



**T E N N E S S E E
T E C H N O L O G Y E N G I N E E R I N G
E D U C A T I O N A S S O C I A T I O N**

**BOARD OF DIRECTORS HANDBOOK
2010 – 2011**

**Technology Engineering Education Association
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TEEA TECHNOLOGY ENGINEERING EDUCATION ASSOCIATION

BYLAWS

ARTICLE I – NAME

The name of the organization shall be known as the Technology Engineering Education Association (TEEA) of Tennessee

ARTICLE II - PURPOSE

- Section 1 TEEA exists to encourage membership and serve as a united front for Technology Engineering Education and STEM Education.
- Section 2 TEEA exists to serve as a communication link between the state Technology Engineering Education and STEM Education across the State of Tennessee.
- Section 3 TEEA exists to provide leadership in teaching and learning about technological literacy delivered through Technology Engineering and STEM Education.
- Section 4 TEEA exists to support educators in being successful in the delivery of quality curriculum, instruction, and the assessment of student learning through Technology Engineering and STEM Education.
- Section 5 TEEA exists to improve public understanding and perception of our profession to those within and outside of education.
- Section 6 TEEA exists to identify and foster the growth and development of future leaders in the Technology Engineering and STEM Education.
- Section 7 TEEA exists to emphasize and encourage the promotion of Technology Engineering and STEM Education programs to have a presence in all schools.
- Section 8 TEEA exists to create a high profile state wide event that would showcase Technology Engineering and STEM Education and student achievement.
- Section 9 TEEA exists to foster business and industry alliances with TEEA that will further THE cause of Technology Engineering and STEM Education.
- Section 10 TEEA exists to encourage the development of dual credit and dual enrollment articulation with Tennessee Board of Regents schools.

ARTICLE III – MEMBERSHIP

Section 1: Membership Eligibility

The Technology Engineering Education Association (TEEA) of Tennessee is a state professional organization of teachers, supervisors, and administrators of technology engineering education, as well as individuals, companies, or organizations interested in furthering the purposes of technology engineering education and STEM Education.

Section 2: Membership Classification

TEEA membership is divided into the following categories:

- A. Regular membership shall be open to technology engineering educators interested in furthering the purposes technology engineering education.
- B. Associate membership shall be open to administrators, supervisors, and non-technology educators interested in furthering the purposes technology engineering education.
- C. Sustaining membership shall be open to individuals, companies, or industrial organizations interested in furthering the purposes of technology engineering education.
- D. Student membership shall be open to all students engaged in, or eligible for, technology engineering education in the State of Tennessee.
- E. Honorary membership may be bestowed upon persons whose distinguished contribution to technology engineering education is recognized by action of the members at a regular business meeting. Only the Executive committee may nominate honorary members.

ARTICLE IV - GOVERNING BODY

Section 1: Officers

A. Elected Officers

The elected officers of the Association shall be a President Elect and a Vice-President serving each of the three state grand divisions.

1. President-Elect: Elected annually by the regular membership. One year term.
2. President: President-Elect from previous year. One year term
3. Immediate Past President: President from previous year. One year term.
4. Division Vice-Presidents: One from each of three grand divisions. Three year term.
5. Secretary: Elected each year. No term limit.
6. Treasurer: Elected each year. No term limit.
7. TN TSA Student Representative: Current TSA State President.
8. TACTE Representative: Two-year term. No term limit.

B. Appointed Officers

1. TEEA Regional Manager: One from each of nine regions.
2. ITEEA Affiliate Representative: Appointed by the Executive Committee.

TEEA shall function as a division of the Tennessee Association of Career and Technical Education (TACTE).

C. Duties of Officers

President

The President shall serve for a one-year term and shall advance to the Office of Immediate Past President. The President shall serve as chairperson of the Board of Directors and shall be responsible for the promotion and advancement of the Association. The President shall serve as general chairperson of the conference activities.

