

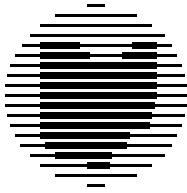
Ohio Technology Education Association

**Constitution,
Manual of Duties
And
Appendices**

Revised 1997

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Ohio Technology Education Association

REVISED CONSTITUTION 1997

Article I – NAME

The name of this organization shall be the Ohio Technology Education Association.

Article II – PURPOSES

The purpose of this Association shall be to:

1. Define the functions and scope of technology in general education.
2. Stimulate and encourage professional development among technology educators and students.
3. Foster and promote conditions contributing to the optimal development of technology education in the state.
4. Promote adherence to the Code of Ethics of the education profession.

In carrying out these purposes, the Ohio Technology Education Association shall establish and maintain desirable relations with technology related clubs and agencies. The duly elected or appointed officials and representatives of this Association shall be authorized to initiate and support: clubs and forums; convention programs and conferences; professional committees and commissions; researches and publications, and field experiments and assembly programs wherever these are deemed necessary or desirable in achieving the purposes herein set forth.

Article III – RIGHTS, POWERS, AND RESPONSIBILITIES

This Association shall have all rights, powers and privileges given to corporation by common law, to sue and be sued, to borrow money and secure the payment of the same notes, bonds, and mortgages upon personal and real property, and to rent, lease, purchase, hold, sell and convey such personal and real property as may be necessary and proper for the purpose of erecting buildings, and for other proper objectives of such corporation.

Article IV – MEMBERSHIP

Membership Can Be Obtained Under the Following Headings:

1. **ACTIVE.** Any professional educator who is actively engaged in technology education may become an Active Member of the Ohio Technology Education Association by paying the fees stipulated in the bylaws. An active member shall: (a) be admitted to meetings of this Association, (b) be eligible to vote and hold office as specified by the Constitution, and (c) be entitled to receive all releases of the Association.
2. **ASSOCIATE.** Any friend of education or person actively engaged in the technology profession, but not eligible for Active Membership, may become an Associate Member of the Ohio Technology Education Association with all rights and privileges except the right to vote and hold office.
3. **STUDENT.** Any bonafide student in a duly accredited college or university of Ohio, enrolled in technology classes, and not employed as a teacher, may become a student member of the Association by paying the fees provided in the bylaws of the Ohio Technology Education Association and shall then have all the rights and privileges of an active member except: the right to vote, to hold office, or to represent the Association.
4. **SPECIAL.** The Executive Committee may, upon the request of any Active Member, grant and confer:
 - A. An **Honorary Member** for unusual or outstanding contributions in education with all rights and privileges of an Associate Member.
 - B. An **Honorary Life Member** to any retired former “Active Member” for a minimum of eight of the last ten years immediately preceding the date of retirement. The Executive Committee may waive the above stated time period upon receipt of evidence showing just cause. An Honorary Life Member shall pay one-half the registration fee at the annual conference and have annual dues waived. This category of membership does not include voting privileges or receiving the newsletter.
 - C. An **Active Life Member** to any retired former “Active Member” for a minimum of eight of the last ten years immediately preceding the date of retirement. The Executive Committee may waive the above stated time period upon receipt of evidence showing just cause. An Active Life Member shall pay one-half the regular membership dues entitling them to all newsletters, voting privileges, and eligibility for appointed offices. They may participate in the annual conference by remitting one-half the regular registration fee.
 - D. An **Associate Life Member** to any individual at the discretion of the Executive Committee with all rights and privileges of an Associate Member.
5. **MEMBERSHIP.** Membership shall begin with payment of dues. The membership year shall extend for one year from October 1st to March 1st.

Article V – OFFICERS

- 1. ELIGIBILITY.** Any active member of this Association in good standing shall be eligible to hold office in the Association.
- 2. OFFICERS.** The officers of this Association shall be a President, President-Elect, Secretary, and Treasurer.
- 3. EXECUTIVE COMMITTEE.** The following persons shall constitute the Executive Committee of the Association: (a) its officers, (b) its immediate past president, (c) a representative of each Ohio Technology Education Association district, (d) one member from the Ohio Technology Leadership Council, (e) one member from the Ohio Council of Technology Teacher Educators, (f) a representative of the Division of Elementary and Secondary Education of the Ohio State Department of Education, (g) the Executive Director, (h) the Publication Manager, (i) the Commercial Exhibits Manager, (j) the O-TSA Representative, (k) the O-TSA Advisor, (l) the OCSTEA Representative, (m) the OCSTEA Advisor, (n) the OTEA Historian-Archivist, (o) the Ohio State Junior Fair Technology Division Superintendent, and (p) the OTEA Representative to the ITEA. All of the above named shall be voting members except the Historian-Archivist.
- 4. ELECTION AND TERMS OF OFFICE.** During the pre-conference Executive Committee meeting in the year prior to the biennial elections, the President shall submit names of three members to serve as the nominating committee. Others may be nominated from the floor. The committee of three will be approved at that time. The nomination committee shall present a slate of no fewer than two (2) candidates for each elected office during the fall meeting of the Executive Committee for formal nomination. Publicity, including each candidate's photo and platform statement, will be submitted to the Publications Manager for publication in the Winter's issue of the Association's official publication. The officers shall be elected by secret ballot by a majority of the Association members voting during the annual conference. These officers shall serve a term of two years, the term to begin immediately after the adjournment of the meeting at which they were elected.

Each technology education district organization shall elect a representative to the Executive Committee to serve a term of two years. If no district organization exists, the OTEA President will appoint a District Representative.

In the event of a vacancy in any office of the Association, other than the expiration of a term, the Executive Committee is empowered to fill said office by appointment until the next annual meeting of the Association at which time the prescribed procedure shall be followed to elect a member for the unexpired term. A vacancy may be said to exist if a member of the Executive Committee misses two consecutive meetings of the Committee without notifying the President in writing regarding the reasons for such absence.

5. RESPONSIBILITIES.

- A. The President shall have general administrative responsibility for the program of the Association. This officer shall: (1) preside at all meetings of the Association and the Executive Committee, and (2) administer the execution of all policies, programs, or instructions adopted by the Executive Committee.
- B. The President-Elect shall: (1) act as President in the absence of the President, (2) serve as parliamentarian, (3) serve as Program Chairperson for the annual conference, and (4) perform all other duties assigned by the President or the Executive Committee.
- C. The Secretary shall: (1) be accountable for a complete record of the proceedings of all meetings of the Association and of the Executive Committee, and (2) conduct such correspondence and fulfill such other duties as the Executive Committee shall assign.
- D. The Treasurer shall collect all monies due the Association and act as the custodian thereof. All monies disbursed shall be by checks signed by the Treasurer or the President. Expenditures made shall comply with the policies approved by the Executive Committee. The Treasurer shall: (1) keep an accurate record of all monies received and disbursed, and (2) submit an itemized report of same, which shall be available for audit, with vouchers, to each annual business meeting of the Association and to the Executive Committee upon its demand. After conferring with the President, a proposed budget shall be submitted to the Executive Committee at least 30 days before each annual business meeting.
- E. The Executive Committee shall initiate, determine, or define the policies of this Association and authorize their execution. It shall fix the time and place for holding all regular meetings of the Association in accordance with the provisions of Article VII. It shall revise and/or approve the annual budget and submit the same during the annual business meeting for adoption.

It shall appoint the requisite number of delegates and alternates to the annual conference of the International Technology Education Association (ITEA). In case the delegates and alternates cannot serve, the President shall appoint a delegate.

