

**BY-LAWS
For Individualized Occupational Training Educators of Idaho**

**A Division of Career and Technical Educators of Idaho Inc.
Revised August 2002**

Article I - Name

The name of this Division shall be **“Individualized Occupational Training Association (IOTA)”**

Article II— Purposes

The purposes of this Division shall be:

Section A - To unify all the school-to-work/career education interests of the State through representative membership.

Section B – To inform the people of the State, including elected officials, of the purposes, needs and accomplishments of school-to-work/career education.

Section C - To emphasize and encourage the promotion and improvement of school-to-work/career education.

Section D - To promote and develop opportunities for leadership and the professional development of members.

Section E - To promote pre-service and in-service professional development for all Individualized Occupational Training educators.

Section F - To be affiliated with and cooperate with the program of the Association for New and Related Services, a division of Association for Career and Technical Education (ACTE) and Career Technical Educators of Idaho (CTEI)

Article III – Regions (or Districts)

Section A - Region (or District) boundaries shall be determined by the division executive board with input from the State Program Director for Individualized Occupational Training.

Section B - The Individual Occupational Training Educators of Idaho division may also be regionalized into six central regions (or district) to comprise the following college areas in the State:

Region 1	North Idaho College
Region 2	Lewis-Clark State College
Region 3	Boise State University
Region 4	College of Southern Idaho
Region 5	Idaho State University
Region 6	Eastern Idaho Technical College

Section C - The purpose of the Region (or district) Directors of the Individual Occupational Training Educators of Idaho shall be to promote career education in their areas and to provide them with a commonality and organization in which to participate on the local level. The Region (or District) Directors shall work in conjunction with the Executive Board of the Individual Occupational Training Educators of Idaho in providing training, recruiting, information and support to local Individualized Occupational Training educators.

Section D - The Region (or District) Directors of the Individual Occupational Training Educators of Idaho, as outlined in Section G, shall be entitled to one ex-officio representative per Region on the Executive Board of the Individual Occupational Training Educators of Idaho.

Article IV - Membership

Section A - Membership shall consist of affiliate, loyalty, associate group, associate lay, life and student members.

Section B - Affiliate members shall be those engaged in Individualized Occupational Training education.

Section C - Loyalty members shall be those who have retired from full-time activities in Individualized Occupational Training education.

Section D - Associate lay members shall be other persons interested in, but not employed in, Individualized Occupational Training education.

Section E - Student members shall be students regularly enrolled in a full-time program designed to train teachers for the several fields of career and technical education.

Section F - Associate group members shall be local and State firms and organizations interested in supporting the purposes of the Division.

Section G - Associate lay, loyalty, student, and associate group members shall receive all privileges of membership except those of voting and holding office.

Section H - Membership shall begin with payment of dues. The membership period shall extend one fiscal year from date of payment of dues and is renewable annually.

Article V - Dues and Assessments

Section A - The dues for the *Individualized Occupational Training* Educators of Idaho shall be recommended by the Executive Board, and approved by two-thirds of the members in attendance at the annual business meeting.

Section B - A special assessment may be levied against affiliate members of the Association by two-thirds of the total affiliate membership in attendance at the annual business meeting.

Article VI — Officers

Section A - The officers of this Division shall include the President, and President-elect, Treasurer, and Secretary who shall be elected by members of the IOTA Division. The executive board will appoint a CTEI Representative.

Section B - Election of Officers - Eligibility

- I. The officers of IOTA shall be elected from the affiliated members of the Division.
2. The IOTA President-elect shall have been an active member of the Individualized Occupational Training Educators of Idaho and Career and Technical Educators of Idaho at least three years prior to nomination. All other officers are required to be members of the Division and Career and Technical Educators of Idaho while they are in office.

Note: (There will need to be a suspension of this by-law until the division has been in existence long enough to satisfy this requirement.)

3. The IOTA President and President-elect shall not be eligible to succeed himself/herself in the same office for more than one term. A term is one year.

Section C - Method of Election

1. A nominating committee of no fewer than three members shall interview all candidates prior to, or during the annual meeting of the IOTA and present at least two candidates for the office of President-elect during the annual meeting. Nominations may also be made from the floor during the nominating committee report.
2. Voting shall take place at the annual business meeting. In the event that an annual meeting is not held, a ballot of the approved nominees shall be returned to the Nominating Committee Chair postmarked no later than October 1. The Executive Committee shall appoint a committee of three tellers to open and count ballots. This committee shall certify to the Executive Committee the name of the person duly elected by October 15.

In case of a tie vote of two or more nominees, the IOTA Executive Committee shall cast the deciding votes.

3. The officers of this Division shall be elected by the members of this division.

Article VII - Duties of Officers

Section A — The President shall:

1. Preside over all meetings of the Division, it's Executive Committee, and Executive Board.
2. Act as ex-officio member of all committees.
3. Communicate regularly with the State Association and make arrangements for carrying out the program of work determined by CTEI.
4. Instruct committee members about their assignments, assist them in carrying out their tasks, and check with committees during the year to determine that progress is being made.
5. Encourage career and technical education personnel to join their professional organizations.
6. Develop the annual budget in cooperation with the Executive Committee of the Board and oversee compliance or approve adjustments.
7. Submit the program of work.

