

Constitution, Bylaws, and Policy of the Technology & Engineering Education Association of Pennsylvania

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Constitution and By-laws Sixteenth Revision Committee,
Spring/Summer 2019

TEEAP President: Jocelyn Long
Committee Chair: Korbin Shearer
Committee Members:
Zach Love
Jared Bitting
Molly Miller
Tia Mauro

CONSTITUTION

TECHNOLOGY & ENGINEERING EDUCATION ASSOCIATION OF PENNSYLVANIA

ARTICLE I. Name

- Section 1.** The name of the Association shall be the "Technology & Engineering Education Association of Pennsylvania."
- Section 2.** The Technology & Engineering Education Association of Pennsylvania shall hereinafter be referred to as "TEEAP," an affiliate of the International Technology & Engineering Educators Association.

ARTICLE II. Purposes

- Section 1.** To define, stimulate, coordinate and strive for the improvement and strengthening of Technology & Engineering Education programs in Pennsylvania as a vital aspect of education for all students on all levels: elementary, secondary and post-secondary.
- Section 2.** To promote the improvement of the quality of instruction in Technology & Engineering Education by assisting educators, students and all others concerned to keep instructional content, methods, and facilities current with the rapid changes in industry and technology.

ARTICLE III. Membership

- Section 1.** Provisions shall be made for at least the following types of membership: active, corporate, life, retired, honorary, and college student.
- Section 2.** Voting rights are vested with active, life, retired, and student members.

ARTICLE IV. Affiliation and Alliance

- Section 1.** The TEEAP may affiliate or become allied with other organizations.
- Section 2.** The TEEAP may grant affiliation to any petitioning organization having similar purposes.
- Section 3.** The TEEAP shall determine the relationship between the above organizations and the TEEAP by designation of affiliate, council, department or other title.
- Section 4.** A State of the Organization Meeting will take place during TEEAP Sponsored Conference. All membership will be invited to attend. All actions and decisions of the Executive board will be presented.

ARTICLE V. Officers and Executive Board

- Section 1.** The elected officers of the TEEAP Executive Board shall consist of the President; the President-elect; and the Directors representing the regions.
- Section 2.** The appointed officers of the TEEAP Executive Board shall consist of the Treasurer, Recording Secretary, Editor in Chief , Conference Director, and Directors of College Students.
- Section 3.** Only the members of the Executive Board shall vote in business presented at the executive board meetings.

ARTICLE VI. Publications

- Section 1.** The Association shall publish an official journal at least three times each year. All other publications prepared in the name of TEEAP shall be authorized by the Executive Board.

ARTICLE VII. Amendments

- Section 1.** Amendments to the Constitution may be initiated by members through the process of submitting a written proposal to the Executive Board. Upon approval by the Executive Board, the proposed amendments shall be submitted by mail to the membership for vote. A majority of the returned ballots must approve the amendment in order for the amendment to become a part of the Constitution.

ARTICLE VIII. Nonprofit and Liquidation Provisions

- Section 1.** The TEEAP is not organized for profit and no part of the earnings of the TEEAP shall inure to the benefit of any private member.
- Section 2.** In the event of the liquidation or dissolution of the TEEAP, whether voluntary or involuntary, no member shall be entitled to any distribution or division of its remaining properties or its proceeds, and the balance of all the money and other property received by the TEEAP from any source, after the payment of all debts and obligations of the TEEAP shall be used or distributed, subject to the Laws of the Commonwealth of Pennsylvania, exclusively for the purpose of herein before set forth.

BYLAWS

TECHNOLOGY & ENGINEERING EDUCATION ASSOCIATION OF PENNSYLVANIA

ARTICLE I. Requirements of These Bylaws

- Section 1.** All officers of the TEEAP, both elected and appointed, are required to abide by the rules of the association as contained in the Constitution and the Bylaws in the conduct of TEEAP business.

ARTICLE II. Amendments to These Bylaws

- Section 1.** Amendments to the Bylaws may be initiated by members through the process of submitting a written proposal to the Executive Board. Upon approval by a two thirds (2/3) vote of the entire sitting Executive Board, the proposed amendments shall become a part of the Bylaws.

ARTICLE III. Membership

Section 1. Active Membership

Active membership shall be open to all persons engaged in promoting STEM education with an emphasis on technology and engineering education.

Section 2. Corporate Membership

Corporate membership shall be open to persons or organizations engaged in commercial and industrial firms who are in accordance with the purposes of the TEEAP as stated in the constitution.

Section 3. Life Membership

Effective January 1, 1999, no new life memberships will be granted.

Life membership was previously open to persons eligible for active membership. Any current Life Member shall be granted active membership privileges for life.

