

**Washington Industrial
Technology Education Association
Constitution, Bylaws, and the Program of Work**

**Articles of Incorporation of The
Washington Industrial Technology Education Association**

We, the undersigned, natural persons of the age of 21 years or more, and citizens of the United States, acting as incorporators of a corporation under the provisions of the Washington Articles of Incorporation for such corporation.

Article I

The name of this corporation shall be Washington Industrial Technology Education Association.

Article II

Duration - This Corporation shall have perpetual existence.

Article III

Definition - Technology Education is best described as a curriculum that teaches the process. Students create and utilize technological systems to solve problems by creating solutions through a variety of technological processes. Technology Education students learn how to ask questions, research, develop design briefs, generate possible solutions, make valid decisions/choices, create their own solutions, and test and evaluate their ideas. In doing so, students apply reading, writing, mathematics, science and other academic fields of study. While a product is the end result of any activity, documenting what is learned is the most important part of the process.

Article IV

Purposes – The purposes for which this corporation is formed are to:

1. Better provide for the mutual welfare of its members.
2. Promote the interest of teachers and programs of Technology Education in our state.
3. Assume and maintaining an active leadership in maintaining a well-educated citizenship.
4. Render a greater service to our state and local communities in the matters pertaining to educational subjects in the field of Technology Education.

Article V

Non-inurnment of Benefits – This Corporation is one, which does not contemplate pecuniary gain or profit to the members thereof, and is organized for a non-profit purpose; and no part of any net earnings thereof shall insure to the benefit of any member of this corporation, or other individual.

**Washington Industrial
Technology Education Association
Constitution, Bylaws, and the Program of Work**

This corporation shall have no capital stock, and no shares of stock shall be issued herein. The interest of each incorporator, or active member, shall be equal to that of any other, and no incorporation or active member can acquire any interest, which will entitle him or her to any greater voice, vote, authority, or interest in the corporation than any other member.

Article VI

Membership – This Corporation shall issue membership certificates, which certificates shall be assignable or non-assignable under such provisions, rules and regulations as may be prescribed by the bylaws of this corporation. Membership in this corporation may be terminated by voluntary withdrawal, or by expulsion, or by death. Losses of membership through such causes, and the incidence thereof, shall be governed by the bylaws of this corporation.

Article VII

Powers – The Corporation shall have all the powers set forth in Chapter 24.04 of the Revised Code of Washington set that this corporation may accomplish its purposes as set out in Article III thereof.

Article VIII

Place of Business – The Treasurer shall designate the principal place of business of this corporation.

Article IX

Management – The management of this corporation shall be vested in a Board of Trustees that shall be known as the Executive Board; consisting of the President, Past President, President Elect, Executive Secretary, Treasurer, and other representatives, with such qualifications. Terms of office, manner of election, time and place of meetings, and powers and duties shall be prescribed by the bylaws of the corporation.

Article X

Bylaws – The authority to make bylaws for this corporation is hereby vested in the Executive Board and/or the membership of said corporation prescribed by the bylaws of the corporation.

Article XI

Amendments – This corporation reserves the right to amend, alter, change, or repeal the information contained in these articles, in the manner now or hereafter prescribed by statute, and all rights conferred upon the members of this corporation are granted subject to this reservation.

**Washington Industrial
Technology Education Association
Constitution, Bylaws, and the Program of Work**

Bylaws Section Article I

Membership

Section 1.1 – *Active Membership* shall be open to all persons within the State of Washington who are engaged in the teaching or supervision of Technology Education at any level.

Section 1.2 – *Associate Membership* shall be open to anyone not engaged in Technology Education instruction, but who is in accord with the purposes of this association as stated in the Articles of Incorporation.

