BYLAWS

FOR THE
KENTUCKY ENGINEERING
TECHNOLOGY EDUCATION

ASSOCIATION
(KETEA)

Previous Revisions:

- 2022 Mark Harrell, Interim Chair
- 2000 Kendall Gadd, Chair
- 1993 Bert Siebold, Chair
- 1989 Richard Crosby, Chair
- 1988 John Bottoroff, Chair
- 1981 C.O. Craft, Chair

Developed: 1974: George E. Glover

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KENTUCKY ENGINEERING TECHNOLOGY EDUCATION ASSOCIATION
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BYLAWS

KENTUCKY ENGINEERING TECHNOLOGY EDUCATION ASSOCIATION

Article I
NAME

The name of this organization shall be the Kentucky Engineering Technology Education Association (KETEA).

Article II
OBJECT

The purpose of this association shall be to promote the professional development of teachers and students in engineering technology education in Kentucky through pre-service and in-service activities.

Article III
MEMBERSHIP AND FEES

Section 1 Active Members

All persons interested in the purpose of this association and engaged in engineering technology education and STEM education on a full or part-time basis shall be eligible for active membership.

Section 2 Associate Members

Any persons interested in the purpose of this association, but not qualified for active membership, may become an associate member.

Section 3 Student Members

Any graduate or undergraduate student in engineering technology education enrolled in any teacher education institution in this state may become a member of this association by payment of the prevailing active membership annual dues for student members which is set by the Executive Committee.

Section 4 Honorary Members

Upon recommendation of the Honorary Membership Committee, the Executive Committee may approve the awarding of honorary membership to any person who has made an outstanding contribution to engineering technology education. Past presidents will become honorary life members. No dues will be required of honorary members.

Section 5 Complimentary Active Membership

The association will extend a one-year complimentary membership to current year pre-service Engineering Technology Education and STEM graduates/teachers of Kentucky universities and colleges.

Section 6 Membership Year

The membership year shall be from September 1 to August 31. A person shall be considered a member upon payment of dues. Renewal dues must be submitted no later than November 15 or the membership shall be forfeited.

Section 7 Dues

The amount of the annual membership dues for active members, associate members, and student members shall be determined by the Executive Committee.

Article IV
OFFICERS

Section l Officers

The officers of this Association shall be a President, President-elect, Past President, Vice President, Secretary, and Treasurer.

Section 2 Term of Office

The President Elect and Vice President shall be elected annually at the annual business meeting of the association. The President Elect shall be elected for a three-year term, the first year as President Elect, the second year as President, and the third year as past president. No President shall be eligible to serve two consecutive terms. The officers shall serve until their successors are elected. All officers shall take office at the first Executive Committee Meeting following their election.

Section 3 Nomination Procedure

The Nominating Committee shall nominate candidates for the office of President-Elect and one Vice-President. The Nominating Committee shall report at the annual meeting. Nominations may be made from the floor.

Section 4 Election

The election shall be by ballot. A majority vote shall be required to elect by those present and voting at the annual business meeting. If there are more than two candidates for an office, the candidate receiving the lowest number of votes will be dropped after the second ballot, and the candidate receiving the lowest number of votes after each succeeding ballot will be dropped until a majority is reached.

Section 5 Secretary and Treasurer

The Secretary and the Treasurer shall be appointed annually by the President and confirmed by the elected members of the Executive Committee at their first official meeting.

Section 6 Duties of Officers

A. President

The specific duties and responsibilities of the KETEA President are to:

1. serve as Chairperson of the Executive Committee
2. fill any vacancies in the list of officers and/or executive committee members between annual business meetings with the approval of the Executive Committee
3. establish and call meetings of the Executive Committee
4. preside at all meetings called in the name of the Association
5. represent the Association at all pertinent professional meetings on the state and national level
6. report to the Executive Committee proposals, recommendations, and/motions which have been approved at previous Executive Committee meetings until such time as appropriate actions have been taken
7. appoint chairpersons of all committees, appoint at least two committee members to each committee, and serve as ex-officio member
8. contribute to and approve association publications prior to printing
9. write the Annual President's Message to the association
10. Serve as the Affiliate Representative to our part organization, ITEEA.

B. **President-elect**

The specific duties and responsibilities of the President-elect are to:

1. assist the President in carrying out the duties and responsibilities of that office
2. assist the President in selecting chairpersons and committee members
3. assist the President in publishing documents including the "Conference at a Glance" pamphlet
4. assist the President in providing information to prepare printed materials on schedule (See Chairperson of Public Relations and Publications in Article VI Section 12 and Article VII Section 11), and
5. serve on the Nominating Committee.

