California Industrial and Technology Education Association, Inc.

Constitution

and

Standard Operating Procedures Manual

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Standard Operating Procedures Manual

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Duties and Powers of Officers

Section A. The President shall:

1. Prepare the agenda for the Board of Directors meetings and the General Business meeting at the Annual Conference.

2. Have Charge arrangements for all meetings of the Board of Directors and notify the members thereof at least twenty-one (21) days prior to the time of such meetings

3. Report to each Board of Directors meeting on all proposals, recommendations, and/or motions which have been approved by the previous Board of Directors until such time as appropriate actions have been completed.

4. Represent the CITEA at the AVA National Convention.

5. Be responsible for making an Annual Report to the membership.

Section B. The President-Elect shall:

1. Represent the CITEA at the ITEA International Convention.

2. Perform other such duties as may be assigned by the President.

Section C. The Vice President shall:

1. Serve as chairperson of the Awards Committee of the Association.

2. Appoint the chairperson of the CITEA Annual Conference for the year in which the Vice President ascends to the Presidency.

3. Serve as an active member of the conference Resource Staff.

4. Be an active member of the current Conference Committee.

5. Assist the President in providing such committee liaison as may be required.

6. be responsible for the CITEA booth at the Annual Conference.

7. Perform other such duties as may be assigned by the President.

8. Serve as a member of the Legislative Committee.

9. Serve on the Youth Services Committee as an ex officio member.

Section D. The Secretary shall:

1. Keep a full and accurate record of the proceedings of all meetings of the board of Directors and all General Meetings of the CITEA, and forward Board minutes to

delegates and affiliates within fourteen (14) days of the adjournment of said meeting.

2. Conduct such correspondence, serve such notices and fulfill such duties as the President may assign.

3. Keep a full and accurate record of all monetary transactions under his/her supervision.

4. Provide appropriate reports, information, and services to Section, Chapters, and Committees as required.

5. Receive petitions of nomination as provided for in the constitution and Bylaws and verify names on said petitions for current membership status.

6. Maintain an up-to-date membership file.

7. Serve on the Membership Committee as an ex-officio member.

8. Have such other duties as may be prescribed by the Board of Directors.

9. Notify officers of the Association of their disqualification as provided in ARTICLE 25 of these Bylaws

10. The duties of the Secretary, under the authority of the Board of Directors, may be assigned in whole or part to an Executive Director or other assistants as the Board of Directors may determine.

Section E. The Treasurer shall:

1. Receive all monies and membership dues of the CITEA and National Affiliates (ITEA & AVA) as provided for in these Bylaws and deposit said monies in the financial institution as designated by the Board of Directors.

2. Disburse CITEA funds as required, by CITEA check only.

3. Disburse National Affiliate dues as provided for in these Bylaws.

4. Establish and maintain the CITEA checking account in such a manner that checks may be signed By the President, Treasurer or other persons designated by the Board of Directors.

5. Establish and administer other such checking and/or savings accounts as may b3 required with approval of the Board of Directors.

6. Establish and administer an accounting system and contracts for Professional Life Membership as provided for in these Bylaws.

7. Prepare a complete and accurate statement of accounts and submit them, together with all books and records, upon demand, to the Auditor as provided for in ARTICLE 13 of these Bylaws.

8. Prepare the annual Budget in cooperation with the Budget, Finance, and Audit Committee for presentation at the May meeting of the Board of Directors.

9. Present a Treasurer's report at each meeting of the Board of Directors.

10. Provide appropriate reports, information, and services to Section, Chapters, and Committees as required, including an Annual Financial Report to the membership.

11. Serve on the Budget, Finance and Audit Committee as an ex officio member.

12. Have other such duties as may be prescribed from time to time by the Board of Directors.

13. The duties of the Treasurer, under the authority of the Board of Directors, may be assigned in whole or in part to an Executive Director or to other assistants as thee Board of Directors may determine.

Section F. The Past-President shall:

1. Convey, in writing, on or before June 15th, a digest of all projects, actions, and legislation currently being considered by the Association to the newly elected President.

State Officers Meetings

1. Shall be called by the President of the CITEA at a time and place designated by him/her.

2. The State Officers of the CITEA shall meet not less than four (4) weeks prior to all regular Board of Directors meetings when feasible.

3. The main purpose of the Officers meetings shall be for formulating the agenda for the Board of Directors meetings, but not restricted to this matter.

Expenses

1. All expenses of the State Officers and all Committees shall be budget items.

2. Reasonable expenses of all State Officers shall be paid while carrying out the regular duties of their office.

3. Reasonable expenses of all committee personnel shall be reimbursed carrying out the duties of the committee assignment subject to the approval of the President.

4. The President may authorize expenditures from the Reserve Fund of $100 or less.

5. CITEA Conference reimbursement shall be as follows.

    a. The reasonable expenses may be paid, not to exceed rates allotted California State employees, to each CITEA State Officer when attending the Annual Conference of CITEA.

    b. CITEA State Officers may be reimbursed for these additional expenses incurred when the spouse accompanies the Officer to the CITEA Conference.

c. The reasonable expenses may be paid, not to exceed rates allowed to California state employees, to the Vice-President Elect to attend the CITEA Annual Conference.

Membership

1. Thirty (30) days prior to the close of the CITEA fiscal year, the total earnings of (all) Professional Life Memberships shall be determined and that amount apportioned to the State.

