

ITEEA Affiliate Representative Resource Book

Section 1: About ITEEA/Governance

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ITEEA Affiliate Representative Resource Book

This book is a **resource** to assist Affiliate Representatives in fulfilling their responsibilities throughout the year. It has been organized into sections to make the information easy to find and use. Much of this information is on membership and how to promote it.

Please familiarize yourself with the contents of this book. **A good place to begin is with the Affiliate Rep's Action Items and Due Dates, found in Section 2: Responsibilities.** All forms may be reproduced as needed.

For additional information please email members@iteea.org.

This book can be found online at:

<http://www.iteea.org/Resources/AffilRepBook/affilrepbook.htm>

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WHAT IS ITEEA?

The ***International Technology and Engineering Educators Association*** (ITEEA) (formerly International Technology Education Association/ITEA) is the professional organization for technology, innovation, design, and engineering educators. Our mission is to promote technological literacy for all by supporting the teaching of technology and engineering and promoting the professionalism of those engaged in these pursuits. ITEEA strengthens the profession through leadership, professional development, membership services, publications, and classroom activities.

ITEEA's mission is to advance technological capabilities for all people and to nurture and promote the professionalism of those engaged in these pursuits. ITEEA seeks to meet the professional needs and interests of members as well as to improve public understanding of technology, innovation, design, and engineering education and its contributions.

ITEEA represents more than 35,000 secondary technology and engineering educators in the U.S. alone who are developers, administrators, and university personnel in the field representing all levels of education. ITEEA corporate members are comprised of leading technology companies.

ITEEA conducts various professional development programs and holds an Annual Conference in the United States—the largest technology and engineering education showcase of exhibits and educational sessions in the world. ITEEA collaborates with its sister associations from around the world in international conferences hosted in selected countries.

ITEEA publishes *Technology and Engineering Teacher*, *Children's Technology and Engineering*, *Technology S A*, the *Journal of Technology Education*, *STEM Connections*, online only publications and a variety of other publications that lead the profession by providing teaching directions, instructional ideas, and networking opportunities.

ITEEA has numerous committees, task forces, and boards that coordinate all aspects of technology and engineering education and sponsor dozens of meetings, conferences, and exhibits each year.

ITEEA sponsors an active honors and awards program that recognizes outstanding teachers, and programs (K-12) from states, provinces and countries which are affiliated with the Association. ITEEA also presents award certificates and supports other programs that recognize outstanding efforts in the technology and engineering teaching profession.

ITEEA conducts a vigorous public policy program frequently providing information to government, agencies, associations, and other special interest groups concerning technology and engineering education. The Association strives to provide concerned publics with an understanding of the importance of technological literacy through technology, innovation, design, and engineering education to the future growth and well-being of all nations.

WHAT ARE THE ITEEA COUNCILS AND THEIR FUNCTION?

Council on Technology Teacher Education (CTTE) is a group of technology and engineering education professionals that concentrates its efforts on improving the undergraduate and graduate preparation of technology and engineering teacher educators. It carries out this mission through conference presentations, an annual yearbook sent to all members, sponsored research, program revitalization workshops, co-sponsorship of the *Journal of Technology Education*, co-sponsorship of the ITEEA/CTTE/NCATE Standards of Technology Teacher Education, and yearly assignments carried out by its committees.

Council for Supervision and Leadership (CSL) Council for Supervision and Leadership (CSL) provides leadership to technology and engineering education, leaders, promotes effective supervision and program development at local, regional and national levels, assists in curriculum development, promotes model programs, and provides a vehicle for exchanging ideas, programs, and legislation related to the goals of engineering and technology education. Dues include forum discussions, a web-based newsletter and other publications, and professional networking and mentorship for the personal and professional growth of the Council's members.

The Technology Education Collegiate Association (TECA) is an undergraduate student organization dedicated to promoting professionalism among future teachers in the field. This association coordinates activities of university TECA Chapters and numerous functions at ITEEA's International Conference.

