

By-laws of the Alabama Association of Teacher Educators

Article I: Dues and Fees

Section 1 Dues

The types of membership available in this Association are 1) professional, 2) student, and 3) institutional. The amount of annual dues for all types of membership shall be established by the Executive Committee of the Association and approved by the majority of membership at the annual business meeting.

Section 2 Operational Fees

All persons attending conferences, clinics, workshops, and other meetings may be charged registration fees. These fees shall be recommended by the director of the conference, clinic, workshop, or meeting and approved by the Executive Committee.

Article II: Duties of Officers

Section 1 General

Shall be such as their titles imply and as the By-laws state. All elected officers and the Immediate Past-President shall serve as voting members of the Executive Committee, except that the President shall vote only in case of a tie. Officers shall stand in place until re-establishment of state chapter can be secured, ideally 2017.

Section 2 Duties of the President

1. Serve as chairperson of the Executive Committee
2. Appoint the chairperson of all standing committees.
3. Appoint the chairperson and members of ad hoc committees and commissions.
4. Serve as a member ex-officio without vote on all committees and commissions with the exception of the Nominations and Elections Committee.
5. Act for the Association between meetings of the Association.
6. Be responsible for having accounts of the Association audited before the annual business meeting.
7. Submit an annual report to the Executive Committee and the annual business meeting.

Section 3 Duties of the President-Elect

1. Assume responsibilities as designated by the President.
2. Serve as the Acting President of the Association in the temporary absence of the President.
3. Serve as chair of all recognition and awards committees.
4. Promote membership in and recruit members for the organization.

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5. Shall be responsible for all other such duties as may be assigned by the Executive Committee.

Section 4 Duties of the Treasurer

1. Assume responsibilities as designated by the President.
2. Provide information concerning meetings, activities, services, and publications as required.
3. Serve as the Treasurer of the Association, disbursing money only with approval of the President and/or Executive Committee.
4. Propose a financial report to the Association at the annual business meeting, and to the Executive Committees as requested.
5. The Treasurer must be bonded.
6. Serve as a voting member of the Executive Committee.
7. Shall be responsible for all other such duties as may be assigned by the Executive Committee.

Section 5 Duties of the Executive Secretary

1. The Secretary shall serve as Secretary of the Executive Committee as well as for the organization.
2. Shall be responsible for submitting an annual report of all meetings, activities, and publications to the Executive Committee 30 days prior to the annual business meeting.
3. Shall be responsible for the maintenance of all records and paper of the Association.
4. Shall be responsible for the execution of the Association policy
5. Shall facilitate communication activities with membership.
6. Shall coordinate the planning of meeting(s) of the Association at the direction of the President
7. Shall be responsible for all other such duties as may be assigned by the Executive Committee.

Section 6 Duties of the Immediate Past President

1. Serve along with the President Elect as co-chair of the planning committee for the annual meeting(s) of the Association.
2. Chair the Nominations and Elections Committee.
3. Assume responsibilities as designated by the President.

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Article III: Executive Committee

Section 1 General

1. Shall be the policy making body of the Association.
2. Shall establish the terms of office for all Executive Committee positions and select the Executive Secretary.
3. Shall have the power to approve Presidential recommendations of standing committees and to ad-hoc committees and commissions.
4. Shall have the power to approve Presidential recommendations of chair and membership of standing committees and ad-hoc committees and commissions.
5. Shall determine the nature of regional and /or local representations.
6. Shall be empowered to fill vacancies in the delegate representation.
7. Shall approve the annual budget.

Article IV: Editors, Standing Committees and Ad Hoc Committees and Commissions

Section 1 General

The President may establish and dissolve such committees and commissions as are deemed necessary (save that a membership committee shall be established and measures provided for maintaining and increasing unit membership).

Each committee shall submit an annual progress report to the President and Executive Secretary prior to the next business meeting and a summative report within thirty (30) days of completing committee charge.

Section 2 Editors

The editors of the webpage shall be appointed to three year terms. They may succeed themselves. They will be responsible for the organization webpage, per approval of the President.

Section 3 Standing Committees

Standing committees shall include the (1) Membership Committee, whose Chair (serving at the pleasure of the President) shall be appointed for a three year term and may succeed self; (2) Conference site and (3) Awards Committee Chair, both of whom shall hold on-going appointments serving at the pleasure of the President and the Executive Committee.

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Committee chairs may appoint additional committee members as they deem necessary. The Executive Committee shall receive nominations and serve as the selection committee for any awards.

Section 4 Status

Editors and Standing Committee Chairs shall serve as non-voting, ex-officio members of the Executive Committee.

Article VI: Coordination with Other Organizations

Section 1 By the Association

The organization shall participate in the activities of such educational organizations as shall be approved by the Executive Committee.

The organization shall be subject to the regulations of the national Association and promote and urge membership in it.

Section 2 With the Association

Educational organizations may affiliate with the Association and participate in activities of the Association. Such affiliation shall require approval by the Executive Committee.

Article VII: Fiscal Year

The fiscal year shall extend from October 1 through September 30 of the ensuing year. The terms of all elected officials shall coincide with the fiscal year.

Article VIII: Rules of the Meetings

All business meetings shall be conducted according to the latest edition of *Roberts Rules of Parliamentary Procedure* provided that such rules do not conflict with any provision of the Constitution and By-laws.

Policy Statement

The President shall represent the Alabama Association of Teacher Educators at the Association of Teacher Educators Council of State Presidents and as a member of the Southeastern Regional Association of Teacher Educators (SRATE).