

NATIONAL ASSOCIATION FOR WORKFORCE IMPROVEMENT

(N A W I)

CONSTITUTION AND BY-LAWS

ARTICLE I

NAME

This organization shall be known as the National Association for Workforce Improvement , hereafter referred to as the Association.

ARTICLE II

PURPOSE

The Association shall exist for the following purposes:

- Section 1: to serve as a national advocate for education and workforce improvement in areas including research, curriculum development, student assessment, program evaluation, professional development, worksite learning, contextual learning and the dissemination and utilization of best practices.
- Section 2: to provide leadership in the planning, development and implementation of a national agenda for workforce education and improvement.
- Section 3: to promote professional dialogue and an exchange of ideas concerning significant developments in business, industry, labor and education regarding trends in workforce improvement.
- Section 4: to work in cooperation with other national organizations and policymaking bodies concerned with educational reform efforts which promote quality comprehensive education and training in workforce improvement.
- Section 5: to identify and promote program improvement activities that represent “best practices,” that are based on research and demonstrated effectiveness, and are directed toward ensuring the success of all individuals in workforce programs.

These purposes shall support the fundamental importance of a broad range of program improvement activities in the advancement of quality workforce development.

ARTICLE III Membership

- Section 1: Membership is open to all individuals involved in workforce activities and programs who are interested in the purposes of this Association as defined in the Constitution and By-Laws.
- Section 2: A person may become a member of the Association upon receipt of the annual dues established by the Executive Committee.
- Section 3: The membership year shall be from May 1 through April 30.
- Section 4: All persons who register for the annual conference shall be members of the Association.

ARTICLE IV Officers, Duties and Terms of Office

- Section 1: The Officers of the Association shall be the President, Vice-President, Secretary, Treasurer, Membership Secretary, the Immediate Past President and eight Regional Representatives (Northeast, Southeast, Upper-Midwest and Western). Each Region shall have two Regional Representatives.
- Section 2: President- The President shall be the chief Executive Officer and shall chair the Executive Committee, coordinate the development of the annual program of work and preside at the national conference. The President shall be responsible for calling meetings of the Executive Committee for the purpose of addressing the annual program of work and attending to other business related to the Constitution and By-Laws. The President, or designee, shall represent the Association in contacts with other agencies and groups. The President, with approval of the Executive Committee, shall appoint sub-committees as deemed necessary.
- Section 3: Vice-President- The Vice-President shall serve in the absence of the President. The Vice-President shall be responsible for coordinating the planning of the annual national conference.
- Section 4: Immediate Past-President- The Immediate Past-President shall form and chair the Nominating Committee, present a report for that committee and conduct elections of officers at the annual business

meeting. The Immediate Past President will coordinate the work of the Regional Representatives including the dissemination of pertinent NAWI information to members and others.

Section 5: Secretary- The Secretary shall be responsible for recording the minutes of all Executive Committee meetings and the annual business meeting. The Secretary shall present an annual report, including the minutes from all Executive committee meetings and minutes of the previous year's annual business meeting. As directed by the President, the Secretary shall be responsible for arranging all conference calls and/or meetings and notifying all Executive Committee members of the dates and times.

Section 6: Treasurer – The Treasurer shall be responsible for verifying all financial transactions associated with the annual national conference, maintaining files, and any related business of the Association. The Treasurer shall prepare an annual financial report and present it to an Audit Committee comprised of three Executive Committee members appointed by the President. The Treasurer shall report the Audit Committee's findings and present an annual financial report to the members of the Association at the annual business meeting.

Section 7: Membership Secretary: The Membership Secretary shall be responsible for membership development of the Association and for maintaining an updated database of the membership.

Section 8: Regional Representatives – The Association shall have eight Regional Representatives: Northeast, Southeast, Upper-Midwest and Western. Each Region shall have two representatives.

The Northeast Region shall be comprised of the states of Connecticut, Delaware, District of Columbia, Maryland, Massachusetts, Maine, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.

The Southeast Region shall be comprised of the states and territories of Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Virginia, West Virginia, Texas, Puerto Rico, and the Virgin Islands.

The Upper-Midwest Region shall be comprised of the states of Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.

The Western Region shall be comprised of the states and territories

of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming, Guam, and Northern Marianas.

The Regional Representatives shall serve on the Executive Committee and assist in the planning of the annual national conference and the planning and carrying out of the annual program of work. Regional Representatives shall be responsible for contacting members and potential members in their respective regions to promote the exchange of ideas and acquaint the Association membership with significant developments and trends in occupational education and workforce improvement. The Regional Representatives shall work with the Immediate Past President to disseminate this information.

Each Regional Representative shall present an annual report to the members of the Association at the annual business meeting.

Section 9: Terms of Office – The term of office for President, Vice-President and Secretary shall be for a period of one year. The terms of office for the Treasurer and Membership Secretary shall be for a minimum of two years. The President and Vice-President may be nominated and elected to serve two consecutive terms. All other officers may be nominated and elected to serve consecutive 1 year terms (maximum of three terms).

