

# **Technology Education Association of Maryland**

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# CONSTITUTION

## ARTICLE I

### *Name*

The name of the Association shall be the Technology Education Association of Maryland, here after referred to as the Association.

## ARTICLE II

### *Purpose*

The purpose of the Association is the uniting of Technology Education professionals in a non profit organization dedicated to the improvement of Technology Education by:

Section 1 - Promoting an awareness of the contributions of Technology Education.

Section 2 - Representing Technology Education interests on legislative and other state and national issues.

Section 3 - Providing opportunities for inservice training of teachers and other educators through conferences, published information, and meetings where knowledge and experiences may be shared.

Section 4 - Serving as a collective liaison and representative of Maryland Technology Education professionals with other professional organizations.

Section 5 - Recognizing and rewarding the achievements of professionals and students in Technology Education.

Section 6 - Recruiting prospective Technology Education teachers.

## ARTICLE III

### *Membership*

Section 1 - Provisions shall be made for at least the following types of memberships:

- Active, Life, Continuing, Student, Honorary, Sustaining, and Introductory.

Section 2 - Annual membership, fiscal year, and dues shall be determined according to the provisions established in the bylaws.

## ARTICLE IV

### *Affiliations*

Section 1- The Association shall be affiliated with the International Technology Education Association.

Section 2 - The Association shall be affiliated with the Maryland State Teachers Association.

Section 3 - The Association may affiliate with other educational associations and may accept requests for affiliation from any petitioning organization having similar purposes.

# CONSTITUTION

## ARTICLE V

### *Officers and Executive Board*

Section 1 - The elected officers of the Association shall consist of a president, president-elect, past president, vice president, secretary, and treasurer.

Section 2 - The Executive Board shall consist of the officers

Section 3 - The immediate past president, teacher education college representative, and the Maryland State Department of Education specialist for Technology Education shall be ex-officio members of the Executive Board.

## ARTICLE VI

### *Meetings*

Section 1 - The Association shall hold an annual general membership meeting consisting of a business meeting, exhibits, and inservice training sessions.

Section 2 - The president must call other meetings of the Association when requested by a majority of the Executive Board.

Section 3 - At least four (4) meetings of the Executive Board shall be held annually. The president shall assume responsibility for calling the meetings, preparing the agenda, and presiding over the group. Other meetings may be called by the president at any time deemed desirable or necessary.

Section 4 - A newly elected Executive Board shall meet within four weeks after their installation for the purpose of planning its program of work. The new president shall assume responsibility for calling the meeting, work with the Executive Director in preparing the agenda, and presiding over the group. This program of work shall be reported to the general membership via electronic mail and the <http://www.techedmd.org> website.

## ARTICLE VII

### *Amendments*

Section 1 - Amendments to this constitution may be proposed by:

- Paragraph 1 - A two-thirds vote of the Executive Board; or
- Paragraph 2 - A petition signed by two-thirds of the active members; or
- Paragraph 3 - Any active or life member submitting a written proposal to the Executive Board for consideration receiving a two-thirds favorable vote; or
- Paragraph 4 - Any active or life member receiving a veto of his/her proposal from the Executive Board may submit his/her proposed amendment to the membership.

## CONSTITUTION

### ARTICLE VII Continued

#### *Amendments*

Section 1 - Amendments to this constitution may be proposed by:

- Paragraph 6 - No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, officers, or other persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set for in paragraph hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publication or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of this constitution, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 [c] (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contribution to which are deductible under section 170 [c] (2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- Paragraph 7 - Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 [c] (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 2 - All proposed amendments to this constitution must be submitted to the membership for vote by regular mail or e-mail. A favorable two-thirds vote of the returned ballots shall be necessary for the adoption of the amendment.

## BY-LAWS

### ARTICLE I

#### *Types of Memberships*

Section 1 - Active membership shall be open to any teacher, administrator, or advocate of Technology Education.

Section 2 - Life membership shall be open to any person eligible for active membership.

Section 3 - Continuing membership shall be opened to retired members.

Section 4 - Student membership shall be available to students who are pursuing, in a college or university, a teaching curriculum in Technology Education; and to secondary students enrolled in Technology Education.

Section 5 - Honorary membership shall be presented by the Executive Board to individuals for their distinguished contribution to Technology Education.

