

# TEXAS BUSINESS AND TECHNOLOGY EDUCATORS ASSOCIATION OPERATIONS MANUAL

## Article I. STATE OFFICERS

### Section 1.01 - President

- (a) Act as chairman of the Executive Committee and the Executive Board.
- (b) Preside at all state meetings of the Association, Executive Committee meetings, and Executive Board meetings.
- (c) Appoint Local Arrangements Chair in advance for the fall meetings of the Association.
- (d) Coordinate the planning of all state meetings of the Association in cooperation with the Executive Committee.
- (e) Appoint all chairs and members of standing, special, and ad hoc committees.
- (f) Serve as ex-officio member of all committees.
- (g) Be available to attend fall district meetings or appoint proxies (preferably members of the Executive Committee) to assist in attending district association meetings.
- (h) Keep a chronological record of activities during term of office for use by succeeding presidents.
- (i) Contribute a President's Message and other news items to the Editor of the *VOICE* for publication in each issue.
- (j) Assist in developing a budget.
- (k) Work closely with all planning entities in planning the Professional Improvement Conference.

### Section 1.02 – President-Elect

- (a) Perform the duties of the President when that officer is, for any reason, unable to function.
- (b) Assume the duties of the presidency for any unexpired term.
- (c) Attend Executive Board and Executive Committee meetings.
- (d) Assist the President as required.
- (e) Serve as advisor to the Membership Committee.
- (f) Serve as ex-officio member of the Professional Development Committee.
- (g) Serve as a member of the Program Committee.
- (h) Assist in developing a budget.
- (i) Keep current on the financial status of TBTEA.
- (j) Notify the awards committee chair to secure the plaque for the outgoing President of TBTEA

### Section 1.03 – Vice President – Secondary

- (a) Assist the President as required.
- (b) Attend Executive Board and Executive Committee meetings.
- (c) Assist in developing the budget.
- (d) Attend conferences and represent TBTEA and market the organization to the members and faculty.
- (e) Give updates concerning UIL to the Executive Board and TBTEA organization.
- (f) Attend BPA and/or FBLA meetings and market TBTEA.

### Section 1.04 – Vice President – Post-Secondary/Collegiate

- (a) Assist the President as required.
- (b) Assist in the development of a budget.
- (c) Update the Executive Board as to the issues concerning the community college and university members.
- (d) Recruit community college and university members.
- (e) Give updates to Executive Board pertaining to conferences attended.
- (f) File a written report with the Executive Board.

#### Section 1.05 – Recording Secretary

- (a) Take minutes of the Executive Committee, Executive Board, and general membership meetings.
- (b) Duplicate minutes and motions, and mail or email a copy of the minutes to the President, Executive Director and the Executive Board within four (4) weeks of the meeting, and send the motions to the Editor of the TEXAS VOICE and the Executive Director within four (4) weeks after each meeting. Minutes will also be distributed at the following meeting.
- (c) Work with the President's Council.
- (d) Attach the President's Council's report to the minutes when results of votes on bylaw changes are made.
- (e) Assist with the development of a budget.

#### Section 1.06 - Treasurer

- (a) Act as financial officer of the Association and advise the President regarding financial matters.
- (b) Maintain bank accounts in the name of the Association. The Treasurer and President will sign the signature card. Only the signature of the Treasurer is required for paying expenses.
- (c) Deposit in a savings account the funds above those necessary for meeting anticipated expenses. The signatures of the Executive Director and the Treasurer are necessary for the transfer of funds out of the savings account.
- (d) Keep financial records of the Association by a double-entry accounting system, taking into account all budget items.
- (e) Pay expenses and make payments for deposits on contracts as expediently as possible.
- (f) Send to Regions rebates of \$3.00 per TBTEA member and \$2.00 per person in attendance at the regional meeting. These rebates are to be used for postage and printing of regional newsletters and then for other items. The TBTEA member rebates and attendance rebates will be paid the week of the OFFICERS' SPRING MEETING. Rebates will be paid provided that the individual regional representatives have submitted the appropriate correspondence to the designated officer ONE (1) MONTH PRIOR TO THE OFFICERS' SPRING MEETING. The attendance report and the list of new officers should be sent to the Executive Director. The Executive Director will notify the Treasurer of the checks to be issued.
- (g) Prepare, with the assistance of the Executive Committee, and present the budget for the coming year at the Spring Executive Board meeting. If necessary, a revised budget for the current year should be presented at the same meeting.
- (h) Attend Executive Committee and Executive Board meetings.
- (i) Complete and submit financial reports required of the Association.
- (j) Complete the internal revenue tax forms and reports.
- (k) Turn over all financial records to the Auditing Committee at the end of the term of office. Upon completion of the audit, turn over to the new Treasurer all financial records for the past year no later than August 31, File a detailed budget revenue/expenditure report with the Audit committee and the Board each year.

