

# **Wisconsin Business Education Association, Inc.**

## **Bylaws**

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Revised September 2004  
Last Approved April 2005

### **ARTICLE I**

#### **Name**

The name of this organization shall be the Wisconsin Business Education Association, Incorporated.

### **ARTICLE II**

#### **Mission Statement**

The purpose of this organization shall be to develop and execute a sustained and planned program for Wisconsin business education teachers through conferences, bulletins, research studies, and educational investigations.

### **ARTICLE III**

#### **Objectives**

The objectives of the organization are:

- a. To maintain close and effective contacts with the field of business;
- b. To interpret the value and requirements of business education to school administrators, guidance counselors, boards of education, and the public;
- c. To promote the professional spirit among the business educators of Wisconsin;
- d. To promote the interests of business education in all the business teacher preparation courses;
- e. To promote the interests of business education at all educational levels within the State of Wisconsin;
- f. To cooperate with other agencies endeavoring to improve business education on the state, national, and international levels.

## **ARTICLE IV Membership**

**SECTION 1. Professional Membership.** Any person interested in advancing the objectives of the Association shall be eligible for membership in the professional category; and, upon payment of the annual dues, shall be entitled to the services and publications of the Association and shall be eligible to vote, hold office, and serve on committees.

**SECTION 2. Student Membership.** Any undergraduate student interested in advancing the objectives of the Association shall be eligible for membership in the student category; and, upon payment of dues, shall be entitled to the services and publications of the Association and shall be eligible to serve on committees, but may not serve as an officer or be eligible to vote.

**SECTION 3. Retired Professional Membership.** Any retired professional member, upon payment of dues, shall be entitled to the services and publications of the Association, and shall be eligible to vote, hold office, and serve on committees.

**SECTION 4. Life Membership.** Any life members of the WBEA shall be entitled to all the rights and privileges of the Association.

**SECTION 5. Honorary Life Membership.** The persons receiving the Outstanding Business Educator Awards (Secondary and Postsecondary) shall receive honorary life membership in the Wisconsin Business Education Association and shall be entitled to the rights and privileges of the Association. Any persons who have rendered outstanding service or have made outstanding contributions to the development and advancement of business education may be elected to honorary membership by approval of the Executive Board.

In accordance with the Wisconsin Fair Employment Act, the Wisconsin Business Education Association shall not discriminate because of a person's age, race, creed, color, handicap, marital status, sex, national origin, ancestry, or sexual orientation.

## **ARTICLE V Dues**

**SECTION 1.** The amount of dues shall be established by the Executive Board and shall entitle one to membership in the Association for one fiscal year.

**SECTION 2.** The membership year shall extend from July 1 - June 30, inclusive.

## **ARTICLE VI Officers and Their Duties**

**SECTION 1.** The officers of the Association shall consist of a president, a president-elect, a past president, a secretary, a treasurer, and a membership/information processing officer.

**SECTION 2.** The president shall:

- a. Preside at all meetings of the Association and the Executive Board;
- b. Appoint members to fill vacancies on the Executive Board subject to Executive Board approval;
- c. Make committee assignments;
- d. Provide for an audit of the treasurer's records at the close of the fiscal year;
- e. Perform all other duties as stated in the WBEA Job Description Manual.

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

- a. Preside at all meetings of the Association and the Executive Board in the absence of the president;
- b. Perform all other duties as stated in the WBEA Job Description Manual.

**SECTION 4.** The past president shall:

- a. Act as advisor to current president;
- b. Perform all other duties as stated in the WBEA Job Description Manual.

**SECTION 5.** The secretary shall:

- a. Keep accurate minutes of the proceedings of all meetings of the Association and the Executive Board and distribute copies to the Executive Board;
- b. Maintain the archives' copies of all proceedings;
- c. Perform all other duties as stated in the WBEA Job Description Manual.

**SECTION 6.** The treasurer shall:

- a. Receive and have custody of all monies and other assets of the Association including incorporation documents;
- b. Pay all expenditures approved by the president and/or the Executive Board;
- c. Keep accurate financial records and submit a report of the receipts, expenditures, and the balance on hand at each Executive Board meeting;
- d. Prepare a written financial report for the fiscal year for distribution at the general membership business meeting;
- e. Perform all other duties as stated in the WBEA Job Description Manual.

**SECTION 7.** The membership/information processing officer shall:

- a. Act as membership chair;
- b. Maintain a complete record of the members of the Association;
- c. Perform all other duties as stated in the WBEA Job Description Manual.

## **ARTICLE VII Executive Board**

**SECTION 1.** The Executive Board shall consist of:

- a. Officers
- b. District Representatives
- c. Student Representatives
- d. N-CBEA Representative
- e. *Wisconsin Business Education Journal* Editor(s)
- f. Business Department of Public Instruction Representative(s)
- g. Wisconsin Technical College System State Office--Director of Business and Information Technology Representative
- h. Legislative Network Chair
- i. Convention Coordinator
- j. Webmaster
- k. Research Editor, *WBEJ*

**SECTION 2.** The Executive Board shall establish and implement the goals of the Association.

**SECTION 3.** A vacancy in any board position shall be filled by presidential appointment, subject to Executive Board approval for the unexpired term of the office or for failure to fill a vacant office at the annual election of officers; except that a vacancy in the office of the president shall be filled by the president-elect.

