

NACCTEP Operating Procedures

NATIONAL ASSOCIATION OF COMMUNITY COLLEGE TEACHER EDUCATION PROGRAMS (NACCTEP)

August 26, 2010

Article I - Name

The name of this organization is the National Association of Community College Teacher Education Programs (NACCTEP), which is a national program of the Maricopa County Community College District (MCCCD), a political subdivision of the State of Arizona.

Article II - Purpose

The purpose of the National Association of Community College Teacher Education Programs (NACCTEP) is to promote the community college role in the recruitment, preparation, retention, and renewal of diverse PreK-12 teachers and to advance quality teacher education programs in community colleges.

Article II (a) - Relationship to the League for Innovation in the Community College and the American Association of Community Colleges

The National Association of Community College Teacher Education Programs is affiliated with the League for Innovation in the Community College (League for Innovation) and the American Association of Community Colleges (AACC). It will organize and operate in a manner consistent with rules and regulations approved by the League for Innovation Board and the AACC Board, so long as those do not conflict with the laws, regulations, and policies under which MCCCD operates and which take priority.

NACCTEP endorses the general purposes of AACC and the League for Innovation as follows:

NACCTEP is organized and shall be operated exclusively for educational purposes under the laws, rules, and policies that govern MCCCD. Pursuant to these purposes, NACCTEP will promote the sound growth of community college teacher education programs while demonstrating the core values of the League for Innovation and the critical core principles of the AACC. In addition, NACCTEP will contribute in every practical way to the development of a better human environment in America by working for the extension of full educational opportunities to all Americans on an equitable basis qualitatively and by striving for the elimination of all forms of discrimination, whether by race, creed, sex, or financial condition.

Article III - Offices

The principal office of NACCTEP organization will be located at MCCCD.

Article IV - Membership

- A. Categories: Membership categories of NACCTEP will include Individual memberships, Institutional memberships, Student memberships, Educational Partner memberships, and Corporate Partner memberships. Membership categories may be enacted by a majority vote of the Board of Directors.
- B. Eligibility: Any person who is involved in or committed to teacher education and who qualified under Article IV, A, of these operating procedures, may become a member upon payment of such membership dues as the Board of Directors may establish.
- C. Voting: All current dues paying members are eligible to vote. The membership year will begin July 1 of each year. Only current members of NACCTEP may hold office or serve on official committees.
- D. Term: Annual Membership will coincide with the fiscal year, which will be July 1 to June 30.
- E. Dues: Dues will be determined by majority vote of the Board of Directors.

Article V – Board of Directors

- A. **Members:** The membership of the Board of Directors will consist of a President, President Elect, Past President, Executive Director, Secretary, Treasurer, Five At-large Members and a Student Member. The Executive Director of NACCTEP will be a permanent non-voting member of the Committee. The MCCC administrator responsible for the NACCTEP will serve as an ex officio member of the Board of Directors.
- B. **Powers:** The Board of Directors is empowered to determine the policies and programs of NACCTEP, so long as they are within the mission of MCCC. All decisions relating to the expenditure of NACCTEP funds or receipt of grants or donations are subject to compliance with the financial, accounting, procurement, management and other procedures of MCCC including, where applicable, approval of its governing board.
- C. **Election Process:** Elections for the Board of Directors will be held in the spring. Officers will begin serving on July 1 following the election. The nominating committee will put forth a slate of candidates for vacant positions. Nominations for members will be made to the President Elect or Past President at any time. The President Elect will succeed the President at the end of the current term. Board Officers will serve in two year staggered terms with the exception of the President Elect. NACCTEP President Elect, Treasurer, and Secretary must have at least one year of Executive Board experience before they are eligible to run for these positions. If a current Member at Large runs for an Officer position they forfeit their Member at Large position, and if elected, will serve the entirety of the newly elected position.
- D. **At-large members** will serve two year staggered terms.
- E. **Vacancies:** Any vacancy occurring in the Board of Directors for any reason may, unless otherwise provided in the bylaws, be filled by vote of the majority of the remaining members of the Board. In the event that a board vacancy occurs, the replacement position will be a full two-year term. The election of Member-at-Large positions should be staggered with two newly-elected members in one year and three newly-elected members the following year. The Treasurer and Secretary positions should be staggered with one position elected in one year and the other position elected the following year. If staggered Board terms are compromised, due to vacancy replacements, a random drawing will occur to assure staggered terms.
- F. **Procedures:** Meeting procedures will use Roberts Rules as a guideline.
- G. **Quorum:** A majority of the Board of Directors will constitute a quorum.
- H. **Meetings:** The Board will meet a minimum of twice yearly.

