

National Association of Industrial Technology
Management Special Interest Division Bylaws
Adopted 2006

Article I - Mission, Authority, Purpose, and Objectives

1.1 Mission. The Mission of the Management Special Interest Division shall be to carry out the purposes and objectives of the National Association of Industrial Technology as they apply to industrial technology professionals working in the area of Management.

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 Technology (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 Management Special Interest Division of the Association shall be to foster the improvement and expansion of Management courses and programs in colleges and universities and the continuing professional development of the graduates of these programs.

1.4 Objectives. Specifically, the Management Special Interest Division shall:

1.41 Promote the establishment and maintenance of Management courses and programs in colleges and universities.

1.42 Promote the establishment and maintenance of appropriate personnel classifications within business and industry for graduates of Management programs.

1.43 Support the Association's efforts in providing an accreditation process for the recognition of appropriate standards for Management courses and programs.

1.44 Support the Association's efforts in providing a certification process for the recognition of the attainment of appropriate standards for professionals who are graduates of Management programs in colleges and universities.

1.45 Provide opportunities for the study and discussion of all questions, issues, and problems related to Management courses and programs.

1.46 Promote courses and programs in Management through the collection, development, and dissemination of information.

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

Article II - Membership

2.1 Division Membership. Membership in the Management Special Interest Division is primarily for, but not limited to, faculty, staff, and administrators involved in Management courses and programs in higher education institutions, graduates of these Management programs, and Management professionals employed in business and industry. Individuals and organizations with membership in other Divisions of the Association may become members of the Management Special Interest Division by paying the additional divisional fee.

Article III - Officers and Committees

- 3.1 Officers.** The officers of the Management Special Interest Division shall be President Elect, President, Past President, and the chairs of Special Committees.
- 3.2 Executive Committee.** 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 the Chair.
- 3.4 Elected Offices:** The President Elect of the Division shall be elected; the first President of the Division shall also be elected and thereafter the office of President shall be filled according to this subsection. The President Elect shall serve a two-year term and then automatically move to a two-year term as President and then to a two-year term as Past President. An election shall be held every two years. No person shall hold more than one elected office in the Association at the same time.
- 3.5 Appointed Offices:** The Chairs of any Special Committees shall be appointed by the President, with the approval of the Executive Committee, for the term of office in which he/she serves as President.
- 3.6 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. The slate of candidates shall be turned over to the Executive Director of the Association at least 90 days prior to the annual convention of the Association.

3.7 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.

3.8 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).

3.9 Officer Duties. The duties of the officers of the Division are as follows:

3.91 The President shall:

3.911 Organize and preside at all meetings of the Division Executive Committee and serve on the Executive Board of the Association.

3.912 Keep the Executive Committee informed of all matters of policy and/or procedure that need action.

3.913 Promote the Division and Association to internal and external communities and serve as the official representative of the Division.

3.914 Coordinate the efforts of all the officers and committees of the Division.

3.915 Make a report of Division activities at all meetings of the Association Executive Board and at the Annual Business Meeting of the Association.

3.92 The President Elect shall:

3.921 Serve as a member of the Executive Committee of the Division.

3.922 Coordinate the work of specific Special Committees as designated by the President.

3.923 Discharge the duties of the President in his/her absence.

3.924 Carry out special responsibilities as delegated by the President.

3.93 The Past President shall:

3.931 Serve as a member of the Division Executive Committee.

3.932 Coordinate the work of specific Special Committees as designated by the President.

3.933 Carry out special responsibilities as delegated by the President.

3.934 Serve as the Chair of the Division Nominating Committee (immediate Past President).

3.94 The Chairs of Special Committees shall:

3.941 Serve as members of the Executive Committee of the Division.

3.942 Provide leadership for their respective committees in carrying out committee responsibilities as identified by the Executive Committee.

3.943 Carry out special responsibilities as delegated by the President.

3.10 Executive Committee. The Executive Committee shall be responsible for conducting the affairs of the Division.

3.101 Organization. The Executive shall be composed of nine members of which no more than two members may be from any one institution or company.

3.102 Meetings. The Executive Committee shall meet at the annual convention of the Association and at other such times and places as may be deemed necessary to effectively carry out the objective of the Division. The President shall call such meetings.

3.103 Responsibilities. The Executive Committee shall:

3.1031 Be responsible for effectively carrying out the objectives of the Division.

3.1032 Be responsible for approving operational policies and procedures for the Division.

- 3.1033 Be responsible for the distribution of funds within the Division as provided and authorized by the Executive Board of the Association.
- 3.1034 Be responsible for the appointment of individuals to committees.
- 3.1035 Be responsible for the 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.
- 3.1036 Consider and approve any changes in the Bylaws of the Division and submit them to the Executive Board of the Association for review.
- 3.1037 Be responsible for reviewing and implementing all actions taken at the annual Association Business Meeting which pertain to the Division.

Article IV - Special Committees

- 4.1 Special Committees.** The President, with the approval of the Executive Committee, may establish Special Committees as needed. The authority and existence of all special committees shall cease upon the end of the term of the President under which the committee was established, though a special committee may be reestablished pursuant to this section by the succeeding President.

Article V - Parliamentary Authority

- 5.1 Procedural Authority.** *Roberts Rules of Order* (latest edition) 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 VI - Procedures for Changing the Bylaws

- 6.1 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 Management Special Interest 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.