

NEBRASKA STATE BUSINESS EDUCATION ASSOCIATION

CONSTITUTION AND BYLAWS

ARTICLE I—NAME AND AFFILIATIONS

The name of this organization shall be the Nebraska State Business Education Association, a department of the Nebraska State Education Association and an affiliate of the Mountain Plains Business Education Association. The Mountain Plains Business Education Association (MP-BEA) is an affiliated regional organization of the National Business Education Association.

ARTICLE II—OBJECT

The purpose of this Association shall be:

- (1) To promote the improvement of instruction through research, guidance, and cooperation with business;
- (2) To serve as an agency in promoting close and effective contacts with business;
- (3) To promote professional spirit and social fellowship among business educators in Nebraska;
- (4) To assist Nebraska business educators in cooperating with and obtaining the benefits from the National Business Education Association and Nebraska State Education Association;
- (5) To promote the interests of Business Education at all educational levels within the State of Nebraska and to cooperate with other agencies endeavoring to improve Business Education anywhere in the Nation.

ARTICLE III—MEMBERSHIP

Section 1. Classification

- A. Any person whose interests lie in the field of Business Education in the State of Nebraska shall be eligible for membership in the Association upon payment of dues.
- B. Any student attending any college in the State of Nebraska and interested in business education shall be eligible for student membership in the Association upon payment of dues; but students shall not have all rights, privileges, and responsibilities thereof, such as voting, holding office, or serving on a committee.
- C. Honorary membership may be granted to persons who at the time of their retirement have been involved in business education in Nebraska and have been members of NSBEA for a period of at least five consecutive years immediately prior to retirement. Honorary members shall pay no dues and shall be eligible to receive the periodic NSBEA newsletter and to attend NSBEA Conferences. Honorary members shall not be entitled to vote in Association matters, to hold an office, or to serve on a committee.
- D. The Association prohibits discrimination on the basis of sex, handicap, race, color, religion, national or ethnic origin, age, or marital status as a basis for membership. This policy is enforced by federal laws under Title IX or Rights Act of 1964, Section 504 of the Rehabilitation Act 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act, and follow guidelines established in Executive Order 114426 and 11375, as amended.

Section 2. Dues

- A. The annual dues for regular members of the Association shall be twenty (\$20) for the membership year that begins July 1. Membership shall entitle the members to full privileges in the Association and a subscription to the periodic NSBEA newsletter.
- B. The annual dues for student membership shall be five dollars (\$5). Student membership entitles the student member to attend the meeting(s) of the Association and to receive the periodic NSBEA newsletter.

ARTICLE IV—OFFICERS

Section 1. Classification

- A. The elected officers of NSBEA shall be a President, President-Elect, Secretary, Treasurer, Newsletter Editor, representative to the MP-BEA Executive Board, and District Representatives, and a Postsecondary Representative.
- B. The appointed officer shall be a Parliamentarian.
- C. The immediate Past President shall act in an advisory capacity when called upon.

Section 2. Election and appointment

- A. The elected officers of President and President-Elect shall be elected by ballot at the annual conference for a term of one year or until their successors are elected.
- B. The elected officers of Secretary, Treasurer, and Newsletter Editor shall be elected by ballot at an annual conference for a consecutive term of two years or until their successors are elected.”
- C. The elected state representative to the MP-BEA Executive Board shall be elected by ballot at an annual conference. The MP-BEA representative may serve unlimited consecutive terms on the NSBEA board. When notified by the National Office that the term of the State Representative to the MP-BEA Executive Board is due to terminate, the Nominating Committee shall present its candidate for this office at the regular state business meeting.
- D. A majority vote shall constitute an election. If there is only one nominee for an office, the election may be viva voce. The president and president-elect are the only elected officers that cannot serve consecutive terms.
- E. When the membership of an NSEA District shall reach fifty-one (51), that district shall be entitled to two (2) Representatives. When the membership of any district shall reach one hundred one (101), that district shall be entitled to three (3) representatives. Each NSBEA district is determined by the current NSEA district boundaries.
- F. District Representatives and a Postsecondary Representative to the Executive Board shall be elected for two-year terms. Postsecondary NSBEA members shall elect a Postsecondary Representative every two years in odd numbered years. Districts electing one Representative shall hold election every two years in even numbered years. Districts entitled to two Representatives shall alternate, electing one new Representative each year. Districts entitled to three Representatives shall elect one new Representative in even numbered years and two Representatives in odd numbered years. Newly elected Representatives shall become members of the Executive Board on July 1.
- G. The President shall appoint the Parliamentarian for a term of one year subject to the approval of the elected officers. The appointment shall be made by June 1.
- H. Officers shall assume their duties at the beginning of the fiscal year.