- Paragraph 1 - Any active member may submit names, in writing, for honorary membership to the chairperson of the Executive Board.
- Paragraph 2 - The Executive Board may present honorary membership, with no more than two (2) such memberships being awarded each year.

Section 6 - Sustaining membership shall be open to commercial/industrial firms, educational institutions, professional organizations, and individuals.

- Paragraph 1 - Privileges accorded to sustaining members shall be determined by the Executive Board.

Section 7 - Introductory membership shall be presented to Technology Education teachers, new to elementary or secondary teaching in Maryland, for one (1) membership year.

## BY-LAWS

### ARTICLE II

#### *Dues*

Section 1 - Amount of active and associate membership dues shall be \$20.00 per annum until such time that increases become necessary to meet the budgetary requirements of the Association. At such a time, an increase of 20% may be approved by a majority vote of the Executive Board. The general membership must be advised of such a change at least thirty (30) days before the beginning of a new membership year. Changes greater than 20% will be voted upon by the general membership, by regular mail or e-mail ballot, with thirty (30) days prior notice. The dues change must be approved by the majority of those members voting.

Section 2 - Life membership dues shall be an amount equal to twenty (20) times the amount of active and associate membership dues, payable in consecutive yearly installment.

- Paragraph 1 - Life membership dues shall be payable in five consecutive yearly installments.
  - Sub-Paragraph 1 - Any person who shall begin payment of life membership, and shall fail to make a payment for two consecutive years, without the consent of the Executive Board, shall have the paid-up dues credited for as many consecutive years as would have been covered by the total contribution.

Section 3 – Honorary and introductory membership shall have no assessments of dues.

Section 4 - Continuing and student membership dues shall be half that for active members.

Section 5 - Sustaining membership shall be in the form of an annual donation in value of not less than two (2) times the active membership dues.

Section 6 - Membership promotions including reduce/free memberships or other incentives may be approved to run for specified periods during the membership year by a majority vote of the Executive Board.

## **BY-LAWS**

### **ARTICLE III**

#### ***Membership Privileges***

Section 1 - The following memberships hold voting privileges: active and life.

Section 2 - The following memberships are eligible for office: active and life

### **ARTICLE IV**

#### ***Officers***

Section 1 - The elected officers of this Association shall be:

- President
- President-Elect
- Past President
- Vice President for Relations and Affairs
- Secretary
- Treasurer

Section 2 - Only active or life members of the Association shall be eligible to hold office.

Section 3A- The President, President-Elect, and Past President shall serve on (1) year terms.

Section 3B- All other elected officers and county representatives shall serve two (2) year terms. Their terms shall be staggered.

- Paragraph 1 - Officers elected in odd years are:
  - President
  - Treasurer
- Paragraph 2 - Officers elected in even years are:
  - President-Elect
  - Vice President for Relations and Affairs
  - Secretary

Section 4 - Elected officers are eligible to serve two (2) consecutive terms. They may be eligible to seek reelection to their previous office after one (1) term.

Section 5 - Elected officers shall assume their offices at the close of the annual business meeting following their election.

Section 6 - In the event the office of President should become vacated, the President- Elect will assume the President's position and a special election to fill the President-Elect position must be held within sixty (60) days.

Section 7 - Association officers shall be bonded as deemed necessary by the Executive Board.

## BY-LAWS

### ARTICLE V

#### *Duties of Officers – President, President-Elect, Past President*

Section 1A- The President shall preside at all meetings of the Association and of the Executive Board and shall perform the usual duties of this office together with all special ones required by these bylaws.

- Paragraph 1 - The President shall call the meetings of the Executive Board at a place and time convenient for a quorum of the Board to be present.
  - Sub-Paragraph 1 - These meetings are to be called with not less than two (2) weeks notice.
- Paragraph 2 - The President shall appoint, upon approval of the Executive Board, all special committees deemed necessary and shall also be an ex-officio member of all committees.
- Paragraph 3 - The President shall appoint, upon approval of the Executive Board, chairs and membership of all standing committees.
- Paragraph 4 - The Executive Board shall develop an operating budget at its first meeting after being install. This meeting shall be called no more than four (4) weeks after the fall conference.
- Paragraph 5 – The President will plan and implement an annual awards recognition event for members of the association.
- Paragraph 6 – The President will oversee the Professional Recognition and Awards Committee.

Section 1B - The President-Elect shall assume the office of President at the end of his/her term.

