

C O N S T I T U T I O N

TECHNOLOGY EDUCATION ASSOCIATION OF PENNSYLVANIA

ARTICLE I. Name

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

ARTICLE II. Purposes

- Section 1.** To define, stimulate, coordinate and strive for the improvement and strengthening of Technology 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 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, associate, life, honorary, and college student.
- Section 2.** Voting rights are vested with active and life members.

ARTICLE IV. Affiliation and Alliance

- Section 1.** The TEAP may affiliate or become allied with other organizations.
- Section 2.** The TEAP may grant affiliation to any petitioning organization having similar purposes.
- Section 3.** The TEAP shall determine the relationship between the above organizations and the TEAP by designation of affiliate, council, department or other title.
- Section 4.** A Delegate Assembly, consisting of delegates from each TEAP Region, shall represent the membership at the Annual Business Meeting held at the Annual State Conference. All actions and decisions at the Annual Business Meeting are the responsibility of the delegates to the Delegate Assembly.

ARTICLE V. Officers and Executive Board

- Section 1.** The elected officers of the TEAP Executive Board shall consist of the President; the Deputy President; the President-elect; the Immediate Past President; the Vice Presidents representing the regions, leadership, college students and; and Representatives elected by recognized affiliate organizations.
- Section 2.** The appointed officers of the TEAP Executive Board shall consist of the Treasurer, Recording Secretary, Publications Chairperson and Conference Director.

Section 3. Only the members of the Executive Board shall vote.

ARTICLE VI. Publications

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

ARTICLE VII. Amendments

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 TEAP is not organized for profit and no part of the earnings of the TEAP shall inure to the benefit of any private member.

Section 2. In the event of the liquidation or dissolution of the TEAP, 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 TEAP from any source, after the payment of all debts and obligations of the TEAP shall be used or distributed, subject to the Laws of the Commonwealth of Pennsylvania, exclusively for the purpose herein before set forth.

BYLAWS

TECHNOLOGY EDUCATION ASSOCIATION OF PENNSYLVANIA

ARTICLE I. Requirements of These Bylaws

All officers of the TEAP, 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 TEAP business.

ARTICLE II. Amendments to These Bylaws

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 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 technology education or industrial arts as teachers, supervisors or teacher-educators.

Section 2. Associate Membership

Associate membership shall be opened to persons engaged in other fields of education or commercial and industrial firms who are in accord with the purposes of the TEAP as stated in the constitution.

Section 3. Life Membership

Life membership shall be open to persons eligible for active membership. Life members shall be granted active membership privileges for life and shall be provided with a recorded life membership card. The total number of life members shall not exceed twenty percent (20%) of the total active membership. This shall be monitored by the Membership Committee and they shall make recommendations to the President. Effective January 1, 1999, however, no new life memberships will be granted.

Section 4. Active Retired Membership

Active retired membership shall be open to all persons who have retired from technology education or industrial arts as teachers, supervisors or teacher educators.

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. College Student Membership

College student membership shall be open to undergraduate and full-time graduate students in technology education.

Section 7. Membership Year

The membership year of the TEAP 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. One dollar of the dues per year for each membership category shall be deposited in the scholarship fund.

Dues structure effective January 1, 1999

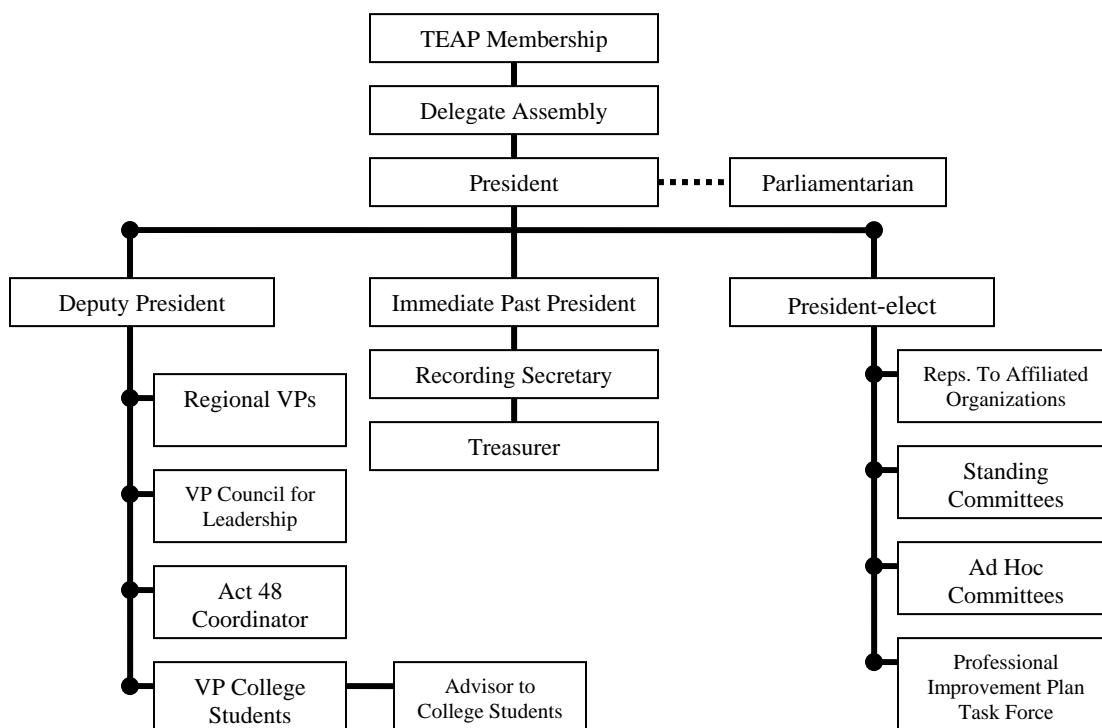
Two year active membership	\$50.00
Two year active retired membership	\$20.00
One year student membership	\$ 8.00
Two year associate membership	\$45.00

Dues structure effective when deemed necessary by the Executive Board

Two year active membership	\$50.00
Two year active retired membership	\$25.00
One year student membership	\$ 8.00
Two year associate membership	\$60.00

ARTICLE V. TEAP Organizational Structure

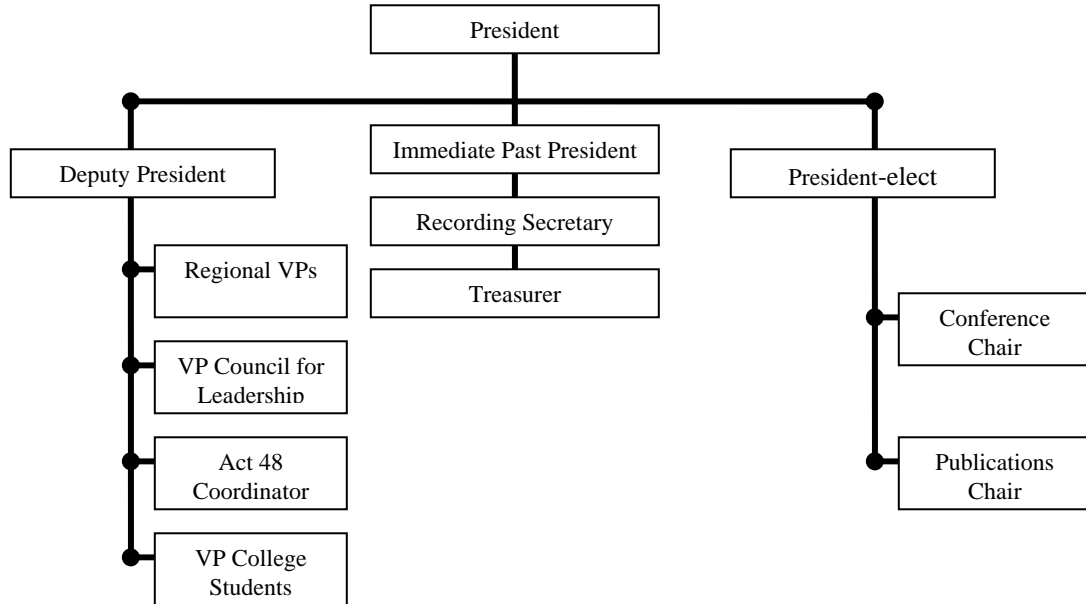
Section 1. The TEAP organizational structure is shown below.



ARTICLE V. TEAP Organizational Structure (continued)

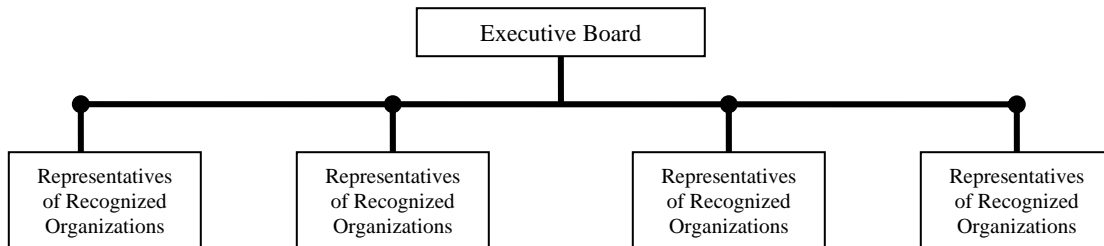
Section 2. The members of the TEAP Executive Board are shown below.

TEAP Executive Board



Section 3. The members of the TEAP Administrative Board are shown below.

TEAP Administrative Board



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| <ul style="list-style-type: none"> • ITEA Representative • PaACTE Representative • PDE Representative • PaTSA Representative • PaFT/AFT Representative • PSEA/VP AE Representative | <ul style="list-style-type: none"> • Administration and Budget • Archives • Awards • Conference • Curriculum • Legislation/Curriculum Regulations • Membership • Nominations and Elections • Publications • Public Relations • Resolutions • Safety • Scholarship |
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ARTICLE VI. TEAP Regions of Pennsylvania

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 number to represent them on the Executive Board. Each person so elected shall be known as a Regional Vice President. See Appendix A for a TEAP Regional Organizational Map.

<u>TEAP REGIONS</u>	<u>INTERMEDIATE UNIT(S)</u>
<u>Western</u> 1-W	5
2-W	4 and 27
3-W	2 and 3
4-W	1
5-W	6 and 28
6-W	7
<u>Central</u> 1-C	9 and 10
2-C	16 and 17
3-C	8 and 11
4-C	15
5-C	13
6-C	12
<u>Eastern</u> 1-E	18 and 19
2-E	14 and 29
3-E	22 and 23
4-E	24 and 25
5-E	26
6-E	20 and 21

ARTICLE VII. Delegate Assembly

Section 1. Required Meeting and Purpose

Each year the Delegate Assembly shall meet during the TEAP Conference. The purpose of the meeting shall be to bring before the delegates items of business that provide direction for the elected TEAP officers.

