

**CONSTITUTION  
OF THE  
TECHNOLOGY EDUCATION ASSOCIATION of MISSOURI**  
**accepted  
May 29, 1973  
revised August 2001**

**ARTICLE I**

**NAME**

The name of this organization shall be the TECHNOLOGY EDUCATION ASSOCIATION of MISSOURI to be hereinafter referred to as the "T.E.A.M." and/or as the "Association."

**ARTICLE II**

**NATURE AND PURPOSES**

**Section 1. NATURE:** The Association shall be a professional, non-profit, educational association devoted to the development and advancement of industrial technology education in the State of Missouri.

**Section 2. PURPOSES:** To define, stimulate, and strive for the ideal forms of industrial technology education; to promote industrial technology education as a vital, integral aspect of education for all students at all educational levels throughout the State of Missouri: to promote the improvement of the quality of instruction in industrial technology education; to encourage and assist educators and others to keep instructional content, methods, and facilities current with changes in industry, technology, jobs, occupations, and careers; to recognize and reward the achievements of both industrial technology teachers and students; to assist members in their professional growth; and to coordinate and promote the activities of district and local industrial technology associations.

**Section 3. IMPLEMENTATION OF PURPOSES:** To further define and accomplish the purposes set forth previously, and to provide for the functions of the association, appropriate Bylaws shall be promulgated by the Executive Board.

**ARTICLE III  
MEMBERSHIP**

**Section 1. QUALIFICATION FOR MEMBERSHIP:**

A. Membership in the TEAM shall be open to industrial technology teachers and to others who are in accord with the purposes of the Association.

B. Membership shall be established with the payment of dues.

C. Members shall be encouraged to also join and support affiliated local, state and national associations, but shall not be required to join any organization, affiliated or not, to achieve TEAM membership.

**Section 2. CLASSES OF MEMBERSHIP:** Appropriate classes of membership may be established by the Executive Board in the Bylaws.

**ARTICLE IV  
AFFILIATION AND ALLIANCE**

Section 1. The TEAM shall maintain an active affiliation with the Missouri Association for Career and Technical Education and the Association for Career and Technical Education for Career and Technical Education through the office of the President and/or the President-Elect of TEAM.

Section 2. The TEAM shall maintain an active affiliation with the International Technology Education Association through the office of an TEAM Vice-President--ITEA State Representative.

Section 3. The TEAM shall maintain an active affiliation with the Missouri Technology Student Association through the office of a TEAM Vice-President--Missouri TSA State Advisor.

Section 4. The TEAM may seek and maintain active affiliation with other allied organizations through amendments to this constitution, providing the above ARTICLE III, Section 1, Paragraph C is not violated.

Section 5. The TEAM may accept other duly organized allied local or district organization as affiliates, without fee, under the condition which shall be stated in the Bylaws. The relationship(s) to exist in alliances and affiliations shall be promulgated in the Bylaws.

**ARTICLE V  
OFFICERS AND EXECUTIVE BOARD**

**Section 1. ELECTED OFFICERS AND OFFICERS BY AFFILIATION:**

A. Elected Officers: The elected officers of this Association shall consist of the President, the President-Elect, the Secretary, the Past-President and the Treasurer, who shall each be elected by the eligible voting members and who shall serve as prescribed in the Bylaws.

B. Officers by affiliation: There shall be Vice-Presidents as specified in Article IV, Section 1, Section 2, and Section 3 above, who shall each serve by appointment as prescribed in the Bylaws.

Section 2. EXECUTIVE BOARD: An Executive Board, constituted as defined in the Bylaws, shall provide guidance for the Association and shall conduct the business and affairs of the Association in accordance with the Constitution and Bylaws.

Section 3. ELIGIBILITY: Qualifications for office and for seats on the Executive Board shall be established in the Bylaws.

#### **ARTICLE VI MEETINGS**

Section 1. GENERAL SESSION: The Association shall meet at least annually in general business session in conjunction with an TEAM sponsored conference. Meeting dates, locations, and purposes shall be determined by the Executive Board. Additional meetings may be called as the Executive Board may consider advisable or necessary.

Section 2. EXECUTIVE BOARD: The Executive Board shall meet during the annual meeting(s) as specified in Section 1, above, upon the call of the President, and/or as shall be specified in the Bylaws.

#### **ARTICLE VII COMMITTEES**

The President and/or Executive Board shall create such standing or ad hoc committees of the Association as deemed advisable and shall delegate to these committees such powers and duties as they find desirable for the conduct of the business and for carrying out the purposes for which the Association has been organized. The Executive Board may authorize reimbursement to committee members for reasonable and justifiable expenses.

#### **ARTICLE VIII AMENDMENTS**

Section 1. PROPOSALS: Proposals for amendments to the constitution of the Association may be initiated by any member.

A. Proposals for amendments must be written, and submitted to the Secretary of the Association who shall refer the proposals to the Executive Board.

B. The text of the proposed amendment(s) and the Executive Board's recommendations shall be published in an official publication of the TEAM and distributed to the membership at least thirty days prior to the mailing of the ballots.

C. Proposed amendment(s) shall be submitted by mail to the eligible membership for vote. An affirmative three-fifths (3/5) vote of ballots returned is required to amend the Constitution. The Executive Board may establish a time schedule for the return of ballots.

Section 2. DISSEMINATION: Results of voting on amendments shall be published in the subsequent issue of an Association publication.

#### **Section 3. QUESTIONS OTHER THAN AMENDMENTS:**

A. Any question posed in writing to the Executive Board (through the Secretary) or orally to the membership in a general business session, by an active member of the Association, which is supported with detailed justification, other than proposed amendments to this Constitution and/or its Bylaws, may be submitted to the eligible members of the Association for determination when, in the judgement of the Executive Board or the presiding officer, such action is warranted.

B. Questions other than amendments that qualify shall be mailed to all qualified members of record together with the proponents rationale and the Executive Board's recommendation, or voted upon by the membership in a general business session.

C. The question shall be decided by a majority affirmative vote by eligible members who cast a ballot, or vote otherwise in a general business meeting. The Executive Board may establish a time schedule for the return of ballots.

D. The results of any such balloting shall be published in the subsequent issue of an Association publication.

**ARTICLE IX**  
**NON-PROFIT AND LIQUIDATION PROVISIONS**

Section 1. The TEAM is not organized for profit and no part of the TEAM shall inure to the benefit of any private member.

Section 2. In the event of the liquidation or dissolution of the TEAM, whether voluntary or involuntary, no member other than a student member shall be entitled to any distribution or division of its remaining properties or its proceeds, and the balance of all the money and other property received by TEAM from any source, shall be disbursed for industrial technology teacher education scholarships, to be awarded to qualified student(s) accepted by any public college or university in the State of Missouri.

**BYLAWS OF THE  
TECHNOLOGY EDUCATION ASSOCIATION of MISSOURI**

**ARTICLE I  
NAME**

The name of this organization shall be the TECHNOLOGY EDUCATION ASSOCIATION of MISSOURI to be hereinafter referred to as the "T.E.A.M." and/or as the "Association"

**ARTICLE II  
IMPLEMENTATION OF PURPOSES**

Section 1. **ACTIVITIES:** The Association shall accomplish the purposes stated in the Constitution through statewide and district meetings; publications; liaison with local, state, and national persons, organizations, and groups; exhibits; communications; and such other activities and efforts as may be appropriate or necessary.

