

**BYLAWS
OF THE
NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION, INC.**

Article I

Name

The name of this organization shall be the North Central Business Education Association (NCBEA). This association includes the states of Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin; and the Canadian provinces adjacent to the North Central Region.

Article II

Objectives

The objectives of this association are as follows:

- a. To improve the relationship in business education at the state, regional, and national levels;
- b. To promote the professional growth of those in business education;
- c. To promote better business education through whatever means seem desirable; provided that, since it is the objective of the association to be a non-profit educational organization, it shall only engage in activities consistent with its status as defined in Section 501(c)(3) of the Internal Revenue Code of 1954 or any successor provision thereof;
- d. To offer assistance and service to state associations within the region.

Article III

Membership

- SECTION 1. The rules and regulations governing membership and voting privileges shall be in accord with the NBEA Bylaws.
- SECTION 2. Any person interested in advancing the objectives of the association shall be eligible for membership in the professional category; and, upon payment of annual dues, shall be entitled to the services and publications of the association and shall be eligible to vote, hold office, and serve on committees.
- SECTION 3. Any undergraduate student interested in advancing the objectives of the association shall be eligible for membership in the student category; and, upon payment of dues, shall be entitled to the services and publications of the association. Student members shall not have voting or office holding privileges.
- SECTION 4. Any retired professional members, upon payment of dues, shall be entitled to the services and publications of the association, and shall be eligible to vote, hold office, and serve on committees.
- SECTION 5. Any life members of the NBEA located in the North Central Region shall automatically become life members of the NCBEA and shall be entitled to all the rights and privileges of the association. NBEA life members are NBEA past presidents.

Article IV

Dues

- SECTION 1. All members shall pay annual dues as stipulated by the NBEA.
- SECTION 2. The student membership year shall extend from July 1-June 30, inclusive. The membership year for all other members shall extend for twelve months from the month during which dues are paid.

Article V

Officers and Their Duties

- SECTION 1. The officers of the association shall be a president, a president-elect, a secretary, a treasurer, and an immediate past president.
- SECTION 2. The president shall:
- a. preside at all meetings of the association and the administrative board;
 - b. appoint the NCBEA Newsletter Editor to a three-year term when necessary;
 - c. appoint the NCBEA Webmaster to a three-year term when necessary;
 - d. perform all other duties as stated in the NCBEA Policies and Procedures Handbook.
- SECTION 3. The president-elect shall:
- a. preside at all meetings of the association and the administrative board in the absence of the president;
 - b. perform all other duties as stated in the NCBEA Policies and Procedures Handbook.
- SECTION 4. The secretary shall:
- a. keep accurate minutes of the proceedings of all meetings of the association and the administrative board and distribute copies to the administrative board;
 - b. maintain the archives' copies of all proceedings;
 - c. perform all other duties as stated in the NCBEA Policies and Procedures Handbook.
- SECTION 5. The treasurer shall:
- a. receive and have custody of all monies and other assets of the association, including incorporation documents;
 - b. pay all expenditures approved by the administrative board;
 - c. keep accurate financial records and submit a report of the receipts, expenditures, and the balance on hand at each administrative board meeting;
 - d. prepare a written financial report for the fiscal year for distribution at the general membership business meeting;
 - e. at the expense of the organization, be bonded by October 1 of the year elected;
 - f. register all bank accounts of the organization in the names of the treasurer and the president elect whose term begins with the commencement of the treasurer's three-year term; and
 - g. perform all other duties as stated in the NCBEA Policies and Procedures Handbook.

- SECTION 6. The immediate past president shall:
- a. serve in an advisory capacity to the president and administrative board;
 - b. perform all other duties as stated in the NCBEA Policies and Procedures Handbook.
- SECTION 7. The administrative board shall implement the policies of the association.
- SECTION 8. The administrative board shall establish and implement the goals in accordance with the objectives of the association.
- SECTION 9. Upon a vacancy of a state or affiliate representative on the NCBEA Administrative Board, the administrative board shall request that the state or affiliate organization replace its representative on the NCBEA Administrative Board within 30 days. A vacancy in any other board position may be filled by majority vote of the administrative board for the unexpired term of the office, except that a vacancy in the office of president shall be filled by the president-elect.

Article VI

Executive Committee and Administrative Board

- SECTION 1. The executive committee shall consist of:
- a. president
 - b. president-elect
 - c. secretary
 - d. treasurer
 - e. immediate past president
 - f. NCBEA Director to the NBEA Executive Board
 - g. regional membership director
- SECTION 2. The administrative board shall consist of:
- a. The executive committee
 - b. The state membership directors
 - c. The NCBEA Newsletter Editor
 - d. The NCBEA Webmaster
 - e. The president and executive director of the NBEA and the representative of ISBE from the North Central Region shall serve as ex-officio, non-voting members.
- SECTION 3. The state membership directors, selected by each state association, and regional membership director shall serve a three-year term.
- SECTION 4. The administrative board year is from July 1 to June 30.

Article VII
Removal of Board Members

An elected member or a member appointed by a state or an affiliate to the NCBEA Administrative Board may be removed from that position by a two-thirds vote of those administrative board members eligible to vote for any of the following reasons:

- a. current membership in NBEA not maintained
- b. consistent absence from regularly scheduled NCBEA Administrative Board meetings
- c. failure to fulfill board responsibilities and assigned tasks
- d. failure to maintain regular communication with the NCBEA Administrative Board
- e. other reasons deemed appropriate by the NCBEA Administrative Board

Article VIII
Committees

SECTION 1. The association shall function with the following standing committees:

- a. Awards Committee. The awards committee shall select the recipients of the annual NCBEA Distinguished Service Awards. The committee shall consist of one administrative board member and one person from each member state, not necessarily a member of the administrative board. The administrative board member shall serve as the chair and shall appoint the other members, with the approval of the president.
- b. Budget Committee. The budget committee shall prepare the budget for the fiscal year, July 1 to June 30. The committee shall consist of the treasurer, the president, the immediate past president, and the former treasurer in a year of a new treasurer. The treasurer shall serve as the chair.
- c. Bylaws and Standing Rules Committee. The bylaws and standing rules committee shall be composed of at least three (3) members, including the immediate past president who will serve as chair and the NCBEA Director to the NBEA Executive Board. The bylaws and standing rules committee shall:
 - 1) consider, edit, and/or correlate such bylaw amendments and standing rules as it may originate and as are referred to it by the administrative board, officers, or individual member;
 - 2) verify that bylaw amendments and standing rules are not in conflict with any higher governing authority;
 - 3) present to NCBEA members changes to the bylaws or standing rules necessitated by amendments made in NBEA policies;
 - 4) send proposed bylaw amendments with recommendations to the NCBEA newsletter editor for inclusion with the call to the NCBEA convention;
 - 5) review past minutes to determine if changes are needed to the bylaws or standing rules;
 - 6) review and update the NCBEA Policies & Procedures Handbook as needed; and,