#### Section 1.07 - Webmaster

- (a) Attend meetings of the Executive Board and Executive Committee.
- (b) Place on the Web notices and reports of meetings to business education periodicals—including Executive Board meetings, state meetings, and any other special event.
- (c) Place on the Web publicity concerning state meetings.
- (d) Place on the Web news of the election of new Executive Board members to their hometown newspapers and school administrators.
- (e) Place on the Web photographs of both Fall and Spring meetings and other PR information.
- (f) Assist with the development of a budget.
- (g) Create and/or maintain the official web site of TBTEA.

### Section 1.08 – Past President

- (a) Attend meetings of the Executive Board and Executive Committee as a voting member.
- (b) Serve as Parliamentarian.
- (c) Serve as consultant to the President.
- (d) Serve for one (1) year following a term as President.
- (e) Serve as chair of the Nominating Committee and use the following suggested dates as guidelines:
  - (1) JUNE 15 – send in a sample nomination form to the TEXAS VOICE listing the levels to be chosen in each office.
  - (2) OCTOBER 1 – distribute to members by mail/fax/email nomination forms for the officers to be elected. Nomination forms should be returned by October 31. Communicate with committee to plan for elections.
  - (3) By NOVEMBER 1, write/call/email/fax all nominees asking for permission to submit their names for nomination along with a personal data sheet and picture. (This should be returned via email/mail/fax to the committee by November 30 by nominees.)
  - (4) Circulate all information via email/mail/fax about nominees to members of the Nominating Committee and compile final ballot. Final decisions are to be made by DECEMBER 15.
  - (5) Have ballots printed (email/fax/mail/web) with pictures and information about nominees by JANUARY 15 and ballots should be returned by FEBRUARY 15 via mail/email/fax/web.
  - (6) Write letters to the nominees announcing the results of the election.
  - (7) Announce and install newly elected officers at the spring business meeting of the Association.
- (f) Conduct the Leadership Training Conference.
- (g) Assist with the development of a budget.

### Section 1.09 – National Representative

- (a) Attend all meetings of the Executive Board and Executive Committee as a voting member.
- (b) Represent the interests of TBTEA at all M-PBEA, NBEA, and ACTE conventions and meetings.
- (c) Encourage membership of Texas business teachers in M-PBEA.
- (d) Make reports regarding M-PBEA, NBEA, and ACTE to the TBTEA Executive Board.
- (e) Keep rotation schedule of M-PBEA leadership conference participants.
- (f) Contact and maintain all communication to participants and perform a follow-up of leadership conference.
- (g) Assist with the development of a budget.

### Section 1.10 – Executive Director

- (a) Establish the TBTEA bank accounts in a statewide bank. Establish a checking account and a scholarship account.
- (b) Deposit all monies and send a copy to the Treasurer.
- (c) Process new and renewal memberships.
- (d) Attend all Executive Board and Executive Committee meetings as non-voting member.
- (e) Prepare a duplicate list of the new regional officers each year following the regional meetings and forward the list to the Executive Board, committees, and regional officers.
- (f) Keep association files.
  - (1) Retain copies of:
    - i. Minutes of all Executive Board meetings.
    - ii. Financial reports and records prepared by Treasurer.
- (g) Provide a list of Executive Board, committees, ex-officio members, and calendar of events; forward to all members previously listed.
- (h) Prepare the agenda, with the assistance of the President, for Executive Board meetings and forward a notification of forthcoming meetings to the Executive Board members, committee members, and ex-officio members at least one (1) month in advance.