Article VI – ORGANIZATIONAL RELATIONSHIPS

- 1. LOCAL.** Local technology organizations in the state may affiliate with the Association as provided in the bylaws.
- 2. DISTRICT.** The districts of this Association shall conform to the boundaries as defined by the Executive Committee of the Association based on demographic centers of the membership.
- 3. STATE.** This Association may affiliate with Ohio or other state educational organizations or associations, for which this Association qualifies, having as a major purpose the fostering and promoting of Technology Education.

4. NATIONAL AND INTERNATIONAL. This Association may maintain an affiliation with recognized national or international organizations having a major goal of fostering and promoting technology education.

Article VII – MEETINGS

1. ANNUAL MEETING. There shall be an annual professional and business meeting of the Association at a time and place to be determined by the Executive Committee approximately one year in advance.

2. CAUCUS OF THE EXECUTIVE COMMITTEE. There shall be an annual caucus or planning conference of the Executive Committee at a time and place to be determined by the said Committee.

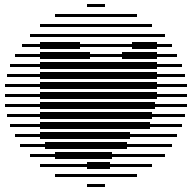
3. OTHER MEETINGS. The Executive Committee shall have power to call such other meetings of the Association membership or of the said Committee as it shall deem necessary.

4. PARLIAMENTARY AUTHORITY. Robert’s Rules of Order—Newly Revised.

Article VIII – AMENDMENTS

The text of any proposed amendment to this Constitution shall be submitted to the Secretary. The Secretary shall notify all members of the Executive Committee of the proposed amendment or amendments and of the time and place for the forthcoming vote thereon, and transmit to the membership of the Association, through the official publication of the Ohio Technology Education Association, the text of said amendment or amendments at least 30 days prior to the annual business meeting at which said vote is to be taken. Upon compliance with the foregoing conditions, and upon favorable vote of not less than two-thirds of the members present and voting at the meeting, the proposed amendment shall be declared adopted.

The names of affiliated organizations, identified in this Constitution, may change. These changes are to be included in the Constitution at the request of the affiliate.



Ohio Technology Education Association

BY-LAWS

And to further amend by adding the following By-laws.

Article I – MEMBERSHIP DUES AND REGISTRATION FEES

The Executive Committee of the Association shall be empowered to assess: (1) yearly membership dues, and (2) a registration fee at any annual meeting of the Association to the extent of its need.

Article II – AFFILIATED ASSOCIATION

Any duly organized technology education association may affiliate with the Ohio Technology Education Association, without fee, under the following conditions:

1. Approval of the Executive Committee of the Ohio Technology Education Association.
2. A majority vote of the members of the Ohio Technology education Association present and voting at its annual business meeting.

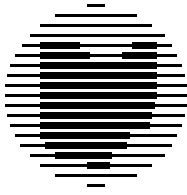
Article III – SPECIAL ADMINISTRATIVE EXPENDITURES

1. An Association headquarters shall be maintained by the Association at the time and place of its annual meeting. The headquarters may be used for conferences, committee meetings, and overnight accommodations of the Association officers.
2. Expenses of the officers, incurred in connection with official attendance at the annual meeting of the Association shall be paid by the Association.
3. Travel expenses of all members of the Executive Committee, necessitated by their attendance at committee meetings shall be paid by the Association. Maximum amount or rate of reimbursement will be established by the Executive Committee.

4. Payment of special administrative expenditures as listed shall be submitted to the approval of the Executive Committee and the ability of the Association to pay them.

Article IV – AMENDMENTS

Amendments to the By-laws of the Ohio Technology Education Association may be proposed, discussed, deleted, and/or approved at any annual business meeting of the Association.



Ohio Technology Education Association

MANUAL OF DUTIES

PRESIDENT

(Two-year term of office—elected by total membership at the conference of the even numbered years.)

Duties and Responsibilities

In accordance with the Revised Constitution of the Ohio Technology Education Association (1997) Article V—Officers, Section 5, Paragraph A, the responsibilities of the President are:

The President shall have general administrative responsibility for the program of the Association. This officer shall: (1) preside at all meetings of the Association and the Executive Committee, and (2) administer the execution of all policies, programs, or instructions adopted by the Executive Committee.

In addition to those duties and responsibilities designated in the Constitution, the President shall:

1. Prepare a listing of Executive Committee assignments and appointments. This list may include the following:
 - A. Commercial Exhibits Manager and Committee
 - B. School Exhibits Manager and Committee
 - C. Constitutional and Advisory Committee
 - D. Legislative Committee
 - E. Conference Program Committee
 - F. Awards Committee
 - G. OCSTEA-TECA Advisor and Committee
 - H. Executive Director
 - I. Publications Manager
 - J. Ohio State Fair-Junior Fair, Superintendent
 - K. OTEA Historian
 - L. Nominating Committee
 - M. State Representative to the ITEA
 - N. Any other committee, temporary or permanent in nature, that will help Facilitate the programs of the OTEA.

2. Prepare the agenda for all Executive Committee meetings.
3. Instruct the Secretary to mail meeting notices to the Executive Committee and send a copy of the minutes of the previous meeting to those members.
4. Instruct the Secretary to mail, within 30 days after the meeting, a copy of the previous minutes to the Executive Committee.
5. Select a Nominating and Election Committee for approval by the Executive Committee at the pre-conference meeting. The Committee reports to the Executive Committee at the fall meeting with the slate of selected officers. Upon approval of the Executive Committee, the names of those nominated shall be published in the pre-conference OTEA Newsletter.
6. Maintain communication with, and represent the Association with respect to:
 - A. Affiliated associations
 - B. Other pertinent organizations
 - C. Person to person in situations where mutual needs or interests are concerned
 - D. State Department of Education
 - E. Ohio Department of Education Technology representative
 - F. Physical arrangements and responsibilities for conference
7. Make arrangements for meeting dates and sites with approval of the Executive Committee.
8. Maintain contact with the Executive Committee and/or other groups, committees, and task forces, encouraging them to complete their tasks.
9. Attend area, state, and national OTEA sanctioned meetings as far as circumstances will permit.
10. Cooperate with the planning and executing of activities or projects involving increased service of the OTEA to technology education in general.
11. Be aware of future trends or objectives of technology education as it may affect the OTEA.
12. Following the annual OTEA conference, send letters of appreciation to:
 - A. The direct supervisor of the Executive Committee members for services rendered
 - B. Others who have been of worthy assistance to OTEA
13. Biennially appoint an OTEA State Representative to the International Technology Education Association (ITEA).

Annual Spring Conference

1. Maintain contact with those responsible for conference activities.
2. Make room reservations:
 - A. Complimentary
 - B. Arrange for a block grouping of accommodations for conference registrants wishing to stay at the headquarters hotel.
3. Invite photographers from the appropriate educational publications to cover the conference.
4. Invite those selected for Life, Associate Life, and Laureate member as well as the Outstanding Technology Educator*, Teacher Excellence, Program Excellence, the Young Professional of the Year, the Outstanding District Reps, and guests to the Annual Recognition Ceremony and reception as guests of the Association. Request a biographical sketch from each for background in presenting awards.
5. Select and arrange for any guest speaker, if appropriate. Request biographical sketch (to be used in Newsletter and for introduction); two (2) glossy photographs (one for OTEA Newsletter and one for printed program); and the title of their presentation.
6. Invite special Very Important Person (VIP) guests to the conference.
7. Prepare greetings from the President for the conference printed program and the President's message for the Newsletter. This needs to be done no later than the Winter Newsletter deadline.
8. Arrange details of the Spouse's Program. This needs to be done no later than the January meeting.
9. Check with the Awards Committee for handling the lettering and framing of Life, Laureate, Outstanding Technology Educator*, Teacher Excellence, Program Excellence, Young Professional of the Year, and Outstanding District Representative certificates.
10. Prepare agenda for annual business meeting and for pre- and post-conference Executive Committee meetings.

