiana as an Association by:

1. Preparing and disseminating ideas, practices, and programs
2. Encouraging, initiating and engaging in program development and research
3. Providing leadership at the state level by such means as:
 - a. Issuing position papers
 - b. Developing guidelines for excellence in professional preparation
 - c. Helping initiate, frame and promote state legislation, rules and regulations
4. Cooperating with other educational agencies, organizations, and institutions
5. Serving as a coordinating vehicle through which related teacher education organizations may:
 - a. Engage in productive dialogue
 - b. Cooperate in services -- publications, administrative and research
 - c. Engage in collective action

Constitution Article III – Membership

Section A: Classes

Membership shall be of four classes: regular, student, emeritus, and contributing.

Section B: Regular Membership

All persons either engaged or interested in teacher education in the State of Indiana may become regular members by paying the stipulated annual dues and shall be entitled to all privileges of the Association except as noted in the following paragraphs.

Membership in the National Association of Teacher Educators is strongly urged of all members, required of all state officers, but shall not be a requirement for either regular, student, emeritus or contributing membership.

Section C: Student Membership

Any student, graduate or undergraduate, engaged in a teacher preparation program in the state of Indiana may become a student member by paying the stipulated annual dues. Said membership entitles the student to all the publications and information services of the Association.

Student membership does not include the right to hold office, to vote or assume any other privileges or obligations of membership other than those stipulated in the first paragraph of this section.

Section D: Emeritus Membership

All persons either engaged or interested in teacher education in the state of Indiana and retired from their last positions may become emeritus members by paying the stipulated annual dues and shall be entitled to all privileges of the Association accorded to regular membership.

Section E: Contributing Membership

Any regular, student or emeritus member may become a contributing member by adding a minimum stipulated amount to the annual dues. This contributing membership carries all the privileges of regular membership and allows individuals the choice of giving additional voluntary support to the Association.

Section F: Non-Discrimination Policy

No request for membership may be denied on the basis of race, ethnicity, gender, creed, national origin, age or disability.

Constitution Article IV – Officers

Section A: Officers

The officers shall be a President, Immediate Past President, Vice-President, an appointed Executive Director, an appointed Membership-Development Committee Chairperson, an appointed Publications-Research Committee Chairperson, an appointed Fall Conference Planning Committee Chairperson, an appointed Finance Committee Chairperson, an appointed representative to the Editorial Board of The Teacher Educator and the appointed editor(s) of the newsletter.

Section B: Qualifications

Any active member who holds a Regular membership at the time of nomination may be nominated for the offices of President and Vice-President.

All elected and appointed officers of the Association shall be required to be members of the National Association of Teacher Educators.

The newly elected President will automatically accede to the office of President at the close of the annual State meeting of the Association in odd numbered years.

Section C: Election

A slate for the office of President and Vice-President shall be prepared by the Nominations Committee and presented to the regular membership every year by either paper or electronic ballot. The candidate receiving the highest number of votes for each office cast shall be declared the winner.

Section D: Appointed Officers

The Executive Director, The Teacher Educator Editorial Board Member, the Membership-Development Committee Chairperson, the Publications-Research Committee Chairperson, the Fall Conference Planning Committee Chairperson, the Finance Committee Chairperson and the Newsletter Editor(s) shall be nominated by the elected officers and approved by the Executive Board. They shall be ex-officio voting members of the Executive Board and responsible to it.

Section E: Tenure

The tenure of each elected officer shall be one year.

The term of office of each appointed officer shall be three years unless otherwise stipulated by the Executive Board.

Should the Executive Board determine that the President is, through sickness, death, or for any other reason, unable to fulfill the responsibilities of the office as stated in the constitution, he/she shall be replaced by the Vice-President.

In case an elected or appointed office should become vacant, the position shall be filled by decision of the Executive Board until the next regular election or appointment cycle. All offices shall be assumed at the close of the annual state meeting of the Association or not later than November 1.

Constitution Article V – Executive Board**Section A: Membership**

The Executive Board shall consist of the elected and appointed officers, a representative from the Council of Past-Presidents, the delegates to the Delegate Assembly of the National Association of Teacher Educators and any Indiana member elected to a national office.

