

Bylaws

The Washington Association of Colleges for Teacher Education (WACTE) -- an Affiliate of the American Association of Colleges for Teacher Education (AACTE)

AACTE and WACTE collaborate to strengthen their advocacy efforts, share experience and expertise, and expand their members' professional development opportunities. To this end, our Chapter's relationship with AACTE is a voluntary affiliation that allows us to advance our members' interests.

Article I: Membership

A. Comprehensive Members: Eligibility

All regionally accredited four-year colleges and universities that are regular members of AACTE and in the State of Washington engaged in the preparation of professional school personnel, including paraprofessionals who have contact with children in the teaching-learning process, and that have certification programs for educators approved by the Washington Professional Educator Standards Board (PESB) under the Revised Code of Washington (RCW) 28A.410 shall be eligible for comprehensive membership.

B. State Members: Eligibility

All other regionally accredited two- or four-year colleges and universities which are non-AACTE member institutions and have certification programs for educators approved by the Washington State PESB under RCW 28A.410 shall be eligible for state membership.

C. Affiliate Members: Eligibility

Organizations, state education associations, regional education laboratories, or other educational associations as identified by the Executive Board that indicate teacher education as one of the primary purposes of the institution or organization and that have certification programs for educators approved by the Washington State PESB under RCW 28A.410 shall be eligible for affiliate membership.

D. Membership Process

Charter members were received until the time the application was made to the AACTE Board of Directors for affiliation (July 1, 1977).

Additional membership beyond initial Charter members: Institutions and organizations interested in membership shall submit an application to the WACTE Executive Board at least two months before the next meeting. Majority vote of member institutional representatives present at the meeting is required for acceptance.

E. Selection of Representatives

Member institutions are responsible for the selection of one institutional representative per institution/organization in WACTE. This individual shall be either the Dean or Director of Education or his/her designee. Other representatives are invited to attend at the discretion of the Dean or Director of Education.

F. Membership Year

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

G. Dues

The dues shall be established by majority vote of the Comprehensive, State, and Affiliate membership.

Article II: Voting Rights of Members

- A. Comprehensive Members: Comprehensive members shall have full voting privileges on all matters.
- B. State Members: State members shall have full voting privileges on all except matters except those pertaining to AACTE.
- C. Affiliate Members: Affiliate members shall have advisory voting privileges on all except AACTE matters.
- D. Comprehensive and State members shall have one vote per institution on all matters that come before WACTE.

Article III: Officers

Section 1: Elective Officers

There shall be eight elective officers (selected from comprehensive and state members): President, First President-Elect, Second President-Elect, Past President, Secretary, Treasurer, Member-at-Large, Research Specialist, plus such other officers (selected from comprehensive, state, and affiliate members) as may be deemed necessary by the officers and members of WACTE.

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

Section 2: Officers' Terms of Office

Officers shall be elected at the spring meeting; terms shall begin at the conclusion of the spring meeting. Officers serving one year terms: President, First President-Elect, Second President-Elect, Past President. Officers serving for two year terms elected in even numbered years: Treasurer, Member-at-Large. Officers serving for two year terms elected in odd numbered years: Secretary, Research Specialist.

Section 3: Duties

- a. The President shall preside at Executive Board Meetings, and all regular and special meetings of WACTE. The President shall submit a budget at the fall meeting of WACTE. 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 shall annually appoint a Nominating and Elections Committee of members whose responsibility is to prepare a slate of candidates for all vacant elective offices. Other committees may be appointed by the President as needed. The President shall serve as a member of the Executive Board.
- b. The First 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 First President-Elect shall assist in the planning of all regular meetings of WACTE and shall serve as a member of the Executive Board.
- c. The Second President-Elect shall assist the President and shall succeed to the First President-Elect if for any reason the First President-Elect cannot fulfill the duties of that office or the First President-Elect assumes the Presidency. The Second President-Elect shall serve as a member of the Executive Board.
- d. The Past President shall assist the President and serve as the Chair of the Nominating Committee. The Past President shall serve as a member of the Executive Board.
- e. The Secretary shall be responsible for recording and distributing minutes of all meetings. The Secretary or designee shall keep all official written and electronic records of WACTE. The Secretary shall track and report

resolutions of WACTE and assist with the preparation of publications. The Secretary shall serve as a member of the Executive Board.

f. The Treasurer shall be responsible to maintain active communication with the Executive Director on all financial matters, maintain an open communication with/liason between the Executive Director and the Executive Board regarding the financial health of the association, and present a written financial statement at each regular meeting of the WACTE. The Treasurer will, annually, assemble a committee that would perform an in-house review of the books. The review committee would include: the Treasurer, the Executive Director, the President, and one WACTE team member at large (preferably with business/accounting experience). Upon conclusion of the yearly review, the Treasurer will share findings and recommendations with the Executive Board. The Treasurer or designee shall assist with the planning of all regular meetings of the WACTE. The Treasurer shall serve as a member of the Executive Board.

g. The Member-at-Large shall assist the President and WACTE as needed. The Member-at-Large shall serve as a member of the Executive Board.

h. The Research Specialist shall apprise the President, the Executive Board, and WACTE of matters regarding educational research and shall serve as a member of the Executive Board.

i. The representative to the AACTE Advisory Council of State Representatives, elected only if the President represents a non-AACTE member institution, shall represent WACTE on that Council and shall serve as a member of the WACTE Executive Board.

