

BYLAWS  
OF THE  
MISSISSIPPI ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION, INC.  
OCTOBER, 2017

**ARTICLE I - MEMBERSHIP**

A. Comprehensive Members

Section 1 - Eligibility

All regionally accredited colleges and universities which are members of the AACTE in Mississippi engaged in the preparation of professional school personnel, including para-professionals who have contact with children in the teaching-learning process, and which have state program approval are eligible for membership. Member institutions are responsible for the selection of institutional representatives: one for up to 100 graduates in undergraduate Teacher Education programs with one additional representative for each additional 100 graduates or major portion thereof. The Dean, Department Chair, or Director of Teacher Education will cause institutional representatives to be named and will serve as chief institutional representative.

Those institutions which are interested in membership should submit a letter of application to the State Board of Directors at least two months before the annual meeting.

Section 2 - Membership Year

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

Section 3 - Dues

The dues for comprehensive membership shall be established by each state unit with a \$25 assessment for each institutional representative per year.

B. State Members

Section 1 - Eligibility

All other regionally or state-accredited colleges and universities in Mississippi which are non-AACTE member institutions will be eligible for state membership. Application should be made to the state Board of

Directors at least two months before the annual meeting. A majority vote of member institutional representatives present at the annual meeting is required for acceptance. State members select institutional representatives in same numbers and in same manner as do comprehensive members.

#### Section 2 – Membership Year

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

#### Section 3 – Dues

The dues for state membership shall be established by the state unit with a \$25 assessment for each institutional representative per year.

### C. Ex-Officio Individual Members

#### Section 1 – Eligibility

Membership provisions will be made for individuals who, by virtue of their positions have a liaison relationship with an interest in the preparation of professional school personnel. A majority vote of member institutional representatives present at the annual meeting is required for acceptance.

#### Section 2 – Membership Year

The membership year will be from July 1 through June 30.

#### Section 3 – Dues

Ex-officio members will not be required to pay dues.

## **ARTICLE II – VOTING RIGHTS OF MEMBERS**

- A. Comprehensive Members. Comprehensive members will have full voting privileges on all matters. Proxy votes of member institutional representatives are acceptable.
- B. State Members. State members will have voting privileges on all except national associational matters. Proxy votes of member institutional representatives are acceptable.
- C. Ex-Officio Individual Members. Ex-officio members will have no voting privileges.

## **ARTICLE III – OFFICERS**

### Section 1 – Elective Officers

There shall be four elective officers: President, President-elect, Treasurer and Secretary and such other officers as may be deemed necessary by the officers and members of the Association.

In such cases that the President is a representative of an institution which is a non-AACTE member, members must elect a representative from an AACTE member institution as representative to the AACTE Advisory Council of State Representatives.

### Section 2 – Officers’ Term of Office

Officers will be elected by secret ballot at the annual (fall) meeting of odd numbered years and will take office at the conclusion of that meeting. The term of office shall be two years.

### Section 3 – Duties

- a. The president shall preside at Board of Directors meetings, the annual meeting and at special meetings. The president will be responsible for the development of all state unit policy. The president shall submit an operational budget. The president and the immediate past president shall serve as members of the Board of Directors for the state unit. If the president is an AACTE institutional representative, he/she shall serve as the representative to the AACTE Advisory Council of State Representatives.
- b. The president-elect shall assist the president and shall succeed to the presidency if for any reason the president cannot fulfill the duties of that office. The president-elect will serve as a member of the Board of Directors.
- c. The treasurer will supervise all monies paid into and out of the general fund, will prepare a financial statement for presentation at regular meetings and will serve as a member of the Board of Directors.
- d. The secretary will supervise assist in the organization of all meetings and maintaining the minutes of all meeting. The secretary will ensure that minutes are distributed to members and posted to the MCATE website. The secretary will serve as a member of the Board of Directors.
- e. The representative to the AACTE Advisory Council of State Representatives, elected only if the President represents a non-AACTE

member institution, will represent the state unit on that council and will serve as a member of the state unit's Board of Directors.