Children Council of ITEEA (CC of ITEEA) promotes technology and engineering education in the elementary school by supporting teachers with instructional materials and in-service monographs, workshops and technology and engineering activity curriculum packages. Dues include a subscription to *Children's Technology and Engineering*.

The Technology and Engineering Advisory Council (TEAC) was established to provide information to the technology and engineering profession about current developments and possible trends in technology, engineering and industry, and the implications of those trends for technology and engineering education.

For membership information or further questions regarding these Councils, please visit <http://www.ITEEA.org/Membership/Councils/councils.htm>. For information on the Technology and Engineering Advisory Council, please contact the ITEEA Headquarters Office at 703-860-2100.

ITEEA COMMITTEE/BOARD LISTS

Awards	Technology and Engineering Teacher
Conference Program	Children's Technology and Engineering
Elections	The Journal of Technology Education
Membership	Distinguished Technology Educator Review Board
Special Events	

Members of ITEEA are encouraged to participate in committees, task forces, and boards. Terms are for three (3) years. Each committee/board meets at the ITEEA Annual Conference; however, the bulk of their work is done throughout the year. Task forces vary according to the current work of the association. For more information on a how to become involved, contact the current ITEEA President-Elect or send a message to the Headquarters office.

Every member of the ITEEA has a contribution to make. Members should be encouraged to get involved and make a difference. Members who are involved are more likely to stay members.

BYLAWS

International Technology and Engineering Educators Association
1914 Association Drive, Suite 201
Reston, VA 20191-1539

Approved by Membership Vote February, 2010

Article I - NAME AND GOVERNING AUTHORITY

Section 1. Name. The association shall be known as the "International Technology and Engineering Educators Association, Inc."

Section 2. Governing Authority. The Association is incorporated under the laws of the Commonwealth of Pennsylvania pursuant to Articles of Incorporation filed on April 14, 1956, as further amended. These Bylaws are promulgated as a guide to the membership and affiliated organizations to define the organization and methods of operation of the Association. The provisions of these Bylaws shall not be in conflict with the Articles of Incorporation, and in the event they may be, the Articles of Incorporation shall govern.

Article II - PURPOSES

Section 1. ITEEA exists to provide leadership in teaching and learning about technological literacy delivered through technology, innovation, design and engineering (TIDE) education.

Section 2. ITEEA exists to support educators in being successful in the delivery of quality curriculum, instruction, and the assessment of student learning.

Article III - MEMBERSHIP

Section 1. Types of Membership. Membership in this Association shall be divided into two classes: voting and nonvoting.

(A) Voting Members. Only voting members may vote and hold elective office in the Association. Types of voting members shall be:

(1) Professional Members and Passport Members. Professional membership shall be open to individuals interested in TIDE education. Passport membership shall be open to individuals residing outside of the United States and its Territories.

(2) Life Members. Life membership shall continue for all members in this category. Life membership shall be granted by the Board of Directors for life and shall be provided with a recorded life membership card. The Board of Directors has the authority to place a limit on the

number of life memberships available in the Association.

(B) Nonvoting Members. Nonvoting members may have the same rights and privileges as voting members except they may not vote or hold elective office. Types of nonvoting members shall be:

(1) Student Members. Student membership shall be open to undergraduate and full-time graduate students interested in TIDE education. Student membership is subject to annual review and shall not continue beyond the year in which the individual ceases to qualify for this type of membership.

(2) Corporate Members. Corporate membership shall be open to commercial and industrial firms, companies, and other businesses.

(3) Elementary/Primary School. Membership shall be open to elementary/primary schools.

(4) Institutional Membership. Institutional membership shall be open to institutions of higher education.

(5) Honorary Members. Honorary membership shall be open to anyone recommended by a voting member and approved by a two-thirds vote of the Board of Directors. Honorary membership extends for the period of the honorary member's life.

