

ENGINEERING/TECHNOLOGY EDUCATORS  
OF  
INDIANA

CONSTITUTION AND BY-LAWS

Stephen L. Florence, President

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Craig Harvey, Treasurer

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CONSTITUTION OF THE  
ENGINEERING/TECHNOLOGY EDUCATORS OF INDIANA  
Revised January 2008

ARTICLE I. NAME

The name of this Association shall be the Engineering/Technology Educators of Indiana. (E/TEI)

ARTICLE II, PURPOSE

The purpose of this Association shall be to continually emphasize professional growth of teachers and curriculum that enhance the technological literacy of students in Indiana. The Engineering/Technology Educators of Indiana (the association) is organized exclusively for educational purposes.

ARTICLE III, MEMBERSHIP AND DUES

- Sec. 1. Membership in this association shall be open to anyone interested in the purpose of this organization.
- Sec. 2. Annual membership dues of the Association shall be recommended by the Executive Committee. The Executive Committee shall also recommend what part of the annual dues will be returned to the districts. Any change in the membership dues will be approved by the Executive Committee and presented by the President at the Annual Business Meeting of the Association for approval.
- Sec. 3. Retired teacher and student membership dues of the Association shall be determined by the Executive Committee. The amount of the dues to be returned to the districts will be determined by the Executive Committee.
- Sec. 4. Regardless of the date when dues are paid, the membership year extends from September 1<sup>st</sup> of one year to August 31<sup>st</sup> of the following year.
- Sec. 5. Those holding life membership or paying life membership in the Indiana Industrial Education Association (IIEA) and the Indiana Industrial Technology Education Association (IITEA) are eligible for life membership in the E/TEI subject to the provisions in Article III.
- Sec. 6. Income of the Association shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose of the Association. No substantial part of the activities of the Association shall

be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, this Association shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of the Association.

Sec. 7. Upon the dissolution of the Association, the Executive Committee shall, after paying or making provision for the payment of all the liabilities of the Association, dispose of all assets of the Association exclusively for the purposes of the Association in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(C) (3) of the Internal Revenue Code of 1954 (of the corresponding provision of any further United States Internal Revenue Law), as the Executive Committee shall determine.

#### ARTICLE IV, OFFICERS

Sec. 1. The State Officers of this Association shall be President, First Vice President, Second Vice President, Secretary, and Treasurer.

Sec. 2. The President, First Vice President, and Second Vice-President shall be nominated and elected at the Annual Business Meeting and shall serve for a period of one year or until their successors are appointed by a majority vote of the Executive Committee. They shall take office at the close of the annual conference or their appointment.

Sec. 3. The Secretary and Treasurer shall be appointed by the President and approved by the Executive Committee.

Sec. 4. The Executive Committee shall consist of the President, Immediate Past President, First Vice-President, Second Vice-President, Secretary, Treasurer, one Chairperson from each of the Districts of the State, Editorial Chairperson, State School Exhibits Chairperson, State Membership Chairperson, ITEA Affiliate Representative, Representative of the Indiana Association of Technology Education College Clubs, Student Clubs Advisor, Professional Awards Chairperson, Historian, and Members-at-Large, not to exceed five, appointed by the President and approved by the Executive Committee. The Executive Committee members listed in Sec. 4 are the only voting members of the Executive Committee. They may initiate action, second and vote on all business of the Executive Committee.

Sec. 5. The District Officers shall consist of: Chairperson, Vice-Chairperson, and Secretary-Treasurer.

## ARTICLE V. MEETINGS

The Annual Business Meeting of the Association shall be held during the annual conference.

