



# Association of Teacher Educators in Virginia

## CONSTITUTION

### *Article I*

#### Name

Section 1. The name of this organization shall be the Association of Teacher Educators in Virginia, a non-profit organization in teacher education.

Section 2. This organization shall serve as a division of the National Association of Teacher Educators. Membership is open to all professionals involved in education regardless of race, sex, religion, or national origin.

*Section 3.* The Association of Teacher Educators in Virginia is an inclusive organization that seeks to invite the involvement of multiple constituencies interested in promoting: (1) the professional development of pre-service and inservice teachers, and (2) school/university partnerships that enhance PreK-12 student learning and well-being: education and arts and sciences faculty and administrators in community colleges and colleges and universities; PreK-12 school-based clinical faculty and administrators; legislators and members of state departments; and teacher education candidates.

## *Article II*

### **Purposes**

The goals of the Association of Teacher Educators in Virginia are as follows: ATE-VA will adopt and implement an organizational agenda that will:

GOAL 1: Promote quality professional development for preservice teachers, inservice teachers, and teacher educators, with the learning and well-being of children, adolescents, and young adults at the center of those efforts.

- Advocate for multiple, high-quality, research-based approaches to the admission, credentialing, induction, and retention processes that ensure equity and access for all prospective teachers

GOAL 2: Provide a forum for dialogue and collaboration among several constituencies (state agencies, professional organizations, legislators, PK-12 schools, and 2- and 4- year institutions) on providing quality programs for teacher preparation and career-long development, and ensuring the health and well-being of students and schools.

GOAL 3: Contribute to the knowledge base and growth of the profession.

- Provide professional development and leadership opportunities for its members
- Prepare and disseminate ideas, innovation, and best practices that foster quality preparation and career-long professional development for teachers;
- Provide analyses of issues and practices related to the quality preparation and career-long development of teachers;

## *Article III*

### **Membership**

Section 1. Membership in the state Association shall be open to individuals who are concerned with promoting quality teacher preparation programs, continuing teacher development, and the learning and well-being of PreK-12 students. This includes education and arts and sciences faculty and administrators in community colleges and colleges and universities; PreK-12 school-based clinical faculty and administrators; legislators and members of state departments; and teacher education candidates.

Section 2. A regular member of this Association is eligible to hold office, participate, and vote in all approved meetings of the Association. A regular member is defined as one who holds national as well as state membership in the Association.

Section 3. An active member of this Association is eligible to participate and vote in all approved meetings of this association. An active member is defined as holding membership only in the State Association.

## *Article IV*

### **Officers - Qualifications, Tenure, and Duty**

Section 1. Officers and Qualifications--The elected officers of the organization shall be members of both state and national organizations, and shall include: President, President-Elect, Immediate Past-President, Secretary, Treasurer, and Executive Director.

### Section 2. Duties of Officers

- A. The President shall preside over all meetings of the organization and of the Executive Committee; shall appoint, with the approval of the Executive Committee, members of the standing committees as is herein provided by resolution and the five regional coordinators; shall ensure that a report of the meetings, activities, services, and a copy of all unit publications will be sent yearly to the Executive Director; and shall perform all other duties incident to the office of President.
- B. The President-Elect, in the absence of the President, shall fulfill the duties and shall assume the responsibilities of the President; shall at all times serve as Chairman of the Membership Committee and forward all information to the Executive Director and shall perform such other duties as may be determined by the Executive Committee.
- C. The Past-President serves in an advisory capacity.
- D. The Secretary shall keep records of the proceedings of the organization and of the Executive Committee; shall be responsible for all incoming and outgoing correspondence.
- E. The Treasurer shall be in charge of the receipts of the organization and responsible for the disbursements approved by the organization and the President of the organization; shall keep a permanent record of all finances of the organization; and make an annual report.
- F. The President will appoint a committee to audit the Association's financial accounts at the end of each year.
- G. The Executive Director shall act as liaison to the national association, with the regional association, with state agencies and other state associations; notify the national office of the Association of Teacher Educators of the names of newly elected state officers, delegates and their alternates to the Delegate Assembly of the Association of Teacher Educators; prepare an annual report of all meetings and activities of the Association and send it along with a copy of all Association publications for the year to the Association of Teacher Educators; assist officers and delegates in maintaining activities on schedule for state,

regional, and national responsibilities; serve as an ex-officio member (without a vote) of the Executive Committee and other committees within the association; maintain records of membership, budgets, meetings and activities for historical documentation; assist in communication activities such as notification of meetings, production of the newsletter, etc.