(6) Advocate Member. Advocate Membership shall be open to all individuals not directly engaged in TIDE education who have an interest in advancing technological literacy.

(7) Museum Membership. Museum membership shall be open to museums whose mission and purpose are consistent with those of the association.

Section 2. Eligibility. Applications for all types of membership shall be sent to the International Technology and Engineering Educators Association Headquarters, where they will be reviewed and processed according to the provisions stated in Section 1. When eligibility is in doubt, applications shall be sent to the Board of Directors, which shall have power of final decision.

Section 3. Membership Year. The Board of Directors shall establish the membership year and privileges accorded to members.

Article IV - DUES

Section 1. Voting Members. The Board of Directors shall establish the dues of Voting Members.

(A) Professional Members. The dues for professional members, including Passport Members, shall be established in accordance with the financial needs of the Association.

(B) Life Members. Life membership dues shall initially be at least twenty-five (25) times the professional annual dues. Life members may be assessed additional monies as approved by the Board of Directors. This assessment may be adjusted annually based on the costs of servicing each life member not covered by interest received through previous investments. The annual assessment for a life member cannot exceed that of a professional member.

Section 2. Nonvoting Members. The Board of Directors shall establish the dues of Nonvoting Members.

(A) Student Members. The dues for student membership shall be at least fifty percent (50%) of professional members dues.

(B) Corporate Members. The dues for corporate members shall be no less than five (5) times the professional members dues per year to the International Technology and Engineering Educators Association, Inc.

(C) Elementary School Members. Dues for an elementary school shall be two (2) times the professional membership dues.

(D) Institutional Members. Dues for institutional members shall be no less than three (3) times professional member dues.

(E) Honorary Members. No dues shall be required of honorary members.

(F) Advocate Members. Dues for advocate members shall be equal to or greater than those of Student Members.

(G) Museum Members. Dues for museum members shall be no less than (3) times professional members dues.

Section 3. Dues Incentive Plan. The Board of Directors has the authority to initiate or revoke dues incentive plans.

Article V - GOVERNING BODY

Section 1. Board of Directors

(A) Eligibility. Only a voting member of the Association shall be eligible to hold office. It is further required that for any person's name to be placed on a ballot for any office in the Association, that person must have been a member of the Association for at least three (3) years.

(B) Membership. The Board of Directors shall include the President, President-elect, Past-President, one director from each approved council, four (4) Regional Directors, and the Executive Director who is a nonvoting member of this Board.

(C) Function. Developing and implementing policies of the Association that are in accordance with the Articles of Incorporation and the Bylaws of the Association shall be vested in the Board of Directors.

(D) Indemnification: Every Director and employee of the International Technology and Engineering Educators Association and such others as specified from time to time by the Executive Committee, shall be indemnified by the International Technology and Engineering Educators Association against all expenses and liabilities including counsel fees reasonably incurred or imposed upon them in connection with any proceeding to which they may be made a party, or in which they may become involved, by reason of being or having been a Director or employee of the International Technology and Engineering Educators Association, or any settlement thereof, whether the person is a Director or employee at the time such expenses are incurred, except in such cause wherein the Director or employee is adjudged guilty or willful misfeasance or malfeasance in the performance of duties. The foregoing right of indemnification shall be in addition to and not exclusive of all rights to which indemnification may be entitled.

(E) Removal: The Board of Directors, by 2/3 vote of all of its members, may remove any director from the office for cause.

Section 2. Board Members

(A) President-elect. The President-elect shall serve a one year term and shall advance to the office of President. The President-elect shall serve as assistant to the President, coordinate the work of ITEEA committees and boards, and prepare an annual report on association committees. The President-elect shall be responsible for any and all additional duties delegated by the President and/or the Board of Directors.

(B) President. The President shall serve for a term of one year and shall advance to the office of Immediate Past President. The President shall serve as

chairperson of the Board of Directors, promote and advance the association, and oversee the work of the association.

(C) Immediate Past President. The Immediate Past President shall serve for a term of one year and coordinate the work of task forces.

