

International Technology and Engineering Educators Association

Council for STEM Leadership

CONSTITUTION
&
BY-LAWS



REVISED
February 2022
PRINTED
April 2022

CONSTITUTION

ARTICLE I NAME

SECTION 1: The name of the organization shall be International Technology and Engineering Educators Association - Council for STEM Leadership (ITEEA-CSL).

ARTICLE II PURPOSES

SECTION 1: To support and further Technology and Engineering Education.

SECTION 2: To promote effective leadership in Technology and Engineering Education at local, regional, and national levels.

SECTION 3: To provide a vehicle for exchanging ideas, programs, and legislation related to the goals of Technology and Engineering Education.

SECTION 4: To provide for the personal and professional growth of the Council's members.

SECTION 5: To promote educational leadership in schools, districts, post-secondary institutions, and states that support the development of current and future Technology and Engineering.

ARTICLE III MEMBERSHIP

SECTION 1: Provisions shall be made for the following types of members: regular; honorary, associate, and affiliate.

SECTION 2: Membership shall be available to classroom educators, affiliate representatives, and state association leaders interested in advancing the leadership, supervision, instruction, and coordination of technology and engineering education programs.

ARTICLE IV AFFILIATION

SECTION 1: The council may grant affiliation to organizations having similar purposes.

SECTION 2: The council shall be affiliated with the International Technology and Engineering Educators Association.

- a) Should the parent organization, the International Technology and Engineering Educators Association, change its name, the Council for STEM Leadership shall change all instances of the revised name in the Constitution and By-Laws without bringing the changes to the membership for a vote.
- b) Members shall be notified of said changes at the next scheduled annual business meeting.

ARTICLE V OFFICERS AND COMMITTEES

- SECTION 1:** The elected officers of the Council shall consist of President Elect and Secretary/Treasurer.
- SECTION 2:** There shall be an Executive Board composed of the elected officers, President, Immediate Past President, President-Elect, Secretary/Treasurer, and Director for STEM Leadership.
- SECTION 3:** There shall be a steering committee composed of the Executive Board members and at-large members appointed by the President.
- SECTION 4:** There shall be such standing committees as may be designated in the By-Laws and such special committees as may be appointed by the President with the approval of the Steering committee.

ARTICLE VI MEETINGS

- SECTION 1:** The Council shall hold at least one annual meeting each year at the International Technology and Engineering Educators Association conference, which shall include a business session. The Council may hold other meetings with the approval of the Steering Committee and with proper notice of 30 days.

ARTICLE VII AMENDMENTS

- SECTION 1:** Amendments to the Constitution may be made only at the Council's business meeting. A written statement of each proposed amendment shall be placed in the hands of the Secretary for consideration by the Steering committee at least two months prior to the date of the annual meeting. The Secretary shall send a copy of each proposed amendment to all regular paid-up members of the council at least two weeks prior to the annual business meeting. A two-thirds majority of the currently paid members present at the annual meeting shall be necessary for the amendment to become part of the Constitution. If a member is unable to attend the Annual Business Meeting, they may vote on amendments online when they are sent to the membership two weeks before the meeting. These members must identify themselves and may only vote once as secured by the Secretary/Treasurer.
- SECTION 2:** A periodic review of the Association's Constitution shall be made by the Executive Board every three (3) years.

BY-LAWS

ARTICLE I TYPES OF MEMBERSHIP

- SECTION 1:** Regular membership shall be available to all educators interested in advancing the leadership, supervision, instruction, and coordination of technology and engineering education programs at the local, regional, or national level.
- SECTION 2:** Honorary membership may be bestowed upon persons who have given long and distinguished service to technology and engineering education and they shall be recognized by the action of the membership at the annual business meeting. The Executive Board is responsible for nominating such individuals.
- SECTION 3:** Associate membership shall be open to any other persons wishing to support and promote Council purposes as stated in ARTICLE II of the constitution. Affiliate organizations shall have all rights and privileges as approved at the annual business meeting.
- SECTION 4:** Affiliate membership shall be open to any organization wishing to support and promote Council purposes as stated in ARTICLE II of the constitution. Affiliate organizations shall have all rights and privileges as approved at the annual business meeting.

ARTICLE II DUES

- SECTION 1:** The annual dues for regular or associate membership shall be determined by the Steering Committee.
- SECTION 2:** No dues shall be required of honorary members.
- SECTION 3:** The membership year shall be for twelve months from the date of dues receipt.
- SECTION 4:** Affiliate organization membership fees will be determined by the Steering Committee.

ARTICLE III OFFICERS

- SECTION 1:** All members of the Council shall be eligible to hold office and/or serve in appointed positions. A candidate shall be nominated for only one position in a selection year. Officer candidates must have been a member in good standing during the two years prior to nomination.
- SECTION 2:** The President shall serve for a term of one year.
- SECTION 3:** The President Elect shall be elected for a term of one year.
- SECTION 4:** The President Elect shall assume the Presidency at the end of his/her service as President Elect, during the new business session of the annual business meeting.