- (i) Act on communications addressed to Executive Director.
- (j) Order and distribute stationery and supplies.
- (k) Abide by the provisions of the CONSTITUTION AND BYLAWS.
- (l) Handle all bulk mailings except the TEXAS VOICE.
- (m) For each deposit made, send a report of dues collected with a breakdown by affiliation to the Treasurer.
- (n) The Executive Director is to receive an expense account advanced of one thousand dollars (\$1,000.00) on August 1 for Executive Director expenses. This account will be audited by August 31 and the Executive Director will provide original documentation of receipts for expenditures to the Auditing Committee.
- (o) Assist in developing a budget.
- (p) Place all membership data available on computer.
- (q) Maintain and continually update the membership data with adequate backup facilities. Notify by mail or email the Executive Board and each Regional Representative of the updated membership for each region.
- (r) Provide information to officers and regional representatives.
- (s) Provide additional services as requested by the President or Executive Board.
- (t) Honorarium for Executive Director will be the greater of five dollars (\$5.00) per member as of June or two thousand dollars (\$2,000.00).

## **ARTICLE II. STATE STANDING COMMITTEES**

The President shall appoint both standing and special committees and chair of such committees as deemed necessary to carry out the purposes of the Association. The terms of these committee members shall coincide with the fiscal year of the Association.

### Section 2.01 – Policies and Procedures for TBTEA Committees

- (a) All committee chairs shall keep the President and the Executive Director currently informed of all developments concerning the activities of their committees.
- (b) All committee meetings should be scheduled well in advance through the Executive Director; invitations shall be extended to the President and Executive Director.
- (c) The President and Executive Director are ex-officio members of all committees of the Association.
- (d) Committee chairs may participate in committee discussions and deliberations and may vote along with the other committee members.
- (e) Each committee chair shall designate a vice chair to preside over meetings of the committee in the absence of the chair.
- (f) Each committee shall select its own secretary who shall prepare a report of each meeting and file one copy with the Executive Director (for distribution to members of the Executive Committee), one (1) copy with the President, and one (1) copy with each member of the committee.
- (g) All committee expenditure of Association funds shall be authorized by the Executive Board or the President. All expense vouchers for reimbursement must be approved by the committee chair. Once the committee has expended its budgeted funds, all further expenditures must be approved by the Executive Committee. Reimbursement for meals, lodging, and other incidental expenditures require prior approval of the Executive Board or the President.
- (h) All committee appointments shall be made by the President. The appointee in the turn will make the necessary school/administrative arrangements relative to acceptance and attendance.
- (i) Committee members shall receive a reimbursement (ex. per mile/airfare/etc. amount determined by Executive Board) for attendance at committee meetings.
- (j) Committee members must attend the committee meeting AND the Executive Board meeting to receive reimbursement for travel.

- (k) Committee appointments shall be confirmed in writing, and signed confirmations shall be filed by the President. A copy of these "Policies and Procedures for TBTEA Committees" shall be furnished to each appointee.
- (l) Committee appointments shall be reviewed annually by the Executive Committee so as to give representation to all Regional Associations and to give a maximum number of members an opportunity to serve the Association.
- (m) Reappointments shall be made only when deemed necessary to realize the accomplishments of committee goals.
- (n) Committee members who must become inactive shall notify the President so that a replacement may be appointed.
- (o) A committee member who misses two (2) consecutive meetings can be removed. Any officer selected, succeeding to, or appointed by the Board of Directors may be removed by the Board of Directors whenever in its judgment the best interest of the Association would be served.
- (p) Each committee of the Association is expected to function AS A COMMITTEE; that is, any action taken, recommendations made, or report submitted should represent the deliberations of the entire committee or a committee majority. Only committee members may vote at their respective meetings.
- (q) Committees shall be composed of an odd number of members as an aid to the elimination of tie votes.
- (r) State announcements, news releases, circular letters, or other communications issued to the general public on Association stationery shall be approved by the President or by the Executive Committee. Such communications should bear the President's signature when appropriate.
- (s) Committee chairs shall submit committee activity reports to the Executive Board and to the TEXAS VOICE within announced deadlines. Deadlines are established to allow for the timely printing and distribution of the TEXAS VOICE.
- (t) Appointments on all standing committees should give representation to the various levels of membership – secondary, postsecondary, and collegiate.
- (u) Committee members at both state and region levels of the Association shall be members of the Association.
- (v) Only committee members may vote at their respective meetings.