Section 1.3 – *Commercial Membership* shall be open to the commercial and industrial firms, companies, and individuals whose privileges shall include:

- a) Copies of all new publications.
- b) A copy of the annual Directory, with additional copies available.
- c) The WITEA Executive Board will determine exhibitor's space at the annual conference, the cost of booth space, furniture and services, and the rate may be reviewed annually, based on conference costs.
- d) Advertising space in publications at membership rates (2/3 of non-member rates). Rates must be determined annually and are based on actual costs of publications.
- e) The Executive Board shall determine additional privileges accorded commercial members.

Section 1.4 – *Student Membership* shall be restricted to full-time students in colleges or universities enrolled in teacher preparation in the area of Technology Education. They will be granted the same privileges as active members with the exception of holding office.

Section 1.5 – *Honorary Membership* shall be bestowed upon persons whose long and distinguished contribution to Technology Education and the association is recognized by action of the Executive Board. The Executive Board may nominate Honorary Members but not more than one (1) such membership may be awarded each year. Any active member may submit names for Honorary Membership to the President.

Section 1.6 – *Life Membership* shall be bestowed upon the retiring President at the conclusion of the term of office.

Section 1.6a – *Active WITEA Members*, upon retiring from teaching will be eligible to be voted an Honorary Life Membership by the WITEA Executive Board which grants the retiring member the same rights as active members.

Section 1.7 – *Dues* shall be as follows:

**Washington Industrial
Technology Education Association
Constitution, Bylaws, and the Program of Work**

Active Membership – Annually \$25.00

Associate Membership – Same as Active membership

Commercial Membership -----\$15.00

Student Membership-----\$8.00

Section 1.7a – *Regional Organizations* dues have been suspended at the October Executive Board Meeting in 1995 for the lack of interest from the regions.

Section 1.8 – *The Fiscal Year* shall extend October 1st to September 30th each year. As of August 1989 the Executive Board moved that the dues would be applicable from the beginning of the month during which paid, and through the next eleven- (11) months, for a total of 12 months.

Bylaws Section Article II

Officer’s Duties

Section 2.1 – *The Officers* shall consist of President, Past President, President-elect, Executive Secretary and Treasurer.

Section 2.2 – *The President* shall preside at all meetings of the Association and of the Executive Board. The President shall appoint standing committees and shall look to the general welfare of the Association. The *President* may appoint special committees as needed. The *President* shall serve as chairperson on the Nominating Committee, the Session Committee, and the Standing Committees. The *President* shall work on the Curriculum Development Committee and be the OSPI Representative. The *President* shall be responsible for updating the Program at work and Web site changes. The *President* shall also perform all other duties pertaining to the office. Should a President-elect be unavailable to assume the office at the conclusion of the year, the office shall be filled by election of a qualified candidate for President-elect at the spring Conference.

Section 2.3 – *The Past President* shall, in the absence of the President, preside, and perform the further duties of the office, and at all times render assistance to the President. *The Past President* shall serve as Spring Conference Site Coordinator. In the event of the death or resignation of the President, the Past President shall become President for the unexpired term. Should a vacancy occur in the office of Past President, the most recent Past President available shall assume the office for the balance of the term.

Section 2.4 – *The President-elect* moves up one step in the temporary absence of either the President or Past President and shall automatically advance to the office of President upon completion of the President’s one year term (see section 2.3). The *President-elect* shall be the Awards Committee Chair person and the Fall In-service Chairperson. The *President Elect* shall be responsible for WA-ACTE professional development.

**Washington Industrial
Technology Education Association
Constitution, Bylaws, and the Program of Work**

Section 2.4a – *Qualification for a Candidate for the Office of President-elect shall be at least one year of active participation in the organization as State Committee Chairman, Conference Participant, or WITEA Executive Board member. The President-elect should function as Chairman of the Resolution/Constitution and the Membership Committees and also serve as ex-officio member on other committees.*