- Paragraph 1 - In the event the office of President shall become vacant, such a vacancy shall be filled by the President-Elect.
- Paragraph 2 - In the absence of the President the President-Elect shall act as president pro tempore at executive or general membership meetings.
- Paragraph 3 – The President-Elect will plan and oversee Association sponsored workshops and Maryland Engineering Challenge events.

Section 1C - The Past President will plan, advertise, implement and oversee the annual professional development conference.

- Paragraph 1 - In the absence of both the President and the President-Elect, the Past President shall act as president pro tempore at executive and general membership meetings.

## BY-LAWS

### ARTICLE V

#### *Duties of Officers – Vice President*

Section 2 - The Vice President shall have responsibilities as defined by the charges of the standing committees subordinate to their office, and shall nominate their committee chairs and membership. The Vice President shall hold membership in these subordinate committees.

- Paragraph 1 - The Vice President for Professional Relations and Affairs shall be responsible for the following committees:
  - Student Clubs Committee
  - Student Contests Committee
  - Sub-Paragraph 1 - In the event the office of President and President-Elect shall become vacant, the office of President shall be filled on an interim basis by this Vice President until the special election required by these bylaws.
  - Sub-Paragraph 2 - In the absence of the President, President-Elect, and Past President this Vice President shall act as president pro tempore at executive or general membership meetings.

**BY-LAWS**  
**ARTICLE V**

***Duties of Officers – Secretary and Treasurer***

Section 3 - The Secretary shall keep a full and accurate report of the proceedings of the meetings of the Association and of the Executive Board; shall be custodian of all records, except financial, that pertain to functions of the Association; shall distribute a copy of the minutes of the Executive Board's meetings to all members of the Executive Board and county representatives within two (2) weeks of the meeting; shall mail ballots to the membership; and shall be responsible for keeping all correspondence. The Secretary shall also perform such duties as may be prescribed by the President.

- Paragraph 1 - The Secretary shall act as Parliamentarian.
  - Sub-Paragraph 1 - Robert's Rules of Order Revised (latest edition) shall govern all deliberations of the Association and its Executive Board except as otherwise provided in these bylaws.

Section 4 - The Treasurer shall collect, disburse, and maintain all fees, dues, monies, and records in the manner prescribed by the Executive Board; shall submit regular financial statements in the form and frequency prescribed by the Executive Board; shall prepare and submit an annual statement for the fall conference of the Association; and shall generally perform such duties as are ordinarily incumbent upon a Treasurer.

**BY-LAWS**  
**ARTICLE VI**

***County Representatives***

Section 1 – The county representatives shall consist of Career and Technology Education Directors of Technology Education Supervisors from each county within the state of Maryland.

Section 2 – County representatives are eligible for free membership in the Association.

Section 3 – The duties of county representatives shall include:

- Paragraph 1 - Serving as liaison between the Association and their County.
  - By promoting participation on Association committees as well as other Association activities.

## BY-LAWS

### ARTICLE VII

#### *Nominations and Elections*

Section 1 - The Nominations and Elections Committee shall nominate and hold elections for all elected positions identified in these by-laws.

- Paragraph 1 - The committee shall consist of three (3) members appointed no later than March 15th.
- Paragraph 2 - Only active or life members shall be eligible to serve on the committee.

Section 2 - Nominations for officers shall conform to eligibility as described in these bylaws.

- Paragraph 1 - Each office with an expiring term shall have at least one (1) nomination.
- Paragraph 2 - Nominations from the membership must be received by the committee in writing no later than May 1. If nominations are not received, nominations may occur from the floor of the annual general assembly meeting of members.
- Paragraph 3 - Nominations by the committee must be submitted to the Executive Board for approval by May 15.
  - Sub-Paragraph 1 - All nominations must be accepted or declined by the nominee prior to submittal to the Executive Board. Securing the nominee's decision is the committee's responsibility.

Section 3 - Officers shall be elected by the active and life members. Balloting shall be done by mail, e-mail, or secure website.

- Paragraph 1 - The committee must prepare, duplicate and provide the secretary sufficient copies of the ballot for mailing to each member by September 1.
  - Sub-Paragraph 1 - The ballot shall be accompanied by professional and other pertinent information about each candidate.
  - Sub-Paragraph 2 - Provision for write-in votes shall be made on the ballot.
- Paragraph 2 - Opening, tabulating, and reporting to the President shall be the Executive Board's responsibility and shall be completed by September 15.
  - Sub-Paragraph 1 - The President shall report to the Executive Board the results of the election and shall notify the newly elected officers.
  - Sub-Paragraph 2 - The President-Elect shall be advised of his/her responsibility to develop a program of work as outlined under Article VI, Section 4 of the Constitution.

