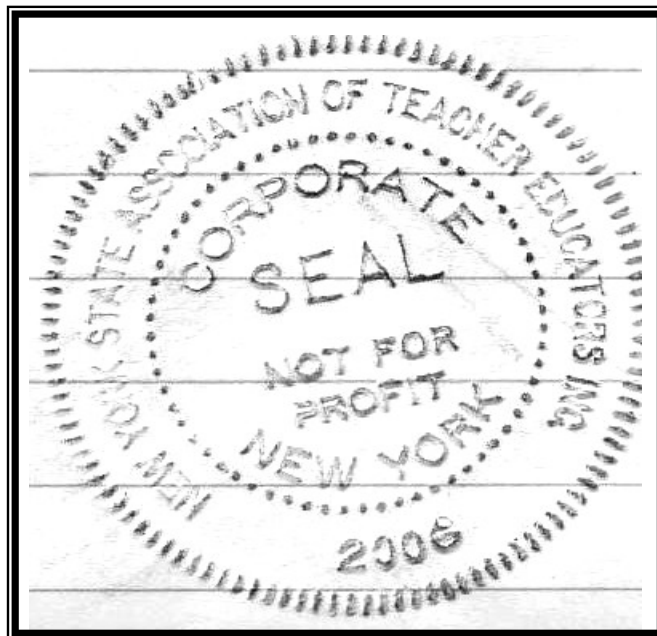


# BY-LAWS

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; Approved 2006; Amended May 2013; Approved December 13, 2013; June 2018.

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# NYSATE By-Laws

## Mission Statement

*NYSATE advocates for quality teacher Preparation and career-long teacher education that prepares teachers to teach all children and work effectively with families and communities.*

## Article I Name

- A. 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](http://www.nys-ate.org)), the New York State Association of Teacher Educators, Inc. is the New York State unit ([http://www.atel.org/pubs/State\\_and\\_Regional.cfm](http://www.atel.org/pubs/State_and_Regional.cfm)) of the Association of Teacher Educators (ATE), a national professional association ([www.atel.org](http://www.atel.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.
- B. The seal of the New York State Association of Teacher Educators shall be as follows:



## 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 New York State Education Department, Board of Regents, P-12 school districts and alike, as well as with other professional agencies and organizations to advocate 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, Dues and Fees

#### 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](http://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

- A. 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.
- B. 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 of the state level. Individual memberships shall be one of four classes: regular, life, retired, and student.

- A. Regular Membership  
All individuals involved in educator preparation may become regular members by paying the stipulated dues according to the established schedule, and shall be entitled to all privileges of the Association.
- B. Lifetime Membership  
All individuals involved in educator preparation may become life members by paying the stipulated dues according to the established schedule, and shall be entitled to all privileges of the Association. Lifetime Membership is given to all recipients of the R. Neal *Appleby* Outstanding Teacher Educator *Award*.
- C. Retired Membership  
All individuals involved in educator preparation who have retired from full-time active professional employment may elect a retired membership by paying the stipulated dues according to the established schedule. They shall be entitled to all privileges of the Association.
- D. Student Membership  
All individuals enrolled as full-time students in undergraduate or graduate teacher education programs may become student members of the Association by paying the stipulated dues providing, in every case, payment is accompanied by the appropriate form signed by a sponsoring regular, life, or retired member. Student members shall be entitled to all the privileges of the Association except to participate in the nomination and the election of officers and members of the executive board.

#### 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. Dues

A. The Executive Board will determine the dues to be levied for membership at the state level. The membership year will be from October 1 – September 30.

B. An individual shall be admitted to membership upon payment of the current annual dues according to their class of membership. 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 will be granted membership to the end of the next following membership year.

C. 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 October 1 – September 30, and shall be on a twelve-month basis.

# Article IV

## Officers

### Section 1. Elected Officers

- A. All elected officers (i.e., President, Immediate Past President, President Elect, Vice President for Membership, Secretary, and Treasurer) of the Association shall hold membership in both ATE and NYSATE during their tenure of office.
- B. Any state and national member in good standing is eligible to serve as Vice President for Membership, Secretary, or Treasurer.

### Section 2. Non-Elected Officers

The Executive Director shall be appointed by the Executive Board for a three-year term of office and may be reappointed. The Executive Director shall be an ex-officio officer and member of both the NYSATE Executive Board and serve as a state Delegate at the ATE Delegate Assembly.

