



NEW HAMPSHIRE BUSINESS EDUCATION ASSOCIATION BY-LAWS AND RESPONSIBILITIES

ARTICLE 1: NAME, PURPOSE, AFFILIATION, AND RELATIONSHIPS

- Section 1 - NAME:** The name of this organization shall be the New Hampshire Business Education Association (NHBEA).
- Section 2 - PURPOSE:** The purpose of the organization shall be the advancement of business education in the state of New Hampshire.
- Section 3 - AFFILIATION:** This organization shall function as an autonomous affiliate of the New Hampshire Career and Technical Association (NHCTA).
- Section 4 - RELATIONSHIPS:** This organization shall maintain a cooperative relationship with the New Hampshire State Department of Education, the National Education Association-New Hampshire, the Eastern Business Education Association, the National Business Education Association, the Association for Career and Technical Education, and other organizations.

ARTICLE II: MEMBERSHIP, DUES, AND FISCAL YEAR

- Section 1 - MEMBERSHIP:** Any person interested in business education or involved in business and industry may become a member of this organization upon payment of the prescribed dues. This organization functions for certified business educators, learners in approved business educator preparation programs, and from the business and industry community.
- Section 2 - DUES:** Annual membership dues in the NHBEA shall be set by the Executive Board prior to the annual conference. Dues increases will be approved by a two-thirds (2/3) vote of the Executive Board members present. Failure to raise dues before the conference will result in the dues remaining the same as the previous year. Current undergraduate and graduate students in state-approved business educator preparation programs may be granted free membership. An additional membership category will be established for members of the business and industry community.
- Section 3 - FISCAL YEAR:** The fiscal year of the NHBEA will be January 1 – December 31.

ARTICLE III: OFFICERS AND EXECUTIVE BOARD RESPONSIBILITIES

Section 1 - OFFICERS: The officers of the organization shall be:

- (1) President
- (2) Vice President, North and Vice President, South
- (3) Secretary
- (4) Treasurer
- (5) Public Relations Director
- (6) Past President

These officers shall be elected at the annual for a two-year term.

Section 2 - OFFICER RESPONSIBILITIES:

(1) PRESIDENT

- a. Preside at all meetings.
- b. Maintain communications with all appropriate professional organizations and distribute announcements of NHBEA's scheduled conventions, conferences, and workshops.
- c. Appoint standing committees with approval of the Executive Board, per Article II, Section 6.
- d. Appoint ad hoc committees as needed.
- e. Notify members of the Executive Board of all Executive Board meetings.
- f. Prepare and distribute an agenda for each meeting.
- g. Recognize New Hampshire business educators who have articles published, who receive other recognitions, etc.
- h. Promote membership in professional organizations.
- i. Represent the Association at other professional conventions.
- j. Present Association awards.

(2) VICE PRESIDENT (NORTH AND SOUTH):

- a. Attend Executive Board, annual, and special meetings.
- b. Preside at all meetings in the absence of the President.
- c. Oversee committees appointed by the President.
- d. Chair the Achievement Award Committee.
- e. Chair the Donald H. Peterson Professional Development Award Committee.
- f. Collect and tabulate evaluations of the annual conference.
- g. Be responsible for the publication of the newsletter.
- h. Chair the Exhibitors/Vendors Committee.
- i. Perform duties at the request of the President.

(3) SECRETARY:

- a. Attend Executive Board, annual, and special meetings.
- b. Take minutes of all meetings.
- c. Prepare copies of minutes for all Executive Board members at the next scheduled meeting.
- d. Develop and distribute a directory of Executive Board members for the first Board meeting after the Annual Conference.
- e. Notify members fourteen (14) days prior to the annual meeting and all special meetings.
- f. Perform duties at the request of the President.

(4) PUBLIC RELATIONS DIRECTOR:

- a. Attend Executive Board, annual, and special meetings.
- b. Promote NHBEA membership recruitment through marketing communications.
- c. Proofread and edit all Association correspondence.
- d. Issue Press Releases as appropriate to market NHBEA and its activities.
- e. Perform duties at the request of the President.

