

# CCTI Division Bylaws

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Effective January 1, 2007

## Article I - Mission, Authority, Purpose and Objectives

- **1.1 Mission:** The mission of the Community College and Technical Institute Division shall be to carry out the purposes and objectives of the National Association of Industrial Technology as they apply to Colleges having less than baccalaureate level Industrial Technology programs.
- **1.2 Authority:** The provisions of these Bylaws shall not be in conflict with the Constitution and Bylaws and the Articles of Incorporation of the National Association of Industrial (hereafter referred to as the Association); and in the event they may be, the Association Constitution and Bylaws and Articles of Incorporation shall govern.
- **1.3 Purpose:** The major purpose of the Community College and Technical Institute Division of the Association shall be to foster the expansion and improvement of associate degree level curricula of Industrial Technology within institutions of higher education.
- **1.4 Objectives:** Specifically, the Community College and Technical Institute Division shall serve the following objectives:
  - 1.41 To promote the establishment and maintenance of less than baccalaureate level curricula in Industrial Technology.
  - 1.42 To promote the establishment and maintenance of appropriate personnel classifications within business and industry for graduates of associate degree level programs in Industrial Technology.
  - 1.43 To support the Association's efforts in providing an accreditation process for the recognition of appropriate standards for associate degree level Industrial Technology programs.
  - 1.44 To support the Association's efforts in providing a certification process for recognition of the attainment of appropriate standards for Industrial Technology professionals who are graduates of associate degree level Industrial Technology programs.
  - 1.45 To provide opportunities for the study and discussion of all questions, issues, and problems related to associate degree level programs in Industrial Technology.
  - 1.46 To provide opportunities for collecting, developing, and disseminating information concerning associate degree level programs in Industrial Technology.

- 1.47 To promote the objectives and interests of the Association by cooperating with other Divisions and with other national, regional, and local organizations having similar interests and goals.

## Article II - Membership

- **2.1 Division Membership:** Membership in the Community College and Technical Institute Division is primarily for, but not limited to, faculty and administrative staff members from Community Colleges and Technical Institutes involved with providing associate degree level programs in Industrial Technology. Individuals (except students) and organizations with membership in other Divisions of the Association may become members of the Community College and Technical Institute Division by paying the additional divisional fee.

## Article III - Officers and Committees

- **3.1 Officers:** The officers of the Community College and Technical Institute Division shall be President Elect, President, Past President, Regional Directors from each of the six geographic regions listed in section 5.1.
- **3.2 Executive Committee Members:** The individuals filling the officer positions listed in 3.1 shall constitute the Executive Committee of the Division. This Committee is charged with the responsibility of conducting the affairs of the Division.
- **3.3 Administrative Committee Members:** The President Elect, President, and Past President shall constitute an Administrative Committee responsible for carrying out and implementing the Policies and Procedures established by the Executive Committee. The President shall serve as Chair.
- **3.4 Elected Officers:** The offices of President Elect and the Regional Director positions shall be elected offices. The President Elect shall serve a two-year term and then automatically advance to a two-year term as President followed by a **two**-year term as Past President. The President Elect taking office after the approval of this subsection shall serve a one-year term and then will serve a two-year term as President. The Regional Directors shall be elected to two-year terms with the directors from regions 1, 3 and 5 and the directors from regions 2, 4 and 6 elected in alternate years. The term of office for Chapter Representatives shall be prescribed by each chapter. No person shall hold more than one elected or appointed office in the Association at the same time.
- **3.5 Nominating Committee:** A nominating committee made up of the three most recent Past Presidents of the Division shall be responsible for identifying three candidates for President Elect and two candidates for each of the Regional Director positions. The slate of candidates shall be turned over to the Executive Director of the Association at least 90 days prior to the annual convention.
- **3.6 Election:** The Executive Director of the Association shall conduct an election and notify the members of the Executive Committee of the results at least 30 days prior to the annual convention. Newly elected and appointed officers shall take office at the first Executive Committee meeting following the annual convention.

Candidates receiving the most votes in an election by the Division members, including an election conducted by electronic communication means, shall be considered the winners in the election process