- I. Officers shall transfer up-to-date records and related materials to successors, following election and Board approval of successors or before June 15. In the case of the Treasurer, the books shall be delivered by July 1 following the audit. Records and related materials shall include job duties, ongoing projects, finalized action, and information of historical significance.
- J. The Nominating Committee shall present a slate of candidates at the regular state business meeting. Every attempt will be made to provide geographical diversity in district representation on the Executive Board. Additional nominations may be made from the floor.

Section 3. Qualifications of Officers

- A. The President-Elect shall currently be a member of the Executive Board of NSBEA or shall have previously served as a member of this Board.
- B. The term of office shall run from July 1 to June 30 (one year) for the President and the President-Elect.
- C. The Secretary and Treasurer shall each serve a two-year term.
- D. The nominees for elected offices must be in attendance at the annual meeting in which the election is held, unless the Executive Board accepts an explanation.
- E. No member shall hold more than one office during any one term (elective or appointive.)

Section 4. Vacancy

- A. The President-Elect shall succeed to the office of the President in the event of a vacancy in the office of the President.
- B. A vacancy in the office of President-Elect may be filled by the Executive Board by a ballot vote.
- C. A vacancy in the office of Representative to the MP-BEA Executive Board, Secretary or Treasurer shall be filled by the Executive Board by ballot vote.
- D. In the event that an NSEA District Representative is elected to a state office in NSBEA, the district shall elect another Representative to the Executive Board. In the event that a Postsecondary Representative is elected to a state office in NSBEA, the postsecondary members of NSBEA shall elect another Representative to the Executive Board.
- E. In the event of any other vacancy on the Executive Board, the office shall be filled by the Executive Board through appointment, until the next election.

Section 5. Duties of officers

- A. The President shall:
 - 1. Preside at all meetings of this Association and the Executive Board.
 - 2. Name the appointed officers by July 1 subject to the approval of the new Executive Board.
 - 3. Appoint all standing and special committees with the approval of the Executive Board.
 - 4. Approve all itemized bills for the payment of monies from the treasury with the approval of the Executive Board.
 - 5. Issue the call to annual meeting to all members and appoint all annual meeting committees.
 - 6. Represent NSBEA at appropriate meetings.
 - 7. Be ex officio, a member of all committees except the Nominating Committee.
 - 8. Oversee the publication of the NSBEA newsletter and serve as an adviser to the Newsletter Editor.
- B. The President-Elect shall:
 - 1. Review, monthly, the checking and savings accounts transactions and monthly balance the bank statement."
 - 2. Perform the duties of the office of President in the absence of the President.

3. Succeed to the office of President for the unexpired term in case of a vacancy in that office.
- C. The Secretary shall:
1. Record the minutes of all meetings of this Association and the Executive Board.
 2. Assist the President in any correspondence.
 3. Maintain a permanent file of the minutes of all meetings of this Association and the Executive Board.
 4. Keep consolidated annual reports on file for at least five years.
 5. Retain recorded tapes of Executive Board meetings and annual meeting proceedings for a period of two years.
- D. The Treasurer shall:
1. Be responsible for paying the bills of the organization.
 2. Present an audited report of the finances of the Association and provide for safekeeping of any monies belonging to the Association.
 3. Submit a financial statement with a budget comparison at the meetings of the Executive Board and upon request of the President.
- E. The State Representative to MP-BEA Executive Board shall:
1. Perform duties as directed from actions of MP-BEA of the MP-BEA Executive Board.
 2. Promote the best interests of the NSBEA in matters concerning MP-BEA.
 3. Serve as State Membership Director.
 4. Coordinate the selection of a recipient for the Outstanding Business Education Student Teacher Award, as provided in the criteria set by NSBEA.
 5. Keep an accurate record of the collection of dues for NSBEA.
- F. The District and Postsecondary Representatives shall:
1. Promote the best interests of their Districts in matters pertaining to NSBEA and NBEA.
 2. Assist the State Membership Director in promoting membership for both NSBEA and NBEA.
- G. The Immediate Past President shall:
1. Act in an advisory capacity when called upon.
 2. May serve as a voting member of the Executive Board for one year.
 3. Organize and facilitate the leadership training session.
- H. The Parliamentarian shall:
1. Advise, when requested, the President on correct parliamentary procedures.
 2. Assist the President in preparing for meetings of the Association and Board.
 3. Assist with amendments to and revisions of the Constitution and Bylaws.
 4. Serve as a non-voting, ex-officio member of the Board.
 5. Attend meetings of the Association and Executive Board.
- I. The Newsletter Editor shall:
1. Prepare and disseminate the NSBEA newsletter, at the direction of the President.
 2. Receive from the Membership Director an up-to-date alphabetical list of NSBEA members and honorary members.
 3. Maintain a list of other individuals entitled to receive the NSBEA newsletter.

