

NATIONAL ASSOCIATION OF SUPERVISORS FOR BUSINESS EDUCATION

BYLAWS

ARTICLE I NAME

Section 1. The official name of this organization shall be National Association of Supervisors for Business Education.

ARTICLE II PURPOSE

Section 1. This association is an organization of Business Education supervisors who are direct employees of a state, region, or local education agency and has as its purpose furthering the cause of Business Education and the welfare of the field and professional members in the following ways:

- a. To develop and increase the effectiveness of educational opportunities in the areas of Business Education commensurate to the needs and abilities of all individuals in the American society.
- b. To encourage supervision of Business Education at all levels.
- c. To encourage additional services to Business Education at the national level.
- d. To stimulate research in Business and Economic Education.
- e. To promote and develop sound educational practices and policies in the field of Business Education.
- f. To maintain close cooperation and working relationships with all career/technical education services and organizations.
- g. To develop, maintain, promote, and coordinate cooperation among the states, regions, and local education agencies for Business Education through the interchange of ideas, materials, problems, and accomplishments.
- h. To promote the development of a total articulate program of education for and about business.
- i. To support career/technical student organizations serving Business Education programs.
- j. To provide active leadership for the management of change for business.

Section 2. The association shall be affiliated with the Association for Career and Technical Education and work cooperatively with the National Business Education Association and others as voted by the active membership.

ARTICLE III MEMBERSHIP

Section 1. Membership in the Association for Career and Technical Education shall be a requirement for active membership in this association.

Section 2. Membership in this association shall be of three kinds: (a) active, (b) associate, and (c) honorary.

- A. Active Members: State, regional and local supervisors of multiple Business Education programs (including assistant supervisors and district supervisors with direct responsibility for program development and/or Business Education co-curricula student organizations) may become active members.
- B. Associate Members: Persons who are interested in supporting the purpose of this association may pay dues and become nonvoting associate members.
- C. Honorary Members: Persons and/or positions who are officially concerned with administration and supervision of career/technical education and others who are actively and materially assisting to encourage and develop Business Education may be appointed honorary members by the executive committee by a majority vote. Honorary members shall not pay dues and shall be non-voting members.

Section 3. Each active member of this association present at the semiannual meetings shall be eligible to vote.

Section 4. Associate members and honorary members may attend all meetings of the association and may upon request to the presiding officer be extended the privilege of the floor.

Section 5. The membership year shall begin July 1 and end June 30.

Section 6. Dues shall be recommended by a majority vote of the executive committee and approved by a majority vote at the business meeting which is held at the Association for Career and Technical Education Convention or at the National Business Education Association Convention.

Section 7. Any member whose association dues are not paid prior to the opening of the association's business meeting at the annual ACTE or NBEA Conventions shall be automatically dropped from membership.

ARTICLE IV OFFICERS

Section 1. The officers of this association shall be a president, a president-elect, a vice president, a secretary, and a treasurer, all of whom shall be active members in good standing at the time of their election and during their tenures of office.

Section 2. The president-elect shall assume the position of president after serving one year as president-elect.

Section 3. The president-elect, vice president, secretary, and treasurer shall be elected from the active membership of this association annually by a majority vote at the business meeting during the ACTE Convention. Officers shall be eligible for re-election or re-appointment. No member shall hold more than one office.

Section 4. The term of office shall begin July 1 following the election and end June 30 or until their successors are elected.

Section 5. A parliamentarian shall be appointed by the president. The parliamentarian shall attend the executive committee and association business meetings as an ex-officio, non-voting member unless the parliamentarian is a member of the association.

Section 6. The newsletter editor shall be appointed by the president following the NBEA Convention. The newsletter editor shall attend the executive committee and association business meetings.

Section 7. The Webmaster shall be appointed by the president. The Webmaster shall attend the executive committee and association business meetings.

Section 8. At the business meeting held during the ACTE Convention the nominating committee shall present a slate of candidates, one person for each elected office. Nominations may be made from the floor. A majority vote shall be necessary to elect.

Section 9. The nominating committee shall consist of the two immediate past presidents, the ACTE/BE Division nominating committee representative, and one member-at-large appointed by the president.

