

# **World Federation of Associations for Teacher Education (WFATE)**

## **Constitution and Corporate Bylaws**

### *Mission Statement*

#### **Mission**

It is the mission of the World Federation of Associations of Teacher Education to build a global community of teacher educators and to promote trans-national collaboration, support, and research and development in teacher education.

#### **Aims**

1. To establish a worldwide community for teacher education
2. To promote the development of teacher education associations throughout the world by:
  - a. Creating cooperative networks between teacher education associations
  - b. Sharing information, resources and expertise
  - c. Supporting countries and regions in developing teacher education institutions
3. To represent the interests of teacher education associations to international bodies and organizations
4. To provide equitable educational opportunities by promoting quality teacher education throughout the world

World Federation of Associations for Teacher Education

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## TABLE OF CONTENTS

<b>ARTICLE</b>		<b>PAGE</b>
Article I	Purposes	03
Article II	Membership	04
Article III	Officers	05
Article IV	Board of Directors	08
Article V	Committees and Other Working Groups	10
Article VI	Member Nation Units	12
Article VII	Amendments	12
Article VIII	Sundry Provisions	12
Article IX	Dissolution	13

## **ARTICLE I - PURPOSES**

The Purposes of the World Federation of Associations of Teacher Education (herein after “WFATE”) shall be:

- A. To provide opportunity for teacher education associations worldwide and for professional individuals concerned with teacher education through the following:
  1. participation in meetings of WFATE;
  2. leadership opportunities;
  3. preparation of publications and other media;
  4. access to publications and other media;
  5. institutional and personal association with other teacher educators and teacher educator institutions;
  6. establishment and participation in international networks;
  7. development of personal and ethical standards; and
  8. linkage of professional standards with international institutions such as UNESCO and OECD.
  
- B. To promote quality programs for teacher educators worldwide by
  1. preparing and disseminating ideas, practices, projects, and programs;
  2. promoting, initiating, and engaging in project and program development and research;
  3. providing leadership through
    - a. issuing position papers
    - b. developing guidelines for excellence in professional preparation,
    - c. helping to identify and promote international frameworks;
  4. cooperating with other educational agencies, organizations and institutions worldwide;
  5. serving as a coordinating vehicle through which related teacher education organizations may
    - a. engage in dialogue,
    - b. cooperate in services – publications, administration, and research, and
    - c. develop educational policy through collaborative action that fosters transitional collaboration between teacher education agencies and institutions.

## **ARTICLE II – MEMBERSHIP**

### **Section 1. General Membership**

Membership in WFATE shall be open to all individuals involved in educator preparation regardless of disability or diversity (race, color, sex, creed, or sexual orientation). To remain members in good standing, individual members must have paid their membership dues for the current year, and collective members must have paid their membership dues through the previous year.

### **Section 2. Classification of Membership**

#### **A. Organizational members**

1. Regular collaborative members shall be countrywide associations duly established for the appropriate purposes and open to all active educators. They shall be admitted to membership by a decision of the Board of Directors.
2. Affiliated members shall be institutions and universities or their departments, as well as other associations of educators active as scholars or practitioners in the field of education. They shall be admitted by a decision of the Board of Directors.

#### **B. Individual Members**

1. Regular individual membership is open to scholars or professionals active in education, in research and/or in practice.
2. Retired individual membership shall be available to those that have retired from fulltime employment.
3. Sponsoring membership is open to educators who choose to make a lump sum payment as initial members of WFATE.

### **Section 3. Membership Dues**

All members shall receive the same WFATE publications and services.

1. The dues for collective associational, institutional, and individual memberships in WFATE shall be established by the Board of Directors.
2. Regular collective member dues shall be equivalent to USD \$300 per year.
3. Affiliated member dues shall be equivalent to USD \$100 per year.
4. Regular individual member dues shall be equivalent to USD \$50 per year.
5. Retired member dues shall be equivalent to USD \$25 per year.
6. Sponsoring member payment shall be equivalent to USD \$300, paid at a biennial meeting, for two years' membership.

### **Section 4. Operational Fees**

All persons attending conferences, clinics, workshops, and other meetings shall be charged registration fees. These fees shall be determined by the Board of Directors. In cases where meals are included in the registration fee, all attendees will pay a minimum conference fee that will cover the cost of the food. Any exceptions must be approved by the Board of Directors.