* Outstanding Technology Educator is to include teacher educators and supervisors.

11. Recognition ceremony responsibilities:
 - A. Plan President's reception, appoint greeters
 - B. Work with Past-President concerning awards presentations and program
12. Prepare a post-conference message for the Spring Newsletter.
13. All other responsibilities not so hereby designated to any other Executive Committee member shall be assumed to be those of the President.

PRESIDENT-ELECT

(Two-year term of office—elected by total membership at the conference of the even numbered year.)

Duties and Responsibilities

From Article V, Section 5, Paragraph B of the Revised (1997) Constitution of the Ohio Technology Education Association.

The President-Elect shall: (1) act as President in the absence of the President, (2) serve as parliamentarian, (3) serve as Program Chairperson for the annual conference, and (4) perform all other duties assigned by the President or the Executive Committee.

In addition to those duties and responsibilities designated in the Constitution, the President-Elect shall:

1. Serve as Program Chairperson for the annual conference. A Program Committee may be selected to assist in developing the conference program. A general outline of the conference program shall be prepared for the Fall Executive Committee meeting.
2. Select a conference theme and plan program sessions around it. Confer with the President and obtain approval. Identify and engage program presenters with the assistance of the District Representatives.
3. Contact Ohio Council of Technology Teacher Educators (OCTTE) President to schedule (not plan) their traditional first day meetings at the conference. Cooperate with state advisor of the Ohio Chapter-Technology Student Association (OHIO-TSA) and Ohio College Student Technology Education Association (OCSTEA) in program planning as it relates to OTEA printed program.
4. Correspond with, and establish firm arrangements for, selected participants including speakers, panel members, demonstrators, chairpersons, hosts, and recorders. Request that they confirm acceptance in writing.
5. Request from each speaker: (1) a biographical sketch (to be used for introduction), (2) one photograph of keynote speakers only (for printed program), and (3) the title and brief outline of their presentation. Formally establish the honorarium, travel expenses, living accommodations, and other details (if applicable) for a non-Ohioan or if not in the technology profession.
6. Select a Local Arrangements Chairperson. Work with this person to secure all paraphernalia and equipment that will be requested (through you) by participants, such as projectors, screens, chalkboards, special microphones, table arrangements,

etc. Request this person or a prearranged designee be on duty at all times during the conference to assist you and the participants.

7. Have a final draft copy of the Conference Program ready three weeks prior to the conference. In addition, write a “Message from the Program Chairperson” and a short article for each program for the Winter issue of the Newsletter.
8. Plan and develop a formal program booklet. Secure all copies from those who should contribute copy (e.g., Commercial Exhibits Manager, School Exhibits Manager, President, Executive Director, SHIP’s Deck Officer, etc.). Allow sufficient time for final delivery. Proofread copy of program from printer. Bring programs to conference. Arrange to pay printer through Treasurer.

Check with previous President-Elect for number of programs to be printed.

9. Compile all materials into a packet to be handed out to members at the registration area.
10. As Program Chairperson, invite VIP guests from the Ohio Department of Education, the Ohio State School Board, the surrounding states’ executive committees, ITEA Region 2 Director, and any others who may be requested by the President or the Executive Committee.
11. Mail instructions to all program participants regarding their duties at least one month prior to conference. Emphasize the responsibilities of the recorders. Have ribbons and packets of instructions (back-up set) ready at the Registration Desk at the conference.
12. During the conference, have someone from the Program Committee check with each chair, host, and recorder to make certain that all things are in order for their session.
13. Collect from each recorder a “write-up” of the session and forward to the Publications Manager for inclusion in the Spring Newsletter.
14. Write “thank you” letters to all participants with expense form enclosed, where applicable. For all major presenters, prepare information for Treasurer so that checks for honorarium, travel, etc. may be mailed without delay.
15. Record conference procedures, in terms of successes and failures, for future use.
16. Serve the Association in any way suggested by the President or the Executive Committee.

SECRETARY

(Two-year term of office—elected by total membership at the conference of the even numbered year.)

Duties and Responsibilities

From Article V, Section 5, Paragraph C of the Revised (1997) Constitution of the Ohio Technology Education Association, the Secretary shall: (1) be accountable for a complete record of the proceedings of all meetings of the Association and of the Executive Committee, and (2) conduct such correspondence and fulfill such other duties as the Executive Committee shall assign.

In addition to those duties and responsibilities designated in the Constitution, the Secretary shall:

1. Executive Committee meetings:
 - A. Notify all members of the Executive Committee of the time and place of all official meetings at least three weeks prior to the date.
 - B. Call the role and present the minutes of the last official meeting according to the directions of the President.
 - C. Take accurate notes at all official meetings.
 - D. Distribute written minutes to each member of the Executive Committee within 30 days after the meeting.
 - E. Carefully review minutes. Notify those appropriate individuals who need to perform some duty or take some action as directed by the Executive Committee. This notification shall be in writing and be within 30 days after the Executive Committee meeting.
2. Roster
 - A. Maintain the official roster of the Executive Committee.
 - B. Make corrections to the roster as changes occur and notify the Publications Manager.
3. Annual Business Meeting
 - A. Read and correct the minutes of the previous annual business meeting.
 - B. Record the action taken at the annual business meeting.
 - C. Record minutes of the annual business meeting and distribute to all members in attendance at the next annual business meeting.
4. Annual Conference
 - A. Assist at the Registration Table as time permits.
 - B. Assist the Treasurer with the daily accounting functions.
5. Serve the Association in any way suggested by the President or the Executive Committee.

TREASURER

(Two-year term—elected by total membership at conference of the even numbered year.)

Duties and Responsibilities

From Article V, Section 5, Paragraph D of the Revised (1997) Constitution of the Ohio Technology Education Association, the Treasurer shall collect all monies due the Association and act as the custodian thereof. All monies disbursed shall be by checks signed by the Treasurer or the President. Expenditures made shall comply with the policies approved by the Executive Committee. The Treasurer shall: (1) keep an accurate record of all monies received and disbursed, and (2) submit an itemized report of same, which shall be available for audit, with vouchers, to each annual business meeting of the Association and to the Executive Committee upon its demand. After conferring with the President, a proposed budget shall be submitted to the Executive Committee at least 30 days before each annual business meeting.

In addition to those duties and responsibilities designated in the Constitution the Treasurer shall:

1. Establish a checking account which will permit either the Treasurer or the President to sign checks. This will provide a back up should the Treasurer become incapacitated.
2. Receive and collect all monies due the Association (all year).
3. Pay all bills by check signed by the Treasurer or the President as ordered by the Executive Committee (all year).
4. Keep an accurate account of all monies received and distributed (all year). Quarterly reports are due at the quarterly Executive Committee meetings. Yearly reports are due at the conference.
5. Have books available for audit at each Annual and Executive Committee meeting.
6. Be bonded as directed by the Executive Committee (March).
7. Make certain OTEA approves and pays annual dues to the CSA of the ITEA after the Winter OTEA Executive Committee meeting.
8. Prepare mileage reports for: (1) each meeting of Executive Committee, and (2) final report in March before Conference.

