**Bylaws** **of the Georgia Association of Colleges for Teacher Education**

**Article I – Membership**

A. Eligibility

1. Comprehensive membership. All regionally accredited colleges and universities that are AACTE member institutions headquartered in the state of Georgia that offer preparation programs for professional school personnel are eligible for membership unless 2/3 of the current comprehensive and state membership objects by a formal vote. Member institutions are responsible for the selection of institutional representatives, the number to be determined as set forth in Section B.
2. State membership. All regionally accredited colleges and universities headquartered in the state of Georgia that offer preparation programs for professional school personnel that are approved by the Georgia Professional Standards Commission are eligible for membership unless 2/3 of the current comprehensive and state membership objects by a formal vote. Member institutions are responsible for the selection of institutional representatives, the number to be determined as set forth in Section B.
3. Affiliate membership. Georgia institutions, agencies or organizations not eligible for comprehensive or state membership status, but that officially and publicly announce that education of professional school personnel is one of their important priorities, are eligible for membership unless 2/3 of the current comprehensive and state membership objects by a formal vote. Member institutions are responsible for the selection of institutional representatives, the number to be determined as set forth in Section B.

B. Representatives

1. Affiliate member representatives receive member benefits and communications, may attend the Association’s annual business meeting, and are eligible for positions on GACTE standing committees. In addition, the institutional representative serves as the organization’s primary communicant for the GACTE membership and is responsible for paying the yearly membership dues in a timely manner. Eligible institutions are Georgia based, not-for-profit, 2-year, degree-granting domestic institutions of higher education; not-for-profit companies, organizations, state education associations, regional education laboratories, university-based research or policy centers, schools or other not-for-profit educational associations; and for-profit domestic institutions of higher education, schools, organizations, associations, agencies, centers, corporations, or commercial companies.
2. Number of Representatives. The number of representatives from each institution member classification will be unlimited. The number of representatives from each institutional membership will be unlimited.

C. Voting Members.

1. The primary administrator of an institution’s education unit or his/her designee of each institution with either comprehensive or state membership will be designated as the voting member by the institution.
2. Representatives with comprehensive, state, or affiliate membership are eligible for voting positions on GACTE standing committees.

D. Membership Fees.

1. Dues and special fees for all classifications of membership shall require a simple majority vote of the representatives of Board of Directors at the annual Summer Board of Directors meeting and shall be approved by institutions with comprehensive or state membership at the annual meeting.
2. The Board of Directors shall be responsible for recommending dues and special fees to the association membership. If the Board of Directors makes no recommendations at the annual meeting, then the existing dues and special fees will remain in effect for the coming year.

**Article II – Officers**

1. Elected Officers.
2. The officers of the Association shall be President, President-Elect, Immediate Past President, Secretary, and Treasurer. After serving a one-year term, the President-Elect becomes President, the President becomes Immediate Past President, and the Immediate Past President rotates off the Board of Directors. The President-Elect will be elected annually from the voting representatives of institutions with comprehensive or state membership. To ensure a rotation pattern, one year the President-Elect will come from an independent institution and the next year from a public institution.
3. The elected Secretary and Treasurer can continue in their respective positions with the approval of the Board of Directors. Therefore, the Secretary and Treasurer will be elected from the voting representatives of institutions with comprehensive or state membership as needed. Officers will, except for the period of initial implementation, be elected at the annual business meeting to take office the following July 1. In the event the President is unable to complete their term of office, the President-Elect will become the President. In the event other officers are unable to complete their term of office, the President with the consent of the Board of Directors will appoint appropriate replacements to complete the term as soon as possible. Each officer must be one of the primary administrators of an institution’s education unit at an institution with comprehensive or state membership (e.g. Dean, Associate Dean, Chair, Director).

B. Officers’ Term of Office

1. The term of office will begin July 1 and continue until June 30 of the following year.
2. The change of President to President-Elect shall occur at the summer Board meeting or on July 1st in the absence of a summer Board meeting.

C. Duties.

1. The Immediate Past President shall serve on the Board of Directors and chair the Nominating and Elections Committee.
2. The President shall preside at meetings of the Board of Directors, the annual meeting, and at special meetings. The President will be responsible for overall leadership of the Association, including the administration of policy and budget. The President will serve as the state representative to the AACTE Advisory Council of State Representatives and to other AACTE structures. In the event the President is ineligible to serve as the representative to the AACTE Advisory Council of State Representatives because of AACTE provisions, the President-Elect shall perform this function. In the event the President-Elect shall also be ineligible, the Immediate Past President shall perform the role. In the event all three are ineligible, a board appointee shall perform the role.
3. The President-Elect, in conjunction with the External Relations Committee, shall plan the GACTE programs and submit plans for approval by the Board of Directors.
4. The Secretary shall maintain records of the Board of Director meetings and actions, as well as business meetings of the membership, and transfer all materials pertaining to the office to the newly elected Secretary and to the Communication Committee chair for posting on the GACTE web.
5. The Treasurer will be bonded and shall supervise all monies paid into and out of the General Fund, prepare a financial report for presentation at the annual meeting, and transfer all materials pertaining to the office to the newly elected Treasurer. The Treasurer, in conjunction with the Finance Committee and President, shall develop an annual budget to be presented and voted on at the summer Board meeting or through email vote on or before July 1.