Section 4. Retired Membership

Retired membership shall be open to persons retired from positions where they were engaged in promoting STEM education with an emphasis on technology and engineering education.

Section 5. Honorary Membership

Honorary membership shall be awarded at the discretion of the Executive Board. The Board may award no more than two honorary memberships annually. Any active or life member shall have the privilege of submitting names for honorary membership. Honorary memberships are limited to one calendar year.

Section 6. Student Membership

Student membership shall be open to undergraduate and full-time graduate students in STEM related degrees or coursework.

Section 7. Membership Year

The membership year of the TEEAP member shall be on an anniversary basis determined by the Executive Board.

ARTICLE IV. Dues

- Section 1.** A dues structure shall be developed by the Membership Committee and approved by the

Executive Board.

Section 2. At least one dollar of the dues per year for each membership category shall be deposited in the scholarship fund.

Dues structure effective January 1, 2020

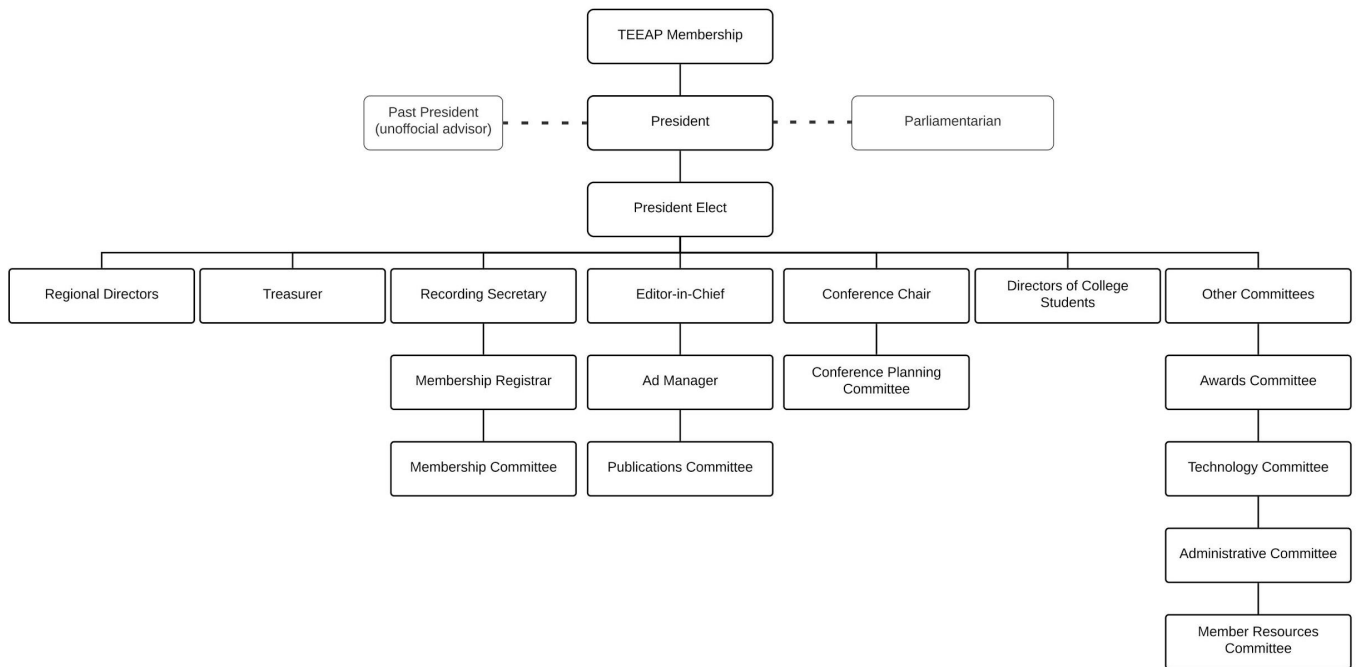
One year active membership	\$50.00
One year corporate membership	\$100.00
One year retired membership	\$25.00
One year student membership	\$25.00
One year elementary school STEM membership	\$100.00

Section 3. Members may only renew membership once per calendar year. Additionally, members may not renew until they are within 1 year of their membership expiration.

ARTICLE V. TEEAP Organizational Structure

Section 1. The TEEAP organizational structure is shown below.