Section 2. Distribution of Delegates

Only active or life members of TEAP shall be eligible to be delegates. The number of delegates authorized shall be determined by the January membership count. Each Intermediate Unit (IU) shall be entitled to one delegate and one alternate for the first 25, or fraction thereof, of TEAP members employed within that IU. One additional delegate and alternate may be selected for each additional 25 members, or fraction thereof. Alternate delegates may attend the Delegate Assembly but may vote only in the absence of the delegates for which they are alternates. Each TEAP IU shall be entitled to selecting delegates as follows:

1-25	TEAP members - one (1) delegate and alternate
26-50	TEAP members - two (2) delegates and alternates
51-75	TEAP members - three (3) delegates and alternates
76-100	TEAP members - four (4) delegates and alternates
101-125	TEAP members - five (5) delegates and alternates
126-150	TEAP members - six (6) delegates and alternates

Section 3. Selection and Financing of Delegates

Delegates and alternates are to be appointed by the Regional Vice President and/or selected by affiliated organizations for each TEAP region. Each delegate and alternate may be appointed only for the region in which he/she is employed. No

member of the Executive Board may serve as a delegate or alternate. Each delegate must register upon admission to the Delegate Assembly (see Appendix B).

Section 4. Conduct of Meetings

Meetings of the Delegate Assembly shall be presided over by the President and conducted according to Roberts Rules of Order. The President shall appoint a parliamentarian to rule on all questions of procedure. Delegate seating will be conducted by the Immediate Past President, Once Removed.

Section 5. Reports for Delegates

The Delegate Assembly members shall receive copies of final reports of members of the TEAP Boards.

Section 6. Required Action of Delegates

Delegate shall receive two reports: (a) TEAP Resolutions and (b) the Deputy President's proposed budget, in advance of the Delegate Assembly meeting and be given the opportunity during the meeting to hold discussion on them. They will also have the opportunity to alter their content and will vote to accept or reject them. A majority vote rules.

Section 7. Motions by Delegate Assembly

The Delegate Assembly shall have the opportunity to present motions and vote on them. Passed motions are to be forwarded to the Executive Board for implementation.

ARTICLE VIII. Affiliation With Other Organizations

Section 1. Who May Affiliate?

Any local, county or regional Technology Education Association may, with the approval of the Executive Board, affiliate with the TEAP.

Section 2. Status of Affiliated Organizations

Each affiliated association shall be a unit in the organization of the TEAP and, as such, shall be entitled to use of TEAP'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 (see Appendix C). No dues or fees shall be required. After affiliation has been granted, it shall continue without interruption until termination by either the TEAP or the affiliated group.

Section 4. Certificate of Affiliation

Each Affiliated Association shall be furnished with a Certificate of Affiliation (see Appendix D).

Section 5. Responsibilities of Affiliates

Each affiliate shall keep the TEAP Recording Secretary and the Vice President for Local Associations fully informed of its activities and changes in officers and representative personnel.

ARTICLE IX. Executive Board Functions

The administration of the affairs of the TEAP 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 TEAP, providing that none of these actions conflict with either the Constitution or Bylaws of the TEAP.

ARTICLE X. Responsibilities of Executive Board Members

Section 1. President

The President shall serve as Chairperson of the Executive Board and shall be responsible for the promotion and advancement of the TEAP. The President shall preside at all meetings of the Executive Board and the Delegate Assembly and serve as general Chairperson of the Annual Conference. The President shall be responsible for other duties as listed in these Bylaws and TEAP policy.

Section 2. Deputy President

The Deputy President shall serve as assistant to the President, and as coordinator for the Vice Presidents and prepare an annual report for the Delegate Assembly on their activities and needs. This officer shall organize and make arrangements for the Executive Board Meetings under the direction of the President. The Deputy President shall be responsible for other duties listed in these Bylaws and TEAP Policy.

Section 3. President-elect

The President-elect shall assist the President, coordinate the committees and present a report to the Delegate Assembly on the committees' activities. This officer shall assist the Deputy President with meetings and be responsible for other duties delegated by the President, the Executive Board and these Bylaws and Policy.

Section 4. Immediate Past President

The Immediate Past President shall chair the Resolutions Committee and the Nominations and Elections Committee. The Immediate Past President shall install new officers at the TEAP Conference and be responsible for any other such duties as assigned by the President or Executive Board. The Immediate Past President shall collect and prepare suitable resolutions and present them at the TEAP Delegate Assembly.

Section 5. Vice Presidents

The Vice Presidents representing Regions, Leadership, College Students, and other voting affiliates shall assist the President and direct studies and activities within their respective areas. Vice Presidents shall be the main link and channel of communication between their constituents and the Association. They shall also be responsible for organizing activities for and communicating with their constituents and representing them at Executive Board Meetings. Regional Vice Presidents shall appoint delegates and alternate delegates to the Delegate Assembly.

Section 6. Recording Secretary

It shall be the responsibility of the Recording Secretary to record the minutes of all meetings of the Executive Board and the Delegate Assembly of the TEAP.

Section 7. Treasurer

The Treasurer shall conduct the financial affairs of the TEAP and shall pay all bills after authorization for such payment from the President. The methods used by the Treasurer in all matters relating to payment of bills, depositing of funds, keeping of records, etc., shall be approved by the Executive Board.

Section 8. Conference Director

The Conference Director shall have the responsibility, with 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 a committee to assist him/her in coordinating these activities.

Section 9. Chairperson of Publications

The Chairperson of Publications shall have the responsibility, with approval of the Executive Board, to edit and compile the TEAP Journal. This person shall serve as Chairperson of the Publications Committee.

ARTICLE XI. Executive Board Members

Section 1. Offices Which Serve on the Executive Board

The Executive Board members are specified in Article V. Section 2 of the Constitution.

Section 2. Eligibility Requirements for Membership

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

ARTICLE XII. Election of Executive Board Members

Section 1. Eligible Voters

Only active and life members are eligible to vote for officers.

Section 2. Who Conducts Elections

Elections shall be conducted by the Committee on Nominations & Elections, chaired by the Past President.

Section 3. Offices Filled by Election

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

Section 4. Election Ballot

The 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 current active and life members (electronic mail (or by first class mail if so desired). When voting for Regional Vice President, members may vote only for a candidate who will represent the region in which the voter resides. The Election Ballot is to be returned to the Chairperson of the Committee on Nominations and Elections prior to May 31. (The web master shall insure that each member vote only once.)

Section 5. Election of Vice Presidents for Leadership, College Students, and Others

The election of Vice Presidents for Leadership, College Students, and other voting Affiliates will be conducted by those organizations.

ARTICLE XIII. Terms of Office of Executive Board Members

Section 1. President

Individuals elected to the office of President-elect shall serve a four year term holding a different office each year. The first year shall be as President-elect, the second year as Deputy President, the third year as President, and the fourth year as Immediate Past President.

Section 2. 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. Appointments for Recording Secretary and Treasurer shall take place in three year cycles as indicated:

Secretary 2007 - 2010 - 2013 - 2016 – 2019 - 2022
Treasurer 2006 - 2009 - 2012 - 2015 – 2018 - 2021

Section 3. Regional Vice Presidents

Regional Vice Presidents shall be elected for a term of three years and may succeed themselves only once. They are eligible to be re-elected to the same office after three years. The election schedule is arranged so that about one-third of the Regional Vice Presidents stand for election each year. The elections are to be held in the following years and on a continuing three year cycle.

<u>TEAP Region</u>	<u>Elected in Years</u>
1-W	2005, 2008, 2011, 2014, 2017, 2020
2-W	2006, 2009, 2012, 2015, 2018, 2021
3-W	2005, 2008, 2011, 2014, 2017, 2020
4-W	2006, 2009, 2012, 2015, 2018, 2021
5-W	2007, 2010, 2013, 2016, 2019, 2022
6-W	2006, 2009, 2012, 2015, 2018, 2021
1-C	2007, 2010, 2013, 2016, 2019, 2022
2-C	2006, 2009, 2012, 2015, 2018, 2021
3-C	2007, 2010, 2013, 2016, 2019, 2022
4-C	2006, 2009, 2012, 2015, 2018, 2021
5-C	2007, 2010, 2013, 2016, 2019, 2022
6-C	2005, 2008, 2011, 2014, 2017, 2020
1-E	2005, 2008, 2011, 2014, 2017, 2020
2-E	2007, 2010, 2013, 2016, 2019, 2022
3-E	2005, 2008, 2011, 2014, 2017, 2020
4-E	2006, 2009, 2012, 2015, 2018, 2021
5-E	2006, 2009, 2012, 2015, 2018, 2021
6-E	2005, 2008, 2011, 2014, 2017, 2020

Section 4. Vice Presidents for Leadership,

The Vice Presidents for Leadership, shall be elected for a term of two years. Those elections shall take place in even numbered years.

Section 5. Vice Presidents for College Students and Other Voting Affiliates

The Vice President for College Students and other Voting Affiliates shall be elected for a term of one year. (TECA)

Section 6. 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 and installation ceremony. See Appendix E for the Dates of Expiration of Term of Office.

ARTICLE XIV. Meetings of the Executive Board

Section 1. Chairperson of Meetings

The President shall serve as Chairperson of the Executive Board. The Deputy President shall serve in the absence of the President as Chairperson and 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

Each President must hold an Executive Board Meeting during the Conference in which he/she takes office and at least one other meeting during his/her term of office. Other meetings may be called at the option of the President.

Section 4. Required Actions

Each President must present at his/her first Executive Board Meeting a list of individuals that he/she nominates for appointment to chairmanships of Standing Committees, Representatives to other organizations, Intermediate Unit Representatives and, if the cycle requires, the Secretary or Treasurer. The Executive Board must vote to accept or reject the nominations. Between Executive Board meetings, as much business as possible shall be conducted by (written or electronic) correspondence, and/or telephone.

Section 5. Votes at Meetings

All members of the Executive Board, except the President, are entitled to vote on all official TEAP business. The President casts the deciding ballot in the event of a tie vote of all members who cast ballots.

ARTICLE XV. Replacement of Executive Board Members

Section 1. President or Deputy President

If a President or Deputy President is unable to fulfill his/her duties, the Presidents in the line of succession shall advance leaving the President-elect position vacant. If the Deputy President advances to the position of President and serves in that position for more than six months, his/her term shall end at the time his/her predecessor's term would have ended and he/she shall advance to the position of Immediate Past President. If the unexpired term of office is less than six months, he/she shall serve as President to complete the unexpired term and the following full term. The Deputy President shall follow in cycle.

Section 2. President-elect

If the President-elect position becomes vacant, it shall remain so until the next regularly scheduled election. The Nominations and Elections Committee shall then solicit candidates for the positions of Deputy President and President-elect.

Section 3. Immediate Past President

If the position of Immediate Past President becomes vacant, his/her duties shall be assigned to another individual by the President with the approval of the Executive Board.

Section 4. Regional Vice President

Should a Regional Vice President be unable to fulfill his/her duties or resign, a member from the same 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. Vice Presidents for Leadership and Others

Should the Vice President for Leadership, College Students, or other Voting Affiliates (e.g., Pennsylvania State Education Association/Vocational and Practical Arts Educators) be unable to fulfill the duties of the office, it shall be the responsibility of the organization being represented to obtain a replacement.

ARTICLE XVI. Administrative Board

Section 1. General Provisions of the Administrative Board

A. Purpose of the Administrative Board

The purpose of the Administrative Board shall be to advise the Executive Board on topics related to their appointed subject areas and to carry out activities in those fields for the benefit of the membership. The Administrative Board is composed of individuals in staff positions.

B. Membership of the Administrative Board

The members of the Administrative Board shall be the Chairpersons of all standing committees except Publications and Conference listed in section 2 of this article, appointed Representatives to other organizations listed in section 3 of this article, Chairpersons of ad hoc committees and task forces as noted in section 4 of this article and Advisors as noted in section 5 of this article.

