

BYLAWS OF THE CALIFORNIA COUNCIL ON TEACHER EDUCATION
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

(A reworking of the By-Laws of the California Council on the Education of Teachers to Expand through Merger)
and Since Amended October 17, 2002, October 30, 2003, March 25, 2010, and October 2016

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. CCTE provides for membership and full participation without regard for disability or diversity.

Article III - The Delegate Assembly

Section 1. The Governing Body

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

Section 2. Membership

Participation in the Delegate Assembly shall be limited to delegates from member institutions, organizations, governmental agencies, and associated organizations, and to individual members.

A. Institutional Delegates. Delegates from each member institution to be appointed by the head of the educational unit of the institution as follows: 1. Each institution shall be entitled to six delegates. 2. Institutions are encouraged to appoint delegates representing subject matter disciplines as well as professional education. 3. Member institutions wishing to involve more than six persons may purchase individual memberships for such additional individuals.

B. Organizational Delegates. Member organizations which have a continuing interest in the education of teachers shall be entitled to six delegates. The Board shall review the size and composition of the membership of the organization in considering the petition. Member organizations wishing to involve more than six persons may purchase individual memberships for such individuals.

C. Governmental Agency Delegates. Member governmental agencies including school districts and county offices of education which have a continuing interest in the education of teachers shall be entitled to six delegates. The Board shall review the relevancy of the petition in terms of the agency's involvement in the preparation of teachers. Member governmental agencies wishing to involve more than six persons may purchase individual memberships for such individuals.

D. Individual Members. 1. 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. 2. 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. 3. 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.

E. Retired Members. 1. Persons upon retirement from their professional assignments and who have been members of or

delegates to the Council may become a retired member of the Council. 2. Retired members have all the rights and responsibilities of any delegate.

Section 3. 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 Delegate Assembly.

B. The registration fee at each conference and meeting of the Delegate Assembly shall be established by the Board of Directors.

Section 4. Functions of Delegate Assembly

The functions of the Delegate Assembly shall include the following:

A. To establish policy for the Council.

B. To advise the Commission on Teacher Credentialing, the State Board of Education, the State Department of Education, legislative bodies, and other governmental agencies and professional organizations through the officers and Board of Directors of the Council.

C. To identify professional concerns meriting intensive study.

D. To make recommendations for action to the Board of Directors.

E. To promote other activities and programs relevant to the purposes of the Council.

Section 5. Meetings of the Delegate Assembly

A. The Delegate Assembly normally shall meet twice a year, in the fall and in the spring, during the semiannual conferences sponsored by the Council.

B. All meetings of the Delegate Assembly shall be called by the President of the Council.

C. Additional meetings of the Delegate Assembly may be called by the President.

D. Attendance at meetings of the Delegate 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 Delegate Assembly except as modified by the Board of Directors.

F. Business will be conducted using the majority of those delegates and members in attendance at the Delegate Assembly. Public positions on policy issues shall require two-thirds approval of those voting.

Article IV - Board of Directors

Section 1. 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 Vice President for ATE and a majority of the elected members of the Board of Directors shall hold membership in ATE.

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. 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.

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 2. Duties and Functions

A. President:

1. Shall preside at all meetings of the Council and of the Board of Directors.

2. Shall speak officially for the Council.

3. 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.

4. Shall designate members to represent the Council at various meetings, conferences, and hearings.

5. Shall perform such other duties as necessary to carry on the work of the Council.

B. The Past President

1. Shall serve as parliamentarian for board and Delegate Assembly meetings.
2. Shall chair the Nominations and Election Committee and oversee the elections and voting processes.
3. Shall assist the President as needed.

C. The President-Elect

1. Shall serve in the absence of the President.
2. Shall recommend to the Board of Directors the conference chairs.
3. Shall serve as a liaison between the conference committees and the Board of Directors.
4. Shall assume the presidency when the current President's term is ended.

D. Vice Presidents for AACTE and ATE

1. Shall attend the annual meeting of the national organization to which they are a representative. CCTE, to the extent of its ability, shall help defray expenses of the Vice Presidents and other CCTE delegates to such national meetings.
2. Shall represent the interests of the Council and affiliated organizations to the relevant national organization.
3. Shall report to the Council on national activities.
4. Shall facilitate activities that address the goals of the respective national organizations.

E. Executive Secretary

1. Shall serve as Executive Officer, execute policy, and provide appropriate guidance in the establishment of policy.
2. Shall provide overall leadership and guidance in the development and execution of the entire program.
3. Shall be a resource and research consultant to the Council and Board of Directors.
4. Shall propose activities and programs considered pertinent to the welfare, advancement, and objectives of the organization.
5. Shall serve as fiscal officer and as business and office manager and shall be responsible for the employment of the clerical staff.
6. Shall prepare and present preliminary annual budgets to the Board of Directors.
7. Shall provide liaison with professional educational organizations and governmental bodies.
8. Shall present, represent, and interpret the Council and its programs to the membership and the public.
9. Shall provide counsel, advice, and representation to the individual members.

