



# Industry Division Bylaws

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Revised September 2004

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

- **1.1 Mission:** The mission of the Industry Division shall be to carry out the purposes and objectives of the National Association of Industrial Technology as they apply to Industrial Technology graduates and other related personnel in business and industry.
- **1.2 Authority:** The provisions of these Bylaws shall not be in conflict with the Constitution and Bylaws and the Articles of Incorporation of the National Association of Industrial (hereafter referred to as the Association); and in the event they may be, the Association Constitution and Bylaws and Articles of Incorporation shall govern.
- **1.3 Purpose:** The major purpose of the Industry Division of the Association shall be to foster the continuing professional development of graduates of Industrial Technology programs, stimulate industry and business awareness and participation, and influence the enhancement of curricula of Industrial Technology within institutions of higher education.
- **1.4 Objectives:** Specifically, the Industry Division shall serve the following objectives:
  - 1.41 To promote the continuing professional development of Industrial Technology graduates and other related personnel in business and industry.
  - 1.42 To promote the establishment and maintenance of appropriate personnel classifications within business and industry for graduates of programs of Industrial Technology.
  - 1.43 To establish and sustain the Association's efforts in providing a certification process for recognition of the attainment of appropriate standards for professionals who are graduates of Industrial Technology programs.
  - 1.44 To support the Association's efforts in providing an accreditation process for the recognition of appropriate standards for Industrial Technology programs.
  - 1.45 To promote the establishment of industry and business advisory groups in support of continuing efforts to improve Industrial Technology programs.
  - 1.46 To provide opportunities for collecting, developing, and disseminating information concerning programs in Industrial Technology.

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

## Article II - Membership

- **2.1 Division Membership:** Membership in the Industry Division is primarily for, but not limited to, graduates of programs in Industrial Technology. Individuals (except students) and organizations with membership in other Divisions of the Association may become members of the Industry Division by paying the additional divisional fee.

## Article III - Officers and Committees

- **3.1 Officers:** The officers of the Industry Division shall be President Elect, President, Past President, Regional Directors from each of the six Industry Division geographic regions and chapter representatives from affiliated chapters with at least twenty-five (25) NAIT members.
- **3.2 Executive Committee Members:** The individuals filling the officer positions listed in 3.1 shall constitute the Executive Committee of the Division. This Committee is charged with the responsibility of conducting the affairs of the Division.
- **3.3 Administrative Committee Members:** The President Elect, President, and Past President shall constitute an Administrative Committee responsible for carrying out and implementing the Policies and Procedures established by the Executive Committee. The President shall serve as Chair.
- **3.4 Elected Officers:** The offices of President Elect and the Regional Director positions shall be elected offices. The Chapter Representative positions will be filled by the affiliated chapter following Policies and Procedures established by the chapter. The President Elect shall serve a one year term and then automatically advance to a one year term as President followed by a one year term as Past President. The Regional Directors shall be filled on alternate years. The term of office for Chapter Representatives shall be prescribed by each chapter. No person shall hold more than one elected or appointed office in the Association at the same time.
- **3.5 Nominating Committee;** A nominating committee made up of the three most recent Past Presidents of the Industry Division shall be responsible for identifying three candidates for President Elect and two candidates for each of the Regional Director positions. The slate of candidates shall be turned over to the Executive Director of the Association at least 90 days prior to the annual convention.
- **3.6 Elections:** The Executive Director of the Association shall conduct an election and notify the members of the Executive Committee of the results at least 30 days prior to the annual convention. Newly elected and appointed officers shall take office at the first Executive Committee meeting following the annual convention. Candidates receiving the most votes in an election by the Division

members, including an election conducted by electronic communication means, shall be considered the winners in the election process

The chart below shows the Industry Division election schedule:

Position	98	99	00	01	02
President Elect	X	X	X	X	X
Director - Region 1		X		X	
Director - Region 2	X		X		X
Director - Region 3		X		X	
Director - Region 4	X		X		X
Director - Region 5		X		X	
Director - Region 6	X		X		X
Board of Accreditation - Region 1			X		
Board of Accreditation - Region 2			X		
Board of Accreditation - Region 3	X			X	
Board of Accreditation - Region 4	X			X	
Board of Accreditation - Region 5		X			X
Board of Accreditation - Region 6		X			X
Board of Certification - Region 1			X		
Board of Certification - Region 2	.....O			X	
Board of Certification - Region 3	.....O				X
Board of Certification - Region 4	.....O				
Board of Certification - Region 5	X			O	
Board of Certification - Region 6		X			O

- **3.7 Appointment Procedures:** If any of the elected officers are unable to complete their term in office, or if an elected officer position is not filled through the election process, the vacancy will be filled by appointment by the ranking officer of the Division (President, Past President, President Elect). Vacancies in Chapter Representative positions shall be filled by policies and procedures established by the Chapter.
- **3.8 Officer Duties:** The duties of the officers of the Association are as follows:
  - **3.81 The President shall:**
    - 3.811 Organize and preside at all meetings of the Executive Committee and serve on the Executive Board of the Association.
    - 3.812 Keep the Executive Committee informed of all matters of policy or procedure that need action.