Section B: Qualifications

Any active member holding a Regular membership may be nominated for election or appointment to the Executive Board.

Delegates to the National Delegate Assembly must have served or be presently serving the Association in some leadership capacity, and in addition, must be members of the National Association at the time of their election and during their term in the Delegate Assembly.

Section C: Representation

One-half of the allowed number of delegates to the National Delegate Assembly must be employed in public or private schools at the time of initial election. The other half must be employed in a college, university, or other educational agency at the time of initial election.

Section D: Election

A slate for the position of national delegates shall be prepared by the Nominations Committee with the terms of each office designated. The Executive Board shall have the right to add not more than one additional name for each position. The candidate for each position receiving the highest number of votes cast by the Regular membership via paper or electronic ballot shall be declared the winner.

The candidate for each position receiving the second highest number of votes shall be declared the Alternate.

Section E: Tenure

The tenure of each national delegate shall be three years.

No national delegate may serve more than two consecutive full terms.

Constitution Article VI – Meetings

Section A: Annual Meetings

There shall be at least one regular meeting of the Association annually, to be designated as the state meeting, to be held in the fall of the year at which meeting the business of the Association shall be conducted.

Section B: Other Business Meetings

The Executive Board shall be the ad interim council for the Association with power to represent and act for the Association between meetings of that body.

A business meeting of the Association may be called by majority vote of the Executive Board or by presidential decision in case of grave need.

Constitution Article VII – Committees

Section A: Standing Committees

The Membership-Development Committee, the Publications-Research Committee, the Fall Conference Planning Committee and the Finance Committee shall serve as the four Standing Committees of the Association.

Section B: Ad Hoc Committees

Ad hoc committees shall be established and dissolved upon recommendation by the President and with the approval of the Executive Board.

Constitution Article VIII – State Council of Past-Presidents

There shall be a state Council of Past-Presidents composed of all Past-Presidents of ATE-I. The immediate Past President shall be the representative to the Executive Board for the Council of Past Presidents.

Constitution Article IX – Amendments

Amendments to this constitution may be proposed by regular members in good standing. Such proposed amendments shall become a part of the constitution when they have been (1) approved by a majority of the voting members of the Executive Board, and (2) approved by two-thirds of the eligible voting Regular membership voting with a paper or electronic ballot on the amendments, or during any regular business meeting of the Association.

Constitution Article X – Assets on Liquidation

No part of the net income, revenue, and grants of the Association shall inure to the benefit of any member, officer, or any private individual (except that reasonable compensation may be paid for services rendered in connection with one or more of its purposes), and no member, officer or any private individual shall be entitled to share in the distribution of any part of the assets of the Association, on its dissolution or liquidation. In the event of such dissolution or liquidation, the assets of the Association, after payment of debts and obligations, shall be transferred to an organization with federal tax exemption for charitable and educational uses and purposes similar to those of this Association, which exempt organization shall be designated by the final Executive Board of the Association.

Constitution Article XI – Non-Profit Status

The Indiana Unit of the Association of Teacher Educators is an educational organization formed exclusively for the developing ways and means of improving teacher education in Indiana through conferences, workshops, research, seminars, and publications; and its educational purposes lie within the meaning of section 501 (c) (3) of the Internal Revenue Code.

**By-laws of
Association of Teacher Educators – Indiana**

By-laws Article 1 – Dues and Fees

Section A: Dues

The annual membership dues for all classes of membership shall be determined by the Executive Board.

Section B: Operation Fees

All persons attending conferences, clinics, workshops, and other meetings may be charged registration fees. These fees shall be recommended by the director of the conference, clinic, workshop or meeting and approved by the Executive Board.

By-laws Article II – Duties of Officers

Section A: Duties of Officers, Representatives, and Delegates

The duties of officers, representatives, and delegates shall be as such as their titles imply and as the by-laws state.

All elected officers and the Immediate Past-President shall serve as voting members of the Executive Board.

All appointed officers shall serve as ex-officio members of the Executive Board. They shall serve as voting members of the Executive Board except they shall not have a vote in any deliberations concerning their nomination, election or removal from office.

The representative to the editorial board of The Teacher Educator shall serve as voting member of the Executive Board.

