



Operational Guidelines

CITE Vision Statement

Shaping the Future of Education Through Technology

CITE Mission Statement

To lead, develop, and support technologists and education organizations to foster student success.

Purpose

The purpose of CITE Regional Groups is to foster deeper engagement and mutual support among educational technologists at the local level.

Requirements

The following requirements for Regional Group procedures were approved by the CITE Board and are subject to change. Any questions should be directed to the CITE Director of Member Experience, Touda Bentatou.

- Participants of the CITE Regional Group do not need to be CITE educational members
- The Regional Group will be open to all technologists in education in the immediate and surrounding regions.
- CITE affiliate members and other vendors may attend, but only by invitation of the chair with the approval of the membership, and they will not have access to the Regional Group community emails.
- Selection of vendor/presenters will be made based on the current interests and needs of group participants. Member surveys can be very helpful in this regard.
- The Regional Group will include a CITE Update section on every meeting agenda to provide members with information about the Annual Conference and other CITE initiatives
- Regional Groups are invited and encouraged to participate in a Regional Group Meeting at CITE Annual conference
- The Regional Group will have a minimum of 4 Meetings per Year
- The Regional Group will provide the CITE Director of Member Experience, Touda Bentatou with meeting dates and locations.
- Regional Group Leadership will participate in periodic conversations with the CITE Director of Member Engagement, Touda Bentatou to help improve, sustain, and grow CITE's regional focus. These may be held in person or online and will occur no less than once per year.

- CITE reserves the right to intervene with group operations as it sees fit. This may include, but is not limited to, removing participants, appointing new leadership, etc.

Regional Group Officer Roles and Guidelines

- Regional group officers must be CITE Educational members.
- When Leadership changes it must be reported to CITE's Director of Member Experience
- Chair must be appointed or voted upon favorably by the active membership of the group. It is recommended that groups use a succession method for their leadership positions, to provide stability and sustainability for the group. (ie. Secretary automatically inherits the position of Chair-Elect, Chair Elect automatically inherits the position of Chair at the end of the current Chair's lead)
- Terms for Regional Group Leadership positions shall be one year and not to exceed 6 years. A former Regional Group Leader may join the leadership team again once 3 years have passed since they last served in any position.
- The membership may choose to reinstate one or more officers via a favorable vote.
- Disputes should immediately be reported to CITE's Director of Member Experience and will be settled by CITE leadership.
- Each group will have at least the following leadership positions:

Chair

- Develops the meeting schedule
- Arranges the locations
- Sends meeting dates to CITE to have added to the Upcoming Events Calendar
- Consistently communicates with the group and CITE.
- Shares CITE communications with the group
- Leads the meetings
- Responsible for reimbursement paperwork
- Chair can delegate as needed
- The Chair will participate in required meetings with CITE leadership at least once per year.

Chair Elect

- Acts as the incoming Chair.
- Assists the Chair, as needed, with
 - meeting arrangements
 - group communications

Secretary

- Takes minutes of each meeting
- Keeps track of meeting attendance
- Assists with group communications.
- Shares meeting attendance with CITE.

Meetings

Each Regional Group is required to hold at least 4 meetings per year. The following are required for every meeting:

- Attendees should be tracked via a sign in sheet or online process.
- Attendee lists should be shared with CITE.
- Unless otherwise approved by CITE leadership, the meeting agenda will include at least 1 hour of “vendor free” discussion time. These discussions are open only to CITE Educational Members or those nonmembers who are currently employed by a Local Education Agency
- The dates, times and locations of the group’s meetings must be sent to CITE’s Director of Member Experience
 - The following norms should be adhered to. Other norms may also be added by the group:
 - Start and end on time.
 - Do not interrupt.
 - Everyone gets a chance to speak but one speaker at a time.
 - All ideas are valid.
- Optional agenda items may include a presentation by and discussion with vendors providing products and/or services for the K-12 community.
- No sales may take place at the meetings.
- Vendors may offer discounts to the group but may not require participation by all members.
- CITE will inform the chairs of CITE sponsors but the group is not required to give time to any specific vendor.
- It is recommended that members travel no further than 70 miles for meetings unless there is no other more local group available.
- CITE Leadership encourages Regional Groups to share photos, quotes, or other information to their Online Community for inclusion on CITE social media accounts, marketing, and email blasts.

Members

- Regional Group members must be employed by a Local Education Agency (LEA). This includes public schools and county offices of education, private and charter schools, colleges and universities.
- CITE membership is preferred but not required for members unless they are acting in a leadership position.

Vendors

- Vendors cannot become members and are only allowed at meetings at the invitation of the chair with the approval of the membership.
- Vendors will not be permitted to have access to the Regional Groups Community Emails

Community Emails (formerly Listserv)

CITE will provide an online community that allows the group to communicate with its members. This **must** be the primary means of communication with Regional Group members. Outside services such as Slack, Google Groups, etc. will not be allowed and the Chair will be asked to remove the group. No vendors are allowed on the Regional Group Community; however, vendors are permitted on the CITE Member Community. If an individual leaves an LEA to work in industry, they should be removed from the Regional Group list and CITE's Director of Member Experience should be notified. Periodic checks should be done as members will have the ability to update their own logins.

Social Media

Any groups interested running a social media account must reach out to CITE for approval. CITE will setup the account and share the login information or give the leadership team necessary access. Each group must adhere to [CITE's style guide](#) when using CITE branding and logos for all social media posts. Please consult with CITE if you have any questions regarding social media content.

Budget

The current stipend per group is \$700 per year. The stipend is budgeted on July 1. The group's chair will submit the approved expense form with receipts to the CITE Treasurer. Approved items include:

- Food and/or drink at meetings
- Branded items like shirts, buttons, or pens
- Professional development if all members are included

The stipend may not be used to benefit less than the full membership. For example, the stipend may not be used to send the one member to a professional development event or to buy branded shirts for just the Chair.

Requests and questions concerning the budget should be addressed to the Director of Member Experience.