

CONSTITUTION and BYLAWS
of the
Council on Technology and Engineering Teacher Education

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**CONSTITUTION
of the
Council on Technology and Engineering Teacher Education**

Article I: Name

Section 1. The name of the organization shall be “The Council on Technology and Engineering Teacher Education” (CTETE).

Section 2. The Council on Technology and Engineering Teacher Education shall be a part of the International Technology and Engineering Educators Association (ITEEA).

Article II: Purposes

Section 1. To support and further the professional ideals of technology education.

Section 2. To define and strive to achieve the purposes and professional goals of technology teacher education, and to enlist the greatest possible number of people in this endeavor.

Section 3. To stimulate research and the dissemination of information of professional interest.

Article III: Membership

Provision shall be made for the following types of membership: regular, life, honorary, and sustaining.

Article IV: Affiliation

The Council may grant affiliation to any state or regional council having similar purposes.

Article V: Officers and Committees

Section 1. The officers of the Council shall consist of a President, a Vice-President, a Secretary, a Treasurer, and an Immediate Past President.

Section 2. There shall be an Executive Committee for the Council which shall consist of the above named officers.

Section 3. There shall be such standing committees as may be designated in the Bylaws, and such special committees as may be appointed by the President and approved by the Executive Committee.

Article VI: Executive Assembly

The Executive Assembly shall consist of the Executive Committee and chairpersons of all standing committees and shall deal with all matters of policy which affect Council operations not covered by the Bylaws or which the Executive Committee deems sufficiently broad in scope and meaning to demand action of a larger group.

Article VII: Meetings

The Council shall hold at least one annual meeting which shall include a business session. The Council may hold or sponsor as many other meetings as the Executive Committee may consider advisable.

Article VIII: Amendments

Amendments to the Constitution may be made only at the annual business meeting. A written statement of each proposed amendment shall be placed in the hands of the Secretary for consideration by the Executive Committee at least two months prior to the date of the annual meeting. The Secretary shall send a copy of each proposed amendment to all regular and life members of the Council at least two weeks prior to the annual business meeting. A two-thirds majority of the members present at the meeting shall be necessary for the amendment to become a part of the Constitution.

**BYLAWS
of the
Council on Technology and Engineering Teacher Education**

Article I: Types of Membership

Section 1. Regular membership shall be open to all persons interested in technology teacher education including graduate students. Each regular member from North America must also be a member of the International Technology and Engineering Educators Association.

Section 2. Life membership shall be open to all persons eligible for regular membership. A maximum of 25% of the total regular membership may be life members. Life members will be granted full membership privileges for life and need not be members of the International Technology and Engineering Educators Association.

Section 3. Honorary membership may be bestowed upon persons whose long and distinguished contribution to technology teacher education is recognized by action of the membership at a regular national business meeting. Only the Executive Committee may nominate honorary members. A suitable citation will be presented to an honorary member, and he or she will be accorded the privileges of life membership.

Section 4. Sustaining membership shall be open to any educational foundation or organization loyal to the government of the United States which desires to support the work of technology teacher education. Sustaining members shall have no voting or executive power.

Article II: Dues

Section 1. The annual dues for regular membership shall be \$40.00.

Section 2. The dues for life membership shall be 20 times the regular membership fee. This amount may be paid in full or in four consecutive annual installments of \$200.00 each.

Section 3. No dues shall be required of honorary members.

Section 4. There shall be no fixed maximum dues for sustaining members. However, sustaining members shall make an annual grant to the Council of not less than \$100.00.

Article III: Officers

Section 1. Only a regular or life member of the Council and the ITEEA shall be eligible to hold office, or may be chairperson or member of a standing committee. No person may be nominated for office in the Council who has not been a member of the Council in good standing for three consecutive years prior to the year of nomination for office. No person shall be nominated for more than one office during any single election and persons placed on any nominating ballot for office in the ITEEA shall not in the same year be eligible for an elected office in the Council.

Section 2. The President shall be elected for a term of three years.

Section 3. The Vice President shall be elected for a term of three years.

Section 4. The Secretary shall be elected for a term of three years.

Section 5. The Treasurer shall be elected for a term of three years.

Section 6. The Immediate Past President shall be the person who most recently served as Council President.

Section 7. Elected officers can only serve one, three-year term and may not be reelected for a second consecutive term for the same office. They may, however, run for the same office after having not served in that position for one term. Officers completing a term of service as a CTETE officer may run immediately for any other CTETE office.

Section 8. Elected officers shall assume the duties of office at the close of the Council Business Meeting held at the annual ITEEA Conference.

