

Technology Education Collegiate Association (TECA)

TECA BY-LAWS

Approved Spring 2006

Ratified by Chapters

ARTICLE I-NAME, GOVERNING AUTHORITY, AND PURPOSES

Section 1. The name of the organization shall be the Technology Education Collegiate Association (TECA).

Section 2. TECA is a sponsored program of the International Technology Education Association, Inc., governed by this constitution and administered by the International Advisor appointed by the TECA Management Board.

Section 3. TECA=s motto shall be as follows: Preparing Professionals to Teach Technology.

Section 4. The purpose of TECA is to promote leadership, fellowship, scholarship, and a philosophical foundation for future technology teachers, through college chapter coordinated activities at the campus, state, regional, and international level.

Section 5. TECA shall serve as a pre-professional organization providing opportunities to develop the professionalism of future technology educators through active participation in TSA, ITEA, and TECA proceedings.

Section 6. TECA business meetings shall be conducted according to Robert=s Rules of Order. The President shall appoint a Parliamentarian who shall rule on all questions of order which may arise from the floor.

ARTICLE II. QUALIFICATIONS OF MEMBERS

Section 1. Membership in TECA shall be open to undergraduate students enrolled in a technology education-related program. In addition, TECA membership shall be concurrent with ITEA college student membership.

Section 2. All TECA affiliated chapters shall actively support ITEA, and its members are expected to belong to ITEA. The affiliation fee for chapters shall be set by the TECA Management Board.

Section 3. The college student membership in ITEA/TECA will last one calendar year and is set by the ITEA.

Section 4. TECA chapter affiliations run one academic year. Chapters must reaffiliate each year.

ARTICLE III. ELECTION OF OFFICERS

Section 1. The Nominations Committee shall issue a call for nominations from the affiliated chapters and membership no later than four (4) months prior to the annual ITEA Conference. The elections will take place approximately two (2) months prior to the conference.

Section 2. Nominations for officers from the membership shall be limited to the potential of not more than two members from any one institution serving as TECA student officers.

Section 3. Each nominee for student office shall be an active member of ITEA/TECA for the current school year and will be returning for the following year. Nominees for international office must be enrolled in technology education teacher preparation programs with the expressed intent to teach technology education.

Section 4. All nominees shall complete the Candidate Verification Form by the announced deadline prior to the annual ITEA Conference. It shall include the signature of two TECA members, the candidate=s faculty advisor, and the Department Chairperson indicating full cooperation from the department and institution where they are enrolled. Along with the Candidate Verification Form, nominees may send a resume, or list of their qualifications, not to exceed one page. This shall be sent to the International Advisor.

Section 5. The International Advisor shall be responsible for electronically distributing the qualifications of the candidates and ballot to each affiliated chapter. Each affiliated chapter shall have one vote.

Section 6. All ballots must be returned by the stated deadline to the address given.

Section 7. All officers shall be elected by a majority vote. In case of a tie on the ballot, the TECA

Management Board shall cast the deciding vote.

Section 8. The current TECA President-Elect shall contact all candidates and inform them of the election results prior to the ITEA conference.

Section 9. When a duly elected officer is unable to assume or carry out the responsibilities of his/her office, the TECA Management Board, in accordance with the provisions of the Constitution, shall appoint another member to that office who shall serve until the next election.

Section 10. Newly elected officers are expected to attend the entire annual ITEA conference in order to assume the TECA officer position.

Section 11. During the period of time between the call for nominations and elections, campaigning techniques may be utilized by the nominees.

ARTICLE IV. DUTIES OF OFFICERS

Section 1. PRESIDENT

The President shall serve as the Chairperson of the Management Board. The President shall assist in the promotion and advancement of the Association under the direction and supervision of the TECA International Advisor. The President will preside at all meetings of the TECA Management Board and will serve as general chairperson of college student activities at the annual ITEA Conference. It shall be the duty of the President to prepare a complete record of correspondence and activities of this association during his/her term of office; a copy will be provided to the ITEA Headquarters, the TECA Management Board, the International Advisor, and the incoming TECA President. The President is responsible for presenting the TECA Annual Plan of activities and budget for approval at the Management Board Meeting and reporting on association progress at the annual conference with assistance from the Secretary.

