

**BY-LAWS**  
**ARIZONA BUSINESS EDUCATION ASSOCIATION**  
Updated and Ratified May 3, 2003

**ARTICLE I. PURPOSE**

**Section 1.**

The purpose of the Association shall be to promote better business and computer education in the State of Arizona. This purpose will be accomplished in the following ways:

1. By securing effective cooperation among its members.
2. By enabling its members to become acquainted with one another through association and communication.
3. By workshops/seminars, discussions, surveys, and investigations to bring within the reach of every member a knowledge of instructional methods and content of modern business and computer education.
4. By collaborating effectively with business and industry.

**ARTICLE II. MEMBERSHIP**

**Section 1.**

The membership of the Association shall be renewed annually and extend from Spring Conference to Spring Conference.

**Section 2.**

Membership in the Association shall be of three classes: active, honorary, and student.

1. **ACTIVE MEMBERSHIP**

All who participate in or are interested in business and computer education are eligible for active membership. This includes all educators in business and related disciplines and those individuals connected with various business organizations closely allied to business and computer related areas.

2. **HONORARY LIFE MEMBERSHIP**

Past presidents will and retired members may be awarded honorary life membership by the executive committee.

3. **STUDENT MEMBERSHIP**

All post-secondary business and computer education students are eligible for student membership.

**Section 3.**

Enrollment in the Association and payment of annual dues to the Treasurer shall constitute active membership, or student membership in the Association for the membership year.

**Section 4.**

Individual membership in NBEA/WBITE is accomplished by paying the yearly NBEA dues.

**Section 5.**

All members have voting privileges, may attend Executive Board meetings as a non-voting participant, and are eligible for nomination for a position on the Executive Board. Voting may be conducted in various formats which may include online communication, ballot, voice, or visual display of choice.

**ARTICLE III. DUES**

**Section 1.**

Membership dues for active members shall be twenty-five dollars annually. Student membership dues shall be five dollars annually. All dues are subject to change by approval of the membership. Members will be notified in writing of any proposed changes recommended by the Board at least ten (10) days before the annual business meeting. Changes will be voted on at the annual business meeting which is held at the Spring Conference.

**Section 2.**

The annual membership dues shall be payable to the treasurer by the Spring Conference and end prior to the next Spring Conference.

**ARTICLE IV. OFFICERS**

**Section 1.**

The voting officers of the Association elected by the membership shall consist of a President, President-elect, Secretary, Treasurer, Newsletter Editor, Historian, Northern Representative, Post-secondary Representative, Central Secondary Representative, Southern Representative, Middle School/Jr. High Representative, Past President, Web Master, Treasurer-elect, Membership Chair, and Conference Director.

**Section 2.**

The Executive Board of the Association shall consist of the voting officers and non-voting ex-officio members. Meetings are open to members as non-voting participants.

**Section 3.**

The President shall have the authority to appoint

1. non-voting ex-officio members.
2. committee chairs.
3. assistants.

4. additional temporary officers from time to time with the approval of the Board.
5. persons to fill vacant positions as may be required.
6. others as needed with the approval of the Board.

## **ARTICLE V. ELECTION OF OFFICERS**

### **Section 1.**

Current members are eligible to be nominated for office.

### **Section 2.**

There shall be elections of officers of the Association by the membership at the annual Spring Conference, excluding the president, the past president, and other two-year positions which are currently in the first year of their term. Responsibilities of newly elected officers will begin immediately following their election.

### **Section 3.**

The term of office for all officers, with the exception of the Treasurer and the Conference Director, shall be one year. The office of Treasurer and Conference Director will be two (2) years.

### **Section 4.**

The Nominating Committee shall be chaired by the current Past President and shall consist of three (3) to five (5) members, three (3) of whom shall be Past Presidents of the Association.

## **ARTICLE VI. DUTIES OF OFFICERS**

### **Section 1. The President shall:**

1. Be the Chair of the Executive Board and be an ex-officio member of all other committees.
2. Preside over business meetings of the Association.
3. Be responsible for the enforcement of the by-laws.
4. Have the power to appoint all members of committees.
5. Be one of the two persons empowered to disburse the funds of the Association and shall sign all required signature cards establishing said accounts.
6. Serve as a delegate to the Executive Board of WBITE and be a member of WBITE /NBEA and ACTEaz.
7. Serve or appoint a representative to serve on the Arizona Business Education Advisory Council (ABEAC) and the Board for the Association for Career and Technical Education of Arizona (ACTEaz).
8. Serve or appoint a Summer Conference co-chair to serve with the Arizona Department of Education Business Education Supervisor.