9. Complete pre-conference work including such things as preparing and determining the number of all meal function tickets (February-March) (100 banquet and 60 Epsilon Pi Tau Breakfast tickets).
10. Verify and pay all bills after the conference.
11. File IRS Form 990 as specified by IRS in their guidelines.
12. Present budget and annual report to membership for approval.
13. Assist Executive Director with registration.
14. Serve the Association in any way suggested by the President or the Executive Committee.

PAST-PRESIDENT

Duties and Responsibilities

1. Represent Ohio as the International Technology Education Association Representative. (See Representatives Duties on page 39.)
2. Promote ITEA membership in Ohio.
3. Serve as Chairperson of the Nominating and Election Committee.
4. Serve as Chairperson of the Awards Committee:
 - A. Responsible to submit an announcement of awards program and the nomination procedures for publication in the Fall issue of the Newsletter. Should this material not be received by the copy deadline, the Publications Manager is responsible to print the same announcement that was published in the Fall Newsletter from the previous year.
 - B. Responsible for reminding the members of the Executive Committee of their responsibility to assist the identification of deserving candidates.
 - C. Responsible to encourage members to nominate individuals for awards and assist the nominators in the preparation of documentation to support the candidates nominated.
 - D. Organize awards presentation including having the program printed, notifying the award recipients, and have ITEA awards submitted by due date.
5. Serve as advisor to the President and Executive Committee when requested.
6. Attend all meetings of the Executive Committee and take an active part in the proceedings.
7. Organize and chair the “Past-President’s meeting” at the annual OTEA conference.
8. Send a letter of appreciation following the conference to direct superior(s) of the President for services rendered to the Association.
9. Serve the Association in any way suggested by the President or Executive Committee.

COMMERCIAL EXHIBITS MANAGER

(Presidential appointment—voting member.)

Duties and Responsibilities

1. For the state conference, prepare and maintain:
 - A. A record ledger of all transactions for the immediate past conferences.
 - B. A correspondence file.
 - C. All badges and punches.
 - D. Samples of mailings, invoice forms.
 - E. A mailing list of current exhibitors.
 - F. Floor plans, brochures, past files, etc.
 - G. Information of SHIP, contracts, sign storage, etc.

2. At the Executive Committee meeting (May):
 - A. Purchases ledger, letter file, large mailing envelopes for contracts, etc.
 - B. Present Exhibits Manager report.
 - C. Provide information to the Treasurer for processing checks.
 - D. Keep a record of expenditures and send invoices to the Treasurer for reimbursement.
 - E. Request that all commercial leads be forwarded to the Commercial Exhibits Manager.
 - F. Following the conference, write a letter to the exhibitors thanking them for their support and reminding them that they may make advance reservations for next year's conference.
 - G. Mail membership list to commercial exhibitors as soon after May's meeting as possible.

3. October:
 - A. Address letter to all current exhibitors stating that the regular packet will follow about November 1st.
 - B. The "packet" consists of:
 - (1) a letter again introducing yourself as the Exhibits Manager, an invitation to them to exhibit, and the place and dates of the conference.
 - (2) two entry forms—in two colors—one to be returned with the deposit, the other to be retained for the company records.
 - (3) a brochure extolling the advantages of exhibiting at the OTEA conference.
 - (4) a floor plan showing the exhibitors layout.

4. November:
 - A. As entries come in, record date, check number, and the amount.
 - B. Assign and record booth space on the floor plan.
 - C. Prepare and mail invoice immediately.
 - D. Forward checks to the Treasurer, noting the name of the company, check number and amount. This will provide a record if the letter is lost. File your copy. **NOTE:** Some companies prefer to pay the balance after the first of the calendar year for tax purposes.
 - E. Write follow-up letters to companies not heard from by December 1st, indicating that only a few booths remain.
 - F. Request and receive bids from decorators according to the specifications for school and commercial booths. Be sure bids include the extras such as electrical, pencils, chains, tables, etc. You will sign the contract and return it after you have consulted with the OTEA officers.

5. December:
 - A. Contact the SHIP for the name of the DECK OFFICER, sending in a list of companies who have reserved booths.
 - B. Keep a current list of all exhibitors and their representatives for the Newsletter (deadline January 1st).
 - C. Write to the conference decorator, sending mailing list of exhibitors.

6. January:
 - A. Read through ledger and correspondence file to familiarize yourself with the operation.
 - B. Determine who will be appointed as your assistant, upon consultation with the President.
 - C. Write report on booths sold and collect related material for Executive Committee meeting (Newsletter list, program write-ups).
 - D. Arrange for the SHIP prize showcase.
 - E. Write all delinquent accounts reminding of deadline (the Saturday before conference).
 - F. Arrange security for all conference exhibitors. Determine, with the advice of the Executive Committee, the number of guards needed.

7. One week before Conference:
 - A. Prepare report for the Executive Committee pre-conference meeting.
 - B. Make final review of accounts. Phone exhibitors if they are in arrears.
 - C. Check with the decorator on any late changes. Give the decorator any latecomers' names and addresses. This information should be forwarded at the time you receive late registrations. The exhibitors will need to receive the decorator's rate sheet.

8. At the Conference:
 - A. Arrive prior to the Conference with all exhibitors records, badges, punches, signs, and report for the Executive Committee meeting.

- B. Check with the decorator for last minute details.
 - C. Post signs, place punches, and locate showcase and raffle drum.
 - D. Greet all exhibitors personally, hand out badges, letter of greeting reminding of hours, and invitation to coffee hour.
 - E. Arrange Commercial Exhibitors' coffee hour with caterer (good assistant job).
 - F. Locate SHIP DECK OFFICER and present a list of exhibitors to help collect SHIP prizes. You do not assist in the collection.
 - G. Be available to answer questions. Most of the exhibitors are old hands and will be ready to go.
 - H. Friday a.m. –collect remainder of prizes.
 - I. Plan SHIP's program with DECK OFFICER.
 - J. Deposit all money with the Treasurer. Make a note in your record book of check number.
 - K. Chair the SHIP's PROGRAM.
 - L. Hold all exhibitors until break-up time.
 - M. Check on security guards throughout the conference to assure that all appropriate areas are covered.
9. After Conference:
- A. Prepare a written evaluation of conference successes and changes for the future.
 - B. Make accurate mailing list for May.
10. Serve the Association in any way suggested by the President or the Executive Committee.

SCHOOL EXHIBITS MANAGER (and Committee)

(Presidential appointment—voting member.)

Duties and Responsibilities

Plan and organize the necessary arrangements for the displaying, judging, and the recognition of student-made projects at the annual conference.

Calendar of Suggestions

1. Fall:
 - A. Prepare an article for the Fall Newsletter. Give to the Publications Manager by August 1st.
 - B. Make School Exhibits Committee assignments from a six-member committee.
 - C. Order awards for student projects and school displays.
 - D. Order printing for mailings, etc.
 - E. Inform and assist district reps in order for them to assist their district teachers who wish to display at the conference.