Section 2. PRESIDENT-ELECT

It shall be the duty of the President-Elect to become acquainted with the duties of the President prior to the term as President. The President-Elect shall serve as coordinator of the committees. The President-Elect shall provide a committee progress report to the President prior to the full ITEA Executive Board meeting. All reports of activities shall be compiled and presented to the incoming President-Elect. The President-Elect shall serve as a chairperson and liaison to the Expansion Committee.

Section 3. VICE-PRESIDENT

The Vice President shall serve in the absence or disability of the President. The Vice-President shall be responsible for the annual conference planning. The Vice-President shall prepare a report on conference planning and submit it to the President prior to the fall ITEA Executive Board meeting. All correspondence and activity reports shall be presented to the incoming Vice-President. The Vice-President shall serve as the liaison for the TECA Alumni Association.

Section 4. SECRETARY

The Secretary shall be responsible for the recording and distributing of meeting minutes, operational plan, and proposals to the TECA Management Board. The Secretary shall be responsible for keeping a complete record of all written correspondence and activity reports pertaining to all TECA yearly endeavors and assist with preparation of the annual report. The Secretary will also contact potential advertisers and recommend fund-raising activities to meet the financial needs of the association.

Section 5. REPORTER

The Reporter shall be responsible for reporting all activities and events of TECA to the Management Board and TECA affiliated chapters. The Reporter shall assist the TECA International Advisor in the publication of the College Comment (electronically). Selected articles may be sent to ITEA, its councils, or affiliated state associations for reprinting. The Reporter shall serve as a chairperson and liaison to the Expansion Committee.

Section 6. ADVISOR

The International Advisor shall oversee the daily operations of the TECA organization. The Advisor has ultimate responsibility for ensuring the overall welfare of the organization including the management of international officers, publication and distribution of all TECA publications, maintenance of the TECA budget, conducting the election of new officers, and determination of yearly award winners. The International Advisor or his/her designee shall be present at all TECA

regional conferences when possible. The International Advisor shall coordinate with the ITEA Webmaster to maintain the TECA website.

Section 7. CONTEST COORDINATOR

The TECA Contest Coordinator is responsible for the distribution of competitive event materials for use at TECA regional conferences and the annual ITEA conference. The Contest Coordinator is also responsible for planning the competitive events at the annual ITEA conference and for yearly review of all competitive events including trial events that may be pilot tested at regional conferences.

ARTICLE V. COMMITTEES

Section 1. The following standing committees shall be authorized, others may be appointed as needed:

- a. Administrative
- b. Nominations
- c. Awards
- d. Expansion

Section 2. Chairpersons of committees shall be appointed by the President-Elect, with the approval of the Administrative Committee, for a one year term. Members of any committee may be solicited by the chairperson of each committee.

ARTICLE VI. MANAGEMENT BOARD

Section 1. The TECA Management Board shall consist of the TECA International Officers, two TECA Advisors, and representatives of these associations: ITEA (Director for College Students), CTTE (Teacher Educators), TSA (Board of Directors), and TSA Alumni Division. The International Advisor also serves as a non-voting member of the Board.

Section 2. The TECA Management Board shall meet at the annual ITEA Conference and at all other times when logically and economically feasible. As much business as possible shall be conducted at the annual conference with further business conducted at future meetings scheduled by the Administrative Committee.

ARTICLE VII. DETERMINING REPRESENTATIVES ON MANAGEMENT BOARD

Section 1. The Councils of ITEA, the TSA Alumni Association shall determine and appoint a representative to work on the TECA Management Board and provide support to TECA.

Section 2. The International Advisor is appointed by the TECA Management Board to serve a 2-year term on the Management Board.

Section 3. The ITEA Director for College Students is the Immediate Past TECA International Advisor.

Section 4. The Nominations Committee shall issue a call for nominations for both student officers and advisors from the affiliated chapters and membership no later than four (4) months prior to the annual ITEA Conference. Advisors shall apply to the International Advisor by submitting a resume, or list of their qualifications, not to exceed one page. One Advisor (or Co-Advisor) must be selected from TECA-affiliated schools located in ITEA Region 1 or 2 and the second Advisor (or Co-Advisor) from a school located in ITEA Region 3 or 4.

The advisor term will consist of a two year appointment and they can be reelected. Advisors from Region 1 or 2 are elected in even years, Region 3 or 4 in odd ITEA conference years.

Section 5. The TECA Contest Coordinator is appointed by the TECA Management Board to serve a 2-year term. There is no limit to the number of terms that the Contest Coordinator may be reappointed.