(D) Regional Directors shall assist the President, serve on the Board of Directors, and conduct the business of the Association with affiliates in their region. Each regional director shall serve a two-year term.

(E) Council Directors shall assist the President, serve on the Board of Directors, and conduct the business of the Association with their respective Councils.

(F) Executive Director. All duties, including those as Secretary-Treasurer, are established by the Board of Directors. This person shall be appointed by, and serve under contract at the pleasure of, the Board of Directors. Under the direction of the Board of Directors, the Executive Director shall manage the affairs of the Association including:

- (1) Record minutes of Board meetings and the annual business meeting. The meeting record will contain a numerical list of policies and the corresponding sunset dates of each policy.
- (2) Inform all voting members of meetings and proposed changes in the Bylaws of the Association.
- (3) Maintain an accurate list of members.
- (4) Receive and hold funds of the Association while under a security bond paid for by the Association and in excess of the assets of the Association. The Board of Directors should approve all matters dealing with the budget. In the event more than one person holds responsibilities of this office, the Board of Directors shall determine their duties.
- (5) Maintain a record of official business conducted by means of Statements of Action.

Section 3. Meetings of the Board of Directors

(A) Meetings. The Board of Directors shall meet during the annual conference of the Association. Additionally, the President, at the direction of the Board, may call meetings. The President shall call these meetings, prepare the agenda, and conduct the meeting.

(B) Quorum of the Board. At any meeting of the board of directors, a majority of the voting members of the board shall constitute a quorum for the transaction of business, and as such business thus transacted shall be valid providing it is affirmatively passed upon by a majority of those present and voting.

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(C) Voting. Voting rights of a Director shall not be delegated to another nor exercised by proxy.

(D) Vote of Chairperson. The chairperson may vote as any other member of the Board if the vote is by ballot. In all other cases, the chairperson may vote to either break or cause a tie.

(E) Statements of Action. The President may direct the board of directors to take action through an electronic process known as Statements of Action. A Statement of Action shall be derived from the Executive Committee and be delivered by the President. Discussion on a Statement of Action shall be immediate and limited by the President. All responses in the form of votes shall be recorded by the President. All board members must vote on a Statement of Action within a time period specified by the President. If a board member fails to vote within the specified time period the Statement of Action shall expire and no record shall exist. Meeting minutes for approval at the proceeding board meeting shall contain official record of the approved Statements of Action.

Section 4. Meetings of the Executive Committee

(A) Executive Committee. The Executive Committee shall consist of the President, who shall serve as chairperson, the President-elect, Immediate Past President, and the Executive Director of the Association. The Executive Director shall serve as Secretary to the Executive Committee and as a non-voting member.

(B) Function. The Executive Committee shall draft guidelines and recommend policies and procedures to the Board of Directors, work with the Executive Director in finalizing all phases of the proposed budgets prior to submission to the Board of Directors, review and monitor monthly income and expense statements prepared by the Executive Director, and audit the daily affairs of the Association. The Executive Committee shall verify the tabulation of ballots. All actions taken by the Executive Committee shall be within the approved policies established by the Board of Directors.

Article VI - ELECTION OF OFFICERS

Section 1. Eligibility to Vote. Only members designated as "voting" shall be eligible to vote.

Section 2. Election.

(A) President-elect. The election of the President-elect shall be by ballot sent to the entire voting membership.

(B) Regional Directors. Voting members in their respective regions shall elect by ballot regional Directors.

(C) Ballot Counting or Ballot Tabulation. The Executive Committee shall oversee and confirm the counting or tabulation of ballots. The results shall be published in the next issue of the journal of the Association and announced at the annual conference.

Section 3. Nomination of Officers.

