

CONSTITUTION

AND

BY-LAWS

Of the

NEW YORK STATE ASSOCIATION OF TEACHER EDUCATORS (NYSATE)

A State Unit of the Association of Teacher Educators



Approved, 1992; Amended, 2000; Amended, 2006 and approved by the NYSATE Executive Board 10/06)

Constitution

Article I

Name

The New York State Association of Teacher Educators, Inc. is organized as a non-for-profit corporate under the laws of New York State. Referred to as NYSATE (www.nys-ate.org), the New York State Association of Teacher Educators, Inc. is the New York State unit (http://www.ate1.org/pubs/State_and_Regional.cfm) of the Association of Teacher Educators (ATE), a national professional association (www.ate1.org). NYSATE's incorporation was established on June 15, 2006 and possesses tax exempt status from both the U.S. Internal Revenue Service and the New York State Department of Taxation.

Article II

Purposes

The purposes of NYSATE shall be:

- A. To provide an organized New York State unit of the National Association of Teacher Educators.
- B. To promote quality programs of teacher education in New York State.
- C. To provide opportunities for individual professional growth for all persons concerned with teacher education, both pre- and in-service, in New York State.
- D. 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.
- E. To concentrate individual efforts in working for the improvement of elementary, secondary, and higher education in New York State.
- F. To stimulate research, investigation, and experimentation within the various fields allied with teacher education.
- G. 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 (see: www.ATE1.org for current classes of membership), 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. Membership in the national organization does not constitute voting membership in NYSATE. 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 level. Individual membership in the state association shall be one of three classes:

Individual
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:
Only 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

The membership year of the Association shall coincide with the fiscal year of the organization, from July 1 until June 30, and shall be on a twelve month basis.

Section 7. Membership dues. An individual shall be admitted to membership upon payment of the current annual dues according to their class of membership. The dues shall be determined by the NYSATE executive board. A member shall continue as a member as long as qualifications are met and prescribed dues are paid. A qualified individual who pays the prescribed dues in the period three months or less prior to the end of the membership year (i.e., in April, May, or June) will be granted membership to the end of the next following membership year.

Article IV **Officers**

Section 1. Officers

The elected officers of the Association shall be President, Immediate Past President, President Elect, Vice President, Vice President for Membership, Secretary, and Treasurer. They shall hold membership in the national association 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 Vice President. Candidates for 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 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 Vice President for Membership, Secretary, or Treasurer.

Section 3. Election

In accordance with the bylaws, the Membership and Nominations 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, present 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 Vice President are for two years. The terms of office for the Vice President for Membership, Secretary, and Treasurer are for three 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 Vice President, the Vice President for Membership, the Secretary, the Treasurer, and nine elected representatives at large. Ex-officio members of the Board may include (but not be limited to) the NYSATE Publications Editor and a Historian, appointed by the President. 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) associated with from pre-school, elementary, or secondary levels of education. All members of the Executive Board shall hold membership at both 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 both state and national members 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 and Nominations Committee will present a slate of candidates to the Executive Board for review, possible modification, and approval. 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 during their tenure.

Section 5. Tenure

- A. The term of a representative at large 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. The Secretary, Treasurer, and Vice President for Membership cannot be elected more than two consecutive three-year terms. The Immediate Past President cannot run for 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 associated with 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 and Awards Committee, and the Membership and 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 and Nominations and the Programs/Budget and Awards 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 and Nominations Committee will be the Vice President. The President Elect and the Treasurer will be co-chairs of the Programs/Budget and Awards 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 XII

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.

Article XIII

Miscellaneous

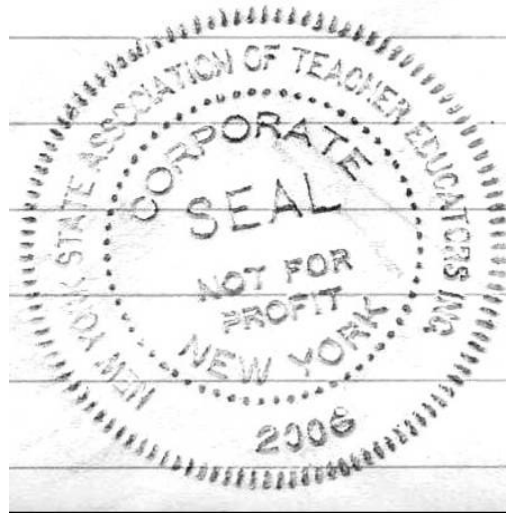
Section 1. Written Record of the Board. The secretary of the Association shall keep or cause to be kept a file, which may be included in and be a part of the file containing the minutes of meetings of the Executive Board, in which shall be typed the names of all officers and representatives, together with the last known address of each. There shall also be stated therein the date upon which each officer and representative became such, and, upon termination of any officer or representative for any cause, the facts relating thereto shall be recorded, together with the date of such termination. It shall be the duty of every officer and representative, upon election or appointment, to furnish the secretary of the Association with his or her current address for inclusion in the record, and to inform the secretary of any change of address during tenure.

Section 2. Financial Record of the Association.

The treasurer shall have the care of all funds and securities of the association in collaboration with the Chairperson of Programs/Budget and Awards Committee and the President, and shall deposit said funds in the name of the association in such bank or trust company as the board may elect; he/she shall when duly authorized by the executive board, sign and execute all contracts in the name of the association, when countersigned by the president; he/she shall also sign all checks, drafts, notes, and orders for the payment of money, which shall be duly authorized by the executive board; and he/she maintain a financial record of the association..

Section 3. Seal

The seal of the New York State Association of Teacher Educators shall be as follows:



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 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 and to the National Association.
- 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.
 - 3. Shall serve on the Programs/Budget and Awards Committee.

C. President Elect

1. Shall serve as Co-Chair of the Programs/Budget and Awards 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. Vice President

1. Shall serve as Chair of the Membership and Nominations Committee.
2. Shall serve on the Programs/Budget and Awards 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. Vice President for Membership

1. Shall chair the Membership and 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 correspondence as directed by the Board.
3. Shall perform other duties as assigned by the Executive Board.

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 secure an annual review/audit of all finances and present said review at the fall meeting.
6. 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 and Nominations Committee

1. This Committee is composed of the Vice President, the Vice President for Membership, the Immediate Past President, and one other member appointed by the Executive Board.
2. The Vice President leads the committee on matters of nominations and elections. The Vice President for Membership leads the committee on matters of membership.
3. This Committee considers, prepares, and presents proposals on matters of membership, nominations to the board, and elections.
 - 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:
 1. notifies the membership by November 15th of all known vacancies which will occur in the Association for the ensuing year;
 2. determines eligibility to serve prior to slating candidates and assures that the slate contains a cross-section of elementary and secondary public- and private-school personnel and higher education representatives;
 3. submits its slate to the Executive Board for review, possible modification, and approval prior to the Spring business meeting;
 4. prepares the ballot including information about the candidates and their statements; disseminates ballots to the membership 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;
 5. supervises voting, tallies the votes, and acknowledges the winners by plurality in each of the positions to be filled; and

6. posts the election results on the Association's website.
7. In the event of a tie vote, the Executive Board shall cast a deciding ballot to designate the winning candidate.

B. Programs/Budget and Awards Committee

1. The P/B committee is composed of the President Elect, the 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. The Immediate Past President leads the committee on matters of awards.
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. 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.

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 ballot on the amendment.