

TEXAS BUSINESS AND TECHNOLOGY EDUCATORS ASSOCIATION (TBTEA)

CONSTITUTION AND BYLAWS

ARTICLE I: NAME

The name of this organization shall be the Texas Business and Technology Educators Association (TBTEA), hereinafter referred to as the Association, a non-profit organization, and shall be a part of Texas Career and Technology Council (TCTC). The Association shall be affiliated with the National Business Education Association (NBEA), the Mountain-Plains Business Education Association (M-PBEA), the Association for Career and Technical Education (ACTE), and the National Association of Classroom Educators of Business Education (NACEBE).

ARTICLE II: PURPOSE

The purpose of the Association shall be to:

- provide opportunities for professional development.
- distribute professional publications.
- provide a network for information exchange.
- promote business/career and technology education in Texas and in the nation.
- support affiliated business/career and technology education student organizations.

ARTICLE III: MEMBERSHIP

Any active or retired teacher, post-secondary or collegiate student, or other person interested in business/career and technology education may become a member of the Association upon payment of the dues established by the Association.

ARTICLE IV: ORGANIZATION

Section 1.

The elected officers of the Association shall be President, Vice President - Secondary, Vice President - Post Secondary/Collegiate, Secretary, and Treasurer.

Section 2.

An Executive Director shall be appointed by the Executive Board.

Section 3.

The fiscal year shall begin August 1 and end the following July 31.

Section 4.

The state's Representatives of the State Association shall be designated geographically by the Region Education Service Centers.

Section 5.

The planning and advisory body of the Association shall be the Executive Board.

ARTICLE V: THE EXECUTIVE BOARD

Section 1.

The Executive Board shall be composed of the President, President Elect, Vice President - Secondary, Vice President - Post Secondary/Collegiate, Secretary, Treasurer, Webmaster/Newsletter Editor, Past President, National Representative, Executive Director, and a Regional Representative elected or appointed by each of the regions.

Section 2.

If a member of the Executive Board is unable to attend a regular or special meeting, a proxy may be named by the Board member or by the President. A proxy from the region represented shall count in computing a quorum. (See Article VIII, Section 1)

ARTICLE VI: THE EXECUTIVE COMMITTEE

Section 1.

The Executive Committee shall consist of the President, Past President, Vice President - Secondary, Vice President - Post Secondary/Collegiate, Secretary, Treasurer, Webmaster, Past President, National Representative, Executive Director, and the Editor of the Association's newsletter—all of whom are elected officers except the Executive Director, National Representative, and the Webmaster/Newsletter Editor.

Section 2.

The Executive Committee shall act as an advisory committee to the Executive Board, and it shall have the authority to act for the Executive Board in the transition of ordinary business between regular Board meetings, except that the Executive Committee may not modify any action taken by the Executive Board of the Association.

Section 3.

The Executive Committee shall prepare and present an annual budget for the succeeding year to the Executive Board for action prior to August 1 of the new membership year.

ARTICLE VII: MEETINGS

Section 1.

A general membership meeting shall be held at the time and place of and in conjunction with the annual Professional Development Conference. The Executive Board shall call a membership meeting if needed and financially feasible. In any year when a statewide conference is not conducted, this general meeting shall be held at a time and place designated by the Executive Board with at least 30 days' notice to each member.

Section 2.

The Executive Board shall meet as deemed necessary by the President.

Section 3.

Special meetings of the Association or of the Executive Board may be held at any time and place decided upon by the Executive Board.

Section 4.

Each member of the Executive Board shall be notified of the time, place and agenda of each meeting at least thirty (30) days in advance of the meeting.

Section 5.

Each Regional Association may hold an annual meeting at the time and place determined by the region.

Section 6.

ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the conduct of all meetings of the Association and the Executive Board.

ARTICLE VIII: EXECUTIVE BOARD ACTION

Section 1.

A majority of the official members of the Executive Board shall constitute a quorum at any meeting of the Executive Board.

Section 2.

Decisions of the Executive Board shall be reached by a majority of the Board members present plus the proxy votes, provided a quorum exists.

Section 3.

Voting by mail, fax, or e-mail shall be considered legal. Votes shall be announced to the Executive Board and the membership, and made a matter of record.

ARTICLE IX: POLICIES

Section 1.

Policies of the Association shall be established by the Executive Board and be called the POLICIES AND PROCEDURES MANUAL.

Section 2.

Policies affecting the Association may be proposed by any member. New policies or policy changes shall be submitted in writing to the President and Executive Director in time to provide the required thirty (30) days advance notice of a meeting. The President and/or the Executive Director will then notify all Executive Board members of the new policies or policy changes to be considered and acted upon at the Association's next general membership meeting.

Section 3.

These policies may be amended by a two-thirds (2/3) vote of the Executive Board present at any regular or special meeting of the Executive Board of the Association.

ARTICLE X: DUTIES OF THE OFFICERS

Section 1.