President-Elect

The President-Elect shall serve for a one-year term and shall advance to the Office of President. The President-Elect shall serve as assistant to the President and shall coordinate all TEEA committees and prepare an annual report of committee operations. The President-Elect shall be responsible for any additional duties delegated by the president and/or Executive Committee.

Immediate Past President

The Immediate Past President shall serve for a one-year term and shall serve as assistant to the President when the President-Elect is unavailable. The Immediate Past President shall be coordinate the work of the Regional Managers.

Division Vice Presidents

The Division Vice Presidents shall serve for a three-year term on the Executive Committee. They will serve in the absence of the President and President-elect at all meetings within their division. They will coordinate the function of all committees within their division, and coordinate membership efforts of the Regional Managers within their division.

Treasurer

Act as the custodian of all funds deposited to the credit of the Association and will keep an exact record of all receipts and expenditures and submit an itemized report of the same with vouchers to each meeting or to the Executive Committee upon request. The treasurer will prepare an annual budget for the ensuing year to be submitted to the Annual TEEA Business Meeting for approval.

Secretary

Write correspondence as directed by the President and record all pertinent information regarding what the association does or acts upon, motions and votes on motions. Prepare and maintain a copy (electronic and printed) of accumulative minutes and have all copies available during all meetings. He/She will distribute a printed copy of current minutes to all executive board members at least 30 days prior to the following meeting. He/She will transmit a printed copy of the minutes of the Annual Business Meeting within 60 days following the meeting, to Executive Board members and all District Managers.

TACTE Representative (TACTE Division Vice-President)

Serve on the Board of Directors and be a liaison to the TACTE Board of Directors. Report the activities of TEEA and keep TACTE informed of current Bylaws, Strategic Plan, and Committee work, submit TACTE Quality Division Award Application in a timely manner and serve as the TEEA Division Vice-President on the TACTE Board.

ITEEA Affiliate Representative

Serve on the Board of Directors and be the liaison to the ITEEA Board of Directors. Report the activities of ITEEA to the TEEA Board of Directors. He/She will assist the TEEA Executive Director with the preparation of the Annual Symposium and will assist in nomination process for the ITEEA Program and Teacher of the Year.

Tennessee TSA Student Representative

The TSA Student Representative shall be the current Tennessee TSA President. He/She will serve on the Board of Directors. He/She will be a liaison to the Tennessee TSA. He/She shall report the activities, plan of work, and conferences of Tennessee TSA to the TEEA Board of Directors.

D. Office Vacancy

Any vacancies that occur on the TEEA Board of Directors will be filled by appointment by the President and approval of the Executive Committee on an interim basis until the next semi-annual meeting.

Section 2: Board of Directors

The Board of Directors shall be composed of the President, President-Elect, Immediate Past President, Secretary, Treasurer, Divisional Vice-Presidents, Regional Managers, TACTE Representative, ITEA Affiliate Representative, and Tennessee TSA Student Representative.

Section 3: Executive Committee

- A. The Executive Committee shall be composed of the President, President-Elect, Immediate Past President, Divisional Vice-Presidents, Secretary, Treasurer, and Executive Director.
- B. The Executive Committee shall be responsible for the administration of the Association, approve all expenditures, carry out policies established by the Association, and suggest policies for consideration by the Association, providing none of these actions conflict with the Bylaws of the Association.
- C. The Executive Committee shall have power to fill all vacancies which occur during the term.
- D. The Executive Committee shall utilize the services of the State Consultant of technology engineering education as a non voting member and will serve as Executive Director of the Association.
- E. Power to appoint and dissolve standing committees and such special committees as needed is granted to the Executive Committee.

ARTICLE V – MEETINGS

Section 1: Semi-Annual Meetings

The Association shall hold a minimum of two meetings each school year. Time and location of these meeting will be determined by the Executive Committee.