(A) President-elect. The office of President-elect shall be rotated, one year at a time, successively, through these categories: college/university personnel, classroom teachers, and administrators/supervisors. The Elections Committee shall issue a call for nominations to the membership. From this call and by procedures established by the Elections Committee and approved by the Board of Directors, a maximum of four candidates shall be selected. Nominees shall be contacted by the Elections Committee to ascertain whether the nominee will accept the office, if elected. Only those who are willing to accept the office, if elected, may have their name placed on the election ballot. The candidate receiving the plurality of the votes cast shall be elected.

(B) Four Regional Directors. The four Regional Directors shall be elected by voting members in their respective regions to serve two-year terms. The directors shall be rotated through the categories: classroom teacher, teacher educator, and administrator/supervisor. The Elections Committee shall issue a call for nominations to the membership. From this call and by procedures established by the Elections Committee and approved by the Board of Directors, there shall be a maximum of four names placed on the ballot for each region. The candidates receiving the plurality of the votes cast shall be elected.

Section 4. Selection of Council Directors. The Council Directors shall be the Immediate Past-President or their equivalent in their council.

Section 5. Elections Committee. The President, with the approval of the Board of Directors, shall appoint an Elections Committee. The committee shall consist of members representing each region of the Association and where practical, one member representing each region from the ranks of college/university personnel, classroom teachers, administrators, supervisors.

Section 6. Vacancies in Office. When a board member is unable to assume or carry out the responsibilities of the office, the Board of Directors shall appoint another voting member to serve the remainder of the term. Council Director vacancies will be filled by the appropriate council.

Article VII - COMMITTEES, BOARDS, AND TASK FORCES

Section 1. Eligibility. Only a voting member of the Association shall be eligible to be the chairperson of a standing committee, board, or task force.

Section 2. Types of Committees, Boards, and Task Forces.

(A) ITEEA Committees. The following committees are authorized:

- (1) Awards
- (2) Conference Program
- (3) Elections
- (4) Membership
- (5) Special Events

(B) Boards. The following boards are authorized:

- (1) Distinguished Technology Educator Board
- (2) *Journal of Technology Education* Review Board
- (3) *Children's Technology and Engineering* Review Board
- (4) *The Technology and Engineering Teacher* Review Board

(C) Task Forces. The President on behalf of the Board of Directors may appoint task forces as necessary.

Section 2. Appointment of Chairpersons.

Chairpersons of ITEEA Committees and Boards may be appointed by the President on behalf of the Board of Directors, for a maximum of two (2) consecutive terms of three (3) years. Task Force chairpersons may be appointed by the President on behalf of the Board of Directors for the duration of the task force.

Section 3. Appointment of Members. Members of ITEEA committees, boards, and task forces may be appointed from the membership by the President with the approval of the Board of Directors.

Section 4. Duties of ITEEA Committees, Boards, and Task Forces. It shall be the responsibility of the Board of Directors to outline objectives and duties of the ITEEA Committees, Boards, and Task Forces. It shall be the responsibility of the President-elect to coordinate Committee and Board activities and the Immediate Past-President to coordinate Task Forces.

Section 5. Operation. The structures, guidelines for, and evaluations of all work are approved by the Board of Directors and must appear in the designated handbook. Committee, Board, and Task Force activities will be reviewed annually by the Board of Directors.

Article VIII - AFFILIATIONS

Section 1. ITEEA Affiliation Authorization. The Association may affiliate or become allied with other organizations whose objectives and purposes are substantially similar to those of the Association and whose activities are of such nature as to qualify them for tax exemption under Section 501(c)(3) or 501(c)(6) of the Internal Revenue Code in the United States or like requirements in another country.

Section 2. Granting Affiliation. The Association may grant affiliation to any petitioning TIDE education organization having similar purposes. Affiliation is granted upon recommendation by the Board of Directors.

Section 3. Designation of Affiliate. The Association shall determine the relationship between the affiliated association and the Association. Levels of affiliation relationships shall be state/provincial, regional, national, and international. Each affiliated association shall be a unit in the organization of the International Technology and Engineering Educators Association, Inc., and, as such, shall be entitled to use its name and insignia in all programs and publications.