The PRESIDENT of the Association shall be the President Elect the preceding year, perform duties common to such office, act as Chair of the Executive Committee and the Executive Board, preside at all state meetings of the Association, and assume any other duties delegated by the Executive Board. The President shall be an ex-officio member of all committees.

Section 2.

The PRESIDENT ELECT of the Association shall preside over all committees and assume the office of President on August 1 except in the instance of the resignation or death of the President, in which case the President Elect shall assume all duties of the President immediately. In that event, the Executive Board shall call for nominations and a general membership election within 60 days to fill the position of President Elect.

Section 3.

The VICE PRESIDENT – SECONDARY of the Association shall work with the University Interscholastic League (UIL), secondary student career and technology organizations, prepare and promote state conferences, keep membership informed of TEA issues, and assume any other duties delegated by the Executive Board.

Section 4.

The VICE PRESIDENT - POST-SECONDARY/COLLEGIATE of the Association shall serve as a member on the Educational Development Committee, prepare and promote state conferences, keep membership informed of national business/career and technology education issues, and assume any other duties as delegated by the Executive Board.

Section 5.

The SECRETARY shall take minutes of the Executive Board meetings as well as the state general membership business meetings, shall transcribe and duplicate the minutes, mail a copy of the minutes to the President and the Executive Director, and send the motions for consideration by the general membership to the Editor of the Association's newsletter and the Executive Director within two months after each meeting. Minutes will be distributed prior to the next meeting.

Section 6.

The TREASURER shall serve as financial officer of the Association and shall prepare, with the assistance of the Executive Committee, a budget for the coming year. The Treasurer shall maintain financial records of the Association and shall be responsible for the completion of annual tax forms.

Section 7.

The WEBMASTER shall create and/or maintain the official web site of the Association. The web site may include such information as names and e-mail addresses of officers and committee members, information on conferences and meetings, balloting, and other items of interest to the membership. The Webmaster shall also be responsible for the newsletter: *The Voice*.

Section 8.

The PAST PRESIDENT shall be a voting member of the Executive Board, shall serve as parliamentarian and as a consultant to the President, shall serve as chair of the Nominating Committee, and shall announce and install newly elected officers at the summer meeting of the Association. The Past President shall serve for one year following a term as President. Should a President be replaced, the Past President shall serve an additional year.

Section 9.

The NATIONAL REPRESENTATIVE will represent the interests of the Association at the meetings of NBEA, M-PBEA, ACTE, and NACEBE, shall encourage membership of Texas business/career and technology teachers in NBEA, M-PBEA, ACTE, and NACEBE, and shall make reports regarding these organizations to the Executive Board.

Section 10.

The EXECUTIVE DIRECTOR's duties shall be designated by the Executive Board.

ARTICLE XI: FINANCIAL ACCOUNTABILITY

Section 1.

The President shall be responsible for approving all bills of the Association.

Section 2.

The Treasurer shall be responsible for the bank accounts, which shall be carried in the name of the Association. The Treasurer will pay all bills approved by the President. In the absence of the Treasurer, the President has the authority to sign checks.

Section 3.

An annual audit of the accounts of the Treasurer shall be made by an Auditing Committee of three (3) members appointed by the President. Chairman of the Audit Committee shall appoint other members as needed. The audit year shall begin on August 1 and end the following July 31. A report of the audit shall be submitted to the Executive Board at its annual fall meeting and shall be filed by the Executive Director.

ARTICLE XII: ELECTION OF OFFICERS

Section 1.

The President Elect shall be elected by the Association in the spring and shall serve for one (1) year beginning August 1 and ending the following July 31. The Secretary and Treasurer shall be elected by the Association in the spring and shall serve a 2-year term beginning August 1 and ending July 31 two (2) years later. The National Representative and Webmaster shall be appointed by the Executive Committee for a period determined by the Executive Committee. The Vice President - Secondary and Treasurer shall be elected for a two (2) year term in odd years and the Vice President - Post-Secondary/Collegiate and Secretary shall be elected for a two (2) year term in even years.

Section 2.

The President shall appoint a Nominating Committee of four members, who are past presidents or who have served on the Executive Committee, to serve with the Past President as chair, in preparing a slate of officers to be elected in the spring. Except for the President, the committee should try to have two (2) nominations for each office; each nomination shall have the consent of the nominee.

Section 3.

Elections shall be conducted by ballot or electronically of the general membership.

Section 4.

Elected positions on the Executive Committee shall be filled from any level (secondary, post-secondary, and collegiate), with the exception of the Vice President - Secondary, Vice President - Post Secondary/Collegiate, and Secretary positions. Elected positions on the Executive Committee may be filled for no more than two (2) consecutive terms.

Section 5.

