

**BYLAWS OF THE  
WESTERN BUSINESS EDUCATION ASSOCIATION  
June 12, 2008**

**ARTICLE 1–Finance**

- Section 1      The primary sources of income shall be the share of the individual NBEA membership dues allocated to WBEA and WBEA's share of profits from the WBEA Conferences
- Section 2      Other income may be derived from such additional sources as may be authorized by the WBEA Executive Board.
- Section 3      All income shall be deposited with the WBEA Treasurer and shall be expended as designated by the WBEA Executive Board.

**ARTICLE II–Elections**

- Section 1      WBEA Officers shall be elected for a term of one year with the exception of the Treasurer **and Secretary**, who shall be elected to serve a two-year term. All shall assume their duties as of July 1. The officers of WBEA are President, President-elect, Treasurer, Secretary, and Past President.
- Section 2      WBEA shall elect one NBEA Representative from the region to serve on the WBEA and NBEA Executive Boards and the WBEA Executive Committee for a three-year term. The representative shall be a voting member. The rotation of the term and an additional at-large NBEA Representative is determined by NBEA. The length of service for an NBEA representative is limited to one term.
- Section 3      Any candidate for WBEA office or for NBEA representative must have served on the WBEA Executive Board for one full year within the last ten years.

**ARTICLE III–Duties of Officers and NBEA Representative**

- Section 1      President: The President shall perform the duties common to such an officer, preside at all meetings of the Executive Board and Executive Committee, and assume any other duties that the Executive Board may delegate or assign. The President shall attend the Presidents' Council meeting at the NBEA Convention, but shall not be a member of the NBEA Executive Board (per approved NBEA Executive Board Restructuring vote of April 2006).
- Section 2      In the absence or disability of the President the President-elect shall serve as President until a replacement is selected by the Executive Committee. The President-elect shall direct the States/Territories/Provinces (S/T/P) Presidents-elect workshop. In addition, the President-elect shall have such other duties as the Executive Board may delegate. The President-elect shall attend the regional Presidents-elect meeting at the NBEA Convention, but shall not be a member of the NBEA Executive Board.
- Section 3      Treasurer: The Treasurer shall receive and disburse the funds of WBEA. The Treasurer shall have such other duties as the Executive Board may delegate. In the absence or disability of both President and the President-elect, the Treasurer shall serve as President until a replacement is selected by the Executive Committee.

- Section 4 Secretary: The Secretary shall prepare minutes of all meetings and shall perform such other related duties as the Executive Board may delegate. In the absence or disability of the President, President-elect, and Treasurer, the Secretary shall serve as President until a replacement is selected by the Executive Committee.
- Section 5 Past President: The Past President shall serve in an advisor capacity, be responsible for updating the Bylaws and *Policies and Procedures Manual and Appendices* and direct the WBEA Nominating and Strategic Planning Committees. The Past President shall have such other duties as the Executive Board may delegate.
- Section 6 NBEA Representative from WBEA: The one representative shall attend all meetings of the WBEA Executive Board and Committee. The NBEA Representative shall also represent WBEA on the NBEA Executive Board, report to the WBEA membership on the NBEA Executive Board meeting, and perform such other duties as the President and/or Executive Committee may delegate.
- Section 7 Vacancies: In the event any elected or appointed officer is unable to complete a term of office, the President, with a two-thirds approval vote of the Executive Committee, shall appoint a replacement to complete the unexpired term.
- Section 8 Removal of an Executive Board Member: Any Executive Board member, officio or ex-officio, may be removed by a two-thirds vote of the Executive Committee at a special or regular meeting, when in its judgment, the best interests of WBEA would be served. The decision of the Executive Committee shall be final and shall not be subject to review by or appeal to the WBEA membership or any WBEA official, entity, or committee.

Any Executive Board member, officio or ex-officio, found guilty of violating any provision of these Bylaws, as now in effect or hereafter amended, or who shall be found guilty of other unethical conduct or conduct which brings discredit or tends to bring discredit upon the Executive Board or WBEA or upon the education profession may, by a two-thirds vote of the Executive Committee, be removed.

#### **ARTICLE IV—Executive Board Representatives**

- Section 1 The voting members of the Executive Board shall be composed of the officers of the corporation, the NBEA Representative, **the directors or the Standing Committees** and the official representatives of the S/T/Ps. **Directors of the Standing Committees, t**The Western ISBE Representative, the NBEA President, and the NBEA Executive Director shall be non-voting, ex-officio members of the Executive Board.
- Section 2 Each S/T/P shall develop its own procedures for selecting representatives to the WBEA Executive Board according to the following tabulation of professional memberships in NBEA/WBEA, as of June 30 of the preceding year.