All Standing Committee Chairs shall serve as voting members of the State Executive Board and assume all other duties as their title implies and as the by-laws state.

The immediate Past-President shall represent the Council of Past-Presidents and shall be a voting member of the Executive Board. All Past-Presidents shall be members of the State Council and are welcome to attend all meetings of the Executive Board.

The National Delegates shall serve as voting members of the Executive Board. Each delegate will serve on at least one Standing Committee.

Any Indiana member elected to a national office shall serve as a full voting member of the Executive Board.

Any member of the Executive Board absent without excuse from three consecutive meetings shall be deemed to have automatically resigned from office.

Section B: Duties of the President

1. Shall serve as chairperson of the Executive Board
2. Shall determine the number and kind of ad hoc committees subject to the approval of the Executive Board
3. Shall appoint the chairperson and members of all standing committees and ad hoc committees subject to the approval of the Executive Board
4. Shall be an ex-officio (non-voting) member of all committees, and shall not serve on the Nominations Committee (an ad hoc committee)
5. Shall serve as the chairperson of the annual business meeting
6. Shall represent the Association unit at the national conference and shall plan appropriate unit activities for the national conference
7. Shall submit an annual report to the Executive Board at the annual business meeting
8. Shall act for the Association between meetings of the Association
9. Shall represent the Association in relationships with other professional organizations and agencies
10. Shall be a member of the ATE Midwest Conference Planning Committee

Section C: Duties of the Immediate Past-President

1. Shall assume responsibilities as designated by the President
2. Shall serve as the Acting President of the Association in the temporary absence of the President and Vice-President
3. Shall be a member of the ATE Midwest Planning Committee

4. Shall be a member of the Fall Conference Planning Committee
5. Shall be an ex-officio (non-voting) member of the Publications-Research Committee
6. Shall be the chair of the Council of Past Presidents
7. Shall submit an annual report to the Executive Board
8. Shall be a member of the Executive Board

Section D: Duties of the Vice-President

1. Shall assume responsibilities as designated by the President
2. Shall serve as the Acting President of the Association in the temporary absence of the President, or may be appointed by the Executive Board to serve as President if the President is unable to fulfill the responsibilities of the office
3. Shall be an ex-officio (non-voting) member of the Finance Committee
4. Shall be an ex-officio (non-voting) member of the Membership-Development Committee
5. Shall coordinate communications and liaison with other political and professional organizations in collaboration with the President
6. Shall submit an annual report to the Executive Board
7. Shall be a member of the Executive Board

Section E: Duties of the Executive Director

1. Shall be a member of the Executive Board
2. Shall submit an annual report to the Executive Board at the annual meeting
3. Shall serve as the Treasurer of the Association
4. Shall be responsible for having the accounts of the Association reviewed prior to the annual business meeting
5. Shall be responsible for the maintenance of all financial records, and papers and reports submitted to the Association
6. Shall be responsible for the execution of the Association policy

7. Shall facilitate communication between individual members of the Association and others who may inquire
8. Shall coordinate the planning of the meetings of the Association
9. Shall file with the Executive Director of the National Association of Teacher Educators an annual report of the official actions and other such information as may be requested
10. Shall be responsible for the direction of the office and the activities of all Association employees relative to their Association assignments
11. Shall be responsible for all other such duties as may be assigned by the Executive Board
12. Shall be an ex-officio (non-voting) member of all standing committees

Section F: Duties of the Representative to editorial board of The Teacher

Educator

1. Shall represent the Association on the editorial board of The Teacher Educator
2. Shall submit an annual report to the Executive Board
3. Shall be a member of the Publications-Research Committee
4. Shall be a member of the Executive Board

Section G: Duties of the Chairperson of the Membership-Development

Committee

1. Shall promote membership in the Association
2. Shall design a development plan for the Association
3. Shall conduct at least two meetings of the Membership-Development Committee each year
4. Shall work with the Executive Director in membership and development activities
5. Shall submit an annual report to the Executive Board
6. Shall be a member of the Executive Board
7. Shall report to the membership at the annual meeting