The Executive Director shall be appointed by the Executive Board. The tenure of this office shall be at the discretion of the Executive Board, but in no case shall the Board commit the Association for more than three (3) consecutive years. The Executive Director can, however, be reappointed by the Executive board for consecutive terms. If at any time the Executive board is without the services of an Executive Director, the President shall assign the duties of this office to other members of the Executive Board until the position is filled.

<p>RATIONALE: The Executive Director serves as an official contact for the Association. Since the President serves only one (1) year, consistency in an address, name, phone number, etc. becomes a necessity for an organization.</p>

Section 6.

The Executive Committee shall serve a dual capacity as officers of the Executive Board and the Association.

Section 7.

All state officers, Regional Association officers, Executive Board members, and appointees must be members of the Association at the time of their nomination, appointment, and term of office.

Section 8.

All vacancies, which occur during the terms of office of Executive Committee members except the President, who shall be succeeded by the President Elect, shall be filled for the unexpired term by appointments made by the Executive Board.

Section 9.

Regional Representatives shall be elected at an annual Regional Association meeting and shall begin their terms of office the following August 1. Regional Representatives are members of the Membership Committee. If a region does not elect a representative, one will be appointed by the President.

Section 10.

The recommended Regional Association officers, in addition to the Regional Representative, shall be President, President Elect, Secretary-Treasurer, and such other officers as the Regional Associations may elect. Regional Association officers shall be elected at an annual Regional Association meeting and shall serve from the following August 1 until July 31 of the next year. If a Regional Representative, President Elect, Secretary-Treasurer, or other Regional Association officer cannot serve for any reason, the Region President shall appoint a replacement for the unexpired term.

ARTICLE XIII: DUES

Section 1.

The membership categories of the Association shall be Regular Members, Retired Members, Student Members, and Business Members. Retired Members, Post-Secondary and Collegiate Student Members, and Business Members shall be entitled to all privileges of regular membership with the exceptions of voting and holding office.

Section 2.

The annual membership dues for all categories of membership shall be established by the Executive Board and any increase must be approved by a majority vote of the membership casting a ballot.

Section 3.

The membership year of the Association shall be the period of time from August 1 through the following July 31.

ARTICLE XIV: COMMITTEES AND THEIR DUTIES

Section 1.

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.

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

Section 3.

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 and performance and at all teaching levels through publications and scholarships.

Section 4.

The GOVERNMENTAL RELATIONS COMMITTEE shall be a standing committee consisting of the Executive Director and four (4) appointed members. 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.

Section 5.

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 and for the Memorial Funds.

Section 6.

The MEMBERSHIP COMMITTEE shall be a standing committee consisting of a chair appointed for a two-year term and elected/appointed Regional Representatives from 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.

Section 7.

The NOMINATING COMMITTEE shall be a 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.

Section 8.

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 the conferences with the assistance of the Executive Board and other entities if necessary and financially feasible.

Section 9.

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.

Section 10.

Appointments on all standing committees should give representation to the various levels of membership—secondary, post-secondary, and collegiate.

Section 11.

Committee members at both state and region levels of the Association shall be members of the Association.

Section 12.

Only committee members may vote at their respective meetings.

ARTICLE XV: AMENDMENTS

Section 1.

The CONSTITUTION AND BYLAWS may be amended at a regular state meeting of the Association by a two-thirds (2/3) vote of the members present, or by two-thirds (2/3) vote of members responding by mail, fax, or e-mail, provided (1) that the proposed amendment has been presented to, and approved by, the Executive Board, (2) that the members have been notified of the proposed amendment prior to the meeting, and (3) a copy of the proposed amendment has been printed in the Association's newsletter and/or web site prior to the time of consideration of the amendment. The membership shall act upon proposed amendments to the CONSTITUTION AND BYLAWS at a regular state meeting or by mail, fax, or e-mail, following Executive Board approval of such proposed amendments.

Section 2.

The Executive Director shall notify the membership of the Association of any changes to the CONSTITUTION AND BYLAWS by having them printed in the next issue of the Association's newsletter and/or web site.

ARTICLE XVI: EXISTENCE AND DISSOLUTION OF ORGANIZATION

The Association shall exist as provided in its charter unless sooner dissolved. The Association may be dissolved in any manner provided in the applicable law. The Association may elect to be voluntarily dissolved by surrendering its corporate charter to the secretary of the State of Texas upon the affirmation vote of two-thirds (2/3) of its then duly elected Executive Board members. In the event of voluntary dissolution, the Association's assets shall be distributed first, to pay all existing creditors of the association and second, to be evenly distributed as a contribution between the National Business Education Association (NBEA) and the Association of Career and Technical Education (ACTE).

ARTICLE XVII: NONDISCRIMINATION STATEMENT

The Association prohibits discrimination on the basis of sex, handicap, race, color, religion, national or ethnic origin, age, or marital status as a basis of membership. The policy is enforced by federal laws under Title IX of the education amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act, and follows guidelines established in Executive Order 11246 and 11375, as amended.