

**Constitution and by-laws of the Technology Education Association of Pennsylvania
Council for Leadership
(Formerly known as the Council for Supervisors)**

This revision ratified at TEAP-CL Business Meeting, November 3, 2006

Last revised January 5, 2007

Constitution

Article I

Section 1

The name of this organization shall be the “Technology Education Association of Pennsylvania-Council for Leadership.”

Section 2

Technology Education Association of Pennsylvania-Council for Leadership shall herein after be referred to as the “Council” and may be abbreviated TEAP-CL.

Section 3

The Council is an affiliated council of the Technology Education Association of Pennsylvania herein noted as TEAP.

Section 4

For the purpose of this Council, a leader shall be defined as any person who has program leadership responsibility: i.e., department head, coordinator, supervisor, instructional leader, instructional chairperson, team leader, school contact person, or other identified leader.

Article II- Purposes

Section 1

The primary purpose of the TEAP-CL is to support, promote, and give leadership to Technology Education. Additional purposes of the TEAP-CL, revealed in sections 2 through 6, are to...

Section 2

promote effective leadership and program development at the local and state levels.

Section 3

provide a vehicle for the development of leadership skills, the exchange of program ideas and developments related to the goals of Technology Education.

Section 4

provide assistance in the professional growth and development of the members of the Council.

Section 5

provide a forum for discussion of national trends in program development and leadership.

Section 6

provide for interaction about legislative activities that impact on Technology Education.

Article III - Membership

Section 1

Provision shall be made for the following types of members: regular, associate, honorary and retired.

Article IV – Affiliation

Section 1

The Council may grant affiliation to any regional council having similar purposes.

Section 2

This Council shall be a Council of the TEAP, consistent with the constitution of that organization.

Article V – Officers and Committees

Section 1

The officers of the council shall consist of a President, President Elect, Secretary-Treasurer, and the Immediate Past-President.

Section 2

There shall be an Executive Board comprised of the elected officers of the Council.

Section 3

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 Executive Board.

Article VI – Meetings

Section 1

The Council officers shall conduct a minimum of one annual meeting on one or more days closely associated with the dates of the annual conference of the TEAP. This annual meeting shall include a business session. The officers may conduct additional meetings with the approval of the Executive board and a thirty day notification to the membership stating the purpose of the meeting.

Article VII – Amendments

Section 1

Amendments to the Constitution may be ratified only at a Council's business meeting. A written statement of each proposed amendment shall be placed in the hands of the secretary for consideration by the TEAP-CL membership at least two months prior to the annual meeting. The secretary shall send a copy of each proposed amendment to all regular and retired members of the Council in good standing, at least two weeks prior to the annual business meeting. A two-thirds majority vote of the currently paid members present at the meeting shall be necessary for the amendment to become part of the Constitution. Any such proposal, prior to vote thereon, shall be subject to modification in the same manner as others of business which may come before the Council for action.

Article VIII – Dues

Section 1

Dues for regular and retired memberships in the Council shall be five dollars (\$5.00) annually, payable at or prior to the time of the annual meeting. The membership year shall be concurrent with the policies of the TEAP and any member whose dues for a current year are paid in both the Council and the TEAP shall be considered in good standing for that year.

Section 2

Dues for associate members in the Council shall be five dollars (\$5.00) annually, payable at or prior to the annual business meeting. Associate membership shall be granted to those people who hold regular leadership positions in Pennsylvania.

Section 3

There shall be no dues for an honorary member.

Article IX – Fiscal year

Section 1

The fiscal year of the Council shall be concurrent with that of the TEAP.

By-Laws

Article I - Membership

Section 1

Regular membership shall be open to all persons with leadership responsibility for Technology Education programs in Pennsylvania at the local, county and/or state level. Retired membership shall be open to all persons who had leadership responsibilities in Technology Education programs in Pennsylvania prior to retirement.

Section 2

Associate membership shall be open to any other person wishing to belong to the Council. These members will have all rights and privileges of a regular member except of voting.

Section 3

Honorary life membership may be bestowed upon persons who have given distinguished service to Technology Education and they shall be recognized by action of the membership at the annual business meeting. The Executive Board is responsible for the nomination of such individuals. These members will have all rights and privileges of a regular member with the exception of voting.

