

ARKANSAS BUSINESS EDUCATION ASSOCIATION

(Revised August 1, 2005)

ARTICLE I. NAME

Section 1. This association shall be known as the Arkansas Business Education Association hereafter referred to as the Association.

ARTICLE II. PURPOSE

Section 1. The purpose of this Association shall be to promote quality education in all phases of business and to encourage professional growth and cooperative interaction among all individuals involved in this sector of education. Specific purposes shall be recorded in the Bylaws.

ARTICLE III. MEMBERSHIP

Section 1. The membership of the Association shall consist of individuals who are interested in the development of business education. Classifications of membership shall be established by the Association. Such classes together with the voting and other rights of each, are specifically set forth in the Bylaws.

ARTICLE IV. FINANCES

Section 1. The Association may assess dues from the members as specifically set forth in the Bylaws.

Section 2. The Association shall not use any income for any reason other than to carry out the purpose of this Association.

Section 3. Procedures for disbursement and audits shall be set forth in the Bylaws.

Section 4. The fiscal year of the Association shall be determined by the Executive Board and recorded in the Bylaws of the Association.

ARTICLE V. ORGANIZATION

Section 1. The Association shall be governed by an Executive Board which shall serve as the policy making body for the Association, and which shall be subject to this Constitution and Bylaws.

Section 2. Representation on the Executive Board shall include members from all districts of the Association as well as members from each level as specified in the Bylaws. The counties in each district shall align with the FBLA districts.

Section 3. The Association shall adopt a set of Bylaws consistent with this Constitution, which shall include the powers and duties of the Executive Board, officers and elections, meetings of

the Association, and any other provisions necessary for the orderly administration of the Association.

ARTICLE VI. MEMBERSHIP MEETINGS

Section 1. The Association will hold one meeting annually. Other meetings shall be called at the discretion of the President or Executive Board.

ARTICLE VII. COMMITTEES

Section 1. The President shall have power to appoint committees, with concurrence of the Executive Board or as directed at the business sessions at regular meetings, to accomplish the purpose of the Association.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Association's Constitution, Bylaws, or policies.

ARTICLE IX. AMENDMENTS

Section 1. Presentation. Amendments to the Constitution may be proposed by any member of the Association by submitting the proposed amendment to the President in writing 30 days prior to a Board meeting.

Section 2. Approval. The amendment shall be considered by the Executive Board at its next regular meeting. If approved by a two-thirds vote of the Board members present the amendment shall be submitted to the membership at the next regular business session of the Association. A majority vote of the members present must be obtained for the Constitution to be amended. If a mail ballot is used, a majority vote of the members present must be obtained for the Constitution to be amended.

BYLAWS
ARKANSAS BUSINESS EDUCATION ASSOCIATION
(Revised August 2005)

ARTICLE I. PURPOSE

Section 1. The purpose of this Association shall be:

- a. To promote interest and quality in all phases/levels of education for and about business throughout the State of Arkansas.
- b. To promote professional growth of business educators.
- c. To stimulate quality instruction in business classes which is relevant to current business practices and technological advances.
- d. To cooperate with other state and national organizations, businesses, and individuals concerned with or interested in Business Education and its further development.
- e. To serve as a representative body which may speak with authority for the business educators of Arkansas.
- f. To build professional strength and encourage maintenance of high standards through group action.
- g. To promote the business student organization, Future Business Leaders of America/Phi Beta Lambda, as an integral part of the instructional program.

ARTICLE II. CLASSIFICATION OF MEMBERSHIP

Section 1. There shall be the following classifications of membership:

- a. Active Members. All professional personnel employed by local school districts, State Board of Education, colleges, and universities as teachers, supervisors, directors, and specialists in business education shall be eligible for active membership in the Association. All active members shall pay dues and are eligible to vote.
- b. Associate Members. Associate members shall be persons associated with or participating in professional development of the Association. Such members may include superintendents, business professionals, advisory council members, and others who have contributed to the growth of the Association. Associate members shall pay dues and are eligible to vote.
- c. Student Members. Any individual enrolled in a collegiate program studying to be a business educator may become a member by paying the dues set forth in the Bylaws and are eligible to vote.
- d. Honorary Members. Honorary members may be elected to the Association by a majority vote of the Executive Board, after determining that such persons have assisted in the advancement of and have rendered outstanding services to business education. Honorary members are not eligible to vote nor to hold office and are not required to pay dues. Business teachers automatically become honorary members upon retirement without Board action.

