

**NATIONAL ASSOCIATION OF INDUSTRIAL
AND TECHNICAL TEACHER EDUCATORS**

**Administrative
Handbook**

December 22, 1998

Contents

INTRODUCTION.....	1
CONSTITUTION	2
ORGANIZATION	5
OFFICERS	6
President.....	6
President-Elect	10
Secretary.....	13
Treasurer	16
Vice-Presidents	19
Trustees	21
<u>Journal Editor</u>	23
<u>JOURNAL OF INDUSTRIAL TEACHER EDUCATION</u>	25
Past Editor.....	25
Associate Editor	26
Assistant Editors	28
Referees.....	29
Publication Manager	30
Style Editor	31
Circulation Manager	32
OTHER POSITIONS.....	34
Editor, NAITTE Newsletter.....	34
Editor, <u>Industrial Teacher Education Directory</u>	34
Historian.....	40
COMMITTEES.....	42
Membership	42
Nominating	45
Awards	47
Research.....	49
Auditing	52
AWARDS	53
Honorary Membership	53
Distinguished Service	55
Outstanding Service	56
Outstanding Research	57
NAITTE/G. Harold Silvius Outstanding Young Teacher Educator	59
<u>Journal Outstanding Manuscripts</u>	61
NAITTE Leaders for Tomorrow	63
ORDER FOR INSTALLATION OF OFFICERS.....	65

INTRODUCTION

This Handbook incorporates organizational changes within NAITTE occurring as a result of the amended Constitution adopted by the members of the Association on December 3, 1989. As such, the Handbook reflects the composition of, and processes within the Association as of the completion of the transition period between the 1985 and 1989 Constitutions. Therefore, for example, while the transition period allows for the office of Past President until December of 1991, the responsibilities of that office have already been transferred to the Nominating and Awards Committees in this Handbook.

The Executive Committee of NAITTE is composed of twelve officers: President, President-Elect, Secretary, Treasurer, four Vice-Presidents, Journal Editor, and three trustees. Committee chairpersons are appointed by the President to take responsibility for specific activities designated by the Executive Committee. Committee Chairpersons serve as ex-officio members of the Executive Committee for their term of office. Major functions performed by NAITTE officers and committee chairpersons are summarized in this Handbook.

This Handbook is updated annually by the Secretary via input from all officers, chairpersons, and members. Changes in the Handbook are made only with the approval of the NAITTE Executive Committee.

CONSTITUTION

CONSTITUTION OF THE NATIONAL ASSOCIATION OF INDUSTRIAL AND TECHNICAL TEACHER EDUCATORS

ADOPTED DECEMBER 6, 1980
AMENDED DECEMBER 1, 1994
AMENDED DECEMBER 7, 1985
AMENDED DECEMBER 3, 1989

ARTICLE I. Name

The name of this Association shall be the National Association of Industrial and Technical Teacher Educators.

ARTICLE II. Mission

The Association advances and promotes excellence in industrial and technical teacher education and trainer training in all settings. The Association accomplishes this goal by providing opportunities for professional improvement for its members, promoting cooperation among related groups in the field, and serving as authority on and advocate for industrial and technical teacher education and trainer training.

ARTICLE III. Members

Section 1. All persons subscribing to the mission of the Association shall be eligible for membership. An eligible applicant shall be declared a Member of the Association upon payment of an annual due for the first year.

Section 2. A student who is actively preparing to become an industrial and technical teacher or trainer educator shall be declared a Student Member of the Association upon payment of an annual due for the first year.

Section 3. An annual due is payable in advance on or before the first day of each membership year.

Section 4. An Honorary Member of the Association is a recognized leader or scholar who has brought recognition to the Association or assisted the Association significantly in meeting its mission. An Honorary Member holds the distinction for life and is not assessed annual dues.

Section 5. Members and Honorary Members shall participate in establishing rules and shall serve as officers of the Association.

ARTICLE IV.
Officers

Section 1. The officers of the Association shall be a President, a President-Elect, three Trustees, four Vice-Presidents, a Secretary, a Treasurer, and an Editor of the Journal of Industrial Teacher Education. These officers shall perform the duties prescribed by this constitution and by the parliamentary authority adopted by the Association.

Section 2. The Trustees as a committee shall nominate candidates for the offices, except Editor of the Journal of Industrial Teacher Education, to be filled during an annual meeting. Officers, except Editor of the Journal of Industrial Teacher Education, are elected by ballot prior to or during an annual meeting, and their terms of office shall begin at the close of the annual meeting.

Section 3. An officer shall serve two years. A President-Elect, Vice-President, Secretary or Treasurer shall have been a Member or Honorary Member of the Association, shall have actively participated in industrial and technical teacher education or trainer training for at least two years prior to being inducted into office, and shall be actively participating in industrial and technical teacher education or trainer training when inducted into office. A President-Elect or a Trustee shall have served as an officer prior to assuming office. A President automatically assumes the office of Trustee upon completing a full term in office. A President-Elect automatically assumes a vacated presidency.

Section 4. No member shall hold more than one office at a time, and no member shall be eligible to serve consecutive terms in the same office except the Secretary or Treasurer who may serve no more than three consecutive terms in the same office.

ARTICLE V.
Annual Meeting

Section 1. The annual meeting of the Association shall be held on the same day and in the same city as the national convention of the Association for Career and Technical Education.

Section 2. Thirty Members or Honorary Members shall constitute a quorum.

ARTICLE VI.
The Executive Committee

Section 1. The officers of the Association shall constitute the Executive Committee.

Section 2. The Executive Committee shall have general supervision of the affairs of the Association and shall perform such other duties as are specified in this constitution.

Section 3. One half of the officers shall constitute a quorum of the Executive Committee.

ARTICLE VII.
Committees

Section 1. Standing committees shall be appointed by the President as the Executive Committee shall deem necessary to carry on the work of the Association. The necessity of a standing committee shall be considered at least triennially by the Executive Committee.

Section 2. Special committees shall be appointed by the President to carry on the work of the Association. The necessity of a special committee shall be considered at least annually by the Executive Committee.

ARTICLE VIII.
Journal of Industrial Teacher Education

Section 1. The Association shall publish the Journal of Industrial Teacher Education. Every member shall receive a copy of each issue of the Journal.

Section 2. The President shall appoint the Editor of the Journal of Industrial Teacher Education upon the recommendation of the Editorial Board of the Journal and the consent of the Executive Committee.

ARTICLE IX
Parliamentary Authority

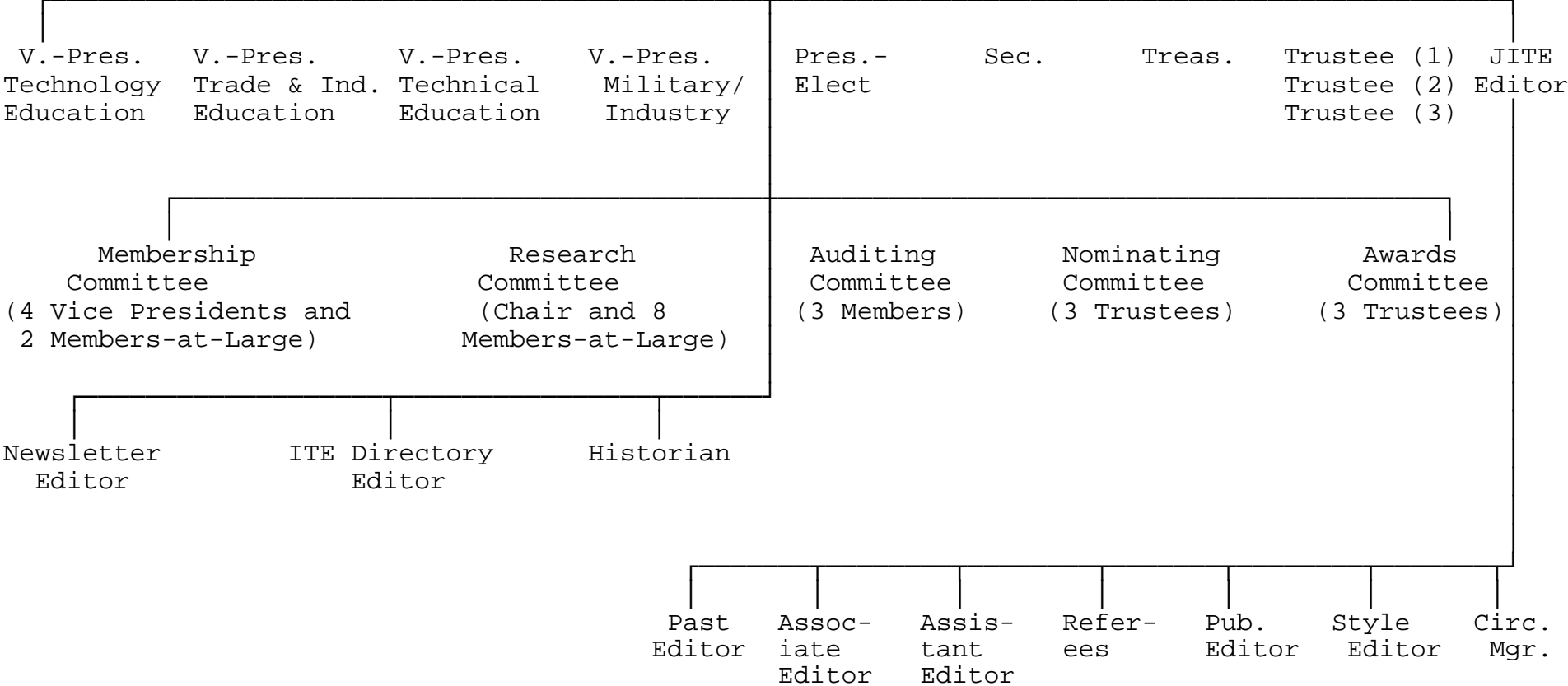
The rules contained in the current edition of Robert's Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with this constitution and any special rules of order the Association adopts.