Section 2. **RESPONSIBILITIES:** The Executive Board, elected officers, appointees, committee chairpersons, and committee members are enjoined to vigorously and conscientiously promote the purposes of the Association to the maximum extent of their abilities. All members are expected to cooperate and contribute to the attainment of the purposes of the Association.

**ARTICLE III  
SERVICE TO MEMBERSHIP**

Section 1. As benefits from the TECHNOLOGY EDUCATION ASSOCIATION of MISSOURI, the following services are ones which the Association shall provide to its members:

- A. Write and publish at least two (2)(3) newsletters per year and distribute to all members.
- B. Support financially and actively the International Technology Education Associations' and the Missouri ACTE/ACTE annual "Teacher of the Year" awards program. Encourage each District Industrial Technology Education Association to name a District Teacher of the Year.
- C. Support financially and actively an Annual State Industrial Technology Education Awards Program, in conjunction with the Missouri Technology Student Association.
- D. Encourage and coordinate the sharing of curriculum guides, study guides, project ideas, student activities, etc.
- E. Conduct at least one Annual State Conference to promote Industrial Technology.
- F. Support financially and actively an Annual State Industrial Technology Education Program of the Year Award.
- G. Support financially and actively a Teacher of the Year to represent TEAM at the ITEA conference.

**ARTICLE IV  
MEMBERSHIP, DUES, AND REGISTRATION FEES**

Section 1. **CLASSES OF MEMBERSHIP:** The Association shall provide the following classes of membership:

- A. **ACTIVE:** Any person who is engaged in industrial technology education as an active or retired teacher, supervisor, coordinator, administrator, or teacher educator, at any level in the State of Missouri, may become an Active member of the TECHNOLOGY EDUCATION ASSOCIATION of MISSOURI by paying the fees stipulated in the Bylaws. An active member shall be admitted to meetings of this Association, shall be eligible to vote and hold office, and shall be entitled to receive all publications of the Association.
- B. **ASSOCIATE:** Former industrial technology persons and/or persons engaged in other fields of education or industry who are in accord with the purposes of the Association, but not eligible for Active membership, may become an Associate member of TEAM by paying the same fees as an Active member. He shall then have all rights and privileges of an active member except the right to hold office.
- C. **SUSTAINING:** A commercial or industrial firm, company or other organization may become a Sustaining member of the Association. Privileges accorded to Sustaining members shall be determined by the Executive Board, except that this class of member shall not be accorded voting privileges, or be eligible to hold an elected office.
- D. **STUDENT:** Any post-secondary student enrolled in industrial technology classes, and not employed as a teacher, may become a Student member of the Association by paying the dues stipulated in the bylaws. Student members shall not be accorded the right to vote or to hold office.

E. HONORARY: The Executive Board may, upon the request of any active member, grant and confer Honorary life membership in the TEAM for unusual or outstanding contributions to industrial technology education. Honorary members shall be provided a suitable membership certificate, signed by the officers of the Association, and their names shall be recorded on the Honorary Membership roll. An Honorary member shall not be assessed yearly dues, and shall have all the rights and privileges of an active member. Not more than one (1) Honorary membership shall be awarded annually.

F. COMPLIMENTARY: Any person(s) or organization(s), shown to have contributed to the attainment of the purposes of the Association or to the education of youth, may be awarded a Complimentary membership at the discretion of the Executive Board. Complimentary memberships may not exceed one year in duration. Complimentary members shall be provided a suitable membership certificate, signed by the officers of the Association, and their names shall be recorded on the Complimentary membership roll. Complimentary members shall be accorded the same privileges as an Active member.

Section 2. DUES: The annual dues, which shall be paid by each Active and Associate member of the Association, shall be as established by the Executive Board and the membership.

A. Sustaining Members--shall not be fixed, except that no Sustaining member may contribute less than \$25.00 (twenty five dollars) per year.

B. Post-Secondary Student Members--As set by the Executive Board.

C. Honorary Members--None required.

D. Complimentary Members--None required.

E. The dues shall be collected and remitted in such manner as the Executive Board may prescribe.

F. The TEAM may incorporate the collecting of recognized state and national affiliates, (such as ITEA, Missouri ACTE/ACTE) annual dues into the dues collection process.

G. The dues structure of the Association shall be reviewed annually by the Executive Board and the amount of the annual dues shall be established by member vote.

Section 3. DUPLICATE CARDS: Duplicate or replacement membership cards for members as well as persons in companies or other organizations, will be provided by the Treasurer at a rate of \$1.00 (one dollar) per year per card, upon written notification by the member and verification by the Treasurer.

Section 4. REGISTRATION FEES: The Executive Board shall be empowered to assess a registration fee at any Conference of the Association.

Section 5. MEMBERSHIP YEAR: The membership year shall commence on the day that dues are paid.

## **ARTICLE V EXECUTIVE BOARD**

Section 1. RESPONSIBILITY AND AUTHORITY: The administration of the affairs of the Association shall be vested in the Executive Board, which is further authorized to take whatever actions it may decide to be necessary in the best interest of the Association, providing that no actions conflict with either the Constitution or the Bylaws of the Association. More specifically, the responsibilities of the Executive Board shall be to:

A. Identify and provide the thrust for the priority activities of the Association.

B. Have the power to interpret the Constitution and Bylaws.

C. Recommend changes in annual dues of the Association and establish registration fees and other special fees for goods or services provided.

D. Approve appointments to committees and other assignments made by the President.

E. Approve any special elections.

F. Approve the time and place for TEAM Conferences and other regular meetings of the Association.

G. Approve the annual budget of the Association, and approve major expenditures of the Association.

H. Promote and grant affiliations and alliances with other organizations as stipulated in Article XII.

I. Determine distribution of Association publications.

J. Study and recommend action on proposed amendments or other questions to be brought before the membership.

K. Perform such duties, not otherwise specified, necessary to meet the stated objectives and purposes of the Association.

Section 2. BOARD MEMBERSHIP: The Executive Board shall consist of the person filling the positions shown on the following organization chart:

**TECHNOLOGY EDUCATION ASSOCIATION of MISSOURI  
ORGANIZATION CHART**

**PRESIDENT**  
**President-Elect**  
**Secretary**  
**Treasurer**  
**Immediate Past-President**  
**Past-Presidents (Ex-Officio)**  
**TEAM Vice-President ITEA**  
**TEAM Vice-President ACTE**  
**TEAM Vice-President Missouri TSA State Advisor**  
**Conference Planning Committee Chairperson**  
**State Supervisor for Industrial Technology (Ex-Officio)**  
**Publications Chairperson**  
**Website Chairman**  
**Industrial Technology Awards Program Committee Chairperson**  
**Central Missouri Representative**  
**Kansas City Representative**  
**Kansas City Suburban Representative**  
**Northeast Missouri Representative**  
**Northwest Missouri Representative**  
**Saint Louis Representative**  
**Saint Louis Suburban Representative**  
**Southeast Missouri Representative**  
**Southwest Missouri Representative**

Section 3. CHAIRPERSON: The President shall serve as Chairperson of the Executive Board. The President-Elect shall serve in the absence of the Chairperson.

Section 4. DISTRICT REPRESENTATIVE: District Representative membership on the Executive Board shall be governed by the following:

- A. The Representative from the Districts shall be elected or appointed by the District Associations.
- B. Representatives shall be elected or appointed from among members in good standing in both their District Association and the TEAM.
- C. Representatives from the Districts must be bonafide "Industrial Technology" teachers or other "Industrial Technology" personnel.
- D. A properly accredited alternate Representative, may vote for his District Association in the absence of the Representative.

