

# **CONSTITUTION OF THE LOUISIANA TECHNOLOGY EDUCATION ASSOCIATION**

**Revised 8/95  
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## **ARTICLE I: NAME**

Section 1. The name of this Association shall be the Louisiana Technology Education Association (LTEA).

## **ARTICLE II: ORGANIZATION**

Section 1: This Association is organized as a non-profit State Technology Education Association Affiliation with the International Technology Education Association, American Vocational Association, Louisiana Vocational Association, and all other organizations which are dedicated to the advancement of education, is desired of all members.

## **ARTICLE III: PURPOSE**

Section 1: The purpose of this Association shall be:

- a. To form a strong State organization composed of those persons who are interested in furthering the cause of Technology Education in the State of Louisiana.
- b. To establish and maintain active leadership in the promotion of Technology Education.
- c. To enrich and expand the Technology Education programs in Louisiana so that all youths shall receive education in the industrial processes, technology, a knowledge of the materials of industry, together with the skills needed in today's technical and industrial society.
- d. To promote the essential role of Technology Education and Technology in education, Kindergarten through University.
- e. To act as a central agency to keep the public clearly and reliably informed of the needs, purposes, and accomplishments of Technology Education.

- f. To work for adequate local, state and federal funds for buildings, curriculum, equipment and supplies necessary for Technology Education.
- g. To encourage and promote in-service education for all Technology Education personnel .

#### **ARTICLE IV: MEMBERSHIP**

Section 1: All persons who are professionally engaged or interested in Technology Education are eligible for membership.

Section 2: Membership will be effective upon payment of dues to the Treasurer.

Section 3: Membership shall run from the month of dues payment until the end of the same month one calendar year later.

Section 4: The annual dues for membership in the Louisiana Technology Education Association shall be ten dollars (\$10.00).

Section 5: Membership in the Louisiana Technology Education Association shall be extended to all students who are enrolled in departments of colleges or universities having Technology Education programs and high school students who are interested in pursuing a career in technology *education*. The student members shall have all privileges, except voting or holding office. The annual dues for student members shall be one dollar (\$1.00).

#### **ARTICLE V: OFFICERS AND EXECUTIVE COMMITTEE**

Section 1: The state officers of the Association shall be: President, President-Elect, Secretary, Treasurer and immediate Past President. All officers of the Association must be members in good standing.

Section 2: The Executive Committee shall be composed of the state officers of the Association and the Executive Director. The ITEA Affiliate Representative, the Journal Editor, the Historian, and the Technology Education Program Manager shall be ex-officio members.

#### **ARTICLE VI: ELECTIONS, VOTING, AND TERMS OF OFFICE**

Section 1: The Nominating Committee will submit to the membership at least two nominees for each office. Nominations for any office may be made by any member of the organization. Notice of the nominations will be sent by the Executive Director, printed in the official LTEA publication, or mailed to the membership by the 1<sup>st</sup> of April. Nominations shall be returned to the Nominating Committee Chair by April 20<sup>th</sup>.

Section 2: The election of officers shall be held by mail ballot. Ballots shall be sent to all members by the 10<sup>th</sup> of May and shall be returned to the Nominating Committee by the 30<sup>th</sup> of May. The candidate receiving the most votes for a particular office shall be declared elected. The Nominating Committee chair will notify the President of election results by the 20<sup>th</sup> of June. The Nominating Committee Chair will notify all nominated candidates by the 1<sup>st</sup> of July.

Section 3: The Secretary shall serve for a period of one year.

Section 4: The Treasurer shall serve for a period of one (or two) year(s).

Section 5: The President-Elect may not be nominated from the same association area as the President.

## **ARTICLE VII: MEETINGS**

Section 1. Meetings of the association will be held in conjunction with the Louisiana Vocational Association *Conference*, the Fall Louisiana Technology Education Association Conference, and the Louisiana Technology Student Association Annual Conference.