- 3.813 Promote the Division and Association to internal and external communities and serve as the official representative of the Division.
- 3.814 Coordinate the efforts of all the officers.
- 3.815 Make a report of Division activities at the annual business meeting of the Association.
- 3.816 Responsible for appointment of individuals to special committees subject to approval by the Executive Committee.
- 3.817 Appoint three representatives to the Accreditation Appeals Board when required.
- **3.82 The President Elect shall:**
  - 3.821 Serve as a member of the Executive Committee.
  - 3.822 Coordinate the work of the committees of the Division.
  - 3.823 Discharge the duties of the President in his/her absence.
  - 3.824 Carry out special responsibilities as delegated by the President.
- **3.83 The Past President shall:**
  - 3.831 Serve as a member of the Executive Committee and the Executive Board of the Association.
  - 3.832 Coordinate the efforts of the Regional Directors and Chapter Representatives and serve as the Chair of the Divisional Membership Committee.
  - 3.833 Promote publication of Division materials in all NAIT publications.
  - 3.834 Carry out special responsibilities as delegated by the President.
  - 3.835 Serve on the Nominating Committee to nominate candidates for positions on the Board of Accreditation.
  - 3.836 Serve as Chair of the Accreditation Appeals Board.
- **3.84 The Regional Directors shall:**
  - 3.841 Serve as members of the Executive Committee.
  - 3.842 Be responsible for representing their respective geographic regions and communicating to the Executive Committee any problems or issues existing in these regions which should be called to the attention of the Division or Association.
  - 3.843 Be responsible for promoting the purposes of the Division and Association through personal contacts, regional meetings, or in any other way deemed appropriate.
  - 3.844 Recommend to the Nominating Committee candidates for the elected office of Regional Director.
  - 3.845 Carry out special responsibilities as delegated by the President.
- **3.85 The Chapter Representative shall:**
  - 3.851 Serve as members of the Executive Committee.
  - 3.852 Be responsible for representing their respective chapters and communicating to the Executive Committee any problems or

issues existing in these chapters which should be called to the attention of the Divisions or the Association.

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

#### Article IV - Standing and Special Committees

- **4.1 Standing Committees:** The following standing committees shall be established with members and chairs appointed from the membership of the Division by the President with the approval of the Executive Committee: Annual Program, Membership, Research, Publications, Public Relations, Standards and Accreditation, Certification, and Special Projects.
- **4.2 Special Committees:** The President, with the approval of the Executive Committee, may establish special committees as needed.
- **4.3 Committee Handbook:** The duties of the Division standing and special committees shall be approved by the Executive Committee and outlined in an annual Committee Handbook published by the Division and/or Association.

## Article V - Organization

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

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**Figure V.1**  
**NAIT Geographic Regions**



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- **5.2 Chapter Affiliation:**
    - 5.21 Chapters may affiliate with NAIT as prescribed under Article I, Subgroup B1.16 of the Association Bylaws. Affiliated chapters with more than twenty five (25) professional members in the Industry Division may appoint or elect a Chapter Representative to serve as a member of the Executive Committee of the Division. Chapter Representative positions will be filled by the affiliated chapter following policies and procedures established by the chapter.

## **Article VI - Parliamentary Authority**

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

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

- **7.1 Bylaw Revision:** Revisions in the Bylaws are initiated by the Executive Committee, or by the submission of a written proposal to the Executive Committee signed by twenty-five Industry Division members, and submitted to the Executive Board of the Association for review (the Bylaws of the Division must not be in conflict with the Association's Constitution and/or Bylaws). The revisions are then submitted by secret ballot to the members of the Division. A simple majority of the ballots returned is required for approval. The NAIT Executive Board may establish a policy to allow for voting by electronic communication means on revisions to the division bylaws provided that such policy ensures that all qualified voters are able to participate in such a vote, that qualified voters are only able to cast one vote, that the privacy of ballots is respected, and that a record of the result of such electronic votes is included in the minutes of the next regularly scheduled Executive Board meeting and reported to the membership of the Association.