8. Promote career and technical education in the State of Idaho.
9. Appoint standing committees with the approval of the Executive Committee.
10. Call meetings of the Executive Board or Executive Committee.

Section B - The President-elect shall:

1. Preside in the absence of the President and fulfill the duties of the President. In the event of a permanent absence, the President-elect shall become President of Individualized Occupational Training Educators of Idaho.
2. Serve as a resource person and assist the President in carrying out these responsibilities.
3. Chair the By-laws Committee.

Section C - The Past President shall:

1. Function as a resource for the President.
2. Chair the Legislative Committee.
3. Chair the Nominations Committee.

Section D — Each Regional (or District) Director shall:

1. Represent the interests of the region in meetings of this Division's Executive Board.
2. Encourage activities among region members in the areas of public relations, research, legislation, etc.
3. Keep region (or district) members fully informed of the activities and projects of Individualized Occupational Training Educators of Idaho.
4. Provide division news items for appropriate publications.
5. Perform special assignments, such as membership promotion in the division, planning or acting as consultant for divisional program in the field, or for Summer Conference.

Section E -- The Recording Secretary shall:

1. Maintain a full and accurate report of the proceedings of each meeting of the Division and of each meeting of its Executive Committee.
2. Dispatch correspondence and fulfill such other duties as the Executive Committee specifies.

Section F -The Financial Chair (or Treasurer) shall:

1. Provide a current financial report to the Executive Board at each Board meeting and to the Division at the annual business meeting.
2. Prepare and submit yearly Internal Revenue Service reports. Process memberships to CTEI as appropriate.

3. Actively recruit membership.

Article VIII - Meetings

Section A- The Individualized Occupational Training Educators of Idaho shall meet on call of the Executive Committee, written notice having been given at least thirty days in advance of the meeting.

Article IX - Representation at CTEI Executive Board Meetings

Section A - The President or CTEI Representative shall represent the Division.

Section B - The President of the Individualized Occupational Training Educators of Idaho or CTEI Representative of the Individualized Occupational Training Educators of Idaho shall be authorized to represent the Individualized Occupational Training Educators of Idaho as official delegates to the CTEI Executive Board.

Section C - Travel expenses of the IOTA delegate attending CTEI Executive Board meetings shall be reimbursed according to CTEI guidelines.

Article X - Executive Board

Section A - The Executive Board of the Individualized Occupational Training Educators of Idaho shall be composed of:

1. The IOTA President, President-elect, Immediate Past President, Regional (or District) Directors from each region. CTEI Representative, Recording Secretary, Financial Chair, and other Standing Committee Chairs as appointed.
2. The division President will be a dues-paying member of the ACTE, CTEI and IOTA and serve for at least a one-year term.

Section B - The Executive Board shall meet at the call of the President. The Board shall meet at least once a year with expenses paid for travel and subsistence at a rate established by

the Budget Committee.

Section C - The Executive Board shall:

1. Direct the policies of the Division as outlined in these By-laws and as expressed by action taken in regularly called meetings of the Division.
2. Promote the well being of the Division.
3. Compile and disseminate information that will further Individualized Occupational Training education in Idaho.

Article XI - Executive Committee

Section A - The Executive Committee of the Individualized Occupational Training Educators of Idaho Executive Board shall be composed of the following IOTA officers: President, Immediate Past President, President-elect, and the Recording Secretary and Financial Chair.

Section B - The Executive Committee shall meet at the call of the President at least bi- annually.

Section C - The Executive Committee shall act as the Budget Committee. The Executive Committee shall develop and submit a budget for approval to the Executive Board and administer the approved budget.

Section D - The Executive Committee shall provide for an audit of the divisions books.

Article XII - Duties of Standing Committees

Section A - The Standing Committees shall consist of Membership, Awards & Recognition, Legislative, By-laws, Finance, Public Relations, Recording Secretary and other committees as appointed by the President and approved by the Executive Committee.

Section B - Reports of all standing committees shall be included in the minutes of the IOTA

Executive Board.

Note: At this time IOTA has no student association. If in the future there is an association adopted by IOTA, a committee will be formed to handle relevant activities.

Article XIII - Authority

Section A - The latest revision of Robert's Rules of Order shall be observed in all meetings of this Association except where such rules conflict with these By-laws.

Article XIV - Amendments

Section A -. Amendments may be proposed by the action of a division member in a regularly called meeting, upon an affirmative vote of two-thirds of the affiliated members present; or they may originate with the Executive Committee itself.

Section B - These By-laws may be revised or amended by a two-thirds affirmative vote of the Division members present at the annual meeting of the Division.

Section C - The Recording Secretary will compile and release results of voting.