

CONSTITUTION

MISSISSIPPI BUSINESS EDUCATION ASSOCIATION (Revision, 2010)

ARTICLE I. NAME AND EFFECTIVE DATE

- Section 1. The name of this organization shall be Mississippi Business Education Association.
- Section 2. This organization shall be affiliated with the Association of Career and Technical Education, Mississippi Association of Career and Technical Education, and the National Business Education Association which includes the Southern Business Education Association.
- Section 3. The Mississippi Business Education Association shall first function as an association on May 6, 1950.

ARTICLE II. PURPOSES

- Section 1. The purposes of this Association shall be
1. To establish and maintain active State leadership in promotion of all types of business and instructional technology education.
 2. To provide open forums and conferences for the study and discussion of all questions involved in business and instructional technology education.
 3. To render assistance and advice to the State Department of Education of Mississippi on problems pertaining to business and instructional technology education.
 4. To unify all the business and instructional technology education interests of the State of Mississippi through representative membership.
 5. To cooperate with other states and other organizations of individuals interested in business technology in the further development of business and instructional technology education.
 6. To encourage further development of programs in business and instructional technology education.
 7. To encourage a favorable attitude toward business and instructional technology education and to promote the expansion and improvement of

programs of business and instructional technology education within the state.

ARTICLE III. MEMBERSHIP

- Section 1. All business and instructional technology education teachers who are interested in the purpose of the Mississippi Business Education Association shall be eligible for membership in this Association.
- Section 2. Upon payment of dues for a period of one year to the Treasurer, these persons shall be considered members of the organization for that year. Membership dues are payable annually each September.

ARTICLE IV. OFFICERS

- Section 1. The elected officers of this organization shall be a President; a President-Elect, elected to serve one year and to move up automatically to President; a Vice President elected to serve one year and to move up automatically to President-Elect; a Secretary; a Treasurer; a Historian; and a Membership Director to the Southern Business Education Association as specified by the SBEA Constitution.
- Section 2. Officers shall serve for a period of one year, with the exception of the Secretary and Treasurer, who shall serve for a period of two years; the Mississippi Representative to SBEA, who will serve a three-year term in compliance with the SBEA Constitution and By-Laws; and the Historian, who may, because of the need of continuity in this office, serve an unspecified number of terms. A new Historian may be elected by the usual procedure at any time the Association deems necessary.
- Section 3. The newly elected officers shall be inducted as the last item of business at the MBEA Conference and shall take office immediately.

ARTICLE V. THE EXECUTIVE BOARD

- Section 1. There shall be an Executive Board composed of the President, the immediate Past President, the President-Elect, the Vice President, the Secretary, the Treasurer, the Historian, the Mississippi Representative to SBEA, the State Supervisor of Business Education, and six additional members representing the senior colleges, the junior/community colleges, and the high/middle schools, and student membership in the state. These six representatives shall be composed of one senior college, two junior/community college, and three middle/high school teachers whose term of office shall be three years; and one student representative serving a one-year term.

Section 2. The Executive Board members shall serve terms as follows:

1. All elected officers for the current year are, by virtue of their office, automatically members of the Executive Board and shall serve on the Board during their term of office.
2. The six representatives on the Executive Board will each serve a three-year term. To maintain experienced membership on the Board, some terms will be staggered. One senior college representative will be elected every three years. One junior/community college representative will be elected every other year, and one middle/high school representative will be elected every third year.

A student representative who is seeking a business and instructional technology degree from a university will be elected to serve a one-year term. The election of this member shall be conducted at the same time officers and the other board members are elected, and the same election procedures shall be followed.

The Representative to SBEA on the Executive Board shall serve a three-year term in compliance with the SBEA Constitution. The election of this Representative shall be held every third year.

ARTICLE VI. STANDING COMMITTEES

Section 1. The Association shall have the following standing committees: Student Awards Committee and Professional Awards Committee.

Section 2. Membership of each standing committee shall be appointed by the President.

ARTICLE VII. MEETINGS

Section 1. This Association shall sponsor conference and/or conferences each year within the State for the purpose of promoting professional improvement in business and instructional technology education.

Section 2. The conference and/or conferences will be held in the fall with the dates being set by the Executive Board.

ARTICLE VIII. AMENDMENTS

- Section 1. The Constitution may be amended by a two-thirds vote of members present and voting.
- Section 2. The request for amendment(s) must be made and signed by five members, and the proposed amendments (s) must be submitted to the President at least thirty days prior to the Conference provided for in ARTICLE VII. The President shall submit a copy of the proposed amendment(s) to members at least one week before the amendments are voted on.

ARTICLE IX. RULES OF ORDER

- Section 1. This Association shall be governed and conducted in accordance with *Robert's Rules of Order*.

BY-LAWS

ARTICLE I. MEMBERSHIP

- Section 1. There shall be two types of membership in this organization: (1) teachers and other interested people, and (2) students majoring in business and instructional technology education in colleges in Mississippi.