Article II – Dues

Section 1

The annual dues for regular, retired and associate membership may be determined at an annual meeting having followed the appropriate process for an amendment to the constitution.

Article III - Officers

Section 1

Only a regular member of the Council shall be eligible to hold office. No person shall be nominated for more than one position in an election year. No person shall be nominated for an office who has not been a member in good standing for two consecutive years.

Section 2

The President shall serve for a term of two years upon progression from the office of President-Elect.

Section 3

The President-Elect shall serve for a term of two years elected on the even numbered year.

Section 4

The President-Elect shall assume the Presidency at the end of the second year 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 is eligible to complete his/her scheduled two-year term of office.

Section 6

The Secretary-Treasurer shall be elected for a two-year term of office, elected on the odd numbered year.

Section 7

The Secretary-Treasurer shall assume responsibility duties at the annual business meeting of the Council during the new business session.

Section 8

The Secretary-Treasurer may serve more than one term. Other officers shall be limited to one full term.

Section 9

The retiring President shall serve in the capacity of Immediate Past President for a term of two years.

Section 10

If any officer other than the President resigns their office, the President, with the approval of the executive board, shall appoint a member who meets the criteria to serve the unexpired term.

Article IV – Duties of officers

Section 1

President- The president shall act as chairperson of the Executive Board and shall be responsible for providing direction for these leaders. The President shall preside at all meetings of the Council and Executive Board. The President, by provision of the TEAP constitution, shall also serve as the Vice-President for leadership of the TEAP.

Section 2

President-Elect – The President-Elect shall be responsible for the annual program and shall coordinate all conference programs planning through the President. In the event of absence, resignation, or removal from office of the President, the President-Elect shall automatically fill the office so 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 approval of the Executive Board. The acting President-Elect shall serve until the next election is held, at which time his/her term of office is terminated unless elected to an office.

Section 3

Secretary-Treasurer – It shall be the duty of the Secretary-Treasurer to record the minutes of all business meetings of the Council and Executive Board. The Secretary-Treasurer shall send to all council members notices of meetings, programs, and proposed changes in the Constitution and/or By-Laws. This office shall also maintain an accurate list of paid members and shall be responsible for the notification of all members as to dues payment dates, as well as enroll new members and correspond with persons eligible for membership in the Council. The Secretary-Treasurer shall present the books of account to the Executive Board for audit.

Section 4

Immediate Past President – The Immediate Past President shall act as the chairman of the nominating and election committee.

Article V – Executive Board

Section 1

The Executive Board shall consist of the elected officers of the Council.

Section 2

The Executive Board shall be responsible for the efficient administration of the Council activities and funds.

Article VI – Committees

Section 1

The President shall establish sufficient committees to carry on Council activities.

Section 2

The following standing committees shall be authorized:

- a. Election and Nominating
- b. Awards
- c. Conference
- d. Special Committees as directed by the program of works set by the President

Section 3

The Election and Nominating committee shall have one member in addition to the Past President. The member shall be appointed by the President with the approval of the Executive Board.

Section 4

The Awards Committee shall be composed of the Council President, Council President-Elect, Council Immediate Past President, and the two immediate past recipients of the TEAP-CL Citation. A Citation Selection Facilitator will have responsibility of the selection process. The Facilitator is a nonvoting member of the awards committee and may be appointed each year by the council president. The Facilitator shall be responsible for the selection of the recipient and the provision of a suitable award to be presented at the annual TEAP conference.

Section 5

The Conference Committee shall be chaired by the President-Elect. The Committee shall be responsible for the annual conference program.

Article VII – Election of Officers

Section 1

Only regular and retired members shall be eligible to vote.

Section 2

The election of officers shall be conducted by: (a) mailed ballot, or (b) e-mailed ballot as provided for in Section 3 of this Article. The election shall be completed two weeks prior to the annual conference.

