

# Alabama Business Education Association Bylaws

*As approved by the ABEA Membership February 1, 2014*

## **ARTICLE I. Name**

**Section 1.** This organization shall be known as the Alabama Business Education Association, an affiliate of the National Business Education Association.

## **ARTICLE II. Purposes**

**Section 1.** The purposes of this Association shall be:

1. To foster educational leadership;
2. To promote a higher quality of teaching in the area of business;
3. To encourage career development and professional growth among business teachers; and
4. To develop relationships between business educators and business enterprises that will provide an understanding necessary for preparing well-equipped personnel.

## **ARTICLE III. Membership**

**Section 1. Eligibility.** Membership in this organization is extended to persons actively engaged or interested in the profession of business education.

**Section 2. Membership Classifications.**

1. **Active Members.** All professional personnel employed by local school districts, State Board of Education, colleges, and universities as teachers, supervisors, directors, and specialists in business education shall be eligible for active membership in the Association.
2. **Loyalty.** Individuals who have retired, but maintain an interest in business education shall be eligible for loyalty membership in the Association.

Active and loyalty members are considered to possess all rights of membership and shall hereafter be referred to as members.

3. **Associate Members.** Individuals associated with or participating in the professional development of the Association shall be eligible for Associate membership in the Association. Such members may include superintendents, businesspersons, advisory council members, and others

who have contributed to the growth of the Association. Associate members shall not be eligible to vote nor to hold office.

4. Student Members. Individuals enrolled in a college program studying to be a business educator shall be eligible for student membership in the Association. Student members shall not be eligible to vote nor to hold office.

**Section 3.** The membership year shall be 12 months beginning the month membership dues are originally paid.

#### **ARTICLE IV. Finances**

**Section 1.** The fiscal year of this Association shall be January 1 through December 31.

**Section 2.** Dues for membership shall be recommended by the Executive Council and approved by a majority vote of the members present at the annual meeting.

**Section 3.** All disbursements shall be made by check, and the checks shall be written and signed by the treasurer upon written request of the president. The past-president shall also be a signer on the account in the treasurer's absence.

**Section 4.** An annual report of the finances shall be submitted to the members at the annual business meeting.

**Section 5.** Annual audit of the financial records of the Association shall be completed by the Audit Committee as appointed by the president.

#### **ARTICLE V. Officers**

**Section 1.** The officers of the Association shall be president, president-elect, past-president, secretary/treasurer, and membership director/SBEA representative and must be members of NBEA, SBEA, and ABEA.

**Section 2.** President and president-elect shall be elected for a one-year term. Secretary/treasurer and membership director/SBEA representative shall be elected to a three-year term in accordance with the qualifications established by NBEA/SBEA. Officers shall be elected at an annual meeting and shall assume their duties immediately following their installation.

#### **ARTICLE VI. Duties of Officers**

- Section 1.** The president shall preside at all meetings of the Association and the Executive Council. It shall be the responsibility of the president to prepare and distribute the Spring Newsletter to ABEA members. The president shall perform such other duties as prescribed in the Bylaws or assigned to him/her by the Association or by the Executive Council.
- Section 2.** The president-elect shall act as aide to the president and shall perform the duties of the president in the absence or inability of the president to serve. It shall be the responsibility of the president-elect to plan the program for the annual meeting of the Association and to prepare and distribute the Fall Newsletter to ABEA members.
- Section 3.** The past-president shall serve as adviser to the president and coordinate the activities of all Association committees and serve as representative to the SBEA Legislative Committee.
- Section 4.** The secretary/treasurer shall keep a record of the proceedings of all meetings of the Association and of the Executive Council Minutes of the Executive Council shall be distributed to council members seven (7) days prior to the next meeting, handle and preserve correspondence of this office, keep a current membership roster, maintain the mailing list of all current officers, prepare the annual report to SBEA, act as custodian of all funds, keep an accurate record of receipts and expenditures, and disburse funds for expenditures approved and authorized by the Association. The treasurer shall present a financial statement at the annual meeting and assume other duties as the Executive Council directs to the office.
- Section 5.** The membership director/SBEA representative shall chair the membership committee, communicate with existing members and recruit new members by maintaining the ABEA Web site and the use of a variety of other social media not limited to Facebook, Twitter, Edmodo, etc. In addition, the membership director will attend conferences and utilize other such opportunities to recruit new members. The SBEA representative shall represent the Association on the SBEA Board and perform other duties as the Executive Council directs to the office.

## **ARTICLE VII. Executive Council**

- Section 1.** The Executive Council shall consist of the elected officers and the immediate past president.

