



**Technology and Engineering Education Collegiate Association
(TEECA)**

TEECA BY-LAWS

Approved: 10/4/2012

Ratified by Chapters: 2/1/2013

ARTICLE I-NAME, GOVERNING AUTHORITY, AND PURPOSES

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

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

Section 3. TEECA' s motto shall be as follows: Preparing Professionals to Teach Technology and Engineering Principles.

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

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

Section 6. TEECA 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 TEECA shall be open to undergraduate students enrolled in a technology and engineering education-related program. To be a member of TEECA, one must join ITEEA.

Section 2. The college student membership in ITEEA/TEECA will last one calendar year and is set by ITEEA.

Section 3. All TEECA affiliated chapters shall actively support ITEEA. The affiliation fee for chapters shall be set by the TEECA Management Board.

Section 4. TEECA chapter affiliations run one academic year. Chapters must re-affiliate 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 ITEEA 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 TEECA student officers.

Section 3. Each nominee for student office shall be an active member of ITEEA/TEECA for the current school year and will be returning for the following year. Nominees for international office

must be enrolled in technology and engineering education teacher preparation programs with the expressed intent to teach technology and engineering education.

Section 4. All nominees shall complete the Candidate Verification Form by the announced deadline prior to the nominee election deadline. It shall include the signature of two TEECA 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 photo, biographical sketch, two letters of recommendation, and 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 TEECA Management Board shall cast the deciding vote.

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

Section 9. When a duly elected officer is unable to assume or carry out the responsibilities of his/her office, the TEECA 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 leadership development activities including the Summer Leadership Conference (SLC), monthly meetings, and the entire annual ITEEA conference in order to assume the TEECA 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 TEECA International Advisor. The President will preside at all meetings of the TEECA Management Board, monthly management meetings, and will serve as general chairperson of college student activities at the annual ITEEA 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 ITEEA Headquarters, the TEECA Management Board, the International Advisor, and the incoming TEECA President. The President is responsible for presenting the TEECA 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 ITEEA 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 and TEECA Alumni Association.

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 competitive events guide. The Vice-President shall prepare a report on competitive events changes and submit it to the President prior to the fall ITEEA 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 TEECA Competitive Events Coordinator.

Section 4. SECRETARY

The Secretary shall be responsible for the recording and distributing of meeting minutes, operational plan, and proposals to the TEECA Management Board. The Secretary shall be responsible for keeping a complete record of all written correspondence and activity reports pertaining to all TEECA 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 TEECA to the Management Board and TEECA affiliated chapters through various social media and the College Comment. The Reporter shall assist the TEECA International Advisor in the publication of the College Comment (electronically). Selected articles may be sent to ITEEA, its councils, or affiliated state associations for reprinting. The International Reporter shall coordinate with the ITEEA Webmaster to maintain the TEECA website.

Section 6. ADVISOR

The International Advisor shall oversee the daily operations of the TEECA 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 TEECA publications, maintenance of the TEECA 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 TEECA regional conferences when possible.

Section 7. COMPETITIVE EVENTS COORDINATOR

Term – 3-year Cycle (Renewable)

The TEECA Competitive Events Coordinator is responsible for those events that will be conducted at the annual ITEEA conference. The competitions should mirror the events conducted at regional sites. Specifically, the Competitive Events Coordinator is responsible for planning the competitive event schedule for the annual ITEEA conference and the distribution of event materials for use at the conferences. On a yearly basis, the Coordinator (with others) should review of all competitive events including trial events that may be pilot-tested at regional conferences.

Specific Tasks:

- Serve as the liaison between the TEECA Leadership Team and Event Coordinator in regards to suggestions and revisions for competitions.
- Identify Event Coordinators (see Event Coordinator Description below) for each event.
- Develop and distribute the TEECA National Competitive Events Guide to Regional Coordinators on or before August 1st.
- Distribute the TEECA National Competitive Events Guide to TEECA Advisors on or before September 1st.
- Ensure and maintain the integrity of the TEECA National Competitive Events.
- Facilitate in the distribution and collection of materials for the TEECA National Competitive Events.
- Obtain plaques and certificates for competitive events at the ITEEA Annual Conference. Note: The TEECA Advisor and officer team will coordinate efforts the Competitive Events Coordinator on this task.
- Provide a budget to the TEECA Director and TEECA Advisor estimating the expenses for the upcoming year on or before the annual Summer TEECA Leadership Conference.
- Serve as the point person for enhancing (revising) of competitive events.

Role of the Individual Event Coordinator

Two-year term (Can be renewed)

- Revise competitive event “problems” (challenges or questions) annually or bi-annually depending on event.
- Submit new problems (challenges or questions) to the national Competitive Events Coordinator by defined date
- Help identify judges for the event at the National Conference.

TEECA Event Coordinators will be for the following events:

Communications
Manufacturing
Problem Solving
Robotics
Teaching Lesson
Technology Challenge
Transportation

Section 8. ITEEA Director for College Students

The ITEEA Director for College Students is the immediate Past Advisor of TEECA and will serve as the liaison between ITEEA and TEECA. This person will serve on the ITEEA board of directors for a two year term.

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 TEECA Management Board shall consist of the TEECA International Officers, two TEECA Advisors, and representatives of these associations: ITEEA (Director for College Students), CTETE (Teacher Educators), Competitive Events Coordinator, TSA (Board of Directors), and TEECA Alumni Division. The International Advisor also serves as a non-voting member of the Board.

Section 2. The TEECA Management Board shall meet at the annual ITEEA 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 ITEEA and the TSA Alumni Association shall appoint a representative to be an active member of the TEECA Management Board and provide support to TEECA.

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

Section 3. The ITEEA Director for College Students is the Immediate Past TEECA 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 ITEEA 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 TEECA-affiliated schools located in ITEEA Region 1 or 2 and the second Advisor (or Co-Advisor) from a school located in ITEEA 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 ITEEA conference years.

Section 5. The TEECA Competitive Events Coordinator is appointed by the TEECA Management Board to serve a 2-year term. There is no limit to the number of terms that the Competitive Events 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 TEECA. Upon approval by the TEECA 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 TEECA 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 TEECA Officers or TEECA 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 and Engineering 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 TEECA 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 ITEEA Student Organizations Committee. Faculty Advisors should assist the TEECA 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 TEECA.

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 TEECA Management Board at the ITEEA Conference.

DUTIES OF COMMITTEES

(A) ADMINISTRATIVE COMMITTEE

The Administrative Committee shall consist of the President, President-Elect, International Advisor, and the ITEEA Director for College Students. 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 ITEEA Conference. If sufficient candidates are not brought to the ITEEA Conference, then it is the responsibility of the Nominations Committee to seek officers at the ITEEA 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 TEECA 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; TEECA membership, involvement through ITEEA, 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 TEECA. The Management Board may suggest activities, ideas, and promote TEECA, but it can not impose an action on TEECA that will affect the members of TEECA without voting either by media or at a TEECA business meeting.

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

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

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

The ITEEA Director for College Students is the immediate past TEECA International Advisor who

serves on the ITEEA Board of Directors and is a liaison between the two groups.