Section 5. MEETINGS: The Executive Board shall meet during each Association Conference. Other meetings of the Executive Board may be called by the President whenever the need arises, but as much business as possible shall be conducted by correspondence. The president may call a meeting of the elected officers of TEAM at a time and place designated by the President.

Section 6. BUSINESS BY CORRESPONDENCE: The President shall seek written consent from all members of the Executive Board before any action is taken on items being considered through correspondence. Whenever any member disagrees, he may submit, within seven (7) days, a statement of the reasons for his position. A copy of all such statements shall be submitted to the Executive Board and a new vote requested. All correspondence conducted under this section shall be maintained by the President and delivered to the Secretary for inclusion in the official records of the Association.

Section 7. VOTING: All Executive Board decisions shall be by majority vote unless otherwise provided. In no case shall a Boarmember be given proxy voting power. Roberts Rules of Order shall be followed in the event of a tie vote.

Section 8. TYPES OF SESSIONS: All business shall be conducted by the Executive Board in open session, with a quorum present. The Board may, upon majority vote, move into executive session to receive information, but no business may be conducted until they return to open session.

Section 9. QUORUM: A quorum shall consist of fifty-one (51) percent of the current Board members, which must include the President (or, in her/his absence, the President-Elect), and at least three (3) District Representatives.

Section 10. COMMITTEE CHAIRPERSON(S) ATTENDANCE: Chairpersons of standing and ad-hoc committees may be requested by the President to attend Executive Board meetings but they shall not hold a vote with the Board unless they are also members of the Board.

Section 11. COMMUNICATIONS: To promote communications and increase services to members, the names and addresses of all Executive Board members shall be published in each issue of any Association periodical publication.

## **ARTICLE VI**

### **QUALIFICATIONS OF OFFICERS AND TERMS OF OFFICE**

#### Section 1. QUALIFICATIONS:

A. ELECTED OFFICERS: Only Active, Honorary, or Complimentary members of the Association, as defined in Article IV, Section 1 of these Bylaws, shall be eligible to hold an elective office. To be eligible to be nominated, a member must be bondable, and this person must agree to serve if elected. It is further required that for any person to have their name placed on a ballot for an elective office in the Association, they must have been an Active, Honorary, or Complimentary member of the Association for at least one (1) year immediately prior to nomination, except that a person nominated for President-Elect must have been an Active, Honorary, or Complimentary member for two consecutive years immediately prior to nomination. For purposes of this section, any period in excess of nine (9) months shall be considered one year.

#### B. OFFICERS BY AFFILIATION:

(1) TEAM Vice-President -- Missouri ACTE/ACTE Vice- President for Industrial Technology is an office appointed by the President after having been elected to the Missouri ACTE position by the Industrial Technology members of Missouri ACTE.

(2) TEAM Vice-President -- ITEA State Representative is an officer appointed by the President. The Representative must be an Active, Honorary, or Complimentary member of TEAM, be an ITEA member, and must agree to serve if appointed as after having been appointed to the Missouri-TSA State Advisor position by the Missouri-TSA.

#### Section 2. THE TERMS OF OFFICE SHALL BE AS FOLLOWS:

A. The President shall serve for one (1) year after having served as President-Elect for one (1) year. The President may not succeed her/himself but may again be nominated for the office of President-Elect after having been out of office for at least one (1) year.

B. The President-Elect shall be elected for a term of one (1) year and shall advance to the office of President at the conclusion of that year.

C. The Secretary and Treasurer shall each be elected to terms of two (2) years and may succeed themselves. The Secretary shall be elected in even-numbered years and the Treasurer shall be elected in odd-numbered years. The Offices of Secretary and Treasurer shall not reside in one person.

D. The TEAM Vice-President -- ITEA State Representative shall be appointed to a term of one (1) year and he/she may succeed her/himself.

E. The TEAM Vice-President -- Missouri ACTE/ACTE Vice-President for Industrial Technology shall be appointed to a term which shall run concurrently with her/his Missouri ACTE office.

F. The TEAM Vice-President -- Missouri TSA State Advisor shall be an appointed office for as long as that person retains the title of Missouri State Advisor to TSA.

Section 3. APPOINTMENTS TO FILL VACANCIES: If a duly elected officer of the Association is unable to assume or carry out the responsibilities of her/his office, the President shall appoint, within sixty (60) days, and the Executive Board shall confirm by two-thirds (2/3) vote, by mail if necessary, another qualified member who shall serve until the next regular election. If the President is unable to assume or carry out the responsibilities of her/his office, the President-Elect shall advance to the

Presidency and a new President-Elect shall be appointed by the process stipulated in this section. The Secretary shall advise the membership of all actions taken under this section.

Section 4. **INSTALLATION:** All elected officers shall be installed by formal ceremony at the end of "old business" in the meeting held in conjunction with the TEAM Summer Conference. The immediate Past-President shall be in charge of the installation. All books and records except as noted below, shall be turned over to the new officers within sixty (60) days of the election, and it shall be the responsibility of outgoing officers to properly and thoroughly instruct new officers in their duties.

Section 5. **TREASURER: TRANSFER OF RECORDS:** The newly-elected Treasurer shall be installed at the TEAM Summer Conference but the financial records and bank account shall not be surrendered to the Treasurer until an official audit has been completed within sixty (60) days of the election.

## **ARTICLE VII**

### **DUTIES AND RESPONSIBILITIES OF OFFICERS AND DISTRICT REPRESENTATIVES**

Section 1. **PRESIDENT:** The President shall:

A. Serve as Chairperson of the Executive Board and as such shall be responsible for the vigorous promotion and advancement of the Association purposes as set forth in the Constitution.

B. Serve as chairperson of Public and Professional Relations and Fund Developments Committee.

C. Preside at all meetings called in the name of the Association, call all Executive Board meetings with at least twenty-one (21) days advance notice to Board members; prepare the agenda and preside at all Executive Board meetings.

D. With the assistance of the Treasurer, prepare an annual budget for the Association.

E. Authorize the payment of legitimate bills incurred by various committees and officers.

F. Make reports to the Executive Board and to the membership of current and planned programs, activities, problems and accomplishments. He/she shall prepare and have published in an Association newsletter, an annual report summarizing the activities of this Association during her/his year as President.

G. Appoint replacements for all vacancies of office, as stipulated in Article VI, Section 3, of these Bylaws. In the absence or inability of any officer, including the Treasurer, to perform their function until such time as the elected officer can perform or a duly-qualified replacement can be identified and appointed, with a maximum of sixty (60) days being allowed to secure and confirm replacements.

H. The President or an alternate representative shall officially represent the Association at all pertinent professional meetings on the State level.

I. The President or an alternate representative shall officially represent the TEAM at the annual convention of the International Technology Education Association.

J. In the absence of, or inability of the President to perform her/his function, the President-Elect will automatically be empowered to exercise the President's duties and functions.

K. Report to each Executive Board meeting on all proposals, recommendations, and/or motions which have been approved by the previous Executive Boards until such time as appropriate actions have been taken.

L. Appoint members to all standing and ad hoc committees and shall appoint committee chairpersons. The President shall be an ex-officio member of all committees.