- Section 2.** The president shall call a meeting of the Executive Council when he/she feels it necessary or has written request of the majority of the Executive Council.
- Section 3.** The majority of the members of the Executive Council shall constitute a quorum to do business.
- Section 4.** The Executive Council shall carry out plans and policies outlined and adopted at the annual meeting, prescribed rules and regulations for the guidance of its officers consistent with these Bylaws, and perform such other duties as the Association may prescribe.
- Section 5.** The Executive Council shall meet at least two times each fiscal year on dates to be determined by the president.
- Section 6.** In the event of the inability of the president to serve, the president-elect shall assume the office of president for the remainder of the term. He/she shall then serve his/her regular term as president. If vacancies occur in other offices, the Executive Council shall appoint replacements for the remainder of the term.
- Section 7.** Standing Rules shall outline the administrative procedures of ABEA. These standing rules are amended by the Executive Council without notice by a majority vote.

#### **ARTICLE VIII. Meetings**

- Section 1.** The Association shall meet at least once a year at such time and place as the Executive Council may decide except during years Alabama hosts SBEA or NBEA when ABEA will be held in conjunction with these meetings. The Executive Council shall designate the annual meeting fee. At the request of a majority of the members of the Executive Council, other meetings may be called.
- Section 2.** The presence of a majority of registered member shall constitute a quorum.
- Section 3.** Electronic meetings and communications—The ABEA Executive Council and all committees and subcommittees shall be authorized to meet by telephone conference or through other electronic communications media so long as all the members can simultaneously hear each other and participate during the meeting.

**Section 4.** Communication—Unless members indicate otherwise to ABEA Executive Council, all communication in these bylaws, including meeting notices, may be sent electronically.

## **ARTICLE IX. Committees**

**Section 1.** Committees shall be appointed by the president from the membership of the Association. The standing committee shall be: bylaws, membership, nominating, auditing, program, and awards.

**Section 2.** Duties of Committees

Bylaws Committee—chaired by the past-president, shall be appointed to originate, review, edit, and make recommendations concerning Bylaws as outlined in Article XI.

Membership Committee—chaired by the treasurer/SBEA state representative, shall be appointed to strive to increase membership in NBEA, SBEA, and ABEA.

Nominating Committee—composed of two former officers and three members, appointed to present a slate of officers and three delegates to the SBEA Leadership Seminar 30 days prior to the annual meeting.

Auditing Committee—composed of three members, shall audit the treasurer's books before the annual meeting and report its findings at the annual meeting.

Program Committee—chaired by the president-elect, shall plan and coordinate the annual meeting.

Awards Committee—composed of three past Outstanding Business Educator recipients and chaired by the previous year's ABEA Outstanding Business Educator, shall be appointed to solicit nominations, to select the nominees for ABEA, SBEA, and NBEA awards and to select the Professional Development Partnership participants.

**Section 3.** Such standing committees shall be created by the Association as is deemed necessary to promote the objectives and carry out the work of the Association.

**Section 4.** Special committees may be appointed by the president with approval of the Executive Council.

**Section 5.** The president shall be an ex-officio member of all committees except the nominating committee.

#### **ARTICLE X. Affiliation**

**Section 1.** This organization shall maintain an active affiliation with the National Business Education Association and the Southern Business Education Association.

#### **ARTICLE XI. Amendments**

**Section 1.** Presentation. Amendments to the Bylaws may be proposed by any member of the Association or the bylaws committee by submitting 60 days prior to the annual meeting the proposed amendment to the Bylaws Committee via the president in writing.

**Section 2.** Approval. The amendment(s) shall be considered by the Executive Council at its next meeting. If approved by a two-thirds vote of the Executive Council members present, the amendment shall be submitted to the membership 30 days prior to the Annual Business Meeting for review. A majority vote of the members present at the Annual meeting must be obtained for the Bylaws to be amended.

#### **ARTICLE XII. Parliamentary Authority**

**Section 1.** In the absence of stated provisions in the Bylaws, the meetings and business of the Association shall be conducted in accordance with Robert's Rules of Order, Newly Revised.

## **ABEA STANDING RULES**

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1. Nominees for the Outstanding Business Educator of the Year – Secondary and Post-secondary should be submitted 60 days prior to the annual meeting. In turn, nominees must submit his/her package 30 days prior to the Annual Meeting in order for the Awards Committee to review the candidates.
2. Fall Newsletter. The fall newsletter should be sent out by the president-elect at least 90 days prior to the annual meeting, and shall include the following information:
  - A. Destination, dates, tentative meeting agenda, call for presentations, and registration information
  - B. Officer nomination form
  - C. SBEA Leadership Delegation Form
  - D. Nomination forms for Outstanding Business Educators Secondary/Post-Secondary
  - E. A web link will be provided in the fall newsletter for members to retrieve a copy of the minutes from the last Annual Business Meeting.
3. ABEA Amenities shall be extended to guest speaker(s), presenters and outgoing officers by the president, not to exceed \$125. Amenities will be extended to the president by the president-elect.
4. ABEA President-elect will receive a \$200 stipend to attend the President-Elect Seminar at NBEA.
5. ABEA Leadership Delegate to SBEA will receive a \$150 stipend to attend the SBEA leadership meeting.