



President (2016)

**Juan Flores**

California State University,  
Stanislaus

President-Elect (2016)

**Sharon Russell**

CalStateTEACH

Vice-President for AACTE (2016)

**Lettie Ramirez**

California State University,  
East Bay

Vice-President for ATE (2016)

**Deborah Hamm**

California State University,  
Long Beach

Past President (2016)

**Cynthia Grutzik**

California State University,  
Long Beach

Board of Directors

**Eric Engdahl (2017)**

California State University,  
East Bay

**Laurie Hansen (2015)**

University of California,  
Irvine

**Keith Howard (2016)**

Chapman University

**Anne Jones (2015)**

University of California,  
Riverside

**Virginia Kennedy (2016)**

California State University,  
Northridge

**Sabrina Mims-Cox (2015)**

California State University,  
Los Angeles

**Lyn Scott (2017)**

Humboldt State University

**Kip Tellez (2016)**

University of California,  
Santa Cruz

**Mona Thompson (2017)**

California State University,  
Channel Islands

Teacher Education Quarterly

**Kip Tellez**, Editor

University of California,  
Santa Cruz

Issues in Teacher Education

**Suzanne SooHoo**

**& Joel Colbert**, Co-Editors

Chapman University

Executive Secretary

**Alan H. Jones (2016)**

Caddo Gap Press  
3145 Geary Blvd. PMB 275  
San Francisco, CA 94118  
415/666-3012  
alan.jones@ccte.org

# California Council on Teacher Education

## Bylaws of the California Council on Teacher Education

Originally Adopted March 29, 2001

by the Delegate Assembly of the California Council on the Education of Teachers  
Upon Recommendation and Endorsement of the Boards  
of the California Association of Colleges of Teacher Education,  
the Independent California Colleges and Universities Council on Education of Teachers,  
and the State of California Association of Teacher Educators

To Take Effect July 1, 2001

and Since Amended October 17, 2002, October 30, 2003, March 25, 2010, and March 27, 2014

### Article I. Name.

This organization shall be known as The California Council on Teacher Education (CCTE or Council). The Council is incorporated under the laws of the State of California to enjoy the privileges and the protection afforded by such legal status.

### Article II. Purpose.

The purpose of this organization shall be to stimulate the improvement of pre-service education, induction and professional development of teachers. This purpose may be implemented by such activities as: (1) Conducting conferences, workshops, and similar meetings; (2) Extending service functions to institutions, organizations, and to the public who are interested in the education of teachers; (3) Maintaining liaison with the Commission on Teacher Credentialing, the State Board of Education, the State Superintendent of Public Instruction, and other official government agencies interested in the preparation of teachers; (4) Serving as the state affiliate in California of the American Association of Colleges of Teacher Education (AACTE) and the Association of Teacher Educators (ATE) and maintaining liaison with other national, state, and local organizations interested in the improvement of the education of teachers; (5) Taking public positions in support of or in opposition to policies and practices affecting teacher education by whatever agency of government; (6) Supporting scholarly publications that report research and policy regarding the preparation of teachers, and (7) Promoting other programs and activities which may contribute to effective preparation of school personnel.

### Article III. The Assembly.

#### *Section 3.01. The Governing Body.*

The governing body of this organization shall be the Assembly. It shall consist of those delegates and members registered at an official meeting of the Council.

#### *Section 3.02. Membership.*

CCTE provides for individual membership and full participation without regard for sex, race, color, age, national origin, religion, creed, disability, marital status, sexual orientation, and gender identity. There are five categories of membership which follow:

(a) Institutional Delegates. Delegates from each member institution to be appointed by the head of the educational unit of the institution as follows: (i) Each institution shall be entitled to six delegates; (ii) Institutions are encouraged to appoint delegates representing subject matter disciplines as well as professional education; (iii) Member institutions wishing to involve more than six persons may purchase individual memberships for such additional individuals.

(b) Organizations and governmental agencies can request membership which includes six delegates. The Board shall review the size, composition, and mission of the organization in considering the petition. Member organizations or governmental agencies wishing to involve more than six persons may purchase individual memberships for such individuals.

