



Board Handbook

Updated March 2024

ITEEA Board Handbook

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1.0 Who is ITEEA

1.1 Vision and Mission

Our vision: *ITEEA is the foremost professional organization leading education in technology, engineering, and Integrative STEM.*

Our mission: *To advance technological and engineering capabilities for all, by nurturing professionalism, growth, and opportunities in the education community.*

1.2 Strategic Goals

ITEEA's strategic plan defines its strategic goals and is updated regularly. Current strategic goals, per the most recent [June 2023 strategic plan](#) update, include:

- (1) **Membership:** *Increase membership across all involved in Integrative STEM through valued member benefits.*
- (2) **Engagement:** *Enhance engagement among members and the STEM education community through diverse opportunities for participation, professional development, and recognition.*
- (3) **Partnerships and Collaboration:** *Build, expand, and leverage partnerships with affiliated and related organizations for mutual benefit.*
- (4) **Curriculum and Professional Development:** *Develop educators' and leaders' capacity to use, advocate for, and integrate ITEEA's standards-based curriculum into their educational systems and classrooms.*
- (5) **Standards:** *Establish and support adoption and implementation of state-of-the-art technology and engineering educational standards.*
- (6) **Recruitment and Retention:** *Develop and deploy resources to aid in attracting and retaining a diverse pool of technology and engineering teacher candidates.*

1.3 Membership

ITEEA individual members and elementary, middle, and high school group members are STEM, technology, and/or engineering educators, students, or advocates, including classroom teachers, developers, administrators, and university personnel, representing all levels of education.

ITEEA corporate and institutional members are comprised of leading companies, universities, and organizations in STEM, technology, and/or engineering education.

1.4 ITEEA Standards of Conduct

These Standards of Conduct for ITEEA members have been adopted to promote and maintain the highest standards of association service, teaching, and personal conduct. Adherence to these standards is expected from members of the association and serves to assure public confidence in the integrity and service of technology educators.

Perceived violations to ITEEA's Standards of Conduct may be reported to iteea@iteea.org. Reported violations of ITEEA's Standards of Conduct will be reviewed and investigated by the ExCom. If reported violations are confirmed, the ExCom will issue an appropriate action, including but not limited to membership suspension or revocation.

The International Technology and Engineering Educators Association (ITEEA) is a nonprofit, professional membership organization for technology, innovation, design, and engineering educators. We advance technological and engineering capabilities for all, by nurturing professionalism, growth, and opportunity for those engaged in the education community.

ITEEA members, including educators who fill volunteer roles with ITEEA, often occupy positions of significant authority, and with that authority comes important ethical responsibilities. As education professionals and ITEEA members, we are guided by the following standards of conduct in all association-related activities:

- 1. Engage ethically and legally and prioritize the best interest of students in all aspects of technology and engineering teaching and related professional activities.*
- 2. Encourage students to consider the impact of technology and engineering solutions in global, economic, environmental, and societal contexts for the betterment of all humanity.*
- 3. Encourage students to be aware of the need for sustainable development and social justice in all technological and engineering contexts.*
- 4. Maintain and improve our own expertise by continuing professional development.*
- 5. Recognize the limits of our own knowledge and areas of competence and engage others with complementary knowledge and competence in all professional activities.*
- 6. Serve all members of the profession impartially, providing no special privilege or favor to any individual member.*
- 7. Treat all persons equitably and with fairness regardless of race, religion, gender, gender identity, gender expression, sexual orientation, disability, age, national origin, or similar factor.*
- 8. Demonstrate and model respect for students and professional colleagues, never engaging in nor tolerating any forms of harassment.*
- 9. Protect confidential information concerning students and professional colleagues and maintain the confidentiality of privileged information entrusted or known to us by virtue of any position or office held.*
- 10. Support other ITEEA members and professional colleagues in following this standard of conduct.*

2.0 ITEEA Organizational Structure

2.1 Board of Directors

ITEEA's Board of Directors ("Board") is comprised of the President, President-Elect, Past President, four Region Directors, five Council Directors, and the Executive Director. The Executive Director is a non-voting member of the Board.

