

# South Carolina Engineering and Industrial Technology Education Association

## BYLAWS

### **ARTICLE I: Name**

Section 1.1 – The name of this division of the South Carolina Association of Career and Technical Education (SCACTE) shall be the South Carolina Engineering and Industrial Technology Association. (SCEITEA)

### **ARTICLE II: Purpose**

Section 2.1 – The purpose of this Association shall be to promote interest in all levels Engineering and Industrial Technology Education and to encourage professional growth among all E&I educators across the state.

### **ARTICLE III: Membership**

Section 3.1 – All persons interested in the area of Engineering & Industrial Technology Education. To be eligible for membership in the SCEITEA Division, you must be a member of the South Carolina Association of Career and Technical Education (SCACTE).

Section 3.2 – Division Members will be encouraged to attend the Education and Business Summit annually.

### **ARTICLE IV: Dues**

Section 4.1 - The executive board shall set Membership dues for SCEITEA.

Section 4.2 - Membership shall run from July 1 of one year until June 30 of the following year regardless of when the dues are paid. Annual renewal for all members will be in July.

### **ARTICLE V: Officers**

Section 5.1 – The division officers of this association shall be President, President-Elect, and the Secretary. The Secretary may also serve as Treasurer or the Treasurer may be appointed by the President.

Section 5.2 – The term of office for the President, President-Elect, and Secretary shall be one year. The President-Elect must have served one year previously on the Executive Board. The outgoing President will serve as Past-President on the Executive Board. The terms of office are effective July 1 of each year.

Section 5.3 – In case of a vacancy in office, the remaining members of the Executive Board shall appoint a successor.

Section 5.4 – Nominations shall be made beginning in February of each year to any member of the Executive Board. Nominations will also be accepted from the floor during the annual Business Summit Division Day Business meeting. Officers shall be elected during the business meeting.

### **ARTICLE VI: Eligibility and Duties of Officers**

Section 6.1 – Those persons holding active membership in SCEITEA Division and SCACTE shall be eligible to hold office in this Association.

Section 6.2 – The duties of the Officers of this Association shall be as follows:

President – The President shall be the presiding officer of the Association at all meetings, appoint all committees, and carry out further duties as required by this office. These duties include, but are not limited to the following:

- Serve as the voting representative for the SCEITEA Division at the SCACTE Board meetings.
- Make any appointments as necessary. (Treasurer, Committee Chairs, etc.)
- Review with each board member their responsibility.
- Notify all Executive Board members of upcoming meetings & provide an agenda.
- Attend national, regional, and state meetings whenever possible.
- Preside over the annual division meeting at the Business Summit.

President-Elect – The President-Elect shall fulfill the duties of the President in the absence of the President, plan all programs and carry out further duties as required by this office. The President-Elect automatically becomes President at the end of the President's term. These duties include, but are not limited to the following:

- Serve as Chair of the Program Committee for all conferences and attend planning meetings as necessary.
- Provide the President with program material for review and approval.
- Prepare all conference materials.

Past-President – The Past-President shall serve in a support role for the Executive Board. The Past-President's duties shall include, but are not limited to the following:

- Shall serve on the SCACTE Awards committee and make/accept nominations for offices and awards.
- Chair the Scholarship program. This includes preparing the scholarship information, providing copies to members, and receiving scholarships. The Executive Board shall award scholarships during the spring SCACTE meeting.
- Shall represent the division on the SCACTE Membership Committee.

Secretary – The Secretary shall be responsible for maintaining a written record of the Association. These duties include, but are not limited to the following:

- Keeping the minutes of all Association meetings.
- Prepare and distribute the minutes to the executive board within two weeks after a meeting.
- Maintain a current membership list of the Association with contact information.
- Provide the minutes for the SCACTE Secretary.
- Maintain the minutes in the division notebook.

Treasurer – The Treasurer shall be the acting custodian for all funds of the Association. These duties include, but are not limited to the following:

- Receive funds for the business of the Association.
- Disburse funds on order of the President.
- Keep accurate records of all vouchers, receipts, and expenditures.
- Present/provide a typed Treasurers report at all business meetings.
- Submit a financial statement at the end of the fiscal year to all members of the Association for approval.

**ARTICLE VII: The Executive Board**

Section 7.1 – The Executive Board shall consist of the elected officers and the Past-President. All members of the Executive Board must be members of SCACTE.

Section 7.2 – The Executive Board shall transact such business as is necessary when the Association is not in session.

Section 7.3 – The Executive Board shall meet on the call of the President. In general, the board will attempt to meet regularly on the same day just prior to the SCACTE business meetings.

**ARTICLE VIII: Appointees**

Section 8.1 – Those persons holding active membership in the SCEITEA division of SCACTE will be eligible.

Section 8.2 – The President may appoint eligible members to serve on committees as deemed necessary.

**ARTICLE IX: Elections**

Section 9.1 – Elections will take place during the annual meeting.

Section 9.2 – Nominations shall be made to the Past-President and presented at the annual meeting. Nominations may also be made from the floor.

Section 9.3 – The President shall be in charge of elections.

**ARTICLE X: Meetings**

Section 10.1 – The Association shall hold at least one meeting annually. Other meetings shall be called at the discretion of the President. Notice of called meetings should be provided 14 days prior to the meeting.

**ARTICLE XI: Committees**

Section 11.1 – The President shall form and appoint members to committees as deemed necessary.

**ARTICLE XII: Rule of Order**

Section 12.1 – Robert’s Rules of Order, Newly Revised shall be used in governing all meetings.

**ARTICLE XIII: Quorum**

Section 13.1 – Members present at a scheduled meeting shall constitute a quorum.

**ARTICLE XIV: Amendments**

Section 14.1 – All proposed amendments should be approved by the Executive Board. The President will then present the proposed amendments for action at a regular business meeting.