2. Winter:
 - A. Check with committee members in charge of judging to see progress of procuring judges.
 - B. Prepare an article for the pre-conference Newsletter. Give to the Publications Manager by December 1st.
 - C. Prepare “Message” and Exhibit Time for the conference program. This will go to the Program Chairperson at the January Executive Committee meeting.
 - D. Arrange floor and cover conference table layout with the exhibit personnel at the facility.
 - E. Electrical installations should be ordered. Also, be sure to cover such items as loading, unloading, and clean-up.
 - F. Receive reservations and assign schools, colleges and universities to display areas and booths.
 - G. Answer requests for exhibit information.
 - H. Send project cards to exhibitors following their registration.
 - I. Secure posterboard (for signs), making tape, markers, etc.

3. Conference:
 - A. Layout display spaces (need chalk box, two steel tapes, masking tape, and magic markers).
 - B. Aid schools in setting up displays.
 - C. Meet with, and instruct, judging teams.

- D. Prepare project statistics for Publications Manager.
 - E. Supervise the removal of displays from the exhibit area.
 - F. Distribute awards to schools and members.
4. Post-conference:
- A. Evaluate the school exhibits program for success and future changes.
 - B. Write appreciation letters to principals of each participating school.
 - C. Prepare post-conference report for the Executive Committee and the Newsletter.
 - D. Write thank you letters to members of Exhibits Committee.
5. Serve the Association in any way suggested by the President or the Executive Committee.

STATE DEPARTMENT REPRESENTATIVE

(ONE voting member.)

Duties and Responsibilities

1. Serve as a liaison member between the Ohio Department of Education and the Executive Committee.
2. Attend all meetings of the Executive Committee and take an active part in the proceedings.
3. Cooperate with planning and executive activities or projects involving increased service of the OTEA to technology education in general.
4. Be aware of future trends or objectives of technology education as it may affect the Ohio Department of Education and OTEA.
5. Prepare an article for each issue of the Newsletter.
6. Serve the Association in any way suggested by the President or the Executive Committee.

DISTRICT REPRESENTATIVE

(Elected in the fall by the district technology education organization affiliated with OTEA for the term of two years beginning with the meeting following the annual conference.)

Elected on ODD Years

North Central
Western
Central
Southeastern

Elected on EVEN Years

Northwestern
Northeastern
Southwestern
East Central

Duties and Responsibilities

1. Alert the Executive Committee of technology teacher concerns within the district such as new ideas, programs, etc.
2. Report regularly on activities of the district and submit articles and pictures for publication in the OTEA Newsletter.
3. Create an OTEA/ITEA membership team of three people including yourself. This team should include a classroom teacher, a supervisor, and a teacher educator. Capitalize on all opportunities to encourage active participation in our state and international organizations through membership, attendance at conferences, etc. These opportunities might originate at local and district activities. Collect membership dues and forward to the Treasurer.
4. Report district membership names and addresses to the President, President-Elect, Executive Director, and any other OTEA Executive Committee member who may request it.
5. Report accurately all the pertinent developments originating in the Executive Committee sessions. This ought to be done at district meetings and other events.
6. Attend and write a report for all Executive Committee meetings.
7. Work with district association to nominate candidates for OTEA Awards.
8. Attend the conference and serve in any capacity suggested by the President or Executive Committee at the annual conference.
 - A. Attend pre- and post-conference meetings.
 - B. Attend business meetings.
 - C. Attend awards ceremony.

9. Assist school and individual teachers of the district in matters relative to displays at the annual conference.
10. Act as liaison person for all legislative input from the district as well as outflow from the state organization, including screening of resolutions, etc.
11. Inform the Executive Director of the officers in your district. Keep the Executive Director up-to-date of any changes in these officers.
12. Assist district to prepare and adopt a Constitution compatible with the Constitution of the OTEA.
13. Assume office at the next post-conference Executive Committee meeting following your election.
14. Incoming District Representatives should be invited by the outgoing District Representatives to the Pre-conference Executive Committee meeting.
15. Serve the Association in any way suggested by the President or the Executive Committee.

TEACHER EDUCATION REPRESENTATIVE

(Four-year term of office—elected by total membership at the Ohio Council on Technology Teacher Education [OCTTE] fall conference.)

Duties and Responsibilities

1. Attend all Executive Committee meetings to represent the colleges and universities.
2. Report OTEA activities at the OCTTE meeting.
3. Poll the various colleges and universities on any items under consideration which would directly affect OCTTE-OTEA cooperation.
4. Report on teacher education activities and submit articles and pictures for publication in the OTEA Newsletter.
5. Inform the Executive Director of the officers in OCTTE and keep the Executive Director up-to-date on any changes in these officers.
6. Serve the Association in any way suggested by the President or the Executive Committee.

EXECUTIVE DIRECTOR

(Three-year term of office—voting member.)

Duties and Responsibilities

1. Promote the goals, objectives, and purposes of the Association.
2. Serve as public relations representative for the organization and maintain:
 - A. Contacts with other local, state, and national teacher organizations.
 - B. Contacts with business and industry.
3. Arrange for printing stationary, brochures, membership cards, registration cards, etc.
4. Process membership applications for the OTEA and ITEA.
5. Keep accurate record of all members: regular, associate, and honorary.
6. Maintain lists of all awards presented by the Association.
7. Report activities to Executive Committee at each meeting.
8. Serve as official Association Representative when requested by the President or voted to do so by the Executive Committee.
9. Act as custodian of Association property other than cash.
10. Attend meetings when official Association members are unable to participate.
11. Assist the Executive Committee and other committees as directed by the President.
12. Serve as Chairperson of the Registration Committee. This committee shall:
 - A. Work with Program Chairperson for conference.
 - B. Send letters explaining conference to the following magazines: The Technology Teacher, Tech Direction, Industrial Education, Ohio Schools, NEA Journal, and Ohio Teacher.
 - C. Contact a local representative for any other materials that will be needed for the conference.
 - D. Prepare information and directional signs for registration desk and conference.
 - E. Check with the Convention Bureau for assistance with registration desk, aids, etc.
 - F. Pre-register the Executive Committee: membership cards, registration cards, name cards.
 - G. Make post-conference reports.

- H. Station committee members at the registration desk to handle all public relations necessary for the conference.
 - I. Take care of selling all public relations materials at the conference.
 - J. Take care of all public address announcements.
 - K. Assist the Treasurer as needed.
 - L. Get total figures on attendance to give to those in attendance at the final session of the annual business meeting for their press release.
 - M. Contact and assist all news media in their coverage of the conference activities.
13. Serve the Association in any way suggested by the President or the Executive Committee.

PUBLICATIONS MANAGER

(Three-year term of office—voting member.)

Duties and Responsibilities

1. Editor and Business Manager for the OTEA Newsletter.
 - A. Edit and proof articles submitted.
 - B. Submit membership mailing list to printer for each issue.
 - C. Submit a list of other names to the printer who should receive the Newsletter.
 - D. Layout each issue with the printer.
 - E. Solicit commercial advertisers.
 - F. Send invoices and receive payments for advertising.
 - G. Include an announcement of the awards nominations in the Fall Newsletter.

OHIO STATE JUNIOR FAIR TECHNOLOGY EDUCATION
Division Superintendent

(Presidential appointment—voting member.)

Duties and Responsibilities

1. Encourage the participation of OTEA members to display their students' work at the Ohio State Fair.
2. Report Junior Fair information to the Executive Committee and the membership.
3. Coordinate the display arrangements for the Fair Display.
4. Attend all Executive Committee meetings and take an active part in the proceedings.
5. Prepare an article for the Fall, Winter, and Spring Newsletters.
6. Serve the Association in any way suggested by the President or the Executive Committee.