Section 2. The membership shall be July 1 through June 30.

ARTICLE III. FINANCES

Section 1. The fiscal year of this Association shall be July 1 through June 30.

Section 2. Dues for membership shall be recommended by the Executive Board and approved by a majority vote of the members present at the annual conference. Dues for each classification shall be published on the association web-site and in each official publication of the association.

Section 3. All disbursements will be made by check, and the checks will be written and signed by the treasurer upon approval of the President.

Section 4. An annual report of the finances will be submitted to the members at the business sessions held during the statewide meetings.

Section 5. Annual audit of the financial records of this Association will be completed by July 31 by the Audit Committee as appointed by the President.

ARTICLE IV. OFFICERS

Section 1. The officers of the Association shall be President, President Elect, Vice President, SBEA Representative, District Representatives, Secretary, Treasurer, and Editor/Webmaster. A Parliamentarian may be appointed by the President. The Executive Director for the Association will be appointed by the President with the approval of the ABEA Board.

Section 2. All offices of President, President Elect, Vice President, Past President and Secretary shall be for a one-year term; the offices of Treasurer, District Representatives and Editor shall be for a two-year term. The District Representatives shall be divided into two rotation groups: group 1 will be districts I, III, V, and VII; group 2 will be districts II, IV, VI, and VIII. The representatives from group 1 shall serve thru the 2004 conference and thereafter for two-year terms commencing every other conference. Group 2 shall serve thru the 2005 conference and thereafter for two-year terms commencing every other conference. The President-Elect shall automatically become President of the Association at the end of the President's term of office.

Section 3. A representative to the Southern Business Education Association (SBEA) shall be elected for a term of three years according to the regulations of the National Business Education Association.

Section 4. The elected officers will include at least one officer from each of the following levels of education: secondary, postsecondary, and college/university. No more than one officer shall be elected from the same educational institution.

Section 5. The officers shall be elected at the annual conference and their term of office will officially begin at the conclusion of the conference.

Section 6. An Executive Director shall be appointed by the president with the approval of the board and serve for a 10-year term. The Executive Director must have previously served on the board.

ARTICLE V. EXECUTIVE BOARD

Section 1. The Executive Board shall be composed of the elected officers, the immediate Past President, and the State Program Manager of Business/Marketing Technology. Ex-officio members of the Board shall be the FBLA state adviser, the PBL state adviser, and the Executive Director.

Section 2. The Executive Board will be responsible for working with the President in developing and implementing an annual program of work to promote the purposes of this Association; planning a budget; and authoring disbursement of funds to carry out this plan of work.

Section 3. A majority of the members shall constitute a quorum at any meeting of the Executive Board.

Section 4. The President and President Elect must be unified members during their term of office and while serving on the State ARACTE Executive Board. Other officers are encouraged to be unified members.

Section 5. The Executive Board will meet at least two times each fiscal year on dates to be determined by the President.

Section 6. In the event of the inability of the President to serve, the President Elect shall assume office. He/She shall serve his/her regular term as President. If vacancies occur in other offices, the President, upon approval of the Board, will appoint replacements for the remainder of the term.

Section 7. Representatives of the Association who will serve as members of the Arkansas Association Career and Technical Education Executive Board are the President and the President Elect. If the Association's ACTE membership exceeds 250 members, the Vice President will serve as the third member of the ARACTE Executive Board.

ARTICLE VI. REGIONAL MEMBERSHIP DISTRICTS

Section 1. The Association shall be divided into membership districts which align with the FBLA districts.