ARTICLE X.
Amendment of the Constitution

This constitution may be amended by mailed ballot or at the annual meeting by two-thirds vote. An amendment which is considered at an annual meeting shall have been submitted in writing to those eligible to vote at least one month prior to the annual meeting.

ORGANIZATION

President



OFFICERS

PRESIDENT

Qualifications

Must currently function in higher education or business/industry with responsibility for the development of industrial-technical teachers or trainers.

Selection

The position of the President is assumed by the President-Elect. If the President-Elect cannot assume the office of President, the position shall be filled through a general election supervised by the Senior Trustee. The candidate for President shall have previously held an elected position in NAITTE, and meet the criteria associated with Vice-President or Journal Editor. The term of office shall be two years.

Replacement

In the event the President is unable to continue in office, the position shall be filled by the President-Elect.

Responsibilities

- Provides leadership for NAITTE.
- Represents NAITTE at national conferences, forums, seminars, and with other professional associations.
- Represents NAITTE with organizations and companies that provide outside venture capital.
- Maintains a close working relationship with the Executive Committee and membership of NAITTE.
- Makes all committee appointments.
- Performs major administrative responsibilities as follows:

December

1. Meets with the Executive Committee immediately following the installation of officers.

2. Serves as chairperson of the final NAITTE Executive Committee meeting of the ACTE Convention.
 - a. Completes business not addressed in the first Executive Committee meeting.
 - b. Establishes responsibilities for the next convention program with President-Elect and Vice-Presidents.
 - c. Reviews responsibilities of NAITTE officers.
 - d. Obtains Administrative Handbook and correspondence file from outgoing President.

December/January

1. Assures that Secretary prepares an updated registry of NAITTE officers. Makes appointments to fill vacancies and committees and sends letters to appropriate committee chairpersons.
2. Works with Secretary in planning correspondence to membership containing letter from new President and Plan of Action for new year. This is mailed to members through the NAITTE News and Views.
3. Notifies ACTE Convention Planning Director and ACTE Vice-Presidents for Technology Education, Trade and Industrial, Technical Education, and Industry Specific Training of new NAITTE officers. Requests schedule for convention planning conference.
4. Prepares letters to superiors of newly elected and appointed NAITTE officials, including JITE staff as well as those continuing in office (obtain names and addresses during Executive Committee meetings). The letters serve notice of time contributions expected as well as honor and recognition (Outgoing President writes to superior of new President).
5. Prepares letters of appreciation to those who rendered worthy services or contributions to NAITTE, such as the following:
 - a. Goodheart-Willcox for financial support in publishing the ITE Directory.
 - b. Outgoing officers, JITE editors and other NAITTE officers who have completed their terms of service.
 - c. Editor of the NAITTE News and Views.

February

1. Assists the President-Elect with plans for the ACTE Program Planning Meeting (NAITTE needs to work with Divisional Vice-Presidents for Technology Education, Technical Education, Trade and Industrial Education, and Industry Specific Training).

ACTE issues a Planning Guide available from:

Chairperson for Convention Planning
Association for Career and Technical Education
1410 King Street
Alexandria, VA 22314
1 (800) 826-9972

March/April

1. Checks with President-Elect to see that convention plans are being carried out in accord with ACTE time schedule.

April/May

1. Works with Secretary, Awards Committee Chairperson, and NAITTE News and Views Editor on first "mail-out", which should include request for nominations for officers as well as honorary members.

June/August

1. Submits a forward letter, co-authored with the President of CTTE to be published in the ITE Directory.
2. Checks with committee chairpersons and other officers who have specific responsibilities to obtain progress reports.
3. Checks with Nominating and Awards Committee Chairpersons concerning nominations for offices and awards.

September/November

1. Prepares Executive Committee meeting agenda.
2. Instructs officers and committee chairpersons regarding reports.
3. Assures that the appropriate Vice-President sends letters of invitation to the Annual Breakfast for sponsors and guests (Goodheart-Willcox, Executive Directors of VICA and Technology Student Association, etc.).

4. Writes to newly elected officers informing them of their election. Writes to candidates not elected to thank them for being candidates.
5. Writes to President-Elect's superior informing him/her of the President's duties and responsibilities to NAITTE for the coming two years.
6. Plans general business meeting for first General Session.
7. Prepares President's Report

December

1. Attends ACTE Convention
 - a. Chairs first Executive Committee meeting.
 - b. Serves as a Chairperson for the NAITTE Breakfast.
2. Assembles all material related to Presidential term and transmits to new NAITTE President (sectioned three-ring notebook suggested). Appoints special committees for dealing with current problems. Arranges for reports to convention sessions.
3. Sends copies of all correspondence and papers to the Historian for inclusion in the NAITTE archives.

Reporting

The President shall submit a written annual report to the Executive Committee. The President is responsible to the Executive Committee.

PRESIDENT-ELECT

Qualifications

Must currently function in higher education or business-industry with responsibility for the development of industrial-technical teachers or trainers.

Selection

The President-Elect is elected by the membership through established nominating and balloting procedures. The term of office shall be two years. The President-Elect assumes the office of President at the end of his/her term.

Replacement

In the event the President-Elect is unable to continue in office, the President shall appoint a replacement for the remainder of the term.

Responsibilities

- Assists the President in administrative duties or tasks as delegated.
- Serves as Chairperson of the Program Planning Committee.
- Interacts with the Vice-Presidents annually for ACTE Program Planning.
- Prepares the annual NAITTE Conference program.
- Serves as NAITTE liaison to affiliate Divisions in matters regarding ACTE program planning.

December

1. Distributes NAITTE "Call for NAITTE Presentation Proposals" at the ACTE Convention during the NAITTE Executive Committee meetings and the NAITTE Breakfast meeting.

January

1. Encourages NAITTE officers and members submit presentation proposals.

February

1. Acknowledges proposals submitted to NAITTE.

2. Notifies NAITTE Vice-Presidents and other appropriate Program Planning members regarding the logistics of the annual ACTE Program Planning Meeting.

March

1. Interacts with the NAITTE Vice-Presidents for ACTE Program Planning, review of NAITTE presentation proposals, and planning of the NAITTE/ACTE program.
2. Sends Program Planning members a copy of the tentative program plan which requests changes and/or corrections.

May

1. Sends acceptance letters to all NAITTE presenters indicating the date, time, and location of their presentations.
2. Sends rejection letters to all proposed presenters not accepted for presentation.
3. Sends NAITTE/ACTE program copy, convention meeting room schedule forms, meal forms, and participant cards to ACTE representatives, ACTE Division chairpersons, and NAITTE President and Vice-Presidents. Notifies ACTE directly of all scheduled NAITTE meetings.

June

1. Sends final program changes, roster, and participant names to ACTE representative and Division chairpersons.

September

1. Alerts NAITTE Executive Committee and all Committee chairs about NAITTE meeting locations and times and reconfirms with hotel sales staff.
2. Sends final program copy to NAITTE News and Views Editor.