The person occupying the position of Executive Director shall:

1. Be a voting member of the Executive Board.
2. Provide ongoing support to the Executive Board.
3. Notify the national office of the Association of Teacher Educators of the names of newly elected delegates to the Delegate Assembly of ATE.
4. Serve as the contact person, in addition to the president, to receive distributions from ATE.
5. Be responsible for the execution of Association policy.
6. Facilitate communication regarding a general inquiry about the organization between individual members of the Association and others who may inquire.
7. Coordinate the planning of the meetings of the Association.
8. Notify the webmaster to post the election results on the Association's website.
9. Notify the Executive Office of ATE of all changes in elected or appointed officers, and provide the National Executive Office with an annual report of meetings, activities, services, election results, and copies of any NYSATE publications. When appropriate, submit an application for recognition by ATE.
10. Perform other duties authorized by the Executive Board.
11. Must be a member of both NYSATE and ATE.

### Section 3. Qualifications and Responsibilities for Elected Officers

- A. 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 or President Elect. The President Elect will succeed automatically as the President. The officers should represent a cross-section of public or private school personnel and college, university, or other approved educational agency personnel.
- B. The Executive Board is empowered to allocate all monies collected in any way which will help to achieve the purposes of the Association.
- C. It is the duty of every officer and representative, upon election or appointment, to furnish the secretary of the Association with his or her current address and contact information for inclusion in the record, and to inform the secretary of any changes during tenure.

### Section 4. Elections

In accordance with the bylaws, the Membership and Nominations 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, present this ballot to the membership in adequate time to conclude the election, and determine the new officers prior to the annual meeting.

### Section 5. Tenure

The terms of office for the officers are as follows: The Past President, President, and President-Elect are for two years. The terms of office for the Vice President for Membership, Secretary, and Treasurer are for three years. The term of office for the Executive Director is a three-year term. The Officers will assume office on December 1 or during the summer meeting (whichever comes first) following their election.

### Section 6. General Duties of the Officers

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.

- A. President
  1. Shall preside over all meetings of the Executive Board.
  2. Shall prepare an agenda of Executive Board meetings and distribute with minutes of the last meeting to the Executive Board two weeks before the next meeting.
  3. Shall provide leadership as chairperson of the Executive Board.
  4. Shall appoint the chairpersons of standing and special committees.
  5. Shall recommend to the Executive Board for action the appointments and dismissal of chairpersons of standing committees.



6. Shall recommend to the Executive Board for action the appointment of ad hoc committees.
7. Shall appoint an official parliamentarian for the Association.
8. Shall fill vacancies and offices of secretary, treasurer, and membership at large by appointment with the approval of the Executive Board.
9. Shall call special meetings of the Executive Board.
10. Shall serve as an ex-officio member of standing and special committees except the Membership Nominations Committee.
11. Shall represent the organization as a member of the Teacher Education Advisory Group to the Commissioner of Education.
12. 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 for Membership

1. Shall chair the Membership and Nominations Committee.
2. Shall maintain records of current membership.
3. Shall keep membership records of the Association.
4. Shall provide membership reports to the Executive Board.
5. Shall provide annual reports to ATE.
6. Shall perform any duties assigned by the Executive Board.

E. Secretary

1. Shall keep records of the proceedings of the Association and the Executive Board which include the names of all officers and representatives.
2. Shall keep information on each officers and representatives which includes terms of office, contact information (i.e., current address and contact information), and documentation of any officer or representative terminated.
3. Shall forward all copies of minutes, records, and reports to the Executive Director.
4. Shall be responsible for correspondence as directed by the Board.
5. Shall perform other duties as assigned by the Executive Board.

F. Treasurer

1. Shall serve as Co-Chair of the Programs/Budget Committee.
2. 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.
3. Shall deposit said funds in the name of the association in such bank or trust company as the board may elect; shall when duly authorized by the executive board, sign and execute all contracts in the name of the association, when countersigned by the president.
4. Shall also sign all checks, drafts, notes, and orders for the payment of money, which shall be duly authorized by the executive board; and maintain a financial record of the association.
5. Shall be in charge of the receipts of the Association and responsible for the disbursements approved by the Association.
6. Shall keep a record of all financial documents of the association.
7. With the President-Elect, shall prepare and present the budget on an annual basis to the Executive Board for approval at the summer meeting.
8. Shall secure an annual review/audit of all finances and present said review at the fall meeting.
9. Shall file or arranged to be file relevant tax records and documents.
10. Shall perform other duties as assigned by the Executive Board.

## Article V

### 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.
- H. Filling vacancies which might occur by appointment. The terms of such appointments will run until the time of the next regular election.

### Section 3. Membership

- A. The Executive Board shall be composed of the President, the President-Elect, the Immediate Past President, the Vice President for Membership, the Secretary, the Treasurer, and nine elected representatives at large. Ex-officio members of the Board may include up to (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. Membership at the national and state level is required for elected officers and members of the state Executive Board.
- B. 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 4. 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 5. Elections

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 ballot of the eligible membership with the candidate receiving the highest number of votes for each position being declared the winner.