Article IV – Duties of Officers

Section 1. President: The President shall act as chairperson of the Executive Committee, represent the Council on the ITEEA Committee on Committees, and shall be responsible for the promotion and advancement of the Council. The President shall preside at all meetings of the Executive Committee, the Executive Assembly, and the annual business session. The President shall be responsible for Strategic Committees of the Council as determined by the Executive Committee. The President shall act as general chairperson of the conference activities, and ex officio member of the Accreditation Committee.

Section 2. Vice-President: The Vice-President shall act as chairperson of the annual Conference Program Committee. The Vice-President shall be responsible for Strategic Committees of the Council as determined by the Executive Committee. The Vice-President shall consult with the President and other officers in planning the conference program. In the event of absence, resignation, or removal from office of the President, for any reason whatsoever, the Vice-President shall automatically fill the office so vacated and assume the duties and responsibilities of such an office. Such incumbency shall continue throughout the remainder of the unexpired term of office. In such event, the Vice-President may appoint a special program chairperson.

Section 3. Secretary: The Secretary shall record the minutes of all meetings of the Executive Committee, the Executive Assembly, and the annual business session. The Secretary shall send to all members notices of meetings and proposed changes in the Constitution and Bylaws, as previously provided for. The Secretary shall be responsible for answering correspondence directed to said person from the Executive Committee or correspondence external to the organization directed to the Secretary as well as update the Council Operating Manual, Committee Notebooks, Council Yearbook records (list of yearbooks published, editors of yearbooks, and authors of chapters and chapter titles), and compile and maintain an updated Committee Membership Roster. The Secretary shall maintain a complete and accurate list of all members in good standing and the institutions they represent. The Secretary shall process all general mailings to the membership. The Secretary shall be responsible for Strategic Committees of the Council as determined by the Executive Committee.

Section 4. Treasurer: The Treasurer shall receive and hold the dues and funds of the Council, be responsible for financial planning for the Council, and, if deemed appropriate by the Executive Committee, shall be under a bond sufficient to protect the assets of the Council. 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 Committee. The Treasurer shall audit for the Council any financial matters in connection with publications. The Treasurer shall be responsible for Strategic Committees of the Council as determined by the Executive Committee.

Section 5. Immediate Past President: The Immediate Past President shall be responsible for the JTE Management Board; act as chairperson of the Nomination and Election Committee and Teacher Educator-of-the-Year Committee; represent the Council as a member of the Technology Education Collegiate Association Management Board; serve as the Chairperson of the Yearbook Committee and as a Director on the ITEEA Board of Directors; and submit an annual report of Council activities to the ITEEA Board of Directors.

Article V: Committees

Section 1a. The following standing committees shall be authorized:

- a) Accreditation
- b) JTE Management Board
- c) Nomination and Election
- d) Teacher Educator-of-the-Year
- e) Yearbook

Section 1b. The following strategic committees shall be authorized:

- a) Curriculum Development
- b) Leadership Development
- c) Marketing
- d) Research and Scholarship
- e) Teacher Preparation and Revitalization

Section 2. Chairpersons of strategic committees shall be appointed by the President with the approval of the Executive Committee. The term of appointment shall not exceed three years but may be renewed by approval of the Executive Committee.

Section 3. Members of standing and strategic committees shall be selected by the Executive Committee. The Executive Committee may delegate this responsibility to the President or to the committee chairperson.

Section 4. The nature and scope of the work to be done by any standing and strategic committee shall determine its size.

Section 5. Council members will be recommended for ITEEA Joint Committees and Boards by the Council President and will be appointed by the ITEEA Committee on Committees.

Section 6. Special committees may be appointed as needed by the President with the approval of the Executive Committee. The term of chairperson of special committees shall be for no more than two years. Such committees will be discontinued upon completion of their assignments, or at any time deemed necessary by the Executive Committee.

Section 7. Duties of Committee Chairpersons: The following general responsibilities are assigned to each council committee chairperson:

1. Help establish committee goals.
2. Maintain continuing communication with committee members.
3. Make periodic reports to the Executive Committee.
4. Attend the annual Chairpersons' Breakfast.
5. Conduct the annual Committee Work Session.
6. Present an annual written report of the committee's work at the Chairperson's Breakfast and the annual Business Meeting.
7. Prepare budget requests to support the work of the committee.
8. Recommend additions and deletions to the committee membership to the Executive Committee.

Article VI: Executive Committee

Section 1. The Administrative body of the Council shall be the Executive Committee which shall include the President, the Vice-President, the Secretary, the Treasurer, and the Immediate Past President.

Section 2. The administration of the affairs of the Council shall be vested in the Executive Committee, which shall further be authorized to take whatever actions it may decide to be necessary for the best interests of the Council, providing that none of these actions conflict with either the Constitution or Bylaws of the Council.

