

# MEMORANDUM OF UNDERSTANDING

With the Executive Boards of

**Association of Teacher Educators – Virginia (ATE-VA)**

and

**Virginia Association of Colleges for Teacher Education (VACTE)**

## **PURPOSE**

This agreement is based on the principle of collegiality and expresses the interest of both parties to prepare high quality educators for Virginia's children. Moreover, this agreement is based on the need for each organization to fulfill its respective mission to provide leadership and advocacy for institutions (VACTE) and individual teacher educators (ATE-VA) who devote their professional lives to excellence in education. By instantiating our shared activities and responsibilities in this agreement, we provide our organization's new leadership with a foundation of our understandings.

## **AGREEMENT OF THE ORGANIZATIONS**

The organizations agree to:

1. Hold joint State meetings,
2. Hold joint Board sessions at least two times per calendar year,
3. Collaborate on advocacy activities with such agencies as the Virginia Dept of Education, Virginia Board of Education, Advisory Board for Teacher Education and Licensure, General Assembly, and Governor's office,
4. Communicate regularly about common goals and issues of concern,
5. Share the cost of mutually approved legislative services,
6. Share the cost and responsibility for mutually approved advertisements and appropriate publications,
7. Rotate the arrangements and costs of the Winter and Summer Executive Board meetings,
8. Assume the individual luncheon costs for each organization's awardees at the Spring Awards Luncheon, and

9. Collaborate on communications, such as newsletters, websites, etc.

## **IMPLEMENTATION**

Implementation of each of the agreements (aligned with the aforesaid activities) will be as follows:

1. ATE-VA and VACTE will hold their Fall and Spring meetings together, with both groups working together to plan the conferences. The presidents-elect of each organization are tasked with program development and make all event arrangements. Income or loss from the conferences will be shared equally by the two organizations after all expenses have been paid; in case of a negative balance after the conference, the loss will be shared equally by both organizations.
2. The ATE-VA and VACTE presidents will coordinate joint Executive Board meetings to occur in conjunction with the individual organizations' board meetings at least two times per year. Specific agenda items will be communicated ahead of the meeting to ensure that the topics are of mutual interest and benefit.
3. ATE-VA and VACTE will collaborate on advocacy efforts that impact all matters relating to approved programs, accreditation, licensure, K-12 partnerships, and relevant issues that impact children and schools.
4. The presidents of each organization will be copied on each other's emails to their Executive Boards when topics are of mutual interest and relevance.
5. ATE-VA and VACTE will share the mutually agreed upon costs for legislative services: 20% paid for by ATE-VA and 80% by VACTE.
6. ATE-VA and VACTE will share the costs for advertisements and appropriate publications: 20% paid for by ATE-VA and 80% by VACTE.
7. ATE-VA will pay for the costs incurred by the Winter ATE-VA and VACTE Executive Board meetings; VACTE will pay for the costs incurred by the Summer ATE-VA and VACTE Executive Board meetings. The presidents of each organization are tasked with the program development and make all event arrangements.
8. Each organization will assume the conference/meals costs for their respective awards guests at the Spring joint meeting of ATE-VA/VACTE.
9. Each organization will offer links to the other organization's website. Also, each organization may request relevant information to be posted on either site.

## **PRIMARY CONTACTS**

The current ATE-VA Executive Director and the current VACTE President shall serve as contact persons for this agreement.

**FUNDING**

All activities associated with the MOU shall be contingent upon the availability of sufficient financial resources.

**DURATION**

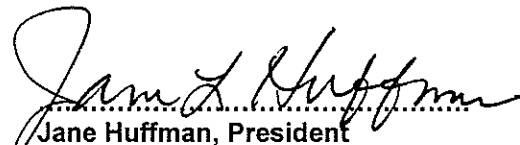
The agreement shall become effective on the day representatives of both organizations affix their signatures, will be in force for a period of five (5) years, and is subject to revision or modification by mutual agreement. It is also understood that either organization may terminate the agreement upon fulfillment of any standing contractual obligations, although it is assumed that such action would only be taken after mutual consultation in order to avoid any possible inconvenience to the other organization.


STATEMENT OF UNDERSTANDING

**IN WITNESS WHEREOF, the undersigned approve the terms and conditions of this Memorandum of Understanding.**

Signed for and on behalf of  
**Association of Teacher Educators-Virginia  
(ATE-VA)**

Signed for and on behalf of  
**Virginia Association of Colleges of  
Teacher Education (VACTE)**

  
.....  
Jane Huffman, President

  
.....  
Diane Simon, President

Date: 3/26/2014

Date: 3/26/2014