Section 2.5 – *The Executive Secretary and the Treasurer shall be chosen by the Executive Board from applications submitted prior to the Executive Board meeting, generally held in January. Their terms shall be for two years and overlapping by one year. The resignation of the Executive Secretary or the Treasurer shall be presented to the Executive Board at the first meeting after the beginning of the fiscal year, generally held in September. The resignation of the Executive Secretary and the Treasurer will be effective at the end of that fiscal year with a mentoring period between the Spring Conference and the end of the fiscal year. The Treasurer shall keep an accurate record of all business proceedings of the Association. In the absence of the President and the Past President, the Executive Secretary shall call the meeting to order and preside until a temporary chairman is elected from the members of the Executive Board who may be present. The Treasurer shall handle all correspondence, collect dues and shall receive and receipt all cash delivered, make disbursements as may be directed by the membership on the Executive Board, keeping a true record of all transactions. The Executive Secretary shall also be custodian of any other property of the Association and shall arrange for storage and safekeeping of all such property.*

The Executive Secretary shall sit in the Awards Committee and Curriculum Development Committee and be the affiliate representative to ITEEA (International Technology and Engineering Educators Association) and perform those duties as assigned. Dues for the position of affiliate representative to ITEEA will be paid for by WITEA.

Section 2.6- *The Washington Association of Career and Technology Educators (WA-ACTE) Representative shall attend WA-ACTE meetings and the WA-ACTE Summer Conference and report to the WITEA Executive Board.*

Section 2.7- *The Technology Student Association Executive Director shall be responsible for student leadership and act as Technology Education Teacher Liaison. The TSA Executive Director shall serve on the Curriculum Development Committee.*

Section 2.8 – *The University Representative shall act as liaison between the WITEA and the Washington Universities that prepare Technology Education Teachers. The University Representative shall sit on the Curriculum Development Committee and serve as an OSPI representative for the universities.*

Section 2.9- *The Publications Officer shall be responsible for publication and disbursement of Tech Link, the official publication of the WITEA. The Publications Officer shall sit on the Awards Committee and assist with any Web Site changes. The Theme of the Tech Link shall be determined each year by the Executive Board.*

**Washington Industrial
Technology Education Association
Constitution, Bylaws, and the Program of Work**

Section 2.10 – *The Executive Board* shall await the call of the President for organization for each new year. Five members shall constitute a quorum. This change was made at the 1995 conference Executive Board meeting. This board shall attend to all business of the Association not otherwise herein provided for.

Bylaws Section Article III

The Executive Board

Section 3.1 – *The Executive Board* shall meet at least once between Annual Meetings of the Association and shall await the call of the President should additional meetings be deemed necessary.

Section 3.2 – *The Board* shall set the time and place for the Annual Meeting and shall perform such other duties as may come before them in the best interests of the Association. They shall have authority to authorize the Executive Secretary and Treasurer to expend funds of the Association where proper.

Section 3.3 – *The Executive Board* shall consist of the President, Past President, President-elect, Executive Secretary and Treasurer, Technology Student Association State Advisor, the State Supervisor of Technology Education from the Superintendent of Public Instruction Office, one representative from each of the universities and colleges in the state that train Technology Education teachers, a representative from the Washington Association for Career and Technical Education (WA-ACTE). Any interested members may attend.

Bylaws Section Article IV

The Advisory Board

Section 4.1 – *The Advisory Board* shall consist of all Past Presidents and such other active members as the President may deem necessary and shall meet with the Executive Board at the call of the President. They shall have voice but no vote at such meetings.

Bylaws Section Article V

Elections

Section 5.1 – *Election* of officers shall take place at the Annual Meeting. The President-elect shall be elected annually and the President-elect is not eligible for re-election to the same office.

Section 5.1a – *The Retiring President* shall automatically be Past President.

Section 5.2 – *The Past President* shall be chairman of the nominating committee, which shall include one member from a Teacher Training Institution and one holdover member

**Washington Industrial
Technology Education Association
Constitution, Bylaws, and the Program of Work**

from the retiring committee. The committee shall meet in time to submit the names of nominees to the President and Publications Committee at the Executive Board meeting prior to the Annual Meeting.

Section 5.3 – *Nominations* may be made from the floor at the Annual meeting.