M. Appoint an editor for the newsletter.

N. Appoint the ITEA State Representative, who shall serve as TEAM Vice-President.

O. Appoint the person elected to the position of Missouri ACTE/ACTE Vice-President for Industrial Technology as an TEAM Vice-President.

P. Appoint the person who is the Missouri TSA State Advisor as an TEAM Vice-President.

Q. Appoint or name a Parliamentarian for each Executive Board meeting.

R. Nothing contained herein shall be construed to restrict the powers of the President.

The President is expected to exercise her/his initiative, judgement, and energies to the best interests of the Association and shall act accordingly, provided that no act shall be in violation of any part of the Constitution or Bylaws.

Section 2. **PRESIDENT-ELECT:** The President-Elect shall:

A. Assist the President in the discharge of her/his official duties and responsibilities and in the event the President is unable to perform her/his duties, the President-Elect shall be empowered to perform the duties of the President.

B. Call a meeting of the Executive Board in the event the President refuses or is unable to call such a meeting when duly requested by at least five (5) members of the Executive Board.

C. Be program chairperson for all Association meetings and conferences; consult with the members of the Executive Board, particularly the officers of the Association and with the State Supervisor of Industrial Technology, in planning all Association programs (other than Executive Board meetings).

D. Cause programs to be printed and cause information concerning forthcoming programs to be published in an Association publication.

E. Serve as coordinator of the committees and prepare an annual report of all committees of the Association.

F. Have such other duties as may be prescribed by the Executive Board.

Section 3. Missouri ACTE/ACTE VICE-PRESIDENT FOR INDUSTRIAL TECHNOLOGY: This Vice-President shall:

A. Serve as a member of the TEAM Executive Board.

B. Serve as a liaison between the TEAM and the Missouri ACTE/ACTE.

C. Serve as a liaison between Industrial Technology and Vocational-Technical Personnel.

D. Conduct the election to name her/his successor, unless otherwise directed by Missouri

ACTE.

E. The Vice-President or a designated representative shall officially represent the TEAM at the Annual Summer Conference of the Missouri Association for Career and Technical Education.

F. Conduct the election of the Missouri ACTE/ACTE Teacher of the Year at the Missouri ACTE Conference.

G. Perform such other duties as may be prescribed by the President and/or the Executive Board.

Section 4. ITEA STATE REPRESENTATIVE: This Vice-President shall:

A. Have such duties as directed by the International Technology Education Association.

B. Serve as a member of the TEAM Executive Board.

C. Serve as a liaison between the TEAM and the ITEA.

D. Serve as a member of the Public and Professional Relations and Fund Developments Committee, and as an ex-officio member of the Teacher Recognition and Awards Committee.

E. Perform such other duties as may be prescribed by the President and/or the Executive Board.

Section 5. MISSOURI TSA STATE ADVISOR: This Vice-President shall:

A. Have such duties as directed by the Technology Student Association.

B. Serve as a member of the TEAM Executive Board.

C. Serve as a liaison between the TEAM and the TSA.

D. Officially represent the TEAM at the National Conference of the Technology Student Association.

E. Perform such other duties as may be prescribed by the President and/or the Executive Board.

Section 6. SECRETARY: The Secretary shall:

A. Keep an accurate record and file of all correspondence and business of the Association; record the minutes of each regular and Executive Board meeting; and maintain accumulated minutes and have them ACTEilable at all meetings.

B. Cause the minutes to be duplicated and mailed to members of the Executive Board within fourteen (14) days following the adjournment of said meeting, and also write a digest of the minutes of regular and Executive Board meetings to be printed in an Association newsletter.

C. Send out notices of meetings and conduct other mailings and correspondence as requested by the President and/or Executive Board.

D. Serve as chairperson of the Nominating Committee in even-numbered election years, and serve as a member of the Public and Professional Relations and Fund Developments Committee.

E. Possess the official master copies of the Constitution and Bylaws, keep an accurate record of all changes made thereto, and serve as chairperson of the Constitution Committee.

F. Notify officers of the Association of their disqualifications as provided in Article VIII of these Bylaws.

G. Perform such other duties as may be prescribed by the Executive Board.

Section 7. TREASURER: The Treasurer shall:

A. Receive and hold all funds of the Association, keeping regular books of account; disburse the funds, by TEAM check only, of the Association in payment of just demands against the Association or as may be ordered by the Executive Board; and shall keep an accurate record of all

transactions. The Treasurer shall keep a current record of all receipts and expenditures available for review at each meeting and to the Executive Board upon demand.

B. Apply for and obtain, at Association expense, a surety bond in excess of the assets of TEAM, to the satisfaction of the Executive Board, prior to the transfer of the Treasury to her/his control.

C. Establish and maintain the TEAM checking account in such a manner that checks may be signed by the Treasurer or the President as designated by the Executive Board.

D. Assist the President in preparing for the ensuing year an annual budget to be submitted to the Executive Board.

E. Keep an accurate roll of all members, past and present, by classification, as delineated in Article IV of these Bylaws, together with mailing addresses and other needed information; shall keep the chairperson of the Membership Committee current on paid-up memberships; and maintain a set of mailing labels of all members for immediate use.

F. Process all membership renewals and maintain an accurate record of dues received; and shall send each member a membership card within two (2) weeks of receipt of their dues.

G. Forward to ITEA Headquarters, on a regular basis, the names, addresses, and dues for national memberships received through the TEAM; and shall forward to Missouri ACTE Headquarters, on a regular basis, the names, addresses, and dues for Missouri ACTE/ACTE memberships received through the TEAM.

H. Serve as chairperson of the Nominating Committee in odd-numbered election years; serve as an ex-officio member of the Membership Committee; and serve as a member of the Public and Professional Relations and Fund Developments Committee.

I. Cause the books to be audited prior to the business meeting held at the Association Summer Conference; report balances and membership at that meeting; and submit an annual report to be published in an Association newsletter.

J. Make arrangements for official Association access to accounts in the event of her/his death or incapacity.

K. Perform such other duties as may be prescribed by the Executive Board.

Section 8. IMMEDIATE PAST-PRESIDENT: The Immediate Past- President shall:

A. Have the duty of Historian, unless otherwise appointed, with the responsibility of preparing the records of her/his term in office for the Association history.

B. Act as general advisor to the officers of the TEAM.

C. Convey in writing to the newly elected President, on or before thirty (30) days following the adjournment of the Association Summer Conference, a digest of all projects, actions, and legislation currently being considered by the Association.

D. Assume the duties of the chairperson of the Committees on Resolution, Elections, and Teacher Recognition and Awards. The Immediate Past-President shall collect and prepare suitable and necessary resolutions, and present them at the annual business meeting of the TEAM. The Chairperson shall carry out the duties of the Elections Committee as specified in Article IX, Section 3 and 4 of these Bylaws and shall present the appropriate awards at the State TEAM Conference.

E. Serve as a member of the Public and Professional Relations and Fund Developments Committee.

F. Have such other duties as may be prescribed by the Executive Board.

Section 9. DISTRICT REPRESENTATIVES: The District Representative shall:

A. Be members of the Executive Board and assist the President and the Board; they shall be members of the Membership Committee; and shall direct studies and activities within their respective areas.

B. Work on a continuing membership campaign throughout the year.

C. Study their District carefully and be knowledgeable concerning the present and potential membership.

D. Maintain an accurate and up-to-date directory of names and addresses of persons within their District who are involved in Industrial Technology but are not a member of TEAM. These lists shall be submitted to the TEAM Membership chairperson.