Section H: Duties of the Chairperson of the Publications-Research Committee

1. Shall be responsible for the preparation and dissemination of all publications
2. Shall work with the Executive Director to disseminate publications and promote research by members of the Association
3. Shall recommend a newsletter editor to the Executive Board
4. Shall conduct at least two meetings of the Publications-Research Committee each year
5. Shall submit an annual report to the Executive Board and Membership
6. Shall be a member of the Executive Board

Section I: Duties of the Chairperson of the Fall Conference Planning Committee

1. Shall be responsible for the coordination of planning of the annual Fall Conference sponsored by the Association
2. Shall work with the Executive Director in the planning of the annual Fall Conference
3. Shall report to the Executive Board regularly
4. Shall be an Ex-Officio non-voting member of the Executive Board

Section J: Duties of the Chairperson of the Finance Committee

1. Shall work with the Executive Director in planning the finances of the Association
2. Shall prepare a budget for presentation to the Executive Board at least one month prior to the beginning of the fiscal year
3. Shall conduct a review of the financial records of the Association at the end of the fiscal year
4. Shall submit an annual report to the Executive Board
5. Shall be a member of the Executive Board
6. Shall report to the Membership at the annual meeting

**Section K: Duties of the Chairperson of the Council of Past-Presidents
(Immediate Past-President)**

1. Shall be responsible for the installation of the President at the annual meeting
2. Shall serve as liaison with political, governmental and professional organizations
3. Shall develop position papers for consideration of the Executive Board
4. Shall promote the well-being of ATE-I by making appropriate recommendations to the Executive Board
5. Shall submit an annual report to the Executive Board
6. Shall be responsible to the Executive Board

Section L: Duties of Editor(s) of the Newsletter

1. Shall be responsible for gathering and editing information to be placed in ATE-I's newsletter
2. Shall be a member of the Publications-Research Committee
3. Shall submit an annual report to the Executive Board
4. Shall be a member of the Executive Board

Section M: Duties of the Webmaster

1. Shall be responsible for gathering, posting and monitoring information placed on the ATE-I website
2. Shall make recommendations for improving the ATE-I website to the Executive Board
3. Shall be an ex-officio (non-voting) member of the Executive Board
4. Shall submit an annual report to the Executive Board

By-laws Article III – Executive Board General Responsibilities

1. Shall be the policy making body of the Association
2. Shall locate, screen, and appoint an Executive Director when a vacancy in that office occurs
3. Shall set the term of office and approve the conditions of employment of the Executive Director and other appointed officers
4. Shall approve presidential recommendations of standing committees and ad hoc committees
5. Shall approve presidential recommendation of chairperson and membership of standing committees and ad hoc committees
6. Shall determine the nature of campus and local representatives
7. Shall be empowered to fill vacancies in national delegate representation
8. Shall locate, screen, and appoint all persons for appointive office when a vacancy in an office occurs
9. Shall receive and approve the annual financial review of the Association's accounts as prepared by the Finance Committee
10. Shall receive reports from each standing committee chairperson
11. Shall be responsible for all Association publicity and public position statements
12. Shall be certain the Executive Board is represented on each standing committee
13. Shall take any action deemed necessary for the success and continuation of the mission of the Association

By-laws Article IV – Standing Committees and Ad Hoc Committees

The Standing Committees of the Associations shall be the Membership-Development Committee, Publications-Research Committee, Fall Conference Planning Committee and the Finance Committee (See attachment).

The President, with the approval of the Executive Board, may establish and dissolve ad hoc committees as deemed necessary.

The size of each committee, standing and ad hoc, shall be determined by agreement among the President, the chairperson of the committee and the Executive Director.

By-laws Article V – Local or Campus Units

A local or campus unit may be authorized by the Executive Board provided that the application for the establishment of the unit shows that:

- A. At least twenty persons who hold regular membership in the Association desire the proposed local or campus unit. Student memberships may not be counted as part of the twenty. Membership in the National Association of Teacher Educators is not required, but strongly recommended.
- B. The proposed unit structure provides for membership and full participation without regard for race, ethnicity, gender, creed, national origin, age or disability.
- C. A constitution has been adopted by vote of at least two-thirds of the membership of the proposed unit and is approved by the Executive Board of the Association.
- D. Officers will be elected; at least one local or campus unit meeting held each year; a variety of activities and services benefiting the members and the profession will be planned; and a report of such meetings, activities, services, and a copy of all unit publications will be sent to the Association Executive Director.
- E. Each local or campus unit must present an annual report to the Executive Board at the fall meeting.
- F. A local or campus unit shall automatically be dissolved if it has not been functional for three continuous years. Any and all assets become part of the general fund of the Association.