(5) TREASURER:

- a. Attend Executive Board, annual, and special meetings.
- b. Present an up-to-date accounting of Association funds at every meeting.
- c. Maintain an accurate checkbook.
- d. Disburse money with President's or Executive Board's approval.
- e. Process membership and keep an accurate roster of members.
- f. Provide an up-to-date membership mailing list to Executive Board members after the Annual Conference.
- g. Arrange for an auditor to review the financial records every two years.
- h. Chair the Registration Committee.
- i. Perform duties at the request of the President.

(6) PAST PRESIDENT:

- a. Attend Executive Board, annual, and special meetings.
- b. Act as advisor to the President.
- c. Chair the Nominating Committee.
- d. Distribute updates copies of the By-Laws and Responsibilities to each Executive Board member at the first Board meeting after the Annual Conference.
- e. Perform duties at the request of the President.

Section 3 - EXECUTIVE BOARD: The Association shall be governed by the Executive Board. The Executive Board shall consist of:

- (1) the Officers of NHBEA
- (2) a minimum of two elected Directors
- (3) members may be elected as Officers after serving a minimum of one year as a Director.

The Officers shall be elected for two-year terms. The Directors shall be elected for two-year staggered terms.

Section 4 - DUTIES OF THE EXECUTIVE BOARD: The Executive Board shall meet monthly to carry out all business related to the functioning of NHBEA.

Section 5 - NOMINATING COMMITTEE: The President will appoint a Nominating Committee, chaired by the Past President and subject to the approval of the Executive Board. A slate of Officers will be made available to paid members thirty (30) days prior to the annual meeting. Additional nominations for Directors will be accepted from the floor at the annual meeting.

Section 6 - STANDING COMMITTEES: The following will be standing committees of the Association:

- (1) Archives
- (2) Awards
- (3) By-Laws and Responsibilities
- (4) Exhibits/Vendors
- (5) Newsletter
- (6) Nominations
- (7) Publicity
- (8) Registration

Other committees will be appointed as deemed necessary by the President and/or Executive Board.

Section 7 - INTERIM APPOINTMENTS: In the event that any Officer is unable to complete the elected term, the President may appoint a person to fill such vacancy for the remainder of the current membership year. A majority of the Executive Board shall approve the appointment.

ARTICLE IV: MEETINGS

- Section 1 - ANNUAL MEETINGS:** An annual meeting of the Association shall be held. Notice of the annual meeting is to be made to all current members.
- Section 2 -** Special meetings may be called by the President and/or Executive Board. Notice of meetings must be mailed to all current members by the Secretary no later than fourteen (14) days prior to said meeting.

ARTICLE V: AWARDS

- Section 1 - ACHIEVEMENT AWARD:** The Achievement Award may be presented at the Annual Meeting. The nominee must be a current member of the Association prior to the time of application. The recipient is the Association's nominee to the New Hampshire "ED"ies Award.
- Section 2 - DR. BURTON S. KALISKI SERVICE AWARD:** This award is presented in recognition of a retired or retiring business educator that has served the community, their students, and their institutions with distinction. The award is named for Dr. Burton "Burt" Kaliski in recognition of his encouragement of business education in New Hampshire.
- Section 3 - DONALD H. PETERSON PROFESSIONAL DEVELOPMENT AWARD:** The Donald H. Peterson Professional Development Award may be presented at the Annual Meeting. The nominee must be a current member of the Association prior to the time of application.
- Section 4 -** NHBEA Executive Board members shall be eligible to apply for any awards.

ARTICLE VI: AMENDMENTS

Notice of proposed changes to these By-Laws and Responsibilities shall be made to current members at the Annual Meeting at which time these By-Laws and Responsibilities may be amended by a two-thirds (2/3) vote of the members present.

REVISION HISTORY:

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Approved: October 24, 2014