2.2 Executive Committee

ITEEA's Executive Committee ("ExCom") is comprised of the three Presidential Officers – President, President-Elect, and Immediate Past President – and the Executive Director. The Executive Director is a non-voting member of the ExCom.

2.3 Regions

ITEEA's Regions are established as four vertical regions within the United States and Canada with all members outside of the U.S. and Canada being in Region 4 (see Figure 2-1). In addition, consideration is given to representation from other parts of the world. Each Region elects a Region Director to serve on the Board.



Figure 2-1: ITEEA Region Map

2.4 Councils

ITEEA's Councils are established to represent different subgroups of technology and engineering educators. The five current Councils are:

- Council on Technology & Engineering Teacher Education (CTETE)** provides leadership to colleges/universities in the areas of standards, research, and professional interests related to higher education. The Immediate Past-President of the CTETE serves on the Board of Directors.
- Council for STEM Leadership (CSL)** provides leadership to technology education coordinators and administrators, assists in curriculum development, promotes model programs, and provides teacher in-service. The CSL

representative on the Board alternates between a President-Elect appointee and the CSL's Immediate Past President.

- c. **Elementary STEM Council (ESC)** promotes technology education in the elementary school by supporting teachers with instructional materials, in-service professional development workshops, and STEM, technology, and engineering activity curriculum packages. The Immediate Past-President of the ESC serves on the Board.
- d. **Secondary STEM Council (SSC)** promotes technology and engineering education at the Secondary level by supporting middle and high school teachers with instructional materials, in-service professional development workshops, and STEM, technology, and engineering activity curriculum packages. The Immediate Past-President of the SSC serves on the Board.
- e. **Technology and Engineering Education Collegiate Association (TEECA)** consists of undergraduate student organization chapters and individual memberships. By joining ITEEA, student members are automatically members of TEECA at no additional charge. An appointed leader of TEECA serves on the Board.

Each Council shall establish their own Bylaws. In the event of a discrepancy between the ITEEA Bylaws and the Council Bylaws, the ITEEA Bylaws govern.

2.5 Committees

ITEEA Committees encompass all of the year-to-year continuing operational activities required to maintain a viable and progressive organization.

Committee Chairs are recommended by the President Elect and approved by the Board. Committee members are recommended by the Chair and approved by the Board.

ITEEA's current standing Committees include:

- a. Awards Committee
- b. Conference Planning Committee
- c. Conference Program Committee
- d. Elections Committee
- e. Membership Committee
- f. Standards Committee
- g. 21st Century Leadership Academy (21CLA) Committee

For specific information on Committee Operations, see the Committee and Task Force Handbook.

2.6 Task Forces

ITEEA Task Forces are formed by the Board and assigned a specific task to study, then make recommendations back to the Board. ITEEA's Task Forces vary year to year, based on the need to fulfill timely and important tasks, and are often aligned with the strategic plan.

Task Force Chairs are recommended by the Immediate Past President and approved by the ExCom. Task Force Members are recommended by the Chair and approved by the ExCom.

For specific information on Task Force operations, see the Committee and Task Force Handbook.

2.7 Journal Boards/Teams

Journal Boards/Teams encompass all of the year-to-year continuing operational activities required to maintain viable publication(s). ITEEA's standing Journal Boards include:

- a. *Journal of Technology Education (JTE)* Management Board, Chaired by the Past President of CTETE
- b. *JTE* Review Board, Chaired by the *JTE* Editor(s)-in-Chief
- c. *Technology and Engineering Education (TEE)* Editorial Team, Chaired by the *TEE* Editor(s)-in-Chief

Editor(s)-in-Chief of *TEE* are appointed by the ExCom. Editor(s)-in-Chief of the *JTE* are appointed by the *JTE* Management Board. Specific information on Journal Board/Team operations should be maintained, updated, and approved by the corresponding Journal Board/Team.

2.8 Affiliate Organizations

Many membership organizations and professional societies have similar aims or have interest in supporting ITEEA's vision, mission, and goals. Affiliation with each other can be a mutually useful way of furthering these common purposes.