## ARTICLE VI. ORGANIZATION

- Sec.1. For organization purposes, the State of Indiana shall be divided into districts. The districts are illustrated on the attached map of Indiana.
- Sec. 2. The districts shall be organized as outlined in Article II of the By-Laws.
- Sec. 3. Each district shall elect a Chairperson, Vice-Chairperson, and Secretary-Treasurer. The district officers serve for a period of two years. Even numbered districts officers are elected in the spring of even-number years. Odd numbered district officers are elected in the spring of odd-numbered years. District officers shall assume their elected positions on May 1<sup>st</sup> of the year elected. The District Chairperson serves on the Executive Committee of the Association.
- Sec. 4. No motion involving appropriations of funds from the treasury may be brought before the association for final action until it has been referred to the Executive Committee for recommendation.
- Sec. 5. The Executive Committee shall constitute a committee on credentials.
- Sec. 6. Only E/TEI educator members shall be eligible for nomination to office in the Association or for membership on the Executive Committee.
- Sec. 7. The Executive Committee shall have the power to fill all vacancies, and such announcements shall be valid until the next regular election.
- Sect 8. A quorum for the transaction of business at the Annual Business meeting shall be thirty (30) members of the House of Delegates. A quorum for the transaction of business at an Executive Committee shall be ten (10) voting members. The Executive Committee may vote by mail.
- Sec. 9. This Constitution may be amended at the Annual Business meeting of the Association upon affirmation vote of two-thirds (2/3) of the members of the House of Delegates present and in good standing, provided such amendment has been passed by the Executive Committee.
- Sec. 10. By-laws, consistent with the Constitution may be adopted, modified, or repealed by a majority vote of the Executive Committee.
- Sec. 11. In all parliamentary questions for which provision has not been made, "Robert's Rules of Order" shall be the governing authority.

Sec. 12. House of Delegates

1. The business of the Association at the Annual Business meeting shall be transacted by the House of Delegates, except as otherwise provided in the Constitution. The Annual Business Meeting shall be an open meeting, but voting shall be restricted to officially designated delegates. All E/TEI members shall have the privilege of the floor at the Annual Business Meeting.
2. The voting members of the E/TEI Executive Committee shall be members at large in the House of Delegates.
3. Each district shall be entitled to one member of the House of Delegates, for each fifteen (15) members, excluding student membership, or major fraction thereof for the present membership year. A district with a total E/TEI membership, excluding student membership, or less than 15 shall be entitled to one member of the House of Delegates.

**BY-LAWS OF THE  
ENGINEERING/TECHNOLOGY EDUCATORS OF INDIANA  
Revised September 1993**

**ARTICLE I. LIFE MEMBERSHIP**

- Sec. 1 Life memberships will be granted upon the receipt of \$400.00 payable in ten (10) annual installments of \$40.00 provided the following requirements are met:
- (1) Annual installment must be paid prior to January 1 of each year.
  - (2) Installments must be consecutive unless notification of interruption and intention of continuation is received by the State Membership Chairperson prior to January 1 of the year the installment is due.
  - (3) All payments and applications for Life Membership shall be forwarded directly to the Membership Chairperson.
  - (4) Payments not made prior to January 1 without notification will constitute cancellation of the Life Membership Plan.
- Sec. 2. Paid Life Members will receive a permanent wallet size card, such as a plastic laminated card. An 8-1/2 x 11 certificate signed by the President and Membership Chairperson will be mailed to paid Life Members.

- Sec. 3. Paying Life Members will be given an annual membership card until completing the Paying Life Contract. Upon receipt of the final payment, provisions in Section 2 will be followed.
- Sec. 4. Monies collected through Life Membership Plans shall be invested in non-speculative investments and/or guaranteed interest-yielding bonds at the discretion of the Executive Committee.  
Monies and accumulated interest may be transferred to the regular account for any purpose deemed necessary by the Executive Committee for the continuation of and expanded services of the organization. Such transfers shall be made only through a majority vote of the Executive Committee.
- Sec. 5. No new life memberships will be started after April 21, 1989.

## ARTICLE II

### Duties of State Officers, Executive Committee, and District Officers.

- Sec. 1. The President shall:
1. Preside at the Annual Business Meeting of the E/TEI.
  2. Preside at all meetings of the Executive Committee.
  3. Act as ex-officio member of all committees.
  4. Have a signature card on file with the bank in the event the Treasurer is unable to complete bank transactions.
  5. Prepare and distribute to each Executive Committee member, at least one week prior to the meeting, an agenda, listing the items of business to be brought to the attention of the Executive Committee.
  6. Act to maintain the strength of the association. If vacancies should arise in the official rank of the organization as provided in the constitution, names of persons who are qualified to fill the vacancy with a recommendation concerning the appointment, will be submitted to the Executive Committee for ratification.
  7. Develop, cooperatively with the First and Second Vice-Presidents, a Program of Work to be presented at the September Executive Committee meeting.
  8. Maintain contact with the Chairpersons of the various districts and assist them in the development of productive district meetings.
  9. Communicate with all local committees and assist them in planning for the annual conference.
  10. As needed, communicate to the Executive Committee all matters affecting the association.
  11. Visit as many schools as possible to become more familiar with the opportunities existing in the schools of the state and thereby enhancing the work of the state organization.