TEEAP Organization Chart



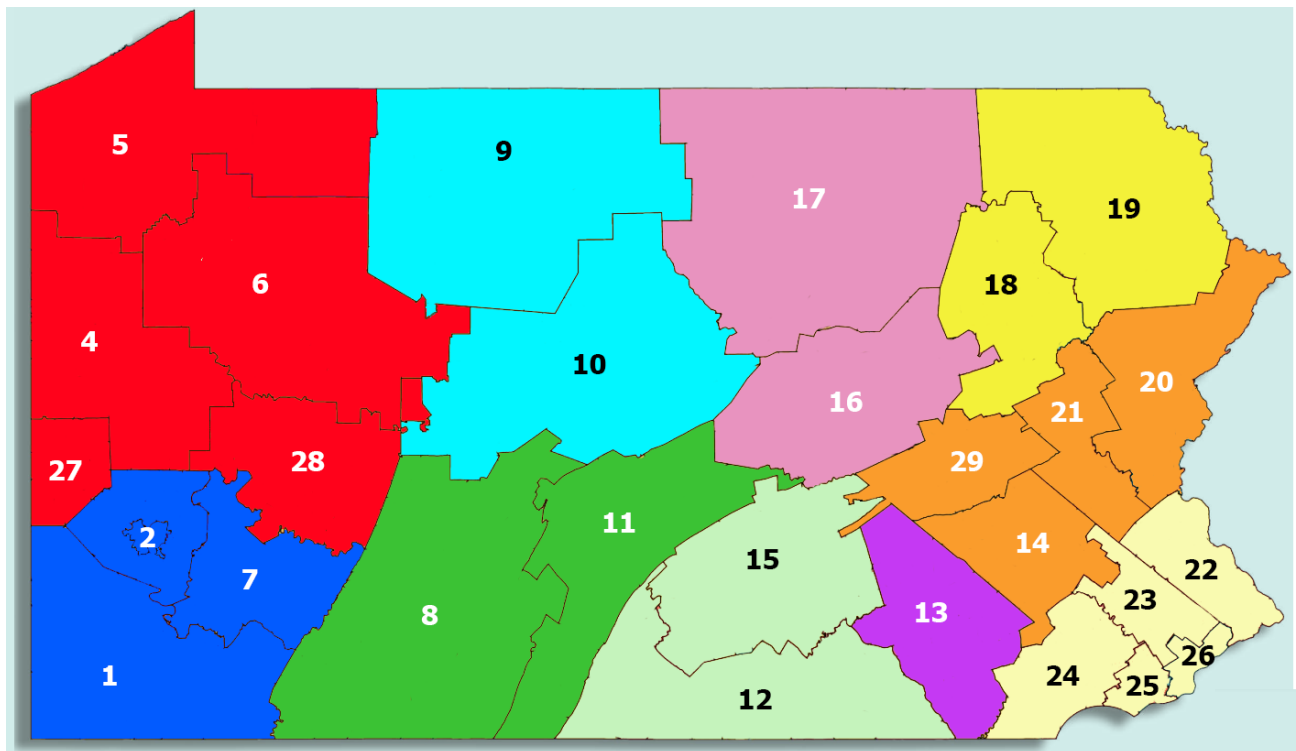
Section 2. The members of the TEEAP Executive Board are shown below.

See above organizational chart.

ARTICLE VI. TEEAP Regions of Pennsylvania

Section 1. For the purpose of representation of the membership on the Executive Board, the Commonwealth of Pennsylvania will be divided into regions as listed below. Members employed in each region will elect one of their members to represent them on the Executive Board. Each person elected shall be known as a Regional Director. See Appendix A for a TEEAP Regional Organizational Map.

<u>TEEAP REGIONS</u>	<u>INTERMEDIATE UNIT(S)</u>
1	5, 6, 4, 27, 28 (red region)
2	1, 2, 3, 7 (dark blue region)
3	9, 10 (light blue region)
4	8, 11 (green region)
5	16, 17 (pink region)
6	12, 15 (mint region)
7	13 (purple region)
8	18, 19 (yellow region)
9	14, 20, 21, 29 (orange region)
10	22, 23, 24, 25, 26 (tan region)



ARTICLE VII. (Reserved)

ARTICLE VIII. Affiliation with Other Organizations

Section 1. Who May Affiliate?

Any local, county or regional Technology & Engineering Education Association or STEM organization may, with the approval of the Executive Board, affiliate with the TEEAP.

Section 2. Status of Affiliated Organizations

Each affiliated association shall be a unit in the organization of the TEEAP and, as such, shall be entitled to use of the TEEAP's name and logo in all programs and publications.

Section 3. Application for Affiliation, Dues, Term

Applications for affiliation shall be made on a form provided by the Recording Secretary. No dues or fees shall be required. After affiliation has been granted, it shall continue without interruption until termination by either the TEEAP or the affiliated group.

Section 4. Certificate of Affiliation

Each Affiliated Association shall be furnished with a Certificate of Affiliation.

Section 5. Responsibilities of Affiliates

Each affiliate shall keep the TEEAP Recording Secretary fully informed of its activities and changes in officers and representative personnel.

Section 6. Representation of Affiliated Organizations

Each affiliated organization shall be entitled to a representative on the Executive Board. This representative does not have voting rights.