Affiliate organizations must be qualified 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. Affiliation is granted upon recommendation by the Board.

3.0 Board of Directors and ExCom Operations

3.1 Elections and Appointments

Elections are held in October annually, with ballots due October 31st. Elected Officers and Directors assume their position at the Closing General Session of ITEEA's Annual Conference.

3.1.1 Presidential Officer Elections

The election of President-Elect occurs annually with that Officer serving a one (1) year term as President-Elect, a one (1) year term as President, then a one (1) year term as Immediate Past President. There is a rotation with the President Elect between classroom teacher, teacher educator, and supervisor/administrator. Eligible candidates shall be classified to one of these categories according to either: (1) at least 50% of their professional assignment; and/or (2) their major interest in technology and engineering education. See Table 3-1 for more information.

3.1.2 Region Director Elections.

The election of Region Directors is sequenced so that those from Regions 1 and 3 are installed on odd-numbered years and those from Regions 2 and 4 are installed on even-numbered years. Each Region Director serves a two (2)

year term. There is a rotation with a Region between classroom teacher, teacher educator, and supervisor/administrator Eligible candidates shall be classified to one of these categories according to either: (1) at least 50% of their professional assignment; and/or (2) their major interest in technology and engineering education. See Table 3-1 for more information.

3.1.3 Council Director Appointments

Council Directors are not elected, but instead appointed by each Council following service in a Council leadership role. CSL, ESC, and TEECA Directors serve a two (2) year term. CTETE Directors serve a three (3) year term. See Section 2.4 and Table 3-2 for more information.

3.1.4 Schedules of Elected and Appointed Officers

Term Start Year	21	22	23	24	25	26	27	28
President	CSL	CT	TE	CSL	CT	TE	CSL	CT
President-Elect	CT	TE	CSL	CT	TE	CSL	CT	TE
Past President	TE	CSL	CT	TE	CSL	CT	TE	CSL
Director, Region 1	CT	CT	TE	TE	CT	CT	CSL	CSL
Director, Region 2	TE	CT	CT	CSL	CSL	CT	CT	TE
Director, Region 3	CSL	CSL	CT	CT	TE	TE	CT	CT
Director, Region 4	CT	CSL	CSL	CT	CT	TE	TE	CT

CT = Classroom Teacher

TE = Teacher Educator

CSL = Supervisor/Administrator

Table 3-1: Schedule of Elected Officers

Term Start Year	21	22	23	24	25	26	27	28
CTETE		XX			XX			XX
CSL	XX		XX		XX		XX	
ESC		XX		XX		XX		XX
SSC	N/A	N/A	XX		XX		XX	

TEECA	XX		XX		XX		XX	
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Table 3-2: Schedule of Appointed Officers

3.2 Primary Duties of the Board

- a. Determine desired outcomes for organizational success.
 - Define, review, and update (as needed) ITEEA’s vision and mission.
 - Engage in a strategic planning process and monitor strategic plan annually.
 - Determine the spectrum of programs and services for members.
- b. Make/approve policy.
 - Approve amendments to Bylaws.
 - Adopt positions on critical issues and assess strategic implications.
 - Delegate responsibility for policy implementation.
 - Approve legal counsel and auditors.
- c. Exercise fiscal responsibility and allocate resources to advance strategic plan.
 - Establish financial goals.
 - Maintain sound fiscal policy, practices, and controls.
 - Approve and monitor annual operating budget and audit.
 - Receive and review information on ITEEA finances.
- d. Determine and support the role of the Executive Director
 - Define the Board's relationship with the Executive Director.
 - Foster partnership between Board and Executive Director.
 - Approve a position description for the Executive Director.
 - Directly responsible for engagement and termination of Executive Director.
- e. Adopt an appropriate governance model.
 - Define roles for the Board, individual directors, and the ExCom.
 - Establish work groups, provide support, and sunset upon task completion.
 - Conduct Board appraisal and Director self-evaluations.
 - Make a commitment to continuous improvement.
- f. Advance fundraising through the ITEEA Foundation.

