

# KENTUCKY BUSINESS EDUCATION ASSOCIATION BYLAWS

## ARTICLE I. NAME

Section 1. The official name of this association shall be the Kentucky Business Education Association.

## ARTICLE II. PURPOSE

Section 1. The Association's purpose shall be the advancement of business education at all levels in the Commonwealth of Kentucky.

Section 2. The Association shall be affiliated with the National Business Education Association and the Southern Business Education Association.

## ARTICLE III. MEMBERSHIP

Section 1. Membership in this Association shall be of four kinds:

- A. **Active Members:** Business teachers and administrators in public, private, and parochial schools; technical schools, colleges and universities in Kentucky; and business and professional individuals interested in strengthening business education may become active members.
- B. **Lifetime Members:** Business teachers and administrators in public, private, and parochial schools; technical schools, colleges and universities in Kentucky; and business and professional individuals interested in strengthening business education may become lifetime members.
- C. **Student Members:** Undergraduate and graduate business education students enrolled in private and public institutions of higher learning in Kentucky may be student members. Student members have all the rights and privileges of active members.
- D. **Honorary Life Members:** Individuals may be granted Honorary Life Membership. The Honorary Life Committee shall consist of at least three (3) members appointed by the president. The committee shall solicit nominees from the membership and shall select an honorary life member based on the following criteria: (1) Significant contribution to KBEA; (2) Long-term KBEA and NBEA members; and (3) Retired or nearing retirement. Honorary life members have all the rights and privileges of active members, except holding office.

- Section 2. Each active, lifetime, student, and honorary life member of the Association present at the annual meeting shall be eligible to vote.
- Section 3. The membership year shall be one year from date of payment. The fiscal year shall be January 1 through December 31.
- Section 4. The amount of annual dues, lifetime dues, and student dues shall be determined by the Executive Board by a two-thirds vote.
- Section 5. Voting may be conducted by electronic means.
- Section 6. Any member whose Association dues are not paid by the date of the annual meeting of the Association will be ineligible to vote.

#### **ARTICLE IV. OFFICERS**

- Section 1. The Officers of this Association shall be a president, president-elect, secretary, treasurer, historian, and one regional representative from each of the six (6) FBLA regions. All officers shall be members in good standing at the time of their election and during their tenure of office.
- Section 2. The president-elect shall assume the position of president after serving one year as president-elect.
- Section 3. The officers shall be elected by a majority vote at the Association's annual meeting. No member shall hold more than one (1) office.
- Section 4. The term of office for all officers shall begin immediately following the annual meeting at which they were elected, and they shall serve until their successors are elected. The secretary, treasurer, and historian are elected for three (3) year terms, and their terms shall be staggered so their terms will not expire the same year. These three (3) officers are elected in the following years:
- |           |   |
|-----------|---|
| Secretary | 2011 and every third year thereafter (2014, 2017, etc.) |
| Treasurer | 2009 and every third year thereafter (2012, 2015, etc.) |
| Historian | 2010 and every third year thereafter (2013, 2016, etc.) |
- The six (6) regional representatives, one (1) from each of the FBLA regions, shall serve for two (2) years, and their terms shall be staggered. These six (6) regional representatives are elected in the following years:
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|----------------|----------------|
| Region 1 2017* | Region 4 2016* |
| Region 2 2016* | Region 5 2017* |
| Region 3 2017* | Region 6 2016* |
- \*and every other year thereafter.
- Section 5. At the Executive Board meeting prior to the annual business meeting the Nominating Committee shall make its report. At the annual business meeting

nominations may be made from the floor. A majority vote of the members in good standing shall be necessary to elect.

Section 6. The Nominating Committee shall consist of the immediate past-president and two other members of the executive board appointed by the president. The immediate past-president shall serve as chairman.

Section 7. In the event a vacancy occurs in any office except the president and president-elect, the president shall appoint a 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. Should a vacancy occur in the office of president-elect, the vacancy will not be filled until the annual business meeting.

### **ARTICLE V. DUTIES OF OFFICERS**

Section 1. The president shall preside at all meetings; shall be an ex-officio member of all committees, except the nominating committee; shall serve on the annual Conference Planning Committee; and shall be the chairman of the Executive Board. 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 2/3 vote of the Executive Board.

Section 2. The president-elect, in the absence of the president, shall preside over any meetings of this Association; shall serve on the annual Conference Planning Committee; and shall discharge such responsibilities of an administrative or executive character as the president may assign. 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 2/3 vote of the Executive Board.

Section 3. The secretary shall record the minutes of all business meetings and distribute a copy of these minutes to each board member within 20 days following the meetings. The secretary, on instruction from the president, shall distribute written notice of all meetings to the members and shall have charge of all former secretarial records 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 2/3 vote of the Executive Board.

Section 4. The treasurer shall have charge of the funds and source documents of the Association, shall serve on the annual Conference Planning Committee, and shall conduct the financial transactions. The treasurer shall make a financial report at each Executive Board meeting and at the annual meeting of the Association and shall pay all bills of the Association upon authorization by the president. The treasurer shall prepare an annual budget to be submitted to the Executive Board at

its first meeting and shall have a yearly financial review made of the KBEA financial records. 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 2/3 vote of the Executive Board.