12. Attend district meetings in order to assist with the work carried on in each district.
13. Make a special effort to promote the work of Engineering/Technology Educators of Indiana
14. Work cooperatively with the presidents of similar organizations in other states.
15. Recommend for Executive Committee approval, the appointment of standing committees.
16. Accept and carry out delegated responsibilities from the Executive Committee.
17. Write letters to administrators of all new district chairpersons and inform them about their employee's newly elected position. A news release should also be sent to the administrator for the local media.
18. Write letters of appreciation to all the members and officers expressing thanks for their work and support of the professions.
19. Plan and chair the Annual District Chairperson's Workshop.
20. Install officers at the SHIP'S Luncheon.

Sec. 2. The First Vice-President shall:

1. Discharge the duties of the President in his/her absence.
2. Attend district meetings in order to assist with the work carried on in each district.
3. Cooperate with the President and Second Vice-President in the development of the Program of Work of the Engineering/Technology Educators of Indiana.
4. Accept and carry out delegated responsibilities from the President.
5. Recognize the District Chairs at the Conference.
6. Act as the General Program Chairperson for the Conference Planning Committee. This will include selecting the program, planning the number of sessions, sending thank you notes and writing a summary for the JOURNAL.
7. Prepare and present a budget for the forthcoming conference to the Executive Committee at its May Meeting.

Sec. 3. The Second Vice-President shall:

1. Attend district meetings in order to assist with the work carried on in each district.
2. Cooperate with the President and First Vice-President in the development of the Program of Work of the Engineering/Technology Educators of Indiana.
3. Accept and carry out delegated responsibilities assigned by the President.
4. Select the session hosts and chairpersons for the Conference.
5. Recognize the Past Presidents at the Conference.

6. Chair the Three Year Plan Committee in the appropriate year and review on the off years.
7. Chair the Resolutions Committee.
8. Send thank you notes to the Conference session Hosts and Chairpersons.
9. Serve as the chairperson of the Conference Site Committee. The Conference Site Committee shall consist of the following: 2<sup>nd</sup> Vice-President, (Chair), President, Immediate Past President, 1<sup>st</sup> Vice-President, Treasurer, Commercial Exhibits Chair. And School Exhibits Chair. And Negotiator. The 2<sup>nd</sup> Vice-President will work to narrow the selections.

Sec. 4. The Negotiator shall:

1. Identify potential conference sites a minimum of five years in advance of the conference. The sites will meet the current association requirements for a state conference. The sites will be subject to the approval of the Executive Committee. Those committee members listed below will assist the negotiator with site selection. The committee members will be: President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Immediate Past President, Treasurer, and Commercial Exhibits Chair. And School Exhibits Chair.

Sec. 5. The Immediate Past President shall:

1. Serve on the E/TEI Conference Site Committee.
2. Serve as an Advisor for one year following a year as Immediate Past President.
3. Submit proposed changes in the E/TEI Constitution at the September Executive Committee Meeting. The Immediate Past President shall also present the changes for approval at the Annual Business Meeting.
4. Chair the Nominating Committee.

Sec. 6. The Secretary shall:

1. Keep accurate minutes of all Executive Committee business and the Annual Business Meetings of the Association.
2. Assist with the registration at the Annual Conference.
3. Cooperate with the Editorial Chairperson in promoting the work of TEI.
4. Serve by appointment of the Executive Committee for a period of three years. The Secretary may be appointed for additional three-year periods by the Executive Committee.
5. Accept and carry out delegated responsibilities from the President.
6. Compile and certify the Delegates list for the Annual Business Meeting.

Sec. 7. The Treasurer shall:

1. Make sure the current President has a signature card on file at the bank.
2. Receive dues for memberships. Forward all ITEA dues.

3. Handle all the funds for the Association by collecting and paying all bills by check.
4. Coordinate registration and collect monies at the Annual Conference registration.
5. Prepare and submit for auditing an annual financial report to be presented at the Annual Business Meeting of the Association listing in detail the receipts and disbursements for the past fiscal year ending August 31.
6. File necessary State and Federal tax forms.
7. Cooperate with the Editorial Chairperson in promoting the work of the E/TEI.
8. Serve by appointment of the Executive Committee for a period of three (3) years. The Treasurer may be appointed for additional three-year periods by the Executive Committee.
9. Accept and carry out delegated responsibilities by the President.
10. Provide districts with updated account activity.
11. Work with the 1<sup>st</sup> Vice-President in preparing a budget for the following year's conference program.
12. Disburse money where directed by Executive Committee action.
13. Report to the Executive Committee listing in detail all conferences expenses.