F. Board of Directors

1. Shall supervise standing committees and working groups of the Council, as provided for in these bylaws.
2. Shall determine the major issues to be brought before the Delegate Assembly and plan the semi-annual meetings.
3. Shall recommend members for appropriate governmental and professional commissions and committees.
4. Shall authorize expenditures of funds of the Council.
5. Shall act for the Council between Delegate Assembly meetings within a policy framework. When adopting public positions on policy issues, a two-thirds favorable vote of the Board shall be required.
6. Shall carry out other duties which may be detailed in the bylaws or given to it by the Delegate Assembly.

Section 3. Meetings and Quorums

- A. The Board of Directors shall meet immediately prior to all regular meetings of the Delegate Assembly, and at other times when called by the President.
- B. Absence of any member from three consecutive meetings of the Board of Directors may constitute a voluntary resignation. By majority vote of the Board, the position shall be declared vacant and the vacancy filled in the regular manner.
- 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 not fewer than eight of the fourteen members.

Article V – Associated Organizations

- A. Upon petition, the Board of Directors may confer associate status on any organization that supports the goals and mission of the Council.
- B. 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.
- C. Associated organizations may conduct concurrent meetings or activities at semi-annual conferences.
- D. Associated organizations shall pay the same dues as institutional members and may appoint six delegates.
- E. Associated organizations will appoint a liaison to attend Board of Directors meetings as a non-voting member.

Article VI - Elections of Officers

Section 1. 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 Delegate 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 annual meeting of the Delegate Assembly. The slate of candidates for Board of Directors, President-Elect, and Vice-Presidents for AACTE and ATE shall consist of a least twice as many nominees as there are positions to be filled. Candidates for all positions shall be delegates to or members of the Council. The nominees for the position of Vice President for AACTE shall be selected by the California Chapter of the American Association of Colleges for Teacher Education.

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 annual meeting, 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 of not more than 50 words from each nominee. Any delegate or member wishing to nominate someone not on the slate prepared by the Nominations and Election Committee may do 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 annual 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 annual election meeting, along with a return envelope for balloting only. The ballots must be returned in said envelopes postmarked not later than one week prior to the start of the annual election meeting. The Executive Secretary shall bring all returned ballots to the meeting and turn them over to the Nominations and Election Committee to be opened and 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 at an appropriate time during the meeting. 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 or until their successors are elected.

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.

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 2. The Executive Secretary

A. 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 review of the Executive Secretary's performance shall be conducted by the Board of Directors.

Section 3. 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 election by the Board of Directors, and shall be for the unexpired term of the officer or director replaced.

Article VII. Standing Committees

Section 1. Committee on Research

A. Duties and Functions. The Committee on Research 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 Committee on Research shall consist of a chairperson and other members appointed by the President for staggered three-year terms.

Section 2. Committee on Awards

A. Duties and Functions. The Committee on Awards shall: (1) solicit and review nominations and select winners of for:
a. the Quality Education Partnership Award presented to schools or school districts for outstanding cooperation and collaboration with teacher education programs; b. the Distinguished New Teacher Award; c. the Distinguished Teacher

Educator Award; d. the Distinguished Teacher/Administrator Award. (2) recommend to the Board of Directors individuals for the Crystal Apple Award; and, (3) carry out other tasks regarding Council awards as set forth by the Board of Directors.

B. Membership. The Committee on Awards shall consist of a chairperson appointed by the President and additional committee members selected by the chairperson.

Section 3. Committee on Policy and Governmental Relations

A. Duties and Functions. 1. 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. 2. The committee shall conduct such workshops and conference sessions about policy as are appropriate to the themes and focuses of the semi-annual conferences of the Council. The committee chair shall work with the conference chairs in proposing and sponsoring such sessions on a regular basis. 3. The committee shall carry out other tasks regarding policy issues as are defined and specified by the President and Board of Directors.

B. Membership. 1. The chair of the Committee on Policy shall be appointed by the President and confirmed by the Board of Directors. 2. The Committee on Policy shall consist of a chair and such 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. Terms of membership shall be three years, staggered, so that members rotate each year.

Section 4. Committee on Membership

A. Duties and Functions. The committee shall be responsible for membership recruitment and building, in consultation with the Board of Directors.

B. Membership. The Committee on Membership shall consist of a chairperson appointed by the President and additional committee members selected by the chairperson.

Section 5. Committee on Communications

A. Duties and Functions. The committee shall be responsible for CTE communications, in consultation with the Board of Directors.

B. Membership. The Committee on Communications shall consist of a chairperson appointed by the President and additional committee members selected by the chairperson.

