

National Association of Industrial Technology
Manufacturing Division Bylaws
Article I - Mission, Authority, Purpose, and Objectives
Revised September 2004

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

1.2 Authority. The provisions of these bylaws shall not be in conflict with the Constitution and Bylaws and the Articles of Incorporation of the National Association of Industrial Technology (hereafter referred to as the Association); and in the event they may be, the Association Constitution and Bylaws and Articles of Incorporation shall govern.

1.3 Purpose. The major purpose of the Manufacturing Division of the Association shall be to foster the improvement and expansion of Manufacturing programs in colleges and universities and the continuing professional development of the graduates of these programs.

1.4 Objectives. Specifically, the Manufacturing Division shall:

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

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

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

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

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

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

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

Article II - Membership

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

Article III - Officers and Committees

3.1 Officers. The officers of the Manufacturing Division shall be President Elect, President, Past President, and the chairs of each of the standing committees.

3.2 Executive Committee. The individuals filling the officer positions listed in 3.1 shall constitute the Executive Committee of the Division. This Committee is charged with the responsibility of conducting the affairs of the Division.

3.3 Administrative Committee Members: The President Elect, President, and Past President shall constitute an Administrative Committee responsible for carrying out and implementing the Policies and Procedures established by the Executive Committee. The President shall serve as the Chair.

3.4 Elected Offices: The President Elect position of the Division shall be filled by election. The President Elect shall serve a two-year term and then automatically move to a two-year term as President and then to a two-year term as Past President. An election shall be held every two years on odd numbered years. No person shall hold more than one elected office in the Association at the same time.

3.5 Appointed Offices: The Chairs of each of the standing committees shall be appointed to two year terms by the President Elect, with the approval of the Executive Committee, for the term of office in which he/she serves as President.

3.6 Nominating Committee. A nominating committee made up of the three most recent Past Presidents of the Division shall be responsible for identifying three candidates for President Elect. The slate of candidates shall be turned over to the Executive Director of the Association at least 90 days prior to the annual convention of the Association.

3.7 Election. The Executive Director of the Association shall conduct an election and notify the members of the Executive Committee of the results at least 30 days prior to the annual convention. Newly elected and appointed officers shall take office at the first Executive Committee meeting following the annual convention. Candidates receiving the most votes in an election by the Division members, including an election conducted by electronic communication means, shall be considered the winners in the election process.

3.8 Appointment Procedures. If any of the elected officers are unable to complete their term in office, or if an elected officer position is not filled through the election process, the vacancy will be filled by appointment by the ranking officer of the Division (President, Past President, President Elect).

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

3.9.1 The President shall:

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

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

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

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

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

3.9.2 The President Elect shall:

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

3.9.2.2 Coordinate the work of the Membership, Certification, and Public Relations Committees.

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

3.824 Carry out special responsibilities as delegated by the President.

3.9.3 The Past President shall:

3.9.3.1 Serve as a member of the Division Executive Committee and the Executive Board of the Association.

3.9.3.2 Coordinate the work of the Annual Program, Research, and Standards and Accreditation Committees.

3.9.3.3 Carry out special responsibilities as delegated by the President.

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

3.9.4 The Chairs of Standing Committees shall:

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

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

3.9.4.3 Carry out special responsibilities as delegated by the President.

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

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

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

3.10.3 Responsibilities. The Executive Committee shall:

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

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

3.10.3.3 Be responsible for the distribution of funds within the Division as provided and authorized by the Executive Board of the Association.

3.10.3.4 Be responsible for the appointment of individuals to committees.

3.10.3.5 Be responsible for the approval of all published material expressing the official position of the Division and insuring that any official position taken is not in conflict with the official position of the Association.

3.10.3.6 Consider and approve any changes in the Bylaws of the Division and submit them to the Executive Board of the Association for review.

3.10.3.7 Be responsible for reviewing and implementing all actions taken at the annual Association 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 appointed from the membership of the Division by the President with the approval of the Executive Committee: Annual, Program, Certification, Membership, Public Relations, Research, and Standards and Accreditation.

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 - Parliamentary Authority

5.1 Procedural Authority. *Roberts Rules of Order* (latest edition) shall be the authority governing all matters of procedure not covered in the Association's Constitution and Bylaws or in the Bylaws of the Division.

Article VI - Procedures for Changing the Bylaws

- **6.1 Bylaw Revision.** Revisions in the Bylaws are initiated by the Executive Committee, or by the submission of a written proposal to the Executive Committee signed by twenty-five Manufacturing 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 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.