Section 5.4 – *All Voting* shall be by printed ballot, with provisions for write-in candidates for each office.

Section 5.5 – *A Majority* vote elects. Members will vote for the qualified candidate. The Executive Board will vote only if there is a tie.

Section 5.6 – *Only Active Members* of the Association occupying Technology Education positions shall be eligible to hold office or be chairman of standing committees.

Section 5.7 – *Ballots* will be issued with registration cards and deposited in a ballot box after final nominations are made from the floor.

Section 5.8 – *No Member* may be nominated for State office unless present at nominating meeting or as indicated in a letter to the Executive Secretary and Treasurer concerned that member will accept the office.

Bylaws Section Article VI

Regional Organization

Section 6.1 – *The State Regions* have been suspended at the October Executive Board Meeting in 1995 for the lack of interest from the regions.

Bylaws Section Article VII

Annual Meeting

Section 7.1 – *The Association* shall hold at least one (1) yearly State meeting which shall include a business session, the dates and place to be determined by the Executive Board. The Association may hold or sponsor as many other meetings as the Executive Board may consider advisable.

Section 7.2 – *The Location for the Annual Meeting* shall be determined by a Conference Coordinator, appointed by the WITEA Executive Board.

**Washington Industrial
Technology Education Association
Constitution, Bylaws, and the Program of Work**

Bylaws Section Article VIII

Annual Reports

Section 8.1 – *Annual Reports* of the activities and accomplishments of the offices of President, Executive Secretary and Treasurer including a financial report to be included in the minutes of the Annual Business Meeting.

Bylaws Section Article IX

Funds and Audits

Section 9.1 – *The President Past President, and President-elect* shall audit and report on the status of funds to the Association prior to the change of responsibility to a new Executive Secretary and Treasurer.

Section 9.2 – *The Salary of the Executive Secretary and Treasurer* shall be set by the Executive Board.

Section 9.3 – *The Salary of the Publications Chairman* shall be set by the Executive Board.

Section 9.4 – *The Salary of the Conference Coordinator and Session Coordinator* shall be set by the Executive Board.

Bylaws Section Article X

Publications

Section 10.1 – *The Washington Industrial Technology Education Association Tech Link* shall be the official publication of this Association.

Section 10.2 – *The Publications Chairman* shall be responsible for no less than four (4) issues of the Newsletter each year.

Section 10.3 – *The Newsletter* shall be mailed to each Washington Technology Education instructor and shall serve as official notice of dates of meetings and actions to be taken at such meetings if such notice is required by the Articles of Incorporation and Bylaws.

Section 10.4 – *The Publications Chairman* shall have the authority to publish such other matter as may be deemed appropriate in furthering the activities and welfare of the Association.

Bylaws Section Article XI

**Washington Industrial
Technology Education Association
Constitution, Bylaws, and the Program of Work
Affiliations**

Section 11.1 – *The Association* shall affiliate with such State or National organizations and any other organizations that entertain a mutual interest in our aims. Such affiliation shall be approved or terminated by action of the membership at any annual meeting on majority vote.

Bylaws Section Article XII

Standing Committees

Section 12.1 – *The Following Committees are authorized:*

- a) Curriculum
- b) In-Service
- c) Budget and Finance
- d) Student Leadership
- e) Legislation
- f) Membership
- g) Awards
- h) Conference
- i) Communications
- j) College Programs

Section 12.2 – It shall be the function of the Executive Board to establish, delete, combine, or discontinue standing committees as conditions warrant.

Bylaws Section Article XIII

Order of Business

Section 13.1 – *The Business of the Annual Meeting* shall follow the pattern as follows, unless altered or dispensed with by vote of the membership:

- 1) Roll call of Officers (Officers will answer “Here” and rise).
- 2) Reading and approval of minutes of last general meeting and Executive Board Meeting.
- 3) Nominations for offices to be voted upon after report of the nominating committee.
- 4) Balloting
- 5) Reports of Board and Committees.
- 6) Annual Report of Executive Secretary.
- 7) Annual Financial report of Treasurer.
- 8) Reports of Special Committees
- 9) Unfinished Business
- 10) New Business
- 11) Election results

**Washington Industrial
Technology Education Association
Constitution, Bylaws, and the Program of Work**

- 12) Installation of new officers.
- 13) Adjournment
- 14) Educational Exhibitors Association – Ship takes over.