**SECTION 4.** The president-elect shall be elected to serve consecutive one-year terms as president-elect and president. The nominee need not have previous WBEA Executive Board experience but must have been a member of WBEA for the past three years.

**SECTION 5.** The membership information processing officer is a 3-year appointed position. Appointment is made by the president with Executive Board approval.

**SECTION 6.** The secretary and the treasurer shall be elected in alternate years to serve a term of two years.

**SECTION 7.** The officers may serve one additional term.

**SECTION 8.** District representatives shall consist of one member from each district of the State. The district representatives are appointed by the president to serve a term of two years. Every effort should be made to insure that all educational levels are represented.

## **ARTICLE VII Executive Board (cont.)**

**SECTION 9.** The *Wisconsin Business Education Journal* editor shall be appointed by the president to serve for a minimum of two years. If co-editors are appointed, each one shall have a vote on the Executive Board.

**SECTION 10.** One student representative from the private school sector and one from the public school sector shall serve on the Executive Board for one year. Selection shall be made from those who apply. A selection procedure similar to that used to select the N-CBEA student representative shall be used to select the WBEA student representatives.

**SECTION 11.** The Wisconsin representative to the North-Central Business Education Association Administrative Board shall serve a two-year term. This position is an elected position. The nominee must have previously served on the WBEA Executive Board and must be a member of NBEA for the three years prior to election.

**SECTION 12.** The Business Manager shall be appointed by the president to serve for a minimum of two years.

**SECTION 13.** Any Executive Board member, officio or ex officio, may be removed by a two-thirds vote of the Executive Board at a special or regular meeting, when, in its judgment, the best interests of the Wisconsin Business Education Association would be served. The decision of the Executive Board shall be final and shall not be subject to review by or appeal to the WBEA membership or any WBEA official, entity, or committee.

Any Executive Board member, officio or ex officio, found guilty of violating any provision of these Bylaws, as now in effect or hereafter amended, or who shall be found guilty of other unethical conduct or conduct which brings discredit or tends to bring discredit upon the Executive Board or the WBEA or upon the education profession may, by a two-thirds vote of the Executive Board, be removed.

## **ARTICLE VIII Voting of the Executive Board**

**SECTION 1. Voting Members.** All members of the Executive Board are voting members:

## **ARTICLE IX Committees**

**SECTION 1.** The Association shall function with the following committees

- a. **Awards Committee.** The Awards Committee shall select the recipients of the annual WBEA Outstanding Educator Awards. The Committee shall consist of a minimum of four members of the Executive Board appointed by the president.
- b. **Budget/Officers Committee.** The Budget Committee shall prepare the budget for the fiscal year, July 1 to June 30. The Committee shall consist of the treasurer, the president, the president elect, the immediate past president, the membership/information processing officer, the secretary, and the former treasurer and/or membership/information processing officer in a year of a new treasurer or membership/information processing officer. The president and the treasurer shall serve as co-chairs.
- c. **Nominating Committee.** The Nominating Committee shall select nominees for all elected officers and the N-CBEA representative. The Committee shall consist of a minimum of four members of the Executive Board appointed by the president.
- d. **Legislative Committee.** The Legislative Committee shall act in a liaison capacity between this Association and governmental bodies when requested by the Executive Board. The Committee shall consist of a minimum of five members appointed by the president.

**SECTION 2.** The chair of each standing Committee shall be a member of the Executive Board.

**SECTION 3.** Each Committee shall be governed by the policies established for that Committee by the Executive Board.

**SECTION 4.** Special committees may be established by the president or the Executive Board.

## **ARTICLE X Nominations and Elections**

**SECTION 1.** The Nominating Committee shall present a recommended slate of officers each year via publication in the winter issue of the WBEJ.

**SECTION 2.** Additional nominations by current members may be made with the following provision: written acceptance by the proposed nominee must be received by the chairperson of the Nominating Committee prior to November 1 for publication.

**SECTION 3.** Each nominee for and each member of the Executive Board must be a member of WBEA at the time of nomination and during the term of office. Each board member is encouraged to also be a member of NBEA (National Business Education Association).

**SECTION 4.** Election of officers will be conducted via publication each year. A plurality of votes cast is required for election.

## **ARTICLE XI Meetings**

**SECTION 1.** The Association shall hold a general membership business meeting, which shall be known as the annual meeting, at each WBEA convention.

**SECTION 2.** The Executive Board shall meet at least three times a year.

**SECTION 3.** The membership in attendance shall constitute a quorum for the transaction of business at the annual meeting.

**SECTION 4.** The majority of the members of the Executive Board present shall constitute a quorum of that body for the transaction of business at the three yearly meetings of the Board.

## **ARTICLE XII Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern in all deliberations of the Association.

## **ARTICLE XIII Amendment of Bylaws**

Any proposed amendment to these bylaws must be presented in writing to the secretary at least sixty days before the annual meeting. It must be published in the WBEA *Wisconsin Business Education Journal* at least thirty days prior to the annual meeting. The Association, at its annual meeting, may then adopt or reject such amendments by a two-thirds vote of the members present.

## **ARTICLE XIV Non-Profit Status**

This Association is not organized for profit, and no part of the net earnings shall inure to the benefit of any private shareholder or individual.