**Section 2. The President-elect shall:**

1. Assume the duties of the President in the President's absence.
2. Serve as a delegate to the Executive Board of WBITE and be a member of WBITE/NBEA.
3. Succeed to the office of the President at the expiration of the President's term of office.
4. Serve as the Spring Conference committee chair working in conjunction with the Conference Director.

**Section 3. The Secretary shall:**

1. Be responsible for recording and distributing written minutes of all meetings.
2. Establish and maintain a historical file of minutes of all meetings of the Association.
3. Keep a copy of the Articles of Incorporation, Corporate Seal, By-laws, and Officers' Handbook by which this Association currently operates.

**Section 4. The Treasurer shall:**

1. Be responsible for collecting membership dues for ABEA members and keeping all membership and financial records of the Association.
2. Work closely with the Membership Chair to encourage membership in NBEA and WBITE.
3. Disburse the funds of the Association under the authorized signatures of the Treasurer and President.
4. Be required to receive and to deposit all funds of the Association in a federally insured financial institution.
5. Issue membership cards and a receipt for all money received.
6. Maintain and preserve accounting records (subject to review any time) and file any reports required by the State of Arizona Corporation Commission.
7. Submit a written report of the receipts, expenditures, and balance on hand at each meeting or upon request of the President.
8. Serve as Chair of the Budget Committee, which shall prepare a yearly budget to be presented at the Summer Conference membership meeting.
9. Have the accounting records of the Association reviewed at the close of the term of office.
10. Work closely with the Membership Chair in keeping a current database of all members.
11. Provide training for the Treasurer-elect in order to insure a smooth transition.
12. Be a member of the Spring Conference Committee with the responsibility for registration.

**Section 5. The Treasurer-elect shall:**

1. Be elected for the second year of the current Treasurer's term.

2. Work closely with current Treasurer to insure a smooth transition.
3. Fill Treasurer's position during current term in case of need.
4. Be a member of the Budget Committee.

**Section 6. The Historian shall:**

1. Assemble and maintain written and pictorial documents, reports and records of importance to the Association.
2. Provide from these historical data any information requested by the Executive Board.
3. Submit written and pictorial materials to Web Master and Newsletter Editor for publication as appropriate.

**Section 7. The Newsletter Editor shall:**

1. Be responsible for the publication and distribution of the Newsletter as established by the Board.
2. Be responsible for preparing articles to be sent to the Editor of the Western News Exchange.
3. Work with Web Master to provide current postings of interest to members.

**Section 8. The Web Master shall:**

1. Publish and maintain the Association's web site
2. Work with Newsletter Editor and Historian to obtain up-to-date information and to publish the Newsletter on line.
3. Work with the Journal Editor(s) to publish the Journal on line.

**Section 9. Representatives**

There shall be five (5) Regional Representatives identified as Northern Representative, Post-secondary Representative, Central Secondary Representative, Southern Representative, and Middle School/Jr. High Representative.

**The regional representatives shall:**

1. Chair a sub-committee from their representative area for the purpose of promoting communication and membership.
2. Promote the growth of ABEA within their areas and publicize its activities.
3. Provide the Newsletter Editor with news of their areas.
4. Organize regional workshops.
5. Work with the Membership Chair to maintain a current membership database.

**Section 10. The Past President shall:**

1. Have served as President the preceding year.
2. Assume the duties of President in the absence of the President and President-elect.
3. Be responsible for reviewing and updating the By-laws and Officers' Handbook.
4. Chair the Strategic Planning Committee.
5. Chair the Nominating Committee.

**Section 11. The Conference Director shall:**

1. Serve a two-year term.
2. Work closely with the President-elect in planning the upcoming Spring Conference.
3. Plan in advance for the Spring Conference occurring during the second year of this term.
4. Plan in advance for the WBITE Conference in Arizona as appropriate.

**Section 12. The Membership Chair shall:**

1. Work with the Treasurer to maintain the membership database.
2. Encourage membership in ABEA, NBEA, WBITE, ACTEaz and ACTE.
3. Maintain current membership records with WBITE and NBEA.
4. Coordinate with regional representatives to maintain the ABEA membership database.