## BY-LAWS

### ARTICLE VII

#### *Executive Board*

Section 1 - The administrative body of the Association shall be the Executive Board which consists of the officers. This Board shall be empowered to take whatever actions it may decide to be necessary for the best interests of the Association, providing that none of these actions conflict with either the constitution or bylaws of the Association.

- Paragraph 1 - Ex-officio members shall not have voting rights on the Executive Board.

Section 2 - To conduct official business a simple majority of the members of the Executive Board must be present to form a quorum.

Section 3 - A majority vote of those present shall decide all issues brought before the Executive Board.

- Paragraph 1 - In case of a tie vote, one member selected by a drawing, shall refrain from voting while the other members break the tie. A refusal of any eligible member to vote under these conditions shall be recorded as an affirmative vote.

Section 4 - The Executive Board shall appoint an Executive Director for a two (2) year term.

## BY-LAWS

### ARTICLE IX

#### *Standing Committees*

Section 1 - The standing committees of the Association shall be: Professional Recognition, Membership, Training and Conference, Student Clubs, Scholarship, and Student Contests.

Section 2 - The Executive Board may establish, delete, or discontinue standing committees as conditions warrant.

Section 3 - Chairs and members of the standing committees shall be nominated by the Vice President to whom they are subordinate and shall be appointed by the President upon approval of the Executive Board. Chairs and committee members may be reappointed.

Section 4 - The duties of the standing committees under the Vice President for Professional Relations and Affairs shall include, but not be limited to:

- Paragraph 1 – The Student Clubs Committee shall promote the establishment and continuation of student Technology Education clubs by providing information to teachers.
- Paragraph 2 – The Student Contests Committee shall establish, organize, and conduct student contests on the state level relating to Technology Education activities. The committee shall also provide information to schools and school systems, where appropriate, for establishing local counterpart contests.
- Paragraph 3 – The Scholarship Committee shall publicize and award an annual scholarship, according to Executive Board guidelines, for a student pursuing a degree in Technology Education teacher education.

**BY-LAWS**

**ARTICLE IX**

*Standing Committees*

## **BY-LAWS**

### **ARTICLE X**

#### ***Membership Year and Fiscal Year***

Section 1 - The membership year of the Association shall be for one calendar year from October 1 until September 30.

Section 2 - The fiscal year or financial year shall be from November 1 or one year to October 31 of the succeeding year.

## **BY-LAWS**

### **ARTICLE XI**

#### ***Amendments***

Section 1 - Amendments to these bylaws may be proposed by:

- Paragraph 1 - A two-thirds vote of the Executive Board; or
- Paragraph 2 - A petition signed by two-thirds of the Active and Life members; or
- Paragraph 3 - Any Active or Life member submitting a written proposal to the Executive Board for consideration receiving a two-thirds favorable vote.

Section 2 - All proposed amendments to these bylaws must be submitted to the membership for vote, by mail, e-mail or secure website by the Secretary. A favorable two-thirds vote of the returned ballots shall be necessary for the adoption of an amendment.

## **BY-LAWS**

### **ARTICLE XII**

#### ***Executive Director***

##### Section 1 - Appointment:

- The Executive Board shall appoint an Executive Director for a two (2) year term. The Executive Director can serve consecutive terms.

##### Section 2 - Compensation:

- Compensation of the Executive Director shall be determined by the Executive Board.

##### Section 3 - Duties: The Executive Director shall:

- Coordinate the program and actions of the Association as directed by the Executive Board.
- Publish two (2) newsletters (December and May) and two (2) bi-annual Association publications (February and September).
- Report on the state of the Association at each Executive Board and general membership meeting.
- Provide assistance to all committees of the Association unless otherwise directed by the Executive Board.
- Represent the Association as a spokesperson on matters of established policy at the request of the President.
- Represent the Association on matters concerning legislation at the direction of the Executive Board.
- Maintain a record and mailing list of all members of the Association.
- Maintain a record of the proceedings of the Association including Treasurer's Reports and Secretarial Minutes.
- Provide general coordination of all publications of the Association.
- Develop and distribute an agenda for meetings of the Association.