#### Section 4. Election of Officers

- A. The schedule for electing officers shall be as follows:
1. Treasurer: the nomination and election process for Treasurer shall commence in the fall of odd years and be completed in time for the Spring meeting. The Treasurer will begin service July 1 of EVEN years (two year term).
  2. Secretary and President: the nomination and election process for Secretary and President shall commence in the fall of even years and be completed in time for the Spring meeting. The Secretary and President will begin service July 1 of ODD years (two year term).
  3. Higher Education Delegates, Public School Delegates, and Alternate Delegates: the nomination and election process for delegates shall commence in the fall of the last year of service of the current delegates (three year term).
  4. Executive Director: the nomination and election process for Executive Director shall commence in the fall of the last year of service of the current Executive Director (three year term).
- B. Officers may be elected by mailed or emailed ballot, with such ballots to be sent to the membership at least one month in advance of the Spring meeting. The ballots shall be collected through mail and email
- C. The Nominating Committee shall:
1. Prepare a mail ballot presenting the name or names of the candidates for each of the appropriate offices.
  2. Provide for the dissemination of such ballot to the membership at least one month in advance of the annual meeting and with a return deadline that assures the determination of future officers in advance of the annual meeting.
  3. Supervise the balloting, ruling on such matters as eligibility to vote, untimely ballots, and similar technical matters, acknowledge the winners by plurality in each of the positions to be filled--except in the case of a tie, wherein the Executive Committee shall cast a deciding ballot to designate the winner.

4. The Nominating Committee in making nominations will give consideration of factors so as to provide balance and variety in the experience and background of the slate of officers. The intent is to include a variety of types of members (e.g., cooperating teachers, supervisors, administrators, and college/university staff members) within the organization's leadership.

#### Section 5. Tenure

- A. Election of each office: President and President-Elect, shall be for a two-year term. Secretary and Treasurer shall be for a two-year term. The Secretary shall be elected on odd years, and the Treasurer on even years. The Executive Director shall be for a three-year term.
- B. The yearly affairs of the organization shall be turned over to the new officers no later than July 1.

### *Article V*

#### **Executive Committee**

Section 1. Membership--The Executive Committee shall be composed of all officers and the immediate past president of the organization with the Executive Director serving as an ex-officio member. The Executive Committee will consist of representatives from public and private colleges and universities and a representative from a public or private school system. The chairs of other committees approved by the Executive Committee will serve as ex-officio members of the Executive Committee and may attend the Board meetings.

Section 2. Function--The Executive Committee shall be the governing body of the organization when the membership is not in session.

Section 3. Duties--The duties of the Executive Committee shall include:

- A. The handling of all budgetary matters.
- B. Assisting of the President between the spring and fall meetings of the organization.
- C. The setting of the time and place for the spring and fall meetings and other meetings of the organization.
- D. The approving of committee appointments made by the President as herein stated.
- E. Presenting at the spring and fall business meetings a report on the proceedings of the Executive Committee and on the financial status of the organization.

- F. Effectively implementing all other activities of the organization not specifically assigned in the constitution to other persons or bodies.
- G. Appointing officers to fill vacancies created during the term of office for President, President-Elect, Secretary, Treasurer, and members of the Executive Committee.

Section 4. Meeting and Quorum--The Executive Committee, upon the call of the President or according to a plan determined by committee, shall convene at least twice annually.

## *Article VII*

### **Delegates/Alternates to the National Assembly**

Section 1. Delegates and alternates to the National Assembly will be elected from the general membership and:

- A. must be members in good standing of both the National and State Unit;
- B. must be elected for a three-year term on a staggered basis;
- C. may not be elected to serve more than two consecutive terms;
- D. may be equally divided between educators actively involved in a preK-12 public or private school and educators employed in a college, university or other educational agency.

Section 2. If a delegate or alternate cannot attend the National Assembly, the Executive Committee will appoint a delegate.

Section 3. Upon recommendation of the Executive Committee and the availability of funds, some financial support may be provided to delegates attending the National Assembly. Changes in the guidelines for providing financial support must be approved by the membership.

## *Article VIII*

Section 1. **Annual Dues**—Any change in annual dues will be determined by the membership at its annual meeting.

Section 2. **Meetings**--The Association of Teachers Educators in Virginia shall hold at least one general meeting for the membership in each school year.

## *Article IX*

### **Proceedings**

Section 1. Quorum--Members present at approved meetings shall constitute a quorum.

Section 2. Rule--All meetings shall be conducted by Robert's Rules of Order.

## *Article X*

Amendment: Proposed amendments to the constitution of the Association of Teacher Educators in Virginia will become a part of the constitution when they have been: (1) approved at two consecutive state meetings by a two-thirds vote of the members present; or (2) approved by a two-thirds majority of the voting membership in a mail ballot with second ballot being conducted no earlier than six months after the first ballot.

## *Article XI*

In the event of the chapter being inactive, any assets will be forwarded to the Treasurer of the National Association of Teacher Educators to be held in trust until such time as a new chapter is activated in Virginia.

### Notes:

Revision to Article VII B approved by membership October 5, 2001.

Proposed changes to Articles I and II were presented and distributed at the Fall 2004 Business meeting October 8, 2004.

Proposed changes to the entire constitution were distributed at the Spring, 2005 ATE-VA Business meeting on April 8, 2005.

Additional minor changes were recommended by the BOE at the Executive Board meeting June 21, 2005 (clarification of when elections are to be conducted and clarification of voting by email as well as by mail).

This document was distributed at the Fall 2005 VACTE/ATE-VA meeting September 29 and 30. The membership voted to approve it upon the first review. It was presented at the Spring 2006 meeting in April for the second review and received final approval.

Submitted by Pat Shoemaker

