

CONSTITUTION and BY-LAWS

of the

NEW YORK STATE ASSOCIATION OF TEACHER EDUCATORS

(A State Unit of the Association of Teacher Educators)

Approved, 1992

Amended, 2000

(Approved by the NYSATE Executive Board 9/00 – voted on by the full membership Fall, 2000)

Constitution

Article I Name

The name of this organization shall be “The New York State Association of Teacher Educators,” a non-profit organization functioning as a state unit of the Association of Teacher Educators.

Article II Purposes

The purposes of this Association shall be:

- A. To promote quality programs of teacher education in New York State.
- B. To provide opportunities for individual professional growth for all persons concerned with teacher education, both pre- and in-service, in New York State.
- C. To collaborate with the State Education Department and with other professional agencies and organizations for continuous support and reappraisal of effective professional standards for the teaching profession in New York State.
- D. To concentrate individual efforts in working for the improvement of elementary, secondary, and higher education in New York State.
- E. To stimulate research, investigation, and experimentation within the various fields allied with teacher education.
- F. To contribute to the development of the knowledge base in teacher education.

Article III

Membership

Section 1. Eligibility

Any person who is professionally involved in some facet of teacher education, pre- or in-service, and who is eligible for any class of membership in the Association of Teacher Educators, shall be eligible for membership in this organization. The New York State Association of Teacher Educators supports the broadest principles of non-discrimination, access, and equal opportunity with regard to membership in its organization.

Section 2. Concurrent Membership

Those members of the Association of Teacher Educators whose membership in that organization is recorded as a New York State address (either their address or employment or of residence) shall be eligible to become a member of the New York State Association of Teacher Educators. Retired members who wish to continue their membership may use their current address.

Section 3. Classes of Membership at the State Level

An individual may join as a member at the state and national levels. Individual membership in the state association shall be one of three classes:

- Individual (regular)
- Student
- Retired

Section 4. Membership Privileges

- A. State Membership:
Those joining at the state level will have participation and voting rights at the state level.
- B. National Membership:
Those joining only at the national level in any of its classifications will have participation rights but not voting rights at the state level.
- C. State and National Membership:
Those joining at both state and national levels will have participation and voting rights at both levels and will have the right to hold office and be eligible for the positions of elected officers or Executive Board members in the state or national unit according to specified qualifications.

Section 5. Student Membership

All persons enrolled as full-time students in undergraduate or graduate teacher education programs may become student members of the Association by paying the stipulated annual dues.

Section 6. Membership Year

Membership in the Association shall be on a twelve-month basis, from July 1 until June 30.

Article IV Officers

Section 1. Officers

The elected officers of the Association shall be President, Immediate Past President, President Elect, 1st Vice President, 2nd Vice President, Secretary, and Treasurer. They shall hold membership in the national association previous to nomination and during tenure of office.

Section 2. Qualifications

Any individual with a membership record of two (2) years in the State Association and membership in both state and national associations immediately prior to the annual election may serve as President, President Elect, or 1st Vice President. Candidates for 1st Vice President shall have served at least one year as a member of the New York State Association of Teacher Educators Executive Board, as defined in Article V, Section 1. The President Elect will succeed automatically as the President, the 1st Vice President as President Elect. The officers should represent a cross section of public or private school personnel and college, university, or other approved educational agency personnel.

Any state and national member in good standing is eligible to serve as 2nd Vice President, Secretary, or Treasurer.

Section 3. Election

The Membership/Awards/Nomination Committee will select and present a slate of candidates to the Executive Board for review, possible modification, and approval. The Committee will prepare an official ballot, mail this ballot to the membership in adequate time to conclude the election, and determine the new officers prior to the annual meeting.

Section 4. Tenure

The terms of office for the officers are as follows: The President, President Elect, and 1st Vice President are for one year. The 2nd Vice President, Secretary, and Treasurer are for two years. The Officers will assume office on July 1 or during the summer meeting (whichever comes first) following their election.

Article V Executive Board

Section 1. Membership

The Executive Board shall be composed of the President, the President Elect, the Immediate Past President, the 1st Vice President, the 2nd Vice President, the Secretary, the Treasurer, nine elected representatives, and the representatives to the National Association of Teacher Educators Delegate Assembly. Ex-officio members of the Board may include (but not be limited to) the NYSATE Publications Editor and a Historian, appointed by the President for an indeterminate time. If the ex-officio members hold membership at the state and national levels, they will hold full Board privileges, including voting privileges. At all times there must be two (2) members of the Board from Higher Education and two (2) from pre-school, elementary, or secondary levels of education. Members of the Executive Board shall hold membership at state and national levels.