- **3.7 Appointment Procedures:** If any of the elected officers are unable to complete their term in office, or if an elected officer position is not filled through the election process, the vacancy will be filled by appointment by the ranking officer of the Division (President, Past President, President Elect).
- **3.8 Officer Duties:** The duties of the officers of the Division are as follows:
  - **3.81 The President shall:**
    - 3.811 Organize and preside at all meetings of the Executive Committee and serve on the Executive Board of the Association.
    - 3.812 Keep the Executive Committee informed of all matters of policy or procedure that need action.
    - 3.813 Promote the Division and Association to internal and external communities and serve as the official representative of the Division.
    - 3.814 Coordinate the efforts of all the officers and committees of the Division.
    - 3.815 Make a report of Division activities at the annual business meeting of the Association.
  - **3.82 The President Elect shall:**
    - 3.821 Serve as a member of the Executive Committee.
    - 3.822 Coordinate the work of the committees of the Division.
    - 3.823 Discharge the duties of the President in his/her absence.
    - 3.824 Carry out special responsibilities as delegated by the President.
  - **3.83 The Past President shall:**
    - 3.831 Serve as a member of the Executive Committee.
    - 3.832 Coordinate the efforts of the Regional Directors and Chapter Representatives.
    - 3.833 Carry out special responsibilities as delegated by the President.
  - **3.84 The Regional Directors shall:**
    - 3.841 Serve as members of the Executive Committee.
    - 3.842 Be responsible for representing their respective geographic regions and communicating to the Executive Committee any problems or issues existing in these regions which should be called to the attention of the Division or Association.
    - 3.843 Be responsible for promoting the purposes of the Division and Association through personal contacts, regional meetings, or in any other way deemed appropriate.
    - 3.844 Recommend to the Nominating Committee candidates for the elected office of Regional Director.
    - 3.845 Carry out special responsibilities as delegated by the President.
- **3.9 Executive Committee Organization and Responsibilities:**

- **3.91 Organization:** The Executive Committee shall be composed of at least nine members of whom no more than two members may be from any one institution.
- **3.92 Meetings:** The Executive Committee shall meet at such times and places as may be deemed necessary to carry out all the objectives of the Division. The President shall call such meetings.
- **3.93 Responsibilities:** The Executive Committee shall:
  - 3.931 Be responsible for effectively carrying out the objectives of the Division.
  - 3.932 Be responsible for approving operational policies and procedures for the Division.
  - 3.933 Be responsible for the distribution of funds within the Division as provided and authorized by the Executive Board of the Association.
  - 3.934 Be responsible for the appointment of individuals to committees.
  - 3.935 Be responsible for approval of all published material expressing the official position of the Division and insuring that any official position taken is not in conflict with the official position of the Association.
  - 3.936 Consider and approve any changes in the Bylaws of the Division and submit them to the Executive Board of the Association for review.
  - 3.937 Be responsible for reviewing all actions at the annual business meeting which pertain to the Division.

#### Article IV - Standing and Special Committees

- **4.1 Standing Committees: a standards and accreditation** Committee shall be established with members and A chairs appointed from the membership of the Division by the President with the approval of the Executive Committee
- **4.2 AD HOC Committees:** The President, with the approval of the Executive Committee, may establish ad hoc committees and appoint a Chair and members as needed.

#### Article V - Organization

- **5.1 Geographic Regions:** For organizational purposes, the United States shall be divided into six geographical regions to assure more equitable representation. These six regions shall be established as shown in Figure V.1.

**Figure V.1  
NAIT Geographic Regions**



<b>Region I</b>	<b>Region II</b>	<b>Region III</b>	<b>Region IV</b>	<b>Region V</b>	<b>Region VI</b>
Connecticut	Illinois	Alabama	Arkansas	Arizona	Alaska
Indiana	Iowa	Delaware	Kansas	Colorado	California
Maine	Minnesota	Florida	Louisiana	Idaho	Hawaii
Massachusetts	Nebraska	Georgia	Missouri	Montana	Oregon
Michigan	North Dakota	Kentucky	Oklahoma	Nevada	Washington
New Hampshire	South Dakota	Maryland	Texas	New Mexico	(International Members)
New Jersey	Wisconsin	Mississippi		Utah	
New York		North Carolina		Wyoming	
Ohio		South Carolina			
Pennsylvania		Carolina			
Rhode Island		Tennessee			
Vermont		Virginia			
		West Virginia			

**Article VI - Parliamentary Authority**

- **6.1 Procedural Authority:** *Robert's Rules of Order, Revised* shall be the authority governing all matters of procedure not covered in the Association's Constitution and Bylaws or in the Bylaws of the Division.

**Article VII - Procedure for Changing the Bylaws**

- **7.1 Bylaw Revision:** Revisions in the Bylaws are initiated by the Executive Committee, or by the submission of a written proposal to the Executive Committee signed by twenty-five University Division members, and submitted to the Executive Board of the Association for review (the Bylaws of the Division must not be in conflict with the Association's Constitution and/or Bylaws). The revisions are then submitted by secret ballot to the members of the Division. A

simple majority of the ballots returned is required for approval. The NAIT Executive Board may establish a policy to allow for voting by electronic communication means on revisions to the division bylaws provided that such policy ensures that all qualified voters are able to participate in such a vote, that qualified voters are only able to cast one vote, that the privacy of ballots is respected, and that a record of the result of such electronic votes is included in the minutes of the next regularly scheduled Executive Board meeting and reported to the membership of the Association.