C. Appointment and Removal of Administrative Board Members

Members of the Administrative Board are appointed by the President with the approval of the Executive Board. The President shall have the authority to remove any Administrative Board member from office with the approval of the Executive Board.

D. Board Meetings, Discussions and Votes

The Administrative Board shall meet at the call of the President and/or the President-elect and may meet jointly with the Executive Board. In the event of a joint meeting, the members of the Administrative Board may, at the discretion of the President, join in discussion of items of business; however, Administrative Board members shall not be permitted to vote on TEAP official business.

E. Reports from Board Members

Administrative Board members shall submit reports of their activities to the Executive Board as requested.

Section 2. Standing Committees

A. The following standing committees are authorized:

Administration and Budget
Archives
Awards
Conference

Curriculum
Legislation/Curriculum Regulations
Membership
Nominations and Elections
Publications
Public Relations
Resolutions
Safety
Scholarship

B. Choosing Committee Members

The members of standing committees shall be appointed by the President.

C. Supervision of Committees

It shall be the responsibility of the President-elect to outline objectives and duties of committees, insure that each committee functions, and submit reports of its activities to the Delegate Assembly.

Section 3. Representatives to Other Organizations

A. Representatives to the following organizations are authorized

- (1) International Technology Education Association
- (2) Pennsylvania Association for Career and Technical Education
- (3) Pennsylvania Department of Education, Technology Education Specialist
- (4) Pennsylvania Technology Student Association
- (5) Pennsylvania Federation of Teachers/American Federation of Teachers (AFT)
- (6) Pennsylvania State Education Association (PSEAVPAE)

B. Additional Representatives

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

C. Responsibilities of Representatives

Representatives are to attend meetings of the organizations to which they are appointed and represent the interests of TEAP with those groups. They are also responsible for keeping the Executive Board informed of activities that effect the interest of TEAP.

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 and/or Administrative Board meetings at the invitation of the President. They may speak on items of official TEAP business at the invitation of the President.

Section 5. Advisors

The President may appoint an advisor to the Technology Education College Association of Pennsylvania (TECAP) and a Parliamentarian.

ARTICLE XVII. Professional Improvement Plan

A five year Professional Improvement Plan (PIP) shall be developed to identify the mission, goals, objectives and strategies for TEAP. Task forces and/or appropriate committees should be assigned to pursue the intent of each objective and report on their progress in the fall, spring and Conference reports. The PIP shall be examined and revised at least once every three years. See the (appendix) for the most recent PIP.

ARTICLE XVIII. Publications

Section 1. TEAP Journal

The official journal of the TEAP shall be titled the TEAP Journal. The Journal shall be published a minimum of three times a year and distributed to all members at no charge. The TEAP Journal shall serve to inform the membership of Association activities, aims and goals; inform the membership of news of interest about the Technology Education profession and promote the Association and the profession.

Section 2. Other Publications

Additional publications may be written and distributed with the authorization of the Executive Board.

Section 3. TEAP Logo

The official logo of the Association is the outline of the State of Pennsylvania with the TEAP slanted design located in it. The Association name may be located as deemed necessary by the intended use. See Appendix F for TEAP Logo Guidelines.

ARTICLE XX. Financial Matters

Section 1. Authorization of Payment of Bills

The President shall be the only person to authorize payment of TEAP bills. Each bill must be verified to insure that the TEAP is responsible for its payment.

Section 2. Writing Checks

The treasurer, secretary and one additional TEAP member, as authorized by the board, shall be authorized to sign checks issued on the TEAP bank accounts. All checks shall be issued only after receiving written authorization from the President.

Section 3. Fiscal Year

The fiscal year of the TEAP shall be from January 1 to and including December 31.

Section 4. Annual Report of the Treasurer

The annual report of the Treasurer of the TEAP will be published in the TEAP Journal as soon after the Delegate Assembly as possible.

Section 5. Surety Bond

The Treasurer shall be under surety bond in excess of the assets of the TEAP.

Section 6. Audit of Treasurer's Records

The records of the Treasurer shall be audited annually by an independent group and the report of that audit presented to the Executive Board and kept on file by the Secretary.

ARTICLE XXI. Policy

Section 1. Purpose of Policy

Policy shall provide guidelines for the conduct of TEAP 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: Duties of Elected and Appointed Officers
Procedures and criteria for Standing Committees activities Procedures and criteria for
Representatives to other organizations Procedures for planning and conduct of the
TEAP Conference Procedures for installation of officers Procedures for processing
financial matters

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.

POLICY

TECHNOLOGY EDUCATION ASSOCIATION OF PENNSYLVANIA

DUTIES AND RESPONSIBILITIES OF THE OFFICERS AND EXECUTIVE BOARD

PRESIDENT: Duties and Responsibilities

General:

The President is responsible for the operation, promotion and advancement of the Association.

Officially represents the Association, in person or through a designate, at all pertinent professional meetings.

Officially represents the TEAP at the annual conference of the International Technology Education Association.

Maintains a system of periodic communications with the Administrative and Executive Boards.

Budget

The President shall be the only person to authorize payment of TEAP bills.

Appointments

Each President must present a list of individuals at his/her first Executive Board meeting that he/she nominates for appointment to chairmanships of standing committees, representatives to other organizations, IU representatives, and if the cycle requires, the secretary or treasurer.

Appoints, with the approval of the Executive Board, a recording secretary and a treasurer as their terms expire.

Members of the Administrative Board are appointed by the President with the approval of the Executive Board.

The members of standing committees shall be appointed by the President.

Meetings

The President shall serve as chairman of the Executive Board and shall be responsible for the promotion and advancement of TEAP. The President shall preside at all meetings of the Executive and Administrative Boards and the Delegate Assembly, and shall serve as general chairman of the annual conference.

Each President must hold an Executive Board meeting during the conference in which he/she takes office, and at least one other meeting during his/her term of office. Other meetings may be called at the option of the President.

The Administrative Board shall meet at the call of the President and/or the President-elect.

Conference

Serves as General Chairman of the annual state conference.

Appoints, with the approval of the Executive Board, the Conference Director and Conference Program Chairman for the annual conference.

Recruits the two General Session speakers and the banquet speakers for the conference.

The President shall have the discretion to arrange for travel, lodging expenses at the conference site, subsistence and/or honorarium expenses for the conference speakers.

The Delegate Assembly is presided over by the President.

At the annual fall conference banquet, the President makes the following awards and presentations: the gavel is presented to the newly installed President; TEAP Special Recognition to any individual or group of individuals determined to be appropriate; the Silver Service Award; TEAP Outstanding Regional Vice President Service Award.

Sends thank you letters to the major speakers and the chairman of the Spouses/Guests Program.

Resolutions

Review the resolutions approved at the annual conference and assign each resolution to a committee or association function. The President shall require periodic reports on implementing the intent of the resolution and shall report to the Executive Board on each resolution during the spring and conference Executive Board meetings.

DEPUTY PRESIDENT: Duties and Responsibilities

General

The Deputy President serves as assistant to the President and is responsible for all duties delegated by the President and/or the Executive Board

Automatically fills the office of TEAP President and assumes all duties and responsibilities of that office in the event of absence, resignation or removal of the President from office.

The Deputy President reviews the Constitution, Bylaws and Policy Handbook annually and initiates changes when appropriate.

Committees

Acts as chairman of the Committee on Administration and Budget.

Meetings

The Deputy President shall serve as chairman of the Executive Board in the absence of the President.

Organizes and makes arrangements for the spring Executive Board sessions under the direction of the President. These arrangements include negotiating and signing contracts with the hotel or organization scheduled to host the meeting during the succeeding calendar year.

Mid-February, Mid-August and early October: Communicates notices of meetings one month in advance to officers and vice presidents representing regions, supervisors, teacher educators, college students and local associations. The Deputy President arranges for each of these officers to prepare a written report to be presented at that meeting.

Serves as a member of the Executive Board, and calls a meeting of that board in the event the President refuses or is unable to call such a meeting when duly requested by members of the Executive Board.

Organizes and makes arrangements for the summer conference planning meeting at the direction of the President. These arrangements include negotiating and signing contracts with the hotel or organization scheduled to host the meeting. Communicates notice of the meeting to all members of the planning team in mid-June.

Seminars

Directs and organizes leadership seminars twice every three years for TEAP administrative personnel and aspiring officers.

Conference

Annual conference responsibilities: the Deputy President will be responsible for recruiting all of the annual conference operating committee members for his/her year of presidency.

At Thursday Executive Board meeting, present current resolutions and budget for vote to recommend to the Delegate Assembly.

The Deputy President shall serve as assistant to the President and act as coordinator for the vice presidents, and prepares a written annual report for the Delegate Assembly on their activities and needs. This officer shall organize and make arrangements for the conference Executive Board meetings under the direction of the President.

Delegate Assembly shall receive the following reports from the Deputy President: TEAP Resolutions and Deputy President's proposed budget.

Serves as coordinator for the delegates and alternates to the Delegate Assembly. This includes communicating with the regional vice presidents to arrange for delegates to be appointed.

Be sworn in as President at the annual banquet.

Prepares an agenda and chairs the Saturday conference Administrative Board meeting.

Prepares a calendar of important dates for the coming year for distribution at the Saturday conference Administrative Board meeting.

PRESIDENT-ELECT: Duties and Responsibilities

General

The President-elect shall serve as chairman of the Executive Board in the absence of the President and the Deputy President.

Serves as assistant to the President and is responsible for all duties delegated by the President and/or the Executive Board.

Automatically fills the office of Deputy President and assumes all duties and responsibilities of that office in the event of absence, resignation or removal of the Deputy President from office.

Meetings

Assists the Deputy President as needed in organizing and planning meetings.

The Administrative Board shall meet at the call of the President and/or President-elect and may meet jointly with the Executive Board.

Mid-February, Mid-August and early October: Communicates notices of meetings one month in advance to representatives of affiliated organizations, the chairmen of standing committees, ad hoc committees, and Professional Improvement Plan task force members, the parliamentarian, and the advisor to college students. The President-elect arranges for each of these officers to prepare a written report to be presented at that meeting.

Organizes and makes arrangements for the fall Executive Board sessions under the direction of the President. These arrangements include negotiating and signing contracts with the hotel or organization scheduled to host the meeting during the succeeding calendar year.

Conference

During September, arrange with the TEAP supplier to have conference name badges made for the officers of the Association who are new to their positions.

At the conference second general session, the President-elect ends the session, and gives out the door prizes.

It shall be the responsibility of the President-elect to outline objectives and duties of committees, ensure that each committee functions, and submit reports of their activities to the delegates attending the Delegate Assembly.

IMMEDIATE PAST PRESIDENT: Duties and Responsibilities

General

Prepares the records of his/her term in office for the Association history and forwards same to the archivist within six (6) months after leaving office. In order to retrieve information from the TEAP archives, the files should be arranged in a binder in the following order prior to their transmittal to the archivist:

- A. Chronological order by year (e.g., 2000, 2001, 2002)
- B. Alphabetical first, then chronological within each alphabetical group (example)
 - 1. Correspondence: (a) Executive Board, (b) ITEA, (c) Membership, (d) TEAP Journal
- C. Stipulations
 - 1. Any sheet which measures less than 8-1/2 x 11, attach (staple) to a blank 8-1/2 x 11 white sheet of paper.
 - 2. Provide to the archivist the original copies ~~because original copies produce the best microfilm~~ (and electronic format for storage and retrieval.)