- 7) send a copy of the current bylaws to the NBEA headquarters.
- d. Legislative Committee. The legislative committee shall work to encourage teachers to be involved in legislative issues regarding business education at the local, state, regional, and national levels. The committee shall consist of the president, immediate past president, and three members of the administrative board or past board members. The president shall appoint the chair.
- e. Marketing/Membership/Linkages Committee. The marketing/membership/linkages committee shall engage in activities to enhance the image and identity of NCBEA and to promote membership development in the region. The committee shall consist of the state membership director from each member state, the NCBEA Director to the NBEA Executive Board, and the regional membership director. The regional membership director shall serve as the chair
- f. Nominating Committee. The nominating committee shall select nominees for officers. The committee shall consist of five persons as follows: (1) the immediate past president, and (2) four other current or former board members. The immediate past president shall serve as chair.
- g. Program of Work Committee. The program of work committee shall develop and monitor a program of work to promote business education in the region. The plan will be reviewed and updated on an annual basis. The committee shall consist of the president, president-elect, treasurer, and at least three other members of the administrative board. The president shall serve as chair and the president-elect shall serve as vice-chair.
- h. Publications Committee. The publications committee shall monitor the publication of the NCBEA newsletter and the special publication. Members of this committee will include the NCBEA Director to the NBEA Executive Board, the newsletter editor, the webmaster, and the immediate past president. The president shall appoint one of the committee members to serve as chair.
- i. Strategic Planning Committee. The strategic planning committee shall develop a strategic plan for NCBEA. Through an effective long-range planning program, the plan will project goals and actions for a minimum of two years. The committee shall consist of the president, president-elect, immediate past president, treasurer, and at least three other members of the administrative board. The president shall serve as chair and the president-elect shall serve as vice-chair.
- j. Technology Committee. The technology committee shall explore avenues to disseminate NCBEA news and business to the membership in an efficient and cost-effective manner. The technology committee will be in charge of developing and implementing a social media strategy to promote NCBEA. The committee shall be composed of the president, president-elect, webmaster, and newsletter editor. The webmaster will serve as chair.

SECTION 2. The NCBEA president shall appoint committee members and chairs except as otherwise provided in these bylaws.

SECTION 3. The chair of each standing committee shall be a member of the administrative board.

- SECTION 4. Each committee shall be governed by the policies established for that committee by the administrative board.
- SECTION 5. Special committees may be established by the president of the administrative board.

Article IX

Nominations and Elections

- SECTION 1. The nominating committee may conduct elections by mail or by an electronically secure method in the annual NCBEA election. The candidate receiving the greatest number of votes shall be elected to the office as provided in the NCBEA Policies and Procedures Handbook.
- SECTION 2. The following officers and Regional Membership Director shall be elected by ballot for their respective terms:
- a. The president-elect shall be elected to serve consecutive one-year terms as president-elect, president, and immediate past president. The nominee must have previously served on the NCBEA Administrative Board.
 - b. The secretary and treasurer shall each be elected for three-year terms. The nominees need not have previously served on the NCBEA Administrative Board.
 - c. The Regional Membership Director shall be elected for a three-year term. The nominees must have served as a state membership director on the NCBEA Administrative Board.
- SECTION 3. The President, President-elect, and Immediate past president shall not be elected to the same administrative board office for two consecutive terms.
- SECTION 4. Each nominee for and each member of the administrative board must be a member of NBEA at the time of nomination and during the term of office.
- SECTION 5. The NCBEA Director to the NBEA Executive Board will be selected by the NBEA Board following the NBEA Policies and Procedures.

Article X

Meetings

- SECTION 1. The association shall hold a general membership business meeting at each NCBEA convention, which shall be known as the annual meeting.
- SECTION 2. The administrative board shall meet at least once a year.
- SECTION 3. The NCBEA is encouraged to meet in conjunction with and at the invitation of a state organization.
- SECTION 4. An NCBEA convention will be held in conjunction with and according to the rotation plan adopted by the NCBEA.
- SECTION 5. The Administrative Board, Executive Committee, Standing Committees, and Special Committees are authorized to meet by telephone conference or through other electronic communications media so long as all members may simultaneously hear each other and participate during the meeting. Electronic voting may be used for NCBEA business as needed.
- SECTION 6. A quorum shall be a majority of members for any NCBEA Administrative Board meeting.

SECTION 7. A quorum at an NCBEA business meeting shall be the number of members present at the time of the NCBEA business meeting. The date, time, and location of the business meeting must be published at least 30 days prior to the business meeting.

Article XI
Financial Reserve

The association shall maintain a financial reserve of \$5,000. These funds shall be placed in a low-risk investment instrument with a high degree of liquidity (i.e. fixed rate, long-term bonds should be avoided), when possible. Withdrawals from the reserve may be made only when the following conditions prevail:

- a. Accounts payable exceed the non-reserve assets of the organization and/or short-term cash flow problems prevent accomplishment of the association's programmed activities and/or threaten the solvency of the organization and when advances cannot otherwise be obtained (e.g. from NBEA), and/or
- b. Higher returns from alternative investments can be obtained without significantly increasing the risk to the organization or decreasing the liquidity of the investment, and
- c. A majority of the administrative board agrees to the withdrawal of funds or when time and/or money constraints prohibit action by the full board, a majority of the executive committee may authorize a withdrawal from reserves.

ARTICLE XII
Dissolution

SECTION 1. A two-thirds vote from the Board of Directors shall be required to dissolve the North Central Business Education Association.

SECTION 2. All bills of the Association will be paid upon presentation of proper documentation. Once all bills are paid, there will be a waiting period of 30 days.