All local and campus units shall have complete autonomy in all matters that do not conflict with the constitution and by-laws of the Association.

By-laws Article VI – Affiliation

As a state unit of the Association of Teacher Educators, the Association will be subject to the regulations of the national association, promote and urge membership in it.

Educational organizations may affiliate with the Association and participate in the activities of the Association. Such affiliation shall require approval by the Executive Board.

The Association shall participate in the activities of such educational organizations as approved by the Executive Board.

By-laws Article VII – Fiscal Year

The fiscal year shall extend from July 1 through June 30.

By-laws Article VIII – Membership Year

The period of membership shall be on a calendar year basis from the Fall Conference, except that summer memberships are given to the next year's Fall Conference.

By-laws Article IX – Quorum

A quorum for the Executive Board shall consist of the president plus three voting members of the Executive Board.

A quorum for the annual business meeting of the Association shall consist of those eligible voting members present.

Membership shall be notified at least two weeks in advance of the annual business meeting by either paper or electronic medium.

By-laws Article X – Amendments

These by-laws may be amended, provided that two weeks advance notice of the proposed voting has been given to the eligible membership, by majority approval of the eligible voting members in attendance at the annual business meeting.

By-laws Article XI – Rules of the Meetings

All business meetings shall be conducted according to the latest edition of Robert's Rules of Parliamentary Procedure provided that such rules do not conflict with any provision of constitution or by-laws.

STANDING COMMITTEES

MEMBERSHIP - DEVELOPMENT COMMITTEE

Composition:

Chair appointed by Executive Board upon recommendations of President

Ex-officio Members: President, Vice-President, Executive Director, One Delegate

Other Members: three to five ATE-I members at large, one who serves as recorder

Total of seven to nine members

Responsibilities:

Promotes membership in ATE-I

Facilitates the creation of a development plan for the Association

Takes the lead in implementing the plan

Reviews and revises the plan annually

Develops Awards guidelines/Makes recommendation on Awards

Submits an annual report to the Executive Board

Submits input on committee business to the Executive Board

Reports to the membership annually

PUBLICATIONS – RESEARCH COMMITTEE

Composition:

Chair appointed by the Executive Board upon the recommendation of the President

Ex-officio Members include: The Representative to the Teacher Educator, President, Executive Director and one Delegate

Other Members: three to five members from ATE-I at large, one who serves as recorder

Responsibilities:

Recommends an editor for the newsletter and assists in preparing the newsletter

Promotes all research, publications, publicity, sponsored grant activities, prepares news releases, position papers, conference proceedings, conference promotions and any publications of the Association

Submits an annual report to the Executive Board

Submits input on committee business to the Executive Board

Reports to the membership annually

FALL CONFERENCE PLANNING COMMITTEE

Composition:

Chair appointed by Executive Board upon the recommendation of the President

Ex-officio: Past-President, President, Executive Director, one Delegate, the Steering Committee Chair for the annual Fall Conference

Other Members: three to six members of ATE-I, one who serves as recorder

Responsibilities:

Coordinates the planning for the annual Fall Conference

Calls initial meeting of each conference planning committee, monitors progress and facilitates plans

Recommends other members for the Fall Conference Planning Committee

Meets as frequently as necessary

Reports to the Executive Board regularly

FINANCE COMMITTEE

Committee Composition:

Chair appointed by Executive Board upon the recommendation of President

Ex-officio Members: President, Vice-President, Executive Director, one Delegate

Other members: one or two other ATE-I members-at-large

Responsibilities:

Prepares a budget and presents it to the Executive Board at least thirty days prior to the end of the fiscal year

Collaborates with the Executive Director for the budget and annual financial report

Reviews the financial practices of the treasurer and verifies all accounts