Audits the records and accounts of the Association.

Committee

Serves as chairperson of the Committee on Resolutions.

Serves as chairperson of the Nominations and Elections Committee.

Conference

Conducts the Installation of Officers ceremony at the Delegate Assembly for the new vice presidents, the President-elect, and the Deputy President.

Conducts the Installation of Officers ceremony at the annual conference banquet for the new President.

Is responsible for the President's end of term honors.

IMMEDIATE PAST PRESIDENT, ONCE REMOVED: Duties and Responsibilities

Conducts delegate seating during the Delegate Assembly at the annual conference.

REGIONAL VICE PRESIDENTS: Duties and Responsibilities

- 1. Submits names to the Deputy President for delegates to the conference at least three weeks prior to the state conference.

2. Works with current TEAP members in his/her region to (a) encourage the continuous membership campaign and keep the effort moving throughout the year and, (b) encourage attendance at the state and international conferences.
3. Studies his/her region carefully to discover the present and potential membership for the national, state, local and student organizations within the region.
4. Promotes the TEAP and ITEA and reports these activities to the Deputy President in three reports for the year. The spring, fall, and final reports shall be prepared and submitted to the Deputy President three weeks prior to the spring, fall and Conference Executive Board meetings. The reports must be submitted on TEAP Report Form (see Appendix G).
5. Promotes at least one multiple county meeting per year such as a regional forum.
6. Maintains an accurate and up-to-date directory of the names and addresses of both members and non-members of the TEAP who are involved in technology education within his/her region. This list shall be completed by January 1 and submitted to the President of TEAP.
7. Assists the local professional associations within his/her region in the development of programs, studies, research, instructional materials and such other duties that will assist in improving technology education in Pennsylvania.
8. Submits articles on the various activities occurring within his/her region to the Chairperson of Publications in accordance with the deadlines established for the TEAP Journal.
9. Attends all Executive Board meetings and general meetings of the TEAP.
10. Keeps an active file of all correspondence, forms, and papers pertaining to the responsibilities of the Regional Vice President and forwards these materials to the subsequent Regional Vice President.
11. Contacts the President of each local association within his/her region to determine the planned activities for the coming year.
12. Considers and makes recommendations for the Teacher Excellence, Outstanding Service and Program Excellence awards to the Awards Chairperson.

TIMELINE FOR REGIONAL VICE PRESIDENTS

November	Attend TEAP Conference	September	Begin to Develop Regional Directory
December	Work on Directory		Begin Selection of Delegates
January	Submit News Articles to Journal Editor		Make Local Association Contacts
	Submit Region Directory to Pres & Registrar		Plan for Regional Meetings
February	Write Spring Report		Encourage Conference Attendance
March	Submit Spring Report to Deputy President		Submit Fall Report to Deputy President
	Attend Spring Board Meeting	October	Complete Delegate Selection
	Submit News Article to Journal Editor		Submit Delegates to Deputy President
August	Submit News Article to Journal Editor		Submit News Articles to Journal Editor
	Write Fall Report		Final Report Due to Deputy President

VICE PRESIDENT FOR LEADERSHIP (TEAP-CL): Duties and Responsibilities

1. Prepares and submits spring, fall and final typed reports to the Deputy President three (3) weeks prior to the spring, fall and conference meetings. The reports must be submitted on the TEAP Report Form (see Appendix G).

2. Informs the Conference Committee prior to the Conference Planning Meeting, on the need for these programs:
 - a. Regular Business Meeting
 - b. Special Interest Programs
 - c. Workshops
3. Schedules a minimum of one meeting per year for the TEAP-CL Executive Committee.
4. Guarantees that all arrangements are made for the conference programs sponsored by TEAP-CL.
5. Serves as a liaison to the International Technology Education Association Council for Leadership (ITEA-CL).
6. Submits a request to the Deputy President for budget.
7. Directs and conducts all meetings and functions of the TEAP-CL.
8. Fulfills other duties and responsibilities as indicated in the TEAP-CL constitution.

VICE PRESIDENT FOR COLLEGE STUDENTS (TECAP): Duties and Responsibilities

1. Promotes college student membership in TEAP.
2. Submits manuscripts regarding TECAP news and ideas to the TEAP Journal Editor for possible publication.
3. Prepares and submits a spring, fall and conference report to the Deputy President three (3) weeks prior to the spring, fall and conference meetings.
4. Encourages college students to be presenters, chairpersons and participants in the Annual TEAP Conference.
5. Develops the student TEAP conference program and informs the TEAP Conference Planning Committee, prior to the Conference Planning Meeting, on the need for the TECAP business meeting, luncheon and student program.
6. Participates as a voting member of the TEAP Executive Board during the spring and conference meetings.

RECORDING SECRETARY: Duties and Responsibilities

1. Records the minutes of all meetings of the Executive Board and of the Annual Business Meeting and distributes copies of these minutes to the Executive and Administrative Boards.
2. Conducts other general correspondence as directed by the President.
3. Maintains a listing of affiliated organizations and provides applications for affiliation to any group desiring this status. (Refer to Certificate of Affiliation in Appendix D of this handbook).
4. In the event that the treasurer can not fulfill the responsibilities of duty, that the recording secretary shall temporarily assume the responsibilities of treasurer.

TREASURER: Duties and Responsibilities

1. Receives and holds funds of the Association and is at all times under surety bond in excess of the assets of the Association.

2. Responsible for depositing funds, payment of bills when authorized by the President and/or the Executive Board, and keeping of the financial records pertaining to the financial activities of the Association.
3. Deposits all checks in the TEAP account within thirty-six (36) hours after their receipt.
4. Submits financial reports at meetings of the Executive Board and at the Annual Business Meeting.
5. Submits quarterly financial reports to the President, Deputy President and President-elect.
6. Provides pertinent information to the officers of the Association and assists those officers of the Association in the preparation of the annual budget.
7. Maintains budget records as necessary to facilitate the proper function of the budget from year to year.

MEMBERSHIP REGISTRAR *: Duties and Responsibilities

1. With the Membership Committee, conducts a membership renewal campaign at the beginning of the fiscal year.
2. With the Membership Committee, conducts any subsequent membership campaigns deemed necessary or beneficial.
3. Processes all new memberships and renewals, within one (1) week of receipt, so an accurate up-to-date file of all members of the association can be maintained.
4. Reports at the end of each month the memberships and membership dues received for that month to the President, the Deputy President, the President-elect, the Secretary, the Treasurer, and the Membership Committee Chairperson.
5. Maintains an accurate record of contracts for life members in process and paid-up life members.
6. Determines when the number of life memberships has reached twenty percent (20%) of the total active membership and notifies the Membership Committee and President of this occurrence.
7. Receives all Conference pre-registration forms and processes them prior to the Conference.
8. Expedites correspondence with members regarding problems in membership, advance Conference registrations, etc.
9. Provides up-to-date listings of members for all presidents and regional memberships for Regional Vice Presidents.

* Not a member of the Executive or Administrative Boards, need not be a member of TEAP.

ACT 48 COORDINATOR

It is the responsibility of the ACT 48 Coordinator to report ACT 48 credit to the Pennsylvania Department of education for any TEAP member attending the TEAP Conference or any TEAP affiliated meeting that requires ACT 48 credit.

DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATIVE BOARD

COMMITTEE ON ADMINISTRATION AND BUDGET: Duties and Responsibilities

1. The Deputy President shall have the responsibility of Chairperson of this Committee.
2. This Committee shall complete such tasks as may be assigned by the President and/or the Executive Board.
3. This Committee shall be responsible for an annual review and updating of the TEAP Handbook. This booklet shall consist of the duties and responsibilities of the officers and chairpersons of the Association and the general policies of the Association.
4. This Committee shall have the responsibility of developing the annual budget with the assistance of the Association officers and committee chairpersons. The annual budget shall be presented to the Executive Board by the Chairperson for approval prior to Conference Business Meeting.
5. This Committee shall have the responsibility of reviewing the Constitution and Bylaws of the Association and recommending changes under the prescribed procedure.
6. The budget shall have the following categories:
 - 100 Administrative Functions. This category is for the general administrative costs of the Association. It also includes expenses of the Membership Registrar and the Treasurer, including their reimbursements.
 - 200 Executive Board. This category is used for Executive Board meeting expenses and for Regional Vice President's expenses.
 - 300 Conference. This category encompasses all expenses related to the Annual TEAP Conference and is under the supervision of the Conference Director.
 - 400 Standing Committees. This category is for each standing committee of TEAP. This category also includes the publication, printing and mailing of the TEAP Journal.
 - 500 Ad Hoc Committees/Tasks Forces.
 - 600 Representatives. This category includes TEAP representatives of organizations such as the ITEA, PSEA and VPAE.
 - 700 Scholarship. This category is for the TEAP Scholarship.
 - 800 Income. This category includes all sources of income to TEAP. Some examples would be membership dues, exhibitor's fees, interest from investments, conference registration, etc.

ARCHIVIST: Duties and Responsibilities

1. Files according to topic and year two copies of all printed materials distributed at Executive Board Meetings.
2. Files at least two copies of all official TEAP publications.
3. Files according to topic and year the records of the Immediate Past President.

4. Stores old emblems and memorabilia.
5. Provides historical services to other functions of the TEAP upon request.

COMMITTEE ON AWARDS: Duties and Responsibilities

1. The Chairperson of the Awards Committee has the responsibility of operating the selection, presentation and follow-up process for all awards and recognitions of the TEAP.
2. There are nine awards or recognitions authorized by the TEAP:
 - First: TEAP Outstanding Service Award
 - Second: TEAP Teacher Excellence Award for 20XX-XX
 - Third: TEAP Program Excellence Award for 20XX-XX
 - Fourth: TEAP President's Citation Plaque
 - Fifth: TEAP President's Gavel
 - Sixth: TEAP Presidential Special Recognition
 - Seventh: TEAP Silver Service Award
 - Eighth: TEAP Outstanding Regional Vice President Service Award
 - Ninth: TEAP Dr. Nevin E. Andre Memorial Award for the Outstanding TEAP Journal Article for 20XX-XX.
3. The Chairperson requests an appropriate budget and assures the ordering and presentation of the plaques, gavel and gifts.

AWARD TITLE: TEAP Outstanding Service Award

Selection by: Members of the TEAP Executive and Administrative Boards

Selection Process Sequence

1. On or prior to September 15, a NOMINATION REQUEST (white paper) will be sent to the selection boards. Approximately 1 week will be allowed for responses.
2. Within seven days after the nomination request deadline, a BALLOT with RESUME lists (yellow paper) is sent to the selection board; a 3 by 5 reply postcard is included. Approximately 1 week will be allowed for responses.
3. This selection process should be completed no later than October 20.

Post-Selection Sequence

1. As soon as the recipient has been selected, arrangements are made for the award plaque.
2. This award is to be kept secret, but the attendance of the recipient at the conference banquet must be assured.
3. A presentation is prepared or a close friend or the person who made the nomination is asked to make the presentation.

Presentation: Annual TEAP Conference Banquet

Post-Presentation Sequence

1. Immediately following the conference, the chief school administrator or the administrator of choice is contacted by telephone to announce the award and obtain a commitment for public relations.