Section 6. Publications

A. The *Teacher Education Quarterly*. The *Teacher Education Quarterly* shall be published four times a year by the Council. It shall be under the direction of an Editorial Board, an Editor, 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. 1. Duties and Functions of the Editorial Board: a. Determine the publication policies of the the *Teacher Education Quarterly*, including content, production, publicity, advertising, distribution, and subscriptions. b. Formulate procedures for appointing members of the Editorial Board and establishing a Panel of Readers for refereed articles. c. Maintain liaison with the Board of Directors of the Council. d. Submit an annual budget to the Board of Directors of the Council for its approval. 2. Membership: The Editorial Board shall consist of seven (7) members. Two shall be the Editor and Associate Editor who shall serve six (6) year terms. Five (5) members will be appointed for five (5) year terms which shall be overlapping. The President and the Executive Secretary of the Council shall be *ex officio* members of the Editorial Board. 3. Editorial Board Officers: a. 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; b. The Board of Directors of the Council shall appoint the Editor from candidates selected by a committee composed of two (2) members of the Editorial Board and two (2) members of the Board of Directors of the Council; c. The Associate Editor shall be selected by the Editor with the advice and consent of the Editorial Board; d.. The Chair and the Secretary shall represent the Editorial Board at meeting 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 by 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, broadly defined to include preservice preparation, the induction years, and the professional development of career teachers. 1. Duties and functions of the Editorial Board. a. Determine the publication policies of the journal, including content, production, publicity, advertising, distribution, and subscriptions. b. Formulate procedures for appointing members of the Editorial Board and establishing a Panel of Readers for refereed articles. c. Maintain liaison with the Board of Directors of the Council. d. Submit an annual budget to the Board of Directors of the Council for its approval. 2. Membership. The Editorial Board shall consist of the Editor(s) and five (5) members. The Editor(s) shall serve six (6) year renewable terms. Five (5) members shall be appointed for five (5) year renewable terms which shall be overlapping. The President and the Executive Secretary of the Council shall be *ex officio* members of the Editorial Board. 3. Editorial Board Officers. a. The Board of Directors of

the Council shall appoint the Editor(s) from candidates selected by a committee composed of two (2) members of the Editorial Board and two (2) members of the Board of Directors of the Council. b. The Editor(s) shall serve as the Chair(s) of the Editorial Board and represent the Editorial Board at meetings of the Board of Directors of the Council. c. In the event that one or more Associate Editors are required, the Associate Editor(s) shall be selected by the Editor(s) with the advice and consent of the Editorial Board; in the event, the Associate Editor will serve as Secretary of the Editorial Board.

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. Conference Committees

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

A. Duties and Responsibilities of the Conference Chairperson. The Chairperson shall: (1) appoint members of the Conference Committee and work with them in planning and conducting the conferences; (2) work with the Executive Secretary in making all arrangements for the conference; (3) keep the President-Elect informed about matters concerning the conference, including budget, program, and schedules; and, (4) 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.

Article VIII. Working Groups

Section 1. 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 2. Special Interest Groups

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

Section 3. Periodic Reviews

Immediately following the election of the President, the Board of Directors shall review the work of the working groups and SIGs and take such action as this review indicates.

Article IX. Amendments

Section 1. 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 Delegate Assembly.

Section 2. 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 Delegate Assembly.

Section 3. Vote on Amendments

A. These bylaws may be amended by a two-thirds vote of the Delegate Assembly.

B. These bylaws may be amended without previous notice by a unanimous vote of the Delegate Assembly.

Article X. Transition

Section 1. Merger

The California Council on Teacher Education is created effective July 1, 2001, by the expansion of the California Council on the Education of Teachers to include ongoing purposes, memberships, activities, and assets of the California Association of Colleges of Teacher Education and the State of California Association of Teacher Educators, and the formal association of the Independent California Colleges and Universities Council on Teacher Education and other interested and relevant organizations.

Section 2. Intent

The intent to create the California Council on Teacher Education effective July 1, 2001, has been approved by the boards and memberships of the California Council on the Education of Teachers, California Association of Colleges of

Teacher Education, State of California Association of Teacher Educators, and Independent California Colleges and Universities Council on Teacher Education.

Section 3. Financial Transition

On July 1, 2001, the annual budget of the California Council on Teacher Education will reflect the previous annual budget of the California Council on the Education of Teachers expanded to incorporate the previous and ongoing activities of the California Association of Colleges of Teacher Education and the State of California Association of Teacher Educators, with a combined membership and dues structure and a pooling of the existing resources of the three previous organizations.

Section 4. Transition of Officers

On July 1, 2001, the officers of the California Council on the Education of Teachers will become the officers of the California Council on Teacher Education, with the addition of the president of the California Association of Colleges of Teacher Education as the new Vice President for AACTE and the president of the State of California Association of Teacher Educators as the new Vice President for ATE, all such officers serving the remainder of their staggered terms, with the first election of new officers at the annual election in early 2002.