Section 2: The Executive Committee shall meet at such time and place as the President or Executive Director may direct or upon request by a majority of the Executive Committee.

Section 3: The expense of the Executive Committee for *special* or called meetings may be defrayed by the Organization, unless individual expenses are defrayed by another agency. The Louisiana Technology Education Association is entitled to one(1) delegate and alternate to the ITEA house of delegates for the first 50 members who are also regular or life members of the ITEA and one (1) additional delegate and alternate for each additional 50 members who are regular or life members of LTEA.

a. The President or the ITEA affiliate representative will represent the association as the first delegate. The Executive Committee will appoint all other delegate(s).

b. The Louisiana Technology Education Association shall reimburse

the ITEA Affiliate Representative and any delegates appointed by the Executive Committee for a portion of their expenses, up to \$100.00 each, incurred by attending the ITEA Annual Conference. These reimbursements will be paid upon completion of a reimbursement request form, including original receipts such as conference registration, hotel bills, meals, transportation, etc. providing said expenses are not defrayed by another agency.

- c. The Louisiana Technology Education Association shall reimburse the recipient of the ITEA Teacher Excellence Award and the recipient Program Excellence for a portion the expense, up to \$300.00, incurred by attending the ITEA Annual Conference. This reimbursement will be paid upon completion of a reimbursement request form, including original receipts such as conference registration, hotel bills, meals, transportation, etc., providing said expenses are not defrayed by another agency.

### **ARTICLE VIII: COMMITTEES**

Section 1: Standing committees chairs shall be appointed by the President. They shall include Membership, Nominating, Legislative, Awards, Constitution, Memorial, Award, and any others as the need may arise. These committee chairs shall also serve as the LTEA representative on the corresponding LVA committees.

### **ARTICLE IX: AMENDMENTS TO CONSTITUTION**

Section 1: This Constitution may be amended as follows: A proposed amendment must be submitted to the membership through the Executive Director, at least 30 days (postmarked- July 1, approx.) prior to the business meeting at the LTEA/LVA Annual Conference, and receive a two-thirds vote of the members in good standing present at that business meeting.

# **BY-LAWS OF THE LOUISIANA TECHNOLOGY EDUCATION ASSOCIATION**

**Revised 2/95**

## **ARTICLE I: OFFICERS AND THEIR DUTIES**

Section 1: The **President** shall have the responsibility of presiding at all general meetings of the Association or appointing representatives to do so. The President shall appoint the program chair and other appointive representatives. The President shall perform all duties in keeping with the responsibilities of the office of President.

Section 2: The **President-Elect** shall fulfill the duties of the President during the absence of the President. The President-Elect shall be responsible for membership, accurate membership records, and the promotion of the Association. The President-Elect shall serve as Membership Chair for the Association.

Section 3: The **Secretary** shall keep a full and accurate record of the proceedings of the meetings of the Association and all meetings of the Executive Committee. A copy of these minutes, will be sent Co the Historian to be filed in the archives. The Secretary shall conduct such correspondence and fulfill such other duties as the Executive Committee shall direct.

Section 4: The **Executive Director** shall be appointed by the President with the approval of the Executive Committee for a period of one year, and upon expiration of his term may be reappointed. It shall be the duty of the Executive Director to manage the affairs of the Association under the direction of the President and the Executive Committee. The Executive Director and the Secretary shall maintain all records of the Association. The Executive Director shall conduct official correspondence for the Association including notices of meetings and proposed changes in the Constitution and By-Laws.

The **Executive Director** shall serve as Parliamentarian for the Association.

Section 5: The **Treasurer** shall hold and administer all funds of the Association. The methods used by the Treasurer in matters relating to the payment of bills, depositing of funds, keeping records, etc., shall be approved by the Executive Committee, except all bills shall be approved by the Secretary and Executive Director prior to payment by the Treasurer. The Treasurer shall submit a written financial report at each of the three regularly scheduled meetings and upon request of the President. A yearly audit will be made by the President and reported at the Spring Conference. The Treasurer during the tenure of his office, must be under a surety bond paid for by the

Association, in excess of the assets of the Association.