Section 2: Special Meetings

Special meetings of the TEEA Board of Directors may be called at the request of the President.

Section 3: Voting Quorum

The regular members present shall comprise a quorum for all business.

ARTICLE VI - AMENDMENTS

Section 1: Amendments to the Bylaws

Amendments to the Bylaws may be made at either the semi annual meetings or by mail. A two-thirds majority vote of the members present at the semi-annual meeting or the mail-in vote shall be necessary for the amendment to become a part of these Bylaws.

Proposed amendments may be submitted:

- A. From the floor at the semi-annual meetings
- B. In writing by the executive committee to the regular membership at least thirty (30) days prior to an announced voting date in a mail canvass of members.

ARTICLE VII - PARLIAMENTARY AUTHORITY

Robert's Rules of order, revised, shall govern any provision not covered by the TEEA Bylaws.

ARTICLE VIII - ASSETS

Section 1: Membership Dues

- A. Annual minimum dues shall be \$25.00. This amount shall include \$20.00 TACTE dues and \$5.00 TEEA dues.
- B. Assets are to be held in an account for use by TEEA of Tennessee. In the event of dissolution of TEEA of Tennessee the monies are to be transferred to the Dr. Tom D'Apolito Scholarship to be used for worthy students who are completers in Technology Engineering Education. This scholarship will be given out once a year at the Tennessee TSA State Conference to one (1) worthy student.
- C. Funds shall be held in accounts and transfers must be accomplished by authorized action and co-signed transfer papers.

ARTICLE IX – OFFICE LOCATION

The location of TTEA of Tennessee Office of Registry on the 501.c3 non profit document shall be located at the office of the State Program Consultant for Technology Engineering Education, as know as the Executive Director of TEEA of Tennessee.

Dr. Thomas D'Apolito, Executive Director
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Definition of Roles

Board of Directors

1. Determine desired outcomes for organization success.
 - a. Adopt a vision statement and review periodically.
 - b. Define TEEA's mission and review on a regular basis
 - c. Engage in a strategic planning process and monitor strategic plan annually.
 - d. Maintain sound fiscal policy, practices, and controls.
 - e. Determine spectrum of programs and services for members.
 - f. Build and nurture effective working partnerships with Executive Director and CTE staff.
2. Make and approve policy.
 - a. Adopt positions on critical issues, i.e., legislative initiatives affecting TEEA association.
 - b. Assess strategic implications of critical issues.
 - c. Approve amendments to bylaws.
 - d. Approve changes to roles of board and executive committee.
 - e. Delegate responsibility for policy implementation.
 - f. Approve legal counsel and auditors.
3. Determine and support the role of the Executive Director
 - a. Define the board's relationship with the Executive Director.
 - b. Foster partnership between board and Tennessee CTE Division Staff.
4. Adopt an appropriate governance model.
 - a. Define roles for the board, its executive committee, and the Regional managers.
 - b. Make commitment to continuous improvement.

Executive Committee

1. Monitor TEEA operations.
 - a. Receive and review regular status reports from the Executive Director.
 - b. Provide counsel to Executive Director on issue resolution, upon request.
 - c. Review annually the Board of Directors Handbook.
2. Responsibilities
 - a. Review all Board Responsibilities
 - b. Cover Board of Directors Conflict of Interest Policy
 - c. Collect Conflict of Interest Policies
3. Coordinate work of board and its work groups.
 - a. Ensure work groups are appropriately assigned and charged.
 - b. Monitor work groups to determine charges are fulfilled.
4. Communicate with Board of Directors
 - a. Provide through status reports of Executive Committee actions.
 - b. Identify critical issues and propose process (es) for, or actual, resolutions for board consideration.