Section 10. In the event that a vacancy occurs in any office, except in the office of president, the executive committee shall appoint an active member to fill the vacancy in that office for the unexpired term. If the office of president becomes vacant, the president-elect will automatically become president for the unexpired term and the vacancy arises in the office of president-elect.

ARTICLE V DUTIES OF OFFICERS

Section 1. The president shall preside over all meetings of the association and all meetings of the executive committee. The president shall serve as one of the two association's representatives to the policy and planning committee of the BE Division. The president with the approval of the executive committee shall appoint all committees unless the association shall specifically designate the members of any particular committee. The president shall, with the exception of the nominating committee, serve

as an ex-officio member of any or all committees. The president shall perform the duties prescribed by these bylaws, by the parliamentary authority adopted by the association, and by a majority vote at a business meeting of the association or a majority vote of the executive committee.

Section 2. The president-elect, in the absence of the president, shall preside over any meetings of this association. The president-elect shall discharge such responsibilities of an administrative or executive character as the president may assign. The president-elect will be responsible for the development of the program of work for the next year and shall serve as one of the two association's representatives to the policy and planning committee of the Business Education Division. The president-elect shall perform the duties prescribed by these bylaws, by the parliamentary authority adopted by the association, and by a majority vote at a business meeting of the association or a majority vote of the executive committee.

Section 3. The vice president, in the absence of the president and president-elect, shall preside over any meetings of this association. The vice president shall chair the program and planning committee and shall manage all details of program planning. The vice president shall perform the duties prescribed by these bylaws, by the parliamentary authority adopted by the association, and by a majority vote at a business meeting of the association or a majority vote of the executive committee.

Section 4. The secretary shall keep the minutes of all meetings of the association and shall serve in like capacity as secretary of the executive committee. The secretary shall keep on file all committee reports and shall perform such other duties as may be assigned by the president or designated by vote of the association. The secretary shall perform the duties prescribed by these bylaws, by the parliamentary authority adopted by the association, and by a majority vote at a business meeting of the association or a majority vote of the executive committee.

Section 5. The treasurer shall act as custodian of the funds of this association; collect such dues as may be determined; keep an accurate record of receipts, deposits, and disbursements; make reports on such matters at the semiannual meetings of this association; and make such other reports as directed by the executive committee. The treasurer shall pay out of the treasury such funds as are ordered paid out by vote of the association or by order of the executive committee. The treasurer shall chair the membership committee and shall manage all details of membership. The treasurer shall perform the duties prescribed by these bylaws, by the parliamentary authority adopted by the association, and by a majority vote at a business meeting of the association or a majority vote of the executive committee.

Section 6. The newsletter editor shall be responsible for collecting, editing, and printing the newsletters according to the program of work. Deadlines will be established by the executive committee, and the editor will disseminate the newsletters according to the deadlines. The newsletter editor shall perform the duties prescribed by these bylaws, by the parliamentary authority adopted by the association, and by a majority vote at a

business meeting of the association or a majority vote of the executive committee. The newsletter editor shall perform other editorial or publication duties as may be assigned by the president.

Section 7. The immediate past president is a voting member of the executive committee. The immediate past president chairs the nominating committee, updates the association handbook and prepare the new executive committee members training session to be held at the NBEA Convention. The immediate past president shall perform the duties prescribed by these bylaws, by the parliamentary authority adopted by the association and by a majority vote at a business meeting of the association or a majority vote at a executive committee.

Section 8. The parliamentarian will act as consultant and advisor to the president, president-elect, all other officers, committees, and members on matters of parliamentary procedure as it relates to the actual transaction of business. The parliamentarian shall perform the duties prescribed by these bylaws, by the parliamentary authority adopted by the association, or a majority vote at a business meeting of the association or a majority vote of the executive committee.

Section 9. The Webmaster shall be responsible for collecting and publishing association information on the association's Web site according to the program of work. Officers and committee shall be responsible for providing current information to the Web master on a regular basis according to the program of work. The Webmaster shall perform the duties prescribed by these bylaws, by the parliamentary authority adopted by the association, and by a majority vote at a business meeting of the association or a majority vote of the executive committee. The Webmaster shall perform other publication duties as may be assigned by the president.