C. Immediate Past President

The specific duties of the immediate Past President are to:

1. serve in an advisory capacity
2. make arrangements for the meeting of the Past Presidents at the conference
3. upon receiving the annual report from the Kentucky Treasurer, file a statement of change of Registered Office or Registered Agent form.

D. Secretary

The specific duties of the Secretary are to:

1. keep an accurate record and file all correspondence and business of the Association
2. record all minutes of each Executive Committee meeting, and maintain accumulated minutes and have them available at all meetings
3. duplicate the minutes of the current meeting and distribute them to members of the Executive Committee at the next meeting for their approval
4. send out notices of meetings and conduct other mailings and correspondence as requested by the President and the Executive Committee
5. keep on file the official master copy of the Bylaws and keep an accurate record of all amendments.

D. Treasurer

The specific duties of the Treasurer are to:

1. prepare an annual budget for the Association with the assistance of the Executive Committee and other standing committee chairpersons
2. disburse the funds, by KETEA check, in payment of just demands against the Association or as may be ordered by the Executive Committee
3. keep an accurate record of all receipts and expenditures which should be reported at each Executive Committee meeting
4. apply for and obtain, at Association expense, a surety bond in excess of the assets of KETEA, prior to the treasury to his control prior to disbursing funds
5. establish and maintain the KETEA checking account requiring that checks be co-signed by the President and Treasurer
6. in conjunction with the Membership Chairperson, maintain an accurate mailing list of all paid members
7. prepare a financial statement to be published for the association
8. complete and submit all information needed for the submission of IRS Form 990 and appropriate tax-exempt status forms or arrange to have this done by a person employed by the Association
9. account for all finances to the Executive Committee
10. make arrangements for access to records and accounts in the event of the treasurer's death or inability to perform required duties
11. receive and hold funds of the Association.

E. **Vice President**

The specific duties of the Vice Presidents are to:

1. plan and secure speakers for the conference sectional programs with program area consultants from the various agencies
2. keep those responsible for local arrangements and publications advised of the conference programs that have been planned
3. confirm contract commitments for the facilities for subsequent conferences (usually two years in advance) and tentative arrangements for facilities (usually five years in advance) and contribute to association publications prior to printing.

Article V
MEETINGS

Section 1 Annual Meeting

This Association shall have an annual fall conference, which will be held at a time and place authorized by the Executive Committee.

Section 2 Quorum

A majority of the delegates who have been registered at the convention, irrespective of whether some may have departed, shall constitute a quorum.

Article VI
Executive Committee

Section 1 Committee Composition

There shall be an Executive Committee consisting of the President, President-elect, Past President, Vice-President, Secretary, Treasurer, and the following:

- Chairperson of the Nominating & Scholarship Committee
- Chairperson of the Exhibits Committee
- Chairperson of the Membership Committee
- Chairperson of the Local Arrangements
- Chairperson of Public Relations, Social Media, and Publications
- Kentucky Department of Education Engineering Technology Education Program Consultant
- Regional Representative of the Kentucky Technology Student Association
- Post-Secondary Engineering Technology Education Pre-service Representative
- Division Director of Kentucky Department of Education Office of Career and Technical Education's Division of Student Transition and Career Readiness, Ex-Officio and non-voting

Section 2 Qualifications

The Executive Committee shall be active members in good standing.

Section 3 Meetings

The Executive Committee shall meet at the call of the President or at the written request of a majority of the voting members of the committee. In no case shall the Executive Committee meet less than once a year.

Section 4 Duties

A. The Executive Committee shall carry out the functions of the Association within the framework of the Bylaws.

B. The Executive Committee shall arrange for and have charge of the annual association meeting.

C. The elected members of the Executive Committee shall approve the following presidential appointments:

- Chairperson of Nominating & Scholarship Committee
- Chairperson of Exhibits Committee
- Chairperson of Membership Committee
- Chairperson of Local Arrangements
- Chairperson of Public Relations, Social Media, and Publications
- Secretary
- Treasurer

D. The Executive Committee shall verify the Associations cash balance prior to the close of the Treasurer's term of office. The committee shall appoint a person to prepare and submit appropriate tax-exempt forms. A financial statement shall be prepared by the outgoing treasurer and shall be submitted to the Executive Committee on or before the second committee meeting.

E. The Executive Committee shall consider proposed amendments to the Bylaws and present them to the Association with recommendations.

F. The Executive Committee must authorize and approve all materials for publication by the Association.

Section 5 Ex-Officio Members

The specific duties of the ex-officio members are to:

A. keep the Executive Board advised of any actions within the state government that affects the members of the Association
B. work with their respective constituents to further that group's interests and development.