Article IV: Executive Board

Section 1: Composition

The Executive Board shall include at least eight voting members: the President, First President-Elect, Second President-Elect, Secretary, Treasurer, Past President, Member-at-Large, Research Specialist, and representative to the AACTE Advisory Council of State Representatives (if the President represents a non-AACTE member institution). The Executive Board shall consist of non-voting members as appointed by the Executive Board: Lobbyist, Executive Assistant, PESB representative, and such other members as deemed necessary.

Section 2: Term of Office

Officers shall be elected at the spring meeting; terms shall begin at the conclusion of the spring meeting. Officers serving for one year terms: President, First President-Elect, Second President-Elect, Past President. Officers serving for two year terms elected in even numbered years: Treasurer, Member-at-Large. Officers serving for two year terms elected in odd numbered years: Secretary, Research Specialist.

Section 3: Power and Duties

The Executive Board shall carry on the business of WACTE between meetings and shall develop and recommend policy. The Executive Board shall be responsible for the verification of eligibility for membership and shall maintain a list of all members and current institutional representatives. The Executive Board may appoint a Lobbyist, an Executive Assistant and such other staff as may be necessary to carry out the business of the WACTE.

The Executive Board shall be responsible for auditing all accounts for the year.

Section 4: Meetings of the Executive Board

The Executive Board shall hold at least two regular meetings each year and special meetings as necessary on dates established by the Executive Board.

Article V: Meetings

There shall be at least two regular meetings per year of the WACTE at a time and place to be determined by the Executive Board.

Article VI: Finances

Section 1: Fiscal Year

The fiscal year of the WACTE shall be from January 1 through December 31.

Section 2: General Fund

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

Section 3: Budget

An annual budget shall be developed by the President and Treasurer and approved by the Executive Board.

Section 4: Disbursement of Funds

All monies paid to the General Fund of WACTE shall be supervised by the Treasurer. Monies shall be disbursed according to the approved annual budget. All non-budgeted expenditures exceeding \$1,000.00 must be approved by the Executive Board.

Section 5: Financial Reports

An annual report of the General Fund, including income and expenditures for the fiscal year, shall be prepared by the Treasurer for presentation at the fall meeting and submission as part of the Annual State Activity Report to the AACTE.

Article VII: ~~Ad Hoc~~ Committees

Section 1: Committees

~~Ad hoc~~ Committees shall be formed or disbanded by the President, in consultation with the Executive Board, as needed.

Section 2: Chairs or Co-Chairs

The chair or co-chairs of each ~~Ad Hoc~~ Committee shall be appointed by the President, in consultation with the Executive Board, as needed. The same person shall not simultaneously chair more than one committee.

Section 3: Types of Committees

Special (Ad Hoc) committees are formed for a certain, temporary purpose

Standing committees are formed for ongoing purposes

There shall be six Standing Committees: Lead Administrators Committee, Associate Deans Committee, Certification Officers Committee, Field Directors Committee, Data Administrators Committee, and Social Justice Committee.

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Section 4: Responsibilities of Committee Chairs or Co-Chairs

The chair or co-chairs of each Committee shall provide a written update report of Committee work to the President on a regular basis.

Article VIII: Representatives

WACTE Representatives to external committees/workgroups are appointed by the President, in consultation with the Executive Board, as needed.

Representatives shall represent WACTE policies and interests to the external committee/workgroup.

Representatives shall provide a written update report of the external committee/workgroup work to the President on a regular basis.

Article ~~IX~~VIII: Bylaw Adoption or Amendment

Bylaws may be adopted or amended by the Executive Board subject to a majority vote of institutional representatives from the membership at a regular or special meeting and approval of the AACTE Board of Directors.

Original Bylaws were adopted July 1, 1977 through majority action of the Charter members.

Bylaws Amended 2/1/85; 4/20/95; 10/17/96; 1/16/04; 10/26/06; 10/27/16; 1/23/18; 10/23/19; 4/22/20; 2/11/22

Addendum: Policies Adopted

Grants, Contracts, and Subcontracts: An indirect rate of no more than 10% may be charged to any grant, contract, or subcontract made by WACTE to any institution (WACTE Executive Board, 7-23-2010).