3.3 Primary Duties of the ExCom

- a. Monitor ITEEA operations
 - Receive and review regular status reports from the Executive Director.
 - Provide counsel to the Executive Director on issue resolution, upon request.

- Establish performance standards for Executive Director and conduct annual outcome-based evaluation of Executive Director performance.
- b. Serve as the Finance Committee and oversee ITEEA financial management
- Develop and recommend an annual budget for the Board’s review and approval. Approve or disapprove any deviations or expenditures in excess of the budget.
 - Regularly review financial reports for budget performance and advise the Board on relevant issues.
 - Review financial policies for appropriateness and organizational compliance. Advise Board on related issues and make recommendations to the Board as needed.
 - Monitor external audit and review draft report. Advise Board of audit outcomes and make recommendations to the Board as needed.
- c. Coordinate work of the Board and its work groups
- Ensure work groups are appropriately assigned, charged, and populated.
 - Monitor work groups and support fulfillment of charges.
 - Provide guidance and feedback to work groups as needed.
- d. Communicate with Board
- Provide through status reports of ExCom actions.
 - Identify critical issues and propose recommendations for Board consideration.

3.4 Operating Procedures

3.4.1 Meetings

The Board typically meets four times per year. The typical meeting schedule is:

- Summer meeting, typically in June, for budget approval
- Fall meeting, typically in September
- Winter meeting, typically in December or January
- Spring meeting, immediately before the annual Conference, typically in March or April

Additional meetings may be scheduled as needed. Agendas and related attachments will be shared with Board members in advance of each meeting.

The Executive Director shall keep a record of all meetings of the Board and the Annual Business Meeting. The Executive Director shall, upon request, make available the minutes of the Board to any member in good standing.

Incoming members of the Board shall be invited to participate in the final meeting of that year’s Board, immediately before the annual conference. They shall be considered as non-voting participants during any discussions requiring formal Board approval.

3.4.2 Communications Network

ITEEA has established a communications network to improve and strengthen communications of the Association individually and collectively. Each Board member has an obligation and a responsibility to place verbal and voting commitments into action. Board members shall transmit ITEEA information, such as news releases, conference information and Board actions in a timely manner to the networks per Table 3-3. Board members shall include all other Board members in any dissemination.

From	To
President	President Elect, Immediate Past President, Board of Directors
Regional Directors	State Champions and Affiliated Association Presidents
Director, CTETE	Institutional Members and Teacher Educators
Director, CSL	Supervisors, Administrators, and Other STEM Leaders
Director, ESC	Elementary School Teachers
Director, SSC	Middle and High School Teachers
Director, TEECA	Student Members and Preservice Teachers

Table 3-3: ITEEA Communications Network

3.4.3 Reporting

Directors shall provide reports in advance of Board meetings as requested. Director reports shall be submitted directly to the Executive Director and shared as attachments to the Board agenda.

4.0 Specific Roles and Responsibilities

4.1 President

The President shall serve a one (1) year term, then shall advance to the office of Immediate Past President. The President’s responsibilities include but are not limited to:

- a. Serve as Principal Officer of the Association and official spokesperson, responsible for the promotion and advancement of the Association, including:
 - Represent the Association at all pertinent professional meetings.
 - Report activities from pertinent professional meetings to the Board for action or to the membership for information as required.
- b. Serve as Chairperson of the Board, including:
 - Schedule and establish the agenda for each Board meeting and preside at these meetings.
 - Preside at selected general sessions of the annual conference.

- Transmit information via ITEEA Communications Network and ensure others are fulfilling their communications duties.
 - Be responsible for the disbursement of the Strategic Plan.
 - Prepare President report of Association activities in advance of appropriate Board meetings, including strategic direction the association is pursuing.
- c. Serve as Chairperson of the ExCom of the Board, including:
- Schedule and establish the agenda for each ExCom meeting and preside at these meetings.
 - Work with the ExCom to review and update the Board of Director's Handbook and the Committee and Task Force Handbook.
 - Distribute Handbooks to the appropriate Board members and chairpersons of work groups in advance of their term start.
- d. Coordinate the budget, working closely with the Executive Director in seeing that all staff, committees and/or programs maintain expenditures within their approved budgetary limitations.
- e. Conduct written evaluation of Executive Director for review at annual budget meeting in June using the following cycle:
- ITEEA Immediate Past President sends out the *Performance Assessment Form* to the ITEEA immediate past Board.
 - ITEEA Immediate Past Board completes the *Performance Assessment Form* and sends it to the ITEEA President.
 - ITEEA President compiles the information and prepares the *Employee Performance Evaluation* for the June meeting.

