

**BYLAWS of the  
IOWA ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION (IACTE)**

Last revised October 2012

**ARTICLE I: MEMBERSHIP**

A. Comprehensive Members

Section 1: Eligibility

All regionally accredited colleges and universities in Iowa which are engaged in state approved preparation programs for professional school personnel and are members of the AACTE (American Association of Colleges for Teacher Education) are eligible for comprehensive membership. Each member institution is responsible for the selection of one voting representative (one vote per institution).

Section 2: Membership Year

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

Section 3: Dues

The Association shall establish the annual dues for comprehensive membership. (Effective July 1, 2003, dues are as follows: \$200 for institutions licensing 1-50 students annually; \$400 for institutions licensing 51-250 students annually; \$600 for institutions licensing more than 250 students annually.) Membership dues are to be submitted annually to the Treasurer by October 1.

B. State Members

Section 1: Eligibility

All regionally accredited colleges and universities in Iowa which are engaged in state approved preparation programs for professional school personnel and are not members of the AACTE (American Association of Colleges for Teacher Education) are eligible for state membership. Each member institution is responsible for the selection of one voting representative (one vote per institution).

Section 2: Membership Year

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

Section 3: Dues

The Association shall establish the annual dues for state membership. (Effective July 1, 2003, dues are as follows: \$200 for institutions licensing 1-50 students annually; \$400 for institutions licensing 51-250 students annually; \$600 for institutions licensing more than 250 students annually.) Membership dues are to be submitted annually to the Treasurer by October 1.

C. Affiliate Members

### Section 1: Eligibility

Any educational institution or organization in Iowa interested in supporting quality preparation for professional school personnel will be eligible for affiliate membership. Affiliate membership includes participation in the organization with the exception of the right to vote on business matters of the organization and the opportunity to hold an elected office. Application for affiliate membership should be made to the Executive Committee prior to a semi-annual meeting (September and April). A majority vote of representatives present at a semi-annual meeting is required for acceptance.

### Section 2: Membership Year

The membership year shall be from July 1 to June 30

### Section 3: Dues

The annual dues for affiliate membership shall be established by the Association. (Effective July 1, 2003, affiliate annual dues are \$200.) Membership dues are to be submitted annually to the Treasurer by October 1.

## **ARTICLE II: RIGHTS OF MEMBERS**

### A. Comprehensive Members

Institutions with comprehensive membership shall have full voting privileges on all matters and be eligible to hold any office. Each institution shall have one vote.

### B. State Members

Institutions with state membership shall have voting privileges on all matters except national association issues and be eligible to hold any office except Representative to the AACTE Advisory Council of State Representatives. Each institution shall have one vote.

### C. Affiliate Members

Institutions and organizations with affiliate membership shall not have voting privileges in state or national association matters and shall not be eligible to hold elected office.

## **ARTICLE III: OFFICERS –**

### A. Elected Officers

All elected officers will assume their roles on the first day of the fiscal year (July 1).

#### Section 1: President:

After serving two years as President-Elect, the President will serve a two year term.

#### Section 2: President-Elect

The President-Elect will be elected to a two year term at the spring business meeting in odd numbered years.

### Section 3: Past-President

After serving two years as President-Elect and two years as President, the Past-President will serve a two year term.

## B. Elected Officer Duties

### Section 1: President

The President shall preside at Executive Committee and Steering Subcommittee meetings, the semi-annual meetings, and at special meetings. The President, with the Executive Committee, shall be responsible for the development of Association policy. The President shall monitor issues of importance to the Association and provide leadership in taking appropriate action. The President shall serve as liaison to other associations, organizations, and agencies with similar interests. The President shall coordinate communication among Association members.

### Section 2: President-elect

The President-elect shall serve on the Executive Committee and assist the President in conducting the business of the Association. The President-elect shall succeed to the Presidency if for any reason the President cannot fulfill the duties of that office.

### Section 3: Past-president

The Past-president shall serve in an advisory capacity to the President and President-elect in addition to serving on the Executive Committee.

## C. Appointed Officers

There shall be six appointed officers: Secretary, Treasurer, Representative to the AACTE Advisory Council of State Representatives, Comptroller, Spokesperson, and Information and Communications Officer. The officers will be appointed by the President and approved by the Executive Committee.

## D. Appointed Officer Duties

### Section 1: Secretary

The Secretary shall take minutes at both Executive Committee meetings and the Association's semi-annual meetings and see to their distribution to the membership. The Secretary shall also prepare Association correspondence.