November

1. Prepares NAITTE "Call for Presentation Proposals" for following year's ACTE convention for distribution to NAITTE Executive Committee.

Reporting

The President-Elect shall submit a written annual report to the Executive Committee. The

President-Elect is responsible to the President.

SECRETARY

Qualifications

Must currently function in teacher/trainer education with no less than two years experience in Technology Education, Trade and Industrial, Technical Education, and/or Industrial and Military Training, and have been a NAITTE member for at least two years prior to induction into office.

Selection

The secretary is selected by the membership through established nominating and balloting procedures. The term of office shall be two years.

Replacement

In the event the Secretary is unable to continue in office, the President shall appoint a replacement for the remainder of the term.

Responsibilities

- Records all official minutes of executive and business meetings.
- Receives copies of all office correspondence from NAITTE officers for inclusion in NAITTE archives.
- Assumes responsibilities as delegated by the President.
- Advertises and distributes NAITTE publications.

December

1. Records minutes of Executive Committee, general business, and annual breakfast meetings (others as assigned) at annual convention, which includes receiving written reports from all NAITTE officials and committee chairpersons.
2. Confirms names and addresses of all persons elected or appointed to serve the Association by the end of the Second Executive Committee meeting.
3. Mails draft minutes to the Executive Committee for review and approval at the next Executive Committee meeting.
4. Updates registry of all persons elected or appointed to serve the Association by January 15 for forwarding to the Executive Committee, committee chairpersons, NAITTE News

- and Views Editor , ITE Directory Editor, and other persons listed therein.
5. Prepares correspondence related to NAITTE activities.
 6. Distributes NAITTE stationery to Executive Committee and other officials as needed .

January

1. Revises minutes as needed and mails (by January 15) to NAITTE News and Views Editor for duplication in the winter issue.
2. Mails NAITTE publication announcements to editor for inclusion in the NAITTE News and Views.
3. Applies or assists in obtaining any mailing permits as required (special bulk rates).
4. Mails copies of old correspondence/records (materials two years old) to NAITTE Historian by January 1.
5. Updates the Constitution as needed to reflect changes voted upon by the membership.
6. Updates the listing of all award recipients for submission to the NAITTE News and Views Editor and the Awards Committee by January 15.
7. Reminds the Senior Trustee to prepare nomination materials for the election of officers and selection of NAITTE Distinguished Service, Outstanding Service, and Honorary Life awards for the NAITTE News and Views Editor by January 15.

February

1. Updates Administrative Handbook as needed and distributes updated pages/item to Executive Committee and committee chairpersons by February 20.

March

1. Mails updated Constitution (by March 1) to NAITTE News and Views Editor for inclusion in spring issue.
2. Attends ACTE Program Planning Meeting, if requested.

July

1. Mail proposed changes/revisions in the Constitution (by July 30) to NAITTE News and Views Editor for inclusion in the fall issue of the NAITTE News and Views.

2. Reminds Senior Trustee that election ballots must be sent out for return by October 15.
3. Reminds Senior Trustee to forward by July 15 the awards screening results to the Executive Committee for approval.

September

1. Calls Senior Trustee for names and categories of approved award recipients.

November

1. Gathers/prepares the following materials for the ACTE/NAITTE meetings:
 - a. Updated Constitution (30 copies).
 - b. Official minutes from previous year (1 complete set in hard copy).
 - c. Copies of previous executive committee meeting (70 copies).
 - d. Updated Administrative Handbook (1 complete hard copy, 1 copy on disk).
 - e. Secretary's annual report (30 copies).
2. Calls Senior Trustee for results of annual elections.

Reporting

The Secretary shall submit a written annual report to the Executive Committee. The Secretary is responsible to the President.

TREASURER

Qualifications

Must currently function in teacher/trainer education with no less than two years experience in Technology Education, Trade and Industrial Education, Technical Education, and/or Industrial and Military Training, and have been a NAITTE member for at least two years prior to induction into office.

Selection

The Treasurer is elected through established nomination and balloting procedures. The term of office shall be two years.

Replacement

In the event the Treasurer is unable to continue in office, the President shall appoint a replacement for the remainder of the term.

Responsibilities

- Maintains financial records of all revenues and expenditures using appropriate accounting practices.
- Completes all financial transactions that are approved by the Executive Committee and maintains checking account.
- Prepares proposed budgets for the Executive Committee; distributes approved budgets as necessary.
- Prepares annual financial reports; advises the President of the Association's financial status as needed; advises officers, editors, and committee chairpersons of their expenditures and income as needed; coordinates the review of financial records by the Auditing Committee.
- Prepares and submits tax returns to the Internal Revenue Service; maintains liaison with the Internal Revenue Service; maintains liaison with the Minnesota Department of Revenue.
- Processes payments and income; maintains checking account, including balancing the account; maintains the ledger and filing system.
- Obtains approval of the Trustees to deposit or withdraw funds from the savings account

as needed.

December

1. Submits financial records to the Chairperson of the Auditing Committee prior to the First Executive Committee meeting at the national convention; receives the signed report of the Auditing Committee during the NAITTE business meeting; distributes copies of the report to the President and the Secretary; files a copy of the report in the financial records.
2. Reports financial status of NAITTE at the First Executive Committee meeting and the Association's business meeting.
3. Purchases annual NAITTE Breakfast Meeting tickets for guests; distributes guest tickets as necessary; keeps track of attendance at annual breakfast meeting.
4. Presents proposed budget at the Second Executive Committee meeting; revises budget as appropriate and acquires its approval during the meeting; prepares the approved budget for the fiscal year and distributes it to the Executive Committee members, editors, and appropriate committee chairpersons by December 31.
5. Prepares ledger and establishes a filing system for backup records.
6. Prepares and distributes NAITTE voucher forms and instructions by December 31.
7. Prepares financial records older than four years for NAITTE Archives; forwards the financial records to NAITTE Historian.

December-April

1. Acquires Form 990 (Return of Organization Exempt from Income Tax) and Schedule A of Form 990 (Organization Exempt Under 501(c) (3)) and instruction booklet for current fiscal year.
2. Transmits necessary data to an accountant (Form 990 and Schedule A, Form 990) on the fiscal year ending on the prior November 30; transmits tax return to the IRS and Minnesota Department of Revenue by April 15; distributes copies of the tax return to the President and Secretary.

June

1. Prepare mid-year fiscal report and distributes to President, President-Elect, and other NAITTE officers as necessary.

September-November

1. Surveys officers, editors and committee chairpersons as needed to acquire estimated income and expenditures for the next fiscal year by September 30; prepares tentative budget and submits it to the President and President-Elect by October 30; prepares and reproduces proposed budget for presentation to Executive Committee at the Annual Conference.
2. Arranges the review of financial records at the Annual Conference with the Conference with the Chairperson of the Auditing Committee; prepares financial records for auditing.
3. Acquires signature card and resolution for the checking and savings account; prepares forms; acquires signatures of the President and Secretary during the next fiscal year (may be done at the Annual Conference); forwards the forms to the bank immediately after the President assumes office.
4. Closes the financial records for the fiscal year as near to November 30 as possible; prepares and reproduces annual financial report(s) for distribution during the national convention.

Reporting

The Treasurer shall submit a written annual report and mid-year report to the Executive Committee. The Treasurer is responsible to the President.

VICE-PRESIDENTS

Qualifications

Must currently function in teacher/trainer education with no less than two years experience in the profession, be a member of the respective Division (Technology Education, Trade and Industrial Education, Technical Education, Industry Specific Training) of the Association for Career and Technical Education, and have been a NAITTE member for at least two years prior to induction into office.

Selection

The Vice-Presidents are elected by the membership through established nominating and balloting procedures. The term of office shall be two years.

Replacement

In the event a Vice-President is unable to continue in office, a replacement shall be appointed by the President for the remaining term of office.

Responsibilities

- Provides leadership for the respective division within the total structure of NAITTE.
- Maintains direct liaison with the respective ACTE Division. Serves on the Policy and Planning Committee of the respective ACTE Division.
- Assumes major ACTE program leadership responsibilities as delegated by the President-Elect.
- Assumes responsibilities as delegated by the President or Executive Committee.
- Assists the President and President-Elect in maintaining a strong united position for NAITTE.
- Makes recommendations to the President regarding NAITTE position on issues and individuals to serve in leadership positions.
- Serves as a member of the NAITTE Membership Committee.
- Makes all arrangements for the NAITTE Breakfast meeting (Note: this responsibility rotates among the four Vice-Presidents on an annual basis.) This includes:
 1. Setting agenda.