**ARTICLE III – BOARD OF DIRECTORS**

1. Composition. The Board of Directors shall consist of the President, the President-Elect, Immediate Past President, Treasurer, Secretary, Chair of the Communications Committee, Chair of the Policy and Legislative Committee, Chair of the External Relations Committee, Chair of the Research Committee, Chair of the Strategic Plan Development and Implementation Committee, and three at-large members elected by the GACTE membership. The at-large members of the Board will serve a three-year term, with one person rotating off each year.
2. Powers and Duties. The Board of Directors shall develop and implement policy, approve the annual budget, and assist in planning for the Annual Meeting. The Board of Directors shall be responsible for verification of eligibility for membership and shall maintain a list of all members and current institutional representatives. Annually, the Board of Directors may appoint an Executive Director and such other staff as may be necessary to carry out the business of the Association.
3. The Executive Director’s performance shall be evaluated annually based upon pre-established goals and objectives set forth by the Board of Directors. This is a paid position funded through the state chapter’s budget and must be approved by the Board. The President, in consultation with the Board, will set the compensation for the Executive Director.
4. Suggested duties of the Executive Director include working with the President and President-Elect to develop conference agendas and invite guest speakers; communicating with the Board of Directors as appropriate; convening and facilitating work groups as appropriate; working with the Board of Directors to monitor national, state and local policy and legislation pertinent to the mission of the state chapter; monitoring and communicating national trends conveyed via the parent AACTE association; facilitating the state chapter’s proactive and reactive efforts to improve educator preparation across the state; working with the legislative committee on policy issues; seeking grant resources for collective projects; coordinating and monitoring the state chapter’s progress in implementing action items in the chapter’s strategic plan; and performing other duties as requested by the Board of Directors members.
5. All paid/contracted positions will be evaluated annually by the Board of Directors at the summer Board meeting. If acceptable and needed, the contracts will be renewed. Approved contract will be held by the Executive Director and the Treasurer.
6. Executive Committee of the Board of Directors. The membership of the Executive Committee includes the Immediate Past President, President, and President-elect, with the President serving as Chair. The Executive Committee will vote on matters between full Board meetings.
7. Meetings of the Board of Directors. The Board of Directors shall hold a minimum of two regularly scheduled meetings each year. Special meetings, as necessary, may be called by the Board of Directors. Chairs and Co-Chairs serve on the Board of Directors.

