



## **MINNESOTA TECHNOLOGY EDUCATION ASSOCIATION CONSTITUTION**

Adopted 1962 – Amended September, 2001

### **ARTICLE I: Name**

The name of the Association shall be the "Minnesota Technology Education Association", also known as the Association or MTEA.

### **ARTICLE II: Purposes**

Section 1: To define, stimulate, coordinate, and strive for the ideal form of technology education as a vital aspect of education for all students at all levels in Minnesota: elementary, secondary, and adult.

Section 2: To promote quality of instruction in technology education by assisting educators, students, and all others concerned about instructional content, methods and facilities current with the rapid changes in industry and technology.

### **ARTICLE III: Membership**

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

1. Regular
2. Sustaining
3. Life
4. Honorary
5. Associate
6. Retired
7. Student
8. Elementary School Building

### **ARTICLE IV: Affiliation and Alliance**

Section 1: Association may affiliate or become allied with other organizations having similar purposes.

Section 2: The Association may grant affiliation to any petitioning organization having similar purposes.

Section 3: The Association shall determine the relationship between the above organizations and the Association by designation of affiliate, council, department, or other title.

#### **ARTICLE V: Officers and Executive Council**

Section 1: The officers of the Association shall consist of the President, the President-Elect, Secretary, Treasurer, and immediate Past-President. This body of officers shall also be known as the Administrative Board.

Section 2: In addition to the above named officers, the Executive Council shall consist of:

1. Two designated delegates from each authorized area affiliate,
2. One delegate from each university or college in this state which has an approved technology education teacher education program,
3. The state representative of the International Technology, Education Association (ITEA),
4. Chairpersons of standing committees,
5. Technology Education representative from the Minnesota Department of Education,
6. Others as approved by the Executive Council.

#### **ARTICLE VI: Meetings and Management**

Section 1: The Association membership shall meet annually. The President shall call this meeting, prepare the agenda and preside at the sessions of this meeting.

Section 2: The Executive Council shall hold at least three (3) meetings a year, which shall include a business session. The Association may hold or sponsor as many other meetings as the Executive Council shall consider advisable. The President shall call these meetings, prepare the agenda and preside at the sessions of these meetings.

Section 3: The management of the affairs of the State Association shall be vested in the membership and administered through its officers and/or the Executive Council, subject to the provisions prescribed in the By- Laws.

#### **ARTICLE VII: Constitutional Amendments**

Section 1: Amendments to the Constitution shall be initiated by any member through the process of submitting amendments, in writing, to the Executive Council. Upon approval by the Executive Council, or the signature of 50 members representing at least 3 affiliates, the proposed amendment shall be submitted by mail, or at area association meetings, to the membership for vote. A 2/3 majority of the returned ballots must approve the amendment in

order for the amendment to become a part of the constitution. Ballots to be counted shall be returned within 3 weeks after date of mailing.

## Bylaws of the Minnesota Technology Education Association

### **ARTICLE I: Membership**

Section 1: Regular membership shall be open to all persons who are engaged in technology education as teachers, supervisors, and teacher educators.

Section 2: Sustaining membership shall be open to commercial and industrial firms, companies, and other organizations. Duplicate membership cards may be provided at a rate specified by the Executive Council. Privileges accorded to sustaining members shall be determined by the Executive Council.

Section 3: Life members have been granted regular membership privileges for life and have been provided with a recorded life membership card. (Life membership was suspended beginning September 1, 1978.)

Section 4: Associate membership shall be open to the person designated by the State Department of Education to be responsible for industrial technology education. Associate membership shall be open to other persons with the approval of the Executive Council.

Section 5: Honorary membership shall be awarded at the discretion of the Executive Council. Any regular or life member shall have the privilege of submitting names for honorary membership.

Section 6: Student membership shall be open to undergraduate and full-time graduate students in industrial technology education.

Section 7: Retired membership shall be open to all persons who have retired from teaching Industrial Technology Education and are drawing retirement benefits.