2. Scheduling hotel meeting room and arranging meal functions.
3. Selecting breakfast menu.
4. Printing programs (150).
5. Printing and distributing breakfast tickets
6. Calling/inviting:
 - a. NAITTE supporters
 - b. Individual who will install NAITTE Officers for the coming year
 - c. Appropriate ACTE Division Vice-Presidents

December

1. Attend respective ACTE Division Policy and Planning Committee meeting and Division Business meeting.
2. Attends NAITTE Executive Committee and Business meetings.

January

1. Solicits program proposals for the NAITTE/ACTE Divisional program at ACTE.
2. Prepares and submits informational column on the respective Division for the NAITTE News and Views.

March

1. Attends ACTE Convention Planning Meeting, NAITTE Executive Committee meeting, and respective Divisional Policy and Planning Committee meetings.
2. Selects proposals for NAITTE/ACTE Division programs.
3. Initiates planning for annual Breakfast/Business meeting with respective Divisional program chairs.

June

1. Finalizes NAITTE/ACTE Division program.

Reporting

Each Vice-President shall submit a written annual report to the Executive Committee. Vice-Presidents are responsible to the President.

TRUSTEES

Qualifications

Must have served as an officer of NAITTE.

Selection

There are three Trustees. One Trustee position is filled on a rotational basis by the outgoing President. The other two positions are filled by election. The term of office is two years.

Replacement

In the event a Trustee is unable to continue in office, a replacement shall be appointed by the President.

Responsibilities

- The incoming (elected at large) Trustee serves as Chair of the Nominating Committee. (See Section 7.2.)
 - The Senior (elected at large) Trustee is Chair of the Awards Committee. (See Section 7.3.)
 - Provides direction, advice, and counsel to members of the Executive Committee.
 - Provides a historical perspective to the ongoing operation and activities of NAITTE.
 - Evaluates, edits, and assists in the modification of the Association Constitution and Administrative Handbook.
 - Reviews and assesses Association governance policies, activities, and products; namely the Journal of Industrial Teacher Education, Award/Recognition Program, and special conference program activities (e.g., graduate student seminars, professional development workshops, etc.)
 - Participates in Executive Committee meetings.
- Serves as reactor to new ideas, suggest changes and/or improvements, and provides general leadership for NAITTE.
- Serves as a member of the Nominating Committee.

- Serves as a member of the Awards Committee.

Reporting

Trustees shall submit a written annual report to the Executive Committee. Trustees are responsible to the President.

JOURNAL EDITOR

Qualifications

Must currently function in teacher/trainer education in Technology Education, Trade and Industrial Education, Technical Education, and/or Industrial and Military Training. Must have served as the Associate Editor for the Journal.

Selection

The Journal Editor is elected by the Editorial Board, subject to approval by the Executive Committee. The term of office is two years, beginning July 1 and ending June 30, and immediately follows a term as Associate Editor.

Replacement

In the event the Journal Editor is unable to continue in office, a replacement shall be elected by the Editorial Board, subject to approval by the Executive Committee.

Responsibilities

- Provides overall leadership for publication of the Journal of Industrial Teacher Education.
- Works with the NAITTE Executive Committee in determining the direction of the Journal.
- Coordinates the efforts of the Journal staff to ensure the high professional status of the Journal.
- Fulfills major leadership and management responsibilities for:

Editorial Board

1. Provides leadership in the selection and rotation of Editorial Board members.
2. Schedules, plans, and conducts meetings of the Board.
3. Presents recommendations of the Editorial Board to the NAITTE Executive Committee.

The Journal

1. Provides leadership in developing and implementing editorial policy for the

Journal.

2. Develops and conducts a systematic and objective process for reviewing and accepting or rejecting manuscripts submitted for publication in the Journal.
3. Creates, as necessary, staff positions to facilitate the production of the Journal.
4. Solicits manuscripts for publication in the Journal and advises author as to their disposition.
5. Edits manuscripts to be included in each issue of the Journal.
6. Prepares and organizes copy for each issue of the Journal.
7. Arranges for the preparation of two bound volumes of the previous year's issues to be presented to the NAITTE Historian and the JITE Editor at the NAITTE Breakfast.

General Administration

1. Maintains and improves the Journal's professional stature, overall quality, and value to its readership.
2. Maintains a production schedule for each issue of the Journal.
3. Develops and maintains adequate records relating to personnel, correspondence, and policy decisions associated with the Journal.
4. Assists newly appointed Journal personnel in their roles and arranges for an orderly transition of pertinent information and materials to the incoming Editor at the close of the two-year term.
5. Delegates, as appropriate, specific Journal responsibilities to Editorial Board members and other staff.

Reporting

The Journal Editor shall submit a written annual report to the Executive Committee. The Journal Editor is responsible to the President.

JOURNAL OF INDUSTRIAL TEACHER EDUCATION

JOURNAL PAST-EDITOR

Qualifications

Must have served as Editor of the Journal immediately prior to term as Past Editor.

Selection

The position of Past Editor is filled by the previous Editor. The term of office is two years, beginning July 1 and ending June 30.

Replacement

In the event the Past Editor is unable to continue in office, the Editor shall appoint an individual to the position who has previously served as an Editor.

Responsibilities

- Provides advice and assistance to assure a smooth transition in the editorship of the Journal.
- Continues to completion, any special projects initiated as Editor.
- Assumes responsibilities as delegated by the Editor.

Reporting

The Past Editor reports to the Editor.

JOURNAL ASSOCIATE EDITOR

Qualifications

Must have served as an Assistant Editor, have published in the refereed section of the Journal, and, if feasible, not represent the return of the editorship to a single institution within a ten-year period.

Selection

The Associate Editor is nominated by the Editor and elected by the Editorial Board, subject to approval by the Executive Committee. The term of office is two years, beginning July 1 and ending June 30.

Replacement

In the event the Associate Editor is unable to continue in office, the Editor shall appoint an individual to the position who has previously served as an Assistant Editor.

Responsibilities

- Manage the Journal Outstanding Manuscript Awards Program (see Journal files for a complete list of tasks and dates).
- Attends all NAITTE Executive Board Meetings during the ACTE Conference, the NAITTE Breakfast Meeting, and the NAITTE Business Meeting.
- Participates in the policy-making process for the Journal. The process entails attendance at Editorial Board meetings at the Annual Conference.
- Participates in decision making during the year (by mail/phone).
- Reviews, as assigned by the Editor, manuscripts submitted to the Journal for publication. This review process should focus on content and language usage (punctuation, spelling, grammar, etc.).
- Solicits manuscripts for the Journal.
- Completes other tasks assigned by the Editor.

Reporting

The Associate Editor reports to the Editor.

JOURNAL ASSISTANT EDITORS

Qualifications

Must have published in the refereed section of the Journal; must add to NAITTE's constituency mix; and should add to the Journal's geographic representativeness. Experience as a referee is desirable.

Selection

Assistant Editors are appointed by the Editor. The term of office is two years, beginning July 1 and ending June 30.

Replacement

In the event an Assistant Editor is unable to continue in office, the Editor shall appoint a replacement.

Responsibilities

- Participates in the policy-making process for the Journal. The process entails attendance at the Editorial Board meeting at the Annual Conference.
- Participates in decision making during the year (by mail/phone).
- Reviews, as assigned by the Editor, manuscripts submitted to the Journal for publication. Assistant Editors are expected to complete the manuscript review form and return it along with the original manuscript to the Editor on or before the date set by the Editor.
- Solicits manuscripts for the Journal.
- Completes other tasks assigned by the Editor.

Reporting

Assistant Editors report to the Editor.

JOURNAL REFEREES

Qualifications

Must have earned a terminal degree and/or have published a refereed article in the Journal.

Selection

Referees are appointed by the Editor. The term of office is one year, and is renewable by the Editor.

Responsibilities

- Reviews, as assigned by the Editor, manuscripts submitted to the Journal for publication. Referees are expected to complete the manuscript review form and return it along with the original manuscript to the Editor on or before the date set by the Editor.
- Solicits manuscripts for the Journal.
- Completes other tasks assigned by the Editor.

Reporting

Referees report to the Editor.

JOURNAL PUBLICATION MANAGER

Qualifications

Must be knowledgeable in publication management; must possess strong writing abilities; and preferably a faculty member from the Editor's institution.