ARTICLE V

Executive Committee

Section 1: The Executive Committee shall consist of the officers of the Association: President, Vice-President, Secretary, Treasurer, Membership Secretary, Immediate Past-President, the eight Regional Representatives, and the Newsletter Editor.

Section 2: A representative of the U.S. Department of Education, U.S. Department of Labor, postsecondary teacher preparation, and the private sector (Business and Industry, Management and Labor) may be invited to serve as ex-officio members of the Executive Committee. As needed, the Executive Committee may invite other specialists in workforce development to serve as ex-officio members.

Section 3: The Executive Committee shall plan and conduct the annual national conference, plan and carry out the annual program of work and conduct such other business as necessary.

ARTICLE VI

Election of Officers

Section 1: A Nominating Committee shall be formed and chaired by the Immediate Past-President and shall include two Regional Representatives, from different Regions, who shall be selected by the President. In the absence of the Immediate Past President, the President shall appoint a chairperson from among the members of the Executive Committee. The Committee shall nominate officers to be presented at the business meeting of the annual national conference. The Association membership shall be contacted via an announcement prior to the annual meeting that the Executive Committee is accepting nominations for Association offices.

Section 2: Voting shall be conducted by ballot. Each member shall have one vote in the election of each officer. The Nominating Committee shall prepare ballots and distribute them in a manner that will assure the one-vote per member regulation. A simple plurality vote of members present at the business meeting of the annual national conference is required for the election of each officer.

Should there be a tie on the first ballot for any office, the Nominating Committee shall reissue ballots and a second vote shall be cast. Should the second ballot result in a tie, the office shall be immediately determined by a secret vote of the outgoing Executive Committee members present at the annual business meeting. New officers shall assume their duties at the conclusion of the last session of the annual national conference at which they are elected.

ARTICLE VII Replacement of Officers

Section 1: If, for any reason, an individual or individuals occupying the offices of President, Vice-President, Secretary, Treasurer, Membership Secretary or Regional Representative become disassociated with a workforce program improvement function in their given state other than through retirement, they shall submit a letter of explanation and/or resignation to the President (Vice-President in the case of the President).

Section 2: Should one of the offices be vacated for any reason, the President shall seek nominations from the Executive Committee to fill the vacancy.

ARTICLE VIII
Financing

Section 1: The Association shall be financed through collection of annual dues that are set by the Executive Committee and conference registration fees. Conference registration shall include a one-year membership in the Association. The amount of the registration fee and annual dues will be determined by the Executive Committee prior to the annual national conference and shall be based on the estimated expenses for the conference. Dues may be paid for up to three years.

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Section 2: Monies collected by the Association may be expended for the following:

- A. Printing of program for the annual national Association conference.
- B. Printing of Association stationery and envelopes for conference business.
- C. Postage, receipt books and miscellaneous supplies used for the annual national conference correspondence and business.
- D. Annual national conference and national planning committee expenses exclusive of entertainment costs.
- E. Necessary travel of the officers, as approved by the Executive Committee to represent the Association at other national meetings or conferences, except the annual national meeting of the Association for Career & Technical Education (ACTE) convention.
- F. Conference costs as necessary and approved by the Executive Committee. For example, travel and expenses for conference speakers.
- G. Dissemination of information to all members and relevant others through a newsletter or similar type of correspondence.
- H. Additional items as designated by the Executive Committee.

Section 3: Authorization of expenditures for items other than those listed above may be made by a majority vote of the Executive Committee.

Section 4: All expended funds shall be audited as soon possible after the annual national conference . The financial records of the Association shall be turned over to the incoming Treasurer immediately following the Annual meeting.

Section 5: It shall be the responsibility of each state and outlying area to provide financial support for travel and subsistence for each of its representatives attending the annual national conference.

Section 6: The Treasurer shall present a current Treasurer's report at the Executive Committee meetings. An Audit Committee will review the Treasurer's accounts annually and the Treasurer shall report all findings at the annual business meeting of the annual national conference.

**ARTICLE IX
Amendments**

Section 1: The By-Laws may be amended by a 2/3 vote of paid members present at the annual national business meeting.

Section 2: Said amendment(s) shall be: (1) approved by a 2/3 vote of the attending Executive Committee, (2) made available to the membership thirty (30) days prior to the annual business meeting, and (3) presented in the annual business meeting of the annual national conference.

**ARTICLE X
Voting**

Section 1: Each member of the Association shall have one vote.

**ARTICLE XI
Parliamentary Authority**

Section 1: The Association meetings shall operate under the Roberts Rules of Order, latest edition.

ARTICLE XII
Dissolution and Liquidation

- Section 1: The Association may be dissolved by a 2/3 vote of the Executive Committee members.
- Section 2: Upon dissolution of this Association, any remaining assets shall be transferred to a national association with a focus on preparing youth and adults for the workplace.
- Section 3: The national association receiving the remaining assets will be identified and approved by a 2/3 vote of the Executive Committee.

Article XIII
Discrimination

The National Association for Workforce Improvement is committed to ensuring that all of its activities and materials are accessible to its members. We do not discriminate on the basis of age, color, disability, national origin, race, religion, sex, or sexual orientation.