E. File a written report at the request of the Membership chairperson describing in detail activities and efforts to build membership in their District

F. Assist the Associations within their District in the development of programs, studies, research, instructional material and such other duties that will assist in improving the TEAM.

G. Be responsible for seeing that their District is represented at all Executive Board meetings; and must send a letter with any alternate who is taking her/his place at a meeting, authorizing them to represent their District.

H. Perform such other duties as may be prescribed by the President and/or the Executive Board.

**ARTICLE VIII  
DISQUALIFICATION OF OFFICERS**

Section 1. The elected and appointed officers of this Association shall be members of TEAM or become members within a reasonable time. The period of time is to be determined by the Executive Board.

Section 2. Any officer of the Association failing to comply with section 1 of this Article shall be disqualified as an officer of the Association and shall remain disqualified until membership requirements are attained.

Section 3. When an officer is disqualified because they are no longer a member, the Secretary shall notify the officer of the disqualification.

Section 4. The Association shall not reimburse any officer of the Association for any expense while they are disqualified.

Section 5. Any disqualified officer who fails to attain membership within a reasonable length of time may be permanently disqualified from that position. The Executive Board shall determine a reasonable length of time.

Section 6. Any officer of the Association once removed from office, by action of the Executive Board, shall have no recourse action for reinstatement as an officer of the Association.

**ARTICLE IX  
NOMINATIONS AND ELECTIONS**

Section 1. GENERAL: The eligible voting membership shall elect by mail ballot a President-Elect each year, a Secretary in odd-numbered years, and a Treasurer in even-numbered years.

Section 2. NOMINATING COMMITTEE: After consulting with each District Representative, a Nominating Committee shall be appointed by the President with the approval of the Executive Board. The Nominating Committee shall consist of the Immediate Past-President who shall be chairperson, a member from each affiliated District organization, plus the Secretary in even-numbered years or the Treasurer in odd-numbered years.

Section 3. ELECTIONS COMMITTEE: The Immediate Past-President shall serve as chairperson of the Elections Committee, unless he/she is planning to seek an office, in which case the President shall appoint a chairperson. In addition, three (3) active members shall be appointed to the Election Committee by the President. No member of the Elections Committee shall be a candidate for an office. All appointments must be approved by the Executive Board.

Section 4. PROCEDURE: Nominations and elections shall be conducted so that each affiliated District Association is equitably represented and each eligible member has an opportunity to make nominations for office and to cast a ballot. The general procedure shall be as follows:

A. An Association Nominating Committee member shall submit no more than one name for her/his District for each Association office to be filled. Names of nominees and their qualifications shall be forwarded to the chairperson of the Nominating Committee.

B. The chairperson of the Nominating Committee shall request, and receive, from District nominees a letter stating their willingness to serve if elected, and shall check each nominee's eligibility for holding office.

C. If a nominations ballot is necessary, the Nominating Committee Chairperson shall send to each member a ballot with the nominees and a short resume. The date for return of the ballots shall be determined by the Nominating Committee. The Nominating Committee shall submit at least two nominations for each elective position to the Elections Committee Chairperson.

D. The Elections Committee Chairperson shall send to each member a ballot with the nominees and a short resume. The date for return of the ballots shall be determined by the Elections Committee.

E. The Elections Committee shall have the responsibility of collecting the ballots and tabulating the results.

F. The person receiving a clear majority of the votes cast on the ballot will be declared officially elected. In case of a tie vote, the elected officer shall be determined by draw.

G. Complete election results and vote tabulations shall be printed in the following Association newsletter.

H. Elected officers shall be installed at the Association Summer Conference Business Meeting.

Section 5. ELIGIBILITY TO VOTE: Only Active, Honorary, and Complimentary members, as defined in Article IV, Section 1, of these Bylaws, shall receive ballots and be eligible to vote.

Section 6. RECORDS: Ballots and tabulations shall be safely stored by the Treasurer for a period of thirty (30) days, after which time they may be destroyed if no formal protest is lodged.

Section 7. IMPLEMENTATION: Each year, immediately after the Association Spring Conference, the chairperson of the Nominating and Elections Committees shall review the entire procedure for proper functioning and revise the procedure as needed.

## **ARTICLE X FISCAL YEAR AND FINANCES**

Section 1. FISCAL YEAR: The fiscal year shall be July 1 to June 30.

Section 2. DEPOSITS: The monies of the Association shall be deposited in the name of the Association only in such banks, credit unions, trust companies, or savings and loan associations whose deposits or share accounts are insured by a corporation credited by the Federal Government, or by an instrumentality of the Federal Government. Funds shall be drawn out only by check signed by the Treasurer, or, in her/his absence or incapacity, the President, with the knowledge of the Executive Board.

Section 3. BUDGET: An annual budget shall be prepared by the President and the Treasurer, approved by the Executive Board, and published for the information of the membership.

Section 4. INSPECTION: Books and records shall be open to inspection by members at all times unless the Executive Board designates particular times for such inspection.

Section 5. SURETY BOND: The Treasurer shall, at all times, be under a Surety Bond, in excess of the assets of the Association. The fee for bonding shall be paid by the Association, and it shall be issued by a Corporate Surety Company with authority to do business in the State of Missouri.

Section 6. TREASURER'S REPORT: The report of the Treasurer, regarding the financial situation of the Association and giving membership totals, shall be published in the each issue of the Association newsletter following each TEAM Conference.

Section 7. AUDIT: The Treasurer, at the end of the fiscal year or at the termination of her/his term of office, but not less than once per year, shall cause her/his books to be audited by the Audit Committee. The Audit Committees report shall be sent to all Executive Board members and shall be printed in an Association Publication.

## **ARTICLE XI EXPENSES**

Section 1. All expenses of the Association's Officers and all committees shall be budget items, and all expenditures shall be subject to the approval of the Executive Board and the ability of the Association to pay them.

Section 2. Reasonable expenses of all Association Officers may be paid while carrying out the regular duties of their office.

Section 3. Reasonable expenses of all committee personnel shall be reimbursed for carrying out the duties of the committee assignment, subject to the approval of the President.

Section 4. The ITEA "Teacher of the Year" recipient from Missouri shall have part of her/his expenses to the ITEA National Convention budgeted by the Association.

Section 5. The Industrial Technology Education State Awards Program shall be a budget item to receive support from the TEAM.

Section 6. Partial expenses incurred by the President and the ITEA Missouri State Representative, or her/his designate, in attending the ITEA National Convention may be budgeted, with approval from the Executive Board.

Section 7. Partial expenses incurred by the Missouri TSA State Advisor, or a designate, while attending the TSA National Conference may be budgeted, with approval of the Executive Board.

**ARTICLE XII  
AFFILIATION AND ALLIANCE**

Section 1. STATE, REGIONAL OR NATIONAL ASSOCIATIONS: The officers and Executive Board of the Association are hereby charged to develop to the highest degree, to the benefit of all concerned, the relationships between the TECHNOLOGY EDUCATION ASSOCIATION of MISSOURI (TEAM) and the Missouri Association for Career and Technical Education (Missouri ACTE), the Association for Career and Technical Education (ACTE), the International Technology Education Association (ITEA), the Missouri Technology Student Association (TSA), and other organizations with similar purposes. A representative to each of the organizations with which TEAM is affiliated is to be chosen from among the membership of the Executive Board of the affiliate if a specific position for the affiliate is not already named for the TEAM Executive Board membership.