### Section 2: Treasurer

The Treasurer shall supervise all monies paid into and out of the general fund, prepare an annual budget for approval by the Executive Committee and Association, and prepare financial reports for the Association at the semi-annual meetings.

### Section 3: Representative to the AACTE Advisory Council of State Representatives

Representative to the AACTE Advisory Council of State Representatives shall represent IACTE at the meetings of state representatives and report back to the Executive Committee.

#### Section 4: Comptroller

The Comptroller will conduct an audit of all financial accounts. Audits are to be conducted on a regular basis and results reported to the Association. In instances where a Comptroller is not appointed, a neutral third-party may be hired for the purpose of the audit. The cost for the audit must be approved by the Association.

#### Section 5: Spokesperson

The Spokesperson will be appointed by the Executive Board on a yearly basis and attend all Executive Board meetings. The Spokesperson shall provide formal statements and comments representing the beliefs and opinions of IACTE only after consultation with the past-president, president or president-elect of IACTE.

#### Section 6: Information and Communications Officer

The Information and Communications Officer will be appointed by the Executive Board on a yearly basis and attend all Executive Board meetings and various state level meetings as needed, such as the Iowa Board of Education, the Board of Educational Examiners, etc. The Information and Communications Officer shall collect information from the media, state, local, national government, and other relevant sources for distribution to IACTE members.

### **ARTICLE IV: EXECUTIVE COMMITTEE**

#### A: Composition

The Executive Committee shall consist of the elected officers (President, President-Elect, and Past-President), appointed officers (not including the Comptroller), and ten other institutional representatives, including one non-voting affiliate member representative, appointed by the president.

#### Section 1: Steering Subcommittee

A Steering Subcommittee of the Executive Committee shall be composed of the President-elect, immediate Past-president, and at least two other members chosen by the Executive Committee.

#### B. Terms of Office

The terms of office for the officers and appointed members of the Executive Committee, with the exception of the President-Elect, President, Past-President, and AACTE Representative, shall be staggered terms of three years each beginning and ending on July 1. A replacement for an appointed Executive Committee member whose term is expiring shall be designated by the President-elect. Replacement for any officer or member of the Executive Committee (except the President and President-elect) whose position is vacated by resignation, change of position, or other factor shall be designated by the remaining members of the Executive Committee.

#### C. Powers and Duties

The Executive Committee shall be responsible for the verification of membership eligibility and shall maintain a list of all institutional members and their voting representative. The Executive Committee may

appoint an Executive Director and such other staff as may be necessary to carry out the business of the Association, subject to approval of the Association. Other committees may be appointed as needed.

The Steering Subcommittee shall assist the President in conducting the business of the Association between fall and spring meetings. It shall also prepare a slate of candidates for the office of President-elect, to be presented to the Association at the spring meeting in odd numbered years.

#### D. Meetings of the Executive Committee

The Executive Committee shall hold regular meetings each year in conjunction with the fall and spring Association meetings. Special meetings may be held as necessary on dates established by the Executive Committee.

### **ARTICLE V: FINANCES**

#### A. Fiscal Year

The fiscal year of the Association shall be from July 1 through June 30.

#### B. General Fund

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

#### C. Budget

An annual budget shall be presented by the Treasurer at the fall meeting for approved by the Executive Committee and the Association.

#### D. Disbursement of Funds

The Treasurer shall supervise all monies of the Association. Monies shall be disbursed according to the approved annual budget. The President must approve all non-budgeted expenditures, subject to review by the Executive Committee.

#### E. Financial Reports

The Treasurer shall prepare financial reports (including income and expenditures for the fiscal year) for presentation at the semi-annual meetings. An annual finance report shall be submitted to AACTE as part of the Association's Activity Report.

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### **Purpose of the Organization:**

The purpose of the Iowa Association of Colleges for Teacher Education (IACTE) is to work cooperatively on common issues facing teacher education while respecting the rich diversity of its members.

### **Mission of IACTE**

IACTE seeks to continuously improve teacher preparation, the teaching profession, and student learning by supporting and applying scholarship and the collective wisdom of practice. To achieve these goals, IACTE provides opportunities for communication, collaboration, and cooperative action among Iowa teacher preparation institutions and other state and national educational organizations.

### **Organization Slogan:**

*Promoting student learning by preparing excellent teachers.*