SECTION 3. The NCBEA Executive Committee shall recommend to the NCBEA Administrative Board a proposal for the distribution of any remaining assets after outstanding bills have been paid according to Section 2 of this Article. A two-thirds vote shall be required to distribute assets as determined by the Administrative Board. No member of the Board will personally benefit from the distribution.

Article XIII
Parliamentary Authority

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern in all deliberations of the association in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the NBEA Bylaws, or any special rules of order the association may adopt.

Article XIV
Amendment of Bylaws

- SECTION 1. Amendments to the bylaws require approval of the Administrative Board, notification of NCBEA members 30 days in advance of the business meeting, and a majority vote of members present at the business meeting.
- SECTION 2. The bylaws shall be reviewed every year by the immediate past president.

Previously amended April 4, 2012
Last amended November 18, 2016

NCBEA Administrative Board Duties

DUTIES OF THE PRESIDENT

Immediately upon taking office, the President shall:

1. Read and review the Policies and Procedures Handbook.
2. Appoint all standing committees and chairs as directed in the policies approved by the NCBEA Administrative Board.
3. When applicable, appoint the editor of the NCBEA newsletter for a three-year term.
4. When applicable, appoint the Webmaster for a three-year term.
5. Compile an orientation packet for new board members. Distribute the new member packet and conduct a phone orientation with each new member regarding his/her responsibilities.
6. Prepare and publish an NCBEA Directory to include names, home and work addresses, home and work e-mail addresses, and home and work fax numbers of the NCBEA Administrative Board members.

The President's committee responsibilities will be to:

1. Serve as co-chair of the Program of Work Committee
2. Serve as a member of the Budget Committee
3. Serve as a member of the Publication Committee
4. Serve as chair of the Strategic Planning Committee and implement the Strategic Plan
5. Serve as an ex-officio member of all other committees of NCBEA

The President shall be responsible for the following ongoing activities:

1. Preside at NCBEA Executive Committee, Administrative Board, and Annual Business meetings.
2. Schedule additional NCBEA Executive Committee and Administrative Board meetings as needed.
3. Monitor all activities included in the Program of Work
4. Work with the chair of the Awards Committee to establish timelines to be followed in selecting award recipients.
5. Monitor that Articles of Incorporation have been updated.
6. Serve as a liaison between and among member state associations, the members of the NCBEA Administrative Board, the members of the NBEA Executive Board, and the NBEA Executive Director.
7. Represent NCBEA at professional business education meetings.
8. Accept speaking engagements on behalf of NCBEA when requested.
9. When feasible, attend other regional association conventions as NCBEA president. Be visible at as many of the functions as possible, including the regional association executive board meeting if invited.

10. Send congratulations to NBEA regional presidents on the occasion of their conventions whenever NCBEA cannot send an official representative.
11. Promote NCBEA and NBEA membership and attendance at conventions.
12. Send NCBEA greetings to the presidents of the eight member state associations on the occasion of their convention whenever a representative from the NCBEA Administrative Board cannot attend a state association convention.
13. Prepare appropriate articles for the NCBEA newsletter.
14. Complete other tasks as directed by the NCBEA Administrative Board.
15. Complete other tasks as directed by the NBEA President or the NBEA Executive Board
16. Maintain a file of materials pertaining to the activities of the office, including the various committee reports to the NCBEA Administrative Board, to be forwarded to the incoming president.

For the Fall Retreat and NCBEA Administrative Board meeting (when convention is held in conjunction with one of the eight states)

1. Preside over the NCBEA Administrative Board Retreat, the NCBEA Administrative Board meeting, the NCBEA Annual Business meeting, and the NCBEA Awards event.
2. Prepare for a three- to four-hour board retreat.
3. Request agenda items for retreat and NCBEA Administrative Board meeting from NCBEA Administrative Board members.
4. Prepare agenda for the NCBEA Administrative Board meeting. Distribute this agenda to the members of the NCBEA Administrative Board at least two weeks prior to the meetings.
5. Prepare a Committee Action Plan and distribute two weeks prior to NCBEA Administrative Board meeting.
6. Prepare and present a President's Report to distribute at the NCBEA Administrative Board meeting.
7. Carry out the duties as defined in the *Handbook for Conventions*.
8. Prepare an agenda for the NCBEA Annual Business meeting to be distributed at the NCBEA Annual Business meeting.
9. Preside over the NCBEA Annual Business meeting.
10. In cooperation with the chair of the Awards Committee, notify the persons receiving the Distinguished Service Awards.
11. Arrange with Awards Chair to get a plaque for past president.
12. Present a President's Plaque to the Past President at NCBEA Awards event.
13. Work with the chair of the Nominating Committee on the annual NCBEA elections.
14. Appoint the appropriate State Membership Director as Convention Liaison for the convention slated 2 years from current date.
15. Coordinate with appropriate person who will secure the NCBEA banner and silent auction materials for the next convention.

16. If having a silent auction, bring an item of the dollar amount specified by the NCBEA Administrative Board.

For the Fall NBEA board meeting the President shall:

1. Prepare a report for the NBEA Administrative Board following the guidelines from the NBEA Executive Director.

For the Spring NCBEA Administrative Board meeting held at NBEA:

1. Attend the NBEA Convention as NCBEA president.
2. Participate in NCBEA/NBEA activities as requested by the NBEA Executive Director.
3. Prepare an NCBEA report for the NBEA board. Follow guidelines provided by the NBEA Executive Director.
4. Request agenda items and budget requests from all NCBEA Administrative Board members.
5. Prepare an agenda for the NCBEA Administrative Board meeting. Distribute this agenda to the members of the NCBEA Administrative Board at least two weeks prior to the meetings.
6. Prepare a Committee Action Plan and distribute two weeks prior to NCBEA Administrative Board meeting.
7. Prepare and present a president's report to distribute at the NCBEA Administrative Board meeting and Annual Business meeting.
8. Recognize outgoing board members with certificates.
9. Attend the NBEA State and Regional Membership Directors' breakfast and the NBEA membership meeting following the breakfast.
10. Attend and be introduced at NBEA Awards Luncheon.
11. Notify the State Membership Directors of the state associations that they will need to submit names of the individuals replacing them to the NCBEA Administrative Board for the beginning of the new fiscal period. The state rotation is as follows:

State Membership Director Rotation Schedule (3-Year Term)

Wisconsin, Missouri (2017, 2020, 2023, 2026, 2029, 2032)
Minnesota, Ohio, Michigan (2018, 2021, 2024, 2027, 2030, 2033)
Illinois, Indiana, Iowa (2019, 2022, 2025, 2028, 2031)

After the final board meeting and prior to June 30:

1. Meet with President Elect, discuss with him/her the duties of the office, and turn over file of materials accumulated during your term of office.