**ARTICLE VII. DUTIES OF THE EXECUTIVE BOARD**

**Section 1. The Executive Board shall:**

1. Govern the business affairs of the Association.
2. Arrange the date and place of all meetings of the Association assisted by local committees.
3. Report its actions at the conferences of the Association.
4. Have the responsibility for all programs for the Association.
5. Stand ready to meet or serve at the call of the President.

**ARTICLE VIII. DUTIES AND POWERS  
OF THE NOMINATING COMMITTEE**

**Section 1.**

The nominating committee shall prepare a slate of candidates for each office of the Association: President-elect, Secretary, Treasurer, Newsletter Editor, Historian, Post-secondary Representative, Central Secondary Representative, Northern Representative, Southern Representative, Middle School/Jr. High Representative, Web Master, Treasurer-elect, and Conference Director.

**Section 2.**

The recommendation shall be presented to the Executive Board at least two (2) weeks prior to the Spring Conference.

**Section 3.**

The Chair of the Nominating Committee shall present the recommended slate to the membership of the Association at/or before the Spring Conference, and such presentation shall constitute a nomination. The slate may be presented and voting may take place through the use of various methods including electronic balloting.

**Section 4.**

Additional candidates may be nominated from the floor by the membership at the Spring Conference.

**Section 5.**

If two or more candidates are nominated for any one office, then voting upon the candidates shall be in writing by secret ballot.

**ARTICLE IX. DUTIES AND POWERS  
OF THE STRATEGIC PLANNING COMMITTEE**

**Section 1. Purpose**

The Strategic Planning Committee represents the interests of business education stakeholders (known as teachers, administrators, teacher educators and students). It is the Strategic Planning Committee's role to stay abreast of changes in the business and education environments to determine what, if any, effect these changes may have or should have on Arizona's jr. high/middle school, secondary and post-secondary business education stakeholders.

**Section 2. Responsibilities**

It is the Strategic Planning Committee's responsibility to make recommendations to the group(s) with the decision-making authority, ie. ABEA, WBITE and NBEA Boards, ADE, ABEAC, Local Directors and Occupational Deans, State Board of Education, Board of Regents, etc.

**Section 3. Membership**

The current Past President shall chair this committee which is composed of ABEA regional representatives, Secretary, Newsletter Editor, Web Master, and other interested Board members and members at large.

**ARTICLE X. CONFERENCES AND ANNUAL MEETINGS**

**Section 1.**

There shall be an annual meeting of the members of the Association. The exact time shall be approved in advance by the Executive Board. This meeting shall be known as the "Spring Conference."

**Section 2.**

Special meetings of the Arizona Business Education Association members shall be called by the President after an affirmative majority vote calling such a meeting by the Executive Board or upon a petition presented to the President signed by 10 percent or more of the active members.

**Section 3.**

Notice of the time, place, date, and purposes of all meetings shall be made at least twenty days (20) prior to the meeting.

**Section 4.**

A quorum shall consist of a majority of the members registered and attending such conference or meeting.

**Section 5.**

Except as modified in Section 6, resolutions and by-laws may be passed upon the affirmative vote of a majority of the members present.

**Section 6.**

Article VIII. of the Corporate Articles of Incorporation shall not be altered or amended in any manner or way whatsoever; however, as to the Amendment of any other Articles of Incorporation.

1. Any member who presents an individually sponsored petition signed by ten or more individual members in good standing of the corporation or a petition sponsored by any one or more of the Affiliated Sections may hereby propose an amendment to the Corporate Articles. Such proposed amendment shall be filed in writing with the President or with the Secretary not fewer than thirty (30) days before a regular Spring Conference of the members or a meeting especially called for such purposes.
2. The Executive Board shall consider proposed amendments to the Corporate Articles, qualifying under the provisions set forth in this Section, at its next regular meeting and shall take recommendations thereon.
3. Amendments to the Corporate Articles, which qualify under the provisions set forth in this Section, shall be passed by a two-thirds (2/3) vote of the members in good standing attending any meeting of the Association.

(Article VIII of the Corporate Articles of Incorporation reads: The private property of the directors, officers, representatives and members of this corporation shall be forever exempt from all debts and obligations of this corporation.)