Selection

The Publication Manager is appointed by the Editor. The term of office is three years, one year as an apprentice and two years during the Editor's term of office.

Replacement

In the event the Publication Manager is unable to continue in office, the Editor shall appoint a replacement.

Responsibilities

- Assists the Editor in preparing the Journal for publication by:
 1. selecting an acceptable format and design for the Journal,
 2. meeting publication timelines,
 3. reading all copy for accuracy, and
 4. participating in meetings with the Editor and other editorial staff as necessary.

Reporting

The Publication Manager reports to the Editor.

JOURNAL STYLE EDITOR

Qualifications

Must possess strong editing abilities; preferably a faculty member from the Editor's institution.

Selection

The Style Editor is appointed by the Editor. The term of office is three years, one year as an apprentice and two years during the Editor's term of office.

Replacement

In the event the Style Editor is unable to continue in office, the Editor shall appoint a replacement.

Responsibilities

- Checks copy for compliance with the American Psychological Association format.
- Checks copy for grammar, spelling, punctuation, etc.
- Reviews content for clarity, style, and structure.
- Participates in meetings with the Editor and other editorial staff as necessary.

Reporting

The Style Editor reports to the Editor.

JOURNAL CIRCULATION MANAGER

Qualifications

Must currently function in teacher/trainer education in Technology Education, Trade and Industrial, Technical Education, and/or Industrial and Military Training and have been a NAITTE member for at least two years prior to appointment to the position.

Selection

The Circulation Manager is appointed by the NAITTE President and Journal Editor to a continuing term of office.

Replacement

In the event the circulation manager is unable to continue in the position, the Editor shall appoint a replacement.

Responsibilities

- Prepares, maintains, and backs up a computer file of subscribers.
- Prepares form letters, invoices and other Journal circulation materials.
- Processes invoices upon receiving renewal requests by completing appropriate information, which includes changing the expiration date on the computer file. Sends a copy of invoices and subscriber's checks to the Treasurer.
- Stores additional copies of the Journal.
- Processes orders for back issues of the Journal from individuals and subscribers.
- Submits a computer file to the membership chairperson who maintains a computer listing of members and subscribers and prints labels, which are sent to the Journal Editor. Files shall be updated on the following dates:

Fall	- 11/17	Spring	- 5/18
Winter	- 2/15	Summer	- 8/18
- Maintains a supply of invoices for processing orders and vouchers, which request reimbursement of Journal expenses.

- Maintains a file of check numbers and amounts when received from the treasurer.
- Provides mailing labels in accordance with the predetermined production schedule generated by the Editor.
- Maintains an updated printout of all Journal subscribers.
- Responds to all problems and questions from subscribers.
- Maintains an up-to-date inventory of past issues of the Journal.
- Sends a copy of an updated invoice to all Journal subscribers when there is a rate change.
- Recruits new Journal subscribers.
- Supplies the NAITTE treasurer with an up-to-date inventory of the Journal back issues by November 15.

Reporting

The Circulation Manager shall submit a written annual report to the Executive Committee. The Circulation Manager is responsible to the Editor.

OTHER POSITIONS

EDITOR, NAITTE NEWS AND VIEWS

tba

EDITOR, INDUSTRIAL TEACHER EDUCATION (ITE) DIRECTORY

Qualifications

Must have served or currently serving as an industrial teacher/trainer educator in a college or university and be a member of NAITTE and CTTE.

Selection

The Editor of the ITE Directory is jointly appointed by the Presidents of NAITTE and CTTE, and subject to the approval by the Executive Committees of both organizations. The Editor's term is one year and is renewable on an indefinite basis until termination is agreed upon by the Executive Committees of NAITTE and CTTE.

Replacement

In the event the Editor is unable to continue in the position, the President of NAITTE and CTTE, acting jointly and with the approval of both Executive Committees, shall appoint a replacement.

Responsibilities

- Gathers data for each annual edition of the Directory.
- Coordinates the typesetting, printing, and binding of the Directory.
- Distributes copies of the Directory either on a complimentary or sales basis.
- Obtains needed funds to acquire the data, manufacture, and distribute the Directory.
- Prepares and sells pressure-sensitive address labels of the administrative contact person in each of the departments listed in the Directory.
- Maintains records and provides annual reports to NAITTE and CTTE.

July

1. Prepares an annual financial report and budget.
2. Establishes a timeline for data collection, copy preparation, printing/binding, and distribution of the Directory.
3. Inventories printed supplies - forms, envelopes, letterhead, etc; revises as necessary and has quantities printed.
4. Writes cover letters to administrators of Industrial Teacher Education Departments.
5. Attaches individual departmental listings to the departmental data form.
6. Reviews a complete set of address labels and determine if all "contact" administrators are correct. Makes changes if needed.
7. Prepares the mailing to collect data. Contents include: Memo, Departmental Data Form containing the previous year's listing, New Faculty Data Form, and return addressed envelope.
8. Mails material on or before July 20.
9. Prepares computer files for returning data.

August

1. Edits and processes returning data.
2. Sends out second notices on or before August 20 requesting data.
3. Requests the CTTE and NAITTE Presidents to prepare the "An Open Letter from the Presidents" for inclusion on the inside front cover of the Directory.
4. Requests that the membership chairperson from both sponsoring associations review and revise the membership application forms.
5. Requests a complete listing of the current year membership for CTTE and NAITTE from membership chairs of both sponsoring associations. The listings should be made available by September 1 and be printed on pressure-sensitive labels. This information is used to identify association(s) membership in the index and for designates from each association to mail single copies of the Directory to association members who are not faculty members in one of the listed departments.

6. Requests the CTTE and NAITTE Presidents to provide a current listing of names and addresses of Executive Committee members and Board of Directors respectively.
7. Request EEA-Ship, Inc. Executive Director to review and revise the statement on the inside back cover. Also, requests the number of directories needed for the association membership.
8. Meets with the commercial copy preparation person and establishes timelines for the copy preparation work.

September

1. Processes returning data.
2. Telephones Department administrators who have not responded by the September 1 deadline.
3. Meets with the commercial printer in early September to establish the timelines for delivering camera-ready copy and the expected delivery date of bound directories. Three weeks working time are needed by the commercial graphic arts company personnel to complete the printing and binding of the Directory.
4. Receives and organizes the various data requested from several sources for the foreword and back pages of the publication including the emeriti listing. This material is then submitted for copy preparation.
5. Prepares the Directory index of names, page number, and association memberships.
6. Prepares and sends invoices for the direct support (fixed amounts) of publishing the directory

Goodheart-Willcox Company, Inc.	= \$3,500.00
Council on Technology Teacher Education	= 500.00
National Association of Industrial and Technical Teacher Educators	= 500.00
Educational Exhibitors Association-SHIP	= 500.00

7. Delivers the final copy for copy preparation, completes the proofreading, and has copy revisions made as needed.

8. Delivers camera-ready copy to the printer three weeks prior to the desired October 15 publication date.
9. Orders shipping supplies - envelopes, bags, tape, boxes, and other items as needed.

October

1. Prepares and mails letters and invoices to all departmental listings requesting voluntary financial support for publishing their data in the Directory.
2. Processes received monies for the support of publishing the Directory.
3. Sends letters of appreciation to all groups and individuals who provide financial support.
4. Assembles and organizes all materials/supplies needed for packaging and shipment via US mail of the published directories.
5. Notifies the University Mail Center personnel that the envelopes and boxes of packaged directories will be available for shipment on/or before the Monday nearest October 15.
6. Reviews a pre-press proof of the Directory made available by the printer. Requests corrections/changes if needed.
7. Makes arrangements with the printer to deliver the bound and shrink-wrapped directories to the university by 5:00 p.m. of the Friday prior to October 15.
8. Prepares the envelopes and packages containing Directories and mails them via library rate to the following groups and individuals:
 - a. Departments/schools listed in the directory. The exact number of copies needed to cover all listed personnel is sent to the departmental administrator with a memo requesting that they be distributed to faculty members.
 - b. Emeriti faculty listed in the Directory; one copy mailed to former professional address or directly to their homes if personal addresses are known.
 - c. E.E.A. - SHIP Executive Secretary/Treasurer; 150 copies
 - d. CTTE and NAITTE designees for mailing to members not listed in the directory. The amount of Directories depends on the number of "left-over" mailing labels after the indexing has been completed.
 - e. Libraries, companies, and individuals having annual subscriptions.
 - f. Goodheart-Willcox Company, Inc. (15 copies).