(c) Individual Members. (i) Any individual with a basic interest in and concern for the improvement of the education of teachers may become a member. Such members have all of the rights and responsibilities of any delegate. (ii) Any individual, officially appointed to a working group of the Council, as provided for in Article VIII, may become a member of the Council. Such membership is not obligatory. (iii) Each member of the Board of Directors who is no longer named as a delegate shall remain an individual member for the duration of his/her membership on the Board.

(d) Student Members. Any student can become a member, with all the rights and responsibilities of membership.

- (e) Retired members. (i) Persons upon retirement from their professional assignments may become a retired member of the Council.
- (ii) Retired members have all the rights and responsibilities of membership.

*Section 3.03. Dues and Fees.*

- (a) Dues for the various classifications of Membership shall be established by a two-thirds vote of the Board of Directors. Dues for the various classifications of membership may not be increased by more than ten percent (10%) annually without approval of the Assembly.
- (b) The registration fee at each conference and meeting of the Assembly shall be established by the Board of Directors.

*Section 3.04. Functions of the Assembly.*

The functions of the Assembly shall include the following:

- (a) To establish policy for the Council including creation and approval of a policy framework.
- (b) To identify professional concerns meriting intensive study.
- (c) To make recommendations for action to the Board of Directors; (d) To promote other activities and programs relevant to the purposes of the Council.

*Section 3.05. Meetings of the Assembly.*

- (a) Voting in the Assembly shall be limited to delegates from member institutions, organizations, governmental agencies, associated organizations, and individual members, student members, and retired members.
- (b) The Assembly shall meet twice a year, in the fall and in the spring, during the semiannual conferences sponsored by the Council.
- (c) All meetings of the Assembly shall be called by the President of the Council. Additional meetings of the Assembly may be called by the President.
- (d) Attendance at meetings of the Assembly may be limited by the Board of Directors to delegates and members and to others invited by the Board of Directors.
- (e) Robert's Rules of Order shall govern the conduct of all meetings of the Assembly except as modified by the Board of Directors. (f) Public positions on policy issues shall require two-thirds approval of those voting.

**Article IV. Board of Directors.**

*Section 4.01. Membership.*

- (a) The officers of the Council shall consist of a President, President-Elect, Immediate Past President, Vice President for AACTE, and Vice President for ATE, all of whom will serve two year terms. The President Elect shall succeed to the Presidency. The President shall succeed to the Past Presidency.
- (b) The Board of Directors shall consist of fourteen voting members: the five officers listed above and nine directors elected at-large by the membership of the Council; the nine at-large members will serve three-year staggered terms.
- (c) The Executive Secretary of the Council shall be a non-voting member of the Board, appointed by the Board of Directors.
- (d) The Board may invite consultants to attend any and all meetings of the Board and Delegate Assembly. The terms of such consultants shall be determined by the Board. Consultants to the Board of Directors are non-voting members.

*Section 4.02. Duties and Functions.*

- (a) President. (i) Shall preside at all meetings of the Council and of the Board of Directors. (ii) Shall speak officially for the Council. (iii) Shall appoint such standing committees and working groups as prescribed by the bylaws and the Board of Directors with the concurrence of that body. Shall appoint such working groups as prescribed by the Board of Directors with the concurrence of that body. (iv) Shall designate members to represent the Council at various meetings, conferences, and hearings. (v) Shall perform such other duties as necessary to carry on the work of the Council.
- (b) The Past President. (i) Shall serve as parliamentarian for Board and Assembly meetings. (ii) Shall chair the Nominations and Election Committee and oversee the elections and voting processes. (iii) Shall assist the President as needed.
- (c) The President-Elect. (i) Shall serve in the absence of the President. (ii) Shall recommend to the Board of Directors the conference chairs. (iii) Shall serve as a liaison between the conference committees and the Board of Directors.
- (d) Vice Presidents for AACTE and ATE. (i) Shall attend the annual meeting of the national organization to which they are a representative. (ii) Shall represent the interests of the Council and affiliated organizations to the relevant national organization. (iii) Shall report to the Council on national activities. (iv) Shall facilitate activities that address the goals of the respective national organizations.
- (e) Executive Secretary. (i) Shall serve as primary staff to the Board of Directors and President, and will carry out duties as developed and assigned by the Board. (ii) Shall serve as fiscal officer and as business and office manager and shall be responsible for the employment of the clerical staff. (iii) Shall support the semiannual conference planning and organization, and manage the details of the implementation. (iv) Shall prepare and present preliminary annual budgets, interim budget reports, and present audit reports to the Board of Directors.