Section 2. By indicating cause, the majority of the business educators in a county can petition the Executive Board to change their assigned regional district to an adjoining district. The Executive Board has authority to make this change by a majority vote of the Board.

ARTICLE VII. DUTIES OF OFFICERS

- Section 1. The President shall be responsible for and preside at all Executive Board meetings, preside at special events, maintain close communication with the Business Education State Staff, assist with the planning and execution of both conferences, develop an overall plan of work to promote the purposes of the Association, provide articles for all issues of the newsletters; appoint committees as set forth in these Bylaws, develop a state report to be presented to SBEA, and assume other duties common to this office. The President shall serve as an ex-officio member of all committees except the nominating committee.
- Section 2. The President Elect shall preside in the absence of the President, serve as chair-men of the program committee, be responsible for the program at the annual conference, assist the President in all procedural matters, and assume other duties common to this office. The President Elect shall serve as the President for the next term. Should the office of the President become vacant, the President Elect will assume the office for the remainder of the term and continue through the next term.
- Section 3. The Vice President assists the president-elect with the program for the annual conference and be responsible for the computer workshops at the conference.
- Section 4. The SBEA Representative shall serve as the liaison between the state and regional associations, be responsible for disseminating information from the regional and national level, serve as a recruiter for SBEA/NBEA, and coordinate recruitment activities for the District Representative.
- Section 5. The District Representatives shall be in charge of membership for the districts, and submit articles regarding district activities to the Editor. The district representatives will assist with program development as requested by the President Elect and assist the Treasurer at registration at the annual statewide meeting. The district representatives will serve in a liaison capacity between the Association and the members in their respective districts.
- Section 6. The Secretary shall prepare and maintain a complete and accurate record of all meetings of the Association and the Executive Board, provide Board members with copies of the previous Board meetings, maintain the permanent records of the Association, handle correspondence as directed by the President and Executive Board, mail a list of new officers, addresses and telephone numbers to each Board member, and perform all other duties common to this office.
- Section 7. The Treasurer shall act as custodian of all funds, collect dues, and registration fees, and give financial reports as called for by the President and/or the Executive Board. The treasurer shall process within twenty (20) days all monies received, pay out funds as authorized by the President and/or Executive Board, and be in charge of registration at the annual statewide meeting. The treasurer shall provide lists of the current membership to all Board members within twenty (20) days of the first meeting and monthly reports thereafter. Other duties common to this office shall be assumed by the Treasurer.
- Section 8. The Editor /webmaster shall collect, classify, and edit news and professional articles concerning local, district, and state programs and activities for publication.

- Section 9. The Past President will serve as an advisor to the President and will serve on committees as appointed by the President and the Bylaws of the ABEA.
- Section 10. The Executive Director shall be an advisor to all officers of the Association. The Executive Director's major responsibility is to serve in ensuring the continuity of the programs, services, and history of the ABEA.

ARTICLE VIII. MEETINGS

- Section 1. A general membership meeting of the Association must be held one time a year. It will be in connection with the state ACTE meeting.
- Section 2. Notice of all meetings of the Association must be given at least 30 days prior to the meeting.
- Section 3. The Executive Board shall meet at least twice each fiscal year at a time and place to be determined by the President. Each member of the Board is required to attend all meetings of the Board or to name a proxy.
- Section 4. A quorum shall consist of a majority of the voting members of the Board.