Section 2. Qualifications

The officers who serve on the Executive Board will meet the qualifications as stated in Article IV, Section 2. The representatives on the Executive Board must be a state and national member in good standing. The board should represent a cross-section of public or private school personnel and college, university or other approved educational agency personnel.

Section 3. Election

The Membership/Awards/Nominations Committee will present a slate of candidates to the Executive Board for review, possible modification, and approval. The final slate of nominees will appear on the same ballot as those designated as candidates to be officers of the organization. The election shall be by mail ballot of the eligible membership with the candidate receiving the highest number of votes for each position being declared the winner.

Section 4. Student Members

A student duly elected or appointed by the Executive Board will serve as a member of the Executive Board for a period of one year, beginning July 1 or during the summer meeting (whichever comes first). The student representative must be a member in good standing in the State and National Associations.

Section 5. Tenure

- A. The term of a representative will be three years on the Executive Board, at least one third to be elected annually. Representatives may not be elected more than 2 consecutive full (three-year) terms.
- B. Officers will serve on the Executive Board during their term of office. The Secretary, Treasurer, and 2nd Vice President cannot be elected more than two consecutive two-year terms. The Immediate Past President cannot run for 1st Vice President during the following year.
- C. Any member of the Executive Board who is unable to attend a scheduled meeting should notify the President prior to that meeting.
- D. Any member who misses two (2) regularly scheduled meetings of the Executive Board will be notified in writing by the Secretary that s/he may be replaced at the discretion of that body. A schedule of these meetings will be established at the summer meeting for the following year.

Section 6. Filling Vacancies

The Executive Board is empowered to fill any vacancies which might occur by appointment. The terms of such appointments will run until the time of the next regular election.

Section 7. Meetings and Quorum

The Executive Board, upon the call of the President or according to a plan determined by the Executive Board, shall convene at least four times per year. A majority of the members of the Executive Board shall constitute a quorum.

Article VI State Representative to the Delegate Assembly

Section 1. Membership

The Delegate Assembly of the national unit consists of members from each state, regional, or international unit.

Section 2. Qualifications

- A. Must be members of the state and national association at the time of their appointment

and during their term in the Delegate Assembly.

- B. Must have served as an officer and/or executive board member of the state, national or international unit.
- C. One-half of the state delegates must be employed in pre-school, elementary, or secondary education. The other half of the delegates must be employed in a college, university, or other approved educational agency at the time of initial appointment.

Section 3. Appointment

The Executive Board of the state unit will appoint the state representatives for the Delegate Assembly. They will also fill any vacancies which might occur.

Section 4. Tenure

- A. The term of office of the delegate will be three (3) years.
- B. A delegate may not serve more than two (2) consecutive terms.

Section 5. Duties

The representatives will report to the Executive Board at the first meeting following a meeting of the Delegate Assembly. They will also file written reports of each meeting of the Delegate Assembly with the Secretary of the Executive Board.

Article VII Standing Committees

Section 1. Committees

There shall be four standing committees: the Legislative/Standards and Performances Committee, the Publications/Research Committee, the Program/Budget Committee, and the Membership/Awards/Nominations Committee.

Section 2. Qualifications

Any member in good standing in the Association is eligible to serve on any of the committees.

Section 3. Appointments

Members of the committees are appointed by the President with the advice and approval of the Executive Board.

Chairpersons of the committees (except the Membership/Awards/Nominations and Programs/Budget Committees) are appointed by the President from the general membership with the approval of the Executive Board.

The chairperson from each committee shall report in person or in writing at each Executive Board meeting.

The chairperson of the Membership/Awards/Nominations Committee will be the 1st Vice President. The President Elect and the Treasurer will be co-chairs of the Programs/Budget Committee.

Section 4. Tenure

Appointments to the committees as a chairperson or as a member shall be for a one-year term. Past chairs may be re-appointed as chairpersons.

Article VIII Other Committees and Commissions

Section 1. Other Committees and Commissions

Ad hoc committees and commissions may be formed by the President upon the request and direction of the Executive Board or upon the request of the general assembly at the annual meeting of the Association.

Section 2. Qualifications

Any member in good standing in the Association is eligible to serve on any of the ad hoc committees or commissions.

Section 3. Appointments and Tenure

The President, with the approval of the Executive Board, will determine the length of time any ad hoc committee or commission is to function.

The President shall be an ex-officio member of all special committees and commissions.

Article IX

Meetings

Section 1. Annual Meeting

The New York State Association of Teacher Educators shall hold at least one (1) general meeting or conference for the total membership each year. The Executive Board will be responsible for planning the meeting, including selection of the time and place for the meeting.

Section 2. Annual Business Meeting

The Association shall hold its annual business meeting as a part of the annual general meeting.