Article VI – Duties of Officers

A. **The President will:**

1. Preside at all meetings of NACCTEP, serve as Chairperson of the Board of Directors.
2. Act as ex-officio member of all committees.
3. Responsible for the meeting agenda.
4. Perform all other duties that regularly pertain to the office.
5. Serve as a voting member of the Board of Directors.
6. Serve as the official representative of NACCTEP.
7. Serve on the Finance Committee.

B. **The President-Elect will:**

1. Serve as a member of the Nominating Committee.
2. Perform the duties of the President when the President cannot perform the duties.
3. Serve as a voting member of the Board of Directors.
4. Serve as a parliamentarian.
5. Perform other duties as assigned by the President.

C. **The Past President will:**

1. Serve as Chair of the Nominating Committee.
2. Serve as a voting member of the Board of Directors.
3. Perform other duties as assigned by the President.

D. **The Executive Director will:**

1. Provide staff support to the Board of Directors.
2. Responsible for the official correspondence of NACCTEP.
3. Maintain permanent records of NACCTEP.
4. Manage the business affairs of NACCTEP.
5. Manage a membership database.
6. Serve on the Finance Committee.
7. Perform other duties as assigned by the President.

E. The Treasurer will:

1. Maintain and report financial records of NACCTEP.
2. Prepare an annual report, reviewed by the Finance Committee.
3. Serve as a voting member of the Board of Directors.
4. Chair the Finance Committee.

F. The Secretary will:

1. Record the minutes of the meetings and report activities of NACCTEP to the membership.
2. Serve as a voting member of the Board of Directors.
3. Participate on one or more standing committees.

G. Members at Larger will:

1. Promote and coordinate the activities of the organization.
2. Serve as a voting member of the Board of Directors.
3. Participate on one or more standing committees.

Article VII - Meetings

- A. Annual Business Meeting: There will be an annual business meeting of NACCTEP to be determined by the Board of Directors.
- B. Special Meetings: Special meetings of the membership may be called as needed.
- C. Notice: Members will be notified of the date, place, and time of the meeting and results of the meeting will be disseminated.
- D. Vote: All matters will be decided by a majority vote.

Article VIII- Committees

- A. Committees: Committees will be appointed by the President and approved by the Board of Directors for the purpose of carrying out the board duties as assigned. Action taken by a committee for the Board of Directors will be advisory only. Final decisions will be made by a majority vote of the Board, subject to the limitations of Article V, Section B.
- B. Standing Committees:
 1. The President will appoint Standing Committees and Standing Committee Chairs at the Full Meeting of the Board of Directors. Committees will include the following:
 2. Nominating: This committee will be chaired by the Past President and will recommend nominations for officers and members (Article VI, C, 1.).
 3. Long Range/Strategic Planning: The Board of Directors serves in this capacity to develop and update a Strategic Plan for the development of the Association.
 4. Finance Committee: This committee, chaired by the Treasurer, will be responsible for the recommendation and approval of an annual budget, review of the conference budget, and other finance issues requested by the President. The President and Executive Director will be members of this committee.
 5. Membership: This committee will be responsible for an annual membership campaign designed to retain membership and solicit new memberships. Other duties include recruiting affiliate members (groups and organizations).
 6. Resource Development: This committee will develop and implement a plan to pursue gifts and grants from foundations, corporations, partnerships, and grant programs.

Article IX - Finances

- A. Deposit of Funds: All Funds of the organization will be deposited in accounts held and managed by MCCCCD.
- B. Membership Dues and Assessments: The Board of Directors may determine any membership fees or other assessments to be imposed upon members of the organization.
- C. Fiscal Year: The fiscal year of NACCTEP will be from July 1 to June 30 of each year.

Article X - Amendments

Amendment of the Operating Procedures: Upon the recommendation of two-thirds (2/3) of the Board of Directors, proposed amendments to these operating procedures will be submitted to the general membership for approval. Written notice will be given to the members prior to the general meeting at which the amendments will be considered. An affirmative vote of the majority of members voting on the operating procedures is required for adoption.