## **ARTICLE III – OFFICERS**

### **Section 1. Elected Officers**

The elected officers of WFATE shall be the President, President-Elect, and Immediate Past President. WFATE shall elect a candidate to serve a term of six consecutive years, as follows: President-Elect (2 years), President (2 years), and Immediate Past President (2 years). A Board member who is elected as an officer will serve a six-year term. The member association of the elected officer can appoint another member to the Board for representation. At the conclusion of the terms for an office (President-Elect, President – two years, and Past President), the individual will rotate off the Board.

### **Section 2. Qualifications for Elected Officers**

Any active member who has held regular, retired or sponsoring membership for three consecutive years and who has contributed significantly to WFATE (is or has been a WFATE member of the Board of Directors, a delegate, or a member of a standing committee, commission or taskforce) may be nominated for the office of President-Elect.

### **Section 3. Election**

A slate consisting of candidates for the office of President-Elect shall be prepared and submitted to the Board of Directors. Election shall be by electronic ballot of the eligible membership, with the candidate receiving the highest number of votes being declared elected.

### **Section 4. Executive Secretary, Recording Secretary, and Business Officer**

The Executive Secretary of WFATE shall be appointed by the Board of Directors and shall possess the documented necessary resources to support this role. The Executive Secretary shall be an ex-officio officer and member of the Board of Directors.

The Business Officer of WFATE shall be appointed by the Board of Directors and shall possess the documented necessary resources to support this role. The Business Officer shall be an ex-officio member of the Board of Directors and shall serve as treasurer of WFATE.

The Recording Secretary of WFATE shall be appointed by the Board of Directors and shall possess the documented necessary resources to support this role. The Recording Secretary shall be an ex-officio member of the Board of Directors.

The term of offices of the Executive Secretary, Recording Secretary, and the Business Officer shall be determined by the Board of Directors, based on annual reviews of their performance that are conducted by the Board of Directors.

### **Section 5. Tenure**

The tenure of each elected officer shall be as stated above. The tenure for the office of President shall be for two consecutive years. The office of President shall be assumed at the beginning of the WFATE Biennial Meeting.

Should the Board of Directors determine that the President is, through illness, death, or for any other reason, unable to fulfill the responsibilities of the President as stated in the Constitution and Corporate Bylaws, the President shall, at such time as it shall designate, be replaced by the President-Elect.

In case the office of President-Elect should become vacant, the position shall be filled upon the decision of the Board of Directors through special election of two nominated candidates and by ballot of the eligible membership.

### **Section 6. General Duties of Officers**

The duties of officers shall be consistent with the Constitution and Corporate Bylaws.

All elected officers shall serve as voting members of the Board of Directors, except that the President shall vote only in the case of a tie vote.

The Executive Secretary shall serve as an ex-officio member, without vote, on the Board of Directors.

#### **A. The President**

1. shall serve as chairperson of the Board of Directors;
2. shall appoint, when possible, elected members of the Board of Directors to serve as Board liaisons to standing committees in such manner as to have at least one elected Board member represent the Board for each standing committee;
3. shall appoint all chairpersons and members of ad hoc committees and commissions;
4. shall be a member ex-officio, without vote, of all committees and commissions;
5. shall act for WFATE between meetings of the Board of Directors;

6. shall submit an annual report to the Board of Directors.

B. The President-Elect

1. shall serve as a member of the Board of Directors;
2. shall assume the responsibilities as designated by the President;
3. shall serve as the Acting President of WFATE in the temporary absence of the President.

C. The Immediate Past President

1. shall serve as a member of the Board of Directors;
2. shall assume responsibilities as designated by the President.

D. The Executive Secretary

1. shall serve as a member ex-officio, without vote, on the Board of Directors and be responsible for the distribution of agenda items and other appropriate items prior to all meetings;
2. shall submit an annual report to the Board of Directors, which shall become a part of the official records of WFATE;
3. shall, with the Business Officer, prepare a draft budget for the Board of Directors and administer the finances of WFATE;
4. shall, with the Business Officer, be responsible for having the accounts of WFATE reviewed by an outside auditing firm on an annual basis. The results of this review shall be forwarded to all members of the Board of Directors no later than 30 dates after the review is completed;
5. shall be responsible for the maintenance of all records and papers of WFATE;
6. shall be responsible for the execution of WFATE policy;
7. shall facilitate communication between all organization branches of WFATE and individual members and others who may inquire;
8. shall be responsible for the coordination of all committees and commissions;
9. shall be responsible for the preparation and distribution of any newsletter;

10. shall be responsible for the technical editing, printing, distribution, promotion and sales of all WFATE publications;

11. shall coordinate the planning of the meetings of WFATE;

12. shall be responsible for all other duties as may be assigned by the Board of Directors.