- g. CTTE Archives. (2 copies).
 - h. NAITTE archives. (2 copies).
 - i. ITEA headquarters. (5 copies).
9. Pays for copy preparation, printing, and binding services.
 10. Notifies companies, libraries, and individuals who have purchased copies of the directory in previous years that the new edition is available.

November-June

1. Prepares report to the NAITTE membership and delivers duplicated copies (50) to members during the annual business meeting held in conjunction with the ACTE Convention (December).
2. Meets with the NAITTE Executive Board during the ACTE Convention if requested.
3. Invoices the treasurers of CTTE and NAITTE for the annual honorarium of \$200.00 per association.
4. Processes requests for directories and pressure-sensitive labels.
5. Maintains financial records and pays invoices on time.
6. Prepares report to the CTTE membership and delivers duplicated copies (75) to members during the annual business meeting held in conjunction with the ITEA Conference (March or April).
7. Meets with the CTTE Executive Committee during their annual spring Conference if requested.
8. Responds to correspondence (written and telephone) from directory listees, CTTE and NAITTE members, companies, libraries, graduate students, and others.
9. Identifies additional US and foreign institutions qualified to have departments listed in the directory.
10. Continually updates the departmental address listing used for pressure-sensitive labels.

Reporting

The Editor of the ITE Directory shall submit a written annual report to the NAITTE Executive Committee and the CTTE Board of Directors. The Editor reports to the Presidents of NAITTE and CTTE.

HISTORIAN

Qualifications

The Historian should be a long-term member of NAITTE who is familiar with the history of the Association, and have an abiding interest in the compilation of both history in general and NAITTE in particular.

Selection

The Historian is appointed by the President to a continuing term of office.

Replacement

In the event the Historian is unable to continue in office, the President shall appoint a replacement.

Responsibilities

- Ensures that copies of important documents are transferred annually or more frequently to the NAITTE Archives in the University of Illinois Library, University Archives Section, Urbana, Illinois, 61801, as follows:
 1. One copy of each Secretary report, including all minutes.
 2. One copy of each Treasurer report.
 3. One copy of reports from officers, committee chairpersons, and others with specified responsibilities within NAITTE.
 4. One copy of each agenda and each report presented at the Executive Committee, Breakfast, and Business meetings.
 5. One bound copy of the Journal of Industrial Teacher Education.
 6. Two copies of the Industrial Teacher Education Directory.
 7. One copy of each issue of the NAITTE News and Views.
 8. One copy of each publication to which NAITTE contributes in any substantial way.

- Inspects NAITTE Archives annually to ensure that materials continue to be stored in suitable condition and are available to researchers.
- Assists NAITTE members desiring to use historical information in the Archives.
- Prepares documents regarding the history of NAITTE as assigned by the Executive Committee.

Reporting

The Historian shall submit a written annual report to the Executive Committee. The Historian reports to the President.

COMMITTEES

MEMBERSHIP COMMITTEE

Purpose

The Membership Committee exists to ensure continuity of membership for current members, recruit new members, maintain accurate membership records, and otherwise promote the Association within the profession.

Membership

The Membership Committee consists of the four Vice-Presidents and two members at large appointed by the President. The Chairperson is appointed by the President. Both members at large must have been members of the Association for at least two years prior to their appointments. The terms of office are two years, with one member at large being replaced each year and the Vice-Presidents being replaced as provided for elsewhere. In the event any members are unable to continue in their positions, the President shall appoint replacements.

Responsibilities

- Promotes new membership in NAITTE.
- Attends the NAITTE annual business meetings.
- Provides an annual membership status report to the general membership through the Spring issue of the NAITTE News and Views.
- Maintains accurate records of Regular, Student, and Honorary members.
- Sends dues notices to current and prior members.
- Collects dues, enters membership status, and forwards dues to the NAITTE Treasurer.
- Maintains computerized membership records.
- Prints and sends mailing labels to publisher/distributor of the Journal, NAITTE News and Views, Editor of the ITE Directory, and the Editor of the NAITTE Directory.
- Resolves problems related to Regular, Student, or Honorary membership.
- Works closely with the Circulation Manager on library subscriptions.

- Sends a complimentary copy of the History of NAITTE to new members.
- Prepares and distributes a NAITTE membership listing.

December

1. Prepares annual membership report.
2. Submits membership report to Executive Committee and editor of NAITTE News and Views.
3. Updates and renewals and new memberships as received.

January

1. Sends mailing labels to the editor of NAITTE News and Views.
2. Updates late membership renewals.

February

1. Sends mailing labels to Journal publisher/distributor.

March

1. Prepares membership renewal applications.
2. Mails membership renewal applications to current and prior members.

April

1. Sends mailing labels to the editor of the NAITTE News and Views.

May

1. Sends mailing labels to Journal publisher/distributor.

June

1. Updates renewals and new members as received.
2. Sends dues to Treasurer.

July

1. Updates renewals and new members as received.
2. Sends dues to Treasurer.
3. Sends mailing labels to the editor of NAITTE News and Views.
4. Sends mailing labels and listing of all NAITTE members to the editor of the ITE Directory.

August

1. Updates renewals and new members as received.
2. Sends dues to Treasurer.

September

1. Updates renewals and new members as received.
2. Sends dues to Treasurer.
3. Sends mailing labels to Journal publisher/distributor.

October

1. Updates renewals and new members as received.
2. Sends dues to Treasurer.

November

1. Sends mailing labels to Journal publisher/distributor.
2. Updates renewals and new members as received.
3. Sends dues to Treasurer.
4. Sends complete membership list to the Secretary.

Reporting

The Membership Committee shall submit a written annual report to the Executive Committee. The Chairperson reports to the President.

NOMINATING COMMITTEE

Purpose

The Nominating Committee exists to ensure that qualified candidates for NAITTE offices are nominated and elected through established procedures.

Membership

The Nominating Committee consists of the Trustees of the Association. The Chairperson is the incoming (elected at large) Trustee. The terms of office are two years. In the event the Chairperson or any of the members are unable to continue in their positions, the President shall appoint replacements.

Responsibilities

- Ensures that qualified and capable members of NAITTE are nominated to the membership for service to the Association.
- Ensures that nomination procedures are done in a timely and expedient manner.
- The Chairperson arranges for the nomination of NAITTE officers, as follows:

January

1. Prepares the nominations and official nominating ballot, including minimal criteria for NAITTE elected positions. Sends nominating ballot to the NAITTE News and Views Editor by January 15 for return by April 10.

April

1. Receives and organizes nominating ballots by April 30.

May

1. Establishes eligibility of nominees for office.
2. Selects the five most frequently nominated candidates for each office and determines if each individual nominated for office would be willing to serve and, if so, obtains their written summary of professional accomplishments by May 30.

June

1. Sends lists of nominees for each office to other Committee members for ranking of top two candidates for return by June 15.

July

1. Forwards results of candidate rankings to the President by July 15.
2. Prepares election ballots and sends to Honorary and regular members. Ballots list the top two ranked candidates for each office. A summary of professional accomplishments is included for each individual. Ballots must be marked for return by October 15.

October

1. Receives ballots until October 15.
2. Tabulates election results and forwards to the President, JITE Editor, installation officer, and the NAITTE News and Views Editor by November 10.

November/December

1. Prepares the Nominating Committee report for the first NAITTE Executive Committee meeting at the Annual Conference.
2. Presents the election results at the NAITTE business meeting.
3. Submits Nominating Committee written report to the Secretary.

Reporting

The Nominating Committee shall submit a written annual report to the Executive Committee. The Committee is responsible to the President.

AWARDS COMMITTEE

Purpose

The Awards Committee exists to ensure that individuals who have made substantial contributions to NAITTE receive appropriate recognition for those contributions, through established procedures and in a timely manner.

Membership

The Awards Committee consists of the Trustees of the Association. The Senior Trustee is the Chairperson. The terms of office are two years. In the event the Chairperson or any of the members are unable to continue in their positions, the President shall appoint replacements.

Responsibilities

- Ensures that deserving members of NAITTE are awarded recognition for their services to the Association.
- Ensures that nominations for awards are completed in a timely manner.
- The Chairperson arranges for the nomination of award recipients as follows:

December/January

1. Prepares nomination materials for the following awards:
 - a. Honorary Life Membership
 - b. Distinguished Service
 - c. Outstanding Service
2. Sends completed materials to the NAITTE News and Views Editor by January 15 for distribution in the Winter issue. Award nominations should have an April 10 return date.