- SECTION 5: The President Elect shall complete the unexpired term of the Presidency in case of vacancy. The President Elect will also complete his/her scheduled term of office as President.
- SECTION 6: The Secretary/Treasurer is elected for a term of two years.
- SECTION 7: The Secretary/Treasurer shall assume his/her duties and responsibilities during the new business session of the annual business meeting.
- SECTION 8: The Secretary/Treasurer may serve more than one term. Other offices shall be limited to one full term.
- SECTION 9: The Immediate Past President shall serve for a term of one year.
- SECTION 10: The Immediate Past President shall assume his/her duties and responsibilities during the new business session of the annual business meeting.
- SECTION 11: The Director of the Council for STEM Leadership (CSL) shall serve as the Council's representative on the Board of Directors of the International Technology and Engineering Educators Association for a term of two years.

ARTICLE IV DUTIES OF EXECUTIVE BOARD MEMBERS

- SECTION 1: The President shall act as Chairperson of the Executive Board and Steering Committee and shall be responsible for providing direction to these leaders. The President shall preside at all regular meetings of Council, Executive Board and Steering Committee. The President is responsible for appointment of all standing committee members. New Presidential appointments to the Steering Committee shall have the majority approval of the Executive Board. The President is responsible for developing an annual action plan in cooperation with the Executive Board.
- SECTION 2: The President-Elect is responsible for the annual conference program. The President-Elect shall coordinate all conference planning through the President and the Steering Committee. In the event of absence, resignation or removal from office of the President for any reason whatsoever, the President-Elect shall automatically fill the office vacated and assume all duties and responsibilities of the vacated office. The vacated office of President-Elect shall be filled by Presidential appointment with the majority of the Steering Committee.
- SECTION 3: It shall be the duty of the Secretary/Treasurer to record the minutes of all annual meetings of the Council, Executive Board, and Steering Committee. The Secretary/Treasurer shall send all members notices of meetings, programs and proposed changes to the Constitution or By-Laws. The Secretary/Treasurer is responsible for the collection and handling of all other funds. The methods used by the Secretary/Treasurer, in all matters relating to the payments of bills, depositing of funds, and keeping of records, shall be approved by the Executive Board. The Secretary/Treasurer must at all times be under surety bond.
- SECTION 4: The Immediate Past President shall act as Chairperson of the Nomination and Election Committee; the Resolutions Committee; the Archives Committee, and perform other duties as assigned by the Steering Committee.

SECTION 5: The Director of the Council for STEM Leadership is a member of the Executive Board and serves as the Council’s representative on the Board of Directors of the International Technology and Engineering Educators Association.

ARTICLE V COMMITTEES

SECTION 1: The President shall establish sufficient committees to complete necessary individual and Council goals.

SECTION 2: The following standing committees shall be authorized:

- a Awards Committee
- b Conference Program Committee
- c Membership Committee
- d Nomination and Election Committee
- e Publications/ Media Committee
- f Resolutions Committee

SECTION 3: The Awards Committee shall have up to four members: one local supervisor, one state supervisor, one leader at large, and the President as Chairperson. The Committee is responsible for establishing eligibility of the candidates recommended for all awards given by the Council. The Committee is also responsible for final selection of the candidates and to present suitable awards at the annual business meeting.

SECTION 4: The Conference Program Committee shall consist of up to three members in addition to the President Elect as chairperson. The committee is responsible for developing and advertising an annual conference program to include: special interests sessions; workshops; Steering Committee meetings; Executive Board meetings; annual business meeting; Supervisors forum; and others as indicated by the Steering Committee.

SECTION 5: The Membership Committee shall consist of a minimum of three members in addition to a Chairperson. The chairperson shall be a member at-large appointed by the President, with Executive Board approval. The Committee is responsible for conducting appropriate activities and services for increasing council membership.

SECTION 6: The Nomination and Election Committee shall have up to three members in addition to the Immediate Past president as Chairperson. Members are appointed by the President with approval of the executive Board.

SECTION 7: The Publications/Media Committee shall consist of up to three members in addition to a Chairperson. The Chairperson shall be appointed by the president, with Executive Board approval. The committee shall maintain current web-based communications with update access authorization limited to the committee chair, and current access codes on file with the Secretary-Treasurer. The committee is responsible for developing publications/media for marketing as directed by the Steering Committee.

SECTION 8: The Resolutions Committee shall consist of up to three members in addition to a Chairperson. The Chairperson shall be appointed by the president, with Executive Board approval. The Committee’s responsibility is to stimulate, review, organize, edit, and distribute resolutions to the membership for consideration at the annual business meeting.

**ARTICLE VI
EXECUTIVE BOARD**

SECTION 1: The Executive Board shall consist of the elected officers, President, Immediate Past President, President-elect, Secretary Treasurer, and the Director for STEM Leadership.

SECTION 2: The Executive Board is responsible for the efficient administration of the council activities and funds.

