

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 (NSBEA), an affiliate 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.
- (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

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-electronic communications and to attend the NSBEA Fall Conference. Honorary members shall not be entitled to vote in Association matters, to hold an office, or to serve on a committee.
- D. Friends of Business Education. Friends of Business Education shall pay no dues and shall be eligible to receive electronic communications and to attend the NSBEA Fall Conference. Friends of Business Education shall not be entitled to vote in Association matters or to hold an office.

- E. 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-five (\$25) for the membership year that begins July 1. Membership shall entitle the members to full privileges in the Association-
- B. The annual dues for student membership shall be five dollars (\$5). Student membership entitles the student member to attend the Association meeting(s) and the Fall conference.

ARTICLE IV—OFFICERS

Section 1. Classification

- A. The elected officers of NSBEA shall be a President, President-Elect, Secretary, Treasurer, Membership Director, 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 and Treasurer shall be elected by ballot at an annual conference for a consecutive term of two years or until their successors are elected.
- C. The State Membership Director shall be elected by ballot at the annual conference for a 3-year term or until their successors are elected
- D. All elected officers shall be members of the National Business Education Association and NSBEA
- E. 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.
- F. When the membership of a 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.
- G. The President shall appoint the Parliamentarian as advisor to the NSBEA board 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 on 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 annual 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 the Membership Director, Secretary or Treasurer shall be filled by the Executive Board by ballot vote.
- D. In the event that a 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. Serve as an adviser to the Public Relations Committee.

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.

D. The Treasurer shall:

1. Be responsible for paying the bills of the organization.
2. Coordinate dues collection with NBEA.
3. Present an audited report of the finances of the Association and provide for safekeeping of any monies belonging to the Association.
4. Submit a financial statement with a budget comparison at the meetings of the Executive Board and upon request of the President.

E. The Membership Director shall:

1. Promote the best interests of the NSBEA.
2. Keep an accurate record of the collection of dues for NSBEA and NBEA.
3. Work with the District Representatives and Post-secondary Representative to coordinate membership acquisition and retention.

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 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
4. Shall serve on the nominating committee for three years following their term in office as President.

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, advisor to the Board.
5. Attend meetings of the Association and Executive Board.

ARTICLE V—MEETINGS

- A. An annual meeting either in person or electronically where all may participate by audio as well as video shall be held annually at a date set by the Executive Board for election of officers and approval of the audit and budget
- B. The membership shall be notified of the time and place through the Official Call to Annual Meeting 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 and budget approval 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 NSBEA.
- C. The Executive Board of NSBEA shall consist of:

1. The duly elected officers of the Association—President, President-Elect, Secretary, Treasurer, Membership Director, 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 advisors representing Nebraska Department of Education (BMIT); Association of Career and Technical Education of Nebraska; Nebraska FBLA Board of Directors State Adviser; Nebraska DECA Adviser and Nebraskan serving in the capacity of a regional or national officer for NBEA.
 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, either in person or electronically where all may participate by audio as well as video, 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. An electronic vote may be taken, when necessary, where all may hear and participate in the debate. A majority vote of the entire membership of the board shall be necessary to decide the question. Action taken by electronic voting 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—EXECUTIVE COMMITTEE

- A. Composition of the Executive Committee: President, President-Elect, Secretary, Treasurer, Membership Director, and Immediate Past NSBEA President with the Parliamentarian being ex-officio a non-voting advisor .
- B. This committee will have all the power of the board between board meetings but cannot alter a board or assembly decision.
- C. When necessary, the Executive Committee will have power to hold meetings via electronic transmission where all may hear and participate in the discussion.
- D. A quorum for meetings of the Executive Committee will be 4 members.

ARTICLE VIII—COMMITTEES

Section 1. Standing Committees

The Association will include the following standing committees:

- A. Membership
- B. Nominating
- C. Honorary Membership
- D. NSBEA, M-PBEA, and NBEA Awards Committee
- E. Legislation
- F. Five-Year Planning
- G. Scholarship
- H. Archives
- I. Fall Conference Committee
- J. Public Relations Committee
- K. 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. Officer and Committee Handbook

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 Membership Director, and the District Representative(s) And Post-Secondary

Representative. The Chairperson of the Committee shall be the Membership Director, and shall serve for a three-year term.

- B. Nominating Committee. The Nominating Committee shall consist of the last three past NSBEA presidents. 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, M-PBEA and NBEA Awards Committee. The purpose of this 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, postsecondary 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.

The Committee is to administer the distribution of application forms for the NBEA Awards. The committee will disseminate the forms to the past two years' state winners. The committee will consist of five members. The committee and chairman shall be appointed by the President to serve a two-year term.

- E. 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.
- F. Five-Year Planning Committee. Members of this committee shall consist of the last three 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 scholarships offered. The committee will consist of three NSBEA members appointed by the President. The President shall appoint the chairperson of the Scholarship Committee.
- I. Archives Committee. The purpose of this Committee is to keep electronic records. Newsletters, conference programs, pictures, and other material pertinent to the Association's activities would be included in the scrapbook. 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. Public Relations Committee. The purpose of the Public Relations Committee is to publicize NSBEA related membership activities and be responsible for the development and maintenance of the NSBEA webpage as webmaster e and newsletter information. The President will appoint the Committee chairperson. The committee will consist of a minimum of five NSBEA members serving a two-year term. Prepare and coordinate the distribution of NSBEA information to the Nebraska Department of Education Business Education Director.at the direction of the President.

The Public Relations Committee shall receive from the Membership Director an up-to-date alphabetical list of NSBEA members and professional and honorary members for publication.

- L. 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 IX—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 X—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. Notice of proposed bylaw amendments should be given 30 days prior to the NSBEA annual meeting.