DUTIES OF THE PRESIDENT-ELECT

Immediately upon taking office, the President-Elect shall:

1. Read and review the Policies and Procedures Handbook.

The President-Elect's committee responsibilities will be to:

1. Serve as co-chair of the Program of Work Committee.
2. Serve as vice chair of the Strategic Planning Committee.
3. Serve as a member of the Technology Committee.

The President-Elect shall be responsible for the following ongoing activities:

1. In the absence of the President, preside at the NCBEA Administrative Board meeting, the NCBEA Annual Business meeting, & Executive Committee meetings.
2. Serve as a member of the NCBEA Administrative Board.
3. Attend all meetings of the NCBEA Administrative Board.
4. Promote NCBEA and NBEA membership and attendance at conventions.
5. Represent NCBEA at professional business education meetings.
6. Accept speaking engagements on behalf of NCBEA when required.
7. Study the structure, functions, and operations of NCBEA in order to be prepared to assume the duties and responsibilities as president when the term of president begins.
8. Complete other tasks as directed by the president or the NCBEA Administrative Board.
9. Maintain a file of materials pertaining to the activities of the office to be forwarded to the incoming president-elect.

For the Fall NCBEA Administrative Board meeting (when convention is held in conjunction with one of the eight states)

1. Attend the NCBEA Convention, the NCBEA Administrative Board meeting, the NCBEA Annual Business meeting, and the NCBEA Awards event.
2. Develop a draft copy of a Program of Work for the period to be served as president. The president-elect presents the draft for discussion at the 1st (usually fall) board meeting of the year.
3. If having a silent auction, bring an item of the dollar amount specified by the NCBEA Administrative Board.

For the Spring NCBEA Administrative Board meeting held at NBEA, the President-Elect shall:

1. Attend the NBEA Convention and the NCBEA Administrative Board meeting, and attend the NBEA Awards Luncheon.
2. Assist the President as needed.
3. Present the Program of Work as modified at the previous meeting for a vote of the NCBEA Administrative Board.

After the final board meeting and before June 30:

1. Meet with the incoming President Elect, discuss with him/her the duties of the office, and turn over file of materials accumulated during your term of office.

DUTIES OF THE PAST PRESIDENT

Immediately upon taking office, the Past President shall:

1. Read and review the Policies and Procedures Handbook.
2. Write to the presidents of the eight states of NCBEA to thank them for their support during your year as president and to encourage the state associations to invite the current NCBEA president to their state convention and to provide some financial assistance for travel, accommodations, and registration.

The Past President's committee responsibilities will be to:

1. Serve as chair of the Nominating Committee
2. Serve as a member of the Budget Committee
3. Serve as a member of the Strategic Planning Committee
4. Serve as a member of the Legislative Committee
5. Serve as a member of the Bylaws Committee
6. Serve as a chair of the Awards Committee
7. Serve as a member of the Program of Work Committee

The Past President shall be responsible for the following ongoing activities:

1. Serve as a member of the NCBEA Administrative Board.
2. Attend all meetings of the NCBEA Administrative Board.
3. Serve in an advisory capacity to the president and the NCBEA Administrative Board.
4. Attend conventions of member state associations and the other regional associations whenever possible.
5. Promote NCBEA and NBEA membership and attendance at conventions.
6. Maintain a NCBEA Past Presidents' Directory.
7. Coordinate Past Presidents' Event at NBEA Conventions.
8. Represent NCBEA at professional business education meetings.
9. Accept speaking engagements on behalf of NCBEA when requested.
10. Review the Bylaws and Procedures and make recommendations to the NCBEA Administrative Board.
11. Update the NCBEA Policies and Procedures Handbook.
12. Complete other tasks as directed by the president and the NCBEA Administrative Board.
13. Maintain a file of materials pertaining to the activities of the office.
14. Initiate and coordinate the Awards process.

For the Fall NCBEA Administrative Board meeting (when convention is held in conjunction with one of the eight states)

1. Attend the NCBEA Convention, the NCBEA Administrative Board meeting, the NCBEA Annual Business meeting and the NCBEA Awards event.
2. Review the policies of the Association.
3. Review the bylaws of the Association.
4. Prepare a Nomination Committee report for the NCBEA Administrative Board meeting and the NCBEA Annual Business meeting
5. If having a silent auction, bring an item of the dollar amount specified by the NCBEA Administrative Board.
6. Provide an updated past presidents' list and information gathered when collecting event RSVPs and while at event.
7. Solicit funds for the NCBEA Past Presidents' First-Time Attendee to NCBEA Stipend.
8. Coordinate Past Presidents' Stipend Applications
 - a. Distribute via newsletter, web site, past presidents' network, and State Membership Directors.
 - b. Obtain fund information from treasurer. Determine number of stipends to be awarded.
 - c. Determine award winners.
 - d. Coordinate presentation of stipend with NCBEA President and host state liaison.
 - e. Request check from NCBEA Treasurer and present stipend winners with check. Prepare script to be used for presentation.
 - f. Prepare newsletter article with names and picture of winners.
 - g. Report back to past presidents.
9. Prepare an Awards Committee report for the NCBEA Administrative Board meeting and the NCBEA Annual Business meeting.

For the Spring NCBEA Administrative Board meeting held at NBEA:

1. Attend the NBEA Convention and the NCBEA Administrative Board meeting. Attend the NBEA Awards Luncheon (recommended).
2. Review the policies of the Association. When changes are necessary, request the President appoint an ad hoc committee to revise, update, publish, and distribute the approved changes and corrections as directed in the bylaws.
3. Review the bylaws of the Association. When changes are necessary, request the president appoint an ad hoc committee to revise, update, publish, and distribute the approved changes and corrections as directed in the bylaws.
4. Prepare an agenda in cooperation with the President for the Past Presidents' Event.
5. Coordinate NCBEA Past Presidents' Event with the NBEA Convention Director. Send invitation to attend to NCBEA Past Presidents and to the current NCBEA President.
6. Prepare an Awards Committee report for the NCBEA Administrative Board meeting.