### Section 6. 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 for more than two consecutive full (three-year) terms.

- B. The Secretary, Treasurer, and Vice President for Membership cannot be elected for more than two consecutive three-year terms. The Immediate Past President cannot run for President-Elect the following year.

#### Section 7. Meetings and Quorum

- A. 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.
- B. Special meetings may be called by the Executive Board.
- C. Conduct shall be governed according to Roberts' Rules of Parliamentary Procedure, Revised.
- D. Any member of the Executive Board who is unable to attend a scheduled meeting should notify the President and or the Executive Director prior to that meeting.
- E. 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.

## Article VI

### State Representatives to the Delegate Assembly

#### Section 1. Appointment to Delegate Assembly

- A. The Delegate Assembly of the national unit consists of members from each state, regional, or international unit.
- B. The Executive Board of the state unit will appoint the state representatives for the Delegate Assembly. They will also fill by appointment any vacancies which might occur.
- C. The minimum number of New York State Delegates is two. The number of additional delegates will be determined by the number of paid memberships.

#### 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. Representation 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. Tenure

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

### Section 4. Duties

- A. Responsible for attending all sessions of the ATE Delegate Assembly.
- B. Make an annual report of the ATE Delegate Assembly activities to the NYSATE Executive Board.
- C. Delegates will also file written reports of each meeting of the Delegate Assembly with the Executive Director.

## 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. All reports, correspondence, minutes, and materials resulting from the work of any committee shall be forwarded to the Executive Director.

### 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 Past 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.

#### Section 5. Duties of Standing and Special Committees and Commissions

##### A. Membership and Nominations Committee

1. This Committee is composed of the Immediate Past President, Vice President for Membership, and two members appointed by the Executive Board.
2. 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:
    1. stimulates interest in increasing the membership in the Association;
    2. reports on membership status at Executive Board meetings held in conjunction with the fall and spring conferences;
    3. prepares and presents proposals and with the approval of the Executive Board
    4. takes action to increase the membership; and
    5. provides members with membership cards/notification of status.
  - b. Regarding nominations and elections, the committee:
    1. notifies the membership at the fall conference 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 the 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 Executive Board 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 Executive Board 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. notifies the Executive Director and webmaster of the winners.
  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-A Committee is composed of the Past President, President-Elect, and 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-A 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 a 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 the program, the Committee:
    1. plans and coordinates all details of the fall and/or spring conferences and any other meetings as directed by the Executive Board;
    2. coordinates planning and implementation of joint programs with other organizations.
  - c. Regarding awards, the Committee:
    1. solicits nominations and applications regarding awards to be made;
    2. sets criteria for consideration of the nominees and applicants;
    3. reviews submissions received and recommends to the Executive Board actions to be taken in making awards.

### C. Legislative/Standards and Procedures 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:
    1. 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;
    2. studies and recommends By-Law changes;
    3. prepares, receives, and submits to the Executive Board for recommendation resolutions to be presented to the membership;
    4. assures that all resolutions reflect the purposes, policies, and position of the Association.
  - b. Regarding performance, the committee:
    1. hears grievances and recommends procedures for resolving them; and
    2. recommends guidelines for censure, suspension, expulsion, and reinstatement of members where appropriate.

### D. Communication and Advocacy Committee

1. The C-A Committee is composed of but not limited to three Executive Board members.
2. The C-A Committee is responsible for developing and making accessible any publications that are supported by NYSATE.
  - a. Identify links for teacher education resources in New York, annually review relevance and currency of links, and communicate needed changes to the Webmaster.
  - b. Review proposals for new publications and makes recommendations to the NYSATE Executive Director.
  - c. Ensure that any NYSATE publications are shared with the national office of ATE.
3. The C-A Committee is also responsible for the development and distribution of resources and publications supported by the Association.

## Section 6. Reports of Committees

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 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. Duties of Special Committees and Commissions

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

#### Section 3. Qualifications

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

#### Section 4. 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.

#### Section 5. 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 IX

### Annual Business Meetings

#### Section 1. Annual Business Meeting and Quorum

The NYSATE shall hold at least one (1) general business meeting or conference for the total membership each year. The Executive Board will be responsible for planning the meeting, including a selection of the time and place for the meeting. A quorum of the general meeting shall be a majority of members present and voting.

### 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 By-Laws will become a part of the By-Laws 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 a 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 XII Miscellaneous

### Section 1. 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 XIII

### Affiliated Organizations or Groups

Educational organizations or groups may affiliate with the NYSATE 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.