Sec. 8. The State Commercial Exhibits Chairperson shall:

1. Be responsible for contacting commercial exhibitors to interest them in exhibiting their products at the annual conference of the Technology Educators of Indiana.
2. Represent the Association in contracting with exhibitors for exhibit space at the Annual Conference as authorized by the Executive Committee.
3. Advise of space and facility requirements for the commercial exhibits.
4. Supervise all necessary arrangements for setting up and removing the exhibits of the commercial firms at the annual conference.
5. Have the authority to sell ads for the Program of the Annual Conference.
6. Submit receipts and disbursements to the Treasurer for their payment.
7. Serve by appointment of the Executive Committee for a period of three years. The Commercial Exhibits Chairperson may be appointed for an additional three-year period.
8. Accept and carry out delegated responsibilities from the President.

Sec. 9. The State School Exhibits Chairperson shall:

1. Advise of space and facility requirements for the school exhibits.
2. Supervise, plan, and make arrangements for setting up and removing the school exhibits at the annual conference.
3. Secure judges and supervise the judging of the school exhibits and presenting of awards at the Annual Conference.
4. Submit an Annual Conference school exhibits report to the Executive Committee at the September meeting.
5. Serve by appointment of the Executive Committee for a period of three years. The State School Exhibit Chairperson may be appointed for additional three-year periods by the Executive Committee.
6. Accept and carry out delegated responsibilities from the President.

Sec. 10. The Editorial Chairperson shall:

1. Solicit and edit materials suitable for publication.
2. Obtain an up-to-date mailing list of professional organizations and individuals for the purpose of distributing E/TEI publications.
3. Negotiate necessary agreements with the postal authorities in accordance with the policy of the state organization insuring prompt publications delivery to those on the mailing list.
4. Serve by appointment of the Executive Committee for a period of three years. The Editorial Chairperson may be appointed for additional three-year periods by the Executive Committee.
5. Accept and carry out delegated responsibilities from the President.
6. Prepare a yearly publications budget to be presented at the May Executive Committee Meeting.
7. Submit a publications financial report to the September Executive Committee Meeting.

Sec. 11. The State Membership Chairperson shall:

1. Assist the district chairpersons in setting up the organization for membership.
2. Keep an accurate record of all memberships.
3. Be responsible to verifying and issuing E/TEI memberships at the Annual Conference.
4. Prepare and submit a membership report at the Annual Business Meeting.
5. Be responsible for printing membership forms and cards.
6. Serve by appointment of the Executive Committee for a period of three years.
7. Accept and carry out delegated responsibilities from the President.
8. Send a membership card and packet to members as soon as possible after they have paid their dues.
9. Send reports to the district chairpersons during the months of November, January, March, and September. The September report will be the totals for the previous year.

Sec. 12. The Professional Awards Chairperson shall:

1. Appoint various committees to execute the Professional Awards program.
2. Prepare materials, outlining the details of the Professional Awards Program, for distribution at the District Chairperson's Workshop and the fall Executive Committee meeting.
3. Promote participation in the corresponding ITEA Awards program.
4. Notify all award winners and provide them with appropriate annual conference materials.
5. Collect and organize materials for conference program booklet.
6. Notify the President of the award winners.
7. Produce the awards to be presented at the annual conference.

Sec. 13. The Student Clubs Advisor shall:

1. Promote, coordinate, and facilitate the organization of student clubs throughout the state.
2. Oversee regional and state student clubs competitions.
3. Investigate additional competitions for student clubs participation.

4. Appoint various committees to execute the student clubs competitions.
5. Work with State Coordinators to promote awareness of and participation in the national TESA Competitions.

Sec. 14. The Members-at-Large shall:

1. Attend all meetings of the Executive Committee and the Annual Business Meeting held during the annual conference.
2. Contribute ideas or matters of concern to the state organization.
3. Participate in all deliberations of the Executive Committee.
4. Accept and carry out delegated responsibilities assigned by the President.
  
5. Serve for a one-year period as recommended by the President and approved by the Executive Committee. Reappointment for additional years may be approved by the Executive Committee.

Sec. 15. An Advisor shall:

1. Function solely in the capacity of a counselor, without power to initiate, to second, or to vote upon motions.
2. Promote the welfare of the Association and improve the status of Technology Education.
3. Accept additional responsibilities as requested by the Executive Committee.
4. Accept and carry out delegated responsibilities assigned by the President.
5. Serve for a one-year period as recommended by the President and approved by the Executive Committee. Reappointment for additional years may be approved by the Executive Committee.