After the last board meeting and before June 30, the Past President shall:

1. Meet with the incoming Past President, discuss with him/her the duties of the office, and turn over file of materials accumulated during your term of office.

DUTIES OF THE SECRETARY

Immediately upon taking office, the Secretary shall:

1. Read and review the Policies and Procedures Handbook.

The Secretary shall be responsible for the following ongoing activities:

1. Serve as a member of the NCBEA Administrative Board.
2. Attend all meetings of the NCBEA Administrative Board.
3. Keep accurate minutes of the proceedings of all meetings of the Association and the NCBEA Administrative Board. The permanent record of the minutes should contain, as appendices, all written/electronic reports of officers and committee chairpersons.
4. Attend conventions of member state associations and the other four regional associations whenever possible (at individual's expense).
5. Promote NCBEA and NBEA membership and attendance at conventions.
6. Represent NCBEA at professional business education meetings.
7. Accept speaking engagements on behalf of NCBEA when requested.
8. Maintain copies in the archives of all proceedings as follows:
 - a. Retain all minutes from board meetings and annual meetings and retain records for the last two years.
 - b. Maintain all other records in archives. Mail records older than the previous two years to NBEA headquarters for storage.
9. Complete other tasks as directed by the president or NCBEA Administrative Board.
10. Maintain a file of materials pertaining to the activities of the office.

For the Fall NCBEA Administrative Board meeting (when convention is held in conjunction with one of the eight states)

1. Attend the NCBEA Convention, the NCBEA Administrative Board meeting, the NCBEA Annual Business meeting and the NCBEA Awards event.
2. Distribute minutes of the meetings of the NCBEA Administrative Board to the members of the NCBEA Administrative Board within thirty days after the conclusion of the NCBEA Administrative Board meeting. These minutes need not include the appendices containing the written/electronic reports of officers and committee chairpersons, but they should include a list of the content of the appendices.
3. Distribute the minutes of the last NCBEA Annual Business meeting to the members attending the current business meeting.
4. If having a silent auction, bring an item of the dollar amount specified by the NCBEA Administrative Board.

For the Spring NCBEA Administrative Board meeting held at NBEA:

1. Attend the NBEA Convention, the NCBEA Administrative Board meeting, and attend the NBEA Awards Luncheon (recommended).

2. Distribute minutes of the meetings of the NCBEA Administrative Board to the members of the NCBEA Administrative Board within thirty days after the conclusion of the NCBEA Administrative Board meeting. These minutes need not include the appendices containing the written/electronic reports of officers and committee chairpersons, but they should include a list of the content of the appendices.

After the last board meeting and before June 30, the Secretary shall:

1. If applicable, meet with the incoming Secretary, discuss with him/her the duties of the office, and turn over file of materials accumulated during the term of office.

DUTIES OF THE TREASURER

Immediately upon taking office, the Treasurer shall:

1. Read and review the Policies and Procedures Handbook.

The Treasurer's committee responsibilities will be to:

1. Serve as chair of the Budget Committee and serve as an ex-officio member of the Budget Committee for one year following the term of office.
2. Serve as a member of the Program of Work Committee.
3. Serve as a member of the Strategic Planning Committee.

The Treasurer shall be responsible for the following ongoing activities:

1. Serve as a member of the NCBEA Administrative Board.
2. Attend all meetings of the NCBEA Administrative Board.
3. Receive and have custody of all monies and other assets of the Association including incorporation documents.
4. Pay all expenditures approved by the NCBEA Administrative Board within two weeks of submission.
5. Keep accurate financial records that shall be open to inspection by members of the NCBEA Administrative Board.
6. Prepare and submit the appropriate reports to the Internal Revenue Service by the stated deadline dates.
7. Make recommendations to the NCBEA Administrative Board with regard to the financial management of the Association.
8. Attend conventions of member state associations and the other four regional associations whenever possible (at individual's expense).

For the Fall NCBEA Administrative Board meeting (when convention is held in conjunction with one of the eight states)

1. Attend the NCBEA Convention, the NCBEA Administrative Board meeting, the NCBEA Annual Business meeting, and the NCBEA Awards event.
2. Submit a report of the receipts, expenditures, and the balance on hand.
3. Prepare a written/electronic financial report for the previous fiscal year and distribute it at the NCBEA Administrative Board meeting and NCBEA Annual Business meeting.
4. If having a silent auction, bring an item of the dollar amount specified by the- NCBEA Administrative Board.

For the Spring NCBEA Administrative Board meeting held at NBEA:

1. Attend the NBEA Convention and the NCBEA Administrative Board meeting. Attend the NBEA Awards Luncheon (recommended).

2. Prepare for adoption by the NCBEA Administrative Board a proposed budget that will cover the activities of the Association for the next administrative year. This proposed budget shall first be presented to and approved by the Budget Committee at the last meeting of the current year for the next fiscal year.
3. Submit a report of the receipts, expenditures, and the balance on hand.

After the last board meeting and before June 30, the Treasurer shall:

1. Arrange for an annual internal audit of the NCBEA financial records at the end of the fiscal year. The audit report shall be presented at the next NCBEA Administrative Board meeting. An external audit should be completed at the end of a treasurer's three-year term.
2. If applicable, meet with the incoming treasurer, discuss with him/her the duties of the office, and turn over file of materials accumulated during your term of office.
3. Work with incoming treasurer to close out existing account and set up new accounts as needed.
4. Send end-of-year fiscal report to NBEA.

DUTIES OF THE NCBEA DIRECTOR TO THE NBEA EXECUTIVE BOARD

Immediately upon taking office, the NCBEA Director to the NBEA Executive Board shall:

1. Read and review the Policies and Procedures Handbook.

The NCBEA Director to the NBEA Executive Board's committee responsibilities will be to:

1. Serve on Marketing/Membership/Linkages Committee
2. Serve on the Bylaw and Standing Rules Committee
3. Serve on the Publications Committee

The NCBEA Director to the NBEA Executive Board's shall be responsible for the following ongoing activities:

1. Serve as a member of the NCBEA Administrative Board
2. Attend all meetings of the NCBEA Administrative Board.
3. Serve as a member of the NBEA Executive Board.
4. Attend all meetings of the NBEA Executive Board.
5. Prepare newsletter articles detailing NBEA activities as directed in the Program of Work for each issue of the newsletter.
6. Actively seek to have NCBEA activities publicized in NBEA publications.
7. Represent NCBEA at professional business education meetings. Accept speaking engagements on behalf of NCBEA when requested.
8. Actively seek opportunities for NCBEA members to have visibility in NBEA activities such as convention responsibilities, committee assignments, committee chairs, publications, etc.
9. Complete other tasks as directed by the NBEA Board, NCBEA president, or NCBEA Administrative Board.
10. Maintain a file of materials pertaining to the activities of the office.
11. Serve as a member of the NBEA Membership Committee
 - a. Serve as a liaison between the Regional Membership Director and the NBEA Executive Board
 - b. Provide guidance, assistance, and support to the regional membership director and state membership directors
 - c. Share information from the membership committee and NBEA Executive Board with the regional and state membership directors
 - d. Obtain and review monthly membership initiative reports from the regional membership directors
 - e. Recruit new members to join NBEA
 - f. Encourage lapsed members to renew their NBEA membership

For the Fall NCBEA Administrative Board meeting (when convention is held in conjunction with one of the eight states)

1. Attend the NCBEA Convention, NCBEA Administrative Board meeting, NCBEA Annual Business meeting, and the NCBEA Awards event.
2. If applicable, prepare a written/electronic report of the NBEA Executive Board activities for the NCBEA Administrative Board meeting and Annual Business meeting.
3. If having a silent auction, bring an item of the dollar amount specified by the NCBEA Administrative Board.

For the Spring NCBEA and NBEA board meetings held at NBEA:

1. Attend the NBEA Convention, the NBEA Board meeting, the NCBEA Administrative Board meeting, and the NBEA Awards Luncheon.
2. Prepare a written/electronic report of the NBEA Executive Board activities for the NCBEA Administrative Board meeting.

After the last board meeting and before June 30, the NCBEA Director to the NBEA Executive Board shall:

1. If this is the NCBEA Director to the NBEA Executive Board's last year, meet with incoming NCBEA Director to the NBEA Executive Board and discuss materials accumulated during the year as well as the duties of the NCBEA Director to the NBEA Executive Board.

DUTIES OF THE NCBEA REGIONAL MEMBERSHIP DIRECTOR

Immediately upon taking office, the Regional Membership Director shall:

1. Contact each of the State Membership Directors regarding their duties as State Membership Directors.
2. Work closely with the NCBEA Director to the NBEA Executive Board, who is a member of the NBEA Membership Committee, and the NBEA Membership Committee Chair regarding membership recruitment and retention activities.

The Regional Membership Director's committee responsibilities will be to:

1. Serve as chair of the Marketing/Linkages/Membership Committee.

The Regional Membership Director shall be responsible for the following ongoing activities:

1. Serve as a member of the NCBEA Administrative Board.
2. Attend all meetings of the NCBEA Administrative Board.
3. Promote NCBEA and NBEA membership and attendance at conventions.
4. Represent NCBEA at professional business education meetings.
5. Accept speaking engagements on behalf of NCBEA when requested.
6. Actively seek opportunities for NCBEA members to have visibility in NBEA activities, such as convention responsibilities, committee assignments, and committee chairs, publications, etc.
7. Prepare membership news and updates for the newsletter.
8. Serve as Membership Chair for the NCBEA region.
9. Complete other tasks as directed by the NCBEA president, ~~or~~ NCBEA Administrative Board, NCBEA Director to the NBEA Executive Board, or the NBEA Membership Committee Chair.
10. Maintain a file of materials pertaining to the activities of the office.
11. Regional Membership Director duties to be completed in collaboration with the NCBEA State Membership Directors and the NBEA Membership Committee:
 - a. Maintain current professional membership in NBEA. Renew membership before membership expiration date.
 - b. Communicate with state association leaders regarding appointments of state membership directors to ensure each state in the region is represented on the membership team by a state membership director.
 - c. Send communication to S/T/P (state/territories/provinces) membership directors within 48 hours of receipt of monthly reports from NBEA headquarters.
 - d. Ensure that Membership Director Data Sheets for each NCBEA S/T/P membership director in the region are completed and sent to NBEA headquarters.
 - e. Write welcome letters to new NCBEA S/T/P membership directors.
 - f. Oversee the transfer of membership promotional materials from outgoing to incoming S/T/P membership directors.
 - g. Verify that regional board members and NBEA S/T/P membership directors are current members of NBEA.

- h. Send messages of encouragement to S/T/P membership directors.
- i. Send congratulatory letters/messages to all S/T/P membership directors who reach their goal.
- j. Plan membership directors' activities for regional conventions: membership directors' workshop, directors' breakfast, awards presentation, etc.
- k. Ensure that membership dues collected at regional conventions are promptly forwarded to NBEA for processing.
- l. Set up an NBEA materials table at each regional meeting.
- m. Stay up-to-date on personal professional reading (Business Education Forum, Keying In, etc.). Use materials in NBEA publications to promote NBEA during presentations and discussions with fellow business educators.
- n. Prepare membership reports for regional board of directors.
- o. Attend NBEA convention and membership directors' workshop.
- p. Send thank you letters to all S/T/P membership directors when their term expires.
- q. Determine the winner of the regional membership achievement award.
- r. Communicate regularly with NBEA membership team to provide information about promotional/recruitment activities in the region.
- s. Submit reports of region's membership activities as required

For the Fall NCBEA Administrative Board meeting (when convention is held in conjunction with one of the eight states)

1. Attend the NCBEA Convention, the NCBEA Administrative Board meeting, the NCBEA Annual Business meeting, and the NCBEA Awards event.
2. Plan and conduct a membership session for State Membership Directors.
3. Prepare an NBEA Membership Report for the NCBEA Administrative Board.
4. If having a silent auction, bring an item of the dollar amount specified by the NCBEA Administrative Board.

For the Spring NCBEA Administrative Board meeting held at NBEA.

1. Attend the NBEA Convention and the NCBEA Administrative Board meeting. Attend the NBEA Awards Luncheon (recommended).
2. Prepare an NBEA Membership Report for the NCBEA Administrative Board.
3. Attend the NBEA State and Regional Membership Directors' breakfast and the NBEA membership meeting following the breakfast.

After the last board meeting and before June 30, the Regional Membership Director shall:

1. If this is the end of the Regional Membership Director's term, meet with incoming Regional Membership Director and discuss materials accumulated during the year as well as the duties of the Regional Membership Director.