ARTICLE IX. Executive Board Functions and Executive Board Members

Section 1 The administration of the affairs of the TEEAP shall be vested in the Executive Board, which shall be authorized to take whatever action it may decide to be necessary for the best interest of the TEEAP, providing that none of these actions conflict with either the Constitution or Bylaws of the TEEAP.

Section 2. Offices Which Serve on the Executive Board

The elected Executive Board members are President, President Elect, the Directors representing the regions and representatives elected by recognized affiliate organizations and the appointed officers are treasurer, recording secretary, editor-in-chief, Directors of College Students, and conference chair as specified in Article V. Section 2 of the Constitution.

Section 3. Eligibility Requirements for Executive Board Positions

Only an active or life member of TEEAP shall be eligible to hold office in TEEAP. It is further required that for any person to have his/her name placed on a ballot for any office in the TEEAP, that person must have been an active or life member of TEEAP for at least three consecutive years preceding the nomination. The Director for College Students shall be

exempt from this requirement.

ARTICLE X. Meetings of the Executive Board

Section 1. Chairperson of Meetings

The President shall serve as Chairperson of the Executive Board. The President-elect shall serve as the next succeeding officer.

Section 2. Parliamentary Procedure

Meetings of the Association shall be conducted in accordance with Roberts Rules of Order (Revised). The President shall appoint a Parliamentarian who shall be a nonvoting member of the Executive Board. The Parliamentarian shall rule on all questions or points of order.

Section 3. Required Meetings

At a minimum, each President must hold an Executive Board meeting once during the months of January to June and once during the months of July to December. Other meetings may be called, as needed, by the President.

Section 4. Votes at Meetings

All members of the Executive Board, except the President and other members exempted by these by-laws, are entitled to vote on all official TEEAP business. The President casts the deciding ballot in the event of a tie vote of all members who cast ballots.

Section 5. Quorum for Executive Board

Quorum for Executive Board meetings shall be 1/2 of the sitting board members.

Section 6. Attendance at Meetings

All members of the Executive Board are expected to attend the board meetings. The President may invite others to attend the executive board meetings, such as committee chairs and affiliated organizations, to inform and advise the Executive Board, though they do not have a vote. Other members of the organization may attend the meetings of the Executive Board, but are not entitled to speak, unless invited by the President.

ARTICLE XI. Elections, Terms of Office, and Removal from Office for Executive Board Members

Section 1. Eligible Voters

In accordance with the Constitution of the TEEAP, only active, life, retired, and student members are eligible to vote for officers.

Section 2. Who Conducts Elections and Recalls

Elections and recall votes shall be conducted by the Administrative Committee.

Section 3. Offices Filled by Election

The Administrative Committee shall seek nominations for the office of President-elect and shall also seek nominations for the offices of Regional Directors in the years when elections are scheduled for each region.

Section 4. Election Ballot

The Administrative Committee shall seek several candidates for each office. All qualified candidates names shall be placed on an election ballot. Voting members shall have the privilege of writing in additional names on the election ballot. The ballot will be sent (or posted on the web site) to all eligible voting members (electronic mail or by first class mail if so desired). When voting for Regional Directors, active members may only vote for a candidate who will represent the region in which the voter is employed; life and retired members for the region in which they reside; students for the region in which they attend school. The Election Ballot is to be distributed six weeks prior to the TEEAP sponsored conference and returned to the Chairperson of the Administrative Committee one month prior to the TEEAP sponsored conference. (The webmaster shall ensure that each member votes only once.). In the event there is no TEEAP sponsored conference, elections should be held between September and October.

Section 5. Term of office for the Presidential Line

Individuals elected to the office of President-elect shall serve a four year term holding two different offices over four years. The first two years shall be as President-elect, the third and fourth year shall be as President.

Section 6. Term of office for Recording Secretary and Treasurer

The terms of office of the Recording Secretary and the Treasurer shall be for three years. Individuals holding those offices shall be permitted to succeed themselves.

The outgoing treasurer will be responsible for concluding all financial business of their term, including the filing of the previous year's taxes.

Appointments for Recording Secretary and Treasurer shall take place in three year cycles as indicated:

Secretary: 2019 - 2022 - 2025 - 2028 - 2031 - 2034 - 2037 - 2040 - every three years after
Treasurer: 2018 - 2021 - 2024 - 2027 - 2030 - 2033 - 2036 - 2039 - every three years after

If the secretary or treasurer leave their positions in the middle of their appointed terms, the president will appoint a new secretary or treasurer, with the approval of the executive board, to finish the three year term that was vacated.

