

**Washington Industrial Technology
Education Association
Constitution, Bylaws, and Program of
Work**

**Articles of Incorporation of The
Washington Industrial Technology Education Association**

We, the undersigned, natural persons of the age of 21 years or more, and citizens of the United States, acting as incorporators of a corporation under the provisions of the Washington Articles of Incorporation for such corporation.

Article I

The name of this corporation shall be Washington Industrial Technology Education Association.

Article II

Duration - This Corporation shall have perpetual existence.

Article III

Definition - Career and Technical Education is best described as a curriculum that teaches the process. Students create and utilize technological systems to solve problems by creating solutions through a variety of technological processes. Technology Education students learn how to ask questions, research, develop design briefs, generate possible solutions, make valid decisions/choices, create their own solutions, and test and evaluate their ideas. In doing so, students apply academic subjects, 21st century Leadership Skills and career and technical education in WITEA aligned courses.

Article IV

Purposes – The purposes for which this corporation is formed are to:

1. Better provide for the mutual welfare of its members.
2. Promote the interest of teachers and Career and Technical Education in our state.
3. Assume and maintain an active leadership in maintaining a well-educated citizenship.

Article V

Non-inurnment of Benefits – This Corporation is one, which does not contemplate pecuniary gain or profit to the members thereof, and is organized for a non-profit purpose; and no part of any net earnings thereof shall insure to the benefit of any member of this corporation, or other individual.

This corporation shall have no capital stock, and no shares of stock shall be issued herein. The interest of each incorporator, or active member, shall be equal to that of any other, and no incorporation or active member can acquire any interest, which will entitle a member to any greater voice, vote, authority, or interest in the corporation than any other member.

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Article VI

Membership – This Corporation shall issue membership certificates, which certificates shall be assignable or non-assignable under such provisions, rules and regulations as may be prescribed by the bylaws of this corporation. Membership in this corporation may be terminated by voluntary withdrawal, or by expulsion, or by death. Losses of membership through such causes, and the incidence thereof, shall be governed by the bylaws of this corporation.

Article VII

Powers – The Corporation shall have all the powers set forth in Chapter 24.04 of the Revised Code of Washington set that this corporation may accomplish its purposes as set out in Article III thereof.

Article VIII

Place of Business – The Treasurer shall designate the principal place of business of this corporation.

Article IX

Management – The management of this corporation shall be vested in a Board of Trustees that shall be known as the Executive Board; consisting of the President, Past President, President Elect, Executive Secretary, Treasurer, and other representatives, with such qualifications. Terms of office, manner of election, time and place of meetings, and powers and duties shall be prescribed by the bylaws of the corporation.

Article X

Bylaws – The authority to make bylaws for this corporation is hereby vested in the Executive Board and/or the membership of said corporation prescribed by the bylaws of the corporation.

Article XI

Amendments – This Corporation reserves the right to amend, alter, change, or repeal the information contained in these articles, in the manner now or hereafter prescribed by statute, and all rights conferred upon the members of this corporation are granted subject to this reservation.

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Bylaws Section Article I
The Executive Board**

Section 1.1 – *The Executive Board* shall meet at least once between Annual Meetings of the Association and shall await the call of the President should additional meetings be deemed necessary.

Section 1.2 – *The Board* shall set the time and place for the Annual Meeting and shall perform such other duties as may come before them in the best interests of the Association. They shall have authority to authorize the Executive Secretary and Treasurer to expend funds of the Association where proper.

Section 1.3 – *The Executive Board* shall consist of the President, Past President, President-elect, Executive Secretary, Treasurer, and two teacher representatives from WITEA's aligned career clusters.

**Bylaws Section Article II
Membership**

Section 2.1 – *Active Membership* shall be open to all persons within the State of Washington who are engaged in the teaching or supervision of Career and Technology Education at any level.

Section 2.2 – *Associate Membership* shall be open to anyone not engaged in Career and Technology Education instruction but who is in accord with the purposes of this association as stated in the Articles of Incorporation.