DUTIES OF THE STATE MEMBERSHIP DIRECTOR

Immediately upon taking office, the State Membership Director shall:

1. Read and review the Policies and Procedures Handbook.
2. Encourage the state association to invite the NCBEA president to attend state convention and to subsidize a portion of the related expenses if possible.
3. Develop a marketing plan to use the \$300 allocated for membership recruitment in their state.
4. Provide the state's website link/address to the NCBEA President for inclusion in the NCBEA Board Directory.

The State Membership Director's committee responsibilities will be to:

1. Serve as a member of the Marketing/Linkages/Membership Committee.
2. Serve on Awards committee.

The State Membership Director shall be responsible for the following ongoing activities:

1. Serve as a member of the NCBEA Administrative Board.
2. Attend all meetings of the NCBEA Administrative Board.
3. Serve as a liaison between the member state association and NCBEA.
4. Serve as NCBEA/NBEA membership director for your state.
5. Submit membership reports to Membership Chair, as requested.
6. Write membership action plan for the state, as requested.
7. Promote NCBEA and NBEA membership and attendance at convention.
8. Represent NCBEA at your state association meetings.
9. Arrange for an NCBEA booth in the exhibit area of your state convention.
10. Submit articles to your state publication about NCBEA.
11. Assist the NCBEA Regional Membership Director in promoting NBEA membership.
12. Request reimbursement for NBEA membership recruitment from the NCBEA treasurer when such reimbursement is authorized by the NCBEA Administrative Board.
13. Encourage nominations of candidates for NCBEA/NBEA offices and positions.
14. Submit written NCBEA reports to be presented at state association executive board meetings.
15. Submit NCBEA news items to the State Membership Director's state association newsletter editor.
16. Submit a written state report to the newsletter editor by the date specified.
17. For the fall issue of the NCBEA Newsletter, submit a newsletter article on state business education activities as directed in the Program of Work.
18. Complete other tasks as directed by the president or NCBEA Administrative Board.
19. Maintain a file of materials pertaining to the activities of the office.
20. Serve as a member of the NCBEA Awards Committee.

21. Encourage individual state to submit nominations for NCBEA Awards
22. State Membership Director duties to be completed in collaboration with the Regional Membership Director and the NBEA Membership Committee:
 - a. Maintain current membership in NBEA. Renew membership before membership expiration date.
 - b. Work closely with the Regional Membership Director to develop a program of promotional activities for the year.
 - b. Consult with the Regional Membership Director and regional association's officers about specific responsibilities that may be prescribed by the region's bylaws.
 - c. Keep Regional Membership Director informed of any promotional activities and send samples of letters/messages, forms, or artwork developed.
 - d. Inform both the Regional Membership Director and the NBEA office of any changes in his/her name, address, school (or place of employment), or status as membership director. NOTE: It is vital that NBEA have complete and current information on all membership directors.
 - e. Plan promotional activities that reach business teachers in the state, at every level of instruction, with an invitation to join NBEA.
 - f. Follow up NBEA renewal mailings by getting in touch—by mail, email, telephone, or in person with the state's lapsed NBEA members to urge them to renew.
 - g. Order lists of lapsed members and promotional materials from NBEA.
 - h. Set up an NBEA membership booth at every state meeting, and ensure that it is staffed by NBEA members.
 - i. Stay up-to-date on personal professional reading (*Business Education Forum*, *Keying In*, etc.). Use materials in NBEA publications to promote NBEA during presentations and discussions with fellow business educators.
 - j. Make arrangements in advance for some time on the program of state and local meetings of business teachers to talk about the benefits and services of NBEA and regional association membership.
 - k. Forward all membership dues collected to NBEA promptly. This is particularly critical for maintaining continuous membership in the Association. If dues are received after the membership expiration date, the membership will lapse and the "continuous counter" will reset to one year.
 - l. Attend membership directors' meetings/workshops conducted at the regional convention and at the NBEA convention.

State Membership Director's responsibilities during individual state conferences/conventions.

1. Encourage member states to allow a complimentary NBEA/NCBEA exhibit space at state conventions.
2. Request exhibit booth materials from NBEA Headquarters.

3. Check with the NCBEA President to determine who will bring greetings on behalf of NCBEA during individual state conferences/conventions.
4. Make arrangements to staff/man the booth during conference exhibit hours.
5. Offer a membership incentive to encourage new and renewal memberships during the state conference/convention and request reimbursement for the incentive from the NCBEA Treasurer up to the amount listed in the Bylaws and Standing Rules.
6. Any memberships paid during the conference should be forward to NBEA headquarters within two weeks of the close of the conference/convention.
7. With state approval, conduct a fundraiser activity such as a 50/50 raffle.

For the Fall NCBEA Administrative Board meeting (when convention is held in conjunction with one of the eight states)

1. Attend the NCBEA Convention, the NCBEA Administrative Board meeting, the NCBEA Annual Business meeting, and NCBEA Awards event.
2. Prepare a written/electronic report to be presented at the NCBEA Administrative Board.
3. Assist with the sponsoring of NCBEA and NBEA activities at the convention.
4. Provide links to the Webmaster for your state organization and upcoming convention
5. If having a silent auction, bring an item of the dollar amount specified by the NCBEA Administrative Board.

For the Spring NCBEA Administrative Board meeting held at NBEA:

1. Attend the NBEA Convention and the NCBEA Administrative Board meeting. Attend the NBEA Awards Luncheon (recommended).
2. Prepare a written report to be presented at the Administrative Board.
3. Attend the NBEA State and Regional Membership Directors' breakfast and the NBEA membership meeting following the breakfast.

After the last board meeting and before June 30, the State Membership Director shall:

1. If applicable, meet with the State Membership Director and turn over the materials collected during the State Membership Director's term.

State Membership Director Rotation Schedule (3-Year Term)

Wisconsin, Missouri (2017, 2020, 2023, 2026, 2029, 2032)

Minnesota, Ohio, Michigan (2018, 2021, 2024, 2027, 2030, 2033)

Illinois, Indiana, Iowa (2019, 2022, 2025, 2028, 2031)

DUTIES OF THE NEWSLETTER EDITOR

Immediately upon taking office, the Newsletter Editor shall:

1. Read and review the Policies and Procedures Handbook.

The Newsletter Editor's committee responsibilities will be to:

1. Serve as chair of the Publication Committee.
2. Work with the Nominating Committee to establish a deadline for the submission of NCBEA board candidates' biographies and pictures.