E. The Business Officer/Treasurer

1. Shall be responsible for all fiscal matters of WFATE;

2. Shall establish and maintain the bank accounts for WFATE;

3. Shall make a yearly report to the Executive Committee and the Board of Directors on the fiscal health of WFATE.

4. Shall work with the Executive Secretary and the Executive Committee to maintain membership lists (individual and organizational).

F. Recording Secretary:

1. Shall be responsible for the taking of minutes at all meetings of the Executive Committee and any other official meetings.

2. Shall serve as the repository of all official minutes after approval.

3. Shall make a yearly report to the Executive Committee and the Board of Directors.

4. Shall work with the Executive Secretary and the Executive Committee to maintain all official records of meetings.

**Section 7. Executive Committee**

The Executive Committee shall consist of the elected officers (President, Past President, and President Elect), one Board Member elected by the Board, and the Executive Secretary and the Business Officer (ex-officio). The Executive Committee shall act in lieu of the Board of Directors when decisions are necessary between Board meetings. The Executive Committee shall report its activities at the next Board meeting for ratification.

**ARTICLE IV – BOARD OF DIRECTORS**

**Section 1. Name of Board of Directors**

The Board shall be known as the Board of Directors.



## **Section 2. Membership and Representation**

Each member association may have up to three representatives on the Board of Directors. The Executive Director shall serve in an ex-officio capacity, without vote.

## **Section 3. Qualifications**

Any person who is an active member of a WFATE association and who has held a regular, retired or sponsoring membership in WFATE for three consecutive years may be nominated for selection to the Board of Directors. WFATE member organizations select their representatives and the Board accepts those nominations.

## **Section 4. Election**

Election shall be by electronic ballot of the eligible membership. Candidates receiving the highest number of votes for each position will be declared elected. In the event of a tie vote, a runoff election by electronic ballot shall be conducted.

The tenure for the Board of Directors shall be for a three-year term. Members are selected by the organization of origin.

The elected members of the Board of Directors may not serve consecutive terms.

A Board member's inability to serve or failure to attend two consecutive meetings of the Board may cause the position to be declared vacant. The vacancy shall be filled by a presidential appointment subject to approval by the Board of Directors.

## **Section 5. Voting**

The selected members of the Board of Directors, the President-Elect and the Immediate Past President, shall be voting members. The President shall vote only in the case of a tie vote. The Executive Secretary and the Business Officer shall be ex-officio, without vote.

## **Section 6. Meetings**

The Board of Directors shall meet at the request of the President and no less than at each WFATE meeting. Notification must be received by each member no less than two months prior to the meeting.

## **Section 7. Quorum**

The number required for a quorum of the Board of Directors shall be a majority of the formal Board membership. Any motion and/or recommendation so approved by this majority of the Board of Directors, with the President only voting in case of a tie vote, shall be an official action of that body.

If there is no quorum for an officially called meeting, those present may make recommendations and or motions. These recommendations and/or motions shall be presented for vote to the entire Board of Directors and the results shall be tabulated by the Executive Secretary.

## **Section 8. Responsibilities**

### **A. The Board of Directors**

1. shall formulate the policy of WFATE;
2. shall select an Executive Secretary and a Business Officer when vacancies occur in those offices;
3. shall set the term of office of the Executive Secretary and the Business Officer;
4. shall have the power to approve Presidential recommendations of ad hoc committees and commission appointments and dissolutions;

B. When possible, each member of the Board of Directors shall be assigned by the President to serve as a Board liaison to a committee, in such a manner as to have at least one Board of Directors member represent the Board on each committee.

## **ARTICLE V – COMMITTEES AND OTHER WORKING GROUPS**

### **Section 1. Executive Committee**

The Executive Committee is established to act in lieu of the Board of Directors when decisions are necessary between meetings.

### **Section 2. Standing Committees**

Initially, the Board of Directors shall establish standing committees that are deemed necessary for the health of WFATE. Other standing committees may be added by the Board of Directors at later times to further develop WFATE. The term of appointment is for three years.

All standing committee members shall be appointed by the President. The number of committee members shall not exceed nine, unless the President obtains Board approval. Appointments to vacant terms of committee members shall be limited to the remaining portion of the unfilled term. Initially, to balance committee membership among one, two and three year terms, committee members shall be apportioned randomly to a one-year, two-year, or three-year term. These appointments will be numbered and that slot number will remain a fixed term for the life of the committee.