Bylaws Section Article XIV

Rules of Order

Section 14.1 – All rules of order not specifically provided herein shall be governed by Robert’s Rules of Order, Revised.

Section 14.2 – *The Position of Parliamentarian* shall be appointed by the President and shall serve at the discretion of the President.

Bylaws Section Article XV

Amendments

Section 15.1 – Amendments to these bylaws may be proposed by any active member in writing to the Executive Board.

Section 15.2 – Amendments may be placed before the membership only through or by the Executive Board, except when presented for action on a petition signed by no less than twenty-five (25) members, all of whom must be present at the reading.

Section 15.3 – Amendments are adopted upon a two-thirds (2/3) vote when due notice has been given at a previous meeting or by publication mailed to all active members no less than thirty (30) days before the meeting or by unanimous vote if offered at the meeting without previous notice.

Bylaws Section Article XVI

Washington Industrial Technology Education Foundation

Section 16.1- This association will establish and fund the Jere Cary Scholarship foundation at Western Washington University and Central Washington University and will be managed by their respective university foundation as directed by the foundation letter of understanding.

1st Revision of the ARTICLES OF INCORPORATION AND BYLAWS updated March 16, 1990.

2nd Revision of the ARTICLES OF INCORPORATION AND BYLAWS with the addition of PROGRAM OF WORK updated October 13, 1995.

3rd Revision of the ARTICLES OF INCORPORATION AND BYLAWS with the revision in the PROGRAM OF WORK updated November 6, 1999.

4th Revision of the Articles of Incorporation and Bylaws with the revision of the Program of Work updated April 3, 2004.

5th Revision of the Articles of Incorporation and Bylaws with the revision of the Program of Work updated May 6, 2006

6th Revision of the Articles of Incorporation and Bylaws updated March 19, 2011.

**Washington Industrial
Technology Education Association
Constitution, Bylaws, and the Program of Work**

Mission Statement:

The Mission of the Washington Industrial Technology Education Association (WITEA) is to provide educational leadership in developing a technologically literate and technically competent population.

Purpose:

WITEA seeks to provide the kind of vision and direction Washington needs to develop a citizenry capable of making informed technological decisions using technology to solve problems. To accomplish the mission, WITEA has the following goals:

1. Encourage Professional Development and Active Leadership among members.
2. Promote excellence in Technology Education through curriculum development, program improvement, and participation in school reform.
3. Advancing and supporting the development of student leadership and activities.

Overview of Action Plan:

WITEA is committed to timely and effective action in the following areas:

1. The development of curriculum and the support of school reform.
2. Continued support of professional development of technology teachers.
3. Continuous improvement of the operation and effectiveness of our Association.
4. Continued support and enhancement of leadership opportunities for technology students.

**Washington Industrial
Technology Education Association
Constitution, Bylaws, and the Program of Work**

Curriculum & School Reform				
CATEGORY	PROJECT	OBJECTIVE	ACTIVITIES	RESPONSIBILITY
Curriculum & School Reform	Curriculum Development	Adopt Standards Develop a model curriculum that can be used by Technology Education programs across the state	<ul style="list-style-type: none"> _ Study the National Standards _ Adapt and adopt the Standards as appropriate _ Develop a uniform curriculum template. _ Write curriculum that will enable students to meet the performance standards _ Assemble a comprehensive document 	ITEEA Standards are available from the ITEEA and can be ordered from the web site at http://www.iteeaconnect.org Continuing Updates
	Technological Literacy	Develop Essential Technological Learning's (learner outcomes) for Technology Education in Washington	<ul style="list-style-type: none"> _ Research National project. _ Develop a position paper. _ Adapt and adopt the national standards in 2000 _ Develop assessment tools for students _ Develop assessment tools for programs. _ Promote and publicize. 	President Elect President Secretary WA-ACTE Representative
	Public Relations	Establish the position and contribution of Technology Education in public education	<ul style="list-style-type: none"> _ Differentiate between technical and technological programs _ Establish the role of Technology Education in general education, career pathways, school to work, and vocational education _ Communicate with key players in reform 	
	Student Leadership	Support leadership opportunities for Tech Ed Students	<ul style="list-style-type: none"> _ Promote TSA and other leadership organizations as appropriate. 	Current State Student Leadership Executive Director.