Section 8: Elementary School Building membership shall be open to the collective teaching staff of one elementary school building. Each Elementary School Building membership is allowed one vote in MTEA elections.

## **ARTICLE II: Dues**

Section 1: The dues for student and retired membership shall be 1/2 of regular member dues.

Section 2: The dues for regular members shall be determined by the Executive Council.

Section 3: No dues shall be required of associate or honorary members.

Section 4: Sustaining membership will be determined by the Executive Council.

Section 5: Dues for elementary school building membership shall be the same as regular membership dues.

## **ARTICLE III: Officers**

Section 1: Only a regular or life member of the Association, occupying a position with responsibilities in the field of technology education shall be eligible to hold office or to be the chairperson of standing committees. It is further required that for any person to have his or her name placed on a ballot for any office in the Association, that person must have been a member of the Association for at least three years.

Section 2: The President and the President-Elect shall each be elected for terms of two years and the President-Elect shall be advanced to the office of the President.

Section 3: All elective officers shall assume the duties of the office immediately following the Annual Meeting or by November 1, whichever is earlier.

Section 4: When a duly elected officer of the Association is unable to assume or carry out the responsibilities of that office, the Executive Council shall appoint another member to the office who shall serve until the next regular election.

## **ARTICLE IV: Duties of Officers**

Section 1: President: The president shall preside as chairperson of the annual meeting; at all meetings of the Executive Council and the Administrative Board. The President may call special meetings of the Council or Board as needed. Additionally, the President shall act as a non-voting, exofficio member of all committees whether temporary or permanent. The President will equitably divide the coordination of the committees with the President-Elect and prepare an annual report of the committees.

Section 2: President-Elect. The President-Elect shall assist the President and will equitably divide the coordination of committees with the President. In the event of the President's absence or inability to act, the President-Elect shall conduct and perform the duties of the president.

Section 3: Treasurer. All dues for membership shall be paid to the Treasurer, who shall receive and hold the funds of the Association, and shall at all times be under a security bond, paid by the Association, in excess of the assets of the Association. The methods used by the Treasurer in all matters relating to the payment of bills, depositing of funds, keeping of records, etc., shall be approved by the Executive Council. The Treasurer shall serve on the Membership Committee and be the chairperson of the Budget Committee.

Section 4: Secretary. The Secretary shall preserve accurate minutes of all meetings at which association officers preside. Perform such duties as may be assigned by the President, and send out minutes to said officers no later than 15 days from date of meeting.

Section 5: Immediate Past-President. The immediate Past-President shall serve as chairperson of the Resolutions Committee: shall appoint the committee so as not to exceed four members (exclusive of the chairperson), collect and prepare suitable and necessary resolutions, and present them at the regular business meeting of the Association. The immediate Past-President shall represent the Minnesota Technology Education Association at all Minnesota Association of Career and Technical Education meetings.

#### **ARTICLE V: Standing Committees**

Section 1: The Administrative Board, with the approval of the Executive Council, shall establish standing committees and define their responsibilities.

Section 2: The President with the approval of the Executive Council shall appoint the chairpersons of standing committees. The term shall run concurrently with the office of the President.

Section 3: The members of any standing committee shall be suggested by the chairperson of each committee and shall be appointed by the President with the approval of the Executive Council.

#### **ARTICLE VI: Executive Council**

Section 1: It shall be the responsibility of the Executive Council to outline objectives and duties of the committees in accordance with the Bylaws.

Section 2: The administrative body of the Association shall consist of:

1. The Executive Council, including the President,
2. The President-Elect,
3. The immediate Past-President,
4. The Treasurer,

5. The Secretary,
6. Two designated delegates from each authorized affiliates,
7. One delegate from each university or college technology education department,
8. The state representative of the International Technology Education Association (ITEA),
9. Chairpersons of the standing committees,
10. State Department of Education,
11. Others as may be designated by the Executive Council.

