

International Christian Community for Teacher Education
Association Bylaws

Article I. Purposes

The purposes of the International Christian Community for Teacher Education (ICCTE) are to:

1. Promote communication and encouragement among Christian teacher educators;
2. Promote research-based and theoretically informed conversation about a range of topics related to the preparation of educators; and
3. Promote broader awareness of the importance and value of Christian thought and practice in relation to the broad field of education.

Article II. Membership

1. Membership is open to any Christian who shares an interest in the preparation of educators.
2. Membership fees will be established by the Board biennially.

Article III. Officers

Section 1: Elected Positions and Terms of Office

- A. The elected officers and terms of office shall be:
 1. President, elected at the Biennial Meeting for a term of four years. The first two years shall serve as president elect, and two years as president.
 2. President-elect, elected at the Biennial Meeting for a term of four years. The first two years shall serve as president elect, and two years as president. The President-elect shall assume the duties of the President by affirmation of the Board.
 3. Secretary, elected at the Biennial Meeting for a term of four years.
 4. Treasurer, elected at the Biennial Meeting for a term of four years.
- B. Four At-Large members of the Board shall hold a term of four years. In general these persons will serve no more than one term in succession.

Section 2: Qualifications

Any active member who has served as a Board member in any capacity for at least one term may be nominated for President-Elect.

Section 3: Election Procedures

A slate of nominations shall be prepared by the Board for consideration at the Biennial Meeting, at or before the expiration of the term of office for each elected position.

Section 4: General Duties of Officers

A. President

1. Shall chair the Board
2. Shall appoint any members to positions within the membership with the approval of the Board
3. Shall be an ex-officio member of all committees
4. Shall prepare an annual report to the Board
5. Shall be responsible for coordination among the committees, Biennial Meeting, the Board, and the membership
6. Shall prepare a budget and assist in administering the finances of the association with the support of the Treasurer.

B. President-Elect

1. Shall serve on the Board
2. Shall assume the duties of the President in the absence of the President

C. Secretary

1. Shall serve on the Board
2. Shall be responsible to record and report the minutes of all Board meetings and Biennial Meetings
3. Shall be responsible to communicate Board and Biennial Meeting decisions to the membership
4. Shall be responsible for the maintenance of the records and papers for the association, with the exception of the financial accounts and dues collections

D. Treasurer

1. Shall serve on the Board
2. Shall maintain membership lists
3. Shall work with the host institution of each biennial conference to collect membership dues included in conference fees
4. Shall administer finances for the association, including establishing a bank account, maintaining financial records, and paying bills

Article IV: The Board

Section 1: Board Title

The name of the board of the ICCTE shall be the “Board”

Section 2: Membership

The Board shall consist of thirteen members, including the President-Elect, President, Past President, Secretary, Treasurer, Journal Editor, Webmaster, Chair of Biennial Conference, and Chair-Elect of the subsequent Biennial Conference. Four additional members of the Board shall be elected to serve as at-large members having full responsibilities and privileges of Board membership.

Four at-large members shall, to the fullest extent possible, represent diverse geographic regions of the U.S. and shall include one international member

Section 3: Qualifications

Any active member who has a general membership in the association may serve on the board.

Section 4: Actions

Official action of the Board shall be by consensus of those members present, provided that a notice and input has been solicited from members not in attendance in advance of the action.

Section 5: Responsibilities

The Board

- (1) shall implement the policies of the Biennial Meeting
- (2) shall assist the President and the Chair of the Biennial Conference in carrying out their responsibilities
- (3) shall make recommendations for actions at the Biennial Meeting

Section 6: Meetings of the Board

The Board shall meet annually as follows: (1) prior to the Biennial Conference at the location of the conference, and (2) once during the intervening year between dates of the Biennial Conferences.

Additional meetings shall be called by the President and/or President-Elect. Such meetings may be on-site or via technology.

Article V: The Biennial Meeting

Section 1: Biennial Meeting Membership and Date

During each Biennial Conference the President shall convene a Biennial Meeting of all the active members of the association in attendance

Section 2: Actions

Official action of the Biennial Meeting shall be by consensus of those members present. In the event that consensus cannot be reached, a majority vote of those members present will be taken to make a decision.

Section 3: Responsibilities

- (1) The Biennial Meeting shall establish policy on behalf of the association
- (2) The Biennial Meeting shall take action to endorse the recommendations of the Board

Article VI: Committees

Section 1: Executive Committee

The Executive Committee of the Board shall be comprised of the elected Board members. Action of the Executive Committee during periods of time between Board Meetings may be taken at the discretion of the Board Chair. Such action(s) will be ratified at the next regularly scheduled Board Meeting.

Section 2: Standing Committees

All standing committees will be established by the Board or at Biennial Meetings. The number of committee members, terms of office, and appointment of vacant terms shall be determined when a committee is established.

Section 3: Qualifications

Members of the standing committees must hold membership in the association.

Section 4: Actions

Official action of standing committees shall be by consensus of those members present, provided that a notice and input has been solicited from members not in attendance in advance of the action.

Section 5: Responsibilities of Standing Committees

(1) Membership Committee

The Membership Committee shall be chaired by the Treasurer of the Board, and with the support of a committee, shall be responsible for recruiting members, maintaining the membership list and an updated contact list of current and past members, and for assisting the Conference Committee in communicating with constituents about the conference.

(2) Conference Committee

The Conference Committee shall be chaired by the Chair of the Biennial Conference, and will include the President, President-Elect, Chair-Elect of the subsequent Biennial Conference, and other representatives from the host institution. This committee will assist in organizing the conference, developing the call for papers, and reviewing proposed papers and sessions.

Each conference will have a theme and related strands as identified by the host institution with input from the Conference Committee. Papers and presentations will be sought in each of the identified strands. Strands may include, but are not limited to: integration of faith and learning, research-based best practices, community and regulatory relations, and foundational questions/issues/consequences.

(3) Publications/Communications Committee (P/C Committee)

The Publications/Communications Committee shall be chaired by the Journal Editor of the ICCTE Journal, who shall serve on the Board, and who shall select members of the P/C Committee to include a Webmaster, Associate Editor(s) and journal staff as needed, and Guest Editors.

Article VII: Amendments

Section 1: These Bylaws may be amended or repealed and new Bylaws may be adopted by the affirmative vote of two thirds of the Board then holding office at any regular or special meeting of the Board at which a quorum (9 members) is present. Proposed amendments must be submitted to the Secretary by a Board member and distributed to all Board members at least fourteen days before such meeting. Any changes made to the Bylaws by this method will be affirmed by the membership at the subsequent Biennial Meeting as outlined in Section 2.

Section 2: These Bylaws may also be amended or repealed and new Bylaws may be adopted by the affirmative vote of two thirds of the Membership present at the Biennial Conference. Proposed amendments must be submitted to the Secretary

of the Board and distributed to all Members at least fourteen days before the meeting.

Article VIII: Dissolution of the Organization

Section 1: Upon the dissolution of the organization, assets shall be distributed to George Fox University.

Revision history:

- The bylaws approved at the business meeting at LeTourneau University, Longview Texas, May 27, 2010.
- Article VIII approved at the Board meeting, December 11, 2015.
- Amendments to Articles II, III, IV, V, VI approved at the Board meeting, March 4, 2016
- The amendments and Article VIII affirmed at Trinity Christian College, Palos Heights, Illinois, May 25, 2016.