April

1. Receives and organizes award nominations by April 30.

May

1. Establishes eligibility of nominees for awards.

2. Sends listing of eligible award nominees to Committee members for screening and return by June 15.

July

1. Forwards results of awards nominee screening to the President and Executive Committee for approval by July 15.

September

1. Receives approved list of award recipients from the President by September 15.
2. Submits list of award recipients to the Secretary by September 15 for preparation of appropriate certificates and plaques.

December

1. Presents the Awards Committee report at the first Executive Committee meeting at the Annual Conference.
2. Submits Awards Committee written report to the Secretary.
3. Presents or arranges for presentation of awards to recipients at Breakfast meeting.
4. Submits names of award recipients to the NAITTE News and Views Editor by January 15.

Reporting

The Awards Committee shall submit a written report to the Executive Committee. The Committee is responsible to the President.

RESEARCH COMMITTEE

Purpose

The Research Committee exists to promote research and development activities within NAITTE, establish policy for such research, and to sponsor *NAITTE/ACTE Divisional Research Sessions*.

Membership

The Research Committee consists of a Chairperson and seven members, representing two persons from each NAITTE Division. The Chairperson is appointed by the President, and recommends the other members of the Committee for approval by the President. All members must have been members of the Association for at least two years prior to their appointments. The terms of office are two years, with four persons being replaced each year. In the event the Chairperson or any of the members are unable to continue in their positions, the President shall appoint replacements.

Responsibilities

- Promotes research and development activities within NAITTE's constituency.
- Establishes policy for the publication of research-related materials.
- Recommends a NAITTE member to the Executive Committee to receive the annual Outstanding Researcher Award, in years when the *Executive Committee authorizes such an award*.
- Sponsors NAITTE/ACTE Divisional research sessions.

January

1. Chairperson submits article (by January 15) to the NAITTE News and Views Editor, which recognizes the *Recent Masters and Doctoral Research Symposium* presenter and publicizes the work of the Committee.

February

1. Chairperson prepares proposal form for the *Recent Masters and Doctoral Research Symposium* and submits it with a brief article about the award, to the NAITTE News and Views Editor by *January 15*. *Proposals* should be returned by *April 15*.
2. Submits pre-announcement article concerning NAITTE research sessions to the NAITTE News and Views Editor by March 1.

April

1. Reviews proposals for *Research Symposium* and selects three for presentation at ACTE and one alternate.

July

1. *For consultation with student Research supervisors, select discussants for all presentations.*
2. *Communicate mutual responsibilities to presenters and discussants.*
3. *Submit Research Symposium information to NAITTE Program Chain.*

August

1. *Complete organizational arrangements for Research Symposium in coordination with chairperson of Technology Education Research Committee.*
2. *Prepare award plaques for presenters.*
3. *Chair Research Symposium at ACTE.*
4. *Prepare article for News & Views.*
5. *Prepare call for proposals for Research Symposium.*

September

1. When Executive Committee recommends a research award, confers with Committee members to reach consensus on Award recipient.
2. Submits the name of the recipient to the President, the Journal Editor, and the Secretary.
3. Make arrangements for the plaque/certificate to be presented to the Award recipient at the NAITTE Breakfast Meeting.

December

1. Chairs Research Committee Meeting at ACTE.
2. Attends all NAITTE Executive Committee Meetings and makes appropriate input on Research Committee Business.

Reporting

The Chairperson of the Research Committee shall submit a written annual report to the Executive Committee. The Chairperson reports to the President.

AUDITING COMMITTEE

Purpose

The Auditing Committee exists to ensure that the financial records of the Association are maintained in accordance with accepted accounting practices and that the records kept by the Treasurer accurately reflect the activities of the Association.

Membership

The Auditing Committee consists of a Chairperson and two members. The Chairperson and members are appointed by the President. All members must have been members of the Association for at least two years prior to their appointments. The terms of office are three years, with one person being replaced each year. In the event the Chairperson or either of the members are unable to continue in their positions, the President shall appoint replacements.

Responsibilities

- Ensures that the financial records of the Association are kept in a manner consistent with acceptable accounting practices.
- Reviews the financial records of the Association on an annual basis.

November

1. Chairperson, in conjunction with Committee members and the Treasurer, establishes a time and place for the Committee meeting at the Annual Conference.
2. Chairperson advises the President of the time and place of the Committee meeting at the Annual Conference.

December

1. Audits the Association's financial records during the Annual Conference and prior to the Annual Business Meeting.
2. Prepares a report for the Executive Committee.

Reporting

The Chairperson of the Auditing Committee shall submit a written annual report to the Executive Committee. The Chairperson reports to the President.

AWARDS

HONORARY LIFE MEMBERSHIP

Award

Free lifetime membership in NAITTE and a plaque with the recipient's name inscribed.

Purpose

To honor those who have provided continued, sustained, and extraordinary service and made contributions of substantial benefit to the profession and the Association over time.

Criteria

1. Be a recognized leader and/or scholar who has benefitted NAITTE through sustained personal effort.
2. Be living at the time approved for the award.
3. Be an individual who has held elected office in NAITTE.

Frequency

Once each year, but not to exceed one percent of the total membership at any given time.

Nomination

The call for nominations will go out with the Winter issue of the NAITTE News and Views. Those making nominations must complete a form and indicate in writing why the nominee should receive the award.

Screening

The Awards Committee will screen the nominations and forward to the Association Executive Committee the names of the most deserving nominees and their recommendation for the recipient. The Executive Committee will approve the Awards Committee recommendation or select another nominee and return that name to the Awards Committee. The President will notify the recipient.

Presentation

The President will present the award during the Breakfast meeting of the Association at the Annual Conference.

DISTINGUISHED SERVICE AWARD

Award

A plaque with the recipient's name inscribed.

Purpose

To acknowledge those who, through sustained activity, have made significant contributions to the Association.

Criteria

Association Members: No less than five years of active involvement in Association matters.

Non-members: Significant contributions to help NAITTE meet its goals.
Provided Association leaders with appropriate assistance.

Frequency

Once each year to only one NAITTE member.

Nomination

The call for nominations will go out with the Winter issue of the NAITTE News and Views. Those making nominations must complete a form and indicate in writing why the nominee should receive the award.

Screening

The Awards Committee will screen the nominations and forward to the NAITTE Executive Committee the names of no more than five nominees and their recommendation for the recipient. The Executive Committee will approve the Awards Committee recommendation or select another nominee and return that name to the Committee. The President will notify the recipient.

Presentation

The President will present the award during the Breakfast meeting of the Association at the Annual Conference.

OUTSTANDING SERVICE AWARD

Award

A certificate inscribed with the recipient's name.

Purpose

To acknowledge members of the Association who have served during the previous years as an officer, committee chair, or other position in which they have provided outstanding service to the Association.

Criteria

Must have fulfilled the responsibilities of the position entrusted or provided meritorious service.

Frequency

Once each year; several awards may be presented.

Nominations

The call for nominations will go out with the Winter issue of the NAITTE News and Views. Those making nominations must complete a form and indicate in writing why the nominee should receive the award.

Screening

The Awards Committee will screen the nominations and forward to the Association Executive Committee the names of no more than five nominees and their recommendation for the recipients. The Executive Committee will approve the Awards Committee recommendation or select other nominees and return the name(s) to the Committee. The President will notify the recipient(s).

Presentation

The President will present the award during the Breakfast meeting of the Association at the Annual Conference.

OUTSTANDING RESEARCH AWARD

Award

A plaque that identifies the recipient as having been recognized by the Association as an "Outstanding Researcher."

Purpose

The purpose of the Outstanding Researcher Award is to recognize a member of NAITTE for superior and sustained achievement in research on industrial and technical education.

Criteria

1. Be a regular member of NAITTE.
2. Have a record of sustained activity in research, development and evaluation.
3. Have demonstrated scholarship and collegiality through publications and papers.
4. Have made a significant impact on industrial and technical education.

Frequency

Once each year to only one NAITTE member.

Nomination

The call for nominations will go out via the Committee by April 15. Those making nominations must complete a form and indicate in writing why the nominee should receive the award. Nominations must be received by the Committee no later than May 31.

Screening

The Research Committee shall review independently the credentials of nominees and judge whether or not the award should be made and to whom. One dissenting vote is permitted. The Committee shall inform the Secretary, in writing, of the recipient at the first Executive Committee meeting of the Association at the Annual Conference.

