

**BYLAWS OF THE
WESTERN BUSINESS EDUCATION ASSOCIATION
July 1, 2019- June 30, 2020**

ARTICLE I – Membership

Section 1 Western Business Education Association (WBEA) members are National Business Education Association (NBEA) members.

ARTICLE II – 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 III – 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 The NBEA Executive Board shall elect the WBEA Director to the NBEA Executive Board. The Director shall be a voting member of the WBEA Executive Committee, WBEA Executive Board, and NBEA Executive Board.

Section 3 Any candidate for WBEA office must have served on the WBEA Executive Board for one full year within the last ten (10) years.

**ARTICLE IV – Duties of Officers and WBEA Director
to the NBEA Executive Board**

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 other duties that the Executive Board may delegate or assign. The President is the director of the Conference Committee (Standing Committee). The President shall attend the Presidents' Council meeting at the NBEA Convention, but is not a member of the NBEA Executive Board as WBEA President.

Section 2 President-elect: 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 is the director of the Finance Committee and the Strategic Planning Committee. The President-elect shall direct the States/Territories/Provinces (S/T/P) Presidents-elect workshop, which is part of the Professional Development Leadership Training (PDLT). In addition, the President-elect shall assume other duties as the President and/or Executive Board may delegate or assign. The President-elect shall attend the regional Presidents-elect meeting at the NBEA Convention, but is not a member of the NBEA Executive Board as WBEA President-elect.

- Section 3 Treasurer: The Treasurer shall receive and disburse the funds of WBEA. It is the responsibility of the WBEA Treasurer to submit the filing of the Arizona Corporation Annual Report and the IRS Form 990-N prior to the deadline dates. The Treasurer shall assume other duties as the President and/or Executive Board may delegate or assign. 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 maintain updated directories for the WBEA Executive Board and WBEA Executive Committee. The Secretary shall assume other duties that the President and/or Executive Board may delegate or assign. 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 *WBEA Bylaws* and the *WBEA Policies and Procedures Manual and Appendices* and direct the WBEA Nominating Committee. . The Past President shall assume other duties as the President and/or Executive Board may delegate or assign.
- Section 6 WBEA Director to the NBEA Executive Board: The WBEA Director to the NBEA Executive Board (WBEA Director to NBEA) shall attend all meetings of the WBEA Executive Board and WBEA Executive Committee. The WBEA Director to NBEA is responsible for organizing and conducting the Professional Development Leadership Training (PDLT) Workshop at the annual WBEA Conference. The WBEA Director to NBEA shall assume other duties that the President and/or Executive Committee may delegate or assign.
- 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 (2/3) approval vote of the Executive Committee, shall appoint a replacement to complete the unexpired term.
- Section 8 Removal of a WBEA Executive Board Member: Any WBEA Executive Board member, officio or ex-officio, may be removed by a two-thirds (2/3) 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 found guilty of violating any provision of these Bylaws or who shall be found guilty of other unethical conduct or conduct which brings discredit to WBEA or the education profession may, by a two-thirds (2/3) vote of the Executive Committee, be removed.

ARTICLE V – Executive Board Representatives

- Section 1 The voting members of the Executive Board shall be composed of the officers of the corporation, the WBEA Director to the NBEA Executive Board, the directors of the Standing Committees, and the official representatives of the S/T/Ps. 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 VI – Executive Committee

- Section 1 The elected officers of WBEA and the elected WBEA Director to the NBEA Executive Board shall serve as voting members of the Executive Committee.
- Section 2 Directors of Standing Committees serve as voting members of the Executive Committee. WBEA officers who also serve as Standing Committee Directors shall have only one vote as an Executive Committee member.
- Section 3 No voting member has the right to assign a proxy.

ARTICLE VII – Committees

Section 1 **Standing Committee Directors Appointed by the President**

Standing Committee Directors 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. The directors of these committees shall serve as voting members of the Executive Board, unless the director is a WBEA officer or is a director of two Standing Committees. These directors shall be appointed for a one (1)-year term renewable for two (2) more years at the option of the incoming WBEA President.

- a) Awards and Scholarship:
The purpose of the Awards and Scholarship Committee is to promote the Recognition, Media, and Scholarship award programs for WBEA. The WBEA Awards and Scholarship Director will disseminate award information through the S/T/P Awards Committee Chairs. The Director will select secret committees to evaluate the various award nominees.
- b) Newsletter:
The purpose of the Newsletter Committee is to promote communication in the region through the WBEA newsletter. The WBEA Editor will solicit newsletter articles from all S/T/P Editors. The WBEA Editor will publish a minimum of two newsletter issues per year.
- c) Legislative:
The purpose of the Legislative Committee is to communicate with the S/T/Ps regarding legislation, to disseminate information to the S/T/Ps concerning legislative issues pertinent to business education, and to assist S/T/Ps in learning effective lobbying strategies at the S/T/P and national levels. The WBEA Legislative Liaison will chair this committee, which is comprised of all S/T/P Legislative Chairs or its President. The WBEA Legislative Chair is also the WBEA Legislative Liaison to NBEA.
- d) Membership:
The purpose of the Membership Committee is to promote membership in the region. The WBEA Membership Director will chair this committee, which is comprised of all S/T/P Membership Chairs. The Director will assist S/T/P Directors in promoting

membership in the S/T/Ps and work with NBEA to obtain the necessary data. The Membership Director is responsible for conducting the S/T/P Membership Directors' meeting in conjunction with the Professional Development Leadership Training (PDLT) Workshop at the annual WBEA Conference. The Membership Director will assist the WBEA Director to the NBEA Executive Board in organizing the annual PDLT Workshop.

- e) **Media Communications:**
The purpose of the Media Communications Committee is to facilitate the movement of information electronically within the WBEA region. The Media Communications Director will chair the committee which shall consist of the S/T/P webmasters or designee.
- f) **Professional Development:**
The purpose of the Professional Development Committee is to organize and promote the Professional Development Leadership Training (PDLT) at the annual WBEA Conference. The WBEA Director to the NBEA Executive Board is the director of this committee and its members include the WBEA President-elect and the WBEA Membership Director. All three members are responsible for organizing and facilitating this professional development activity.

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 WBEA President shall be responsible for the Conference as the General Conference Chair but 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 WBEA 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 to the WBEA Executive Board. 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. The WBEA President-elect is the director and the committee shall include two additional WBEA past presidents, three S/T/P presidents, the current WBEA President, and the WBEA Director to the NBEA Executive Board.

Section 3 Special Committees Appointed by the President

Special Committees shall be created 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. The director and committee members do

not serve on the WBEA Executive Board or WBEA Executive Committee nor earn eligibility to run for a WBEA office.

ARTICLE VIII – 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 and the Annual Conference Advisory Committee (Special Committee) a minimum of four 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*.

ARTICLE IX – 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 X – Amendments

Section 1 These *Bylaws of the Western Business Education Association (WBEA)* shall be amended only at a meeting of the WBEA Executive Board by a two-thirds (2/3) majority vote.