Section 2. DISTRICT INDUSTRIAL TECHNOLOGY EDUCATION ASSOCIATIONS: Any District Industrial Technology Education Association may petition for affiliation with the TEAM. Petitions stating the grounds for seeking affiliation should be directed to the President. Upon sufficient evidence of advisability, the Executive Board may grant affiliation. District Associations, thus admitted, shall be known as affiliates of the Association, and as such, shall be entitled to use this designation in all programs and publications. Affiliated district associations shall elect or assign a representative as a member of the TEAM Executive Board. The representative must be an active member of TEAM. It shall be the responsibility of the district affiliate to keep the Executive Board of the Association fully informed at all times of its activities and changes in officers and representatives. Affiliation may be terminated with cause upon two-thirds (2/3) vote of the Executive Board, or at the request of the affiliated group.

A. The Districts of TEAM are as follows: Central Missouri, Kansas City, Kansas City Suburban, Northeast Missouri, Northwest Missouri, St Louis, St Louis Suburban, Southeast Missouri, and Southwest Missouri.

B. If one or more school districts wish to change from one TEAM District to another TEAM District, the school districts that wish to change must border on the dividing line between the two Districts.

C. A spokesperson for the school district(s) wishing to transfer to another TEAM District shall:

- (1). Obtain the signatures of all teachers who want to make the change.
- (2). Obtain a written release from the District of original membership.
- (3). Obtain a written letter of acceptance from the District of new membership.
- (4). Send all materials concerning the change, including the letters from both TEAM

Districts, a local map outlining the location of the school district(s) involved as well as the locations of the TEAM Districts affected by the change, to the President of TEAM.

D. Upon receipt of the above, the information will be presented by the President at the next Executive Board meeting and acted upon. The affected teachers will then be notified of the Executive Boards' decision.

**ARTICLE XIII  
ANNUAL TEAM CONFERENCE**

Section 1. The TEAM shall sponsor at least one annual TEAM Conference at a location recommended by the Conference and Planning Committee and approved by the Executive Board.

Section 2. The Association Summer Conference shall coincide with the Missouri Association for Career and Technical Education Conference as to calendar dates and location.

Section 3. Additional TEAM Conferences may be held as recommended by the Conference and Planning Committee and approved by the Executive Board.

Section 4. An TEAM Business Meeting shall be held during each Conference.

**ARTICLE XIV  
PUBLICATIONS**

Section 1. NEWSLETTER: An official publication of the TEAM shall be a newsletter with the following stipulations:

- A. The newsletter editor(s) shall be appointed each year by the President.
- B. The newsletter shall be printed and distributed at least two (2) times per year.
- C. The distribution of the newsletter shall be at the direction of the Executive Board.
- D. The editor of the newsletter shall have full discretionary powers in the materials

published in the newsletter, except that some items, as those listed below, must appear as standard items:

- (1) The names and addresses of all Executive Board members.
- (2) The names and addresses of the chairperson of all Association committees.

E. The editor shall be authorized to accept and solicit paid advertising in an attempt to make the newsletter self-supporting.

F. The editor shall be a member of the Executive Board, the Publications Committee, and the Public and Professional Relations and Fund Developments Committee.

Section 2. OTHER PUBLICATIONS: Association publications other than noted in section 1 above may be approved by the Executive Board with the Publications Committee being responsible for development of such publications.

**ARTICLE XV  
TEACHER RECOGNITION AND AWARDS**

Section 1. TEACHER OF THE YEAR: The T.E.A.M. shall financially and actively support the International Technology Education Association's and the Technology Education Division of the Association for Career and Technical Education annual "Teacher of the Year" awards program.

The "Teacher of the Year" program shall:

A. Recognize one "High School Teacher of the Year", one "Middle School/Junior High Teacher of the Year" and one "Elementary School Teacher of the Year" at the T.E.A.M./Missouri ACTE Summer Conference. These recipients will then be forwarded to the ITEA and ACTE for recognition at the national conferences.

B. Be coordinated by the I.T.E.A. Affiliate Representatives, the T.E.A.M. District Representatives and the Immediate Past President, and search conducted by a special committee appointed or chosen from the District noted below.

C. The T.E.A.M. "Teacher of the Year" shall be a member of T.E.A.M. and a member of I.T.E.A.

D. Be rotated each year from one District to another in a sequence which shall be as follows:

|      |                                 |      |  |
|------|---------------------------------|------|--|
| 1999 | High School / ITEA<br>SouthWest | 1999 | M. S./ Junior High / ITEA<br>NorthEast |
| 2000 | Central                         | 2000 | St Louis City                          |
| 2001 | Kansas City                     | 2001 | SouthEast                              |
| 2002 | NorthWest                       | 2002 | Kansas City Suburban                   |
| 2003 | St. Louis Suburban              | 2003 | SouthWest                              |
| 2004 | NorthEast                       | 2004 | Central                                |
| 2005 | St Louis City                   | 2005 | Kansas City                            |
| 2006 | SouthEast                       | 2006 | NorthWest                              |
| 2007 | Kansas City Suburban            | 2007 | St. Louis Suburban                     |

E. Require the recipients of the I.T.E.A./T.E.A.M. Teacher of the Year are to complete the National Awards application/documentation. Recipients will not be recognized at the national conference without completed application/documentation.

F. Assist with the recipient's expenses up to \$250.00 to attend the annual National Conference.

G. Encourage all District Technology Education Associations to annually name a "Teacher of the Year" recipient in their district. The District Teacher of the Year will be recognized at the T.E.A.M./Missouri ACTE Summer Conference but not be required to complete the national teacher application and documentation

Section 2. **T.E.A.M. Program of the Year Awards:** The T.E.A.M. shall financially and actively support the International Technology Education Association's and the Technology Education Division of the Association for Career and Technical Education annual "Program of the Year" awards programs. The Program of the Year shall:

A. Recognize one "High School Program of the Year", one "Middle School/Junior High Program of the Year" and one "Elementary School Program of the Year" at the annual T.E.A.M./Missouri ACTE Summer Conference. These recipients will then be forwarded to the ITEA and ACTE for recognition at the national conferences.

B. Be coordinated by the I.T.E.A and A.C.T.E. Affiliate Representatives, the T.E.A.M. District Representatives and the Immediate Past President.

C. The T.E.A.M. "Program of the Year" shall be chosen from the state at large using a committee appointed by T.E.A.M. The T.E.A.M. "Program of the Year" recipients must be a member of T.E.A.M. MO\_A.C.T.E., and/or (I.T.E.A / A.C.T.E.)

D. Require the recipients of the T.E.A.M. Teacher of the Year to complete the National Awards application/documentation. Recipients will not be recognized at the national conference without completed application/documentation.

E. Assist with the recipient's expenses up to \$250.00 to attend the annual National Conference.

Section 3. **DISTINGUISHED SERVICE:** The T.E.A.M. may select one or more member(s) for a distinguished service award for recognition of an outstanding contribution to the profession of Industrial Technology teaching or recognition of an outstanding contribution to Technology Education professional organizations on a national level. This award may take the form of a certificate, plaque, or medal.

Section 4. OTHER T.E.A.M. AWARDS: [Outstanding Service] The T.E.A.M. shall present an award to any outgoing officer at the Association Summer Conference.