Section 10. The executive committee shall work with the president-elect to develop and implement an annual program of work which promotes the purposes of this association, assist with the planning of a budget, authorize the disbursement of funds to support the program of work, examine and audit the accounts and records of the treasurer, and handle other such matters as have been delineated in the bylaws and/or designated by the association members at a business meeting. The executive committee shall perform the duties prescribed by these bylaws, by the parliamentary authority adopted by the association, and by a majority vote at a business meeting of the association or a majority vote of the executive committee.

ARTICLE VI MEETINGS

Section 1. The association shall have two meetings each year: one in conjunction with the Association for Career and Technical Education Convention and one in conjunction with the National Business Education Association Convention. Business will be transacted at both meetings, but voting for officers shall take place only at the meeting held during the Association for Career and Technical Education Convention.

Section 2. The active members present at the scheduled semiannual meetings shall constitute a quorum for the transaction of business.

Section 3. The executive committee shall meet at the time and place designated by the president or upon the request of at least four (4) members of the executive committee.

ARTICLE VII EXECUTIVE COMMITTEE

Section 1. The executive committee shall be composed of the president, president-elect, vice president, secretary, treasurer, immediate past president, newsletter editor, Webmaster, and chairmen of all committees. The parliamentarian shall serve as an ex-officio, nonvoting member of the executive committee.

Section 2. The executive committee shall manage the affairs of the association and supervise the activities of the officers of the association.

Section 3. An executive committee member may only act in an advisory capacity for any group, project, or organization representing the association upon approval of the executive committee.

Section 4. The executive committee shall work with the president-elect to develop and implement an annual program of work which promotes the purposes of this association, assist with the planning of a budget, authorize the disbursement of funds to support the program of work, examine and audit the accounts and records of the treasurer, and handle other such matters as have been delineated in the bylaws and/or designated by the association members at a business meeting. The executive committee shall perform the duties prescribed by these bylaws, by the parliamentary authority adopted by the association, and by a majority vote at a business meeting of the association or a majority vote of the executive committee.

Section 5. A majority of the voting members shall constitute a quorum at any meeting of the executive committee.

Section 6. In an emergency situation and upon the call of the president or four voting members, a conference call may be held with the executive committee. Any action taken by the executive committee as a result of the conference call must be followed by an official vote by mail or electronic communication in which a hard copy is produced. At the next executive committee meeting, the committee must ratify the action taken.

ARTICLE VIII COMMITTEES

Section 1. All committees shall be appointed by the president with the approval of the executive committee except for the nominating committee.

Section 2. The nominating committee shall consist of the two immediate past presidents, the association's representative to the ACTE/Business Education Division Nominating Committee, and one member-at-large who is appointed by the president. Its duty shall be to submit a list of candidates for the offices as listed in Article IV of the bylaws.

ARTICLE IX ELECTRONIC MEETINGS

Section 1. The NASBE executive committee, standing committees, and special committees are authorized to meet by telephone conference or through other electronic communications media so long as all the members of the executive committee, standing committee, or special committee may simultaneously hear each other and participate during the meeting.

Section 2. Electronic voting may be used for emergency purposes between meetings.

ARTICLE X AMENDMENTS

Section 1. These bylaws may be amended or revised at a regularly scheduled Business meeting. Any active member may at any Business meeting introduce an amendment to these bylaws for consideration. Such proposed amendment shall be presented in writing to the executive committee, through the president, no less than 45 days before the meeting at which it will be proposed. All amendments must be submitted in writing to the NASBE members at least 15 days prior to the meeting at which they will be proposed.

Section 2. The presiding officer shall have the proposed amendment read and presented to the membership. At a business meeting of the association a two-thirds vote shall be required for adoption of any amendment to these bylaws.

ARTICLE XI PARLIAMENTARY AUTHORITY

Section 1. *Robert's Rules of Order Newly Revised* shall be the parliamentary authority for this association.

Adopted 12/2/95 AVA (ACTE) Denver, Colorado
Last amended 3/21/08 NBEA San Antonio, Texas