

C O N S T I T U T I O N

Approved July 2008

MISSION STATEMENT

The Missouri Business Education Association (MBEA) serves individuals and groups involved in instruction, administration, research, and dissemination of information for/about business as they successfully accomplish the following purposes of business education:

- Prepare individuals for successful careers in government, business, and industry that will enable them to become members of a competent, globally competitive workforce.
- Prepare individuals to manage personal business affairs so that they are successful and productive citizens.
- Provide support and reinforce basic academic and skill instruction.
- Develop leadership qualities through professional growth of members in the field including cooperation with other organizations and involvement in legislative proactiveness.

ARTICLE I ORGANIZATION

Section A. Name. The name of this organization will be the Missouri Business Education Association.

Section B. Districts. The state of Missouri will be divided into districts under the direct supervision of the Executive Board: Northwest, East Central, Central, West Central, Southeast, Southwest, Northeast, Greater Kansas City Area, and St. Louis Area. The submission of the names and addresses of district officers to the association president-elect will constitute prima facie evidence of an active professional MBEA district association.

ARTICLE II OBJECTIVES and AFFILIATIONS

Section A. Objectives. The objectives of the Missouri Business Education Association are:

- To promote the professional growth and development of members in the field of business education.
- To recognize that business education, emphasizing both academic and employability competencies, is a critical component in the general education of all K-12 and postsecondary students.
- To provide opportunities for leadership at the district and state levels.
- To cooperate with other business and professional organizations at local, state, regional, and national levels.
- To enhance business education through an effective public information system.
- To foster a close association among business educators for the benefit of the student population.
- To promote awareness of the legislative process at all levels and to effect actions that enhance business education.
- To advocate business education as a viable career choice.

Section B. Affiliations. This association will work collaboratively with other organizations that share objectives parallel or complementary to those expressed in Article II. These affiliations will include, but are not limited to, Missouri Association for Career and Technical Education (Missouri ACTE), Association for Career and Technical Education (ACTE), National Business Education Association (NBEA), and North Central Business Education Association (NCBEA).

ARTICLE III MEMBERSHIP

Section A. Eligibility. Membership in the Missouri Business Education Association will be open to all business educators, business education students, retired business educators, and those individuals who cooperate in the development of business education in the state of Missouri. Upon payment of annual dues, members will be entitled to the services and publications of the association and will have the right to vote, hold office, and serve on committees if eligibility requirements are met.

Section B. Membership Year. The membership year will be July 1 to June 30; however, district reimbursement will be based on the association membership records as of March 1.

ARTICLE IV DUES

The dues will be \$30 a year for current business educators and those who cooperate in the development of business education. Two dollars of each Missouri Business Education Association member's dues will be returned annually to the respective districts by the state Treasurer provided an active MBEA professional association is maintained in the district. The dues will be \$10 a year for undergraduate students and retired members, with no reimbursement to districts.

ARTICLE V OFFICERS

Section A. Officers. The officers of this Association will be President, President-Elect, Secretary, Treasurer, and Immediate Past-President.

Section B. Eligibility. Potential officer candidates must have previous leadership experience at the district or state level of the association. The president and president-elect must be actively engaged in business education and a current member of the Missouri Business Education Association at the time the office is assumed. The secretary and treasurer must be actively engaged in business education, or a retired business educator and a member of the Missouri Business Education Association at the time the office is assumed.

Section C. Election. The officers will be elected at the annual summer business meeting of this association to serve from the close of that business meeting until the close of the business meeting at which successors are elected. The President will appoint a nominations committee before the fall business meeting of the association, whose duty it will be to place in nomination the name of one person for each office at the annual summer business meeting of this association. Voting may be carried on in a manner designated by the President.

Subsection 1. Process. The nominations committee will seek candidates for offices as detailed in the *Missouri Business Education Association Policies and Procedures Handbook*. Candidates for President-Elect will be chosen from the active MBEA districts on a rotating basis in the following order: Northwest, East Central, Central, West Central, Southeast, Southwest, Northeast, Greater Kansas City Area, and St. Louis Area. Should the nominations committee be unable to present a candidate who meets the association's eligibility requirements for office from the specified district, the committee will then seek a candidate from the next district in rotation order. Candidates for the offices of Secretary and Treasurer will be chosen from the general membership regardless of MBEA district affiliation.

Subsection 2. Term of Office: The following officers shall be elected for their respective terms:

- a. The President-Elect shall be elected to serve consecutive one-year terms as President-Elect, President, and Past-President.
- b. The Secretary and Treasurer shall each be elected for three-year terms.

Section D. **Vacancy.** The President-Elect shall, in the absence of the President, perform the duties of the President. In case of permanent vacancy in the office of President, the immediate Past President shall automatically assume the duties of the President for the remainder of the term. If a vacancy occurs during the term of office of President-Elect, Secretary, or Treasurer, the President in consultation with the Executive Board will delegate a member or members to fulfill the responsibilities of the office until the next regular election.

ARTICLE VI

NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION REPRESENTATIVE

Section A. North Central Business Education Association Representative. Each state in the North Central Region (Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, Wisconsin) is allowed one representative to serve on the North Central Business Education Association Administrative Board. The North Central Business Education Association representative will be governed by the North Central Business Education Association Policies and Procedures Handbook.