(f) Board of Directors. (i) Shall supervise standing committees and working groups of the Council, as provided for in these bylaws. (ii) Shall determine the major issues to be brought before the Assembly and approve plans for semi-annual meetings. (iii) Shall recommend members for appropriate governmental and professional commissions and committees. (iv) Shall authorize expenditures of funds of the Council. (v) Shall act for the Council between Assembly meetings consistent with the policy framework. When adopting public positions on policy issues, a two-thirds favorable vote of the Board shall be required. (vi) Shall carry out other duties which may be detailed in the bylaws or given to it by the Assembly.

*Section 4.03. Meetings and Quorums.*

(a) The Board of Directors shall meet immediately prior to all regular meetings of the Assembly, and at other times when called by the President.

(b) Absence of any member from three consecutive meetings of the Board of Directors shall constitute a voluntary resignation. By majority vote of the Board, the position shall be declared vacant and an appointment shall be made for the remainder of the term.

(c) The Board of Directors shall be empowered to conduct the business of the Council whenever a quorum is present at a meeting.

(d) A quorum is eight of the fourteen members.

**Article V. Affiliated and Associated Organizations.**

(a) CCTE shall serve as the state chapter for AACTE and ATE, affiliated through formal bylaw organizational connection.

(b) Upon petition, the Board of Directors may confer associate status on any organization that supports the goals and mission of the Council.

(c) Associated organizations may be involved in planning and participating in semi-annual conferences and other Council activities and may share in certain costs of those conferences.

(d) Associated organizations may conduct concurrent meetings or activities at semi-annual conferences.

(e) Associated organizations shall pay the same dues as institutional members and may appoint six delegates.

(f) Associated organizations will appoint a liaison to attend Board of Directors meetings as a non-voting member.

**Article VI. Elections and Appointment of Officers.**

*Section 6.01. Nominations, Elections, and Terms of Office.*

(a) In the Fall, the President shall appoint a Nominations and Election Committee of three or more members of the Assembly chaired by the Past President. This committee shall develop a slate of candidates for the officers and directorships of the Council, pursuant to the articles of these bylaws. This slate shall be submitted to the Executive Secretary at least twelve weeks prior to the spring meeting of the Assembly. Candidates for all positions shall be delegates to or members of the Council. In electing officers and members of the Board of Directors, the delegates and members should take into consideration the desirability of broad representation in terms of geographic and professional diversity, including balance among the kinds of institutions and organizations holding institutional and associated memberships. The previous sentence shall be included in all presentations of nominees for the Board of Directors.

(b) Within four weeks after the appointment of the Nominations and Election Committee, the Executive Secretary shall solicit from all delegates recommendations for nominees for positions to be filled, and shall submit all recommendations received to the Nomination and Election Committee.

(c) At least ten weeks prior to the start of the spring conference, the Executive Secretary shall send to each delegate and member the slate prepared by the Nominations and Election Committee, along with a brief vita and statement from each nominee. Any delegate or member wishing to nominate someone not on the slate prepared by the Nominations and Election Committee may do so by forwarding to the Executive Secretary a written nomination containing the supporting signatures of 15 delegates or members, a brief vita of the nominee, and the signed consent and statement from the nominee. Such nominations must be received by the Executive Secretary not later than seven weeks before the spring meeting at which the election ballots will be tabulated. The Executive Secretary will send an official election ballot to each delegate and member at least four weeks prior to the spring election meeting. All ballots must be received by noon on the Friday of the spring conference. The Executive Secretary shall turn them over to the Nominations and Election Committee to be counted. Delegates and members attending the annual meeting at which elections are held shall be given the opportunity to cast a ballot or to deliver the ballot of another delegate by noon on the Friday of the spring conference. The Nominations and Elections Committee shall ensure that each person submits only one vote. Results of the election shall be announced by the President during the spring meeting, and in writing to the membership in a timely manner.