#### Section 2.02 – Awards Committee

The Awards Committee shall be a standing committee of three (3) members each from a different region and shall obtain needed information for, and select recipients of, special awards that may be approved by the Executive Board.

- (a) Adhere to established "Policies and Procedures for TBTEA Committees".
- (b) Coordinate the Rookie, Secondary, Post-Secondary, Collegiate, Distinguished Service Administrator Award, and Business Community Liaison. The Business Community Liaison awards could be an Institution, Organization, Business Firm, Governmental Agency, or Individual associated with these group awards. These awards will be presented at the TBTEA Fall Conference. The state winners of these awards must be a member of NBEA to advance.
- (c) Submit for nomination to NBEA and M-PBEA in accordance with M-PBEA/NBEA guidelines, the names of the recipients of awards that advance to the next level. The recipients must be members of NBEA.
- (d) Secure the awards to be presented to (years of service membership) recipients and to coordinate the presentation of these awards. These awards may be presented at either the TBTEA State Conference or the PDC depending upon which conference the member is able to attend. Secure the service/recognition award for outgoing TBTEA President.
- (e) Perform other duties and responsibilities as to the selection or nomination of the Outstanding ACTE Teacher. The Outstanding ACTE teacher award will be given at the Summer PDC conference. The recipient must be a member of ACTE and recipients will advance to Regional/National competition.

- (f) Coordinate the presentation of a special award to 35-year members to include a certificate and life membership in the Association.

#### Section 2.03 – Educational Development Committee

The Educational Development Committee shall be a standing committee of seven (7) members and shall promote the professional growth of Association members in all areas of development performance and at all teaching levels through publications and scholarships.

- (a) Adhere to established “Policies and Procedures for TBTEA Committees”.
- (b) Maintain a close liaison with state educational representatives concerning the development of guidelines for teaching business education.
- (c) Serve as a liaison with the editor of the TEXAS VOICE to maintain educational continuity in the TEXAS VOICE.
- (d) Serve as a liaison with the webmaster to maintain educational continuity on web pages.
- (e) Serve as a liaison with the Conference Committee to maintain educational continuity in conference programs.
- (f) Publish the TBTEA JOURNAL in odd numbered years. Authorship of articles may include TBTEA members, other business teachers, business and industry professionals, as well as other interested authors.
- (g) Solicit articles and other materials for the TEXAS VOICE and the TBTEA JOURNAL consistent with publication deadlines.
- (h) Work closely with the editors of the TBTEA JOURNAL, TEXAS VOICE, and web page in the establishment of editorial policies and format changes.
- (i) Conduct Leadership Training Conference at the Spring Board meeting for incoming regional presidents and representatives.
- (j) Submit the projected financial needs for the upcoming year to the Executive Committee.
- (k) Perform other duties and responsibilities as may be delegated by the Executive Committee or Executive Board.

#### Section 2.04 – Governmental Relations Committee

The Governmental Relations Committee shall be a standing committee consisting of a chair and four (4) members, all five (5) appointed by the TBTEA President. The committee shall work in conjunction with TCTC and shall inform the Association’s membership about state and national legislation affecting business/career and technology education in Texas, react to pertinent national and state legislation, and influence state and national legislation to be implemented that will be to the benefit of the business/career and technology education profession and students in the State of Texas.

- (a) Adhere to established “Policies and Procedures for TBTEA Committees”.
- (b) Keep informed and inform the TBTEA membership about state and national legislation affecting business education in Texas.
- (c) Interest and motivate all TBTEA members to work for our mutual concerns.
- (d) Strive to effect pertinent national and state legislation.
- (e) Work for implementation of state and national legislation to benefit to the business education profession and students in the State of Texas.
- (f) Contact and establish alliances with organizations such as state school board members, advisory councils, Texas legislature, businesses, parents, and associations that are interested in sound business education for students in the State of Texas.
- (g) Submit reports of committee activities for publication in the TEXAS VOICE.
- (h) Perform other duties and responsibilities as may be delegated by the Executive Committee or the Executive Board.