ARTICLE II. DUES

- Section 1. The dues of this organization for one-year of membership are (a) teachers \$20.00 and (b) college students \$5.00. Membership dues are payable annually each September.

ARTICLE III. OFFICERS

- Section 1. Only those holding active membership in the Mississippi Business Education Association and NBEA shall be eligible as candidates for office.
- Section 2. Officers and Representatives on the Executive Board shall be elected at the MBEA Conference business meeting.

- Section 3. Candidates for officers and Representatives shall be obtained in the following manner:
1. A Nominating Committee composed of the five immediate past presidents of MBEA shall nominate officers and representatives for the following year. Should one or more of the first five past presidents be unable to serve, the next past president/s in line shall serve. The immediate past president shall serve as Chairman.
 2. The Membership Director to SBEA shall be nominated only every third year.
 3. The Nominating Committee should submit the names of candidates to the President at least 30 days prior to the conference for the executive board to approve the nominations.
 4. The Chairman of the Nominating Committee shall make a report presenting a slate of officers at the MBEA Conference.
- Section 4. Additional nominations from the floor for each office, excluding the President, shall be called for by the President.
- Section 5. Before nominations are made, the consent of the candidates must be obtained.
- Section 6. A majority of the membership present and voting shall be necessary to elect officers.
- Section 7. All officers and executive board members are obligated to attend all board meetings and scheduled events associated with the organization. Any member of the executive board who misses three consecutive meetings may be replaced at the discretion of the President, President-Elect, and the immediate Past President.
- Section 7. In the event of a vacancy in any office of the Association, other than the expiration of a term, the President shall be empowered to fill said office by appointment, with consent of the Executive Board, until a new officer shall be elected.

ARTICLE IV. DUTIES OF OFFICERS

- Section 1. The President shall preside at all regular meetings and Executive Board meetings of the Association; shall make appointments provided for in the Constitution; shall plan, with the advice of the Executive Board, the MBEA Conference(s)

programs; shall secure an editor for the MBEA Newsletter; and shall perform other duties necessary to carry out the business of the Association.

- Section 2. In the absence of the President and of the President-Elect, a member of the Executive Board designated by the President shall preside.
- Section 3. The President-Elect shall be responsible for promoting membership and coordinating the MBEA conference(s).
- Section 4. The Treasurer shall receive and, under the direction of the President, shall hold in safe keeping all monies paid to the Association and shall expend the same only upon order of the President. He/She shall keep an exact account of receipts and expenditures, with vouchers for the latter, which account he/she shall render to the Executive Board when requested. Monies collected by the Treasurer shall be deposited in an operating bank to the account of the Mississippi Business Education Association, and checks shall be drawn against this account only with the signature of the Treasurer. No bills or accounts shall be authorized for payment by the President unless detailed vouchers are presented for the same. An itemized statement of income and expenditures shall be submitted semi-annually to the members of the Executive Board. A copy of the itemized statement of income and expenditures for the year shall be given members of MBEA at the business meeting(s). The Treasurer shall keep accurate membership records.
- Section 5. The Secretary shall keep accurate minutes of all Executive Board meetings and all conference meetings and shall submit a copy of each to the President and to each member of the Executive Board. A copy of all minutes shall be placed in the files of each of the President, Secretary, and the Historian.
- Section 6. The Historian shall collect and preserve, in addition to all minutes, a copy of each of the MBEA Conference programs and newsletter. This officer shall also collect and arrange in order all clippings, pictures, and other information concerning the Association. The Historian shall be custodian of the original copy and electronic copies of "History of the Mississippi Business Education Association, 1917-1972" as well as of other permanent files of the Association. The history shall be updated every five years.
- Section 7. The Vice-President shall assist the President-Elect with coordination of the MBEA conference(s) including conference program planning. He/She shall attend training programs to prepare for presidency. The Vice-President shall act as Parliamentarian at all meetings.

ARTICLE V. PUBLICATIONS

- Section 1. The Association shall publish a newsletter at least twice a year. An electronic copy will be available to all members of the Mississippi Business Education Association.
- Section 2. The actual expense for materials shall be paid from the MBEA treasury.
- Section 3. The Association shall publish the MISSISSIPPI BUSINESS EDUCATION ASSOCIATION JOURNAL at least once per year.
- Section 4. The President shall appoint the MISSISSIPPI BUSINESS EDUCATION ASSOCIATION JOURNAL editor who shall arrange for publication and submit expenses for approval by the President and Treasurer.

ARTICLE VI. QUORUM

- Section 1. Ten percent of the membership of the organization shall constitute a quorum of the transaction of business at regularly scheduled meetings.
- Section 2. A majority of the membership of the Executive Board shall constitute a quorum for the transaction of business of the Executive Board.

ARTICLE VII. AMENDMENTS

- Section 1. These by-laws may be amended at the MBEA Conference by a two-thirds vote of members present and voting.
- Section 2. The request for amendment(s) must be made and signed by five members and the proposed amendment(s) must be submitted to the President at least thirty days prior to the Conference. The President shall submit a copy of the proposed amendment(s) to members at least one week before the amendment(s) are voted on.