Presentation

The Committee Chairperson will present the award during the Breakfast Meeting of the Association at the Annual Conference.

**NAITTE/G. HAROLD SILVIUS OUTSTANDING
YOUNG TEACHER EDUCATOR AWARD**

Award

A certificate inscribed with the recipient's name and a check for \$200.00.

Purpose

To recognize the accomplishments of a young industrial teacher educator who has made a significant contribution to the profession through satisfaction of the stated criteria.

Criteria

1. Be a full-time faculty member at a rank no higher than assistant professor at an accredited college or university, where at least two-thirds of the individual's time is devoted to industrial teacher education.
2. Have an earned doctorate with a major in industrial education, vocational education, or a related field.
3. Recommendation by the candidate's department chair and at least two faculty colleagues attesting to the quality of one or more aspects of the candidate's performance as a teacher educator.
4. Evidence of an objective evaluation of teacher by students, peers, and/or superior.
5. A particular contribution to industrial teacher education in one or more of the following categories:
 - a. Development of curriculum, course of study, or other major instructional unit,
 - b. Utilization of advanced teaching/learning strategies,
 - c. Conduct of research intended to contribute to the instructional process in industrial teacher education,
 - d. Professional service to the field of industrial teacher education beyond the candidate's institution of employment,
 - e. Scholarly publication in the form of journal article(s), monograph(s), and book(s).

Frequency

Once each year to only one NAITTE member.

Nomination

The call for nominations will go out via the Committee by April 30. Those making nominations must submit documentation not to exceed ten pages and indicate in writing why the nominee should receive the award. Nominations must be received by the Committee no later than July 1. Nominations should be sent to:

Dr. William D. Wolansky
College of Education
International Education Programs
N221A Quadrangle
Iowa State University
Ames, Iowa 50011

Presentation

The Committee Chairperson will present the award during the Breakfast Meeting of the Association at the Annual Conference.

JITE OUTSTANDING MANUSCRIPT AWARD

Award

A plaque inscribed with the recipient's name.

Purpose

To recognize individuals for excellence in articles published in each volume of the Journal. Awards are made in the dissertation, conceptual, and research categories.

Criteria

Frequency

Once a year up to three awards; one in each category (research, conceptual, and dissertation) may be made.

Nomination

The Editor of the Journal classifies all articles published in the past volume of the Journal and informs the authors and the Associate Editor of his/her decisions. Authors may reclassify their articles if they so desire. All such articles are eligible for screening and ranking. A committee of three past editors of the Journal and three Executive Committee members review the articles, rank them, and return their rankings to the Associate Editor. The Associate Editor compiles the rankings and informs the Editor of the award recipients in each category.

Presentation

The Associate Editor presents the awards during the Breakfast Meeting of the Association at the Annual Conference.

NAITTE LEADERS FOR TOMORROW

Award

A \$1000 scholarship.

Purpose

To provide recognition of promising doctoral candidates entering the field of industrial teacher education.

Criteria

1. A member of NAITTE.
2. A full-time doctoral student as defined by the institution of attendance and verified by the student's academic program advisor for the present term (semester or quarter) and the preceding term.
3. The major field or the doctoral program emphasis of the nominee must be in technology education, trade and industrial education, technical education, or industrial and military training.
4. A person may receive this scholarship only once.

Frequency

Once a year to only one NAITTE member.

Nomination

The call for nominations is sent during the Spring with a deadline for submission of July 1. Nominations must be made by a NAITTE member. Documentation for nominations includes:

1. A current resume.
2. A current transcript.
3. Two scholarly papers (published articles or suitable for publication).
4. Evidence of instructional performance.

5. Three letters of recommendation.

Nominations should be sent to:

David C. Bjorkquist, Chairperson
NAITTE Leaders for Tomorrow Scholarship
University of Minnesota
Division of industrial Education
425 Vo-Tech Building
St. Paul, MN 55108

Presentation

The Committee Chairperson will present the award during the Breakfast Meeting of the Association at the Annual Conference.

INSTALLATION OF OFFICERS

The story of NAITTE, its leaders, and its members, is a history of human efforts to improve institutions and the lives of fellow professionals. As we look back through the years, we recognize that this association, through the unselfish dedication of its leadership, has assisted each of us to carry out our professional responsibilities in a more effective manner. Leadership is a quality that defies precise definition, but we recognize it as the quality that inspires and motivates. Leadership is a quality that is analogous to the brilliance of precious gems. The true brilliance of a professional leader is not external but rather a reflection of a deep inner conviction of the infinite worth of his or her fellow professional.

In addition to the quality of brilliance, which all effective leaders must possess, there are other special qualities needed by the officers of NAITTE. Because society has placed great value on precious gems, I will use them symbolically to emphasize the characteristics required of our Association officers.

_____ will serve the Association through the office of trustee as he/she joins _____ and _____ in fulfilling the responsibilities of that office.

The garnet, which symbolizes this office, represents solidarity. It stands for fidelity and cheerfulness with trust and wisdom through experience. Trustee _____, you will be called upon to assist in the making of responsible decisions and the planning of decisive actions. May you find opportunities for continued professional growth as well as service through this office.

_____ will continue to serve the Association through the office of Editor or the Journal of Industrial Teacher Education. Upon completion of his/her term, _____ will assume the office of Journal Editor. The gem golden beryl, which symbolizes this office, represents depth in scholarly leadership. The brilliant, golden rays of this gem relate to the skills required of the editor in motivating and managing both the editorial board and our potential contributing scholars. The end result is effective dissemination of research and other scholarly efforts of our profession through a refereed journal. In the role of Journal Editor, may your leadership efforts emit the golden hues of this gemstone which, in color, is representative of one of our most precious metals. Gold, in this instance, is symbolic of the great value that is placed upon the Journal as one of the most precious services and products of our Association.

_____ will (continue to) serve the Association through the office of treasurer. The sapphire, which symbolizes this office, represents depth of responsibility. It stands for the accuracy of a jeweled watch and the lasting qualities of hardened bearings. The office of treasurer requires careful attention to detail as you are required to record the financial transactions of the Association.

_____ will (continue to) serve the Association through the office of secretary. The duties of the Secretary are to record all business activities and attend to any detail required to carry out the purpose of the Association. The ruby is the symbol of this office. The ruby is one of the most valuable gems and its color suggests the fullness and richness that is needed to maintain an accurate written record of the Association's professional efforts.

Because of the continuous nature of this office you have a unique responsibility for providing continuity to the affairs of the Association. Through the functions of this office may you find an opportunity to use your talents and multiply your contributions to the profession.

_____ and _____ will join _____ and _____ to serve the Association as Vice-Presidents. The emerald is the symbol of this office. This gem represents the cool shades of green that stand for depth of experience and knowledge. The Vice-Presidents for NAITTE plan programs; therefore, in presenting a record of your activities and achievements, the emerald will exemplify the turbulent waters of enthusiasm, the white foaming crest of the waves, which represent the peaks of your accomplishments and then, too, it will give the calm steady flow of the purpose of working for the welfare of your fellow professionals, which is really our major reason for being organized.*

_____ will serve the Association as President-Elect. Jade symbolizes this office and represents toughness. It stands for mental toughness of the true scholar who is highly regarded and respected. Five special features of jade: Luster, structure, color, toughness, and hardness are compared with the five cardinal virtues of a scholar, which are charity, modesty, courage, justice, and wisdom. May you learn well in your years of apprenticeship in order that you may discharge the responsibilities of leadership when the mantel of Association President is laid upon your shoulders.

Finally, _____ will serve the Association as President. The office of President is symbolized by the diamond. The diamond represents strength of purpose. In itself, it has no color, but its value lies in the power it has to catch the light and reflect it to light the paths of others. President _____ may you radiate its brilliance, its beauty, and extreme value. May you be sensitive to your role as a reflector of the desires and wishes and hopes of each member of this Association, to the end that there may be real fulfillment of purpose for the youth and adults whom we touch through service.

By the power vested in me through the present officers and membership of this Association, I declare that these persons are installed as officers for the coming year.

Past President _____ will now present recognition plaques to the new officers.

*The order of stating the particular V.P. office will depend upon which ones are new and those continuing .

NOTE: C. Thomas Olivo prepared the original installation ceremony. Over the years, it has been expanded and modified by C. J. Cotrell, S. D. Johnson, and S. Stern.