ARTICLE VIII. AMENDMENTS TO THE CONSTITUTION

Section 1. Amendments to the Constitution may be initiated by the process of submitting a written proposal signed by at least two members of TECA. Upon approval by the TECA Management Board, the proposed amendments shall be submitted electronically to the active chapters for vote. A thirty day time limit shall be established for the return of ballots from active chapters, starting from the first day of initial mailing.

Section 2. Amendments to the Constitution may be initiated by the membership during a TECA Officers' Business Meeting, and then the proposed amendments shall be submitted to the affiliated chapters for vote. A thirty day time limit shall be established for the return of ballots from active chapters, starting from the first day of the initial mailing.

Section 3. Amendments to the Constitution may be initiated by the TECA Officers or TECA Management Board members, and then the proposed amendments shall be submitted electronically to the affiliated chapters for vote. A thirty day time limit shall be established for the return of ballots from active chapters, starting from the first day of the initial mailing.

Section 4. A two-thirds majority vote (of the returned ballots) for the amendment is required in order for the amendment to become part of the Constitution.

OPERATIONS

The rules contained in Robert=s Rules of Order shall govern the Technology Education Collegiate Association in all cases to which they are applicable, and in which they are not inconsistent with the rules of order or bylaws of this society.

ELECTIONS

The Nominations Committee shall consist of the President, one professional representative, and TECA International Advisor who shall chair the committee.

Each elected officer shall select at least one faculty advisor from the institution where he/she is enrolled. They may choose more than one if they so wish. The Faculty Advisor shall serve in an advisory capacity along with the ITEA Student Organizations Committee. Faculty Advisors should assist the TECA officers to obtain full support from their department/institution in carrying out the duties of their office. Each Faculty Advisor(s) may, and is encouraged to, sit in on any meeting, social, or other function of TECA.

COMMITTEES

The following committees and their chairpersons shall be appointed by the President-Elect and approved by the Administrative Committee.

The chairperson of each committee shall be responsible for keeping the Management Board advised of all committee activities. The chairperson shall also keep an up-to-date communication and activities record to be filed with the TECA Management Board at the ITEA Conference.

DUTIES OF COMMITTEES

(A) ADMINISTRATIVE COMMITTEE

The Administrative Committee shall consist of the President, President-Elect, and the International Advisor. This committee shall serve as a consulting committee on any decisions.

(B) NOMINATIONS COMMITTEE

The Nominations Committee shall consist of President one professional representative, and the International Advisor. The Nominations Committee shall be responsible for making the call for officers and bringing a slate of officers to the ITEA Conference. If sufficient candidates are not brought to the ITEA Conference, then it is the responsibility of the Nominations Committee to seek officers at the ITEA Conference.

(C) AWARDS COMMITTEE

The Awards Committee must consist of the International Advisor and at least one officer. The Awards Committee shall be responsible for mailing an Awards Nominations Form to each Affiliated Chapter so they might nominate eligible people for the award. The committee shall then compile the nominations and send each nominee a form so they might list their qualifications for the award. The return forms are submitted to the International Advisor. All members of TECA Management Board will have one vote for each award.

(D) EXPANSION COMMITTEE

The Expansion Committee shall consist of the International Advisor, at least one officer, and any members appointed by the officers. The Expansion Committee shall be responsible for increasing; TECA membership, involvement through ITEA, TSA, and other technology education programs, and conference attendance.

MANAGEMENT BOARD

The Management Board shall serve as the collective Board of Advisors which shall oversee and check all committees and events of TECA. The Management Board may suggest activities, ideas, and promote TECA, but it can not impose an action on TECA that will affect the members of TECA without voting either by media or at a TECA business meeting.

The TECA Management Board shall meet at the annual ITEA Conference and at other times when logistically and economically feasible. As much business as possible shall be conducted at the annual ITEA conference with further business conducted at later meetings scheduled by the Administrative Committee.

The TECA President shall serve as the Chairperson of the TECA Management Board.

The TECA International Advisor shall be appointed by the TECA Management Board to serve as a non-voting member of the Board. The administration, operation, and management of TECA shall be the responsibility of the International Advisor as determined by the Management Board in accordance with the ITEA Executive Board policies. The TECA International Advisor shall authorize the payment of funds from the continuing account established by ITEA Board Motion No.4, November 1985.

The ITEA Director for College Students is the immediate past TECA International Advisor who serves on the ITEA Board of Directors and is a liaison between the two groups.