Section B. Eligibility. The North Central Business Education Association representative must be actively engaged in business education or a retired business educator, and a current Missouri Business Education Association and National Business Education Association member at the time the office is assumed. The candidate should have had previous leadership at the state level and will be elected from the general membership regardless of district affiliation.

Section C. Election. The North Central Business Education Association representative will serve a three-year term. A Missouri representative to the North Central Business Education Association will be elected *every three years*, starting July 29, 2004, and will take office July 1 of the following year. At the summer business meeting every three years (2004, 2007, 2010), the Nominations Committee will include the name of a National Business Education Association/Missouri Business Education Association member for the purpose of representing Missouri on the North Central Business Education Association Administrative Board. Voting may be conducted in a manner designated by the President.

Section D. Vacancy. If a vacancy occurs in the position of North Central Business Education Association representative, the President, in consultation with the Executive Board, will delegate a member to fulfill the responsibilities of the position until the next regular election.

ARTICLE VII

MISSOURI BUSINESS EDUCATION ASSOCIATION STUDENT REPRESENTATIVE

Section A. Missouri Business Education Association Student Representative. One postsecondary business education student will serve as a representative to the Executive Board for a period of one year from July 1 to June 30.

Section B. Eligibility. The Missouri Business Education Association Student Representative must be a junior or senior or graduate student at the time of application, must be a current member of the association, and must have demonstrated leadership ability and success in scholarly activities.

Section C. Selection. Students who meet the eligibility requirements must submit the official application form on or before the stated deadline to the Chair of the Membership Committee. The Membership Committee will review and make the selection using a scoring guide. Only application materials listed in the Policies and Procedures Handbook will be accepted for consideration.

ARTICLE VIII

DUTIES of EXECUTIVE OFFICERS, NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION REPRESENTATIVE, INFORMATION TRANSITION COORDINATOR, and MISSOURI BUSINESS EDUCATION ASSOCIATION STUDENT REPRESENTATIVE

Section A. Executive Officers. The Executive Officers can make decisions for the Executive Board as deemed fit and necessary between the meetings of the full Executive Board (*see Article IX The Executive Board*). The Executive Officers collectively may authorize financial decisions not to exceed \$200 without permission of the full Executive Board if in compliance with the budget. The Executive Officers consist of the President, President-Elect, Secretary, Treasurer, and Immediate Past-President.

Section B. President. *The President shall perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedures Handbook.* The President will preside at the Executive Officer meetings, the Executive Board meetings, and all meetings of the association.

Section C. President-Elect. *The President-Elect shall perform all duties designated by the President and those detailed in the Missouri Business Education Association Policy and Procedures Handbook.* The President-Elect shall preside at all meetings of the association and the Executive Board in the absence of the President.

Section D. Immediate Past-President. *The Immediate Past-President shall perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedures Handbook.* The Immediate Past-President will serve in an advisory capacity to the President and Executive Board.

Section E. Secretary. *The Secretary shall perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedures Handbook.* The Secretary will record accurate minutes of the proceedings of all meetings of the association, the Executive Board, and the Executive Officers.

Section F. Treasurer. *The Treasurer shall perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedures Handbook.* The Treasurer will be the custodian of the association funds and keep accurate financial and membership records.

Section G. North Central Business Education Association Representative. *The MBEA North Central Business Education Association Representative shall fulfill the duties as specified by the North Central Business Education Association and the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedures Handbook.* The North Central Business Education Association Representative will serve as the Missouri Representative on the North Central Business Education Association Administrative Board and will serve on the Missouri Business Education Association Executive Board

Section H. Information Transition Coordinator. *The Information Transition Coordinator shall perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedures Handbook.* The Information Transition Coordinator will coordinate the transfer of the Missouri Business Education Association Handbook. The coordinator will serve as a non-voting member of the Executive Board.

Section I. Missouri Business Education Association Student Representative. *The Student Representative shall perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedures Handbook.* The Student Representative will serve as a member of the Missouri Business Education Association Executive Board and will encourage student participation in the association.

**ARTICLE IX
THE EXECUTIVE BOARD**

Section A. Membership. All Executive Board members must be current members of the association. The Executive Board will be composed of the Executive Officers, the North Central Business Education Association Representative, the Missouri Business Education Association Student Representative, and one representative from each active District Association. Non-voting members will include the Department of Secondary and Elementary Education Representative, and Information Transition Coordinator.

Section B. Term. Each Executive Board member will serve a term from the close of the summer business meeting until the close of the summer business meeting the following year.

Section C. Meetings. The Executive Board will meet in the spring, at the summer conference, and at the fall conference and at other times deemed necessary by the President.

**Article X
COMMITTEES**

Section A. Standing Committees. Each standing committee will consist of no fewer than three or no more than nine members with the MBEA President serving ex officio, and the terms of committee members will be established so that one-third of the committee members will be replaced each year. Committee members will serve three-year terms.