Section 6 Nomination Chairperson

The specific duties and responsibilities of the Nominating Chairperson are to:

A. nominate members for President-elect and Vice President
B. present the nominees at the annual conference
C. publicize and seek applicants for KETEA scholarships
D. present the scholarships to the recipients at the Conference Banquet
E. provide information to the Public Relations Committee Chairperson for news releases to the recipients' hometown news media
F. coordinate activities with the Local Arrangements Chairperson, Exhibits Chairperson, and Public Relations, Social Media and Publications Chairperson as appropriate.

Section 7 Membership Chairperson

The specific duties and responsibilities of the Membership Chairperson are to:

A. report membership data at each regular Executive Committee meeting and to provide it upon request by the President or Executive Committee
B. submit a membership report at the annual business meeting
C. appoint a committee to assist in the execution of the chairperson's responsibilities
D. meet with the Membership Committee at least once to plan strategy for the membership drive
E. submit to the Treasurer and the Executive Committee, a membership report including total dues collected and a membership list separated by categories· Active, Associate, Life, and Student.

Section 8 Exhibits Chairperson

The specific duties and responsibilities of the Commercial Exhibits Chairperson are to:

A. transmit booth rental payments to the Treasurer as they are received (All payments should be turned in at least thirty days before the conference.)
B. work with the Treasurer to keep an accurate record of participating exhibitors
C. verify and document all invoices from outside vendors relating to the Exhibits (security, etc.) and forward to the Treasurer for payment
D. work with the Local Arrangements Chairperson in securing and arranging backdrops, draperies, signs, etc., for the exhibit booths
E. appoint a committee to assist in the execution of responsibilities.

Section 9 Local Arrangements Chairperson

The specific duties of the Local Arrangements Chairperson are to:

A. Make arrangements for annual fall meeting
B. make arrangements for meeting rooms as needed for Executive Committee Meetings
C. appoint Local Arrangements Committee Members.

Section 10 Public Relations, Social Media, and Publications Chairperson

The specific duties and responsibilities of the Public Relations, Social Media, and Publications Chairperson are to:

A. appoint one or more committee members
B. Promote KETEA with relevant public relations, social media, and publications
C. work closely with the Executive Committee.

Section 11 Scholarship and Collegiate Student Activities' Chairperson

The specific duties and responsibilities of the Scholarship and Collegiate Student Activities' Chairperson are to:

A. select a committee to include, but not be limited to, one representative from each college/university having a teacher education program in subject areas represented by KETEA
B. meet with the committee at least once to examine applications to select qualified candidates from each college/university
C. guide the committee in developing a conference program for college students; (These programs may include, but are not limited to tours, special presentations, competitions, and outings.)
D. as chair, interview candidates for scholarships and coordinate with Treasurer for checks for selected candidates
E. report all recommendations of the committee to the Executive Committee for approval.

Section 12 Quorum for Executive Committee Meetings

A quorum for the transaction of business at an Executive Committee Meetings shall be a majority of the voting Committee members. Ex-officio members are not voting members.

Article VII
COMMITTEES

Section 1 Nominating & Scholarship Committee

The duties of the Nominating Committee are to:

A. nominate members for President-elect and Vice President
B. present the nominees at the annual conference
C. publicize and seek applicants for KETEA scholarships
D. present the scholarships to the recipients at the Conference Banquet
E. provide information to the Public Relations Committee Chairperson for news releases to the recipients' hometown news media

Section 2 Membership Committee

The duties of the Membership Committee are to:

A. conduct a continuing membership drive to increase membership in KETEA
B. maintain an accurate record and mailing list of all paid members of KETEA and provide the Secretary, Treasurer, and Commercial Exhibits Chairperson copies of that list
C. report the KETEA membership status in appropriate association publications
D. provide each member with a membership card within two weeks after dues payment
E. plan and supervise registration at the Annual Conference and provide for membership solicitation at the conference
F. identify and recommend to the Executive Committee names of those persons who have made an outstanding contribution in the field of engineering technology education or STEM education and who the committee feels should be recognized for their contributions and make the presentations to those persons selected for honorary membership by the Executive Committee
G. secure people in all regions and educational institutions, to assist with soliciting members on the local level
H. secure conference badges for the members attending the conference
I. submit to the Treasurer and the Executive Committee a membership report including total dues collected and a membership list separated by categories: Active, Associate, Life, and Student.