Sec. 15. An Advisor shall:

1. Function solely in the capacity of a counselor, without power to initiate, to second, or to vote upon motions.
2. Promote the welfare of the Association and improve the status of Technology Education.
3. Accept additional responsibilities as requested by the Executive Committee.
4. Serve for a one-year period as recommended by the President and approved by the Executive Committee. Reappointment for additional years may be approved by the Executive Committee.

The Immediate Past-President serves one year on the Executive Committee as a voting member, then the Past-President automatically becomes an Advisor the following year. Advisors may be reappointed by the Executive Committee.

Sec. 16. The TECA of Indiana Representative shall:

1. Attend all meetings of the Executive Committee and the Annual Business Meeting held during the Annual Conference.
2. Serve as a liaison from the Technology Education Collegiate Association (TECA) to the E/TEI and express the concerns of the college club membership.
3. Contribute ideas which foster the commitment of future technology education teachers to the values of professional affiliation with the E/TEI.
4. Accept responsibilities assigned by the State Executive Committee concerning college club membership, service, program of work, and other related responsibilities.

5. Serve by appointment of the Executive Committee for a term of one year. Appointee must be recommended by the Technology Education Collegiate Association (TECA of Indiana).
6. Accept and carry out delegated responsibilities assigned by the President.

Sec. 17. The ITEA Affiliate Representative shall:

1. Attend all meetings of the Executive Committee and the Annual Business Meeting.
2. Serve as a liaison from the International Technology Education Association to the E/TEI.
3. Participate in membership promotion, both state and national.
4. Select delegates and alternates from the E/TEI to the ITEA Annual Business Meeting.
5. Communicate ideas, concerns, trends, and policies of the ITEA to the Executive Committee.
6. Serve as Chairman of the Indiana delegation (of appoint a replacement) to the Annual Business Meeting of the ITEA.
7. Communicate concerns of the TEI Executive Committee to the appropriate ITEA representative.
8. Solicit resolutions from the E/TEI membership to present at the Annual Business Meeting of the ITEA.
9. Serve by appointment of the Executive Committee for a period of three (3) years. The Affiliate Representative may be appointed for additional three (3) year periods by the Executive Committee.
10. Accept and carry out delegated responsibilities assigned by the President.

Sec. 15. The Historian shall:

1. Attend all meetings of the Executive Committee and the Annual Business Meeting.
2. Keep the archives in a safe place.
3. Add materials to the archives as they become available.
4. Keep the archives cataloged so that materials can be found easily.
5. Make the archives available to interested persons.
6. Accept responsibilities assigned by the President.
7. Serve by appointment of the Executive Committee for a period of three (3) years. The Historian may be appointed for additional three (3) year periods by the Executive Committee.
8. Submit articles from the archives for publication in the TECHNOLOGY EDUCATION REPORT and JOURNAL of the Technology Educators of Indiana.

Sec. 16. The Executive Committee shall:

1. Meet at such times and places as may be necessary to effectively carry out the purposes of the Association. The Executive Committee shall meet at the call of the President or at the written request of five members of the Executive Committee.
2. Consider common objectives and policies and devise the mechanics for the operation of the organization. It shall appoint and discharge such committees as it deems necessary to carry out the purposes of the Association.

3. Approve committee budgets.
4. Appoint a bonded auditor to audit the accounts of the Treasurer and prepare the needed tax forms each year.
5. Consider proposed changes and amendments to the Constitution and report them to the Annual Business Meeting with their recommendations.
6. Consider proposed changes and amendments in the By-Laws.
7. Approve future conference sites.

Sec. 17. The District Chairpersons shall:

1. Attend all meetings of the Executive Committee and the Annual Business Meeting held during the annual conference.
2. Be responsible for directing the E/TEI program in their respective district during the year.
3. Cooperate with the officers of the E/TEI in every possible way in carrying on the organized activities of the Association.
4. Assist in collecting membership dues in their district and forwarding same to the State Membership Chairperson.
5. Provide the State Membership Chairperson mailing lists of all potential E/TEI members within the respective district by October 15.
6. Distribute a membership form to all potential members of the E/TEI within their district in addition to those included in State Association mailings.
7. Mail names of delegates and alternatives of the House of Delegates to the State Secretary at least ten days before the assembly of the House of Delegates.
8. Appoint an alternate to attend any State Executive Committee meeting the District Chairperson is unable to attend.
9. Encourage the District Vice-Chairperson to move up to the job of the Chairperson's.
10. Contact all Technology / Industrial Arts Education teachers within their respective district and encourage them to participate in the school exhibits.
11. Cooperate with the E/TEI Editorial Chairperson by securing suitable materials for publication from teachers and educational leaders within the district.
12. Provide written reports of district meetings to the E/TEI Editorial Chairperson.
13. Provide copies of all district correspondence to the Executive Committee.