## **ARTICLE IV – BOARD OF DIRECTORS**

### Section 1 – Composition

The Board of Directors shall consist of seven voting members: the president, president-elect, treasurer, secretary, past president, representatives of the AACTE Advisory Council of State Representatives (when this officer is necessary as explained in Article III, Section 1 of the Bylaws) and two representatives to be elected by the membership for two year terms.

### Section 2 – Term of Office

The terms of office of the Board of Directors shall be as follows:  
President, president-elect, treasurer, and secretary – during their regular two-year term of office.

Past president – two years after term as president.

Two elected board members – two years (elected at annual (fall) meeting on even numbered years).

Replacement for board members will be appointed by the Board of Directors to fill unexpired terms.

### Section 3 – Powers and Duties

The Board of Directors shall carry on the business of the Association between meetings; shall develop and implement policy and must approve the budget and plan for the annual meeting. The board shall be responsible for the verification of eligibility for membership and shall maintain a list of all members. The board may appoint an Executive Secretary and such other staff as may be necessary to carry out the business of the Association.

The board shall appoint annually an Audit Committee of members who will be responsible for auditing all accounts for the year.

The board shall annually appoint a Nominating and Elections Committee of members whose responsibility is to prepare a slate of candidates for all vacant elective offices.

Other committees may be appointed as needed.

#### Section 4 – Meetings of the Board of Directors

The board shall hold meetings each year as necessary on dates established by the president or the majority of the board.

### **ARTICLE V – ANNUAL MEETING**

There shall be an annual fall meeting and a spring meeting of the Association. The sites and meeting times will be determined by the president in consultation with the board. Other meetings may be called by the president.

### **ARTICLE VI – FINANCES**

#### Section 1 – Fiscal Year

The fiscal year of the Association shall be from October 1 through September 30 for audit purposes.

#### Section 2 – 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 Board of Directors.

#### Section 3 – Budget

An annual budget must be presented by the President and approved by the Board of Directors.

#### Section 4 – Disbursement of Funds

All monies paid to the General Fund of the Association shall be supervised by the Treasurer. Monies shall be disbursed according to the approved annual budget. All non-budgeted expenditures must be approved by the Board of Directors.

#### Section 5 – Financial Reports

An annual report of the General Fund, including income and expenditures for the fiscal year, shall be prepared by the Treasurer for presentation at the annual meeting and submission as part of the Annual State Activity Report to AACTE.

### **ARTICLE VII – MACTE, INC.**

MACTE shall be incorporated, forming MACTE, Inc. to enable the association to be legally empowered to enter into formal contracts with various funding agencies.

- A. The MACTE, Inc. shall abide by the conditions of a Charter of Incorporation in the State of Mississippi.
- B. The MACTE, Inc. Board of Directors may employ an executive director and a financial officer to assist with contractual matters.

## WHAT IS MACTE, INC.?

Mississippi Association of Colleges for Teacher Education is a statewide organization affiliated with the American Association of Colleges for Teacher Education. Its members include the departments and schools of Mississippi's regionally accredited colleges and universities engaged in the preparation of professional school personnel. As a consortium of teacher education schools, MACTE is vitally interested in the support and enhancement of all aspects of education in Mississippi. Its members work cooperatively within the organization, as well as with the Mississippi Department of Education and other statewide education groups.

The objectives of the Association are:

- To establish an effective voice for teacher education institutions at the state level on matters of policy related to teacher education
- To establish an effective communication system between the national AACTE and state units
- To provide a vehicle for teacher education institutions within the state to assist the state and national organizations in:
  - Developing and defining positions on issues of importance to teacher education
  - Coalescing support for state and national policy activity
  - Supporting the programs and activities of the state and national associations
- To provide for the interaction of teacher training institutions among themselves and with other organizations for the purpose of improving teacher education