Definition of Roles

President

The President shall serve for a one-year term and shall advance to the Office of Immediate Past President. The President shall serve as chairperson of the Executive Committee and the Board of Directors and shall be responsible for the promotion and advancement of the Association. The President shall serve as general chairperson of the conference activities. As Chairperson of the Board, the President shall:

1. Serve as official spokesperson of the Association on all matters and be responsible for the promotion and professional advancement of the Association.
2. Schedule, call, and establish the agenda for each Board meeting using the Format of the Board of Directors Meetings and preside at these meetings.
3. Appoint all committee chairpersons and members upon the recommendation of the President-Elect, as terms expire, with the approval of the Board of Directors.
4. Represent the Association or appoint a designee as its official delegate at all pertinent professional meetings and report these activities to the Board for action or to the membership for information as required.
5. Serve as chairperson of the Executive Committee and coordinate matters of strategic plan and budget.
6. Monitor TTEA Board of Directors Communications Networks.
7. Be responsible for the disbursement of the Strategic Plan.
8. Review and update the Board of Director's Handbook. Prepare statements of officially adopted changes in policies and procedures and distribute copies before the new Board meets at the Pre-Conference Board meeting.
9. Prepare a mid-year and pre-conference report of Association activities including Strategic direction the association is pursuing. Reports are due to ITEA office October 15 and February 15th using the format of the Report to the Board of Directors found in this handbook.

As coordinator of the budget, the President shall work closely with the Executive Director in seeing that all staff, committees and/or programs maintain expenditures within their approved budgetary limitations. The President shall approve or disapprove any deviations or expenditures in excess of the budget with the approval of the Board of Directors.

As principal officer of the Association, arrangements will be made to provide the needed time for such activities. In the event the President cannot meet all such obligations, the President shall call upon other Board members for assistance in performing administrative or professional assignments.

As chair of the Executive Committee of the Board, the President shall work with the Immediate Past-President in the reviewing and updating of the official handbook of the Association. The President shall see that these are placed in the hands of the appropriate Board members and/or committee chairpersons.

As principal officer of the Association, the President shall be responsible for communicating with the appropriate local administrators or other personnel associated with all Board members and other key Association personnel. This communication will include an expression of appreciation and thanks for their efforts in releasing these personnel for service to the Association as an officer and member of the Board.

President-Elect

The President-Elect shall serve for a one-year term and shall advance to the Office of President. The President-Elect shall serve as assistant to the President and shall coordinate all TTEA committees and prepare an annual report of committee operations. The President-Elect shall be responsible for any additional duties delegated by the president and/or Executive Committee.

The President-Elect shall serve on the Executive Committee and oversee the Committees.

1. The President-Elect shall work closely with each committee's program action and maintain correspondence with all committees, seeing that they have developed an action program, and are working on the program.
2. As coordinator of committee nominations, the President-Elect shall see that the chairperson and members of the committees are instructed and function within the guidelines of the Bylaws. The President-Elect shall also review and update the operational policies and guidelines for this committee in cooperation with its members and submit same to the President and to the Board of Directors for approval.
3. Soliciting and preparing complete committee rosters for the next fiscal year including needed chairpersons.
4. Assist in scheduling and arranging the annual meeting of the committees at the annual symposium conference. These meetings shall consist of:
 - a. A meeting for committee chairpersons and the Board of Directors, which shall have the purpose of reviewing the past year's activities and identifying the action program being planned for the coming year. The Board can use this time to give direction to work sessions for each committee. Committee chairpersons can bring issues or problems before the Board for general consideration and policy decision.
 - b. Meeting with each committee, which shall have the purpose of reviewing the past year's activities and planning their completion and planning the action program?
 - c. Prepare and distribute the "Committee Handbook" (for the next Association year) at the Annual Pre—conference Board of Directors meeting.
 - d. Prior to the Annual Symposium Conference, bring committee files (notify each committee chairperson of the annual committee meeting date, locations and time) up-to-date. Forward all records and documents to the new President-Elect.

As assistant to the President, the President-Elect shall remain available to assist and counsel the President in all activities of the Association.

