

CONSTITUTION OF IOWA BUSINESS EDUCATION ASSOCIATION

Last Updated 7/1/2009

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
- (f) 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 July 1 through June 30.

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.

IOWA BUSINESS EDUCATION ASSOCIATION

POLICIES AND PROCEDURES GUIDE

1.00--CONVENTION

- 1.01** All major decisions concerning the convention shall be the responsibility of the Convention Chairperson, the President-Elect of IBEA. This includes, but is not limited to, decisions concerning prices for registration, meals, lodging, etc. Other duties are outlined in the Convention Handbook.
- 1.02** It is strongly suggested that there be no registration fee for students or retired members and that the registration fee for nonmembers should include the amount of the annual dues.
- 1.03** The Executive Board is responsible for selecting convention sites at least two years in advance.
- 1.04** Lodging, meals, and an honorarium may be provided for nonmembers speaking and/or presenting workshops at the annual convention if they request payment and their sponsor or company does not pay those expenses. They shall also be reimbursed mileage at the state of Iowa rate per mile. IBEA members who are presenters shall receive only an honorarium.
- 1.05** The amount of the exhibitor's fee shall be left to the discretion of the exhibit and convention chairpersons. All exhibitors except nonprofit organizations shall pay at the discretion of the exhibit and convention chairs.
- 1.06** All fees paid in advance of the convention will be refunded if notice of cancellation (written or oral) is received by the registration chairperson 48 hours prior to the official opening of the convention. In cases of extenuating circumstances, the individual may appeal to the convention chair and/or President for a refund.

2.00--REIMBURSEMENT

- 2.01** Requests for reimbursement shall be approved by the President and the President-Elect who will authorize payment and forward requests to the Treasurer for payment.
- 2.02** Authorized travel by board members is reimbursed at the current mileage rate of the state of Iowa. Authorized travel includes: travel to and from regular board meetings (excluding the meetings held in conjunction with the annual convention) or travel necessary in the course of carrying out responsibilities as a member of the Executive Board including committee assignments.
- 2.03** No per diem or lodging will be paid to board members for the sole purpose of attending regularly scheduled board meetings or state conventions.
- 2.04** Each Area Representative may request up to \$150 per year for sponsoring workshops in their areas.
- 2.05** The President and President-elect or their designated representative, and the NCBEA Representative shall be paid actual expenses up to \$1,000 each to attend the NBEA convention. The President or designated representative and the NCBEA representative will be paid actual expenses up to \$500 each to attend NCBEA.
- 2.06** The Executive Secretary shall be paid \$500 per Association year which runs from July 1 through June 30. One-half shall be paid at the convention in October/November; one-half shall be paid in March.
- 2.07** The Web Master shall be paid \$600 per year (\$200 is to be paid after each website issue is downloaded).

3.00--GENERAL INFORMATION

- 3.01** The web site is updated as needed.

3.02 Terms of office for the Area Representatives are three years. They are elected as follows:

To be elected fall of 2009 and 2012:	Area 1b Area 2 Area 6 Area 11a Area 14 Area 15
To be elected fall of 2010 and 2013:	Area 3 Area 4 Area 5 Area 11b Area 12 Area 13
To be elected fall of 2011 and 2014:	Area 1a Area 7 Area 9 Area 10 Area 16

4.00--AWARDS

4.01 Uniformity from year to year is suggested for the awards presented to the *Secondary and Post-secondary Business Educator of the Year Awards* recipients, the *Secondary and Post-secondary New Business Educator Awards* recipients, the *Distinguished Service Scholarship Award* recipient, the *Hoffman Award* recipient, and the *Service to Business Education Award* recipients.

4.02 Uniformity from year to year is suggested for the award presented to the outgoing President. The President-elect is responsible for obtaining the outgoing President's award.

4.03 The Awards Committee will be responsible for activities to honor the retiring teachers and years-of-service awards.

5.00--FINANCIAL MANAGEMENT

- 5.01** An annual budget should be prepared each year. The President-Elect and Treasurer shall prepare the budget.
- 5.02** The President-Elect shall present the budget to the board for its approval prior to its presentation to the membership.
- 5.03** All bills must be submitted for payment during the year they are incurred.
- 5.04** A record of income and expenses shall be provided by the Treasurer at each board meeting and at the annual convention.
- 5.05** The Treasurer's books shall be audited yearly. A statement verifying the audit shall be published on the Web.

6.00--IBEA HISTORY

- 6.01** A caretaker for the history shall be appointed by the Executive Board.

7.00--ANNUAL BUSINESS MEETING

- 7.01** No action shall be taken at the annual meeting unless the members have received notification of the intended action 30 days in advance.