

# IOWA BUSINESS EDUCATION ASSOCIATION

## *POLICIES AND PROCEDURES GUIDE*

*Updated 10/20/2009*

### **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 September 1 through August 31. 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).
- 2.08** The Treasurer shall be paid \$500 per year. One-half shall be paid at the spring executive board meeting and on-half shall be paid at the fall executive board meeting.

### **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 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

To be elected fall of 2012 and 2015:

Area 1b  
Area 2  
Area 6  
Area 11a  
Area 14  
Area 15

#### **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.