As the future President, the President-Elect shall prepare a platform for the year, announce it at the publish membership gatherings, and cause same to be printed in the TEEA Newsletter.

The President-Elect shall assume the office of the president at the conclusion of the Annual CTE Summer Conference Luncheon. The newly installed President shall prepare, in advance, the agenda for the Annual Symposium and will have agenda approved by the Executive Director 30 days prior to the meeting.

Prepare a mid-year and pre-conference report of Association activities including strategic direction of the association. Reports are due to TEEA office October 15 and February 15th using the format of the Report to the Board of Directors found in this handbook.

Immediate Past President

The Immediate Past President shall serve for a one-year term and shall serve as assistant to the President when the President-elect is unable to assist. The Immediate Past President shall be in charge of all Task Force Committees and Regional Directors and will serve on the Executive Committee.

The Immediate Past President shall:

1. Serve on the Executive Committee of the Board.
2. Monitors the progress of all Task Forces and District Managers progress towards meeting strategic plan goals to the President.
3. Prepares a mid-year and pre-conference report on task force activities. Reports are due to TEEA office October 15th and February 15th using the format of the Report to the Board of Directors found in the handbook.
4. Serve as coordinator for any petition or referendum procedures (see Bylaws, articles XI and XII). In that capacity, the Immediate Past President shall:
 - a. Facilitate the petition or referendum process.

- b. After review and approval by the Board of Directors, each petition or referendum shall be duplicated for distribution as needed.
5. Install the new Association officers in cooperation with the President, using the Installation of Officers. Alert all officers concerning their participation in this ceremony.

Division Vice President

The Divisional Vice President shall:

1. Serve for a three-year term on the Board of Directors in conjunction with the grand division of the President-Elect from the same grand division.
2. Serve in the absence of the President and President-elect at all meetings within their elected Region.
3. Attend all regular and special Executive Committee and Executive Board meetings.
4. Submit a written report at each regular Executive Board meeting on membership within their elected region.
5. Supervise the Annual Elections Committee.
 - a. Review and update the official TEEA nominating biographical data form yearly. Submit the updated forms to the President by October 1 of each year.
 - b. Contact all District Mangers within their elected region. They will recruit and mail the TEEA nomination form to all candidates nominated in their Grand Region. They will also copy all District Mangers within their elected region.
 - c. The nomination forms will be placed on the TEEA website for download by November 15th of each year. The deadline for all nomination applications and TEEA conflict of interest policy forms will be January 31 of each year. All Regional Vice Presidents will evaluate all nomination forms and select the top 1 to 3 candidates to be placed on the election ballot during the Annual CTE Conference in July of each year.
 - d. Contact all District Mangers within their elected region. Recruit and mail the TEEA nomination form to all candidates nominated in their Grand Region and copy all District Mangers within their elected region.
 - e. The nomination forms will be placed on the TEEA website for download by November 15th of each year. The deadline for all nomination applications will be January 31 of each year. All Regional Vice Presidents will evaluate all nomination forms and select the top 1 to 3 candidates to be placed on the election ballot during the Annual CTE Conference in July of each year.
6. Serve on the nomination committee to select the TACTE Award Winners.
 - a. Work closely with the their regional managers to identify the following:
 - i. TACTE New Technology Engineering Education teacher of the year. (1 to 3 years, of continuous membership.
 - ii. TACTE Technology Engineering Education teacher of the year. (More than 3 years of experience with 3 years of continuous membership.
 - iii. TACTE Student of the Year. (Does not have to be a TN TSA State Officer)
7. Participate in recruiting, training, and mentoring District Managers.
8. Assist the District Managers with the planning and support of teacher visitations, mini conferences, and creating an active database.
9. Assist the Awards Chairperson in planning and execution of all awards functions at the CTE Summer Conference and the Annual Symposium.
10. Prepares a mid-year and pre-conference report of Association activities including Strategic direction the association is pursuing. Reports are due to ITEA office October 15 and February 15th using the format of the Report to the Board of Directors found in this handbook.

