

# Nebraska Association of Skilled and Technical Sciences Educators

## BY-LAWS

### 1. Types of Memberships

#### Section 1

Professional membership shall be open to all persons teaching and/or supervising Industrial and Technology Education subjects.

#### Section 2

Associate membership shall be open to any persons wishing to support the purpose of N.A.S.T.S.E.

#### Section 3

Student membership shall be open to all persons enrolled in an Industrial and Technology Education program or related subject area.

#### Section 4

Retired members will be awarded a lifetime membership.

### 2. Dues

#### Section 1

The Executive Board will assess dues as set.

#### Section 2

Professional and Associate membership dues shall be \$20.00 dollars a year from conference to conference.

#### Section 3

Student membership dues shall be \$5.00 dollars a year from conference to conference.

#### Section 4

Retired members shall not be assessed dues for a lifetime membership.

### 3. Conference/Meeting Sites and Dates

#### Section 1

The NCE/N.A.S.T.S.E. conference shall be hosted in turn by each of the N.A.S.T.S.E. districts.

- a. A suggested order of hosting shall be Capital, Panhandle, Metro, Elkhorn, and Tri-Valley, or as assigned by the President.
- b. The host district shall be responsible for meal and entertainment planning at the banquet.

#### Section 2

The Executive Board may determine the date for a conference.

#### Section 3

The Executive Board shall meet at the following times:

- a. A selected date in the fall (September, October, November)
- b. A selected date in the winter (January or February)
- c. At the NCE/N.A.S.T.S.E. conference
- d. Meetings will be at a pre-determined, centralized location.

#### 4. Officers

##### *Section 1 – President*

The President shall be elected to a two-year term and act as chair of the Executive Board and preside over all regular meetings of the association and the Executive Board. The President is responsible for the planning of the conference and enacts the plans of the association.

##### *Section 2 – President-Elect*

The President-Elect shall be elected to a two-year term. The President-Elect will assist the President with conference planning.

##### *Section 3 – Past President*

The Past President is a voting member of the Executive Board. The Past President will act as an advisor and assist the President and President-Elect.

##### *Section 4 – Secretary/Treasurer*

The Executive Board will select the Secretary/Treasurer who shall serve a term to be determined by the Executive Board. It shall be the duty of the Secretary/Treasurer to record the minutes of all N.A.S.T.S.E. and Executive Board meetings. The Secretary/Treasurer will be responsible for the collection, accounting for, and handling of funds.

##### *Section 5 – Trustees*

The Trustees shall be elected for three year terms arranged so that there will be two new trustees each year. Members will elect the Trustees from their district. In the event of a failure of a district to elect a Trustee, it will be the duty of the Executive Board to appoint a Trustee until a successor is elected.

- a. The Trustee will develop a potential membership list of all Industrial and Technology Education teachers in their district from the NDE Directory.
- b. The Trustee is responsible for keeping the district organization viable.
- c. The Trustee will facilitate the nomination of the Teacher Excellence and Program Excellence awards for their district.
- d. The Trustee is responsible for notifying the Secretary/Treasurer of all N.A.S.T.S.E. members who retire in their district each year, so the retiree may be awarded a lifetime membership.
- e. The Trustee will make a fall and spring contact with all Industrial and Technology Education teachers in his/her district to promote association membership and participation.
- f. The Trustee shall conduct an annual district association membership meeting.
- g. Expenses for mailings and communications related to district meetings will be reimbursed by N.A.S.T.S.E.

##### *Section 6 – Executive Board*

The Executive Board will oversee and guide the associations' welfare and promotion. The Executive Board will assist the President in planning the conference and will assist the President-Elect in developing plans for the conference he/she is responsible for. Upon request, the Executive Board will be reimbursed for roundtrip mileage at the state rate for meeting other than the NCE / N.A.S.T.S.E. conference.

##### *Section 7 – Affiliate Representative*

The Affiliate Representative is the liaison between N.A.S.T.S.E. and ITEEA. The Affiliate Representative will be elected by a majority vote of the members present at the conference and serve a term determined by the Executive Board.

## **5. Teacher Excellence and Program Excellence Awards**

### *Section 1 – Nominations*

N.A.S.T.S.E. Teacher Excellence Award nominees at both the Middle School and High School level (one from each) and Program Excellence Award nominees at the Elementary, Middle School, and High School levels (one from each) may be nominated from each district to be submitted to the Secretary/Treasurer by January 7.

- a. Nominations for the awards shall be solicited by the district Trustee from N.A.S.T.S.E. members within their respective association district. This solicitation should be made prior to the Executive Board meeting.
- b. Upon receiving the nominations, the district Trustee shall direct all teachers nominated to the organizations website.

### *Section 2 – Selection*

#### a. District Awards

Upon receiving the completed nomination packets, the district Trustee shall convene a committee of N.A.S.T.S.E. members from his/her district to select the district's nominees. The district's nominees shall be notified of his/her selection as the district's award winner and nominee for the respective N.A.S.T.S.E. awards.

#### b. State Awards

The district Trustee shall present his/her district's N.A.S.T.S.E. award nominee's nomination at the winter Executive Board meeting. The N.A.S.T.S.E. award recipients will be selected by majority vote of the Executive Board. The recipients will be presented the award(s) at the NCE/N.A.S.T.S.E. conference.

### *Section 3 – Suggested Time Line*

- a. August – Solicitation of nominees
- b. September – Distribute nomination forms
- c. December – Select and notify district winners
- d. January/February – Selection of N.A.S.T.S.E. award winners at the Executive Board meeting
- e. NCE/N.A.S.T.S.E. Conference – Present award(s)
- f. Following Conference – ITEEA Affiliate Representative forwards the award recipients' name(s) to their respective ITEEA Regional Director for award recognition at the next ITEEA Annual Conference.

## **6. ITEEA Annual Conference**

### *Section 1*

The President-Elect and Teacher Excellence Award recipients will be encouraged to attend the ITEEA Conference. The President-Elect and Teacher Excellence Award recipients will be reimbursed up to \$500 for expenses incurred, such as airfare or mileage, lodging, and conference registration. Receipts must accompany any requests for reimbursements. In the event the President-Elect cannot attend, the Trustee from that district will be encouraged to attend.

### *Section 2*

The ITEEA Affiliate Representative will be the full-time delegate at the ITEEA Annual Conference, along with the N.A.S.T.S.E. President-Elect or other designee.