Section 3. Rules for Meetings

All meetings shall be conducted according to Roberts' Rules of Parliamentary Procedure, Revised.

Article X

Amendments

Proposed amendments to the constitution will become a part of the constitution when they have been approved by two-thirds of the Executive Board and a majority of the members voting in a mail ballot on the amendment.

Article XI

Assets on Liquidation

No part of the net income, revenue, and grant 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 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 any 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.

By-Laws

Article I Membership, Dues, Fees, and Fiscal Policies

Section 1. Membership at the State Level

The Executive Board will determine the dues to be levied for membership at the state level. The membership year will be from July 1 to June 30.

Section 2. Membership at the National Level

Membership at the National level is encouraged. The association would hope that members would join both the national and state units. Membership in the National Association does not make one a member of the state unit. Membership at the national and state level is required for elected officers and members of the state Executive Board.

Section 3. Financing Activities

The Executive Board is empowered to allocate all monies collected in any way which will help to achieve the purposes of the Association.

Section 4. The Budget and Fiscal Year

- A. The fiscal year of the Association extends from July 1 to June 30. The budget for the fiscal year is prepared and presented by the Treasurer and approved by the Executive Board.
- B. A yearly external review of the Association's financial activities shall be made. This responsibility is delegated to the Executive Board.

Article II Duties of Officers

Section 1. General

The duties of officers shall be 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.

Section 2. Special Duties

A. President

1. Shall serve as chairperson of the Executive Board.
2. Shall appoint the chairpersons of standing and special committees.
3. Shall appoint an official parliamentarian for the Association.
4. Shall serve as an ex-officio member of standing and special committees except the Membership/Awards/Nominations Committee.
5. Shall represent the organization as a member of the Teacher Education Advisory Group to the Commissioner of Education.
6. Shall submit an annual report to the Executive Board and to the membership.

B. Immediate Past President

1. Shall serve as a voting member of the Executive Board.
2. Shall represent the organization as a member of the Teacher Education Advisory Group to the Commissioner of Education.

C. President Elect

1. Shall serve as Co-Chair of the Programs/Budget Committee.
2. With the Treasurer, shall prepare the budget and present it to the Board at the summer meeting.
3. Shall perform any duties assigned by the Executive Board.
4. Shall serve as Acting President in the temporary absence of the President.
5. Shall represent the organization as a member of the Teacher Education Advisory Group to the Commissioner of Education.

D. First Vice President

1. Shall serve as Chair of the Membership/Awards/Nominations Committee.

2. Shall serve on the Programs/Budget Committee.
 3. Shall perform any duties assigned by the Executive Board.
 4. Shall serve as acting President Elect in the temporary absence of the President Elect or the President.
- E. Second Vice President
1. Shall serve on the Membership/Awards/Nominations Committee.
 2. Shall perform any duties assigned by the Executive Board.
- F. Secretary
1. Shall keep records of the proceedings of the Association and the Executive Board.
 2. Shall be responsible for all in-coming and out-going correspondence.
 3. Shall perform other duties as assigned by the Executive Board.
 4. Shall keep the national office of ATE informed about the activities of the Association.
- G. Treasurer
1. Shall serve as Co-Chair of the Programs/Budget Committee.
 2. Shall be in charge of the receipts of the Association and responsible for the disbursements approved by the Association.
 3. Shall keep record of all finances of the Association.
 4. With the President Elect, shall prepare and present the budget on an annual basis to the Executive Board for approval at the summer meeting.
 5. Shall perform other duties as assigned by the Executive Board.

Article III

Duties of the Executive Board

Section 1. Function

The Executive Board shall be the governing body of the Association.

Section 2. Duties

- A. Managing budgetary matters of the Association.
- B. Setting time and place for all Association meetings.
- C. Approving appointments made by the President.
- D. Selecting delegates to the National ATE Delegate Assembly.
- E. Establishing policies and implementing procedures for operation of all activities of the Association, the Executive Board, and any of its committees or commissions.
- F. Providing assistance as needed by the President between meetings of the Association.
- G. Approving all affiliations to be established between NYSATE and other organizations or groups which complement NYSATE goals and purposes.