OHIO CHAPTER-TECHNOLOGY STUDENT ASSOCIATION **ADVISOR (OHIO-TSA)**

(Concurrent with Presidential term—voting member) (Elected by the nine-member OHIO-TSA Advisory Council.)

Duties and Responsibilities

1. Serve as Chairperson of the State Advisory Council.
2. Serve as Ex-officio member of all OHIO-TSA committees.
3. Advise the OHIO-TSA Executive Board, delegates and committee regarding matters of policy.
4. Assist the state officers in conducting meetings and carrying out programs of the state club.
5. Keep the districts advised of the needs of the Advisory Council members. When districts fail to appoint, elect or select a member of the Council, he/she shall see that an advisor from the district is appointed to keep the full nine-member Council ready for duty.
6. Assist in the organization of the annual meeting, contests, and coordinate the Awards Ceremonies with the OTEA President.
7. Support the National TSA Conference, when possible, by accompanying the official student delegates from Ohio. This will ensure the state of Ohio being properly represented at all TSA meetings.
8. Publicize OHIO-TSA and enlist new advisors and enroll new clubs.
9. Authorize the Executive Secretary/Treasurer of OHIO-TSA to send out new charters and membership cards to all clubs.
10. Assist in organization of all special training meetings held during the year for new clubs.
11. Report OHIO-TSA activities in each issue of the OTEA Newsletter.
12. Serve the Association in any way suggested by the President or the Executive Committee.

OHIO CHAPTER-TECHNOLOGY STUDENT ASSOCIATION
(OHIO-TSA) STUDENT REPRESENTATIVE

(Voting member.)

Duties and Responsibilities

1. The representative will be the present student President of the OHIO-TSA.
2. Attend all Executive Committee meetings.
3. Report activities and opinions of the student organization to the Executive Committee.
4. Report activities of the OTEA Executive Committee back to OHIO-TSA membership.
5. Serve the Association in any way suggested by the President or the Executive Committee.

OHIO COLLEGE STUDENT TECHNOLOGY EDUCATION ASSOCIATION (OCSTEA) ADVISOR

(Presidential appointment—voting member.)

Duties and Responsibilities

1. Serve as the Association’s coordinator of all college student-related activities.
2. The Advisor will have the responsibility of carrying out the administrative functions of OCSTEA for the OTEA in regards to:
 - A. Identifying and securing college campus club sponsors.
 - B. Process all membership dues sent through the college club sponsors for the OTEA Executive Director.
 - C. Maintain contact with technology teacher education programs for the purpose of communication with the OTEA.
 - D. Regularly attend all Executive Committee meetings to ensure representation of the OCSTEA group.
3. The Advisor will have the responsibility for giving leadership as needed as the college student representative group meetings held each year in the fall, spring, and at the OTEA annual conference, and specifically to:
 - A. See that an election is held at the spring meeting of OCSTEA to elect a representative of this group to the OTEA Executive Committee.
 - B. Provide the opportunity for college students to participate in a professional organization while they are still on the college campus.
 - C. Help with the planning of the OCSTEA-sponsored OTEA conference programs to be centered on college students interests.
 - D. Help promote the social activities of students among the various teacher education institutions.
 - E. Promote the use of the OTEA Newsletter for articles on college club activities.
 - F. Provide a job opening and placement information clearinghouse on a statewide basis of graduating seniors for Ohio school districts.
 - G. Provide other service as deemed necessary for the development and promotion of college student technology education activities.
4. Serve the Association in any way suggested by the President or Executive Committee.

OHIO COLLEGE STUDENT TECHNOLOGY EDUCATION ASSOCIATION (OCSTEA) STUDENT REPRESENTATIVE

(Elected by OCSTEA members—voting member.)

Duties and Responsibilities

1. Serve as the collegiate representative of all college student members in the OTEA.
2. Attend all meetings of the Executive Committee and take an active part in the proceedings.
3. In conjunction with the state advisor, maintain communication and represent OCSTEA with respect to:
 - A. Write letters to introduce yourself to the college clubs and sponsors offering the assistance of the OCSTEA group, and extend the invitation for their participation in the activities of OCSTEA.
 - B. Promote membership in OTEA by college students.
 - C. Notify all college student club presidents and sponsors of the location, date, and time of all OCSTEA meetings.
 - D. Secure the site and facility for quarterly “on campus” meetings of OCSTEA.
 - E. Work with the host school with program planning.
 - F. Prepare the agenda for the quarterly business meetings of OCSTEA.
 - G. Preside at the OCSTEA business meetings.
 - H. Coordinate and maintain contact with the others who are responsible for OCSTEA-sponsored OTEA conference program activities.
 - I. Maintain contact with college student clubs and their members for the purpose of executing the Association’s necessary functions.
 - J. Give leadership with the planning and execution of activities or projects involved in increased service for OCSTEA members.
 - K. Prepare and forward news items or articles of student interest for publication in the OTEA Newsletter.
 - L. Serve the Association in any way suggested by the OTEA President or the Executive Committee.

OTEA HISTORIAN

(Presidential appointment—non-voting member)

Duties and Responsibilities

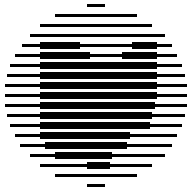
1. Serve as a collecting agent of all material of the Association with pertinent historical value.
2. Catalog and deposit historical items in the Association's archives.
3. Serve the Association in any way suggested by the President or Executive Committee.

OTEA REPRESENTATIVE TO THE ITEA

The OTEA Representative to the ITEA will be the Immediate Past President of the OTEA. If the Immediate Past President declines the position, the OTEA President will appoint the representative.

Duties and Responsibilities

1. Name the appropriate delegates to ITEA conference.
2. Ensure that delegates receive credentials and are seated as delegates during the ITEA conference.
3. Maintain contact with ITEA officials and serve as liaison between the OTEA and the ITEA.
4. Promote ITEA in Ohio by conducting recruitment activities at the annual conference and throughout the year.
5. Encourage membership to apply for ITEA awards.
6. Submit timely reports to be published in the In-Touch.
7. Attend all appropriate ITEA meetings.
8. Serve the Association in any way suggested by the President or Executive Committee.



APPENDIX A
PROCEDURE FOR PROCESSING
CERTIFICATES AND CARDS

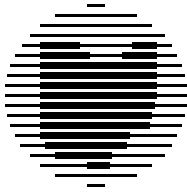
By mid-January, the Executive Committee provides the names of persons approved for the following categories of recognition:

1. Ohio Teacher Excellence Awards (elementary, middle, and high school).
2. Ohio Program Excellence Awards (elementary, middle, and high school).
3. Laureate Award.
4. Life Member.
5. Associate Life Member.
6. Outstanding Technology Educator Award.
7. Outstanding District Representative.
8. Young Professional of the Year.
9. President's Award.

Framed certificates for all awards should be brought to the conference for the appropriate officers to sign and date them. Life membership cards should accompany each certificate and are obtained from the Executive Director.

Letters of support for the Ohio Teacher Excellence Award winners should be bound with a GBC plastic binder. In recent years, the certificate (which is framed) has been reproduced on appropriate cover stock. This reproduction has been used as the cover on the bound booklet of letters.

The entire process requires that the President, the Chairperson of the OTEA Awards Committee, and the Executive Director (responsible for all processing of cards, certificates, and booklet of letters) work together very closely. Of special significance is ample time to perform all work and the correct spelling of all names, including proper initials, if used.