Section 2.3 – *Commercial Membership* shall be open to the commercial and industrial firms, companies, and individuals whose privileges shall include:

- a) Copies of all new publications.
- b) A copy of the annual Directory, with additional copies available.
- c) The WITEA Executive Board will determine exhibitor's space at the annual conference, the cost of booth space, furniture, and services. The rate may be reviewed annually, based on conference costs.
- d) Advertising space in publications at membership rates (2/3 of non-member rates). Rates must be determined annually and are based on actual costs of publications.
- e) The Executive Board shall determine additional privileges accorded commercial members.

Section 2.4 – *Student Membership* shall be restricted to full-time students in colleges or universities enrolled in teacher preparation in Career and Technology Education. They will be granted the same privileges as active members with the exception of holding office.

Section 2.5 – *Honorary Membership* shall be bestowed upon persons whose long and distinguished contribution to Career and Technology Education and the association is recognized by action of the Executive Board. The Executive Board may nominate Honorary Members but not more than one (1) such membership may be awarded each

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year. Any active member may submit names for Honorary Membership to the President.

Section 2.6 – *Life Membership* shall be bestowed upon the retiring President at the conclusion of the term of office.

Section 2.6a – *Active WITEA Members*, upon retiring from teaching will be eligible to be voted an Honorary Life Membership by the WITEA Executive Board which grants the retiring member the same rights as active members.

Section 2.7 – *Dues* shall be as follows:

Active Membership	– Annually \$25.00
Associate Membership	– Same as Active membership
Commercial Membership	\$15.00
Student Membership	\$8.00

Section 2.8 – *The Fiscal Year* shall extend from October 1st to September 30th each year. As of August 1989, the Executive Board moved that the dues would be applicable from the beginning of the month during which paid, and through the next eleven- (11) months, for a total of 12 months.

**Bylaws Section Article III
Officer's Duties**

Section 3.1 – *The Officers* shall consist of President, Past President, President-elect, Executive Secretary, and Treasurer.

Section 3.2 – *The President* shall preside at all meetings of the Association and of the Executive Board. The President shall appoint standing committees and shall look to the general welfare of the Association. The *President* may appoint special committees as needed. The *President* shall serve as chairperson on the Nominating Committee, the Session Committee, and the Standing Committees. The *President* shall work on the Curriculum Development Committee and be the OSPI Representative. The *President* shall be responsible for updating the Program at work and Website changes. The *President* shall also perform all other duties pertaining to the office. Should a President-elect be unavailable to assume the office at the conclusion of the year, the office shall be filled by election of a qualified candidate for President-elect at the spring Conference.

Section 3.3 – *The Past President* shall, in the absence of the President, preside, and perform the further duties of the office, and at all times render assistance to the President. *The Past President* shall be responsible for assisting the President with updating the Program at work and Website changes. *The Past President* shall serve as Spring Conference Site Coordinator. In the event of the death or resignation of the President, the Past President shall become President for the remainder of the term. Should a vacancy occur in the office of Past President, the most recent Past President available shall assume the office for the balance of the term.

Section 3.4 – *The President-elect* moves up one step in the temporary absence of either

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the President or Past President and shall automatically advance to the office of President upon completion of the President's one-year term (see section 2.3). The *President-elect* shall be the Awards Committee Chairperson and the Fall In-service Chairperson. The *President-Elect* shall be responsible for WA-ACTE professional development.

Section 3.4a – *Qualification for a Candidate for the Office of President-elect shall be at least one year of active participation in the organization as State Committee Chairman, Conference Participant, or WITEA Executive Board member. The President-elect should function as Chairman of the Resolution/Constitution and the Membership Committees and also serve as ex-officio member on other committees.*