Section 3 Exhibits Committee

The duties of the Exhibits Committee are to:

A. become acquainted with the facilities of the conference site to determine the number of exhibit booths that can be provided
B. contact exhibitors, approximately eight months prior to the conference. and arrange for booth rental on a contract basis
C. make arrangements for protective guard services to ensure that only KETEA members, exhibitors, and other official persons enter the Exhibit area of the conference and to secure the area after hours
D. keep an updated contact list of participating exhibitors
E. prepare the proper letters and mailings that are needed throughout the year to ensure proper communication and notification to the Exhibitors.

Section 4 Local Arrangements Committee

The duties of the Local Arrangements Committee are to:

A. choose the menu for the Conference Banquet and decide on the price to be charged per ticket
B. finalize, to the extent possible, the local arrangements for the Conference prior to the spring meeting
C. assist the President in finding an official from the host city to welcome the Conference participants at the first general session
D. secure reservations for KETEA Guest Speakers and the KETEA President
E. work with the Vice President to schedule, with the Conference facility management, appropriate rooms for all meetings
F. arrange for travel to and from the airport for speakers traveling by air
G. arrange for banquet tickets to be sold at the registration desk during the Conference
H. verify that the KETEA banner is properly displayed at all general sessions of the Conference
I. be available at the Conference for any last-minute arrangements which are needed
J. work with the Exhibits Chairperson to determine the amount of space their areas will require and make necessary local arrangements with the facility
K. make all arrangements for the banquet at the annual conference.

Section 5 Public Relations, Social Media, and Publications Committee

The duties of the Public Relations, Social Media, and Publications Committee are to:

A. prepare and distribute public relations materials and releases
B. promote the KETEA Conference through a variety of media
C. design, organize, and prepare KETEA publications
D. solicit articles, new releases, advertisements, and other contents
E. edit and lay out journal publications
F. distribute publications to all members and target audiences identified by the Executive Committee
G. secure the proclamation for the Kentucky Governor's Office proclaiming KETEA Week, the week culminating in the Fall Conference.

Article VIII
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern KETEA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order KETEA may adopt.

Article IX
REGIONAL ASSOCIATIONS

Any group of persons organizing themselves for the purpose of exchanging ideas concerning engineering, technology, or STEM education may apply to this organization for a Certificate of Affiliation. Upon approval by the Executive Committee, the Secretary shall issue a Certificate of Affiliation, recognizing the applying organization as a regional association.

Article X
AMENDMENTS

Section 1

All proposed amendments must be submitted to the Executive Committee at least sixty days prior to the annual conference.

Section 2

The proposed amendment(s) shall be submitted in writing to the active membership at the annual conference by the Executive Committee with recommendations.

Section 3

A two-thirds vote at the business meeting of the Annual Conference shall be required to amend these Bylaws.

Article XI
KETEA AWARDS AND SCHOLARSHIPS

Section 1 The President's Scholarship

A. The purpose of KETEA President's Scholarship is to promote engineering technology education by identifying, honoring, and providing financial support for outstanding persons who are pursuing a teacher education program in engineering technology education.
B. To be eligible for a President's Scholarship, the applicant must be enrolled in an engineering technology education teacher undergraduate preparation degree program in a Kentucky college or university the semester the award is made.
C. The applicant must have **a GPA** of 3.0 or greater and submit an autobiography and two letters of recommendation.

Section 2 Awards

A. KETEA Outstanding Teacher Award

1. The purpose of this award is to honor one outstanding teacher in each of these areas: middle school and high school engineering technology education.

2. Persons may be nominated by any fellow teacher or supervisor and the nominee need not be members of KETEA. Nominations must be accompanied by a letter of recommendation.

3. Selections are made by the Executive Committee based on nominations received.

4. Recipients are honored at the Conference by the presentation of a plaque and a certificate.

5. Awarded teachers will receive a travel stipend to attend the current year's ITEEA Annual Conference to be recognized at the national level. Stipend amount will be determined by executive committee.

B. KETEA Outstanding Program of the Year Award

1. The annual "Program of the Year" award is to honor the teacher(s) and schools with the outstanding program in each of the areas of middle and high school engineering technology education.
2. Programs may be nominated by any member of this organization, a fellow teacher, or a supervisor. The teachers of the nominated programs need not be members of KETEA
3. Nominations must be accompanied by a letter of recommendation.
4. Selections are made by the Executive Committee based on nominations received.
5. Recipients are honored at the Conference by the presentation of a plaque and a certificate.
6. One teacher from each program will receive a travel stipend to attend the current year's ITEEA Annual Conference to be recognized at the national level. Stipend amount will be determined by executive committee.