Section 7. Term of office for Regional Directors

Regional Directors shall be elected for a term of three years. Individuals holding those offices shall be permitted to succeed themselves. The election schedule is arranged so that about one-third of the Regional Directors stand for election each year. Due to the changing of the regions of the TEEAP and by-laws, elections for Regional Directors should occur in the years below.

1	2020 - 2023 - 2026 - every three years after
2	2020 - 2021 - 2024 - every three years after
3	2020 - 2022 - 2025 - every three years after
4	2020 - 2022 - 2025 - every three years after
5	2020 - 2023 - 2026 - every three years after
6	2020 - 2021 - 2024 - every three years after
7	2020 - 2022 - 2025 - every three years after
8	2020 - 2023 - 2026 - every three years after

- 9 2020 - 2021 - 2024 - every three years after
- 10 2020 - 2022 - 2025 - every three years after

Note: for the purposes of editing these by-laws, current Regional Vice Presidents will hold current positions through 2020. In fall of 2020, elections for new regional directors will take place and then follow the schedule above. This note may be removed after the 2020 Regional Director Elections occur.

Section 8. Term of office for Directors of Students

There will be two Directors of Students who shall be appointed by the President, with the approval of the Executive Board. The term of office for these directors shall be one year. Individuals holding this position shall be permitted to succeed themselves. The two Directors of Students should be from different institutions in Pennsylvania.

Section 9. Term of office for Conference Director and Editor-in-Chief

The terms of office of the Conference Director and Editor-in-Chief shall be for three years. Individuals holding those offices shall be permitted to succeed themselves. Appointments for Conference Director and Editor-in-Chief shall take place in three year cycles as indicated:

Editor-in-Chief: 2019 - 2022 - 2025 - 2028 - 2031 - 2034 - 2037 - 2040 - every three years after
 Conference Director: 2018 – 2021 – 2024 - 2027 - 2030 - 2033 - 2036 - 2039 - every three years after

If the conference director or Editor-in-chief leave their positions in the middle of their appointed terms, the president will appoint a new conference director or Editor-in-chief, with the approval of the executive board, to finish the three year term that was vacated.

Section 10. Start of Executive Board Term of Office

All members of the Executive Board shall start their terms of office on January 1 of the year following their election or appointment and installation ceremony.

Section 11. Recall of Executive Board Members

1. Executive Board members may be recalled from office due to dereliction of duty. In the event an Executive Board Member is derelict, the executive board may move to issue a recall vote.
2. President or President-elect: if a motion is made to recall the President or President-elect and it passes, a recall vote will be sent to voting membership. The president or President-elect will be recalled if $\frac{2}{3}$ of returned ballots approve.
3. Regional Directors: if a motion is made to recall a Regional Director and it passes, a recall vote will be sent to the voting membership from that Director’s region. The Director will be removed in $\frac{2}{3}$ of returned ballots approve.
4. Appointed Positions: the President may remove any appointed officer or chairperson from his or her position, with the approval of the Executive Board.

ARTICLE XII. Replacement of Executive Board Members

Section 1. President

If a President is unable to fulfill his/her duties, the President Elect shall advance to the office of President on an interim basis to finish out the original president’s term before taking their own term as originally elected, leaving the President-elect position vacant.

Section 2. President-elect

If the President-elect position becomes vacant, the executive board will nominate and appoint a member to the position on an interim basis until the next regularly scheduled election is held.

Section 4. Regional Director

If a Regional Director position becomes vacant, a member employed within the region shall be appointed by the President, with the approval of the Executive Board. The appointed person shall serve until the time of the next regularly scheduled election for the region being served.

Section 5. Appointed Officers

Should any appointed officer be unable to fulfill his/her duties or resign, the President shall appoint a replacement, with the approval of the executive board, to fulfill the original term.

ARTICLE XIII. Responsibilities of President

Section 1. Administrative Duties

The President shall:

1. preside at all meetings of the Executive board and shall serve as general chairperson of the annual conference.
2. conduct meetings in accordance with the constitution and by-laws.
3. be the only person to authorize payment of TEEAP bills, unless the payment is to be made to the President, in which case, the President-Elect shall authorize payment.
4. maintain a system of periodic communications with the Executive Board.
5. submit reports of activities at meetings of the Executive Board.
6. perform other duties and responsibilities in the TEEAP Constitution and by-laws.
7. perform installation ceremony of incoming president at the appropriate conference.

Section 2. Promotion and Advancement of TEEAP

The President shall:

1. be responsible for the promotion and advancement of the TEEAP.
2. officially represent the Association, in person or through a designee, at all pertinent professional meetings.
3. officially represent the TEEAP at the annual conference of the International Technology & Engineering Educators Association, in person or through a designee.