Section 6: The **Immediate Past-President** shall serve as an advisor and voting member to the Executive Committee.

Section 7: The **Immediate Past-President** shall install the new officers at the close of the LTEA/LVA Conference Meeting.

Section 8: The **Historian** shall maintain records of the following information:

- a. recipients of awards.
- b. records of each year's officers and Ex-officio members.
- c. archives of minutes of prior business and executive committee meetings
- d. archives of past and present constitution and by-laws.
- e. archives of past and present committee reports.
- f. archives of past and present newsletters, publications, press releases and photos.

## **ARTICLE II: COMMITTEES**

Section 1. The **Executive Committee** shall constitute the administrative and advisory body of the Louisiana Technology Education Association.

The members of the Executive Committee shall be as directed by Article V, Section II, of the Constitution of the Louisiana Technology Education Association; and each member of the Executive Committee present shall have the power to cast one vote.

Three members of the Executive Committee shall constitute a quorum.

The Executive Committee shall appoint a member in good standing to fill any vacancies of officers of the Louisiana Technology Education Association for the duration of the elected term.

Section 2: The **Membership Committee** shall be chaired by the President-Elect.

The Membership Committee shall exert all efforts to retain and increase membership in that Association.

Section 3: The **Nominating Committee** shall be appointed by the President.

The Nominating Committee shall accept all nominations for office in the Association and screen all candidates. The Nominating Committee shall report to the Association their findings and recommendations.

Section 4: The **Legislative Committee** shall be appointed by the President.

The Legislative Committee shall evaluate all pending legislation concerning Technology Education, and report their findings and recommendations to the Association. The Legislative Committee shall present legislative suggestions as directed by the Association to the Legislative Body of the State of Louisiana.

Section 5: The **Program Committee** shall be appointed by the President.

The Program Committee shall plan the programs of the Association and shall collaborate with members in various sections of the state so that the program will have the greatest **Possible** interest to the membership of the Association.

Section 6: The **Award Committee** shall be appointed by the President. The **LTEA Awards Committee** shall serve as a screening committee for the **LTEA/LVA** awards presented by or in behalf of the **LTEA**. The responsibility shall include screening of all awards nominees to insure that they are deserving of the award and meet the criteria specified for the award; approval of awards not specified in the constitution; select and /or approve recipients of awards who are not selected or approved by other means under the constitution; submit names and **LVA** award recipients to appropriate persons or committees; assure that all procedures, including mailing of forms, securing of nominations, counting of votes, meeting of deadlines, and pertinent procedures relating to the various awards are followed; review and /or develop awards, procedures, forms and awards criteria regularly and make appropriate recommendations to the Association for their approval or adoption.

Meetings of the Awards Committee will be held annually in conjunction with the **LTEA** section at the **LVA** Conference; the **LTEA** section of the **LYE** Conference; and the Spring Conference of the **LTEA**. Other meetings required to carry out the responsibilities of the committee may be called by the chair with approval of a majority of the committee members. A majority of the committee members must be present in order to conduct the business of the committee.

Section 7: Terms of appointment begin at the close of the annual **LTEA/LVA** Conference, except for those appointed to an unexpired terms. Such appointments will become effective upon nomination by the President of **LTEA** and approval by the Executive Committee. The Committee Chair will be appointed by the President at the annual **LTEA/LVA** Conference and assume office at the close of the Conference.

### **ARTICLE III: TEACHER EXCELLENCE AWARD/ LTEA**

**AWARDS**  
**TABLED AT AUGUST, 1995 MEETING**  
**SEE OLD BY-LAWS**

All awards are being reevaluated, and revised to streamline the criteria to follow in the award process. An Award Report will be given at our August LVA-Tech Ed Conference Business Meeting and a proposed process of awards guidelines will be presented at our LTEA Fall Business/Staff Development Business Meeting. Awards Chair- and Committee are in the process of completing this part for membership approval.