## **ARTICLE XVI CONDUCT OF MEETINGS**

The meetings of the Association shall be conducted in accordance with the most recent revision of "Robert's Rules of Order". The President or other chairperson of meetings, may appoint a Parliamentarian who shall rule on all questions of order which may arise. The Treasurer may purchase copies of "Robert's Rules of Order" for use by the President-Elect, with such copies to be passed on to succeeding officers.

## **ARTICLE XVII COMMITTEES**

SECTION 1. STANDING COMMITTEES: The following Standing Committees are authorized: Membership; Constitution; Publications; Nominating; Elections; Teacher Recognition and Awards; Industrial Technology Education Awards Program; Scholarship; Conference Planning; Public and Professional Relations and Fund Development; Resolutions; and Audit. Other standing committees may be established at the discretion of the Executive Board.

Section 2. APPOINTMENTS, CHAIRPERSON: Chairpersons of Standing Committees shall be appointed by the President and shall serve for one (1) year. Chairpersons may be reappointed, with their consent, to serve additional periods of time. Prior membership on a committee is urged as a prerequisite to being named chairperson. Exceptions to this occur in Section 1, above, wherein certain committees are to be chaired by the officers designated.

Section 3. APPOINTMENTS, MEMBERS: Members of Standing Committees may be selected by the chairperson of the committee or by the President (except as otherwise specified for the Membership, Nominating, Elections, and Public and Professional Relations and Fund Development Committees) and shall be appointed by the President. Any member may serve on Standing Committees. All members of committees should be appointed no later than sixty (60) days following the Association Summer Conference, and appointments shall coincide with the fiscal year. Committee membership shall be for three (3) years, with committee representation staggered so that one-third (1/3) of the committee will be new each year. (Nominating and Elections Committee membership will be for one year only.) The President shall appoint persons to fill vacancies in any Committee as they occur. Those persons appointed to vacancies shall serve out the unexpired term of the vacancy they fill.

Section 4. DUTIES AND RESPONSIBILITIES: The Executive Board shall define and publish the duties and responsibilities of each committee, keeping in mind the changing challenges each committee will face. Each committee chairperson will, from experience, make recommendations to the Executive Board regarding duties and responsibilities.

Section 5. COMMUNICATION: The names and addresses of the Chairperson of each Standing Committee will be published in each issue of an Association periodical publication so that the membership will know with whom to communicate on matters of concern.

Section 6. AD HOC COMMITTEES: Ad hoc committees may be appointed by the President as deemed necessary.

## **ARTICLE XVIII SPECIAL APPOINTMENTS**

Section 1. AUTHORIZED APPOINTMENTS: Special appointments are authorized as follows; Historian; Parliamentarian; Executive Secretary; and Special Liaison Appointments. All appointees shall serve without pay.

Section 2. PROCEDURE AND TERMS: Special appointments will be made by the President and confirmed by the Executive Board. No time limit is set on these appointments. The members may serve indefinitely, until they resign or are requested to resign by the President or the Executive Board.

Section 3. DUTIES AND RESPONSIBILITIES: The Executive Board shall define and publish the duties and responsibilities of each special appointee.

Section 4. COMMUNICATION: The names and addresses of persons appointed under this section shall be published in each issue of an Association periodical publication so that the membership will know whom to contact on matters of concern.

**ARTICLE XIX**  
**DUTIES AND RESPONSIBILITIES OF COMMITTEES**

Section 1. **MEMBERSHIP COMMITTEE:** Each District Representative shall serve on the Membership Committee and the Chairperson of the Committee shall be the TEAM Treasurer. The duties and responsibilities of the Membership Committee shall be as follows:

- A. Work closely with District Representatives by planning and promoting a continuing membership campaign.
- B. Make regular reports of Membership to the Executive Board.
- C. Develop and coordinate, with the Publications Committee, membership promotional brochures as needed.
- D. Present to the Executive Board the format of the membership application form and membership card.
- E. Work cooperatively with Missouri TSA, ITEA, Missouri ACTE/ACTE, and District Associations in promoting their membership goals.
- F. Expedite correspondence with members regarding problems in membership.
- G. Encourage post secondary students to join TEAM and affiliate with TEAM meetings and activities.
- H. Submit to the TEAM Treasurer a proposed Membership Committee budget at least sixty (60) days prior to the Association Summer Business Meeting.

Section 2. **CONSTITUTION COMMITTEE:** The TEAM Secretary shall serve as Chairperson of the Constitution Committee. The duties and responsibilities of the Constitution Committee shall be as follows:

- A. Keep an accurate record of all amendments to the Constitution and Bylaws.
- B. Write in proper form all amendments to the Constitution and Bylaws submitted to the Executive Board for consideration prior to adoption.
- C. Submit to the Executive Board a list of cross references of all Articles and Sections of the Constitution and Bylaws affected by any proposed amendments.
- D. Coordinate with the Elections Committee and the Newsletter Editor concerning all Constitution and Bylaws amendments to be submitted to the membership for ratification.
- E. The Constitution Committee Chairperson shall serve in an advisory capacity to the President and Executive Board on all matters relative to the constitutional authority and/or interpretation.
- F. Submit to the TEAM Treasurer a proposed Constitution Committee budget at least sixty (60) days prior to the Association Summer Business Meeting.

Section 3. **PUBLICATIONS COMMITTEE:** The Editor of the Association Newsletter, appointed by the President, shall serve as chairperson of this committee.

- A. The Missouri State Supervisor of Industrial Technology shall serve as ex-officio member of this committee.
- B. The Publications Committee shall publish and distribute the Association Newsletter and other publications as directed in Article XIV.
- C. Other duties of the Committee shall include:
  - (1) Review all publications of TEAM.
  - (2) Review any proposed Association publications and make recommendations to the Executive Board as to content, distribution, and cost.
  - (3) Publish and distribute changes in the TEAM Constitution and Bylaws as these changes are approved by the Executive Board and/or membership.
  - (4) Submit to the TEAM Treasurer a proposed Publications Committee budget request at least sixty (60) days prior to the Association Summer Business Meeting.

Section 4. **NOMINATING COMMITTEE:** The Past-President shall serve as Chairperson of the Nominating Committee. Other stipulations which appear in Article IX of these Bylaws shall be met

- A. The Nominating Committee, in addition to the duties and responsibilities spelled out in Article IX of these Bylaws, shall:
  - (1) Supply the Elections Committee with all information pertinent to carrying out Election Committee responsibilities.
  - (2) Submit to the TEAM Treasurer a proposed Nominating Committee budget at least sixty (60) days prior to the Association Summer Business Meeting.

Section 5. ELECTIONS COMMITTEE: The Immediate Past-President shall serve as chairperson of the Elections Committee. Other stipulations which appear in Article IX of these Bylaws shall be met.

A. The Elections Committee, in addition to the duties and responsibilities spelled out in Article IX of these Bylaws, shall:

- (1). Coordinate with the Constitution Committee to include on the ballot all approved constitutional amendments.
- (2). Authorize the printing of the ballots and their distribution to the Active, Associate, Honorary, and Complimentary members of record.
- (3). Establish rules for the disqualification of a ballot due to incorrect marking.
- (4). All winning candidates shall be notified in writing as soon as possible after the election.
- (5). Submit to the TEAM Treasurer a proposed Election Committee budget at least sixty (60) days prior to the Association Summer Business Meeting.

Section 6. TEACHER RECOGNITION AND AWARDS COMMITTEE: The immediate Past-President shall serve as chairperson of the Teacher Recognition and Awards Committee, with the ITEA Missouri State Representative serving as an ex-officio member.