Committee membership will be reviewed each year by the committee chair who will recommend to the Board of Directors removal of a committee member's name from the committee who has not attended two consecutive conferences and who has not been active in committee work for two years. Membership also will be reviewed by the Executive Secretary who is responsible for removing the names of committee members who no longer belong to WFATE.

The Board shall review each committee membership each year to ensure diversity among committee members with regard to nation, region, racial/ethnic origin, primary occupational role, and any other factors that would contribute to the effective functioning of the committee.

When a committee chair is vacant, the President, in consultation with the standing committee, shall appoint the chair of the committee. The term of office for chairs is three years, and the chair of the committee shall occupy a three-year term slot in the committee membership, beginning with the first year as committee chair. If the committee chair is a current member of the committee and has not completed a full term as committee member, that position shall be filled as indicated above.

#### **Section 4. Qualifications**

Members appointed to a standing committee must hold current membership in WFATE and their home nation's association.

#### **Section 5. Official Action**

- A. Official action of all standing committees will be by majority of those members present, provided that at least two months' prior notice of the meeting has been provided electronically to each member.
- B. Standing committees will present reports and recommendations to the Board of Directors unless otherwise specified in the Constitution and Corporate Bylaws.

#### **Section 6. Annual Reports**

Each committee chairperson shall file an annual report with the Executive Secretary within forty-five days of the conclusion of the WFATE Biennial Meeting.

#### **Section 7. Responsibilities**

Upon the establishment of standing committees by the Board of Directors, the specific responsibilities of each committee shall be developed and disseminated to the WFATE membership. The responsibilities of each committee must be reviewed by the Board of Directors and the Executive Secretary on a periodic basis to assure that the committees' functions well serve WFATE.

## **Section 8. Ad Hoc Committees, Commissions and Task Forces**

Between meetings of WFATE, the President, with the approval of the Board of Directors, may appoint or dissolve the following, as deemed necessary:

- ad hoc committees (charged with a specific function and dissolved after completion of the charge)
- commissions and/or
- task forces

Commissions may be appointed for a three-year term and may be reappointed if the Board of Directors wishes to continue the work. Task force chairs and members may be appointed by the President and serve until completion of the task. Members of ad hoc committees, commissions, and task forces shall be current WFATE members. Each chairperson shall file an annual report with the Executive Secretary.

## **ARTICLE VI – ORGANIZATIONAL MEMBERS**

WFATE may recognize authorized units, entities who have been duly chartered and recognized as teacher education associations.

### **Section 1. Authorized Units**

- A. Authorized units must have at least fifteen voting eligible individual members.
- C. B. Authorized units must have an established constitution and/or bylaws that have been adopted by vote of at least two-thirds of the membership of the unit. Authorized units must have an explicit commitment to diversity.

## **ARTICLE VII – AMENDMENTS**

All proposed amendments to the Constitution and Corporate Bylaws shall be considered by the Board of Directors. The Constitution and Corporate Bylaws may be amended, provided that notice of the proposed amendment(s) has been given to the eligible member organization or individual *one* month in advance, either by two-thirds of the voting membership voting by electronic ballot.

## **ARTICLE VIII – SUNDRY PROVISIONS**

### **Section 1. Biennial WFATE Meetings**

The WFATE shall hold a Biennial Meeting at a time and place to be approved by the Board of Directors.

The location of each biennial World Meeting shall be chosen at least three years before it is held, in the light of proposals received. Proposals shall be invited from all WFATE members. The choice shall give due attention to the need for diversity of locations over time, as well as to local organizational resources and physical capacity. Unrestricted admission to the country for all participants, regardless of nationality, is essential.

### **Section 2. Rules of Order**

All business meetings shall be conducted according to the latest edition of *Robert's Rules of Order* provided that such rules do not conflict with any provision of the Constitution and Corporate Bylaws.

### **Section 3. Fiscal Year**

The fiscal year shall extend from 1 January through 31 December of the following year.

### **Section 4. Membership**

The period of membership of each person who joins WFATE and pays the annual dues shall be twelve calendar months upon receipt of the annual dues at the beginning of the fiscal year. The period for sponsoring members is two years (between biennial conferences).

#### **ARTICLE IX – DISSOLUTION**

The WFATE shall use its funds only to accomplish the objectives and purposes specified in this Constitution and Corporate Bylaws and no part of said funds shall inure, or be distributed, to the members of WFATE. On dissolution of WFATE, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations, to be selected by the Board of Directors.