

# CONSTITUTION OF IOWA BUSINESS EDUCATION ASSOCIATION

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## ARTICLE I – NAME

The name of this association shall be the Iowa Business Education Association (hereinafter referred to as IBEA).

## ARTICLE II – PURPOSE

The purpose of the association shall be to discover and serve the needs of business education in Iowa.

## ARTICLE III – MEMBERSHIP

**Section 1.** All business educators and those individuals who cooperate in the development of business education in the state of Iowa may become members upon payment of the annual active membership dues.

**Section 2.** Student members (defined as those enrolled as undergraduate students in business education) shall be entitled to full membership privileges by payment of annual dues set by the Executive Board.

**Section 3.** Retired members shall be entitled to full membership privileges by payment of annual or lifetime dues set by the Executive Board.

**Section 4.** Membership in the association shall carry with it the privilege of holding office in the association and of voting on all matters coming up at any general meeting of the association.

**Section 5.** IBEA shall be a cooperating affiliate of the Iowa Association for Career and Technical Education (hereinafter referred to as IACTE) and the National Business Education Association (hereinafter referred to as NBEA).

## ARTICLE IV – OFFICERS AND DUTIES

**Section 1.** The officers of the association shall be president, president-elect, secretary, and treasurer. Their terms shall be for one year and commence with their election at the annual convention of the association.

**Section 2.** The president shall:

- (a) preside at all meetings of the association
- (b) call and preside at all meetings of the Executive Board
- (c) appoint all special committees with the advice of the Executive Board
- (d) represent or appoint a person to represent IBEA in all relations with the North Central Business Education Association (hereinafter referred to as NCBEA), the NBEA, and such other organizations and associations as are properly concerned with the purpose of this association.
- (e) fill, with the advice of the Executive Board, all vacancies that may occur on the Board
- (f) appoint an editor to publish the website
- (g) make provision to have the books of the association audited prior to the annual convention of the association
- (h) perform such other duties as are customary in such an organization.

**Section 3.** The president-elect shall:

- (a) act as chairperson of the annual convention of the association
- (b) assist the president with such duties as are delegated to him/her
- (c) perform the duties of the president when the latter is absent or unable to serve
- (d) appoint committee chairpersons for the annual convention of the association
- (e) prepare, with the assistance of the treasurer, a budget for the coming year for presentation at the annual convention of the association.

**Section 4.** The secretary shall:

- (a) keep full and accurate minutes of all meetings.
- (b) mail a copy of the Executive Board meeting minutes to all board members.

**Section 5.** The treasurer shall:

- (a) be responsible for all funds.
- (b) pay all bills upon presentation of vouchers authorized by the signature of the president and president-elect.
- (c) make a full report of the finances of the association to the membership at the annual convention of the association.
- (d) assist the president-elect in preparing the budget.

#### **ARTICLE V – THE EXECUTIVE BOARD**

**Section 1.** There shall be an Executive Board consisting of voting members: officers (as listed in Article IV), area representatives, immediate past president, NCBEA representative, IACTE/Legislative representative, student representative(s), and nonvoting members: executive secretary, web master, historian, program management chair, Department of Education representative, and chairpersons of standing committees.

**Section 2:** The Executive Board shall:

- (a) determine the annual membership dues
- (b) provide assistance and advice to the president-elect in planning the annual convention of the association
- (c) direct original studies, investigations, and surveys as may be carried on profitably in connection with the work of the association, and make reports of its findings to the association.

## **ARTICLE VI – EXECUTIVE BOARD, VOTING MEMBERS**

**Section 1.**     ***Area Representatives.*** There shall be one area representative elected for each of the areas served by the Area Education Agencies within the state with the exception of Area 1, which shall have two representatives (one representing the schools north of the Oelwein, Starmont, Central, and Garnavillo school districts and the other representing these districts and those south), and Area XI, which shall have two representatives (one representing schools north of Interstate 80 and one representing schools south of Interstate 80). Each area representative shall be elected at the annual business meeting of the association and shall serve a term of three years. The term of office of one-third of the area representatives (as identified in the IBEA Policies and Procedures Guide) shall expire at the time of the annual convention of the association. The area representatives shall serve no more than two consecutive three-year terms, to be effective with the fall 1999 elections. The area representatives shall:

- (a) submit area news and/or content articles to the editor of the IBEA website according to established deadlines
- (b) be responsible for at least one meeting for all business education teachers in their respective areas each year
- (c) promote IBEA membership in their respective areas
- (d) work with the Awards Committee in the selection of the award recipients
- (e) work with their Area Education Agency to plan programs and promote business education in their respective areas
- (f) serve on the Nominating Committee the year their term of office will be completed.

**Section 2.**     ***Immediate Past President.*** The immediate past president shall:

- (a) serve as advisor to the Executive Board
- (b) be chairperson of the Nominating Committee.

**Section 3.**     ***NCBEA Representative.*** The NCBEA representative shall be elected for a three-year term beginning July 1 of the year determined by the NCBEA Board. The NCBEA representative shall:

- (a) serve as a liaison between IBEA and NCBEA
- (b) promote membership in NCBEA
- (c) report actions of the NCBEA Administrative Board to the IBEA Executive Board and membership
- (d) serve as chairperson of the NBEA Membership Committee.