Section 3. In the event of the resignation or vacancy of the Vice-President, the Secretary, and/or the Treasurer, the vacancy shall be filled by the first runner-up of the immediate past election or appointment of the Executive Committee if the runner-up does not wish to serve. If the

Immediate Past President resigns or is elected to an ITEEA office, the Executive Committee shall appoint a replacement. Such appointment shall be made within one month and shall be effective until the end of the unexpired term of office.

Section 4. Meetings of the Executive Committee shall be called by the President whenever the need arises. Because of the expense and time involved in frequent meetings, as much business as possible shall be carried on by correspondence. Written consent to proposals shall be secured from all members of the Executive Committee before action is taken. Whenever any member or members disagree, such member or members shall, within seven days, submit a statement of the reason for the position taken. A copy of such statement or statements shall then be submitted to all members of the Executive Committee and a new vote requested. In such cases, majority vote only shall be required for adoption of the proposal. A transcript of such correspondence shall be kept by the Secretary as part of the records of the Committee.

Section 5. In case of a tie vote because of an even number of members of the Executive Committee (see Sec. 3), one member, selected by drawing, shall refrain from voting, while other members break the tie. A refusal of any eligible member to vote under these conditions shall be recorded as an affirmative vote.

Section 6. The President shall act as Chairperson of the Executive Committee. The Vice-President shall act in the absence of the President.

Article VII: Membership Year and Fiscal Year

Section 1. Except for life members, the membership year shall be from the date of joining the ITEEA to the same date the following year. The Yearbook will be sent to members who have paid their dues as of April 1. The fiscal year shall be from July 1st of one year to June 30th of the next year.

Section 2. There shall be an annual report of the Treasurer of the Council which shall be prepared for distribution at the Annual Business Meeting and shall be from March 1 to the end of February.

Article VIII: Election of Officers

Section 1. Only “regular,” “life,” and “honorary,” members are eligible to vote.

Section 2. The election of all officers shall be conducted by electronic ballot as provided for in Section 3. This election shall be completed at least one week prior to the annual conference.

Section 3. A Nomination and Election Committee consisting of the Immediate Past-President who shall serve as chairperson, and four other regular or life members shall be appointed each year by the President with the approval of the Executive Committee at the annual business meeting preceding the election. It will be the duty of the Nomination and Election Committee to conduct the election according to the following procedures:

- a) A slate of nominees for each office will be selected by the committee.
- b) The Nomination and Election Committee of the CTETE, after receiving written permission from each nominee, shall submit the slate of nominees for elected office to the chairman of the Nomination and Election Committee of the ITEEA not less than four months prior to the annual business meeting for the purpose of coordination and to prevent possible duplication of names on the ballots of the respective organizations. The committee of the ITEEA shall have the responsibility for notifying the Nomination and Election Committee of duplications so that the Nomination and Election Committee can make appropriate adjustments. In general, election procedures should begin not later than December 1 of each year.
- c) Names of nominees and a professional biography of each will be placed on the CTETE website not less than three months before the annual business meeting. At that time, electronic ballots will be made available and ballots must be completed not less than two months prior to said meeting. Space for write-in nominations will be provided on the ballot. The membership of the Council shall be notified by the Secretary and a new election conducted in the event of the withdrawal for any reason of a nominee whose name has been placed upon a nominating ballot and distributed to the membership in the conduct of an election.
- d) The membership will vote by ranking the candidates for each office. The Single-Transferable-Vote-System will be used to tabulate the results. The candidate who receives a majority of the votes for a given office will be declared the winner.
- e) The Nomination and Election Committee shall tabulate results of the election and announce the names of elected officers at the annual business session. In case of ties, decision shall be by lot.

Article IX: Technology Teacher Educator-of-the-Year Selection

Section 1. The Teacher Educator-of-the-Year Committee shall consist of the Immediate Past-President of CTETE, who shall serve as chairperson, the President of the CTETE, and the three most recent recipients of this award. Should duplications of a position occur, or in the event of a stated member being unable to serve, the Committee shall be brought up to the five-person membership by adding other Teacher Educator-of-the-Year recipients, first consideration being given to the most recent of the said recipients.

Section 2. Nominations for the recipient of the Teacher Educator-of-the-Year award shall be made on the first election ballot made available electronically to the membership. A description of the award, including the selection procedure, and a place for individual nominations shall be provided on the ballot.

Section 3. It shall be the responsibility of the Teacher Educator-of-the-Year Committee to make the selection according to the following procedures:

- a) The Immediate Past President shall tally the nominations and provide a complete report for each member of the Committee.