(d) Candidates for President-Elect and Vice Presidents for AACTE and ATE shall be nominated and elected biennially at the spring meeting and shall serve terms of two years.

(e) Three directors shall be nominated and elected annually to serve three-year terms.

(f) No officer or director shall be eligible for election to a second consecutive full term of office in the same position, with the exception of the Vice Presidents.

(g) The Nominations and Election Committee shall be responsible for all decisions and procedures relative to completing the election of officers and directors except for the office of Executive Secretary.

*Section 6.02 The Executive Secretary.*

The Executive Secretary shall be an employee of the Council. He or she shall be appointed by and serve at the pleasure of the Board of Directors, normally for a three-year term at compensation set by the Board. Periodic reviews of the Executive Secretary's performance shall be conducted by the Board of Directors.

*Section 6.03 Vacancies During Term of Office.*

(a) In case of vacancy in the office of President, the President-Elect shall become President for that unexpired term.

(b) All other vacancies shall be filled by appointment by the Board of Directors, and shall be for the unexpired term of the officer or director replaced.

**Article VII. Standing Committees.**

*Section 7.01. Research Committee.*

(a) Duties and Functions. The Research Committee shall select research proposals for presentation at the semi-annual meetings of the Council and shall undertake other activities in support of research in teacher education as set forth by the Board of Directors.

(b) Membership. The Research Committee shall consist of a chairperson appointed by the President for a renewable three-year term, and other members appointed by the chair.

*Section 7.02. Awards Committee.*

(a) Duties and Functions. The Awards Committee shall establish awards with the approval of the Board of Directors, and then solicit and review nominations and select recipients.

(b) Membership. The Awards Committee shall consist of a chairperson appointed by the President for a renewable three-year term, and other members appointed by the chair.

*Section 7.03. Policy Committee.*

(a) Duties and Functions. (i) The committee shall develop recommendations regarding policies that affect teacher education at the state and national levels, propose those recommendations to the Board for consideration and action, and implement decisions of the Board with regard to issues of policy. (ii) The committee shall work with the conference chairs in proposing and sponsoring policy sessions at each conference. The committee shall carry out other tasks regarding policy issues as are defined and specified by the President and Board of Directors.

(b) Membership. (i) The chair of the Policy Committee shall be appointed by the President and confirmed by the Board of Directors for a renewable three-year term. (ii) The Policy Committee shall consist of a chair and members selected by the chair and confirmed by the President and the Board of Directors. Members shall reflect the diversity of region and constituency of the Council.

*Section 7.04. Membership Committee.*

(a) Duties and Functions. The committee shall be responsible for membership recruitment and development, and service and support of the membership as set forth by the Board of Directors.

(b) Membership. The Membership Committee shall consist of a chairperson appointed by the President for a three-year renewable term, and additional committee members selected by the chairperson.

*Section 7.05. Journals.*

CCTE sponsors two scholarly journals.

(a) *The Teacher Education Quarterly.* The *Teacher Education Quarterly* shall be published four times a year on behalf of the Council. It shall be under the direction of an Editor(s) appointed by the Board of Directors and a seven-member Editorial Board, and shall have a Panel of Readers. Its purpose shall be the publication of scholarly articles of research and policy on the education of teachers.

(i) Duties and Functions of the Editorial Board: (a) Review the publication policies of the *Teacher Education Quarterly*. (b) Formulate procedures for appointing members of the Editorial Board and establishing a Panel of Readers for refereed articles.

(ii) Membership: The Editorial Board shall consist of seven members. Two shall be the Editor and Associate Editor who shall serve a renewable three-year term. Five members will be appointed for five-year staggered terms. The President and the Executive Secretary of the Council shall be ex officio members of the Editorial Board.