Treasurer

The Treasurer shall:

1. Serve on the Executive Committee and attend all regular and special meetings.
2. Submit a written report at each regular Executive Committee meeting on membership within their elected region.
3. Act as the custodian of all funds deposited to the credit of the Association.
4. Disburse funds on written order signed by the President.
5. Keep an exact record of all receipts and expenditures and submit an itemized report of the same with vouchers to the Executive Committee upon request.
6. Prepare an annual budget for the ensuing year to be submitted to the Annual TEEA Business Meeting for approval.
7. Submit a written report summarizing activities for distribution at the Annual TEEA Business Meeting.

Secretary

The Secretary shall:

1. Serves on the Executive Committee and attend all regular and special meetings.
2. Submit a written report for each executive board meeting.
3. Record the minutes of the regular and special meetings in accordance with Robert's Rules of Order. Minutes should contain all pertinent information regarding what the association does or acts upon, motions and votes on motions.
4. Maintain a copy (electronic and printed) of accumulative minutes and have a copy available at all meetings.
5. Distribute a printed copy to all executive board members at least 30 days prior to the following meeting.
6. Transmit a printed copy of the minutes of the Annual Business Meeting within 60 days following the meeting, to Executive Board members and all District Managers.
7. Write correspondence as directed by the President.
8. Consult with the Executive Committee to compose and distribute the agenda for the Annual Business Meeting.
9. Collect Motion/Resolution forms for presentation at the Annual Business Meeting.
10. Maintain membership database information.
11. Prepare one printed copy of membership database for all executive board meetings. The membership information can be obtained by contacting the Executive Director.
12. Enter monthly renewals returns into the database and send an electronic copy to the Executive Committee.

TACTE Representative

The TACTE Representative shall:

1. Serve on the Board of Directors and attends all regular and special meetings or will arrange for coverage in advance if unable to attend.
2. Submit a written report for each TACTE Executive Board meeting.
3. To be a liaison to the TACTE organization. Report the activities of their respective organization to representative TEEA.
4. Attend all TACTE regular and special meeting called by the TACTE President.
5. Submit the TACTE QUALITY DIVISION AWARD APPLICATION.
6. Submit TACTE Awards materials to the Regional Vice – Presidents to be distributed to all nominations.

ITEEA Representative

The ITEEA Representative shall:

1. Serve on the Board of Directors and attend all regular and special meetings or will arrange for coverage in advance if unable to attend.
2. Submit a written report for each executive board meeting.
3. To be a liaison to the ITEEA and report the activities of ITEEA to the TEEA Board of Directors.
4. Assist the Executive Director with the preparation of the Annual Symposium.
5. Assist the Board of Directors in nominating ITEEA Program and Teacher of the Year.

TSA Student Representative

The TSA Student Representative shall be the current Tennessee TSA President. He/She will:

1. Serve on the Board of Directors and attend all regular and special meetings or will arrange for coverage in advance if unable to attend.
2. Submit a written report for Tennessee TSA each executive board meeting.
3. To be a liaison to the Tennessee TSA, Inc. and student membership and report the activities of Tennessee TSA to the TEEA Board of Directors.

Regional Managers

The Regional Managers shall be nominated by any regular TEEA member. He/She will complete a nomination application and submit all forms to their Divisional Vice-President in a timely manner to be considered for candidacy by TEEA Executive Committee. He/She will serve for a one year term with no term limit. The Regional Managers will:

