



# **NEW JERSEY ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION**

STATE CONSTITUTION  
OF THE  
NEW JERSEY ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION  
June 21, 2017

## **PURPOSE**

The purpose of the Association is to stimulate improvement in the education of professional school personnel in New Jersey.

## **ARTICLE I – NAME**

The name of this organization shall be the ‘New Jersey Association of Colleges for Teacher Education.’

## **ARTICLE II – OBJECTIVES**

The objectives of this association shall be:

- A. To provide the means for member institutions to interact among themselves and with other agencies and institutions on matters relating to teacher education or other common concerns of the membership related to the enhancement of the quality of teacher education and public school teaching in New Jersey.
- B. To establish and maintain consistent and frequent communication with the New Jersey Department of Education to ensure that the interests of the membership are represented to the Department and to generate communication, discussion, and to provide feedback as appropriate in regard to policy changes and other relevant activity at the Department to the membership.
- C. To create mechanisms on behalf of the membership for monitoring and communicating with the New Jersey Board of Education, the New Jersey State Legislature, and any other local, state, or national association or institution whose work may significantly impact the membership.

- D. To develop and define positions on issues of importance to the membership that represent the collective views of the membership and to communicate those positions to the appropriate agencies, institutions, and/or media.
- E. To provide a liaison between the membership and the American Association of Colleges for Teacher Education in matters relating to national and state policy initiatives.

### ARTICLE III – MEMBERSHIP

- A. **INSTITUTIONAL MEMBERSHIP:** Nonprofit baccalaureate or graduate colleges and universities which have state approved and nationally accredited teacher education programs with campuses physically located in New Jersey are eligible for institutional membership. A university with more than one separate and distinct state approved and nationally accredited teacher education unit housed in separate colleges of education is allowed an institutional membership for each of the approved programs. A minimum of 51 percent of the institutional membership must be members of AACTE.
- B. Such dues as specified in the Bylaws will be paid by member programs.
- C. Voting membership is limited to one vote per member program.

### ARTICLE IV – LIAISON RELATIONSHIPS (Non-members)

Formal liaison relationships may be established with associations, agencies, and individuals with a demonstrated interest in the preparation of professional school personnel.

### ARTICLES V – OFFICERS

The officers of the Association shall be a President, Past President, President Elect (who is Vice President/Treasurer), Secretary, and a Representative to the AACTE Advisory Council of State Representatives when the incumbent president is not from an institution that holds membership in AACTE.

### ARTICLE VI – EXECUTIVE COMMITTEE

The Executive Committee shall be elected by institutional representatives to the state unit in accordance with the requirements set forth in the State Association’s Bylaws.

### ARTICLE VII – MEETINGS

The Association shall conduct regular meetings and such other meetings as may be called by the Executive Committee.

#### ARTICLE VIII – RULES OF ORDER

The rules of parliamentary procedure contained in ROBERT’S RULES OF ORDER (Latest revision) shall govern the deliberations of this Association.

#### ARTICLE IX – NON-PROFIT STATUS

The Association is not organized for profit and no part of its funds shall insure to the benefit of any member or institution.

#### ARTICLE X – AFFILIATION

The Association shall be affiliated with the American Association of Colleges for Teacher Education in accordance with the following policies approved by the National Board of Directors:

- A. For purposes of obtaining affiliation the state unit membership shall consist of at least 60 percent of the AACTE member institutions in the state.
- B. Continuance of affiliation shall be contingent upon:
  - 1. Maintenance of a membership of at least 60 percent of the AACTE member institutions in the State.
  - 2. Assurance that the voting rights of AACTE members comprise at least 51 percent of the total voting rights of the state unit.
  - 3. Submission to the National Board of Directors of an annual state activity report to include a review of program and fiscal activities and a certification of membership within the state unit.
  - 4. Biennial review by the AACTE Board of Directors.
  - 5. Adoption and maintenance of a state Constitution and state Bylaws consistent with the nationally approved models of the same.

#### ARTICLE XI – AMENDMENTS

Proposed amendments to this constitution shall be submitted in writing to the Executive Committee by institutional representatives. The Executive Committee must approve the proposed amendments by a majority vote. After approval by the Executive Committee, such proposed amendments must be

distributed to all member institutions within the state unit at least two weeks before the meeting at which they are to be voted upon, or, if the vote is to be taken by mail, email, or other means, at least two weeks before the voting deadline.

Proposed amendments will not become a part of this constitution until such proposed amendments are approved in person or by proxy by two-thirds of the members of the state unit and until such proposed amendments are approved by the AACTE Board of Directors.

## ARTICLE XII – BYLAWS

Bylaws may be adopted or amended by the Executive Committee subject to a majority vote of institutional representatives from the membership at a regular or special meeting and approval of the national Board of Directors.