Section 3. Appointments

1. The President shall, within the first month of his/her term, present a list of individuals to the Executive Board that he/she nominates for appointment to chairmanships of standing committees, representatives to other organizations, and if the cycle requires, the appointed officers.
2. All appointments may be approved by the Executive Board by way of electronic vote outside of an Executive Board meeting.
3. The President, with the approval of the Executive Board, may remove appointed officers and chairs of committees from their positions.

ARTICLE XIV. Responsibilities of President-Elect

Section 1. Administrative Duties

The President-Elect shall:

1. be responsible for other duties delegated by the President, the Executive Board and these

- Bylaws and Policy.
2. coordinate the committees and ensure the committee chair and committee responsibilities are being fulfilled.
 3. serve as chair of the Executive Board in the absence of the President
 4. automatically fill the office of President and assumes all duties and responsibilities of that office in the event of absence, resignation or removal of the President from office.
 5. outline objectives and duties of committees, in addition to those listed in these by-laws, ensure that each committee functions, and ensures that committee chairs submit reports of their activities to the Executive Board.

ARTICLE XV. Responsibilities of Directors

Section 1. Administrative Duties

The Directors shall:

1. assist the President and direct studies and activities within their respective areas.
2. maintain an accurate and up-to-date directory of all the STEM and technology engineering educators and students within their respective region.
3. be the main link and channel of communication between their constituents and the Association.
4. be responsible for organizing activities for and communicating with their constituents and representing them at Executive Board Meetings.
5. submit a report of relevant activities performed prior to all meetings of the Executive Board. The reports must be submitted on TEEAP Report Form (see Appendix ???)
6. attend executive board meetings and general meetings of the TEEAP.

ARTICLE XVI. Responsibilities of Recording Secretary

Section 1. Administrative Duties

The Recording Secretary shall:

1. record the minutes of all meetings of the Executive Board.
2. keep and organize all other minutes and documents pertinent to the Association.
3. serve as the chair of the membership committee.
4. conduct other general correspondence as directed by the President.
5. maintain a listing of affiliated organizations and provides applications for affiliation to any group desiring this status.
6. fulfill the responsibilities and duties of the treasurer, in the event the treasurer is not able to fulfill his or her duties
7. submit reports of relevant activities prior to meetings of the Executive Board.

ARTICLE XVII. Responsibilities of Treasurer

Section 1. Administrative Duties

The Treasurer shall:

1. conduct the financial affairs of the TEEAP and shall pay all bills after written authorization for such payment from the President. In cases where the payment is to be made to the President, the President-elect shall make payment authorization. In cases where the payment is to be made to the Treasurer, one of the other bank signees shall make payment.
2. use methods approved by the Executive Board in regards to paying bills, depositing funds, keeping records, etc.
3. receive and hold funds of the Association and is at all times under surety bond in excess of the assets of the Association.

4. deposit all checks in the TEEAP account within three business days after their receipt.
5. submit financial reports at meetings of the Executive Board and at the Annual Business Meeting.
6. submit quarterly financial reports to the Executive Board.
7. provide pertinent information to the officers of the Association and assists those officers of the Association in the preparation of the annual budget.
8. maintain budget records as necessary to facilitate the proper function of the budget from year to year.
9. publishes a yearly financial report in the winter issue of the *TEEAP Journal* for the previous financial year.
10. follow all other financial guidelines and rules laid out in these by-laws.

ARTICLE XVIII. Responsibilities of Conference Director

Section 1. Administrative Duties

The Conference Director shall have the responsibility, with the approval of the Executive Board, to arrange for conferences. He/she also shall have the responsibility of arranging for and securing commercial and educational exhibits. He/she may appoint committee members to assist him/her in coordinating these activities.

ARTICLE XIX. Responsibilities of Editor-in-Chief

Section 1. Administrative Duties

The Editor-in-Chief shall have the responsibility, with the approval of the Executive Board, to edit and compile the *TEEAP Journal*. This person shall serve as Chairperson of the Publications Committee.

ARTICLE XX. Representatives and Parliamentarian

Section 1. Representatives From Affiliated Organizations

Representatives for the following organizations are authorized:

1. International Technology & Engineering Educators Association (ITEEA)
2. Pennsylvania Association for Career and Technical Education (PACTE)
3. Pennsylvania Department of Education, Technology Education/STEM Advisor (PDE)
4. Pennsylvania Technology Student Association (PATSA)
5. Pennsylvania Federation of Teachers/American Federation of Teachers (AFT)
6. Pennsylvania State Education Association (PSEA/VPAE)
7. Millersville University of Pennsylvania (MU)
8. California University of Pennsylvania (CalU)

Section 2. Additional Representatives

Representatives from other organizations may also be appointed under the provisions of Article IV of the Constitution.