A. The Teacher Recognition and Awards Committee, in addition to administering the recognition and awards as stated in Article XV, shall:

- (1). Identify desirable awards, establish procedures for screening candidates for awards, and recommend the initiation of these awards to the Executive Board.
- (2). Establish procedures for submitting candidates for all TEAM awards.
- (3). Make arrangements for the purchase, printing, engraving, and delivery of all TEAM awards to the recipient at the appointed time.
- (4). Keep an accurate record of all awards made by TEAM.
- (5). Submit to the TEAM Treasurer a proposed Teacher Recognition and Awards Committee budget at least sixty (60) days prior to the Association Summer Business Meeting.

Section 7. INDUSTRIAL TECHNOLOGY EDUCATION AWARDS PROGRAM COMMITTEE: Members of the TEAM Industrial Education Awards Program Committee shall be composed of a representative from each of the District Awards program. The Chairperson of the State Awards Program shall serve as chairperson of the Committee.

A. The duties and responsibilities of the Industrial Technology Education Awards Program Committee shall be:

- (1). Review, and if necessary, revise the State Awards Program Rules and Regulations Booklet.
- (2). Distribute the Awards Program Rules and Regulations to the Chairpersons of the District Awards Programs.
- (3). Review and update the tests administered to students at the State Awards Program.
- (4). Promote scholarship(s) for State Awards Program winners.
- (5). Conduct the State Awards Program at a location determined by the Executive Board.
- (6). Promote and provide for ribbons, certificates, plaques, or other awards for the State Awards Program winners.

B. Submit to the TEAM Treasurer a proposed Industrial Technology Education Awards Program Committee budget at least sixty (60) days prior to the Association Summer Business Meeting.

Section 8. SCHOLARSHIP COMMITTEE: The Scholarship Committee shall include but not be limited to the following members: three past- presidents, secretary, and treasurer.

A. The duties and responsibilities of the Scholarship Committee shall be:

- (1). Work closely with the Executive Board and district officers to conduct an annual scholarship program.
- (2). Conduct a program to fund the scholarships.
- (3). Conduct the interview program at the annual TEAM Awards Program.
- (4). Promote the scholarship program by advertising in the TEAM newsletter and other media as ACTEilable.
- (5). Maintain a separate saving account for the schorlaship fund and include interest in the fund.
- (6). Publish names of scholarship winners in the fall newsletter.

Section 9. CONFERENCE PLANNING COMMITTEE: The Chairperson of the Conference Planning Committee shall be appointed by the President.

A. Assist the President-Elect in the planning, organization, and securing of facilities, programs, activities, tours, spouses' activities, vendors, printing of programs and other conference materials, and other details as required.

B. Delegate necessary responsibilities to sub-committee chairpersons to assist in the completion of conference arrangements.

C. Work with the TEAM Newsletter editor to prepare and print news articles concerning each Conference.

D. Perform assigned duties within a budget which has been approved by the Executive Board.

E. Submit to the TEAM Treasurer a proposed Conference Planning Committee budget at least sixty (60) days prior to the Association Summer Business Meeting.

Section 10. PUBLIC AND PROFESSIONAL RELATIONS AND FUND DEVELOPMENTS COMMITTEE: The Chairperson of the Public and Professional Relations and Fund Developments Committee shall be the President. Committee members shall include, but not be limited to, the Secretary, the Treasurer, all Past-Presidents, the Publications Committee Chairperson, the Conference Planning Committee Chairperson, the Missouri State Supervisor of Industrial Technology, and the Membership Committee Chairperson. Other necessary members may be appointed by the TEAM President.

A. The Public and Professional Relations and Fund Developments Committee shall:

(1). Develop and carry out goals designed to promote Industrial Technology throughout the State of Missouri.

(2). Act as liaison between the Association and all news media.

(3). Contact professional magazines with dates and information of upcoming TEAM activities.

(4). Act as liaison between the TEAM and District organizations.

(5). Develop plans to solicit funds and/or advertising from suppliers and others to assist in the funding of the conference, newsletter, scholarship, and/or other TEAM sponsored activities.

(6). Solicit Sustaining memberships from vendors, suppliers, and other individuals or groups which interact with Industrial Technology.

(7). Submit to the TEAM Treasurer a proposed Public and Professional Relations and Fund Developments Committee budget at least sixty (60) days prior to the Association Summer Business Meeting.

Section 11. RESOLUTIONS COMMITTEE: The Immediate Past-President shall serve as Chairperson of the Resolutions Committee.

A. The Resolutions Committee shall:

(1). Prepare and present to the Executive Board all resolutions dealing with concerns of the TEAM.

(2). Submit adopted resolutions for publication in the Association Newsletter.

(3). Present adopted resolutions to the next General Business Meeting.

(4). Coordinate, where applicable, with other organizations and agencies with concerns mutual to both groups.

B. Submit to the TEAM Treasurer a proposed Resolution Committee Budget at least sixty (60) days prior to the Association Summer Business Meeting.

Section 12. AUDIT COMMITTEE: The Audit Committee shall:

A. Carry out the Annual Audit as provided for in Article X of these Bylaws.

B. Become familiar with and make recommendations for improvement of the internal financial operations of the TEAM.

C. Submit to the TEAM Treasurer a proposed Audit Committee Budget at least sixty (60) days prior to the Association Summer Business Meeting.

## **ARTICLE XX AMENDMENTS**

Section 1. PROCEDURE: Proposals to amend these Bylaws may be initiated by any member as follows:

A. A written proposal shall be submitted to the Executive Board, through the President.

B. The Executive Board shall review all proposals and make recommendations to the membership.

C. The proposed amendment(s) and Executive Board recommendation shall be submitted by mail to the eligible membership for a vote.

D. A majority of the returned ballots must approve the amendment in order for the amendment to be adopted. (A time schedule for return of ballots may be established by the Executive Board.)

E. Results of all voting shall be published in an Association publication by the Secretary, who shall also ensure that the master copy of the Bylaws is correctly modified. In addition the Secretary shall furnish official change sheets to officers and members of the Executive Board.

Section 2. EXECUTIVE BOARD AUTHORITY: The Executive Board may, upon two-thirds (2/3) vote of the entire board, amend the Bylaws, without submitting the amendments to the membership for vote, provided that:

A. The Constitution is not violated.

B. No member of any classification is jeopardized in anyway.

C. The dues structure is not altered.

D. Affiliations and alliances are not altered.

E. The Officer and Executive Board structure is not altered.

F. The action is considered to be in the best interest of the Association and of the membership.

G. The intent of this authority is to permit efficient and rapid functioning of the Executive Board. The President shall inform the membership of all amendments thus made by publishing an official announcement.

#### **ARTICLE XXI**

##### **SUPPORT OF ELECTED OFFICIALS**

Statements in the name of the TECHNOLOGY EDUCATION ASSOCIATION of MISSOURI of Missouri, either printed or verbal, indicating support of or opposition to candidate(s) for election to public office or elected public official(s), shall not be permitted.

#### **ARTICLE XXII**

##### **NUMBERING OF ARTICLES AND SECTIONS**

The Executive Board is authorized to number the Articles and Sections of these Bylaws to correspond with any changes that may be made.

**CONSTITUTION OF THE TECHNOLOGY EDUCATION ASSOCIATION of MISSOURI**  
**revised 2001**  
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