Section 3

The Election and Nominating Committee shall be chaired by the Immediate Past President. The Immediate Past President shall solicit names from the general membership for each vacant office. A slate of nominees for each office shall be presented to the committee. The chairperson shall prepare a ballot including a resume of each candidate to be sent to the members in good standing. The ballot shall be mailed or e-mailed two months prior to the annual conference. The Election and Nominating Committee shall

tabulate the results and announce the names of the elected officers at the annual business meeting. In the event of a tie, the decision shall be made by lot.

Article VIII – Awards Selection

Section 1

The Awards Committee shall consist of individuals as stated in Article VI, Section 4.

Section 2

The Title for this award shall be the ‘TEAP Council for Leadership Exemplary Leadership Citation’ for the year XXXX.

Section 3

The Citation Selection Facilitator shall review the nominations and tabulate the results for the committee members.

Section 4

The criteria for selection of the award recipient shall be determined by the Awards Committee. The established criteria include: (a) exemplary professionalism and leadership, (b) Technology Education or Industrial Arts teaching certificate, (c) five years of experience in the profession, (d) membership in the TEAP and TEAP-CL for three consecutive years, (e) the citation shall not be awarded to a prior award recipient.

Section 5

1. Prior to September 15, the Citation Selection Facilitator will transmit an e-mail to each member of the Awards Committee with the following information: (a) information cover letter, (b) selection procedures, (c) selection criteria, (d) list of past reward **change “reward” to award** recipients.

2. Prior to October 1, the Citation Selection Facilitator will submit to the members of the Awards Committee the listing of the nominated individuals. The numerical ranking (first, second, third, etc.) of the nominated individuals are to be submitted by way of e-mail to the Citation Selection Facilitator within one week.

3. Prior to October 10, the Citation Selection Facilitator shall tabulate the results and the person receiving the lowest numerical ranking shall be the recipient of the award.

Section 6

1. As soon as the recipient has been selected, the Citation Selection Facilitator will arrange for a citation plaque. The wording on the plaque will read as follows: The TEAP Council for Leadership, Exemplary Leadership Citation 2XXX, Presented to: (first, mi, last name), at the XXrd, Annual Conference (place awarded), (date awarded).

2. It shall be the responsibility of the Citation Selection Facilitator to ensure the attendance of the award recipient at the presentation.

3. The TEAP-CL President or a representative shall present the citation to the recipient.

4. It shall be the responsibility of the TEAP-CL President to inform the recipient's Chief School Administrator of the award.

Article IX – Meetings

Section 1

The annual Council business meeting shall be conducted at the annual TEAP conference.

Section 2

Other meetings may be called by the Executive Board with due notice to the membership.

Section 3

The official rules of order shall be Robert's Rules of Order.

Section 4

The order of business at the annual meeting of the Council shall be as follows:

- Call to order by the President or his/her designated officer
- Reading of the minutes of the last meeting
- Audit report
- Report of the Secretary-Treasurer
- Report of the Executive Committee by the President
- Report of Standing Committees
Election and Nominating, Awards, and Conference
- Report of Special Committees
- Unfinished business
- New Business
- Installation of Officers
- Appointment of Committees
- Program (optional)
- Announcements
- Adjournment

Article X – Amendments

Section 1

The By-Laws of the Technology Education Association of Pennsylvania Council for Leadership may be amended as outlined in the TEAP-CL Constitution, Article VII, Section 1.

Article XI – Finances

Section 1

When not provided by specific appropriation by the Council, the Executive Board shall determine the sums of money to be available for work by officers and committees. All bills by any committee or member of the Council for expenses shall be signed by the chairperson of the committee or by the individual member of the Council and submitted to the President of the Council for approval of payment by the Secretary-Treasurer.

Section 2

Any person incurring reimbursable expenses shall do so at the direction of the Council and not as an individual member.

Section 3

Memorandum of understanding with TEAP for finances: The annual allocation to the TEAP-CL, by the parent organization TEAP, is to be considered a “commitment to underwrite” the work of the Council for that year. The Council dues will go directly to the TEAP general fund. Any funds remaining from the TEAP allocation, and not expended that year, will revert back to TEAP. If the President of TEAP assigns a specific task to the Council, a special task allocation may be designated and provided for the Council by TEAP.