ARTICLE IX. COMMITTEES

- Section 1. The Audit Committee shall audit the financial records and closing statements of the Association at the end of the fiscal year, submit a written report of its conclusions and recommendations to the Executive Board, submit auditor's report to the editor for inclusion in the next publication along with the final treasurer's report. The President will appoint the committee and indicate the chairperson.
- Section 2. The Awards Committee shall be chaired by the Past President. The committee, appointed by the President, will develop and maintain standards for award recipients, solicit nominations for the awards, meet at least once prior to awards presentations to select recipients, arrange for the presentations of the awards, prepare a written report/article to give to the editor for publication.
- Section 3. The Membership Committee shall consist of the district representatives with the chairperson assigned by the President. The committee shall promote total unified membership of all prospective members in their respective districts and develop programs/brochures to publicize the advantages of national affiliations.
- Section 4. The Nomination Committee shall be chaired by the immediate Past President and will consist of three Active members appointed by the President. The committee will accept nominations from all vacant offices from any Active member, ascertain that each candidate to be recommended is a member, ascertain that President and President Elect nominees are unified members, obtain written consent from each nominee before recommending this person to the Executive Board, and submit to the Board by June 1 the

list of recommended candidates for each vacant office. Biographical sketches from each elected offer shall be submitted by the committee to the editor for future articles.

- Section 5. The Program Committee shall be chaired by the President Elect. Other members shall be the vice-president, and District Representatives. The Committee shall develop and recommend a list of possible activities for the Association, plan, organize, and conduct these activities which will enhance the purposes of the Association.
- Section 6. The Scholarship Committee shall be responsible for soliciting applications for and awarding scholarships based on established criteria. The President will appoint the committee and indicate the chairperson.
- Section 7. The Legislative Action Committee shall be responsible for gathering and disseminating information regarding state and national legislation of concern to the association and its members. The President will appoint the committee and indicate the chairperson.

ARTICLE X. AMENDMENTS

- Section 1. Presentation. Amendments to the Bylaws may be proposed by any member of the Association by submitting the proposed amendment to the President in writing 30 days prior to a Board meeting.
- Section 2. Approval. The amendment shall be considered by the Executive Board at its next regular meeting. If approved by a two-thirds vote of the Board members present, the amendment shall be submitted to the membership at the next regular business session of the Association. A majority vote of the members present must be obtained for the Bylaws to be amended. If a mail ballot is used, a majority vote of the ballots returned must be obtained for the Constitution to be amended.

ABEA COMMITTEE DESCRIPTIONS

AUDIT

The Audit Committee shall audit the financial record and closing statements of the ABEA at the end of the fiscal year, submit a written report of its conclusions and recommendations to the Executive Board, and submit an auditor's report to the Editor of the Arkansas Business Educator for inclusion in its publication along with the final treasurer's report. The president will appoint the committee and indicate chairperson.

AWARDS COMMITTEE

The Awards Committee shall be chaired by the Past President. The committee, appointed by the President, will develop and maintain standards for award recipients, solicit nominations for the awards, meet at least once prior to awards presentations to select recipients, arrange for the presentation of the awards, prepare a written report/article to give to the Editor for publication.

Nominations will be made for the following awards:

- 1 ABEA Secondary Teacher of the Year Award
- 2 ABEA Post Secondary Teacher of the Year Award (Two-year school)
- 3 ABEA New Teacher of the Year Award
- 4 ABEA Post Secondary Teacher of the Year Award (Four-year school)
- 5 ABEA Middle/Junior High Teacher of the Year Award

MEMBERSHIP COMMITTEE

The Membership Committee shall consist of the District Representatives and chaired by the SBEA Representative. The committee shall promote total unified membership of all prospective members in their respective districts and develop programs/brochures to publicize the advantages of national affiliations.

NOMINATING COMMITTEE

The Nominating Committee shall be chaired by the Past President and will consist of three Active members appointed by the President. The committee will accept nominations from all vacant offices from any Active member, ascertain that each candidate to be recommended is a member, ascertain that the President and President-Elect nominees are unified members, obtain written consent from each nominee before recommending this person to the Executive Board, and submit to the Executive Board by June 1 the list of recommended candidates for each vacant office. Biographical sketches from each elected officer shall be submitted by the committee to the Editor for future articles.

PROGRAM COMMITTEE

The President Elect shall chair the Program Committee. Other members shall be the vice president and the District Representatives. The committee shall develop and recommend a list of possible activities for the Association, plan, organize, and conduct these activities that will enhance the purposes of the Association.