

CONSTITUTION

IOWA WORK-BASED LEARNING COORDINATORS

ARTICLE I - NAME

SECTION 1. NAME

- A. The name of this association shall be the Iowa Work-Based Learning Coordinators.

ARTICLE II - PURPOSES

SECTION 1. THE PURPOSES OF THIS ORGANIZATION ARE

- A. To establish improved communications among local programs, the Iowa Department of Education, the designated coordinator education institutions, professional groups, business, industry, and others who are interested in cooperative education.
- B. To promote a better understanding of the purpose, operations, and standards of Iowa Work-Based Learning.
- C. To provide a means for the investigation of problems which are of special interest to instructors, teachers and coordinators, and the general improvement of Iowa Work-Based Learning.
- D. To develop and support local and state student activities for students involved in Iowa Work-Based Learning.
- E. To cooperate with and support other career and technical education associations at the local, state, and national level.

ARTICLE III - MEMBERSHIP

SECTION 1. MEMBERSHIP

- A. Regular Membership - Membership of this association shall consist of those individuals who are active instructors, teachers, and coordinators of Iowa Work-Based Learning in the State of Iowa and pay dues established by the association.
- B. Associate Membership -All other persons interested in furthering the objectives of Iowa Work-Based Learning. This may include business representatives, administrators, and other interested individuals. The privilege of voting and holding office will not be extended to these members.

ARTICLE IV – EXECUTIVE BOARD

SECTION 1. BOARD OF DIRECTORS

- A. The Executive Board shall consist of the elected officers of the association.
- B. The Executive Board shall meet or conference quarterly to plan, implement and coordinate activities for the association.
- C. The following officers for the Iowa Work-Based Learning Coordinators will be elected at the annual meeting of the association: President, Vice President, Secretary, and Treasurer.
- D. Only regular members of the Association may serve as officers on the Executive Board.
- E. The President must have served on the IWBL Board.
- F. A quorum shall consist of two-thirds (2/3) of the members of the Executive Board.

SECTION 2. DUTIES

- A. The Executive Board shall carry on all necessary business for the association
- B. The Executive Board shall be responsible for setting up meetings for the general membership of this association.
- C. The Executive Board shall be responsible for keeping the membership informed of activities which will affect the general membership, such as, meetings, hearings, special activities, speakers, and any other activity which will enhance the activities of Iowa Work-Based Learning.
- D. The Executive Board shall be responsible for establishing all committees (standing or special) as deemed necessary.

ARTICLE V – BOARD MEMBERS

SECTION 1. BOARD MEMBERS

- A. The IWBL Board shall consist of the appointed regional representatives for each of the AEA regions (8) and the Executive Board.
- ~~B.~~—The regional representatives will have staggered appointments that will be approved by the Executive Board.
- ~~C.~~—All IWBL regional representatives must be current members of the Iowa Work-Based Learning Coordinators organization.

ARTICLE VI - ASSOCIATION MEETINGS

SECTION 1. GENERAL ASSOCIATION MEETINGS

- A. General association meetings shall be held at least once a year as established by the By Laws of the association.

SECTION 2. OTHER MEETINGS

- A. The Executive Board shall be empowered to call other meetings of the association as deemed necessary.

SECTION 3. QUORUM

- A. The quorum for the business meeting at the annual conference shall consist of one-half (1/2) of those regular members present at the conference.

ARTICLE VII - ELECTIONS

SECTION 1. ELECTIONS OF OFFICERS

- A. Officers of the association shall be elected by the membership of the association during the Iowa Work-Based Learning annual meeting.
- B. Any office vacated during the year shall be replaced by a regular association member on the vote of two-thirds (2/3) of the Executive Board.

ARTICLE VIII - AMENDMENTS

SECTION 1. AMENDMENTS TO THE CONSTITUTION

- A. A proposed amendment to this constitution must be submitted in writing to the Executive Board no less than four weeks prior to the general business meeting.
- B. The Executive Board may submit an amendment to the constitution.
- C. The Executive Board must submit any amendment to the membership in writing at least two weeks prior to any general meeting of the association.
- D. The adoption of an amendment to this Constitution shall require a two-thirds (2/3) majority vote of all regular members that are present during an association meeting.

BY LAWS

IOWA WORK-BASED LEARNING COORDINATORS

ARTICLE 1 - DUTIES OF THE BOARD OF DIRECTORS

SECTION 1. PRESIDENT

- A. Preside at all meetings of the association and the Board and supervise the affairs of this association.
- B. Work closely with the Board and Iowa Department of Education consultant(s) in keeping membership informed of activities important to the growth and development of Iowa Work-Based Learning.
- C. Serve as chairperson of the conference committee.
- D. Appoint members to serve on committees.
- E. Perform any other duties as necessary for the office.

SECTION 2. VICE PRESIDENT

- A. Perform in the absence or disability of the President all the duties of the President.
- B. Perform any other duties assigned by the Board.

SECTION 3. SECRETARY

- A. Take minutes during all Board-meetings and all meetings of the association. Provide copies of the minutes of all meetings to the general membership of the association as soon as possible after meetings.
- B. Work closely with the President and the Iowa Department of Education consultant(s) in keeping membership informed of activities important to the growth and development of Iowa Work-Based Learning.
- C. Handle all routine correspondence for the association.

SECTION 4. TREASURER

- A. Keep a list of members of this association by membership classification and provide each member of the Board and Iowa Department of Education consultant(s) with a copy of the membership list.
- B. Record the payment of dues of each member.
- C. Issue payments for any Iowa Work-Based Learning business as directed by the current policy of the Executive Board.
- D. Present and distribute a financial report at all meetings of the Executive Board and general meetings of the association.
- E. Make arrangements to have the treasurer's books audited annually and before turning them over to the newly-elected treasurer.

ARTICLE II – DUTIES OF BOARD

SECTION 1. REGIONAL REPRESENTATIVES

- A. Represent the region with all Board discussions.
- B. Report back to regional work-based learning members on organization business.
- C. Make recommendations for speakers/presenters for the annual conference.
- D. Promote membership in IWBL Coordinators organization.
- E. Attend annual conference and give report.
- F. Attend and/or participate in IWBL Board meetings.

ARTICLE III - DUES

SECTION 1. DUES

- A. Dues for the regular members of the association shall be established by the Executive Board each year based upon the programs established by the association.
- B. Dues for other types of members will be determined by the Executive Board.
- C. Membership year will commence at the annual conference.

ARTICLE IV- COMMITTEES

SECTION 1. STANDING COMMITTEES

- A. Nominating Committee: Chairperson of the nominating committee for officers shall be the past president of the association. The President will appoint two other members of the association to serve on the committee.
- B. Conference Committee: Chairperson of the conference committee shall be the President of the association. Additional members shall represent regional membership of the association and will be appointed by the President.

SECTION 2. OTHER COMMITTEES

- A. Membership of all other committees will be appointed by the President unless determined otherwise by the Executive Board.

SECTION 3: TERM OF OFFICE

- A. Executive Board term shall be defined as two year.
- B. All board officer terms will begin on July 1.
- C. All committee appointments will be for one year.

ARTICLE IV - AMENDMENTS

SECTION 1. AMENDMENTS

- A. An amendment to the By Laws may be submitted by any member or by the

Executive Board.

- B. Amendments are to be submitted in writing to the Executive Board.
- C. The adoption of an amendment to these By Laws shall require a two-thirds (2/3) majority vote of all the Executive Board members that are present during a board meeting.
- D. Copies of all changes in the By Laws will be sent to the membership of the association as soon as possible after their adoption.

Approved April 8, 2014
Amended April 3, 2019