

**BYLAWS**  
**Under Amendment (2004-2005)**  
**NATIONAL FIELD DIRECTORS FORUM**

**ARTICLE I – NAME**

The name of this group shall be “THE NATIONAL FIELD DIRECTORS FORUM”, a special interest group of the Association of Teacher Educators.

**ARTICLE II – MEMBERSHIP**

Membership shall be open to all Association of Teacher Educators members in public/private schools or colleges/universities who have been given the responsibility for the administration and direction of programs of field and professional laboratory experiences in teacher education.

Membership may not be denied on the basis of race, color, or creed.

**ARTICLE III – PURPOSE**

The purposes of the FORUM shall be to:

- A. Provide opportunities for individual professional growth for all members, such as:
  - 1. Participation in meetings and activities of the Forum and ATE
  - 2. Leadership opportunities
  - 3. Preparation of publications and program materials
  - 4. Program presentations
  - 5. Access to educational materials, literature, and research information developed by the Forum
  
- B. Promote the development, advancement, and dissemination of knowledge and practices which will result in quality programs of field and professional laboratory practices believed to be important in undergraduate, graduate, and inservice programs relating to teacher education, such as:
  - 1. Preparing and disseminating new ideas, practices, programs, and materials
  - 2. Encouraging, initiating, and engaging in research and program development
  - 3. Providing leadership at the national level by:
    - a) Conducting surveys to distinguish current program trends, problems, and needs;
    - b) Providing a national conference or Forum for the presentation and discussion of research, trends, problems, or needs relative to field programs;

- c) Developing guidelines for excellence in field programs, such as internships;
- d) Helping to disseminate, clarify, and interpret national and state educational policies affecting field programs; and
- e) Serving as a vehicle through which members may:
  - 1. Engage in productive dialogue;
  - 2. Cooperate in services, publications, administration, or research; and
  - 3. Engage in collective action.
- f) Provide for a national Directory of Collegiate Field Experience Administrators in Teacher Education

#### ARTICLE IV – OFFICERS

The officers of the Forum shall be a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer.

To be eligible for one of these offices, at the time of election, one must be designated by a college/university or public/private school as that person having responsibility for administering and providing leadership for the program of professional laboratory experiences, be a member of the Forum, and be a member of the Association of Teacher Educators.

Officers shall be elected by a majority vote of those members voting at the Annual Business Meeting of the Forum from a slate of candidates nominated by the Executive Committee or by nomination from the floor. The candidate for each office receiving the majority of votes shall be declared the winner.

The tenure of office for Chairperson and Vice-Chairperson shall be for two years. The tenure of office for Secretary and Treasurer shall be for three years.

The tenure of each office begins at the close of the Annual Forum Meeting.

#### ARTICLE V – EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Chairperson, Vice-Chairperson, Secretary, Treasurer, the Immediate Past Chair, the Chairperson of the Research Committee, and the Chairperson of the Hospitality Committee.

The Forum Chairperson shall serve as Chairperson of the Executive Committee.

The Executive Committee shall meet during the Annual ATE Meeting and at such other times deemed necessary by the Chairperson or a majority of the membership.

## ARTICLE VI – COMMITTEES

Such standing and ad hoc committees shall be established as recommended by the Forum Chairperson and approved by the Forum at the Annual Business Meeting. Official standing committees are the Research Committee, Hospitality Committee, Distinguished Service Committee, Membership Committee, Publications Committee, and Program Committee. The chair of the Research Committee shall be appointed by the Chairperson of the NFDF. The chair of the Distinguished Service Committee shall be the immediate past NFDF chairperson, and the committee members shall be the latest recipient of the award and the NFDF chairperson. The Treasurer shall be the chair of the Membership Committee. The Vice-Chairperson shall be the chair of the Program Committee. The Secretary shall be the chair of the Publications Committee. Committee members of the Research, Hospitality, Membership, and Program Committees shall be appointed by the Forum Chairperson. These appointments shall be for three years, unless designated otherwise.

## ARTICLE VII – DUTIES OF OFFICERS

The duties of the officers shall be such as their titles imply and as determined by the Chairperson and Forum.

## ARTICLE VIII – AMENDMENTS

The Bylaws may be amended at the Annual Business Meeting of the Forum.

*Revised, 1987 Business Meeting*