Section 4. Certificate of Affiliation. Each affiliated association shall be furnished with a certificate of affiliation valid for four (4) years.

Section 5. Responsibility of Affiliates. It shall be the responsibility of each affiliated organization to keep the Board of Directors fully informed of its activities and representative personnel.

Article IX - COUNCILS

Section 1. Authorization. The Board of Directors is authorized to recognize non-profit Councils that represent different levels of TIDE education. Each Council will have a unique mission, and goals that support the mission of the ITEEA.

Section 2. Granting Authorization. The Board of Directors shall:

(A) Approve a Council "Intent to Organize" proposal, which will include a mission statement, goals, officers, committees, plan of action, and petition signed by fifty (50) or more members.

(B) Approve the Council's Bylaws within three (3) years of having approved the "Intent to Organize" proposal. The Bylaws will include a mission statement related to a TIDE Education, with types of membership, dues structure, officers, committees, and other governance regulations that support the mission of ITEEA. All new and renewing council members must be members of ITEEA or a full-time employee in a school that holds an ITEEA Elementary School membership. Council members from outside North America are exempt from this requirement, but may hold council office only if they are ITEEA members. A Council Past-President/Advisor will serve

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as a representative on the ITEEA Board of Directors for at least a two-year term after Council authorization.

Section 3. Continued Authorization.

(A) Three (3) years following the approval of the council bylaws each Council must maintain seventy-five (75) or more members.

(B) Amendments or revisions to Subsequent Council Bylaws must also be approved by the ITEEA Board of Directors.

(C) Each Council shall submit an annual activity report, which shall be reviewed by the ITEEA Board of Directors.

Section 4. Dissolution. A Council shall be placed on probation or dissolved if:

(A) The Council action is deemed to be in conflict with the purpose of ITEEA and/or the Council's Bylaws.

(B) A majority of the members of the Council vote to dissolve the Council and/or,

(C) The Council does not maintain seventy-five (75) members.

The Council may be placed on probation for a period of up to three (3) years. If the deficiencies are not corrected within that time, the Council shall be dissolved. If a Council is dissolved, no members will receive any portion of its remaining assets. After a Council's remaining assets are applied proportionately to all its liabilities, any assets remaining become the property of ITEEA.

Article X - MEETINGS AND BUSINESS

Section 1. Scheduling of Meetings. The Board of Directors shall have authority to set the time and place of meetings of the Association.

Section 2. Annual Conference. Except for unusual reasons, there shall be a conference of the Association each year.

Section 3. Fiscal Year. The fiscal year shall be from July 1 of one year to June 30 of the succeeding year.

Section 4. Publication of Annual Financial Statement. The annual report of the financial status of the Association, prepared by the Executive Director, will be published in the journal of the Association in a timely manner.

Section 5. Conduct of Association Meetings. The meetings of this Association will be conducted in accordance with Robert's Rules of Order (Revised).

Section 6. Sunset Clause. All board policies that resulted from a board motion or statement of action shall have an assigned sunset date. The Executive

Director shall within 90 days of a sunset date advise the Board in writing of the specific policy(s) that will expire unless given a new sunset date by the Board. At each Board meeting the President shall review each policy and take appropriate action.

Article XI - REFERENDUM PROCEDURES

A referendum may be called for by written petition submitted to the President of the International Technology and Engineering Educators Association, Inc. Such petition to be binding and must be signed by a minimum of one percent (1%) of the nearest full thousand (1,000) voting members of the International Technology and Engineering Educators Association, Inc., or one hundred (100) such members (whichever is smaller). Upon receipt, the President shall, in consultation with the Board of Directors, prepare, or cause to be prepared, a statement of the issue along with supporting data both for and against the issue. The referendum and a ballot will be sent to the voting membership of the International Technology and Engineering Educators Association, Inc. A majority of returns received shall determine the outcome of the issue and the Board of Directors shall take whatever action is dictated by the referendum.