2. A follow-up letter is sent to the administrator to verify the award and provide necessary public relations information.
3. PUBLIC RELATIONS - The school district is encouraged to handle the public relations with their local newspapers. If the local district cannot handle this activity, the Chairperson must prepare a news release.
4. A letter is sent to each of the unsuccessful nominated persons explaining who received the award and thanking them for their interest and contributions.
5. The editor of the *TEAP Journal* is provided with the required information for the preparation of an article.

Selection Criteria

1. The recipient must be a member of TEAP at the time of nomination and shall have maintained continuous membership for at least three years prior to nomination.
2. The recipient must be a member of a local technology education organization if one exists.
3. The recipient must be involved in technology education as a classroom teacher, supervisor, administrator or teacher educator.
4. The recipient must be perceived by his/her peers and colleagues as performing daily duties in an excellent or superior manner.
5. The recipient must have demonstrated consistent professional interest and leadership during the previous three years.
6. The recipient must have been involved in special activities and made significant contributions to technology education within the past year.
7. The recipient may not be the retiring president.

AWARD TITLE: **TEAP Teacher Excellence Award for 20XX-XX **ITEA Teacher Excellence Award from Pennsylvania****

Selection by:

1. Nominations from general membership as solicited through the TEAP Journal.
2. Selection by members of the TEAP Executive and Administrative Boards.

Selection Process Sequence

1. An article is prepared for the TEAP Journal for the Spring and/or the Fall issues. The object of the articles is to solicit nominations and explain the criteria and procedure.
2. Nominations are received from the general membership.
3. The nominees are verified as TEAP and ITEA members as required by the rules.
4. Each of the individuals nominated for the award are contacted.
5. On or prior to October 13 the selection BALLOT with RESUMES (pink paper) shall be sent to the selection boards. For response, a 3 by 5 card is included in this mailing and may be used as a postcard. Approximately 1 week should be allowed for responses.

6. This selection process should be completed no later than October 20.

Post-Selection Sequence

1. As soon as the recipient has been selected, arrangements are made for the award plaque.
2. This award is not kept secret and the attendance of the recipient at the conference banquet must be assured. Contact the winner by phone as soon as the selection is complete. Follow up this phone call with a short letter outlining the two times and locations for this award presentation.
3. Immediately following the phone contact with the recipient, call the chief school administrator or the administrator of choice to announce the award and obtain a commitment for public relations.
4. Send a follow-up letter to the administrator who was contacted by phone to verify the award and provide necessary public relations information.
5. PUBLIC RELATIONS. The school district is encouraged to handle the public relations with their local newspapers. If the local district cannot handle this activity, the chair must prepare a news release.
6. A letter is sent to each of the unsuccessful nominated persons explaining who received the award and thanking them for their interest and contributions.
7. A presentation is prepared. A close friend or the person who made the nomination is asked to make the presentation.

Presentation: Annual TEAP Conference Banquet and Annual ITEA Awards General Session

Post-Presentation Sequence

1. The recipient should complete the information sheet required by ITEA. This information sheet must be sent to ITEA.
2. ITEA is contacted with the name of PA's winner.
3. The editor of the TEAP Journal is provided with the required information for the preparation of an article.

Selection Criteria

1. Recipient must be an ITEA member when nominated and shall have maintained continuous membership for at least two years prior to nomination.
2. Recipient must be a member of TEAP when nominated and shall have maintained continuous membership for at least three years prior to nomination.
3. Recipient must teach technology education (K-12) and spend at least 50% of his/her time as a classroom teacher.
4. The recipient should be selected on the basis of his/her demonstrated abilities in the classroom and should be perceived by his/her peers and colleagues as a superior teacher.
5. The recipient should be committed to continuing professional development and contribute to the profession through on-going service.

AWARD TITLE: **TEAP Program Excellence Award for 20XX-XX**
 ITEA Program Excellence Award from Pennsylvania

Selection by:

1. Nominations are from general membership as solicited through the TEAP Journal.
2. Selection of the two programs to receive the awards will be accomplished through an evaluation team of the following:
 - A. TEAP President
 - B. TEAP Deputy President
 - C. TEAP President-electFirst Alternate: TEAP/ITEA State Representative
Second Alternate: PDE TE Advisor

Selection Process Sequence

Because of the extended preparation and evaluation process, the time sequence between the nomination, the state conference display and award, and the national award will extend over two academic years. The nomination and evaluation will occur during the academic year prior to the award presentations.

1. An article is prepared for the TEAP Journal for the spring and/or the fall issues. The objective of the article is to solicit nominations and explain the criteria and procedure. Under the rules of this award, there are three different categories; (a) junior high/middle school, (b) senior high school, and (c) elementary school.
2. Receive requests for nomination forms from the general membership. To those who make requests, forward the nomination form and the following:
 - A. Nomination signature sheet
 - B. Selection Criteria
 - C. Time line for nomination
 - D. ITEA Application documents
3. Receive nominations, process application materials and notify winners.

Time Line for Nominations and Awards

1. Complete three copies of the TEAP/ITEA Application Forms and Self-Study. Submit by March 1 to Awards Chair.
2. Submit three copies of the current curriculum to the Awards Chair by March 1.
3. The evaluation process takes place between March 5 and April 25. At least one of the three TEAP evaluation team members will make an on-site visit to observe the program.
4. Award winners are notified by the TEAP Awards Chairperson by May 15.
5. Representatives of the winning programs are expected to attend the fall TEAP conference to receive the state award.
6. Representatives of the winning programs are expected to provide an Educational Exhibit presenting their award winning TE program at the fall TEAP conference. Contact should be made with the TEAP Conference Education Exhibits Chairperson by October prior to the November conference.
7. Representatives of the winning programs are expected to attend the following spring ITEA conference to receive the international award.

Post-Selection Sequence

1. After the program recipients have been selected, the information sheet required by ITEA is completed and submitted.

2. The attendance of the recipients at the award presentations is assured. The contact person is notified by phone as soon as the selection is complete. This phone call is followed up with a letter outlining the two times and locations for award presentations.
3. Immediately following this phone notification, the chief school administrator and/or the administrator who signed the nomination is contacted by telephone to announce the award and obtain a commitment for public relations.
4. A follow-up letter is sent to the administrators who were contacted by phone to verify the award and provide necessary public relations information.
5. PUBLIC RELATIONS. The school district is encouraged to handle the public relations with their local newspapers. If the local district cannot handle this activity, the chairperson must prepare a news release.
6. A letter is sent to each contact person of the unsuccessful nominated programs to disclose the name of the chosen programs and thanking them for their interest and contribution.
7. The editor of the TEAP Journal is provided with the required information for the preparation of an article.
8. Arrangements are made for the award plaque.
9. A presentation is prepared for the TEAP banquet.

Presentation: Annual TEAP Conference Banquet and Annual ITEA Awards General Session

Selection Criteria

1. The program must be assessed using the ITEA Self-Study criteria.
2. The documentation provided by the programs nominated must be reviewed by a team of three TEAP officials.
3. Sixty percent (60%) of the technology education faculty must be members of the ITEA and the TEAP at the time of nomination.
4. The program must reflect a technology education philosophy and must incorporate contemporary teaching strategies.
5. A school specific technology education curriculum guide, written or revised within the previous five years, must be in use and submitted with the nomination.
6. Nominations may be initiated by any technology education staff member but according to ITEA rules must be submitted by the superintendent of schools or principal for a school.

AWARD TITLE: TEAP President's Citation

Presentation

1. This citation is made to the retiring President.
2. This citation will be presented by the Immediate Past President to the retiring President at the banquet of the annual TEAP Conference.

AWARD TITLE: TEAP President's Gavel

Presentation

1. This presentation is made to the newly installed President.
2. The gavel will be presented by the retiring President at the banquet of the annual TEAP conference.

AWARD TITLE: TEAP Presidential Special Recognition

Presentation

1. This special recognition will be presented to any individual or group of individuals that the President determines to be appropriate. Approval of the TEAP Executive Board is required. Budget adjustments may also be required.
2. This presentation is made by the retiring President at the banquet of the annual TEAP conference.

AWARD TITLE: TEAP Silver Service Award

Presentation

1. This special recognition may be presented to any individual whom the President determines to be appropriate. Approval of the TEAP Executive Board is required. Budget adjustments may also be required.
2. This presentation is made by the retiring President at the banquet of the annual TEAP conference.
3. This award is NOT to be a plaque. A silver tray or bowl may be presented.

Frequency

A Silver Service Award may be given at any time at the discretion of the Executive Board, but should be given at each fifth or tenth anniversary of the Association. In celebration of these anniversaries, charter members and past presidents may also be recognized.

<u>Fifth Years</u>		<u>Tenth Years</u>	
1952	Start of Association		
1972	20th	1977*	25th
1982	30th	1987	35th
1992	40th	1997	45th
2002	50th	2007	55th

*First year of award - Bill Wilkinson and Phil Young were the recipients. They were presented with silver bowls.

Criteria

1. The recipient must have held continuous IAAP/TEAP membership for not less than 15 years.
2. The recipient must have provided extensive and continuous contributions to the operation of the Association for not less than 15 years.

Selection

1. Nominations may be solicited from the members of the TEAP Executive and Administrative Boards.
2. The selection will be made by a committee made up of the TEAP President and the four Immediate Past Presidents.
3. The recipient will not be notified until the presentation at the TEAP banquet.

AWARD TITLE: TEAP Outstanding Regional Vice-President Service Award

Selection by: TEAP President, Deputy President and one other member of the TEAP Executive Board selected by the TEAP President.

Selection Process Sequence:

1. Immediately following the final Executive Board meeting prior to the conference, the team will make a selection.
2. The Awards Chairperson will be notified of the selection.
3. No award needs to be given in a year when such a recommendation is made by the selection team.

Post Selection Sequence

1. As soon as the recipient has been selected, arrangements for the award plaque will be made.
2. This award is kept secret, but recipient attendance at the conference banquet must be assured.
3. Advise the President that one of the selection team should prepare a banquet presentation. A copy of this presentation is to be given to the Awards Chairperson immediately following the banquet.

Presentation: Annual TEAP Conference Banquet

Post Presentation Sequence:

1. Phone the chief school administrator to announce the award and to suggest public relations activities.
2. Send a follow-up letter to the administrator who was contacted by phone to verify the award and provide necessary public relations information.
3. Provide the editor of the TEAP Journal the information for an article.

Selection Criteria:

1. The attendance of the Vice President at all regularly scheduled Executive Board meetings during the year.
2. The service and outstanding performance of the Vice President to the Executive Board and membership in their region.

AWARD TITLE: TEAP Dr. Nevin E. Andre Award for the Outstanding Journal Article for 20XX-XX.

Selection by: TEAP President, Immediate Past President and the editor of the TEAP Journal.

Selection Process Sequence:

1. Immediately following the publication of the issue of the TEAP Journal published prior to the annual TEAP Conference, the team will make their selection.
2. The Awards Chairperson will be notified of the selection by the editor of the TEAP Journal.
3. No award needs to be given in a year when such a recommendation is made by the selection team.

Post Selection Sequence

1. As soon as the recipient has been selected, arrangements for the award plaque will be made.
2. This award is not kept secret and the recipient will be notified by phone and follow-up letter to assure attendance at the conference banquet.
3. The chief school administrator or primary supervisor of the recipient will be notified by phone and follow-up letter.
4. Information will be forwarded to the TEAP Public Relations Committee.