Section 3. Responsibilities of Representatives

The representatives shall:

1. be a nonvoting member of the Executive Board and attend meetings of the TEEAP Executive Board on behalf of their organization to represent the interests of their organization to the TEEAP.
2. keep the Executive Board informed of their organization's activities that affect the interest of the TEEAP.
3. share relevant activity at Executive Board meetings when invited by the President.

Section 4. Parliamentarian

The parliamentarian shall:

1. be a nonvoting member of the executive board that is appointed by the President. This person may hold a voting position on the Executive Board already, but is not given an additional vote.
2. advise the President on proper interpretation of the Roberts Rules of Order (Revised) during Executive Board and Annual Business Meetings.
3. advise the Executive Board and the Association on proper interpretation of the TEEAP Constitution, Bylaws and Policy.
4. advise the President on appropriate actions regarding governance of TEEAP.
5. be responsible for making official changes to the TEEAP Constitution, Bylaws and Policy.
6. conduct the installation ceremonies for officers at the conference, with the exception of the incoming President who is sworn in by the outgoing president.

ARTICLE XXI. Committees and Responsibilities of Committees

Section 1. Standing Committees

The standing committees of the Association are listed below. Additionally, the required chairs and members of each committee and basic responsibilities are listed.

1. Awards

- a. Chair: Appointed by President
- b. Required Members: University representatives, additional members as required by awards, a minimum of 3 members
- c. Basic Responsibilities: TEEAP awards, ITEEA awards, scholarships

2. Technology

- a. Chair: Appointed by President
- b. Required Members: webmaster, representative from Member Resources committee
- c. Basic Responsibilities: e-communications, social media, association website

3. Administrative

- a. Chair: Appointed by President
- b. Required Members: Parliamentarian, member familiar with association procedures and history
- c. Basic Responsibilities: Archives, nominations and elections, legislation

4. Publications

- a. Chair: Editor-in-Chief
- b. Required Members: Ad Manager, Representative from Member Resources committee
- c. Basic responsibilities: TEEAP Journal editing and publications, ad sales

5. Conference

- a. Chair: Conference Director
- b. Required Members: President
- c. Basic responsibilities: Planning and coordination of TEEAP sponsored conference, ensuring communication of pertinent information

6. Membership

- a. Chair: Secretary
- b. Required Members: Membership Registrar, Regional Directors
- c. Basic responsibilities: Member recruitment, teacher recruitment, membership registry

7. Member Resources

- a. Chair: Appointed by President
- b. Required Members: Safety consultant, high school teacher, middle school teacher, elementary teacher, university representative, one or more representatives from the following: Intermediate Unit, Pennsylvania Department of Education, Engineering by Design representative
- c. Basic responsibilities: Safety, curriculum, e-blast content, forums, mentorship of future/beginner teachers, encouraging future association leaders, establishing Directors of Students

Section 2. Choosing Committee Members

- 1. The chair of each standing committee shall be TEEAP members in good standing appointed by the President, except where noted in these by-laws.
- 2. The members of standing committees shall be TEEAP members in good standing, appointed by the chair of each committee.

Section 3. Supervision of Committees

- 1. It shall be the responsibility of the committee chair to outline objectives and duties of committees, ensuring that each committee functions, and submit reports of its activities to the Executive Board and attend Executive Board meetings when invited by the President.
- 2. The President-elect shall oversee the committee chairs to ensure they are functioning properly.

Section 4. Ad hoc Committees and Task Forces

The President may appoint ad hoc committees and task forces with the approval of the Executive Board. Chairpersons of ad hoc committees and task forces may attend Executive Board meetings at the invitation of the President. They may speak on items of official TEEAP business at the invitation of the President.

ARTICLE XXII. Financial Matters

Section 1. Process for Payments

All payment requests, including electronic payments, must follow the following procedure:

- 1. Submitted through the President of the Association. The President will sign the request, record the amount, assign a request number, identify a budget code and forward the request to the Treasurer, or authorized person when the Treasurer is unavailable.
- 2. In instances where the President is being reimbursed or paid, the President-Elect shall be responsible for approving the payment request in accordance with Article XXII, section 1, subsection 1 above.
- 3. In instances where the Treasurer is being reimbursed or paid, another bank signees shall be responsible for making payment in accordance with Article XXII, section 1, subsection 1 above.
- 4. No payments or checks shall be made without receipts, invoices, or similar documents. Original receipt or further documentation may be requested.
- 5. The Treasurer, or authorized person when the Treasurer is unavailable, upon receiving the payment request, will make payment of the amount as approved by the President or President-Elect and forward to the person initiating the request.
- 6. Members of a committee that acquire expenses from working on that committee, regardless of Executive Board status, shall submit their payment requests through the Committee Chairperson, who will process the payment in accordance with Article XXII, section 1, subsection 1 above.