**ARTICLE IV – STANDING AND AD-HOC COMMITTEES**

1. Standing committees are created or abolished through the by-laws process as approved by the Board of Directors and membership. Membership on these committees may consist of representatives from all three membership classifications. Chairs and Co-Chairs serve on the Board of Directors.
2. Standing committees shall function to fulfill purpose of the Association. With Board of Directors approval, the President sets the charges of the committees, appoints committee members as specified, and designates a chairperson who convenes and conducts committee meetings in accordance to the Association bylaws. Each committee will make an annual report at the annual business meeting.
3. As the President sees fit and with the approval of the Board of Directors, ad-hoc committees may be formed for specific purposes. Committee appointments are made and the committee functions in the same manner as standing committees.
4. Each Standing and Ad Hoc committee shall receive its charge annually. The charge shall be developed by the President with the approval of the Board of Directors.
5. Standing Committees
6. Finance Committee. Three members of the association shall be appointed by the President to work with the Treasurer to audit all accounts for the year. Additionally, working with the Treasurer and Executive Director, an annual information return including the organization's income, expenses, and regular activities needs to be sent to the Internal Revenue Service to maintain tax-exempt status. If the gross receipts exceed $50,000, an annual federal income tax return is required. Otherwise if the gross receipts are below $50,000, a tax-exempt form (Form 990-N) must be filed. The Treasurer is a voting member of the Board and attends Board meetings. The other Finance Committee members will make a written report to the Board each year but are non-voting Board members and do not attend Board meetings. The Finance Committee members, President, and Treasurer shall develop an annual budget to be presented and voted on at the summer Board meeting or through email vote on or before July 1.
7. Communications Committee. Two members of the association shall be appointed by the President to establish the most effective means of communicating with the member institutions. This Committee will also maintain the GACTE.net website and related electronic communications. Communications directed to all members must be GACTE official business submitted by the President, Executive Director or other approved organizations to the Communications co-chairs for distribution. The Chair is a voting member of the Board and shall represent the Committee at Board meetings and provide a report. The other Communications Committee members are non-voting Board members and do not attend Board meetings unless invited by the President. In the event of Co-Chairs, both chairs will attend Board meetings with one Co-Chair serving as the voting member
8. Nominating and Elections Committee. The Immediate Past President chairs the committee. Two members of the association shall be appointed by the Immediate Past President to prepare a slate of candidates for all elective officers based on recommendations submitted by institutional representatives. The ballot is presented at the fall conference. The Immediate Past President is a voting member of the Board and attends Board meetings. The other members are not voting members and do not attend the Board meetings unless invited by the President.
9. Policy and Legislative Committee. Led by the Policy and Legislative Committee Chair, three members of the association shall be appointed by the Chair to identify individuals and issues that will have an impact on member institutions and to establish a pro-active agenda to work with these individuals to maximize the positive effect of the issues and minimize negative impacts. This Committee will also make the arrangements for the AACTE and Georgia Day-on-the-Hill events. Additionally, this committee will recommend policies to the Board that relate to the association. The Policy and Legislative Committee Chair is a voting member of the Board and attends Board meetings. The other members are not voting members and do not attend the Board meetings unless invited by the President.
10. External Relations Committee. Two members of the association and the President-elect shall be appointed to lead in the development of professional opportunities such as conferences and interaction with AACTE and other organizations. Additionally, the committee will liaise with the P-20s, EPPs, and state organizations to solicit nominations for awards. The External Relations Committee will help financially support the association by working with external partners to build relationships and seek external funding. The Committee Chair will provide periodic reports to the Board and is a voting member of the Board and will attend Board meetings. In the event of Co-Chairs, both chairs will attend Board meetings with one Co-Chair serving as the voting member.
11. Research Committee. Three members of the association shall be appointed by the Research Committee Chair to advise and assist the Association in facilitating, promoting, and disseminating research that adds to the knowledge base for educator preparation, making meaningful contributions to the professional narrative, and building the capacity of the field and the Association to inform policy and practice. The Research Committee Chair is a voting member of the Board and attends Board meetings. The other members are not voting members and do not attend the Board meetings.
12. Strategic Plan Development and Implementation Committee. Three members of the association shall be appointed by the Strategic Plan Development and Implementation Committee Chair or one of the Co-Chairs to ensure the board addresses the mission, vision, and 5-year approved strategic plan on an ongoing basis. The Committee also assists in the development of a strategic dashboard of key indicators and annually reviews the strategic plan and recommends updates as needed based on changes in state and national educational initiatives, community needs, and other factors. The Chair is a voting member of the Board and shall represent the Committee at Board meetings and provide a report on the status of the goals and objectives of the strategic plan at Board meetings. The other Strategic Plan Committee members are non-voting Board members and do not attend Board Meetings. In the event of Co-Chairs, both chairs will attend Board meetings with one Co-Chair serving as the voting member
13. Ad Hoc Committees shall function to fulfill purpose of the Association and shall be created and abolished by the President with the advice and consent of the Board of Directors and may consist of representatives from all three membership classifications. The Chair will serve as voting member of the Board of Directors during the tenure of the Ad Hoc Committee and attend Board meetings.
14. Constitution and Bylaws Ad Hoc Committee. On an as needed basis, three members of the association shall be appointed by the President to review and recommend changes every three to five years to the primary governing documents of the association. The members are non-voting members and do not attend the Board meetings.

**ARTICLE V – MEETINGS OF THE ASSOCIATION**

1. There shall be a minimum of one Annual Business Meeting of the Association at a time and place to be determined by the Board of Directors. This can occur at the fall conference and the entire GACTE membership is invited.
2. In the event of postponement of an Annual Meeting, a new meeting date must be set within the fiscal year. Special meetings of the Association may be called as necessary on dates to be established by the Board of Directors.

**ARTICLE VI – FINANCE**

1. Fiscal Year. The fiscal year of the Association shall be from July 1 through June 30.
2. General Fund. The General Fund of the Association shall consist of the income from the receipt of the dues from member institutions and any other income that may accrue to the Association.
3. Budget. An annual budget must be presented by the President and approved by the Board of Directors.
4. Disbursement of Funds.
	1. 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.
	2. All non-budgeted expenditures over $500 must be approved by the Board of Directors or id time sensitive, by the Executive Committee of the Board of Directors.
5. Financial Report. 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.
6. Internal Revenue Service. The purpose for which the Association is organized is exclusively educational as defined in the Internal Revenue Code. Notwithstanding any other provisions of those articles, the organization shall not carry on any other articles not permitted to be carried on by an organization except from Federal Income Tax under Section 501(c) of Internal Revenue Code (1954) or the corresponding provisions of any future United States Internal Revenue law.
7. A *Limited Power of Attorney* will be approved by the Board of Directors to serve as the information conduit and complete all reports, including annual tax forms, between GACTE and the IRS and the State of GA Dept of Revenue.

**ARTICLE VII – RELATIONSHIP TO AACTE**

AACTE and GACTE collaborate to strengthen their advocacy efforts, share experience and expertise, and expand their members’ professional development opportunities. To this end, our Chapter’s relationship with AACTE is a voluntary affiliation that allows us to advance our members’ interests.