Article XII - AMENDMENTS

Proposing. Amendments to the Bylaws may be proposed by the Board of Directors or by a petition process signed by a minimum of twenty-five (25) voting members. Proposed petition amendments shall be submitted to the Board of Directors for action. The Board of Directors shall present all such proposals to the voting membership in writing with or without endorsement at least 30 days before a vote may occur.

Approval. Amendments to or a repeal of the Bylaws shall be approved by a 2/3 majority of the members voting.

Article XIII - DISSOLUTION

The International Technology and Engineering Educators Association shall use its funds only to accomplish the objectives and purposes specified in these Bylaws and no part of said funds shall inure, or be distributed, to the members of the association. On dissolution of the association, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations to be elected by the Board of Directors.

FUTURE ITEEA CONFERENCE DATES AND LOCATIONS

State Affiliates interested in hosting the annual conference in their state, according to the rotation schedule, are encouraged to contact ITEEA Headquarters for further information. Consider the advantages of bringing the ITEEA Annual Conference to your state. It provides increased visibility to your state, brings thousands of colleagues to your home base, and showcases your programs around the nation and internationally.

2011	Minneapolis, MN	March 24-26, 2011
2012	Long Beach, CA	March 15-17, 2012
2013	Columbus, OH	March 7-9, 2013

Below is the rotation schedule for the ITEEA Annual Conference.

2010 - Region 1	2013 - Region 2	2016 - Region 3
2011 - Region 3	2014 - Region 1	2017 - Region 2
2012 - Region 4	2015 - Region 4	2018 - Region 1



GOVERNANCE REGIONS

Governance regions are formed by four vertical divisions of North America and Canada with the addition of regions or countries from which membership was drawn at the time of the 1982 constitutional revision. Regions help to insure broad geographic representation on ITEEA committees as well as the Board of Directors. Regions 1 and 3 will be installed on odd-numbered years and Regions 2 and 4 on even-numbered years. Directors will be selected on a rotation of classroom teachers, teacher educators and technology and engineering education supervisors.

The states/provinces listed in **BOLD** are currently affiliated with ITEEA.

Region 4 <i>Western</i>	Region 3 <i>West Central</i>	Region 2 <i>East Central</i>	Region 1 <i>Eastern</i>
(AK) Alaska	(AR) Arkansas	(AL) Alabama	(CT) Connecticut
(AZ) Arizona	(IA) Iowa	(IL) Illinois	(DE) Delaware
(CA) California	(KS) Kansas	(IN) Indiana	(DC) District of Columbia
(CO) Colorado	(MN) Minnesota	(KY) Kentucky	(FL) Florida
(HI) Hawaii	(MO) Missouri	(LA) Louisiana	(GA) Georgia
(ID) Idaho	(NE) Nebraska	(MI) Michigan (LITE-MI)	(ME) Maine
(MT) Montana	(ND) North Dakota	(MS) Mississippi	(MD) Maryland
(NV) Nevada	(OK) Oklahoma	(OH) Ohio	(MA) Massachusetts (TEAM)
(NM) New Mexico	(SD) South Dakota	(TN) Tennessee	(MA) Massachusetts (MassTEC)
(OR) Oregon	(TX) Texas		(NH) New Hampshire
(UT) Utah	(WI) Wisconsin	(ON) Ontario	(NJ) New Jersey
(WA) Washington		(QC) Quebec	(NY) New York
(WY) Wyoming	(MB) Manitoba		(NC) North Carolina
	(SK) Saskatchewan		(PA) Pennsylvania
(GU) Guam			(RI) Rhode Island
			(SC) South Carolina
(AB) Alberta			(VT) Vermont
(BC) British Columbia			(VA) Virginia
			(WV) West Virginia
Countries outside North America			(PR) Puerto Rico
			(NB) New Brunswick
			(NL) Newfoundland/Labrador
			(NS) Nova Scotia
			(PE) Prince Edward Island