Section 5. The historian shall be responsible for keeping a historical account of the yearly activities of the Association in written form and for maintaining all prior historians' reports. The historian 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 2/3 vote of the Executive Board.

Section 6. The six (6) regional representatives, one (1) from each of the FBLA regions, shall work with business education teachers, business teacher educators, Phi Beta Lambda Advisers, and FBLA Advisers in their respective regions to promote the Association. The six (6) regional representatives 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 2/3 vote of the Executive Board.

#### **ARTICLE VI. MEETINGS**

Section 1. The Association shall have an annual meeting each year.

Section 2. The members present at the annual meeting shall constitute a quorum for the transaction of business.

Section 3. The Executive Board shall meet at the call of the president. A special meeting must be called by the president upon written request from three (3) Executive Board members.

#### **ARTICLE VII. EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of the officers of the Association: president, president-elect, secretary, treasurer, historian, and six (6), regional representatives of whom shall have voting rights. The Executive Board shall also include these ex-officio voting members: Association's Communication Publicist, the Web page editor, the FBLA State Adviser or a designated representative, the PBL State Adviser or a designated representative, the NBEA/SBEA state representative, the Association's immediate past president, the Kentucky Association of Career and Technical Education representative, and the membership chairperson. A parliamentarian, the Association's adviser, and a secondary and post-secondary representative appointed by the President shall be ex-officio non-voting members of the Executive Board.

- Section 2. The Executive Board shall manage the affairs of the Association.
- Section 3. A majority of the voting members shall constitute a quorum at any meeting of the Executive Board.
- Section 4. A vote of the Executive Board may be taken by mail, fax, or electronic mail at the discretion of the President.
- Section 5. The Communication Publicist shall be appointed by the president for a term of two (2) years, starting 2015 and every second year thereafter. The Publicist will be responsible for “communicating” to KBEA members via Twitter and the website. The Publicist focuses on PR type information by managing motivational content, as well as sending the Web Editor information such as member spotlight information, updated conference information, etc.
- Section 6. The membership chairman shall be appointed by the president for a term of three (3) years and shall be responsible for membership recruitment and maintaining membership records of the Association. The appointment years are: 2012, 2015, 2018, etc.
- Section 7. The NBEA/SBEA representative shall be appointed by the president for a period of three (3) years. The appointment years are: 2012, 2015, 2018, etc.
- Section 8. The Association’s Adviser, Parliamentarian, and Post-Secondary Representative shall be appointed by the President with the approval of the Executive Board for a term of one (1) year.
- Section 9. The Conference Awards Chairman shall be appointed by the president for a term of one (1) year.
- Section 10. The Web Page Editor shall be appointed by the president for a term of three (3) years. The appointment years are 2012, 2015, 2018, etc. The Web Page Editor will be working with website content, and loading information sent by members.
- Section 11. The representative to the Kentucky Association of Career and Technical Education shall be appointed by the President for a term of two (2) years. The appointment years are 2011, 2013, 2015, etc. The appointment will begin after the summer conference to coincide with the KACTE’s administrative year.
- Section 12. The Secondary Representative will be the current CTE Business & Marketing Consultant or a designated representative.

Section 13 Executive Board membership and voting privileges are:

Officers Voting

President  
 President-elect  
 Secretary  
 Treasurer  
 Historian  
 Regional Representatives

Ex-Officio Voting Members

Communication Publicist  
 Webpage Editor  
 FBLA State Adviser  
 PBL State Adviser  
 NBEA/SBEA Representative  
 Immediate Past President  
 KACTE Representative  
 Membership Chairperson

Ex-Officio Non-Voting Members

Parliamentarian  
 Association Adviser  
 Secondary Representative  
 Post-secondary Representative

## **ARTICLE VIII. COMMITTEES**

- Section 1. All committees shall be appointed by the president.
- Section 2. The Nominating Committee shall consist of the immediate past president as chairman and two other members of the Executive Board. The committee shall make its report at the Executive Board meeting prior to the annual business meeting.
- Section 3. The Honorary Life Committee shall consist of at least three (3) members appointed by the President. The committee shall solicit nominees from the membership and shall select an honorary life member based on the following criteria: (1) Significant contribution to KBEA; (2) Long-term KBEA and NBEA members; and (3) Retired or nearing retirement. Honorary life members have all the rights and privileges of active members, except holding office.

**ARTICLE IX. AMENDMENTS**

- Section 1. Proposed amendments to these bylaws shall be submitted in writing to the KBEA president at least 60 days prior to the annual KBEA meeting. Proposed amendment(s) shall be reviewed by the Executive Board and submitted to the membership at the annual business meeting.
- Section 2. The presiding officer shall have the proposed amendment(s) read and presented to the membership at the annual business meeting. A two-thirds vote shall be required for adoption of any amendment to these Bylaws.

**ARTICLE X. PARLIAMENTARY AUTHORITY**

- Section 1. The most current edition of Robert's Rules of Order shall be the parliamentary authority of this Association.