Section 2. Reimbursable Expenses

The Association will provide funds for the members of the Executive Board and members under their direction for the following expenses and governed by the following conditions:

1. General operational expenses incurred during the exercise of official TEEAP business.
2. Travel expenses to attend official TEEAP business meetings are reimbursable, with the exception of the TEEAP sponsored conference. Automobile travel expenses will be reimbursed based on the current IRS standard mileage rate. It shall be the responsibility of the individual board member to choose the most inexpensive method of travel.
3. Lodging and meal expenses for overnight or two-day Executive Board meetings outside of the TEEAP sponsored conference are to be assumed by the TEEAP. Lodging will be provided only for members who live more than 50 miles from the meeting location. Exemptions to this can be made at the discretion of the President.
4. Other items approved in the budget.
5. Each person should include only his/her own expenses on the check request. Notation should be made for official guests.
6. Members should seek pre-approval, preferably in writing, for expenses from the President or Treasurer to ensure the expenses are able to be reimbursed.
7. The President has the right to deny reimbursements that he or she feels is not promoting official TEEAP business.

Section 3. Treasurer Stipend

Due to the considerable amount of time and work it takes to maintain the finances of the organization, a stipend will be given to the Treasurer at the rate of \$250. This stipend will be paid upon successful completion of the tax documents from their previous term year, with approval from the Executive Board after ensuring all financial responsibilities have been met. In the event financial responsibilities have not been met, the treasurer will not receive his or her stipend.

Section 4. Memorials

The Association may elect to contribute to a fund in memory of a person who has contributed to the TEEAP or to education in general. The amount of this contribution may be determined by the President of the Association with the approval of the Executive Board, but will not exceed one hundred dollars (\$100.00).

Section 5. Conference Speakers

The Association may pay reasonable expenses within the limitations of the approved association year budget. The President and Conference Chairperson shall have the discretion to arrange for travel, room and board, and/or honorarium expenses with Conference speakers. Honorariums shall depend on the caliber of the speaker and occasion. The speaker must bear all costs for accompanying family members.

Section 6. Conference Lodging

The Association will provide conference lodging for the President, President-elect, Conference Director, and other personnel deemed necessary by the President and Conference Director. All of the expenses are to be paid only if not reimbursed by another source.

Section 7. Financial Transfers

The procedure for the transferring of checks or money from any chairperson or official:

1. All financial transactions must be reported to the Treasurer in writing.
2. Checks may be deposited by other individuals at the discretion of the Treasurer.
3. All transfers of funds must occur within 15 days of receipt of check/money.
4. The balance for any and all secondary association accounts should maintain a standing balance of no more than \$500 and be assessed prior to all board meetings.

Section 8. Audit Procedures

The following procedure shall be followed by the administrative committee at the end of each year:

1. Verify income by comparing the following: Ledger, Treasurer's reports, Deposit slips, Deposit form, Check transfer form (to be obtained from the President)
2. Verify expenditures by comparing the following: Ledger, Treasurer's report, payment requests, Checks, Check request record (to be obtained from the President)
3. Other items to be reviewed: Checkbook, Checks, and check endorsements, Check stubs, Bank statements, Bills, and payment requests.

Section 9. Outside Financial Audit

A financial audit by an outside organization shall occur in the following situations:

1. At the end of the Treasurer's three year term.
2. When the Treasurer resigns or leaves office otherwise.
3. When approved by the Executive Board at any other time.

Section 10. Association Financial Accounts

Accounts held by the association and maintained by the treasurer include:

1. Checking account.
2. Money Market account.
3. Credit card account.
4. Paypal

All new accounts of any type must be authorized by the Executive Board.

Section 11. Approval for funds

The following people are authorized to sign checks, in accordance with these bylaws:

1. Treasurer
2. Recording Secretary
3. Another TEEAP member in good standing with knowledge of procedures and history of the Association, other than President or President-Elect, that is appointed by the Executive Board. It is recommended that this person remained unchanged for as long as possible.

ARTICLE XXIII. Policy

Section 1. Purpose of Policy

Policy shall provide guidelines for the conduct of TEEAP business and is more specific in nature than the Bylaws or Constitution. Both elected and appointed officers are required to follow policy when applicable but have the option of deviating from policy only after careful consideration. Policy may deal only with areas that are not specified in the Constitution and/or Bylaws and may not contradict the Constitution or Bylaws.

Section 2. Subject Matter of Policy

Policy may include but is not limited to:

- Procedures and criteria for Standing Committees activities
- Procedures and criteria for Awards
- Other important information

Section 3. Setting Policy

Policy is to be set by the Executive Board. Items can be included in or stricken from Policy by a simple majority vote of the Executive Board