(iii) Editorial Board Officers: (1) There shall be two officers of the Editorial Board, a Chair, who shall be the Editor, and a secretary, who shall be the Associate Editor; (2) The Board of Directors of the Council shall appoint the Editor from candidates selected by a committee composed of two members of the Editorial Board and two members of the Board of Directors of the Council; (3) The Associate Editor shall be selected by the Editor with the advice and consent of the Editorial Board; (4) The Editor shall represent the journal at meetings of the Board of Directors of the Council.

(b) *Issues in Teacher Education.* *Issues in Teacher Education* shall be published two or more times a year on behalf of the Council. It shall be under the direction of an Editor(s) appointed by the Board of Directors and a five-member Editorial Board, and shall have a panel of readers. Its purpose shall be the publication of peer-reviewed articles on topics, concerns, and methodologies for improving the quality of teacher education.

(i) Duties and functions of the Editorial Board. (1) Review the publication policies of the journal. (2) Formulate procedures for appointing members of the Editorial Board and establishing a Panel of Readers for refereed articles.

(ii) Membership. The Editorial Board shall consist of the Editor(s), Associate Editor, and five members. The Editor(s) shall serve a three-year renewable term. Five members shall be appointed for five year staggered renewable terms. The President and the Executive Secretary of the Council shall be ex officio members of the Editorial Board.

(iii) Editorial Board Officers. (1) The Board of Directors of the Council shall appoint the Editor(s) from candidates selected by a committee composed of two members of the Editorial Board and two members of the Board of Directors of the Council; (2) The Associate Editor shall be selected by the Editor with the advice and consent of the Editorial Board; (3) The Editor shall represent the journal at meetings of the Board of Directors of the Council.

(c) Other publications may be established by the Council at the discretion of the Board of Directors, which will select the editorship and guidelines for publication.

*Section 7.06 Conference Committees.*

The Board of Directors shall, upon the recommendation of the President-Elect, appoint a Chairperson for each semiannual conference.

(a) Duties and Responsibilities of the Conference Chairperson. The Chairperson shall: (i) appoint members of the Conference Committee and work with them in planning and conducting the conferences; (ii) work with the Executive Secretary in making all arrangements for the conference; (iii) keep the President-Elect informed about matters concerning the conference, including budget, program, and schedules; (iv) report on conference planning progress at each meeting of the Board of Directors, and (v) follow the guidelines of the Board of Directors as set forth in the Conference Planning Manual.

(b) Conference Committee. A Conference Committee shall advise and assist the Chairperson in planning and conducting each conference.

*Section 7.07. Executive Committee.*

(a) Duties and Functions. Coordinate CCTE's fiscal, policy, membership and editorial business between regular board meetings.

(b) Membership. The Executive Committee is comprised of the President, President-Elect and the Past President and the Executive Secretary.

**Article VIII. Working Groups.**

*Section 8.01. Working Groups.*

The Council may establish working groups, including but not limited to committees, task forces, commissions, and regional councils, to deal with areas of either special or continuing interest to the Council.

*Section 8.02. Special Interest Groups.*

The Board of Directors may approve Special Interest Groups (SIGs) upon request of interested delegates and members, and such SIGs will meet at each Conference to explore topics and programs of interest.

*Section 8.03. Periodic Reviews.*

The SIGs exist at the pleasure of the Board. The Board of Directors shall review the work of the working groups and SIGs and take such action as the review indicates.

**Article IX. Amendments.**

*Section 9.01. Initiation of Amendments.*

Amendments to the bylaws may be proposed by (a) the Board of Directors or (b) any group of 20 members attested to by their signatures, provided the proposed amendment has been submitted in writing to the President 60 days prior to an official meeting of the Assembly.

*Section 9.02. Circulation to Members.*

Proposed amendment or amendments to the bylaws shall be circulated to the members at least 30 days in advance of the next official meeting of the Assembly.

*Section 9.03. Vote on Amendments.*

(a) These bylaws may be amended by a two-thirds vote of the Assembly.

(b) These bylaws may be amended without previous notice by a unanimous vote of the Assembly.