Section 3.5 – *The Executive Secretary and the Treasurer shall be chosen by the Executive Board from applications submitted before the Executive Board meeting, which will be the first meeting held after the conference. Their terms shall be for two years and overlapping by one year. The resignation of the Executive Secretary or the Treasurer shall be presented to the Executive Board at the first meeting after the beginning of the fiscal year, generally held in October. The resignation of the Executive Secretary and the Treasurer will be effective at the end of that fiscal year with a mentoring period between conference and the end of the fiscal year. The Treasurer shall keep an accurate record of all business proceedings of the Association. In the absence of the President and the Past President, the Executive Secretary shall call the meeting to order and preside until a temporary chairman is elected from the members of the Executive Board who may be present. The Treasurer shall handle all correspondence, collect dues and receive and receipt all cash delivered, make disbursements as directed by the membership on the Executive Board, and keep a true record of all transactions. The Executive Secretary shall also be the custodian of any other property of the Association and shall arrange for storage and safekeeping of all such property.*

Section 3.6- *The Washington Association of Career and Technology Educators (WA-ACTE) Representative shall attend WA-ACTE meetings and the WA-ACTE Summer Conference and report to the WITEA Executive Board.*

Section 3.7- *The Technology Student Association and SkillsUSA Executive Directors shall be responsible for the extended student leadership associated with WITEA.*

Section 3.8 – *The University Representative shall act as the liaison between the WITEA and the Washington Universities that prepare Career and Technical Education Teachers.*

Section 3.9 – *The Executive Board shall await the call of the President for the organization for each new year. Four members shall constitute a quorum. This board shall attend to the Association's business not otherwise provided for.*

Section 3.10 – *The Annual Meeting shall occur at WITEA's annual conference.*

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**Bylaws Section Article IV
The Advisory Board**

Section 4.1 – *The Advisory Board* shall consist of all Past Presidents, Technology Student Association State Director or designee, SkillsUSA State Director or designee, the state Program Supervisor(s) from the Office of Superintendent of Public Instruction, and one representative from each of the universities and colleges in the state that train Career and Technical Education teachers. Any other interested members may attend. and such other active members as the President may deem necessary and shall meet with the Executive Board at the call of the President. They shall have a voice but no vote at such meetings.

**Bylaws Section Article
V Elections**

Section 5.1 – *Elections of officers shall occur* at the Annual Meeting. The President-elect shall be elected annually and the President-elect is not eligible for re-election to the same office.

Section 5.1a – *The Retiring President* shall automatically be Past President.

Section 5.2 – *Nominations* may be made from the floor at the Annual meeting.

Section 5.3 – *All Voting* shall be by ballot, with provisions for write-in candidates for each office.

Section 5.4 – *A Majority* vote elects. Members will vote for the qualified candidate. The Executive Board will vote only if there is a tie.

Section 5.5 – *Only Active Members* of the Association occupying positions in Architecture & Construction, Arts, A/V Technology, & Communications, Government & Public Administration, Law, Public Safety, Manufacturing Transportation, Distribution, & Logistics, and STEM shall be eligible to hold office or be chairman of standing committees.

Section 5.6 – *No Member* may be nominated for State office unless present at nominating meeting or as indicated in a letter to the Executive Secretary and Treasurer.

Section 5.7 – In the event there are no nominees for the office of President-Elect at the conclusion of the annual meeting or the President-Elect position becomes vacant during the term of office, the Executive Board shall have the authority to appoint a qualified member to that position to serve the remainder of the unexpired term as President-Elect. The individual serving as President-Elect would need to be voted into the position of President by the membership at the annual meeting.

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Bylaws Section Article VI
Annual Meeting**

Section 6.1 – *The Association* shall hold at least one (1) yearly State meeting, which shall include a business session, the dates, and place to be determined by the Executive Board. The Association may hold or sponsor as many other meetings as the Executive Board may consider advisable.

Section 6.2 – *The Location for the Annual Meeting* shall be determined by a Conference Coordinator appointed by the WITEA Executive Board.

**Bylaws Section Article VII
Annual Reports**

Section 7.1 – *Annual Reports* of the activities and accomplishments of the offices of President, Executive Secretary, and Treasurer including a financial report to be included in the minutes of the Annual Business Meeting.

**Bylaws Section Article VIII
Funds and Audits**

Section 8.1 – *The President, Past President, and President-elect* shall audit and report on the status of funds to the Association prior to the change of responsibility to a new Executive Secretary and Treasurer.