ARTICLE V—MEETINGS

- A. An annual meeting shall be held annually at a date set by the Executive Board.
- B. The membership shall be notified of the time and place through the Official Call to Annual Meeting in the pre-conference issue of the NSBEA NEWSLETTER at least 30 days before the annual meeting.

- C. The Executive Board by a two-thirds vote in meeting, by mail, or electronic transmission may cancel the annual meeting in case of emergency. All members shall be notified of the cancellation, and the Board shall provide for the election of officers by mail or electronic transmission.
- D. The voting body shall be all members in attendance at the annual meeting.
- E. No member shall vote in more than one capacity, and there shall be no proxy voting.
- F. The members of the Association present at the annual business meeting shall constitute a quorum.

ARTICLE VI—EXECUTIVE BOARD

- A. The governing body of the Association shall be the Executive Board.
- B. All members of the Executive Board must be members in good standing in NBEA and MP-BEA.
- C. The Executive Board of NSBEA shall consist of:
 - 1. The duly elected officers of the Association—President, President-Elect, Secretary, Treasurer, State Representative to MP-BEA Executive Board who is also the State Membership Director, Newsletter Editor, Representative(s) for each of the NSEA Districts, and the Postsecondary Representative;
 - 2. The Immediate Past President of the Association;
 - 3. Chairmen of standing committees;
 - 4. Liaison non-voting members representing Delta Pi Epsilon; representative from the Nebraska Department of Business Education; Association of Career and Technical Education of Nebraska; FBLA Board of Directors; and Nebraska Association of Marketing Educators; Nebraskan serving in the capacity of a regional or national officer for NBEA or MP-BEA.
 - 5. A Parliamentarian serving in a non-voting, advisory capacity;
- D. The President of the Association shall serve as Chairperson of the Executive Board.
- E. At least one meeting of the Executive Board shall be held each year. The President shall decide upon time, date, and place.
- F. No fewer than five (5) of the members of the Executive Board including three elected officers shall constitute a quorum for the meeting of the Executive Board.
- G. The Executive Board shall be empowered to handle matters of business in the interim of the annual business meeting of the Association.
- H. When necessary, non-voting business matters may be conducted by mail, electronic transmission, conference calls, or video conferencing.
- I. A vote by mail may be taken when necessary. A majority vote of the entire membership of the board shall be necessary to decide the question. Action taken by mail shall be verified and made a part of the minutes of the next session of the board.
- J. Meetings may be called by the President or at the request of two members of the Executive Board.

ARTICLE VII—COMMITTEES

Section 1. Standing Committees

The Association will include the following standing committees:

- A. Membership
- B. Nominating
- C. Honorary Membership
- D. NSBEA Awards Committee
- E. MP-BEA and NBEA Awards Committee

- F. Legislation
- G. Five-Year Planning
- H. Scholarship
- I. Archives
- J. Fall Conference Committee
- K. Spring Conference Committee
- L. Public Relations Committee
- M. Finance Committee

Section 2. Special Committees:

- A. The President shall appoint other committees as deemed necessary.
- B. At the close of the fiscal year, and at such other times as necessary, the President shall appoint an Auditing Committee which shall consist of two members, unless the audit is done by a certified public accountant. The audit of the annual fiscal year shall be submitted to the Executive Board prior to the annual business meeting of the Association; special audits shall be submitted to the Executive Board.

Section 3. Ex-Officio Status

The President shall serve as ex officio, a member of all committees except the nominating committee.

Section 4. Transmission of business.

Committees may transact business by mail or electronic transmission when necessary.

Section 5. Reports

All standing committees shall submit written reports at the annual conference and at other times as may be requested by the President.

Section 6. Procedural manual

All standing committees shall maintain a procedural manual describing committee functions and procedures. This manual will be updated yearly and given to the next committee chairperson yearly.

Section 7. Duties of standing committees

- A. Membership Committee. The Membership Committee shall be composed of the State Representative to the MP-BEA Executive Board, who also serves the State Membership Director, and the District Representative(s) from each of the NSEA Districts. The Chairperson of the Committee shall be the State Membership Director, and shall serve for a three-year term.
- B. Nominating Committee. The Nominating Committee shall include at least three members with no NSEA District having more than one member. The Nominating Committee shall present a slate of candidates at the regular state business meeting.
- C. Honorary Membership Committee. The Honorary Membership Committee shall be composed of the District Representative(s) from each of the NSEA Districts. The President shall appoint the Chairperson of the Committee.
- D. NSBEA Awards Committee. The purpose of the committee is to administer the distribution and collection of application forms for student teacher of the year, rookie of the year, outstanding secondary business teacher, post-secondary business teacher, college or university business teacher, business industry, administrator or supervisor, and service award recipient. The committee will consist of two members. The committee and chairman shall be appointed by the President to serve a two-year term. The committee will appoint an anonymous selection committee of three current or honorary NSBEA members to determine the award recipient.