In the event the President cannot meet all such obligations, the President may delegate administrative or professional assignments to other Board members.

4.2 President Elect

The President-Elect shall serve a one (1) year term, then shall advance to the office of President. The President-Elect's responsibilities include but are not limited to:

- a. Serve as assistant to the President, including:
- Remain available to assist and counsel the President in all activities of the Association.
 - Be responsible for any and all additional duties delegated by the President and/or the Board.
- b. Serve on the ExCom of the Board.
- c. Coordinate all ITEEA Committees, including:
- Report a summary of Committee accomplishments, challenges, and requests for feedback at appropriate Board meetings.
 - Work closely with all Committees, seeing that they have developed an action program, and are advancing on the program.

- Solicit volunteers and recommend members for service on Committees.
 - Review and update the Committee and Task Force Handbook with the ExCom, consulting Committee Chairs as appropriate.
 - Assist in scheduling and arranging any meetings of Committees at the conference.
- d. As future President:
- Become acquainted with all activities of the Association and adjust his/her personal schedule to provide the needed time to serve when the Presidency is assumed.
 - Prepare a platform for the year, announce it at the public membership gatherings and via written and electronic communications.

4.3 Immediate Past President

The Immediate Past President shall serve a one-year term. The Immediate Past President's responsibilities include but are not limited to:

- a. Serve on the ExCom of the Board.
- b. Coordinate all ITEEA Task Forces, including:
 - Report a summary of Task Force accomplishments, challenges, and requests for feedback at appropriate Board meetings.
 - Work closely with all Task Forces, seeing that they have developed an action plan and are advancing on the strategic plan.
 - Solicit volunteers and recommend members for service on Task Forces.
 - Review and update the Committee and Task Force Handbook with the ExCom, consulting Task Force Chairs as appropriate.
 - Assist in scheduling and arranging any meetings of Task Forces at the conference.
- c. Serve as coordinator for any petition or referendum procedures, including:
 - Facilitate the petition or referendum process.
 - After review and approval by the Board, each petition or referendum shall be duplicated for distribution as needed.

4.4 Council Directors

Council Directors represent CTETE, CSL, ESC, SSC, and TEECA. The CSL, ESC, SSC, and TEECA Directors serve a two (2) year term and the CTETE Director serves a three (3) year term. Council Directors' responsibilities include but are not limited to:

- a. Serve as a voting, working member of the Board, with their first responsibility to the Board and the work of the Association, and assist in operating the affairs of the Association.
- b. Represent their Council's best interest and serve as liaison between the Board and the Council, including:

- Represent ITEEA to the Councils and transmit ITEEA information using the ITEEA Communications Network.
 - Prepare a report on Council activities in advance of appropriate Board meetings.
 - Suggest Council members to serve on Committee and/or Task Forces.
 - Coordinate the Council's unique mission and goals with ITEEA's.
 - Coordinate the Council's unified membership and financial reports with Executive Director.
- c. Identify related organizations with similar interests and membership as the Council. Communicate with these groups regularly, exploring opportunities of mutual interest and reporting on their activities as needed.