APPENDIX B

OHIO TECHNOLOGY EDUCATION ASSOCIATION
INSTALLATION OF OFFICERS

Narrator

This portion of the Annual Business Meeting of the Annual Conference of the Ohio Technology Education Association has been set aside for the purpose of recognizing publicly by the new officers of this Association.

The success of any professional organization depends equally upon an enthusiastic membership and a dedicated leadership. The task of leadership is in part to fall upon the shoulders of the officers of the Association.

Will the new officers please appear before this platform.

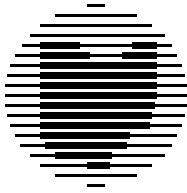
- | | |
|----------|---|
| 1. _____ | Supervisor Representatives or
Teacher Education Representative |
| 2. _____ | All New District Representatives |
| 3. _____ | OCSTEA Representative |
| 4. _____ | OHIO-TSA Club President |
| 5. _____ | Secretary |
| 6. _____ | Treasurer |
| 7. _____ | President-Elect |
| 8. _____ | President |
| 9. _____ | Immediate Past President |

You have been elected to your respective offices by the members of your Association or District because of your interest in Technology Education, your ability, and your willingness to work for the good of the Association. You are now entitled to a seat on the Executive Committee of this Association.

You are aware of the duties of your respective office. Do you promise to accept and carry out the responsibilities of your office to the best of your ability? (Answer, I do'') Since you signified your intention to accept and fulfill your duties to the best of your ability, I therefore declare you installed as officers of the Ohio Technology Education Association for the year _____ or your respective term.

As members of the Ohio Technology Education Association, these officers expect your whole-hearted cooperation in all tasks assigned to you. Will you please indicate your willingness to assist them by rising and giving them a round of applause. Thank you—you may be seated.

The members of the Association assure you of their confidence and desire to assist this Association under your leadership. You may depend upon the cooperation of all members. Congratulations, and may you proceed upon your duties with a true professional spirit and wisdom throughout your term of office. Thank you, and please be seated.



APPENDIX C

**CRITERIA AND PROCEDURES FOR AWARDS GRANTED
BY THE OHIO TECHNOLOGY EDUCATION
ASSOCIATION**

Nominations and Selection Procedures

1. Announcement of Awards and Nomination Procedures to be published in Fall issue of In-Touch.
2. Nominations complete with at least the following items must be received by the Awards Committee chair no later than November 1st preceding the next conference for an individual to be considered for an award to be presented at the conference.
 - A. Letter(s) recommending the candidate for a particular award.
 - B. Brief biographical sketch which includes an outline of significant accomplishments.
 - C. Name of the individual exactly as it is to be written on the awards.
 - D. Complete address and telephone number for the nominee and nominator.
3. Awards Committee is to review the nominations prior to the January Executive Committee meeting and recommend candidates to be approved during the January meeting.
4. The Awards Committee is responsible for the preparation of certificates to be presented during the conference.
5. The Awards Committee chair is responsible for the preparation of biographical sketches to be used to introduce the recipients during the Awards Program. Also, the chairperson is responsible for the preparation of Awards Program booklet.

During the annual conference, the Ohio Technology Education Association may grant Laureate, Teacher Excellence, Program Excellence, Outstanding Technology Educator, Distinguished Service, Life Member and Associate Life Member, Outstanding District Representative, Young Professional of the Year, and President's Awards to deserving persons.

Any member of the OTEA may nominate persons for the following awards: Laureate, Teacher Excellence, Program Excellence, Outstanding Technology Educator, Distinguished Service, Life Member, Associate Life Member, and Young Professional of the Year. In addition, a person may self nominate for the Life Member, Outstanding District Representative, and Young Professional of the Year, nominated by the President. All members making such nominations are responsible for submitting supporting letters to the President of the Association or to a person appointed to receive nominations.

Each nomination will be considered by an appointed committee, with the OTEA Executive Committee making the final selection. All nomination letters must contain the present address of the nominee.

OTEA Laureate Award (members and non-members)

An OTEA Laureate Award may be presented to any person for unusual and outstanding contributions to education.

Any member of the OTEA may nominate persons for the Laureate Award. Members making such nominations are responsible for submitting supporting letters to the President of the Association or to a person appointed to receive nominations. All letters of nomination must contain the present address of the nominee.

The following major categories of accomplishment have been established to guide the Executive Committee in the selection of persons for this honor. **TEACHING**—including honors, recognition awards, and influence on students; **SUPERVISION AND ADMINISTRATION**—including leadership qualities and the development of new programs and facilities; **FIELD SERVICE**—including service at local, regional, national and international levels, and to civic groups; **PROFESSIONAL ORGANIZATION**—including holding office in local, state, or national associations, state and/or national organization committee leadership, and other professional leadership responsibilities; **PUBLICATIONS**—including books, journal articles, and research reports. Letters supporting a nomination for an OTEA Laureate Award will be received with favor and should point, in detail, to the candidate's attainments as outlined in the major criteria listed above. The attainment of the candidate should be described in letters written by a number of people having first-hand knowledge, such as, school administrations, fellow educators and associates, community leaders, minister, publishers, heads of organizations, and former students.

Life Member

A Life Member may be awarded to any retired former Active Member of this Association, who has been an Active Member a minimum of eight of last ten years immediately preceding their date of retirement.

Any member of the OTEA may nominate persons for the Life Member. In addition, a person may self nominate for this membership. Members making such nominations are

responsible for submitting supporting information to the President of the Association or to a person appointed to receive them. All letters of nomination must contain the present address of the nominee.

Associate Life Member

The Associate Life Member may be awarded at the discretion of the Executive Committee to any individual other than an active technology educator, whether this person is within or outside the technology profession and who may be worthy of recognition by this Association.

Any member of the OTEA may nominate persons for the Associate Life Member. All members making such nominations are responsible for submitting supporting letters to the President of the Association or to a person appointed to receive nominations. All nomination letters must contain the present address of the nominee.

Teacher Excellence Award

Each year the International Technology Education Association (ITEA) recognizes the outstanding technology teachers from each affiliate of the nation through the Teacher Excellence Program which provides for each affiliate to award an elementary, middle, and high school level award. The Ohio teachers selected are appropriately honored during both the OTEA and ITEA conferences, and a plaque is presented at the ITEA as evidence of this distinction. The OTEA awards the recipients compensation for travel and housing to attend the ITEA conference to receive this award.

In selecting the teachers to receive the award, the following procedures and criteria will be used:

1. All OTEA Districts are encouraged to nominate teachers from their association for each level of the Teacher Excellence awards. Any member of the Ohio Technology Education Association may nominate a teacher member for the award by writing a letter either to the President of the Association or to a person appointed to receive nominations. Teachers not selected to receive the state (ITEA) awards will be presented state certificates of excellence as well.
2. Letters supporting the nominee must be submitted by at least two other persons, such as superintendent, principal, fellow teachers, or former students of the nominee.
3. The nominee must be a technology classroom teacher below the college level.
4. The nominee must be a member of the Ohio Technology Education Association and the International Technology Education Association at the time of the nomination.

5. The nominee must have been a member of the Ohio Technology Education Association for at least three years and have been a member of the ITEA for at least two years.
6. Evidence should be submitted testifying to the nominee's significant participation in the work and activities of professional education groups, including the Ohio Technology Education Association.
7. Letters, to be considered, must include the present address of the candidate.