### Section 2.05 – President's Council

The President's Council shall be a standing committee of a maximum of three (3) Past Presidents and shall serve as a forum for the exchange of information and ideas and to make recommendations to the Executive Board and recommend needed changes to the CONSTITUTION AND BYLAWS and POLICIES AND PROCEDURES MANUAL. This committee will be responsible for the Hall of Honor Award. One member shall be retained on the Council each year.

- (a) Adhere to established "Policies and Procedures for TBTEA Committees".
- (b) Serve the TBTEA Executive Board in an advisory capacity.
- (c) Coordinate the input of any long-range proposals affecting the objectives and goals of TBTEA.
- (d) Review the goals and objectives of the organization.
- (e) Help give proper direction to the organization.
- (f) Review organizational activities in light of the goals and objectives.
- (g) Analyze the growth and development of the organization.
- (h) Project growth, needs, and desired activities.
- (i) Consider requests for changes that involve ongoing and future needs.
- (j) Recommend to the Executive Committee sites for future conferences.
- (k) Study the CONSTITUTION AND BYLAWS and OPERATIONS MANUAL, receive suggestions from other committees and the Executive Board, and recommend needed changes.
- (l) Study the minutes of the Association and seek to interpret the intent of the Executive Board so that any clarifications can be included in the OPERATIONS MANUAL.
- (m) Prepare a written report to the Executive Board giving the results of votes on bylaw changes. NOTE: This report is to be made a part of the minutes.
- (n) Perform other duties and responsibilities as may be delegated by the Executive Committee or Executive Board.
- (o) Administer the Hall of Honor Award.

### Section 2.06 – Membership Committee

The Membership Committee shall be a standing committee consisting of a chair appointed for a two (2) year term and an elected/appointed Regional Representative from each of the Regional Associations. This committee shall promote active membership recruitment and work with the Executive Board in developing plans, techniques, and programs for membership recruitment.

- (a) Adhere to established "Policies and Procedures for TBTEA Committees".
- (b) Promote regular, retired, and student membership through an active membership recruitment program.
- (c) Develop a membership brochure to be used in the membership recruitment drive.
- (d) Work with Executive Board in development plans, techniques, and programs of membership recruitment.
- (e) Work with Regional Representatives encouraging them to enlist new members.
- (f) Cooperate closely with the Executive Director in all membership recruitment matters.
- (g) Perform other duties and responsibilities as may be delegated by the Executive Committee or Executive Board.

### Section 2.07 – Nominating Committee

The Nominating Committee shall be a standing committee of three (3) members, each from a different region. This committee shall serve with the Past President as chair in nominating a slate of Association officers for the following year.

- (a) Adhere to established "Policies and Procedures for TBTEA Committees".
- (b) Solicit and receive nominations from the membership and present a slate of Association candidates for office for the following year.
- (c) Adhere to the suggested guidelines for election of officers.

- (d) Perform other duties and responsibilities as may be delegated by the Executive Committee or the Executive Board.

#### Section 2.08 – Conference Committee

The Conference Committee shall be a standing committee consisting of a TBTEA member appointed as liaison and, acting as chair, the President Elect and four (4) appointed members. The committee shall plan conferences with the assistance of the Executive Board and other entities if necessary and financially feasible.

- (a) Adhere to established “Policies and Procedures for TBTEA Committees”.
- (b) Plan the annual conference program.
- (c) Work closely with TEA (Texas Education Agency) in planning the summer PDC.
- (d) Assist in annual conference planning as delegated by the Executive Committee.
- (e) Submit annual conference information to the TEXAS VOICE so that the membership will be adequately informed as to program content, where the conference will be held and procedures necessary to make reservations for lodging, etc.
- (f) Receive suggestions from the membership for future conference programs and activities.
- (g) Evaluate programs so that the Executive Committee may know how well membership needs and desires are being met.
- (h) Perform other duties and responsibilities as may be delegated by the Executive Committee or the Executive Board.

#### Section 2.09- Scholarship Committee

The scholarship Committee shall be a standing committee appointed by the President. The committee will collect scholarship applications, evaluate the applications using a rubric and award scholarships during the spring each year.