4.5 Region Directors

Each Region Director serves a two (2) year term. Region Directors' responsibilities include but are not limited to:

- a. Serve as a voting, working member of the Board, with their first responsibility to the Board and the work of the Association, and assist in operating the affairs of the Association.
- b. Represent their Region's best interest and serve as liaison between the Board and the Region, including:
 - Represent ITEEA to the Region and transmit ITEEA information using the ITEEA Communications Network.
 - Prepare a report of Region activities in advance of appropriate Board meetings.
 - Suggest Region members to serve on Committees and/or Task Forces.
- c. Promote membership and support the needs of members in your Region, including:
 - Establish regular membership communications and networks.
 - Establish contacts at each higher ed institution in your Region with relevant teacher educator program(s) and provide them with membership information and resources to share with their students.
 - Work with the ITEEA Membership Committee to develop and implement strategies for membership growth and retention in your Region.
- d. Serve as a liaison to the State Champions and Affiliated Associations in the Region in all affairs of the Association, including:
 - Provide Affiliate Association Presidents with materials and ideas for promoting ITEEA membership at their state or local conferences.
 - Communicate with State Champions on a regular basis and support them in fulfilling their responsibilities.
 - Attend any relevant meetings and conferences in your Region.
- e. Work with State Champions to facilitate the awards process in your Region.

4.6 Executive Director

The Executive Director is appointed by and serves under contract at the pleasure of the Board. The Executive Director's responsibilities include but are not limited to:

- a. Serve as Chief Administrative Officer of the Association, including:
 - Manage the day-to-day organizational activities of the Association, headquarters office, and all operational considerations thereof
 - Hire, supervise, evaluate and terminate all Headquarters Office personnel.
 - Establish personnel and operational policies, which shall be shared with the Board and made available to all employees.
 - Report on the operations, status, accomplishments, and general conditions of the Association at each Board meeting.
- b. Manage the affairs of the Association under the direction of the President, ExCom, and the Board, including:
 - Contract, supervise and coordinate all services of the Association in accordance with approved guidelines, policies and approved budget.
 - Inform the ExCom and the Board on major issues affecting the profession and the Association.
 - Consult the ExCom regarding major decisions made in the name of the Association.
 - Work closely with Councils, Committees, and Task Forces to promote the goals, objectives and purposes of the Association.
- c. Serve as Secretary of the Board, including:
 - Maintain a complete and accurate roster of members.
 - Distribute notices of all Board meetings and work with the President to prepare an agenda to share in advance of Board meetings.
 - Record the minutes of all meetings of the Board and the annual Business Meeting of the Association.
 - Recommend changes and notify the membership of any proposed changes to the Bylaws.
 - Assist President in maintaining current Board of Directors Handbook.
- d. Serve as Treasurer of the Board, including:
 - Receive and holds funds of the Association under security bond at the expense of the Association. The bond shall be in excess of the assets of the Association.
 - Deposit funds, pay bills, and oversee the keeping of appropriate financial records in keeping with the policies of the Association.
 - Provide the ExCom with regular financial reports of the Association.
 - Provide the Board with financial reports at Board meetings.

- Make provision for an audit of financial records of the Association by an independent accounting firm employing certified public accountants.
 - Work with the ExCom to draft the annual budget and submit for Board approval.
 - Maintain budget records to facilitate long-range planning.
 - Provide safeguards and appropriate accounts for all funds and transactions and invest surplus and reserve funds to obtain maximum income with proper security in consultation with the ExCom.
 - Prepare and publish annual financial report in *Technology and Engineering Education*.
 - Solicit funds in the name of the Association with the approval of the Board.
 - Report on the operations, status, accomplishments, and general conditions of the Association and the ITEEA Foundation at each Board meeting.
- e. Support the Election Committee to conduct annual elections, including:
- Design and produce election ballots.
 - Verifies the memberships of nominees to the Election Committee.
 - Schedule and mail out ballots and communicate deadlines for ballot return.
 - Notify the President, then Board, then membership of the election results.
 - Maintains ballots and records of election results for a period of three years.
- f. Support ITEEA Membership functions, delegating duties to staff as appropriate, including:
- Maintain systems for processing all types of ITEEA membership applications, renewals, address changes, etc.
 - Maintain accurate systems of dues accounting.
 - Report on ITEEA membership to the Board, Membership Committee, and Region Directors.
 - Report on unified memberships to Council leaders and relevant Affiliate Organizations.
 - Expeditiously handle all member correspondence.
 - Promote ITEEA membership at every opportunity.
 - Work closely with the Board, Membership Committee, and State Champions to plan and execute successful membership recruitment activities.
 - Solicit industries and business for corporate memberships.
 - Solicit higher education institutions for institutional memberships.
- g. Support ITEEA Publication functions, delegating duties to staff as appropriate, including:
- Serve as publisher of *Technology and Engineering Education*.
 - Serve as publisher of other Association publications.