Only current members of the association will serve on standing committees. A written and oral report of the committee's activities should be given by the chair at meetings of the Executive Board. Unless otherwise stated, the President will appoint the chair, chair-elect, and the members of each committee. Each District Chair will recommend a member for committees that have representatives from each district. These committees will include, but are not limited to, Legislative, Membership, and Marketing/Linkages.

The association will function with the following standing committees:

Ambassadors Committee. *The Ambassadors Committee shall perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedures Handbook.* The purpose of the Ambassadors Committee is to serve as the association's official welcoming agents and assist the President as deemed necessary.

Audit Committee. *The Audit Committee shall perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedures Handbook.* The purpose of the Audit Committee is to audit the financial records of the association.

Awards Committee. *The Awards Committee shall perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedures Handbook.* The purpose of the Awards Committee is to receive nominations for the MBEA, NCBEA, NBEA, Missouri ACTE, and ACTE awards and to evaluate the nominees based upon the criteria provided for each award. The representative on the Missouri Association for Career and Technical Education Awards Committee will also serve on this committee.

Basket Committee. *The Basket Committee shall perform the duties and responsibilities as detailed in the Missouri Education Association Policy and Procedures Handbook.* The purpose of the Basket Committee is to raise scholarship funds for the districts.

Business Teacher Shortage Committee. *The Business Teacher Shortage Committee shall perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedures Handbook.* The purpose of the Business Teacher Shortage Committee is to advocate business education as a career choice.

Fall Conference Program Planning Committee. *The Fall Conference Program Planning Committee shall perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedures Handbook.* The purpose of the Fall Conference Program Planning Committee is to determine the program for the upcoming year's fall conference.

Legislative Committee. *The Legislative Committee shall perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedures Handbook. The purpose of the Legislative Committee is to provide leadership in order to strengthen business education through legislative initiatives at the state and national levels.*

Marketing/Linkages Committee. *The Marketing/Linkages Committee shall perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedures Handbook. The Marketing/Linkages Committee shall engage in activities to enhance the image and identity of the association.*

Membership Committee. *The Association Membership Committee shall perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedures Handbook. The purpose of the Membership Committee is to increase membership in the Association.*

New Professionals Committee. *The New Professionals Committee shall perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedures Handbook. The purpose of the New Professionals Committee is to assist new business educators and to arrange mentors.*

Nominations Committee. *The Nominations Committee shall perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedures Handbook. The purpose of the Nominations Committee is to prepare a slate of officers to be presented at the annual business meeting held during the summer conference of the association.*

Scholarship Committee. *The Scholarship Committee shall perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedures Handbook. The purpose of the Scholarship Committee is to choose the recipients of the Charles A. Newman FBLA/PBL Scholarship and of the Joanne Newcomer Scholarship.*

Strategic Planning Committee. *The Association Strategic Planning Committee shall perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedures Handbook. The Strategic Planning Committee shall develop a plan that will project goals and actions for the association.*

Who's Who in Missouri Business Education Committee. *The Who's Who in Missouri Business Education Committee shall perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedures Handbook. The purpose of the Who's Who in Missouri Business Education Committee is to recognize business educators for the excellence of their accomplishments in the classroom, the school, the community, and the state.*

Section B. Ad Hoc Committees. *The ad hoc committees shall perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedures Handbook. Special committees may be established by the President or the Executive Board. The President will appoint one of the committee members to serve as chair. A written and oral report of the committee's activities should be given at meetings of the Executive Board. Ad hoc committees that should be appointed annually include the Summer Conference Planning Committee and the Retired Business Educators. Ad hoc committees will cease upon completion of their tasks, not to exceed one year. If an ad hoc committee has been in existence for three years and meets the criteria of a standing committee, it shall become a standing committee. (See Article X, Section A.)*

ARTICLE XI MEETINGS

Section A. Business Meetings. Annual business meetings of this association will be conducted at the summer and fall conferences. The date, time, and site for these meetings will be designated by the Executive Board.

Section B. Other Meetings. Additional meetings may be scheduled and arranged by the Executive Board.

Section C. Quorum. Members present will constitute a quorum at all duly constituted meetings.

ARTICLE XII AMENDMENTS, REVIEW, and ARCHIVES

Section A. Amendments. This Constitution may be amended by a majority vote of the members present at the annual summer or fall meeting of this association. Any proposed changes must be presented by the Executive Board to the members in printed form prior to vote thereon.

Section B. Review. A committee consisting of not more than seven nor fewer than three will be appointed by the President at least every *five* years for the purpose of reviewing this Constitution. The committee will serve for a term of not more than one year and will report its findings to the President at least one month before a scheduled business meeting.

Section C. Archives. Archive records of the association will be located at the Western Historical Manuscript Collections, Ellis Library, University of Missouri-Columbia. The secretary will compile a notebook of materials to be archived, including the following items: Minutes with attachments of all Executive Board meetings (the attachments will include treasurer reports and committee reports), Conference programs, and Awards Booklets including Who's Who in MBEA.

ARTICLE XIII PARLIAMENTARY PROCEDURE

Section A. Parliamentary Procedure. The rules contained in the current edition of *Roberts' Rules of Order Newly Revised* will be the parliamentary guide for questions not addressed by this Constitution.