**Section 7.**

Meeting of the Executive Board and Strategic Planning Committee shall precede each Spring and Summer Conference. Other meetings shall be called by the President as necessary. Special meetings of the Executive Board may be called also by a majority of the Executive Board signing a petition for such reasons and notifying the President.

**Section 8.**

Notice of Executive Board Meetings may be made by agreement at a prior meeting, by e-mail, telephone, or writing posted at least five (5) days in advance of such meetings.

**Section 9.**

Two-thirds (2/3) of the Executive Board members shall constitute a quorum for the purposes of Executive Board meetings and/or e-mail vote.

**Section 10.**

Any motion passed by the Executive Board requires a majority vote.

**Section 11.**

Robert Rules of Order, Revised, Latest Edition, shall govern the conduct of all meetings of the Association except where the corporate attorney is consulted.

**Section 12.**

Waiver of Notice at any meeting signed by members of the corporation or the Executive Board shall constitute compliance with all requirements of notice under the law.

**Section 13.**

Any of the meetings referred to in this Article may be adjourned from time to time upon vote of a majority of the members then present regardless of whether or not a quorum is present.

**Section 14.**

No resolutions or by-laws passed by the Executive Board shall be in conflict with any resolutions or by-laws now or hereafter passed by the membership. Conflicts between By-laws or Resolutions passed by the Executive Board, on one hand, and the membership at its meetings, on the other hand, shall be resolved in favor of the resolution passed by the membership.

## **ARTICLE XI. REPRESENTATION**

**Section 1.**

The Arizona Business Education Association is entitled to a minimum of two representatives on the Executive Board of WBITE plus one additional representative selected by the Executive Board for each 300 members or fraction thereof in excess of the first 300.

**Section 2.**

The current ABEA President and President-elect automatically become WBITE Executive Board members. If either is unable to attend the WBITE Executive Board meeting, the ABEA Executive Board shall select a delegate from the current Board membership.

**Section 3.**

Individual membership in the National Business Education Association is required of all members of the Board. Therefore, any delegate to the Executive Board must be a member of NBEA.

**Section 4.**

The current ABEA President, President-elect and Membership Chair are authorized to attend the WBITE conference at the expense of ABEA.

**Section 5.**

The Executive Board shall be authorized to appropriate money for the expenses of the WBITE Board Members to the annual conference of the Western Business Information & Technology Educators (WBITE). The appropriation may include the expense of travel, hotel and meals, per representative attending the conference, as determined by the Executive Board. The Executive Board shall consider the cash balance of the ABEA treasury, the amount to be received by each representative from WBITE, other reimbursement, and the distance to the conference city.

**Section 6.**

The Executive Board may recommend ABEA members for WBITE committee appointments and officership.

## **ARTICLE XII. COMMITTEES**

Upon approval of the Executive Board, members of the Association may unite to form committees for the discussion and investigation in their particular fields of interest in business and computer education according to the following regulation.

**Section 1.**

Each committee shall:

1. Be appointed by the President.
2. Bear the name of the special interest area it represents.
3. Organize and select a Chair from its membership.
4. Obtain approval from the Executive Board before taking any action which affects the entire membership.

**Section 2.**

Members of the Association may attend the meetings of any organized committee.

**Section 3.**

The records of each committee shall be a part of the official records of the Association and shall be submitted to the Association's secretary.

### **ARTICLE XIII. VACANCIES**

#### **Section 1.**

An office shall be declared vacant due to resignation or officer's inability to complete essential duties as determined by a vote of the remainder of the Executive Board. In the event of said action, the Board may vote to appoint a replacement for the remainder of the vacant term of office.

### **ARTICLE XIV. PRINCIPAL OFFICE**

#### **Section 1.**

The Principal office of this corporation automatically shall be at the home of the current President of the Association.

### **ARTICLE XV. SEAL**

#### **Section 1.**

The seal of this corporation shall be designed as required by law.

### **ARTICLE XVI. PROPERTY DISPOSAL – ACCEPTANCE**

#### **Section 1.**

Disposal of any property or money of this Association other than usual expenses must be authorized by the majority vote of the Executive Board.

#### **Section 2.**

Acceptance of any property, money or gifts not of the usual kind or nature by this Association must be authorized by the majority vote of the Executive Board.