1–300	2 representatives
301–600	3 representatives
over 600	4 representatives

#### **ARTICLE V—Executive Committee**

- Section 1 The elected officers of WBEA and the elected NBEA Representative from WBEA shall serve as voting members of the Executive Committee.
- Section 2 Directors of Standing Committees may be asked to serve as non-voting, ex-officio members of the Executive Committee.

## ARTICLE VI–Committees

### Section 1 **Standing Committees appointed by the President**

Standing Committees shall be appointed by the WBEA President. These committees shall be of a permanent nature and apply to year-to-year operations of the organization. Examples could include: Membership; Editor; and Awards. The directors of these committees shall serve as non-voting, ex-officio members of the Executive Board. **The directors of these committees shall serve as voting members of the Executive Board.** These directors shall be appointed for a one (1)-year term renewable for two (2) more years at the option of the new WBEA President and director. The directors are eligible for election to WBEA office.

- a) Awards: The purpose of the Awards Committee is to promote the Recognition and Newsletter award programs for WBEA and NBEA.
- b) Editor: The purpose of the Editor Committee is to promote communication in the region through the periodic *Western News Exchange* publication.
- c) Legislation: The Legislative Committee shall consist of the Legislative Liaison to NBEA and a Legislative Chair from each S/T/P. If the S/T/P does not have a Legislative Chair, the S/T/P President shall serve on the Legislative Committee. The Legislative Liaison will chair this committee. The purpose of this committee is to communicate with the S/T/Ps in the WBEA region regarding legislation, to disseminate information to the S/T/Ps concerning legislative issues pertinent to WBEA, NBEA, and the S/T/Ps, and to assist S/T/P organizations in learning effective lobbying strategies at S/T/P and national levels.
- d) Membership: The Membership Director promotes membership in the region and assists state directors in promoting membership in the S/T/Ps. The WBEA Membership Director works with the NBEA Membership Director.
- e) Telecommunications: The purpose of the WBEA Telecommunications Committee is to facilitate the movement of information electronically with the WBEA region. The Telecommunications Committee shall consist of the Director and one representative from each S/T/P (preferable the S/T/P webmaster).
- f) Professional Development: The purpose of the Professional Development Committee is to facilitate the Professional Development Institute and other professional development activities as directed by the President.

### Section 2 **Standing Committees Directed by a WBEA Officer**

- a) Conference: The purpose of the Conference Committee is to plan the annual WBEA Conference. The President shall be responsible for the Conference and may appoint a Conference Chair.
- b) Finance: The purpose of the Finance Committee is to develop, review, modify, and obtain approval for the annual budget. The President-elect is the director and the Committee consists of the Treasurer and the current President.

- c) Nominating: The purpose of the Nominating Committee is to review, approve, and present the nominations for WBEA office. The WBEA Past President is the director and the committee consists of one representative from each S/T/P.
- d) Strategic Planning: The purpose of the Strategic Planning Committee is to promote the stated purposes of business education in WBEA by annually reviewing progress made in implementing the Strategic Plan goals and recommend actions as needed. The WBEA Past President is the chair and the committee shall include two (2) additional WBEA past presidents and three (3) S/T/P presidents or past presidents.

Section 3 Special Committees Appointed by the President

Special Committees shall be appointed by the WBEA President for terms outlined in the *Policies and Procedures Manual and Appendices*. These committees shall be established for special purposes such as Conference Planning and shall provide reports to the Executive Board and the Executive Committee but not serve as members of the Executive Board or Executive Committee. These directors are not eligible to run for WBEA office.

Section 4 The President may appoint such additional committees as may be necessary to carry out the purposes of WBEA.

**ARTICLE VII–WBEA Conference**

Section 1 The S/T/P to host the WBEA Conference in the suggested rotation shall submit a proposal to the WBEA Executive Board a minimum of four (4) years prior to the year of said conference.

Section 2 The WBEA Conference location shall be based upon a suggested rotation schedule as listed in the *Policies and Procedures Manual and Appendices*. The rotation schedule does not apply during the years that the NBEA convention is held in the WBEA region; **and any** S/T/P may submit a proposal to host the conference during a western region NBEA convention year.

**ARTICLE VII–Procedures**

Section 1 *Robert's Rules of Order, Revised* (latest edition) shall be the parliamentary authority on any points of order not covered in the Bylaws and in *Policies and Procedures Manual and Appendices*.

Section 2 WBEA's *Policies and Procedures Manual and Appendices* shall implement the Articles of Incorporation and Bylaws.

**ARTICLE IX–Amendments**

Section 1 These Bylaws may be amended only at a meeting of the WBEA Executive Board by a majority vote.