- Screen final layout and copy preparation of all publications.
 - Oversee all bidding processes and approved printer recommendations made by the Director of Communications.
 - Provide resources to support the efficient production of all publications within approved guidelines, policies, and approved budget of the Association.
- h. Coordinate an effective program of public and professional relations for the Association and for the profession.

4.7 Staff Contacts

The Executive Director may assign Staff Contacts to ITEEA work groups including but not limited to Committees, Task Forces, and Councils. The primary role of the Staff Contact of any ITEEA work group is to support the leadership in fulfillment of all duties, attend meetings and monitor correspondence, and liaise between the work group and the Executive Director, helping to resolve questions and share concerns or challenges.

4.8 Special Advisor to the Board

The ExCom may appoint one or more Special Advisor(s) with unique expertise to advise on specific projects, programs, or other activities of the Association. Special Advisor(s) shall serve the Association at the pleasure of the ExCom and are appointed for a specified period of time. Special Advisor(s) may receive recognition or support for their work.

4.9 Senior Fellow

The ExCom may appoint one or more Senior Fellow(s) with unique expertise to work on specific projects, programs, or other activities of the Association. Senior Fellow(s) shall be appointed from the Academy of Fellows and serve the Association at the pleasure of the ExCom. Senior Fellow(s) may receive recognition or support for their work.

5.0 Policies and Procedures

5.1 Board Director Code of Conduct

All Board Directors are required to sign ITEEA's Board Director Code of Conduct (see Appendix A) before installment. The Code of Conduct includes policies on conflict of interest, sexual harassment, and confidentiality, plus expectations for active participation expectations.

5.2 Financials

The Board is ultimately responsible for the financial management of all activities. The ExCom and the Treasurer are authorized to act on the Board's behalf on financial matters when action is required between meetings of the Board.

The Board shall approve an annual budget in advance of the new fiscal year. The ExCom shall propose a recommended budget for Board approval. Current or former Board members may be invited to participate in and provide feedback on ExCom budget discussions.

Specific financial responsibilities for each position are outlined in Section 4.

5.3 Expense Reimbursement

The Association will reimburse the Board for authorized travel and expenses on the following basis:

- a. Current Board members will be reimbursed for their travel and expenses at required meetings, including the ITEEA conference. Reimbursement is provided for transportation (airfare, bus fare, or mileage), housing, and meals. Specifically:
 - i) Board members shall select the most cost-efficient transportation available. Travel in excess of \$500 shall require approval by the Executive Director prior to booking.
 - (1) Airfare is reimbursable for the cost of a roundtrip flight to/from the members' home airport. If an alternate route is preferred for personal reasons, actual airfare is reimbursable up to the cost of roundtrip airfare to/from the members' home airport.
 - (2) Mileage is reimbursable at the published IRS standard mileage rate. If a members' preference is to drive in lieu of flying, mileage is reimbursable up to the cost of roundtrip airfare.
 - ii) Baggage fees are eligible for reimbursement, but Board members are encouraged to carry on luggage whenever possible. Airfare upgrades (premium seat selection, first class tickets, etc.) are not eligible for reimbursement.
 - iii) Housing will be arranged by ITEEA and provided at the standard, double-room rate. Incidentals shall be at the Board member's own expense.
 - iv) Meals will be reimbursed according to the [U.S. General Services Administration \(GSA\) guidelines](#), up to the actual expense of the meal. Exceptions include ticketed meal events where participation is expected, in which case reimbursement will be provided for the actual meal ticket cost. Reimbursement maximums will be communicated to Board members in advance of travel.
- b. For incoming Board members, all expenses at the conference at which they assume office, including travel to and from, housing, and meals, shall be at their own expense.
- c. The Executive Director is authorized to arrange group meals for the Board.
- d. Expense reimbursement requests shall be submitted within 60 days of the completion of travel or purchase. Receipts shall be included with all expense reimbursement requests.
- e. All expenses shall be within the approved operating budget of the Association.