**Washington Industrial
Technology Education Association
Constitution, Bylaws, and the Program of Work**

Professional Development				
CATEGORY	PROJECT	OBJECTIVE	ACTIVITIES	RESPONSIBILITY
Professional Development	Conference in the 3 rd week of March	Continue to offer and annual conference Develop and Maintain an Effective Conference management system.	<ul style="list-style-type: none"> _ Continue Conference Collaboration and Planning with T&I, T&HO 	President President Elect Past President Secretary Treasurer
	Inservice on the 2 nd Friday of October	Provide Timely Workshops and seminars on Technology Education Related Topics Leadership Conference	<ul style="list-style-type: none"> _ Establish Inservice themes _ Develop, promote, and offer a workshop for Fall Inservice Day 	President-elect
	Tech Link Article Due Dates June 5 th for Summer Oct 5 th for Fall Feb 5 th for Winter May 5 th for Spring	Communicate to Association Members Events, Activities, and Information Concerning Technology Education in Washington	<ul style="list-style-type: none"> _ Publish and distribute 4 issues each academic year _ Develop a plan to solicit input from a wide variety of contributors 	Lew Keliher, Ross Short, Publications Directors
	WITEA Web site	Develop and Maintain a Home Page for WITEA Monthly Update	<ul style="list-style-type: none"> _ Continue to develop and update page. _ Provide important downloadable files _ Membership 	Kelly Williams as of Fall 1999

**Washington Industrial
Technology Education Association
Constitution, Bylaws, and the Program of Work**

Organizational Development				
CATEGORY	PROJECT	OBJECTIVE	ACTIVITIES	RESPONSIBILITY
Organizational Development	Leadership Model WWU – Raudebaugh CWU – Bill Rahr EWU – Gene Wachtel	Develop and Effective Model of Continuous, Shared Leadership	<ul style="list-style-type: none"> _ Develop an action plan for WITEA. _ Recruit additional leadership participants _ Document the organizational processes: role and responsibilities 	President Elect President Past President Secretary Treasurer Project Leaders
	Financial Management	Keep the Association in the black.	<ul style="list-style-type: none"> _ Develop an annual Budget at November Executive Board Meeting _ Establish Spending Priorities at November Executive Board Meeting _ Communicate Budget at Executive Board meetings and to the membership at Spring Conference 	Current Treasurer Executive Board
	Communications	Inform Membership about the Association’s Program of Work and accomplishments	<ul style="list-style-type: none"> _ Develop and distribute an annual report at spring conference 	President Past President
	Leadership Replacement	Eastside Westside		

**Washington Industrial
Technology Education Association
Constitution, Bylaws, and the Program of Work**

Student Leadership				
CATEGORY	PROJECT	OBJECTIVE	ACTIVITIES	RESPONSIBILITY
Student Leadership	Technology Student Association (TSA)	Develop and Enhance the leadership Development Opportunities for Technology Education Students	<ul style="list-style-type: none"> - Annual Conference - State Wide Leaders - Regional Competition - Establish a Financial Base - Increase the Number of Chapters in Washington - Develop and Promote problem solving curriculum in Technology Education, Math, and Science 	Current Washington Technology Student Association Executive Director TSA State Officers Jr. High/Middle School Coordinator.