### **ARTICLE III. TEXAS VOICE**

#### Section 3.01 – Editor

- (a) Adhere to established “Policies and Procedures for TBTEA Committees.”
- (b) Perform other duties and responsibilities as may be delegated by the Executive Committee or the Executive Board.
- (c) Cooperate with the Circulation Manager in the preparation, publication, and distribution of the TEXAS VOICE.
- (d) Receive articles and other material for the TEXAS VOICE.
- (e) Select, edit, and arrange all items in an appropriate, interesting and attractive manner.
- (f) Research, compile, and compose items from information submitted and include other information that should be publicized.
- (g) Ensure that publication deadlines are met.
- (h) Serve as an ex-officio member of the Executive Committee.

### **ARTICLE IV. WEBMASTER**

#### Section 4.01 – Webmaster

- (a) Create and/or maintain the official web site of the Association.
- (b) Perform the duties and responsibilities as may be delegated by the Executive Committee or the Executive Board.



- (c) Select, edit, and arrange all items in an appropriate, interesting and attractive manner on the TBTEA web site.
- (d) Place information on the web site concerning conferences, and meetings.
- (e) Place information on the website concerning balloting and items of interest to the membership.
- (f) An Honorarium of \$ 500 will be awarded for *Webmaster* and *Texas Voice* duties if financially feasible.

## **ARTICLE V. REGIONAL ASSOCIATIONS**

The Regional Associations of the Texas Business and Technology Educators Association shall be designated by the regions to correspond to the Region Service Centers of the TEA, this shall be done by the Executive Board.

Each Regional Association shall hold an annual meeting(s) at the time and place determined by the Region. At a meeting an election of officers for the coming year shall be held. The recommended TBTEA Regional Association officers, in addition to the Regional Representative, shall be President, President-Elect, Secretary-Treasurer, and such other officers as the Regional Association may elect. Regional Association officers elected at an annual Regional Association meeting shall serve from the following August 1 until July 31 of the next year. Elections shall be by written ballot.

All Regional Association officers and appointees must be members of the Texas Business and Technology Educators Association at the time of their nomination or appointment.

### Section 5.01 – Regional President

- (a) Preside over all meetings of the Regional Association.
- (b) Preside at all meetings of the Executive Committee of the Region.
- (c) Attend the annual TBTEA All Business Education Conference.
- (d) Arrange for the time and room for Regional Association meeting.
- (e) Be responsible for the program for the Regional Association.
- (f) Appoint a Nominating Committee prior to the Regional Association meeting.
- (g) Appoint an Awards Committee (rookie, secondary, post-secondary, collegiate, etc.) of the Regional Business Education Teacher of the Year Award and three (3) additional members of TBTEA, one (1) each from secondary, post-secondary, and collegiate levels, which will have the responsibility of selecting the next recipients of the award. The committee shall select a chairman.
- (h) Appoint a Regional Auditing Person(s) following the guidelines for the State Auditing Committee.
- (i) Appoint any other committees deemed necessary.
- (j) Charge the Nominating Committee when it is necessary to elect a Regional Representative.
- (k) Report promptly the information listed concerning the Regional Association meeting, plus the results of any balloting, to the Executive Director of TBTEA.

### Section 5.02 – Regional President-Elect

- (a) Perform the duties of the President when that officer is, for any reason, unable to function.
- (b) Plan the program for the fall Regional Association meeting with the advice and assistance of the President.

### Section 5.03 – Regional Secretary-Treasurer

- (a) Record an accurate list of all persons attending the TBTEA Regional Association meeting. The original copy is to be furnished to the Regional Representative and one copy is to be retained in the Regional Associations correspondence file. One copy of the attendance record plus an accurate list of those members paying TBTEA State dues at the meeting is to be forwarded to the Executive Director with a check to cover the amount of the dues paid. IT IS EXTREMELY IMPORTANT THAT THE NAMES AND

PERTAINENT INFORMATION CONVERNING THOSE MEMBERS PAYING DUES BE SENT TO THE EXECUTIVE DIRECTOR.

- (b) Handle any funds of the Regional Association.
- (c) Furnish news of Regional Association activities to the Editor of the TEXAS VOICE.

#### Section 5.04 – Regional Representative

##### (a) Election.

Regional Representatives shall be elected for a term of two (2) years. In odd-numbered years, odd-numbered districts shall elect a Regional Representative to serve on the TBTEA Executive Board for a two-year term. In even-numbered years, even-numbered districts shall elect a Regional Representative to serve on the TBTEA Executive Board for a two-year term. A vacancy occurring for any reason during the term of office of a Regional Representative shall be filled for the unexpired term by an appointment by the President of the Region affected.