**ARTICLE IV: PARLIAMENTARY AUTHORITY**

Section 1: Robert's Rules of Order shall be the parliamentary authority of the Association, subject to other articles adopted.

**ARTICLE V: AFFILIATE ASSOCIATIONS**

Section 1. The Louisiana Technology Education Association will charter affiliate associations. Affiliations will be made with both area associations, and local school district association. Areas are described in Map number 1. Membership in an area association will be automatic to regular members in good standing of the LTEA with no further payment of dues necessary unless voted on and approved by the area association members involved.

Section 2: Area Associations will elect a President, Secretary, and Treasurer.

Section 3: Area Associations will hold at least two meetings annually. Charters for Area Associations must be approved by the LTEA Executive Committee.

Section 4: Duties of Areas Officers:

President-shall call and preside at all area meetings and shall work for the advancement and promotion of the Association.

Secretary-shall keep the minutes of all area meetings and send copies to the Executive Director of the Association.

Treasurer-will collect and disburse all area dues and monies and keep records of same; he shall file a statement with the Executive Director of the Association thirty days prior to the Spring Conference.

## **ARTICLE VI: METHODS FOR AMENDING BY-LAWS**

Section 1. The by-laws may be amended by the Executive Committee. However, they must be read to the members in good standing present at the next LTEA/LVA meeting and a majority of the members present and voting may rescind the amendment.

LTEA Constitution Committee revisions. 06-12-97

Tom Verret. Constitution Committee Chair

Draft

## Officers of the Louisiana Technology Education Association

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President: Mr. Joseph P. Ledet  
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Treasurer: Mr. Johnny O. Hamilton Sr.  
P.O. Box 2045 West Monroe, LA 71294  
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Past President: Mr. Curtis Orgeron  
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# LACTE

## Committee Assignment List

**Division:** LTEA - Louisiana Technology Education Association

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President : Mr. Joseph P. Ledet

President-Elect: Mr Paul Ray Benoit

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COMMITTEE	DIVISION REPRESENTATIVE
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AUDIT	NAME: MR. Johnny Hamilton ADDRESS: CITY: PHONE: FAX: EMAIL:
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AWARDS	NAME: Phd. Pete Territo Jr. ADDRESS: CITY: PHONE: FAX: EMAIL:
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CONSTITUTION	NAME: Mr. Otha Harris ADDRESS: CITY: PHONE: FAX: EMAIL:
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FINANCE	NAME: Mr. Johnny Hamilton ADDRESS: CITY: PHONE: FAX: EMAIL:
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LEGISLATIVE	NAME: Mr. Otha Harris ADDRESS: CITY: PHONE: FAX: EMAIL:
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MEMBERSHIP	NAME: Mr. Paul Benoit ADDRESS: 5310 Alfred Rd. CITY: Maurice, LA 70555 PHONE: 337-893-0758 FAX: EMAIL:
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MEMORIAL

NAME: Mr. Marcus Hill  
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PHONE: 225-684-2299  
FAX: 225-625-2476  
EMAIL:

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NOMINATION

NAME: Mr. Tom Verret  
ADDRESS:  
CITY:  
PHONE:  
FAX:  
EMAIL:

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PUBLIC RELATIONS

NAME: Mr. George Gallman  
ADDRESS:  
CITY:  
PHONE:  
FAX:  
EMAIL:

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RESOLUTIONS

NAME: Mr. Otha Harris  
ADDRESS:  
CITY:  
PHONE:  
FAX:  
EMAIL:

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STRATEGIC PLANNING

NAME: Mr. Tom Verret  
ADDRESS:  
CITY:  
PHONE:  
FAX:  
EMAIL:

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