2. The method of the collection and remittance of dues shall be as follows:

   A. The CITEA and National affiliate annual dues shall be collected by the State, and/or the Section or Chapter.

   B. All membership application forms and monies shall be immediately forwarded to the State Office of the CITEA.

   C. It shall be the responsibility of the State Office of CITEA to:

      a. Deposit all monies received to appropriate accounts and credit Section and Chapter ledgers with both monies and member count.

      b. Compute apportionments to Section and Chapters and remit the apportionment checks and membership records as required.

      c. Maintain membership records by Section and Chapters.

      d. Issue a membership card, receipt, seal, and parchment, when necessary, to members.

      e. Compile lists of National Affiliate members and monies due the respective affiliates and forward monies and names to National offices monthly.

3. The Section or Chapter has on file with the State Secretary, on or before June first of each year, a current listing of all elected and any appointed officers that will take office for the following CITEA year.

4. All elected officers of the Section or Chapter are currently paid to Professional Members of the Association. Elected officers of a Student or Professional Members of the Association.

5. The Section or Chapter Presidents shall have designated to who all apportionment checks are to be delivered for that Section or Chapter.

Annual Audit

1. The accounts and other financial records of the Association shall be audited annually by an independent Certified Public Accountant or Bookkeeping firm, to be designated by the Budget, Finance, and Audit committee.

2. The Annual Audit shall be made at the close of the CITEA fiscal year.

3. Sufficient printed copies of the Annual Audit shall be distributed to all State Officers of the Association, and to the Section President, on the basis of one (1) copy per Board of Directors delegate, on or before October1, of each year.

Elections

1. Balloting on the CITEA State Officers shall be held at least four (4) weeks, but not more than six (6) weeks, prior to the Annual CITEA Conference.

2. In the event there are three (3) or more candidates for any given elective office, the following election procedures shall be followed:

   A. Eight (8) week prior to the Annual CITEA Conference, a special "Primary Election" shall be held for the purpose of determining the two (2) candidates that will appear on the regular election ballot.

   B. Only those elective positions having three (3) or more candidates shall be included on the Special Primary ballot.

   C. The candidates shall be listed alphabetically on one half (1/2) of the ballots printed and on the reverse of split order on the remaining one half (1/2).

   D. The Special Primary Election Ballot shall instruct the membership to vote for one (1) candidate only.

   E. Balloting shall be officially closed at 5:00 P.M. on the fifth (5) Monday preceding the Annual CITEA conference for the Special Primary ballots.

   F. The two (2) Candidates receiving the highest number of votes shall be declared the winner of the Special Primary Election and shall be included on the regualr election ballot as provided for these Bylaws.

   G. Ballots for all regular and special elections, with the exception of the CITEA State Officers elections shall be returned, by mail, to the Chairperson of the Election Committee. Any ballot, with CITEA State Officers listed, regardless of any other measures printed on it, must be returned as listed in Section 1 of this ARTICLE.

   H. Balloting for the CITEA State Officers shall be officailly closed at 5:00 P.M. on Wednesday of the week preceding the CITEA Annual Conference.

   I. The Official close of balloting on any electiooon other that those described above, shall be determined by the Election Committee and shall be clearly printed on the ballot.

Criteria For Candidacy For State Officers

Section A. Personal Criteria

1. The candidates shall currently be Professional Members of the CITEA.

2. The candidates shall have demonstrated leadership ability within the CITEA at the Chapter, Section, or State level.

3. The candidates shall determine that their employer will provide that release time to perform the duties of office.

4. The President-Elect and Vice President shall be from opposite ares of the State.

5. The Vice Presidential candidates shall be from the same area of the State as the President, and the same area of the State as the Conference, wither North or South.

6. The Candidates, at the time of taking office, shall be eighteen (18) years of age or older.

Section B. Nomination Criteria

1. Candidates shall be nominated by the Nominating Committee.

2. Candidates may be nominated be petition in the following manner:

   A. By a petition signed by at leats fifty (50) Professional Members of the CITEA.

   B. Petitions shall be submitted to the Chairperson of the Nominating Committee by registered mail, postmarked not more than fifteen (15) calendar days following the approval of the slate if the State Candidates.

   C. Current membership standing of the prtitioners shall be certified by the State Secretary and reported to the Nominating Committee.

3. All nominees shall meet the criteria for candidacy, as provided for in thes Bylaws, before being enntered on the official election ballot.

The CITEA NEWS

1. The CITEA NEWS shall e printed and distributed at least five (5) times per year in the months of September, November, January, March, and May.

2. The Editor of the CITEA NEWS shall have full discretionary power in the materials published in the CITEA NEWS.

3. The CITEA NEWS Editor shall be authorized to accept paid advertising in an attempt to make the CITEA NEWS self-supporting.

Composition/Duties and Resposibilties of Committes

Section A. Ambassador Committee

1. For the first year the Ambassador Committee shall be comprimised of five (5) members. Four (4) members from the same region as the Annual Conference for that year, and one (1) member from the same region scheduled for the Annual Conference in two (2) years.

2. For the second year the Ambassador Committee shall be composed of five (5) members. Four (4) members from the same region as the Annual Conference for that year, and one (1) member from the same region scheduled for the Annual Conference in two (2) years.

3. For the third year, the Ambassador Committee shall be composed of five (5) members. Three (3) members from the same region as the Annual Conference for that year, one (1) member from the region for the Annual Conference in two (2) years, and one member from the Annual Conference two (2) years prior.

4. For the fourth year the Ambassador Committee shall be composed of five members. Three (3) members from the same region as the Annual Conference for that year, and one (1) member from the Annual Conference two (2) prior.

5. Three (3) appointments to the Ambassador Committee shall be for one (1) year, and one (1) appointment shall be for that year and return for the second succeeding year, and one (1) appointment shall be from two (2) years prior, and shall concide with the fiscal year of CITEA.