**ARTICLE VII
STEERING COMMITTEE**

SECTION 1: The Steering Committee shall consist of the Executive Board and at-large members appointed by the President.

SECTION 2: All Committee appointments will be made by the president with Executive Board approval. Vacancies may be filled at any time.

SECTION 3: The Steering Committee will adequately represent both local and regional leadership and supervision from various areas of the country/world.

SECTION 4: Unexpected Steering committee vacancies or resignations shall be filled by presidential appointments, with the approval of the remaining members of the Steering Committee, for the completion of the unexpired term.

SECTION 5: The Steering Committee shall be responsible for providing direction to the Executive Board and assist in the development of legislative proposals, publications, and other items that are in the interest of the council and the technology education profession. The Committee will assist the president Elect in planning the programs of the annual conference for the Council.

SECTION 6: Meetings of the Steering Committee shall be called by the President.

SECTION 7: The term of office shall be for three years, each on a staggered rotation.

SECTION 8: At-large members shall be appointed by the president with approval of the Executive Board.

ARTICLE VIII ELECTION OF OFFICERS

SECTION 1: The election of officers shall be conducted by electronic mail ballot as provided for in SECTION 2 of this ARTICLE. This election shall be completed at least two months prior to the annual conference.

SECTION 2: The election of President Elect will be held annually, while the election for Secretary/Treasurer will be held in even-numbered years.

SECTION 3: The Nomination and Election Committee, chaired by the Immediate Past President, shall solicit names from the general membership for each vacant office

- a A minimum slate of two nominees for each office will be selected whenever possible by the Committee.
- b The Chairperson will prepare an electronic ballot, including a one-page resume for each candidate, to be sent to the membership. The mailing shall be accomplished ten weeks prior to the annual conference.
- c The Nomination and Election Committee shall tabulate the results and announce the names of the elected officers at the annual business meeting. In case of a tie, the decision shall be by lot.

SECTION 4: In the event the Director cannot fulfill his two-year term of office, the President shall appoint a replacement to fill the unexpired term. The President is not eligible to fill this vacancy.

ARTICLE IX APPOINTMENT OF DIRECTOR OF COUNCIL FOR STEM LEADERSHIP

SECTION 1: The Director of Council for STEM Leadership shall be appointed by the President with approval of the Executive Board.

SECTION 2: The term of office shall be for two years (beginning in each odd number year).

SECTION 3: Candidates for Director of Council for STEM Leadership shall have:

- a Successfully served on the council's Executive Board for a minimum of two years.
- b Demonstrated active support of the International Technology and Engineering Educators Association's – Council for STEM Leadership and the International Technology and Engineering Educators Association.

ARTICLE X AWARDS SELECTION

SECTION 1: The Awards Committee will consist of individuals stated in ARTICLE V, SECTION 4 of the By-laws.

SECTION 2: Nominations for selection of the award recipient shall be made on the election ballot sent to all regular members at least ten weeks before the annual conference. The description of the award and procedure for selection shall accompany the ballot along with a list of all past recipients.

SECTION 3: The Chairperson of the Awards Committee shall review the nominations and supporting documents with other committee members.

SECTION 4: Each member of the Awards Committee shall select five names from the list of nominees believed to be the most deserving of the award. Each committee member will rank order their choice, assigning point values of 5, 4, 3, 2, and 1 in descending order. The voting will be by written ballot.

SECTION 5: The Chairperson of the Awards Committee will tabulate the results and the person receiving the highest total points will be the recipient of the award.

SECTION 6: The awards will be presented at the annual conference.

ARTICLE XI MEETINGS

SECTION 1: The council business meeting will occur once annually, typically planned in conjunction with the International Technology & Engineering Educators Association annual conference.

SECTION 2: Other meetings shall be called by the President with consent of the Steering Committee.

SECTION 3: The meetings of this Council will be conducted in accordance with Robert's Rules of Order (Newly Revised).

ARTICLE XII AMENDMENTS

SECTION 1: The By-Laws of the International Technology and Engineering Educators Association – Council for STEM Leadership may be amended at the annual business meeting by the majority vote of the members present. Members not in attendance at the Annual Business Meeting may submit their vote through online means regulated by the Secretary/Treasurer.

**The By-laws and Constitution of
the International Technology and Engineering Educators
Council for STEM Leadership
as updated and amended is hereby approved,
effective**

March 9, 2022



Mike Fitzgerald, DTE
President

N/A

N/A

Past-President



Brandt Hutzel, DTE President-Elect

Troy Blunier

Troy Blunier, DTE
ITEEA-CSL Board Representative

Frank Caccavale

Frank Caccavale
Secretary/Treasurer

Revised April 1983
Revised March 1989
Printed March 1990
Revised April 1993
Revised April 1994
Revised June 1997
Printed June 1997
Printed June 1998
Printed January 2000
Printed January 2001
Printed March 2002
Revised March 2006
Printed February 2008

Printed March 2009
Revised March 2010
Printed March 2011
Revised February 2022
Printed April 2022

Future Planned Revision Years: 2025; 2028; 2031; 2034