

**BY-LAWS OF THE  
WESTERN BUSINESS EDUCATION ASSOCIATION  
July 1, 2016—June 30, 2017**

**ARTICLE I—Membership**

Section 1        WBEA members are 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 from the region to serve on the-NBEA Executive Board and the WBEA Executive Committee for a three-year term. The representative shall be a voting member. The length of service for the WBEA Director to the NBEA Executive Board is limited to one term.

Section 3        Any candidate for WBEA office or for NBEA represent the WBEA Director to the NBEA Executive Board must have served on the WBEA Executive Board for one full year within the last ten years.

Section 4        Candidates for the WBEA Director to the NBEA Executive Board from the western region must be members in good standing of NBEA/WBEA for five consecutive years and must have attended at least three NBEA Conventions within the last seven years, immediately prior to running for office. Eligible candidates may not have previously served on the NBEA Executive Board for a total of three years or more (consecutive or non-consecutive) in any capacity.

**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 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).

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- 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 By-Laws 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 WBEA Director to the NBEA Executive Board: The representative shall attend all meetings of the WBEA Executive Board and Committee. The WBEA Director to the NBEA Executive Board 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 By-Laws, 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 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 or the Standing Committees and the official representatives of the S/T/Ps. The Western ISBE

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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 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.

## 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. These directors shall be appointed for a one year term renewable for two more years at the option of the new WBEA President and director. The directors are eligible for election to WBEA office.

- a) Awards & Scholarship:  
The purpose of the Awards & Scholarship Director is to promote the Recognition, Media and Scholarship award programs for WBEA and NBEA.
- b) Newsletter Editor:  
The purpose of the Newsletter Editor is to promote communication in the region through the periodic *Western News Exchange* publication.
- c) Legislative:  
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:

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The Membership Director promotes membership in the region and assists state directors in promoting membership in the S/T/Ps.

- e) Media Communications:  
The purpose of the Media Communications Committee is to facilitate the movement of information electronically with the WBEA region. The Media Communications Committee shall consist of the Director and one representative from each S/T/P (preferably the S/T/P webmaster).
- f) Professional Development:  
The purpose of the Professional Development Leadership Training (PDLT) is to facilitate professional development activities. The committee will consist of the WBEA Director to the NBEA Executive Board, the President-elect, and the Membership Director.

## 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. The WBEA Past President is the chair and the committee shall include two additional WBEA past presidents, three S/T/P presidents, the current WBEA President, President-elect, and the WBEA Director to the NBEA Executive Board.

## 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

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the purposes of WBEA.

## **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 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 By-Laws 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 By-Laws.

## **ARTICLE X–Amendments**

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