Any member making a nomination should assume the responsibility for having supporting letters written and submitted to the President of the Association or to the person appointed to receive nominations. The nominating letter should state that the nominee meets the above criteria, and both the nominating and supporting letters should indicate in what way the nominee has been outstanding in any or all of the following:

1. Education preparation: where, when, and honors.
2. Teaching experience: where, number of years in each place, and subjects taught.
3. Ability to motivate students to do their best.
4. Contribution toward upgrading technology in the school program.
5. Rapport with students.
6. Active leadership role in technology education groups.
7. Participation in community activities.

Each nomination will be considered by an appointed committee with the OTEA Executive Committee making the final selection.

Program Excellence Awards

Each year the ITEA recognizes Program Excellence Award winners from each affiliate at three levels: elementary, middle, and high schools. The OTEA selects the programs to be recognized as the State (ITEA) Program Excellence winners and presents each with certificates at the Spring conference. The recipient will be presented compensation for travel and housing to attend the ITEA conference to receive their national awards.

In selecting the Program Excellence award winners the following procedures and criteria will be used:

1. All OTEA Districts are encouraged to nominate programs at each level to be considered for the State (ITEA) awards. Programs are not selected as the State

Program Excellence winners will be awarded state district certificates of excellence as well.

2. The ITEA criteria will be used to nominate and select the Program Excellence winners plus the requirement of all teachers having been members of the OTEA for at least one year and have been ITEA members the past two years.

Distinguished Service Award (members and non-members)

This award may be presented for Distinguished Service to the technology profession in Ohio, to persons judged worthy and meeting the qualifications. In selecting the persons to receive the award, the following procedure and criteria will be used.

1. Any member of the Ohio Technology Education Association may nominate an individual for the award by writing a letter either to the President of the Association or to the person appointed to receive nominations.
2. Letters supporting the nominee must be submitted by at least two other persons, such as administrators, colleagues, or subordinates of the nominee in business and/or education.
3. The nominee must have given distinguished service to the technology profession in Ohio.

Any member making a nomination should assume the responsibility for having supporting letters written and submitted to the committee. The nominating letter should state that the nominee meets the above criteria, and both the nominating and supporting letters should indicate in what way the person has been outstanding in any or all of the following:

1. Significant contribution toward the upgrading of technology education in Ohio.
2. Educational preparation: where, when, and honors.
3. Professional experience: where, number of years in each place, and responsibilities.
4. Significant participation in the work and activities of professional groups.
5. Community involvement.

Each nomination will be considered by an appointed committee with the OTEA Executive Committee making the final selection(s). One or more may be awarded at the discretion of the Executive Committee. Letters, to be considered, must include the present address of the candidate.

Outstanding Technology Educator Award (members only)

This award may be presented to technology supervisors, directors, or teacher educators in Ohio judged worthy and meeting the qualifications.

In selecting the educator to receive the award, the following procedure and criteria will be used:

1. Any member of the Ohio Technology Education Association may nominate an eligible member for the award by writing a letter either to the President of the Association or to the person appointed to receive nominations.
2. Letters supporting the nominee must be submitted by at least two other persons such as a superintendent, a principal, a college dean, fellow educator, or former students of the nominee.
3. The nominee must be a technology supervisor, director, or teacher educator.
4. The nominee must have been a member of the Ohio Technology Education Association for at least five years.
5. The nominee must be or have been a member of the International Technology Education Association for at least three years.
6. Evidence should be submitted testifying to the nominee's significant participation in the work and activities of professional education groups, including the Ohio Technology Education Association.

Any member making a nomination should assume the responsibility for having supporting letters written and submitted to the committee. The nominating letter should state that the nominee meets the above criteria, and both the nominating and supporting letters should indicate in what way they have been outstanding in any or all of the following:

1. Education preparation: where, when, and honors.
2. Professional experience: where, number of years in each place, and responsibilities.
3. Ability to motivate students and/or staff to do their best.
4. Rapport with students and/or staff.
5. Contribution toward upgrading technology education.

6. Active leadership role in technology education groups.
7. Participation in community activities.

Each nomination will be considered by an appointed committee with the OTEA Executive Committee making the final selection(s). (One or more may be awarded at the discretion of the Executive Committee.) Letters, to be considered, must include the present address of the candidate.

Outstanding District Representative Award

An Outstanding District Representative Award may be awarded to any district representative of this Association who is nominated by their respective district president or district secretary and who have met the following criteria:

1. Attends all OTEA Executive Committee meetings or is represented by an alternate. (State Secretary)
2. Attends pre- and post-conference meetings or is represent by an alternate. (State Secretary)
3. Attends annual business meetings. (State Secretary)
4. Attends the Awards Ceremony. (State Secretary)
5. Submits an up-to-date list of district officers to the OTEA Executive Director, the President-Elect, the Secretary, and the President. Any changes must be made at the next Executive Committee meeting. (Elected Officers)
6. Submits articles for each publication of the OTEA In-Touch before the deadline dates. (Publications Manager)
7. Submits a written report at each OTEA Executive Committee meeting. (State Secretary)
8. Reports OTEA activities at each district meeting. (District Secretary)
9. Assists schools and/or teachers of their respective district with displays at the annual conferences. (School Exhibits Manager)
10. Submits names of individuals willing to help the President-Elect at the conference. (President-elect)
11. Creates an OTEA membership team of three people, including yourself. This team's responsibility is to provide evidence of efforts to increase district and state association membership. (District President and OTEA Executive Director)

- 12. Instigates the creation of a district legislative committee, including yourself. This committee's responsibility is to be a liaison for all legislative input to the district from the state association. (District President)
- 13. Assists the district in updating and adopting the district's constitution, when appropriate. (District President)
- 14. Serves the Association in any way suggested by the President or Executive Committee. (President)

One or more may be awarded at the discretion of the Executive Committee

NOTE: The () indicates the person evaluating the performance by "yes" or "no". One "no" eliminates the person from receiving the award.

Outstanding District Representative Award

Name of Nominee _____

Home Address _____ Home Phone: () _____

School Address _____ School Phone: () _____

Name of OTEA District _____

The above nominee has met the qualifications for this award.

Yes No

____ ____ District Secretary _____

____ ____ District President _____

____ ____ State Executive Director _____

____ ____ State President _____

____ ____ State President-Elect _____

____ ____ State Secretary _____

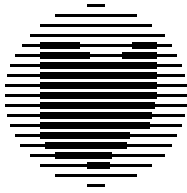
____ ____ School Exhibits Manager _____

Young Professional of the Year Award

1. Must be a technology teacher below the college level, with less than five years of experience.
2. Must be an active and current member of appropriate district and of OTEA. (District Membership Chair, State Executive Director)
3. Must show evidence of good planning, skill in teaching methods, use of teaching aids, good housekeeping and interest in keeping up-to-date with current teaching trends. (Principal)
4. Must show evidence of school “spirit” by attending open houses, school meetings/functions. (Principal)
5. Must show evidence of a good rapport between teacher/student. (Principal)
6. Must show evidence of continued growth in the field of Technology Education by attending state workshops, conferences, district meetings. (ODE Consultant, Executive Director, District Secretary)
7. Must show evidence of good peer relationships by exhibiting enthusiasm, a willingness to cooperate, and being a good team worker. (Principal)

One or more may be awarded at the discretion of the Executive Director.

NOTE: The () indicates the person(s) evaluating the performance by “yes” or “no”. One “no” eliminates the person from receiving the award.



Ohio Technology Education Association

APPENDIX D

ITEA AWARDS CRITERIA