- b) The recipient shall be selected on the basis of long and valued service to the Council, to technology teacher education, and to the field of education in general. Both past and present contributions will be considered.
- c) Each member of the committee will choose from the list of nominees the five persons believed most deserving of the award. Each member will rank the order of his or her choices, assigning point values of 5, 4, 3, 2, 1 in descending order. The voting will be by electronic ballot.
- d) The Chairperson will record the point values and the person with the highest point score will receive the award for that year. In case of a tie, duplicate awards will be made.
- e) The Chairperson will notify the recipient or recipients, in writing, that he or she will be presented this award at the annual conference.

Article X: Meetings

Section 1. The annual business meeting shall take place at the conference meeting of the Council.

Section 2. Other meetings may be arranged and held as deemed necessary by the Executive Committee.

Article XI: Committee Duties

Section 1. Accreditation Committee: Its primary purpose shall be to study program accreditation and develop standards for the accreditation of college and university technology education programs in cooperation with any regional or national agencies with which the Council is affiliated.

Section 2. *Journal of Technology Education* Management Board: The primary function of this committee is to provide oversight to the operations of the *JTE*. The Immediate Past President shall be a member of this committee.

Section 3. Nomination and Election Committee: The Chairperson of the Nomination and Election Committee shall be the Immediate Past President. This committee shall conduct the election of officers as specified in the Bylaws, Article VIII, Section 3, Election of Officers.

Section 4. Teacher Educator-of-the-Year Committee: The Chairperson of the Teacher Educator-of-the-Year Committee shall be the Immediate Past President. This committee shall select the recipient of the Teacher Educator-of-the-Year award as specified in the Bylaws, Article IX, Sections 2 and 3, Technology Teacher Educator-of-the- Year Selection.

Section 5. Yearbook Committee: Its primary function is to plan, organize, and publish the annual Council Yearbook. The title for the annual yearbook shall be approved for as many as, but not more than, five years in advance of publication. The Chairperson of the Yearbook Committee shall be the Immediate Past President. The ten members of this committee shall be appointed by the Executive Committee for a term of five years on a rotational basis whereby each year the two members whose terms have expired will be replaced by the appointment of two new members.

The CTETE Executive Committee will appoint a Managing Editor for the yearbook series based upon input from the Yearbook Committee. Whenever possible, this individual will be selected from among previous yearbook editors. The term of service for this position will be five years, and can be renewed upon approval of the Executive Committee. The duties of the Managing Editor will include recruitment of editors and authors, mentoring the editor(s), final proofreading and formatting, and overseeing publication and distribution of the yearbook.

Section 6. Curriculum Development Committee: Its primary function is to provide leadership for the development and implementation of standards-based curricula and articulation with other disciplines. The Chairperson and members of the Curriculum Development Committee shall be appointed in accordance with the Bylaws, Article 5, Sections 2 and 3, Committees.

Section 7. Leadership Development Committee: Its primary function is to advance and promote leadership development activities within the technology teacher education profession. The Chairperson and members of the Leadership Development Committee shall be appointed in accordance with the Bylaws, Article 5, Sections 2 and 3, Committees.

Section 8. Marketing Committee: Its primary function is to position and market technology education and technology teacher education to a variety of stakeholders. The Chairperson and members of the Marketing Committee shall be appointed in accordance with the Bylaws, Article 5, Sections 2 and 3, Committees.

Section 9. Research and Scholarship Committee: Its primary function is to develop and promote a research agenda to serve as a foundation for curriculum, program, and professional development, as well as assessment, and to promote the utilization of research findings for improving technology teacher education. The Chairperson and members of the Research and Scholarship Committee shall be appointed in accordance with the Bylaws, Article 5, Sections 2 and 3, Committees.

Section 10. Teacher Preparation and Revitalization Committee: Its primary function is to promote the development of innovative models for undergraduate and graduate program delivery and teacher licensure, and adoption of these models by technology teacher education programs. The Chairperson and members of the Teacher Preparation and Revitalization Committee shall be appointed in accordance with the Bylaws, Article 5, Sections 2 and 3, Committees.

Article XII: Role of the Executive Assembly

The Executive Assembly is a body unique in parliamentary practice whose purpose is to broaden the base of executive action with a group, essentially legislative in character, yet assigned with definite administrative executive tasks and responsibilities. It is conceived as an extension of policy determination under the general control of the Executive committee, and as an agency for action upon such specifics as the means for furthering the publication of materials and other vital problems and issues not covered by the Bylaws.

Article XIII: Amendments

The Bylaws of the Council on Technology and Engineering Teacher Education may be amended at the annual business meeting by a majority vote of the members present.