

CONSTITUTION AND BY-LAWS OF THE TEACHER EDUCATION COUNCIL

PREAMBLE

The Teacher Education Council is an organized entity of representatives of practicing public school administrators, P-12 educators, university faculty, university administrators, teacher education candidates and members of the community that reviews policies and practices for teacher education programs at Claflin University for the purpose of recommending changes.

ARTICLE I: Name, Purpose, Membership, and Participation

SECTION 1: Name. The name of the entity shall be Teacher Education Council (TEC).

SECTION 2: Purpose. The purpose of the Teacher Education Council shall be to promote the highest possible caliber of teacher candidate.

SECTION 3: Membership. Membership on the Teacher Education Council shall be practicing public school administrators, P-12 educators, university faculty, university administrators, teacher education candidates and members of the community.

ARTICLE II: QUORUM, MEETINGS AND FINANCE

SECTION 1: Quorum. A quorum of the 20 member council shall consist of a simple majority (11) of voting members.

SECTION 2: Meetings. The Teacher Education Council shall meet two times per academic year, once during the fall semester during the month of November and once during the spring semester during the month of April and as necessary under special circumstances.

ARTICLE III: OFFICERS

SECTION 1: Officers. The officers of the council shall consist of: the Chair, the Vice-Chair, and the Parliamentarian.

ARTICLE IV: DUTIES OF OFFICERS

SECTION 1: Officers. Duties of the elected officers of the Teacher Education Council shall be the following:

Chair. The *Chair shall* convene and preside at all meetings of the Teacher Education Council.

Vice-Chair. The *Vice-Chair shall* carry on the duties of the *Chair* when the *Chair* is absent or unable to preside.

Parliamentarian. The *Parliamentarian* shall be responsible for keeping order in all meetings, which are conducting according to Robert’s Rules of Order.

ARTICLE V: AUTHORITY AND RESPONSIBILITY

SECTION 1: Authority. The Teacher Education Council serves in an advisory capacity and shall have neither authority nor responsibility for any aspect of the operation of teacher education programs at Claflin University.

SECTION 2: Responsibilities. The Teacher Education Council will be responsible for proposing actions on all matters pertaining to teacher education areas at Claflin University. Recommendations and suggestions proposed by the Teacher Education Council are ultimately considered by the Academic Affairs Committee as the designated policy-making body for all academic decisions at Claflin University. Such recommendations by the Teacher Education Council may include but are not limited to:

- Development and monitoring of the unit’s conceptual framework and its implementation
- Development and monitoring of the Unit Assessment System
- Review of outcome data from candidate performance and unit operation
- Development of admission and retention policies and criteria
- Study and assessment of curricular effectiveness and procedures based on candidate performance data, data on unit operations and the needs of the teaching profession

ARTICLE VI: ELECTION OF OFFICERS AND TERM OF SERVICE

SECTION 1: Elected Officers: The Chair, Vice-Chair, and Parliamentarian shall be elected annually at the Spring Meeting for a term of two (2) fiscal years.

SECTION 2: Election Process. Election shall be by written ballot, cast by the voting members at the spring meeting. Results shall be recorded in the minutes of the meeting.

SECTION 3: Term of Officer. Each elected officer shall serve for two fiscal years, with eligibility to serve an additional term of one fiscal year, if elected by a majority of the voting members of the Teacher Education Council.

ARTICLE VII: REMOVAL FROM OFFICE AND REPLACEMENT

SECTION 1: Reason for Removal: Any officer missing both the fall and the spring meetings shall be removed from office for non-attendance.

SECTION 2: Replacement of Removed Officer. The Chair, or in their absence the Vice Chair, shall hold an election of a replacement for the removed officer (s). The voting members of the Council will cast written ballots during the spring meeting.

BY-LAWS

SECTION 1: Fiscal Year. The fiscal year for the Council is form July 1st through June 30th.

SECTION 3: Procedure. Business shall be conducted according to the latest edition of *Robert's Rules of Order*.