Appendix A

ITEEA Board Director Code of Conduct



CODE OF CONDUCT POLICIES FOR BOARD MEMBERS

The International Technology and Engineering Educators Association [ITEEA] has adopted the following Code of Conduct that all Board members, agree to adhere to by signing below:

1.) Prohibition Against Private Inurement and Procedures for Managing Conflicts of Interest

No member of the Board of Directors shall derive any personal profit or gain, directly or indirectly, by reason of his or her service as a Board member with ITEEA. Members of the board shall conduct their personal affairs in such a manner as to avoid any possible conflict of interest with their duties and responsibilities as members of the Board. Nevertheless, conflicts may arise from time to time.

- a) When there is a decision to be made or an action to be approved that will result in a conflict between the best interests of ITEEA and the Board member's personal interests, the Board member has a duty to immediately disclose the conflict of interest so that the rest of the Board's decision making will be informed about the conflict.
- b) It is every Board member's obligation, in accordance with this policy, to ensure that decisions made by the Board reflect independent thinking. Consequently, in the event that any Board member receives compensation from ITEEA such compensation will be determined by and approved by the full Board in advance.
- c) Any conflicts of interest, including, but not limited to financial interests, on the part of any Board Member, shall be disclosed to the Board when the matter that reflects a conflict of interest becomes a matter of Board action, and through an annual procedure for all Board members to disclose conflicts of interest.
- d) Any Board Member having a conflict of interest shall not vote or use his or her personal influence to address the matter, and he or she shall not be counted in determining the quorum for the meeting.
- e) All conflicts disclosed to the Board will be made a matter of record in the minutes of the meeting in which the disclosure was made, which shall also note that the Board member with a conflict abstained from the vote [and was not present for any discussion, as applicable] and was not included in the count for the quorum for that meeting.
- f) Any new Board member will be advised of this policy during board orientation and all Board members will be reminded of the Board Member Code of Conduct and of the procedures for disclosure of conflicts and for managing conflicts on a regular basis, at least once a year.
- g) This policy shall also apply to any Board member's immediate family or any person acting on his or her behalf.

2. Prohibition Against Sexual Harassment

ITEEA strives to maintain a workplace that is free from illegal discrimination and harassment. While all forms of harassment are prohibited, it is the organization's policy to emphasize that sexual harassment is specifically prohibited. Any board member who engages in discriminatory or harassing conduct towards is subject to removal from the Board. Complaints alleging misconduct on the part of Board members will be investigated promptly and as confidentially as possible by a task force of the Board appointed by the Executive Committee.

3. Confidentiality

Board members are reminded that confidential financial, personnel and other matters concerning the organization, donors, staff or clients/consumers may be included in board materials or discussed from time to time. Board members should not disclose such confidential information to anyone.

4. Active Participation

Board members are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. This includes:

- Making attendance at all meetings of the board a high priority.
- Being prepared to discuss the issues and business on the agenda, and having read all background material relevant to the topics at hand.
- Cooperating with and respecting the opinions of fellow Board members, and leaving personal prejudices out of all board discussions, as well as supporting actions of the Board even when the Board member personally did not support the action taken.
- Putting the interests of the organization above personal interests.
- Representing the organization in a positive and supportive manner at all times and in all places.
- Showing respect and courteous conduct in all board and committee meetings.
- Refraining from intruding on administrative issues that are the responsibility of management, except to monitor the results and ensure that procedures are consistent with board policy.
- Observing established lines of communication and directing requests for information or assistance to the executive director.

I, _____, recognizing the important responsibility I am undertaking in serving as a member of the Board of Directors of ITEEA, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with my role as a Board member and abide by this Code of Conduct. I understand that failure to abide by this Code of Conduct may result in my removal as a Board Member, pursuant to the requirements and processes provided in the organization's governing documents.

Signature

Date