Sec. 18. The District Vice-Chairperson shall:

1. Discharge the duties of the Chairperson in his/her absence.
2. Cooperate with the Chairperson and all other district officers in the development of the program of activities of E/TEI with the district.
3. Cooperate with the District Chairperson in setting up a district organization for E/TEI membership.
4. Cooperate with the District Chairperson in planning district meetings.
5. Serve as an alternate to Executive Committee meetings as requested by the District Chairperson.

Sect. 19. The District Secretary-Treasurer shall:

1. Keep accurate minutes of all district meetings.
2. Forward all bills to the State Treasurer for payment.

### ARTICLE III. ORGANIZATION

Sec.1. In case of extreme neglect of duty by any officer or member of the Executive Committee, the Executive Committee may cite such officer or committee members to appear before them and show why such office or committee membership should not be declared vacated and may, by a majority vote declare such office to be vacated.

Sec. 2. If an Executive Committee member shall find it impossible to be present at any Executive Committee meeting, he/she may appoint some member of the Association from the same district to act as proxy for that meeting. Written notice of such action must be sent to the Secretary.

Sec. 3. House of Delegates

1. Prior to the Annual Conference, each district shall name its delegates and alternates, and the Chairperson shall submit these names to the E/TEI Secretary at least ten days before the Annual Business Meeting.

3. Only Association members in good standing may serve as members of the House of Delegates.

Sec. 4 The Order of Business at the Annual Business Meeting shall be as follows:

1. Call to Order
2. Roll Call of the House of Delegates (members-at-large, district).
3. Reading of the minutes.
4. Report of Standing Committees.
5. Report of the Executive Committee.
6. Report of the Treasurer.
7. Report of Membership Chairperson.
8. Report on the Program of Work.
9. Unfinished Business
10. New Business.
11. Report of the Resolutions Committee.
12. Report of the Nominating Committee.
13. Election of Officers.
14. Adjournment.

Sec. 5 E/TEI Presidential Nomination Procedure.

The E/TEI will select presidential nominees in the following process.

1. By October 15<sup>th</sup>, names of E/TEI members meeting the qualifying standards shall be submitted to the E/TEI Immediate Past President, who will chair the committee for the selection the E/TEI 2<sup>nd</sup> Vice President. Members of the committee will be selected by the E/TEI Past President.
2. Members nominated by the membership will be ranked by the members of the Nomination Committee. The chairperson will then contact those nominated starting with the top person. This process will continue until two have agreed to run for office. If two can not be found then the committee will be asked to submit additional names. The names will be submitted to the E/TEI President.
3. The chairperson will contact those consenting to run for office and request a black and white picture and platform statement of 300 words or less by December 1<sup>st</sup>. The pictures and statements will be submitted by the

- chairperson to the editor of the Tech Report who will print them in the January issue of the Tech Report.
4. Nominees will introduce themselves officially at the E/TEI House of Delegates' Meeting and present any additional information they desire, which is not to exceed 3 minutes. No formal campaigning for office is permitted.
  5. To be considered as a potential nominee, the individual should:
    1. Have been an E/TEI member for the last 5 years.
    2. Have been an ITEA member for the last 2 years.
    3. Have displayed leadership ability by serving on the E/TEI Executive Committee for a minimum of 2 years.
    4. Have served as an active member of one or more E/TEI committees.
  6. The potential nominee should accumulate a rating of 25 or higher on the personal characteristics rating scale when judged by the (5) Nominating Committee members. The Committee will rate each of the following on a 1-5 point scale, with 5 being high.
    - (1). Possess excellent oral and written communication skills.
    - (2). Demonstrates a professional appearance.
    - (3). Exhibits tact and poise.
    - (4). Displays a pleasant personality.
    - (5). Displays an ability to get along with all people.
    - (6). Exhibits good organizational abilities.
    - (7). Exhibits good leadership qualities.
  7. Emergency Candidate Procedure – if the E/TEI nomination procedure fails to solicit qualified candidates for election to the office of President, the current President of E/TEI may submit a candidate for President to the House of Delegates at the Annual Business Meeting, subject to the approval of the Executive Committee at the January meeting.

Date of approval September 18, 1993 (By-Laws)

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