Article IV

Duties of Standing and Special Committees and Commissions

Section 1. Duties of Standing Committees

- A. Membership/Awards/Nominations Committee
 - 1. The M-A-N Committee is composed of the 1st Vice President, the 2nd Vice President, the Immediate Past President, and one other member appointed by the Executive Board.
 - 2. The 1st Vice President leads the committee on matters of nominations and elections. The 2nd Vice President leads the committee on matters of membership. The Immediate Past President leads the committee on matters of awards.
 - 3. The M-A-N Committee considers, prepares, and presents proposals on matters of membership, nominations and elections, and awards.

a. Regarding membership, the committee: stimulates interest in increasing the membership in the Association; reports on membership status at Executive Board meetings held in conjunction with the fall and spring conferences; prepares and presents proposals and with the approval of the Executive Board takes action to increase the membership; and provides members with membership cards.

b. Regarding nominations and elections, the committee: by November 15th notifies the membership of all known vacancies which will occur in the Association for the ensuing year; rules on matters of eligibility to serve prior to slating candidates; assures that the slate contains a cross-section of elementary and secondary public- and private-school personnel and higher education representatives; submits its slate to the Executive Board for review, possible modification, and approval prior to the Spring business meeting; prepares the ballot including information about the candidates and their statements; disseminates ballots to the membership by first-class mail at least one (1) month in advance of the Spring business meeting, with a return deadline that assures the determination of future officers in advance of the meeting; supervises voting, tallies the votes, and acknowledges the winners by plurality in each of the positions to be filled; and prepares a news release for publicity purposes for each winning candidate. [In the event of a tie vote, the Executive Board shall cast a deciding ballot to designate the winning candidate.]

c. Regarding awards, the committee: solicits nominations and applications regarding awards to be made; sets criteria for consideration of the nominees and applicants; reviews submissions received; and recommends to the Executive Board actions to be taken in making awards.

B. Programs/Budget Committee

1. The P-B Committee is composed of the President Elect, the 1st Vice-President, and the Treasurer.
2. The President Elect leads the committee on matters of program. The Treasurer leads the committee on matters of finance.
3. The P-B Committee considers, prepares, and presents proposals on matters of program and program costs. The Committee presents a budget proposal to the Executive Board for the Fall and Spring conference and submits a final report to the Board on conference expenses and profit.

a. Regarding finances,

- 1) the committee: shall be in charge of the receipts of the Association and responsible for the disbursement approved by the Association; keep record

of the finances of the Association; commission an external review of the finances of the Association annually. The review shall be reported to the Executive Board at the summer meeting.

2) the Treasurer and the President Elect: shall prepare a budget after the spring conference and present it to the Board at the summer meeting.

b. Regarding program, the Committee plans and coordinates all details of the fall and spring conferences and any other meetings as directed by the Executive Board; coordinates planning and implementation of joint programs with other organizations.

C. Legislative/Standards and Performances Committee

1. The L-S-P Committee is composed of three members of the Board.

2. The L-S-P Committee considers, prepares and presents proposals on matters of legislation and standards, and performance.

a. Regarding legislation and standards, the committee: studies standards and legislation reflective of the intent and scope of the organization, and makes recommendations to the Executive Board and the membership, as appropriate; studies and recommends constitutional changes; prepares, receives, and submits to the Executive Board for recommendation resolutions to be presented to the membership; assures that all resolutions reflect the purposes, policies, and position of the Association.

b. Regarding performance, the committee: hears grievances and recommends procedures for resolving them; and recommends guidelines for censure, suspension, expulsion, and reinstatement of members where appropriate.

D. Publications/Research Committee

1. The P-R Committee is composed of three members of the Executive Board

2. The P-R Committee is responsible for the development and distribution of all publications supported by the Association.

a. Regarding publications, the committee: maintains an on-going study of the Association's publications; reviews proposals for new publications and makes recommendations to the Executive Board; and sends copies of Association publications to the national office of ATE.

b. Regarding research, the committee: makes a constant study of research

related to teacher education programs in New York State and brings to the attention of the members of the Association those research findings that have pertinence to the members.

Section 2. Duties of Special Committees and Commissions

Special (ad hoc) committees and commissions will carry on the tasks assigned them. Upon completion of these tasks, the committees and commissions will cease to function.

Section 3. Reports of Committees and Commissions

Each committee and commission will submit an annual written report to the Executive Board at the summer meeting. This report will summarize its activities, accomplishments, and recommendations for the year.

Article VI Affiliated Organizations or Groups

Educational organizations or groups may affiliate with the New York State Association of Teacher Educators and participate in the activities of the Association. NYSATE may also participate in the activities of other organizations or groups which complement ATE goals and purposes.

- A. Such affiliation shall require approval by the Executive Board of the Association.
- B. Individual members of such affiliated organizations who serve as representatives to NYSATE shall be dues-paying members of the New York State Association of Teacher Educators. Representatives of NYSATE to affiliate organizations shall be members of those organizations.
- C. No members of an affiliated organization speak officially for NYSATE without prior approval of the NYSATE Executive Board.

Article VII Amendment of the By-Laws

Change in the By-Laws require a two-thirds majority vote of the Executive Board and a majority of the members voting in a mail ballot on the amendment.