1. One of the primary responsibilities regarding membership is to stay in close contact with your Division Vice-Presidents and together to help promote membership.
 - a. Represent their region's best interest.
 - b. To be a liaison to the membership committee and other assigned committee(s) and communicate with the committee(s).
 - c. To promote membership in their regions, set up membership networks, and be responsible for the membership growth.
 - d. Set up communication with your Regional Vice-President on a regular basis. Be aware of the need for a two-way communication. Notify the TEEA President if your Regional Vice-President does not respond to your communications.
 - e. Track membership in your region using the membership status printout provided by the TEEA Executive Director. Develop ways to communicate with individuals whose membership is expired. Each member is sent three to four renewal notices regarding their membership status.
 - f. Become the premier TEEA Board Member for your region. Attend regional meetings and recruit for TEEA. Remember, your interaction with them on behalf of TEEA is most important.
 - g. Submit a written report for Tennessee TSA each executive board meeting.
2. The primary concentration for membership in TEEA is the Professional member category.
3. Facilitate the awards process in your region.

Executive Director

The Board of Directors establishes the duties of the Executive Director, including those of Secretary and Treasurer. The Executive Director is appointed by and serves under contract at the pleasure of the Board.

It shall be the duty of the Executive Director to manage the affairs of the Association under the direction of the President and the Board. The Executive Director shall record the minutes of all meeting of the Board and the annual Business Meeting of the Association. The Executive Director shall serve as chairperson of the Ballot Counting Committee and shall further send to all members eligible to vote, notices of meetings and proposed changes in the Bylaws. The Executive Director shall maintain at all times a complete and accurate roster of members.

The Executive Director shall serve as manager of the affairs of the Association and is solely responsible for the management of the Technology Engineering Education office and all operational considerations thereof, including conferences, other special services as may be organized from time to time and subsidiary organizations which are financially significant to TEEA. The Executive Director shall recommend personnel and operational policies in the day to day affairs of the Technology Engineering Education facilities.

1. General duties and responsibilities are:
 - a. Carries out the policies set forth by the Board of Directors.
 - b. Oversees the recoding of all Board of Director meetings.
 - c. Informs the Executive Committee and the Board on Major issues affecting the profession and the Association.
 - d. Consults the Executive Committee regarding major decision made in the name of the association.
 - e. Publishes and otherwise distributes notices of all Association meetings.
 - f. Recommends changes and notifies the membership of any proposed changes to the Bylaws.
 - g. Assist the President
2. Membership responsibilities:
 - a. Carries out the policies set forth by the Board of Directors.
 - b. Oversees the recoding of all Board of Director meetings.
 - c. Informs the Executive Committee and the Board on Major issues affecting the profession and the Association.
 - d. Consults the Executive Committee regarding major decision made in the name of the Association.
 - e. Publishes and otherwise distributes notices of all Association meetings.
 - f. Recommends changes and notifies the membership of any proposed changes to the Bylaws.
 - g. Assist the President
3. Duties and responsibilities pertaining to publications:
 - a. Serve as publisher of a monthly newsletter and the semi-annual TenneScene.
 - b. Serves as publisher of other publications.
 - c. Works as technical advisor to the coordinator of Publications.
 - d. Screen final layout and copy preparation.
 - e. Oversees all bidding processes and approved printer recommendations made.
4. Duties and responsibilities pertaining to public relations are:
 - a. Works closely with committees in the development and distribution of appropriate materials to promote the goals, objectives and purposes of the Association.
 - b. Coordinates, directs, and encourages activities of committees of the Association to provide an effective program of public and professional relations for the Association and for the profession.
 - c. Assumes such other duties and responsibilities as may be necessary to accomplish the above.
5. Duties and responsibilities as chairperson of the Ballot Counting Committee are:
 - a. Designs and produces election ballots to be used on line with Google documents.
 - b. Schedules and establishes deadlines for ballot return.

- c. Notifies the President and membership of the election results.
 - d. Verifies the membership of nominees to the Election Committee.
 - e. Maintains ballots and records of election results for a period of three years.
6. As Chief Administrative Officer of the Association, the Executive Director shall provide the Board with an annual report on the operations, status, accomplishments, and general conditions of the Association and Technology Engineering Education.