**Section 4.**     ***IACTE/Legislative Representative.*** The IACTE/Legislative representative shall be elected for a two-year term in odd-numbered years of the IBEA annual convention. The term of office shall begin on the date of the IACTE annual meeting held during even-numbered years. The Legislative chairperson may appoint members to serve in committee capacity. The IACTE/Legislative representative shall:

- (a) serve as a liaison between IBEA and IACTE
- (b) promote membership in IACTE
- (c) serve as a voting delegate at IACTE meetings
- (d) report actions of the IACTE Board to the IBEA Executive Board and membership
- (e) coordinate and formulate all legislative matters pertaining to business education and allied fields, and present its recommendations to legislative bodies at the state and national levels.

**Section 5.**     ***Student Representative(s).*** The president shall appoint one/two student representative(s) whose term of office shall be one year. The student representative(s) shall promote IBEA membership and serve as the representative for business students at the collegiate level.

## **ARTICLE VII – EXECUTIVE BOARD, NONVOTING MEMBERS**

**Section 1.**     ***Executive Secretary.*** The Executive Board shall appoint an executive secretary whose term of office shall be one year. The salary and time of payment shall be determined by the Executive Board. The executive secretary shall:

- (a) serve as chairperson of the IBEA Membership Committee
- (b) direct the annual membership drive
- (c) issue membership cards
- (d) maintain such membership records as will accurately reflect the membership of the association
- (e) serve on the Nominating Committee.

**Section 2.**     ***Historian.*** The Executive Board shall appoint an historian whose term of office shall be one year. The historian shall:

- (a) keep a record of IBEA accomplishments and activities for the year
- (b) maintain photographic records of the group and its members
- (c) organize the history in compact and complete form.

**Section 3.**     ***Department of Education Representative.*** The Department of Education, State of Iowa, shall be invited to appoint a business education consultant as a member of the Executive Board with a term of office concurrent with that of the president of the association. The representative shall serve as a liaison between the Department of Education and IBEA.

**Section 4.**     ***Web Master.*** The Executive Board shall appoint a web master whose term of office shall be one year. The web master shall:

- (a) maintain the IBEA Web site to include pertinent and timely information
- (b) work in tandem with the public relations chair to promote the organization.

**Section 5.**     ***Program Management Representative.*** The chair of the Program Management committee, if not currently an IBEA Board member, will become an ex-officio member during their term of service.

**Section 6. Standing Committees.** There shall be three standing committees: Public Relations, Legislative, and Awards.

- (a) **Public Relations.** The Public Relations Committee shall consist of a chairperson to be appointed by the president with the advice of the Executive Board. The chairperson may appoint additional members to serve on the committee. The committee shall:
  - (1) promote better public relations among business educators
  - (2) promote better public relations with the various groups which serve and are served by business education
  - (3) serve on the Convention Committee for convention publicity.
  
- (b) **Awards.** The Awards Committee shall consist of a chairperson appointed by the president with the advice of the president elect and subcommittee chairpersons appointed by the Awards chairperson as needed with the advice of the Executive Board.
  - (1) The Awards Committee chairperson shall:
    - (a) act as coordinator of the award committees
    - (b) report to the Executive Board
    - (c) serve on the Convention Planning Committee.
  
  - (2) The Awards Committee chairperson, along with committee members, shall be responsible for determining the following annual award winners to be presented at the annual convention:
    - (a) Outstanding New Educator – Secondary
    - (b) Outstanding Educator – Secondary
    - (c) Outstanding New Educator – Post-secondary
    - (d) Outstanding Educator – Post-secondary
    - (e) Hoffman Award
    - (f) Distinguished Service Award
    - (g) Service to Business Education Award
    - (h) Iowa BEST Award

## **ARTICLE VIII – ELECTIONS**

**Section 1.** The Nominating Committee, composed of the immediate past president as chairperson, the executive secretary, and the area representatives whose terms are about to be completed, shall prepare a slate of nominees consisting of officers and the necessary representatives and submit their names for election at the annual convention of the association.

**Section 2.** No person's name shall be presented for nomination without his/her consent. Each nominee must be a member of IBEA and, if not already a member, join NBEA when elected.

**Section 3.** All elections shall take place at the annual convention of the association. At this time, nominations may be made from the floor. The person having the majority of votes shall be elected.

## **ARTICLE IX – MEETINGS**

**Section 1.** The annual convention of the association shall be held at a time determined by the executive board.

**Section 2.** Only members shall have the right to vote in business sessions.

**Section 3.** Fifty members shall constitute a quorum for the transaction of business at any business meeting of the association.

## **ARTICLE X – FISCAL YEAR**

The fiscal year of the association shall be from September 1 through August 31.

## **ARTICLE XI – AMENDMENTS TO THE CONSTITUTION**

Amendments to this constitution may be made by a majority vote of the membership present at any business meeting of the association, provided such amendments are presented to the Executive Board in writing thirty (30) days before the meeting.

## **ARTICLE XII – PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order, Newly Revised*, shall govern the procedures of all meetings of the association.