##### (b) Duties. The duties of the Regional Representative are:

- 1) Serve as a member of the TBTEA Executive Board.
- 2) Attend all Regional association and state meetings of TBTEA and all TBTEA Executive Board meetings or name a proxy from the Regional Association to attend official meetings.
- 3) Assume specific responsibility for duties delegated by the President of TBTEA or by the President or President-Elect of the Regional Association.
- 4) Prepare a written report to present at the Executive Board meeting.
- 5) Act as liaison between the Regional Association and the state organization.
  - a. Keep the business teachers in the Regional Association informed as to the activities of TBTEA.
  - b. Report at the Regional Association meeting important action of the TBTEA Executive Board.
  - c. Coordinate activities of TBTEA Executive Board and Regional Association members.
  - d. Secure information, ideas, and opinions from Regional Association groups so that the Regional Representative will be a representative of all Regional Association members.
  - e. Serve as chair of Regional Association Membership Committee in an active campaign for TBTEA memberships.
  - f. Be in charge of registration at the Regional Association meetings and supervise the distribution of ballots to MEMBERS ONLY.
  - g. Complete and return WITHIN A WEEK following the Regional Association meeting the original registration forms supplied by the TBTEA Executive Director.
  - h. Report the names of the officers elected at the Regional Meeting to the Executive Director WITHIN A WEEK following the meeting.
  - i. Receive and oversee completion of the audit forms from the State.
  - j. Assist the Regional President in any way in the proper organization and administration of Regional Association activities.
    - i. Call the Regional President and request a meeting to plan the Regional Meeting. This should be done in the spring before school is out for a fall meeting.
    - ii. The President-Elect is usually the person in charge of securing the speaker. Send a copy of the meeting date, place, speaker, and topic to the TEXAS VOICE Editor before published deadline.
    - iii. Help in planning the Regional Meeting.
    - iv. Help select chairs for the following committees: DOOR PRIZE; GOODIE BAG; REGISTRATION (Regional Representative and Secretary-Treasurer handle the registration table); NOMINATING (No one may serve as an officer if they do not pay TBTEA dues. It is the Regional Representative's responsibility to permit only paid members to serve as officers.); TEACHER OF THE YEAR (Chaired by the last year's recipients. Other TBTEA members shall be asked to serve on the committee to select the

new recipient. The guidelines for selecting recipients will be sent to the Regional Representative and last year's recipients. Nominees and nominators MUST be TBTEA members.); PROGRAM PRINTING; PUBLICITY; EXHIBITS; and other committees deemed necessary.

- v. Keep accurate, up-to-date files of all business teachers in the district and keep a continuing card file on all members of TBTEA in the Region.
- vi. Explain to the newly elected Regional Representative the duties to be performed and share with them your experiences in that office.
- vii. Send out newsletters to all business teachers in the region, containing information about future happenings, Executive Board decisions and concerns, and other important information. (September, December, and in April or May before lets out.)
- viii. Promptly give each new officer a copy of the duties for his/her office.
- ix. Present continuous membership awards at the Regional meeting.

#### Section 5.05 – Regional Auditing Person(s)

- (a) The Regional President shall appoint an Auditing Person(s) following the guidelines for the State Auditing Committee.
- (b) An examination of the Regional books shall be made and a report sent to the State Auditing Committee by AUGUST 31 or WITHIN ONE MONTH OF THE CLOSE OF THE CURRENT YEAR. A copy of the report will be sent to the State Executive Director.
- (c) The financial report shall include a description of the method of record keeping, copies of all receipts and disbursements, the name of the bank and bank account number (if a bank is used), and the official TBTEA Audit form completed.
- (d) The Regional Auditing Person(s) shall report to the Regional Executive Committee by August 31.

#### Section 5.06 – Registration Fees

- (a) Local regional associations may assess registration fees consistent with program costs with the provision that non-members be assessed a registration fee of two (2) times the member rate and that such registration fee for non-members shall not be less than \$1. Student members of TBTEA shall be exempt from the payment of registration fees.

(Revised January, 1992)  
(Amended May, 1992)  
(Amended April, 1994)  
(Amended October, 1994)  
Revised April, 2002