BYLAWS  
OF THE  
NEW JERSEY ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION  
June 21, 2017

ARTICLE I – MEMBERSHIP

A. Institutional Members

Section 1 – Eligibility

Nonprofit baccalaureate or graduate colleges and universities which have state approved and nationally accredited teacher education programs offering New Jersey teaching licenses with campuses physically located in New Jersey are eligible for institutional membership. Programs which meet the above criteria that are not nationally accredited but have been approved with eligible candidate status by a national accreditor may also apply for association membership. A university with more than one separate and distinct state approved and nationally accredited teacher education unit housed in separate colleges of education is allowed an institutional membership for each of the approved programs. A minimum of 51 percent of the institutional membership must be members of AACTE.

Teacher education programs in baccalaureate or graduate colleges or universities which do not meet all of the institutional membership criteria may send a representative to attend membership meetings but may not hold office or vote.

Institutions interested in becoming members should submit a request in writing to the Executive Committee of the State Association. The Executive Committee shall determine by a majority vote if the institution meets the requirements for membership. If an institution qualifies for membership, the Executive Committee will present the request for membership to the NJACTE members, and the institution will be offered membership to NJACTE if the application is approved with a majority vote by the NJACTE members.

Section 2 – Membership Year

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

Section 3 – Dues

The dues for institutional membership shall be \$1200.00 per institution.

## ARTICLE II – VOTING RIGHTS OF MEMBERS & VOTING PROCEDURES

- A. Institutional members are responsible for designating one designee to cast votes at membership meetings or with online balloting of any kind.
- B. If votes are required on matters related directly to AACTE, only institutional members who are members of AACTE shall be eligible to vote. The president or presiding officer shall determine which matters constitute votes relating directly to AACTE concerns.
- C. Electoral Procedures: The Nominating and Elections Committee hereinafter provided for shall submit a slate of candidates for all open positions at a meeting prior to that meeting at which the election shall take place.

## ARTICLE III – OFFICERS

### Section 1 – Elective Officers

There shall be nine elective officers: President, President Elect (who is Treasurer as well), Secretary and six members at large.

The presidency shall alternate between private and public institutions, and the nomination and election of the Treasurer/President Elect should be made accordingly. 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 – Officer’s Terms of Office

Officers will serve from July 1 to June 30. Term of office will be 2 years. If a President is unable to complete a term of service, the Treasurer shall serve as president for any remaining days of the academic year in which the departure takes place and shall serve for an additional two years beginning on the July 1 following the President’s departure. If the Treasurer is unable to serve as President, the Secretary shall serve as interim President until an election can be held for the positions of President and Treasurer. The elected officers shall serve the remaining days of the academic year and shall serve for an additional two years beginning on the July 1 following the election.

### Section 3 – Duties

1. The President shall preside at Board of Directors or Executive Committee 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 Executive Committee 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.

2. 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, who is Treasurer in fact, will supervise all monies paid into and out of the General Fund, will prepare a financial statement for presentation at the Annual Meeting of the state (regional) unit.
3. The Secretary will be responsible for the maintenance of the minutes and records of all meetings held by the Association, assist the President in the preparation of the agenda, be responsible for notifying the membership of special and regularly scheduled meetings and conduct correspondence for the Association.
4. 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 (regional) unit on that Council and as a member of the state unit's Executive Committee.

## ARTICLE IV – EXECUTIVE COMMITTEE

### Section 1 – Composition

The Executive Committee shall consist of ten voting members: the President, President Elect, Secretary, Past President, representative to the AACTE Advisory Council of State Representatives (when this officer is necessary as explained in ARTICLE III, Section 1 of the Bylaws) and six representatives at large. The composition of the Executive Committee should reflect a balance of private and public, large and small institutions. In addition, the presidency shall alternate between private and public institutions.

### Section 2 – Terms of Office

The terms of office for at large members of the Executive Committee shall be three years commencing on July 1 and concluding on June 30. Past Presidents serve on the Executive Committee for a term of two years beginning on July 1 of the new President's term.

### Section 3 – Powers and Duties

The Executive Committee shall carry on the business of the Association between meetings; shall develop and implement policy and must approve the budget and plans for the regular

meetings. The Executive Committee shall be responsible for the verification of eligibility for membership and shall maintain a list of all members and current institutional representatives.

The Executive Committee shall appoint annually an Audit Committee of members who will be responsible for auditing all accounts for this fiscal year.

The Executive Committee shall 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 by the Executive Committee as needed.

#### Section 4 – Meetings of the Executive Committee

The Executive Committee shall hold regular monthly meetings and special meetings as deemed necessary by the President or other member of the Execution Committee.

### ARTICLE V – ANNUAL MEETING

There shall be an annual Meeting of the Association at a time and place to be determined by the Executive Committee.

### ARTICLE VI – FINANCES

#### Section 1 – Fiscal Year

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

#### Section 2 – General Fund

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

#### Section 3 – Budget

An annual audit must be presented by the President and approved by the Executive Committee.

#### Section 4 – Disbursement of Funds

All monies paid to the General Fund of the Association shall be supervised by the President Elect. Monies shall be disbursed according to the approved annual budget. All non-budgeted expenditures must be approved by the Executive Committee.

#### Section 5 – Financial Reports

An annual report of the General Fund, including income and expenditures for the fiscal year, shall be prepared by the President Elect for presentation at the Annual Meeting and submission as part of the Annual State (Regional) Activity Report to AACTE.