Section 8.2 – The Salaries of positions identified will be determined by the Executive Board.

**Bylaws Section Article
IX Affiliations**

Section 9.1 – *The Association* shall affiliate with such State or National organizations and any other organizations that entertain a mutual interest in our aims. Such affiliation shall be approved or terminated by action of the membership at any annual meeting on majority vote.

**Bylaws Section Article X
Standing Committees**

Section 10.1 – It shall be the function of the Executive Board to establish, delete, combine, or discontinue standing committees as conditions warrant.

**Bylaws Section Article XI
Order of Business**

Section 11.1 – *The Business of the Annual Meeting* shall follow the pattern as follows, unless altered or dispensed with by vote of the membership:

- 1) Roll call of Officers (Officers will answer “Here” and rise).
- 2) Reading and approval of minutes of last general meeting and Executive Board Meeting.
- 3) Nominations for offices to be voted upon after report of the nominating committee.
- 4) Balloting

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- 5) Reports of Board and Committees.
- 6) Annual Report of Executive Secretary.
- 7) Annual Financial report of Treasurer.
- 8) Reports of Special Committees
- 9) Unfinished Business
- 10) New Business
- 11) Election results
- 12) Installation of new officers.
- 13) Adjournment

**Bylaws Section Article XII
Rules of Order**

Section 12.1 – All rules of order not specifically provided herein shall be governed by Robert’s Rules of Order, Revised.

Section 12.2 – *The Position of Parliamentarian* shall be appointed by the President and shall serve at the discretion of the President.

**Bylaws Section Article XIII
Amendments**

Section 13.1 – Amendments to these bylaws may be proposed by any active member in writing to the Executive Board.

Section 13.2 – Amendments are adopted upon a two-thirds (2/3) Executive Board vote when due notice has been given at a previous meeting or by publication no less than thirty (30) days before the meeting or by unanimous vote if offered at the meeting without previous notice.

1st Revision of the Articles of Incorporation and Bylaws updated March 16, 1990

2nd Revision of the Articles of Incorporation and Bylaws with the addition of Program of Work updated October 13, 1995

3rd Revision of the Articles of Incorporation and Bylaws with the revision in the Program of Work updated November 6, 1999

4th Revision of the Articles of Incorporation and Bylaws with the revision of the Program of Work updated April 3, 2004

5th Revision of the Articles of Incorporation and Bylaws with the revision of the Program of Work updated May 6, 2006

6th Revision of the Articles of Incorporation and Bylaws updated March 19, 2011

7th Revision of the Articles of Incorporation and Bylaws updated March 16, 2013

8th Revision of the Articles of Incorporation and Bylaws updated August 6, 2022

9th Revision of the Articles of Incorporation and Bylaws with the revision of the Program of Work updated March 9, 2024

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Mission Statement:

The Mission of the Washington Industrial Technology Education Association (WITEA) is to support and provide high quality professional development for the mutual welfare of our members and to promote the interests of teachers and programs of technology education and career and technical education in the state of washington. all for the purpose of maintaining an active leadership role in washington state and maintaining a well-educated citizenship.

Purpose:

WITEA seeks to provide the kind of vision and direction Washington needs to develop a citizenry capable of making informed technological decisions using technology to solve problems. To accomplish the mission, WITEA has the following goals:

1. Encourage Professional Development and Active Leadership among members.
2. Promote excellence in Technology Education through curriculum development, program improvement, and participation in school reform.
3. Advancing and supporting the development of student leadership and activities.

Overview of Action Plan:

WITEA is committed to timely and effective action in the following areas:

1. The development of curriculum and the support of school reform.
2. Continued support of professional development of technology teachers.
3. Continuous improvement of the operation and effectiveness of our Association.
4. Continued support and enhancement of leadership opportunities for technology students.