Presentation Annual TEAP Conference Banquet

1. The award will be an engraved plaque.
2. Presentation will be made by the editor of the TEAP Journal.

Selection Criteria

The award winning article shall contribute to the goals and standards of TEAP and shall promote TEAP and the technology education profession.

COMMITTEE ON CURRICULUM: Duties and Responsibilities

1. Continually monitors the status of curriculum needs in Pennsylvania, plans to develop and/or improve the areas of need, and carries out and/or directs the plan of action.
2. Works cooperatively with other committees whose realm falls under the general umbrella of curriculum. These committees may be in the areas of regulations monitoring, information technology, bio-related technology, physical technology contemporary resources and safety.

COMMITTEE ON LEGISLATION/CURRICULUM REGULATIONS: Duties and Responsibilities

1. Receives and reviews correspondence and materials related to legislation and curriculum regulations that are directed to the Association by other associations, governmental agencies and interested persons.
2. Proposes appropriate action to the President and the Deputy President regarding correspondence and materials received.
3. Investigates the need for additional legislation for the improvement of technology education in Pennsylvania.
4. Assists with the drafting of correspondence and position papers concerning legislation and curriculum regulations.

5. Develops and activates a network to provide congressional counsel on legislation pertinent to technology education.
6. Assists with articulating the position of TEAP on technology education matters with appropriate government agencies.

COMMITTEE ON MEMBERSHIP: Duties and Responsibilities

1. The Membership Committee assumes the responsibility of maintaining and increasing membership and conducts appropriate activities designed to increase the membership in TEAP.
2. This Committee has the responsibility for encouraging student affiliation and local branch affiliation in the TEAP.
3. This Committee is responsible for all aspects relating to the recruitment of members of the TEAP.
4. This Committee works directly with the Membership Registrar in the maintaining and the keeping of all membership records and membership promotion activities.

COMMITTEE ON NOMINATIONS AND ELECTIONS: Duties and Responsibilities

1. The Immediate Past President of the TEAP shall be responsible for the function of this Committee.
2. The Committee shall solicit candidates for the offices of President-elect and appropriate Regional Vice Presidents yearly.
3. The Committee shall distribute the election ballot. Voting members shall have the privilege of writing additional names on the election ballot. The election ballot shall be mailed to the membership for the purpose of electing officers.
4. The Chairperson of the Committee shall have the responsibility to tabulate the election ballots and shall cause the names of the elected officers to be published in the next issue of the TEAP Journal.
5. The responsibility for selection of the Vice Presidents from TEAP councils is vested with the individual council. The Chairperson of this Committee shall be responsible for reporting these names to the Executive Board and shall cause these names to be published in the next issue of the TEAP Journal.
6. This Committee shall assure that new officers are introduced to the membership and are formally installed during sessions of the Annual Conference.

COMMITTEE ON PUBLICATIONS: Duties and Responsibilities

1. Promotes and supervises publications issued by the TEAP and recommends same to the Executive Board for approval.
2. Publishes the official journal of the Technology Education Association of Pennsylvania.
3. Provides advice on the preparation and publishing of books, booklets, brochures and monographs for the improvement of technology education as approved by the Executive Board.

COMMITTEE ON PUBLIC RELATIONS: Duties and Responsibilities

1. Develops goals to achieve public relations for technology education throughout the Commonwealth of Pennsylvania.
2. Develops a continuing program to achieve the goals established to enhance the image of technology education in Pennsylvania.
3. Acts as liaison between the Association and the news media.
4. Provides conference coverage by the local and statewide mass communication systems.
5. Contacts the professional magazines and notifies the editor as to the dates and theme of each conference.
6. Promotes and supervises the official website of the Technology Education Association of Pennsylvania, "www.teap-online.org."
7. Responsible for keeping, publishing and disseminating, as often as necessary, an up-to-date Directory of TEAP Executive and Administrative Board Members.

COMMITTEE ON RESOLUTIONS: Duties and Responsibilities

1. The Chairperson of this Committee shall be the Immediate Past President of the Association.
2. The Chairperson of the Resolutions Committee shall solicit resolutions from the Executive Board members, and administrative officials and delegates for action by the Delegate Assembly. When applicable, these resolutions shall be presented and coordinated with other professional organizations and agencies.
3. Resolutions shall be of three types:
 - A. Acknowledgements to express appreciation for activities on behalf of technology education and/or TEAP.
 - B. Standing Resolutions (i.e., long-range objectives or policy statements) to assist in the function and operation of TEAP.
 - C. Current Resolutions (i.e., immediate objectives and activities) to assist in the yearly operation of the TEAP.
4. The following format is suggested for each type of resolution.

ACKNOWLEDGEMENT RESOLUTION

A-2001-1 **WHEREAS** _____, as President of the Technology Education Association of Pennsylvania has given so liberally of his/her time and his/her talents, and exhibits outstanding leadership for the Association and...

WHEREAS, the Association has made exemplary progress under his/her leadership...

BE IT RECORDED that the Association, through its membership, officers and executive board, express its fullest appreciation to him/her...

STANDING RESOLUTIONS

- S-6 The Technology Education Association of Pennsylvania believes a maximum effort should be expanded by the membership for the continuing development of Technology Education Student Associations.

CURRENT RESOLUTIONS

C-2001-1 Equal Rights for Women in Technology Education

WHEREAS, Technology Education Program is concerned with common learning needed by all persons to function effectively in our technological society, the development of attitudes, abilities and skills, as well as the acquisition of information about occupations and professions; and...

WHEREAS, the Chapter 4 Curriculum Regulations specify that a planned course in technology education is required of all students in middle level and elective for all high school students; and...

WHEREAS, certain local school boards have prevented women from participating in technology education classes; be it therefore...

RESOLVED, that the TEAP endorse and support the rights of women to participate equally in our American democratic system and to work toward removing such formal restrictions on the opportunity of women from participating in the technology education activities.

5. All resolutions must be presented at a public hearing for resolutions during the annual conference.
6. Resolutions are reviewed during an Executive/Administrative Board meeting at the annual conference. Discussion and debate are in order. Following the discussion and debate, resolutions are approved for action at the Annual Business meeting. Delegates should receive the resolutions prior to the Annual Business meeting.
7. Approved resolutions shall be transmitted to the President with recommendations for committee tasks and TEAP functions.
8. The Chairperson of this Committee shall be responsible for having the adopted resolutions published in the next issue of the TEAP Journal.

COMMITTEE ON SAFETY: Duties and Responsibilities

1. Provide leadership in safety education as it relates to technology education in Pennsylvania.
2. Maintain an information network to monitor safety education in technology education at all levels.
3. As needed, revise and reprint the Pennsylvania Technology Education Safety Guide.
4. Make safety education information available to the profession as deemed necessary by the Committee.
5. Monitor State/National regulatory documents as they relate to technology education.

COMMITTEE ON SCHOLARSHIP: Duties and Responsibilities

1. Promote the growth and leadership of prospective technology education teachers.

2. Promote the availability of TEAP scholarship awards in the TEAP Journal and other appropriate publications.
3. Solicit donations for the TEAP scholarship fund and acknowledges the receipt of donations.
4. Examine scholarship applications and selects worthy recipients.
5. Present the recipient(s) with the scholarship during the Annual Conference Banquet and Awards Ceremony.
6. Publicize the annual scholarship awards in the TEAP Journal and local newspapers of each recipient.
7. Assure that all of the Scholarship Award Criteria are met (see Appendix H TEAP Scholarship Guidelines & Application).
8. Present an annual report on the status of all scholarship recipients to the Executive Board.

DUTIES AND RESPONSIBILITIES OF REPRESENTATIVES

DELEGATE ASSEMBLY: Duties and Responsibilities

1. Is aware of the major issues of technology education at the state, national and international levels. The delegates will have the duty to vote on questions brought before the Annual Business Meeting and to convey the thoughts and desires of their constituents in the TEAP Region they represent.
2. Supports and assists the objectives of TEAP in the specific regions.

ITEA AFFILIATE REPRESENTATIVE: Duties and Responsibilities

1. Serves as a liaison between the ITEA and the TEAP.
2. Promotes ITEA membership among technology education personnel in Pennsylvania.
3. Serves as the leader of the Pennsylvania delegation to the ITEA business meeting and House of Delegates.
4. Reports to the TEAP Executive Board either in summary form or highlights the ITEA actions taken or voted upon at the ITEA business meeting and House of Delegates.
5. Keeps the ITEA Executive Director and Regional Director informed of current officers and conference dates and location.
6. Serves as The Technology Teacher reporter in the state by relaying newsworthy items to the ITEA Regional Director and the Headquarters Office.
7. Prepares and submits a typed spring, fall and conference report to the President-elect three (3) weeks prior to the spring, fall and conference Executive Board meetings. Reports must be submitted on the TEAP Report Form (see Appendix G).

Pa ACTE REPRESENTATIVE: Duties and Responsibilities

1. Serves as a liaison between the TEAP and the ACTE and shall represent the TEAP at all ACTE meetings and functions.
2. Selects an alternate representative.
3. Coordinates all activities between the TEAP and the ACTE.
4. Invites ACTE Executive Board members to the TEAP Conference and compiles a list for the Conference Registrar.
5. Prepares and submits a typed spring, fall and conference report to the President-elect three (3) weeks prior to the spring, fall and conference Executive Board meetings. Reports must be submitted on the TEAP Report Form (see Appendix G).

PA DEPT. OF EDUCATION REPRESENTATIVE: Duties and Responsibilities

1. Is the senior program specialist for technology education with the Pennsylvania Department of Education.
2. Is the liaison between the Pennsylvania Department of Education and TEAP.
3. Reports to the membership in the TEAP Journal.
4. Reports to the Executive Board on policies, regulations, standards, statutes and proposals from the state government that impacts on or may impact on technology education.
5. Prepares workshops, speakers and programs for the Annual TEAP Conference.
6. Facilitates state advisory meetings for technology education.
7. Serves on the safety and curriculum committees.
8. Advises the TEAP President.
9. Prepares and submits a typed spring, fall and conference report to the President-elect three (3) weeks prior to the spring, fall and conference Executive Board meetings. Reports must be submitted on the TEAP Report Form (see Appendix G).

REPRESENTATIVE FROM PA TSA: Duties and Responsibilities

1. Is the liaison between Pennsylvania Technology Student Association (TSA) and TEAP.
2. Advises the TEAP Executive Board regarding policies, activities and financial needs of Pennsylvania TSA.
3. Acts as the official representative of TEAP to the student executive board, state advisor, and Board of Directors of Pennsylvania TSA.
4. Plans workshops and programs for TSA at the Annual TEAP Conference.
5. Works with Regional Vice Presidents to promote TSA throughout the Commonwealth.
6. Prepares and submits a typed spring, fall and conference report to the President-elect three (3) weeks prior to the spring, fall and conference Executive Board meetings. Reports must be submitted on the TEAP Report Form (see Appendix G).

REPRESENTATIVE FROM PA FT/AFT: Duties and Responsibilities

1. Is the liaison between the Pennsylvania Federation of Teachers/American Federation of Teachers and TEAP.
2. Advises the TEAP Executive Board regarding policies and activities of PA FT/AFT.
3. Prepares and submits a typed spring, fall and conference report to the President-elect three (3) weeks prior to the spring, fall and conference Executive Board meetings. Reports must be submitted on the TEAP Report Form (see Appendix G).