- E. MP-BEA and NBEA Awards Committee. The MP-BEA and NBEA Awards Committee is to administer the distribution of application forms for the NBEA and MP-BEA Awards. The committee will disseminate the forms to the past two years' state winners. The committee will consist of two members. The committee and chairman shall be appointed by the President to serve a two-year term.
- F. Legislation Committee. The purpose of this committee is to translate the needs of Business Education to appropriate people in the legislative/government hierarchy as well as to consider ways to become more effective in influencing legislation affecting Business Education. The President shall appoint the chairperson of the Legislation Committee.
- G. Five-Year Planning Committee. Members of this committee shall consist of the last five living Presidents of NSBEA. The chairperson of this committee shall be the Past President serving the longest term on the committee. The purpose of this committee is to:
 1. Review annually the accomplishments of the Association,
 2. Review annually the long-range goals of the Association,
 3. Determine the Association's goals for the upcoming year.
- H. Scholarship Committee. The purpose of the Scholarship Committee is to select a recipient for the NSBEA/Gordon F. Culver scholarship offered by NSBEA. The scholarship would be awarded to a business education student who has Junior or Senior standing who has met the requirements of his/her institution for admission to student teaching and who will be student teaching in the next academic year. The committee will consist of three NSBEA members appointed by the President. The President shall appoint the chairperson of the Scholarship Committee. Another scholarship shall be given to a current NSBEA member's child who will be or is attending an accredited post-secondary institution. The selection committee shall consist of the Scholarship Committee.
- I. Archives Committee. The purpose of this Committee is to keep a scrapbook for display at conferences. Newsletters, conference programs, pictures, and other material pertinent to the Association's activities would be included in the scrapbook. The scrapbook and appropriate materials will be put on display at the Spring Conference of the Association. This committee would also keep an updated list of Leadership Training participants beginning with 1985. The committee will also keep an updated accumulated list of members along with the offices they have held, committees they have served on, and awards/honors they have received beginning with 1985. The President shall appoint the chairperson of the Archives Committee.
- J. Fall Conference Committee(s). The purpose of the committee(s) is to plan the Business Education Sectional Programs with the assistance from the District Representative, where applicable. The President shall appoint the chairperson or chairpersons of the Fall Conference Committee(s).
- K. Spring Conference Committee. The purpose of the committee is to plan the spring conference. The committee shall consist of a Chairperson(s) appointed by the President to plan the spring conference. The Chairperson(s) and President may appoint the subcommittees necessary to serve as needed.
- L. Public Relations Committee. The purpose of the Public Relations Committee is to: obtain from the general chairperson a copy of a spring conference program; send a news release to the NSEA Voice including spring conference dates and location; send a news release to all Business Education periodicals, DPE, and the Nebraska Department of Education as soon as possible; provide the Omaha World-Herald or other local newspapers with advance copies of

programs for a news release prior to the conference; plan other publicity as necessary; write a follow-up news release immediately (within 24 hours) following the spring conference for the Omaha World-Herald or other local newspapers and for the Newsletter Editor to use in the identification name, title, and conference responsibility; publicize other NSBEA related membership activities; and update the Nebraska Business Education Directory; and be responsible for the development and maintenance of the NSBEA web page. The President will appoint the Committee chairperson. The committee will consist of a minimum of three NSBEA members serving a two-year term.

M. Finance Committee. The Finance Committee shall be composed of the members of the Auditing Committee, NSBEA President-Elect and NSBEA Treasurer. The chairperson of this committee shall be the President-Elect. The purpose of the committee is to:

1. Review monthly the checking and savings accounts, including reviewing monthly reconciled checkbook balances.
2. Review the audit report before it is submitted to the Executive Board prior to the annual business meeting of the Association.
3. Prepare a budget for the next fiscal year that will be presented by the President-Elect to the Executive Board prior to the annual business meeting of the Association.”

ARTICLE VIII—PARLIAMENTARY AUTHORITY

The current edition of Robert’s Rules of Order Newly Revised shall govern the conduct of all meetings of the Association and Executive Board in all matters on which this constitution and Bylaws is silent.

ARTICLE IX—AMENDMENTS

The Constitution and Bylaws of NSBEA may be amended by a two-thirds vote of those present at the annual meeting of the Association.