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Curriculum & School Reform				
CATEGORY	PROJECT	OBJECTIVE	ACTIVITIES	RESPONSIBILITY
Curriculum & School Reform	Curriculum Development State Concerns	Adopt Standards Develop a model curriculum that can be used by Technology Education programs across the state Stay current on of topics that affect Industrial Technology Education	<ul style="list-style-type: none"> _ Study the National Standards _ Adapt and adopt the Standards as appropriate _ Develop a uniform curriculum template. _ Write curriculum that will enable students to meet the performance standards _ Assemble a comprehensive document _ Respond with appropriate action to the situation. 	President Elect President Past President Secretary Treasurer
	Technological Literacy	Develop Essential Technological Learning's (learner outcomes) for Technology Education in Washington	<ul style="list-style-type: none"> _ Research National Project. _ Develop a position paper. _ Develop assessment tools for students _ Develop assessment tools for programs. _ Promote and publicize. 	President Elect President Secretary WA-ACTE Representative
	Public Relations	Establish the position and contribution of Technology Education in public education	<ul style="list-style-type: none"> _ Differentiate between technical and technological programs _ Establish the role of Technology Education in general education, career pathways, school to work, and vocational education _ Communicate with key players in reform 	President Elect President Past President Secretary Treasurer
	Student Leadership	Support leadership opportunities for Tech Ed Students	<ul style="list-style-type: none"> _ Promote TSA and other leadership materials. 	Current State Student Leadership Executive Director.

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Professional Development				
CATEGORY	PROJECT	OBJECTIVE	ACTIVITIES	RESPONSIBILITY
Professional Development	Conference in the 3 rd week of March	Continue to offer and annual conference Develop and Maintain an Effective Conference management system.	_ Continue Conference Collaboration and Planning with T&I.	President President Elect Past President Secretary Treasurer
	WITEA Website	Develop and Maintain a Home Page for WITEA Monthly Update	_ Continue to develop and update website. _ Provide important downloadable files _ Membership	President President Elect Past President Secretary
	Awards	To honor WITEA members that have superior programs, teaching practices, service to the organization, or have been members for twenty five years.	_ Program of the year _ Teacher of the Year (Current Executive Board Members are excluded in the above awards only) _ Service Award _ Rookie of the Year Award _ Ken Pattie 25 Year Award	Secretary President Elect
	State TSA - Conference	Help create a meaningful inservice at state conference for students and teachers	_ Grant Opportunities for Conference	Current TSA Director Treasurer
	State SkillsUSA - Conference	Help create a meaningful inservice at state conference for students and teachers	_ Grant Opportunities for Conference	Current SkillsUSA Director Treasurer

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Organizational Development				
CATEGORY	PROJECT	OBJECTIVE	ACTIVITIES	RESPONSIBILITY
Organizational Development	Leadership Model CWU	Develop and Effective Model of Continuous, Shared Leadership	<ul style="list-style-type: none"> _ Develop an action plan for WITEA. _ Recruit additional leadership participants _ Document the organizational processes: role and responsibilities 	President Elect President Past President Secretary Treasurer
	Financial Management	Keep the Association in the black.	<ul style="list-style-type: none"> _ Develop an annual Budget at November Executive Board Meeting _ Establish Spending Priorities at November Executive Board Meeting _ Communicate Budget at Executive Board meetings and to the membership at Spring Conference 	Current Treasurer Executive Board
	Communications	Inform Membership about the Association's Program of Work and accomplishments	<ul style="list-style-type: none"> _ Develop and distribute an annual report at spring conference 	President Past President
	Program of Work	To update the current program of work	<ul style="list-style-type: none"> _ Make necessary changes to keep the program of work current. 	Past President
	Communication of duties	Inform current Executive Board of duties and Program of Work	<ul style="list-style-type: none"> _ First meeting in September all board members review duties and program of work. 	Secretary

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Student Leadership				
CATEGORY	PROJECT	OBJECTIVE	ACTIVITIES	RESPONSIBILITY
Student Leadership	Technology Student Association (TSA) SkillsUSA	Develop and enhance the leadership Development Opportunities for Technology Education Students	<ul style="list-style-type: none"> _ Annual Conference _ State Wide Leaders _ Regional Competition _ Establish a Financial Base 	Current Washington Technology Student Association Executive Director TSA State Officers Current Washington SkillsUSA Executive Director SkillsUSA State Officers