REPRESENTATIVE FROM PSEA/VPAAE: Duties and Responsibilities

1. Represents the TEAP at all VPAAE meetings and functions.
2. Selects an Alternate Representative.
3. Prepares and submits a spring, fall and conference report to the Deputy President three (3) weeks before the spring, fall and conference meetings. The reports must be submitted on the TEAP Report Form (see Appendix G).
4. Coordinates legislative activities between the PSEA/VPAAE and the Legislative Committee Chairperson of TEAP.
5. Invites VPAAE Board members to the TEAP Conference and compiles a list for the Conference Registrar.
6. Conducts a PSEA/VPAAE meeting during the TEAP Conference to elect a TEAP representative and alternate for VPAAE.
7. Serves as President of the PSEA/VPAAE section of TEAP and communicates with the representatives of the section.

DUTIES AND RESPONSIBILITIES OF ADVISORS

TEAP ADVISOR TO TECAP: Duties and Responsibilities

1. The combined group of two (2) college societies is known as the Technology Education College Association of Pennsylvania (TECAP) and is kept involved in TEAP activities.
2. The TEAP Advisor to TECAP is appointed by the TEAP President with the approval of the TEAP Executive Board and the Board of Presidents of the TECAP.
3. The TEAP Advisor acts as Chairperson of the TECAP Advisory Committee.
4. The TEAP Advisor coordinates TECAP functions and determines that all prescribed activities of TECAP are completed.
5. Prepares and submits a typed spring, fall and conference report to the President-elect three (3) weeks prior to the spring, fall and conference Executive Board meetings. Reports must be submitted on the TEAP Report Form (see Appendix G).

PARLIAMENTARIAN: Duties and Responsibilities

1. Advises the President on proper interpretation of the Roberts Rules of Order (Revised) during Executive Board and Annual Business Meetings.
2. Advises the Executive/Administrative Board on proper interpretation of the TEAP Constitution, Bylaws and Policy.
3. Advises the President on appropriate actions regarding governance of TEAP.

TEAP GUIDELINES FOR CONFERENCE PLANNING

This guide is presented as an outline for the operation of different conference functions. It is not to be assumed that this is an all inclusive, step-by-step procedure, but only a set of guidelines. These guidelines are to be reviewed and updated each year so that they may be kept accurate and relevant. The President, with the approval of the Executive Board, makes the actual appointments the Conference Planning Committee members while the responsibility of recruitment of the various members is as follows:

Conference Director- Recruited by the Deputy President for his/her year of presidency
Assistant Conference Director- Recruited by the Deputy President for his/her year of presidency
Workshop Chairperson- Recruited by the Deputy President for his/her year of presidency
Conference Publications Chairperson- Recruited by the Deputy President
Spouses/Guests Program Chairperson- Recruited by the Deputy President for his/her year of presidency
Tour Chairperson- Recruited by the Deputy President
Registration Chairperson- Recruited by the Deputy President for his/her year of presidency
Facilities Chairperson- Recruited by the Deputy President for his/her year of presidency
Audio/Visual Chairperson- Recruited by the Deputy President for his/her year of presidency
Conference Personnel Chairperson- Recruited by the Deputy President for his/her year of presidency
Public Relations Chairperson- This is a committee appointment made by the President
Technology Festival Chairperson- Recruited by the Deputy President for his/her year of presidency
Conference Photographer- Recruited by the Deputy President for his/her year of presidency

The following is a list of persons responsible for sending thank you letters after the conference:

Major Speakers President
Workshop Speakers Workshop Chairperson
Program Chairpersons Conference Personnel Chairperson
Business Meeting Delegates Regional VP's & President
Spouses/Guests Program Chairperson President
Technology Festival Participants Technology Festival Chairperson

I. THE OVERALL RESPONSIBILITIES OF THE CONFERENCE DIRECTOR

A. Insure the success of the conference by:

Maintaining constant channels of communication among all phases of the conference operations, the Executive Board and the conference site personnel.

Preparing and submitting to the Executive Board current reports at least twice each year on the progress of present and future conferences.

Working with the Deputy President, annually review and update the conference guide for use by the committee.

B. Propose and arrange sites for conferences by:

Working closely with Executive Board and conference personnel, in selecting sites which are in the best economic and professional interests of the association.

Locating, evaluating and recommending future conference sites.

Maintaining conference reservations for at least five (5) years in advance.

Arranging contracts for conferences with the approval of the Executive Board.

C. Determine budgetary requirements by:

Providing assistance to the Deputy President as he/she develops the conference budget.

Overseeing the budgetary expenditures and allocations of all functions of the conference committee.

Securing, from the hotel banquet manager, menus for all meal functions and give these to the President for selection at the summer planning meeting.

D. Coordinate all activities between the different functions of the conference planning committee by conducting meetings with conference committees as frequently as necessary.

E. Act as general and overall liaison between the TEAP and the hotel by:
Establishing a good rapport with the hotel management and personnel.

Determining banquet and luncheon projected attendance and inform the hotel personnel of the meal count.

Arranging all room assignments: both lodging and meetings. No member or officer except the President shall make any commitment with the conference site.

Providing ribbons for the presenters, chairpersons and delegates.

Providing door prize tickets to be used at the general sessions and Saturday luncheon.

Developing a conference activities matrix and working with the committee chairs to coordinate the activities.

Working closely with the Conference Publication Chairperson in the development of the above matrix.

F. Establish and enforce standards for the commercial and educational exhibits by:
Designating the acceptable size of exhibit displays. No exhibitor shall use any display that extends more than twenty-four (24) inches from the backdrop of the exhibit space and not more than eighteen (18) inches above the dividing partitions or rails between exhibit spaces without the written consent of adjacent exhibitors.

Establishing and providing necessary electrical needs for all exhibits.

Maintaining a complete up-to-date mailing list for all previous and potential exhibitors.

Solicit exhibitors through periodic mailings and encourage them to project their plans for future conferences.

Contracting commercial exhibit space and coordinating this space, decorations, utilities and services.

Informing exhibitors that they shall not conduct any gift drawings or award programs during conference hours or in the exhibit area without approval of the Conference Director and the written consent of other exhibitors.

Informing the commercial exhibitors that the TEAP has determined that each exhibiting firm may have two representatives for each booth they have contracted. Double booths may have four representatives.

Organizing the door prize program and collect the prizes. At the general sessions, banquet and luncheon, the Director, Assistant Director or General Session Chairperson should conduct the door prize presentations.

Conducting a meeting during the conference with commercial exhibitors.

Supervising the setup of the exhibition area to guarantee the specifications of individual commercial contracts.

Acting as the TEAP liaison with the decorators and drayage firm.

Creating a registration package for the exhibitors which includes name badges, door prize card, conference program and registration forms for the following year.

Providing the Conference Publications Chairperson with all exhibitor information, by October 1.

Providing presenter Certificates of Appreciation and frames.

Ordering special Certificates of Appreciation for the general session speakers and banquet speaker.

II. THE OVERALL RESPONSIBILITIES OF THE ASSISTANT DIRECTOR

A. Share the responsibilities of the Conference Director as requested by the Conference Director and provide security for the exhibition area.

B. Order engraved plaques requested by conference chairpersons.

C. Oversee exhibitor registration.

III. THE OVERALL RESPONSIBILITIES OF THE WORKSHOP CHAIRPERSON

A. Solicit and schedule special interest session and workshop speakers.

B. Confirm the selection of presentations with special interest and workshop speakers and inform each speaker of the need for at least one copy of his/her presentation.

C. Assign the workshop speakers the time, day and location of their presentation.

D. Determine the facilities and audio/visual equipment each presenter will need, schedule the facilities and equipment needed for each workshop and submit a list to the Facilities Chairperson, the Conference Director, the Personnel Chairperson and the Audio Visual Chairperson.

E. Submit a matrix or list of workshop presenters to the Conference Publications Chairperson by October 1; including: name(s) of presenter(s), presentation title, short description of presentation, location, date and time.

F. Send the above information to the Editor of the TEAP Journal by July 20.

G. Assist the Facilities Chairperson and the audio/visual chairperson at the conference.

H. Work with the Personnel Chairperson staffing the registration table for the presenters and workshop chairs.

I. Provide packets for each workshop that include ribbons, room locations, date, time and applications for next year's conference.

J. Provide the Conference Director with a list of presenter's names for the Certificates of Appreciation.

IV. THE RESPONSIBILITIES OF THE SPOUSES/GUESTS PROGRAM CHAIRPERSON

A. Obtain information on activities in the conference area that might prove attractive to the spouses/guests.

B. Arrange with the Conference Director for room facilities. Provide hosts for the hospitality room.

C. Draft a detailed program for each day, providing free time when the conference meetings are not in session. Consult with the Conference Director on spouses/guests activities that have proven popular in the past. Coordinate with the Conference Publications Chairperson and provide a copy of the program by October 1.

D. Send a copy of the program to the Editor of the TEAP Journal by July 20.

E. Provide time for the spouses/guests to attend meetings, if desired, and suggest alternate functions..

F. Keep copies of the program and a daily calendar on display in the headquarters room.

G. Send special invitation to spouses/guests of all technology education teachers via the TEAP Journal. Provide a conference program schedule with the invitation. This material is due to the editor by July 20.

H Request all spouses/guests to register as guests at the registration booth.

I. Coordinate printing requirements with the Conference Publications Chairperson for posters, tickets, programs, and any other necessary materials.

J. Update the Spouses/Guests Program Handbook yearly and make it available to the succeeding chairperson.

V. THE OVERALL RESPONSIBILITIES OF THE TOUR CHAIRPERSON

A. Conference tours should only be included as part of the conference when they are deemed appropriate by the President and Conference Planning Committee.

B. Arrange for all tours; including transportation method, travel schedules and costs and charges to be borne by participants. Forward all billings to the Conference Director. Maintain and staff a tour information area near the registration table. Preplanning for the tours shall be completed by the summer planning meeting.

C. Arrange preregistration for tours up to two weeks prior to the conference.

D. A written copy of all information concerning the tours shall be submitted to the Conference Publication Chairperson by October 1.

VI. THE RESPONSIBILITIES OF THE CONFERENCE REGISTRATION CHAIRPERSON

A. Coordinate preregistration, registration and post-conference reporting activities among the Conference Director, Membership Chairperson and Treasurer.

- B. Arrange with the Conference Director the exact time for set-up, opening and closing of the booth. Also make arrangements for proper security for all materials, equipment, funds, etc.. Provide personnel to take care of these responsibilities prior to opening and upon closing the booth during each day of the conference.
- C. Arrange for the necessary cash register or cash boxes, card files, etc.
- D. Provide necessary computer equipment and software.
- E. Provide Conference Director and Facilities Chairperson with a list of all necessary tables, electrical needs, etc..
- F. Organize a registration staff for the duration of the conference.
- G. Organize a registration procedure by:
 - Providing a pre-registration area separate from the on-site registration and alphabetical retrieval of pre-registration materials in two categories; A-L & M-Z.
 - Providing a registration staff for each day; a minimum number of four staff members should be available.
 - Providing registration forms which include a minimum of a name badge and conference receipt.
- H. Send a check requisition to the President, at least one month in advance, to secure a check for \$400.00 to obtain change for the cash drawer. It is suggested to have change as follows:

\$150.00	in \$10.00 bills
\$100.00	in \$ 5.00 bills
\$100.00	in \$ 1.00 bills
\$ 50.00	in \$.25 quarters

Request a current registration form to determine if other funds or denominations may be required.
 Note: The \$400.00 must be given to the TEAP Treasurer separately from other funds after the conference.