Section 3: The administration of the affairs of the Association shall be vested in the Executive Council. The Executive Council shall further be authorized 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.

Section 4: The President shall call Meetings of the Executive Council. As much business as possible shall be conducted through committees. Proposals from committees shall come during that committee's portion of the agenda.

Section 5: The President shall serve as Chairperson of the Executive Council.

#### **ARTICLE VII: Administrative Board**

Section 1: The Administrative Board shall consist of the President, President-Elect, Secretary, Treasurer, and immediate Past-President.

Section 2: The Administrative Board shall perform such duties as are necessary for the promotion and function of the MTEA. All action taken by the Administrative Board shall be within the approval policies established by the Executive Council.

Section 3: The President shall serve as Chairperson of the Administrative Board.

#### **ARTICLE VIII: Fiscal Year and Membership Year**

Section 1: The Fiscal Year shall be from November 1 to October 31.

Section 2: The Membership Year shall be from October 1 of one year to September 30 of the succeeding year. Renewals during the school year are considered for that year. Summer and September renewals are included in the following year.

Section 3: The annual report of the Treasurer of the Association will be published in an official publication of the Association, as soon after October 31 as is practicable.

#### **ARTICLE IX: Election of Officers**

Section 1: Only regular, life, and retired members as well as one elementary school building representative are eligible to vote.

Section 2: All officers shall be elected to two-year terms by a simple majority by a mail ballot prior to the Annual Meeting by members of record and shall take office at the Annual Meeting.

Section 3: The Nominating Committee shall be an ad hoc committee and shall consist of five (5) MTEA members who shall be appointed by the President with the approval of the Executive Council. The election shall be conducted in the following manner:

1. The Nominating Committee shall attempt to obtain a minimum of two names for each of the offices of President-Elect, Secretary, and Treasurer.
2. The ballot shall be known as the election ballot and shall be mailed to the membership for the purpose of electing officers, and shall include a space for write-in candidates.
3. A resume of the candidates shall be sent to the general membership.

Section 4. The Nominating Committee shall tabulate the outcomes of the election, publish the outcomes in the MTEA Journal and announce them at the Annual Meeting.

## **ARTICLE X: Meetings**

Section 1: The regular Executive Council business meetings shall take place at such locations and times as designated by the Executive Council.

Section 2: Other meetings may be arranged and held as deemed necessary by the Executive Council or the President.

## **ARTICLE XI: Affiliated Associations**

Section 1: Any area technology education association may, with the approval of the Executive Council, affiliate with the MTEA and shall be designated as an affiliated area association. Each affiliated association shall be a unity in the organization of the MTEA and as such shall be entitled to use its name and insignia in all programs and publications as well as to representation in the Executive Council, as hereinafter provided.

Section 2: Only regular or life members of the MTEA shall be eligible to be delegates to the Executive Council, each affiliated association shall be entitled to elect two delegates to the Executive Council.

Section 3: The election and financing of delegates to the meetings of the Executive Council shall be considered one of the functions and responsibilities of affiliated organizations.

Section 4: It shall be the responsibility of each affiliate to keep the Executive Secretary and the Executive Council fully informed at all times of its activities and changes in officer and representative personnel.

Section 5: The Executive Council may grant representation to the Council business meetings from those MTEA members located in geographic areas where there is no currently active affiliate of the MTEA. Such representation shall be limited to two (2) delegates.

## **ARTICLE XII: Bylaw Amendments**

Section 1: Proposals submitted to the Executive Council may initiate amendment to the bylaws. Upon approval by the Executive Council, the proposed amendment shall be submitted by mail to the membership for a vote. A 2/3 majority of the returned ballots must approve the amendment for the amendment to become a part of the bylaws.

## **ARTICLE XIII: Conduct of Association Business Meeting**

Section 1: The business meetings of this Association will be conducted in accordance with ROBERT'S RULES of ORDER (revised). The President, or other chairperson of such meetings, shall appoint a parliamentarian who shall rule on all questions of order that may arise.