- I. Develop a registration report that shows all attendance counts and money tendered. This report must also show shortages or overages of funds. The report will be sent to TEAP President, Deputy President, President-elect, Immediate Past President, Recording Secretary and Treasurer. In addition, a report should be presented at the Thursday evening Board Meeting and the Saturday morning Board Meeting.

VII. THE OVERALL RESPONSIBILITIES OF THE FACILITIES CHAIRPERSON

- A. Provide and check on facility services by:
 - Preparing checklists for room assignments, times, facility setups and special furniture needs.
 - Inspecting each room fifteen minutes before the event and informing the Conference Director or Workshop Chairperson of any problems.

VIII. THE OVERALL RESPONSIBILITIES OF THE AUDIO/VISUAL CHAIRPERSON

- A. Provide the leadership in gathering necessary audio visual equipment by:

Preparing a list of needed equipment and working to procure needed equipment

Providing security for and an inventory of all equipment.

Notifying the Conference Director, two weeks before the conference, if rental equipment is needed. The Conference Director, with the approval of the President, is to make the rental arrangements.

IX. THE OVERALL RESPONSIBILITIES OF THE CONFERENCE PERSONNEL CHAIRPERSON

- A. Recruit and assign personnel as required by the different conference functions by:
Selecting personnel as chairpersons for the workshops and notifying chairpersons of their assignments.

Preparing and distributing the following materials for the chairpersons:
1. Certificate of appreciation
2. Chairperson ribbon
3. Biographical sketch of presenter and program description
4. Optional-- Questionnaire or evaluation form

Working with the Personnel Chair to staff the presenters' and workshop chairpersons' registration table.

- B. Submit a list of Workshop Chairpersons to the Conference Director and Publication Chair by October 1.

X. THE RESPONSIBILITIES OF THE CONFERENCE PUBLICATIONS CHAIRPERSON

- A. In addition to normal printing responsibilities, the chairperson has the responsibility of collecting and coordinating all information for the conference program, banquet program, and any additional printed materials deemed necessary by the Conference Director or President.

- B. Obtain a copy of each program or presentation for inclusion in the conference program.

- C. Take bids for program printing and select a printer. Submit the final copy of the conference program, banquet program and other printed materials to the printer by their deadline (usually no later than October 15).

- D. Working with the President, develop a design format for all printed materials.

- E. Prepare name place cards and locate them on head and reserved tables at the banquet and luncheon. Head table assignments are to be procured from the President.

- F. Determine needed signs and prepare signs for the conference.

- G. Prepare, post and remove workshop presentation and general session signs for the individual conference rooms.

- H. Provide Certificates of Appreciation for the workshop presenters and the technology festival participants.

I. Work with the Conference Director to prepare presenter Certificates of Appreciation.

XI. THE OVERALL RESPONSIBILITIES OF THE PUBLIC RELATIONS CHAIRPERSON

A. The following responsibilities are not all inclusive but pertain only to the conference.

B. Work with the Editor of the TEAP Journal to develop a public relations article for the pre-conference journal.

C. Develop public relations materials for newspapers, magazines, TV, radio, PD., Pennlink, the TEAP website, etc.

D. Work with the photographer in developing a list of photographs and determine the location and setting of each.

E. Submit articles on the following subjects for the winter TEAP Journal and other appropriate sources:

- New Officers
- Award Winners
- Additional appropriate materials
- Scholarship Winners
- General Session Speakers

XII. THE OVERALL RESPONSIBILITIES OF THE TECHNOLOGY FESTIVAL CHAIRPERSON

A. Provide the leadership for securing a diversified variety of technology education activities. These should include elementary, middle school, high school and university level activities.

B. Secure a list of exhibitor's needs and work with the Facilities Chairperson to provide necessary items.

C. Develop an information sheet with exhibitors' names, activity titles, activity descriptions and school/company name. This information should be sent to the Conference Publications Chairperson by October 1.

D. The above information should be sent to the Editor of the TEAP Journal by July 20.

E. The technology festival will alternate between Thursday on odd number years and Friday on even number years.

F. Provide the Conference Director with a list of names of exhibitors for Certificates of Appreciation.

XIII. THE OVERALL RESPONSIBILITIES OF THE CONFERENCE PHOTOGRAPHER

A. Provide TEAP with a photographic summation of the conference.

B. Work with the Editor of the TEAP Journal and the Public Relations Chairperson to determine all necessary photographs.

INSTALLATION OF OFFICERS CEREMONY
by the Immediate Past President

New Vice Presidents, the President-elect and the Deputy President are installed during the Delegate Assembly. The new President is installed during the TEAP Conference Banquet.

INSTALLATION OF THE VICE PRESIDENTS

This portion of the _____ Annual Conference of the Technology Education Association of Pennsylvania has been set aside for the purpose of publicly recognizing and installing the officers of this Association. The success of any professional organization depends equally upon an enthusiastic membership and a dedicated leadership. The task of leadership is, in part, to fall upon the shoulders of the newly elected officers.

Will the following Vice Presidents appear before the podium for installation:

_____ is Vice President of TEAP Region _____
(Name ALL new VPs & their regions) (A brief biographical sketch shall be read at this time for each new Vice President)

(Read the paragraph below one time to install ALL new Vice Presidents at once.)

You have been elected to the office of Vice President and are now entitled to a seat on the Executive Board of this Association. As a member of the Executive Board, will you faithfully carry out the duties as set forth by the Constitution of the Technology Education Association of Pennsylvania? (Answer "I will")

Congratulations and thank you. (Please be seated.)

INSTALLATION OF THE PRESIDENT-ELECT

Will the newly elected President-elect please appear before the podium for installation:

_____, the active members of the Technology Education Association of Pennsylvania have shown their confidence in your executive ability by electing you the President-elect of this Association for the ensuing year because of your interest in this Association and your willingness to work for the good of this Association.

Do you willingly promise to accept and carry out the responsibilities as outlined in the Constitution to the best of your ability? (Answer "I will")

Since you have signified your intention to accept and fulfill the duties of your office as requested by the Constitution to the best of your ability, I therefore declare you President-elect of the Technology Education Association of Pennsylvania. Congratulations, and may you proceed upon your duties with a true professional spirit and attitude throughout your term of office. (Please be seated.)

INSTALLATION OF THE DEPUTY PRESIDENT

Will the newly elected Deputy President please appear before the podium for installation:

_____, the active members of the Technology Education Association of Pennsylvania have shown their confidence in your executive ability, your leadership, and your interest in the field of technology education by electing you to the office of Deputy President of this Association.

Do you promise to accept and carry out these responsibilities to the best of your ability? (Answer "I will")

Since you have signified your intention to accept and fulfill the duties of your office of Deputy President to the best of your ability, I hereby declare you installed as Deputy President of the Technology Education Association of Pennsylvania.

Congratulations, and may you proceed upon your duties with a true professional spirit and attitude throughout your term in office. (Please be seated.)

INSTALLATION OF THE PRESIDENT

Will the newly elected President please appear before the podium for installation:

_____, the active members of the Technology Education Association of Pennsylvania have shown their confidence in your executive ability, your leadership, and your interest in the field of technology education by electing you to the office of President of this Association.

Do you promise to accept and carry out the responsibilities as outlined in the Constitution to the best of your ability? (Answer "I will")

Since you have signified your intention to accept and fulfill the duties of this high office of President to the best of your ability, I hereby declare you installed as President of the Technology Education Association of Pennsylvania. May you proceed upon your duties with a true professional spirit and wisdom throughout your term of office.

(Offer congratulations and shake hands. The President may wish to address the audience.)

FINANCIAL MATTERS

Financial, Executive Board

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 Association business.
2. Travel expenses to conduct official TEAP business are reimbursable. Travel expenses to the annual Conference are not reimbursable. Automobile travel expenses will be reimbursed on a scale of 14¢ per mile traveled plus any tolls which may be incurred with one person per car. The 14¢ per mile figure will increase 2¢ per mile for each additional TEAP passenger up to a maximum of 20¢ per mile.
3. Lodging and meal expenses for overnight or two-day Executive Board meetings are to be assumed by the Association.
4. In the interest of economy, the sharing of automobiles for transportation, when feasible, is desirable.
5. Receipts for air, bus or rail travel shall be included with the check request. It shall be the responsibility of the individual board member to choose the most inexpensive method of travel and, unless otherwise impossible, less than first class.
6. Receipts for postage, office supplies, telephone expenses, etc., shall be included with the check request.
7. Each person should include only his/her own expenses on the check request. Notation should be made for official guests.
8. All check requests shall be 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. The Treasurer, or authorized person, will, upon receiving the check request, draw a check for the amount as approved by the President and forward to the person initiating the request.
9. Chairpersons or other persons under the direction of Executive Board members, but not themselves members of the Executive Board, shall submit their check requests through the Board member for whom they are working. Likewise, members of a committee shall submit their check requests through the Committee Chairperson and then forward them to the member of the Executive Board.
10. The requester keeps the last copy of the request and forwards the top two copies to the President or appropriate officer.

Financial Remuneration, Membership Registrar and Treasurer

The President will initiate financial remuneration for the Membership Registrar and Treasurer at the following quarterly rates per member: Life, 25¢; active, 25¢; associate, 25¢; and college student, 25¢. Payment at these rates shall be made at the end of each quarter, based upon the total membership at that time.

Financial Gifts

The Association will provide a gift at a reasonable cost from non-membership funds for the outgoing President.

Financial, Memorials

The Association may elect to contribute to a fund in memory of a person who has contributed to the TEAP 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).

Financial, Conference Speakers

The Association may pay reasonable expenses within the limitations of the approved association year budget. The Association may not pay any Pennsylvania technology educator to present a workshop at the annual Conference, whether or not the person making the presentation is a member of TEAP.

The President/Program Chairperson shall have the discretion to arrange for travel, lodging expenses (at Conference site), subsistence 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.

Financial, Conference Spouses/Guests Program

The Association shall pay reasonable expenses for the Spouses/Guests Program and hospitality room at the Conference.

Financial, Conference Remuneration

The Association will provide Conference lodging for the President, Deputy President, President-elect, Recording Secretary, Public Relations Chairperson, Treasurer, Immediate Past President, Conference Director, Program Chairperson, Workshop Chairperson, Registration Chairperson, TEAP Journal Editor, Spouses/Guests Program Chairperson, Facilities Chairperson and other personnel as deemed necessary by the President. Guests for meals provided by the Association shall be designated by the President. All of the expenses are to be paid only if not reimbursed by another source. In addition the President will receive complimentary conference registration and banquet tickets for himself/herself and an invited spouse/guest.

Financial Transfer of Checks

The mailing of checks or the transferring of checks or money from any chairperson or official to the Treasurer shall be accompanied by a transfer form. The following procedure will be followed:

1. The official making the submittal of funds shall initiate the transfer form.
2. The form shall be made in triplicate:
 - Original - Shall be sent to Treasurer with the funds
 - Copy #1- Shall be sent to the President
 - Copy #2- Shall be retained by the initiating official
3. The President's copy (Copy #1) shall be systematically filed and forwarded to the chairperson of the audit committee to be utilized in the annual audit as a cross-reference.

Financial Audit Procedures

The following procedure shall be followed by the audit committee:

1. Verify income by comparing the following:

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