The Newsletter Editor shall be responsible for the following ongoing activities:

1. Serve as a member of the NCBEA Administrative Board.
2. Attend all meetings of the NCBEA Administrative Board.
3. See that all duties of the Publication Committee are carried out effectively.
4. Manage the financial affairs of the newsletter, keep financial records, and submit financial reports to the NCBEA Administrative Board.
5. Maintain a definite format for the NCBEA Newsletter to enhance the image and identify of NCBEA
6. Receive and edit materials for publication.
7. Publish newsletters in accordance with the Program of Work and the *NCBEA Newsletter Policy Statement*.
8. Arrange for and oversee the publication of newsletters.
9. Arrange for and implement the distribution of newsletters.
10. Serve as liaison between the NCBEA Administrative Board and the Publication Committee.
11. Maintain a file of materials pertaining to the activities of the office.

For the Fall NCBEA Administrative Board meeting (when convention is held in conjunction with one of the eight states)

1. Attend the NCBEA Convention, the NCBEA Administrative Board meeting, the NCBEA Annual Business meeting, and the NCBEA Awards event.
2. Establish and submit deadlines for newsletter submissions.
3. Submit written/electronic report for NCBEA Administrative Board.
4. Submit written/electronic report for NCBEA Annual Business meeting.
5. Update the NCBEA brochures and distribute camera-ready copies for duplication and distribution to the eight-member states.
6. If having a silent auction, bring an item of the dollar amount specified by the NCBEA Administrative Board.

For the Spring NCBEA Administrative Board meeting held at NBEA:

1. Attend the NBEA Convention and the NCBEA Administrative Board meeting.
Attend the NBEA Awards Luncheon (recommended).

2. Submit a budget request for newsletter income and expenses as directed by the Budget Committee.
3. Review deadlines for NCBEA newsletter.
4. Submit written/electronic report for NCBEA Administrative Board.
5. Update the NCBEA brochures and distribute camera-ready copies for duplication and distribution to the eight member states.

After the last board meeting and before June 30, the Newsletter Editor shall, if applicable:

1. Meet with the incoming Newsletter Editor, discuss with him/her the duties of the office, and turn over file of materials accumulated during term of office.

Newsletter Schedule (may be modified at any time by NCBEA Board and in conjunction with Newsletter Editor)

See current Newsletter Editor Report for Exact Dates

August deadline for September publication

December deadline for January publication

April deadline for May publication

Special Publications as Needed

DUTIES OF THE WEBMASTER

Immediately upon taking office, the Webmaster shall:

1. Read and review the Policies and Procedures Handbook.

The Webmaster committee responsibilities will be to:

1. Serve as a member of the Publication Committee.
2. Serve as chair of the Technology Committee.

The Webmaster shall be responsible for the following ongoing activities:

1. Serve as a member of the NCBEA Administrative Board.
2. Attend all meetings of the NCBEA Administrative Board.
3. Create and/or maintain the North Central Business Education Association web site.
4. Maintain the domain name and annual web hosting renewals. (October)
5. Determine, in consultation with the NCBEA Board, specific sections that may be needed to convey information to NCBEA members and visitors.
6. Update the shell pages which include NCBEA Home page, NCBEA Administrative Board, Conventions, Newsletters, Special Publications, Board Reports, and Awards.
7. Maintain an online and offline file of website documents.
8. Promote the organization by creating and updating social media sites such as Facebook
9. Maintain a file of materials pertaining to the activities of the office.

For the Fall NCBEA Administrative Board meeting (when convention is held in conjunction with one of the eight states)

1. Attend the NCBEA Convention, the NCBEA Administrative Board meeting, the NCBEA Annual Business meeting, and the NCBEA Awards event.
2. Submit written/electronic report for NCBEA Administrative Board.
3. Submit written/electronic report for NCBEA Annual Business meeting.
4. If having a silent auction, bring an item of the dollar amount specified by the NCBEA Administrative Board.

For the Spring NCBEA Administrative Board meeting held at NBEA:

1. Attend the NBEA Convention and the NCBEA Administrative Board meeting. Attend the NBEA Awards Luncheon (recommended).
2. Submit written/electronic report for NCBEA Administrative Board.

After the last board meeting and before June 30, the Webmaster shall, if applicable:

1. Meet with the incoming Webmaster, discuss with him/her the duties of the office, and turn over file of materials accumulated during term of office.

Executive Committee

Membership of the Committee

The committee shall consist of the president, president-elect, secretary, treasurer, immediate past president, NCBEA director to the NBEA Executive Board, and regional membership director.

Duties of the Committee

The committee shall

1. Discuss agenda for each Administrative Board and be prepared to facilitate an efficient Administrative Board meeting.
2. Meet as needed to keep the North Central Business Education Association moving forward.
3. The committee may meet virtually as long as there is a quorum.

Standing Committees

The purpose of this section is to provide information to assist standing committees in carrying out their respective functions. For each standing committee, there is:

1. The purpose of the committee
2. Committee membership guidelines
3. Duties of the committee, and
4. Duties of the Chair

The standing committees are:

1. Awards Committee
2. Budget Committee
3. Bylaws and Standing Rules Committee
4. Legislative Committee
5. Marketing/Membership/Linkages Committee
6. Nominating Committee
7. Program of Work Committee
8. Publications Committee
9. Strategic Planning Committee
10. Technology Committee

General Policies Concerning Standing Committees

1. The president shall appoint the members and Chair of each standing committee.
2. The membership on the standing committees shall be as follows:
 - a. **Awards Committee:** The committee shall consist of the immediate past president and one person from each member state. In the absence of a State Membership Director serving, the state president or an appointee by the president may serve as the awards representative from that state. The immediate past president shall serve as the Chair. The Chair will NOT rank the nominees
 - b. **Budget Committee:** The committee shall consist of the treasurer, the president, the immediate past president, and the former treasurer in a year of a new treasurer. The treasurer shall serve as the Chair.
 - c. **Legislative Committee:** The committee shall consist of the president, past president, and three members of the Administrative Board or past board members. The president shall appoint the Chair.
 - d. **Marketing/Linkages/Membership Committee:** The committee shall consist of the state membership director from each member state, the NCBEA Director to the NBEA Executive Board, and the regional membership director. The regional membership director shall serve as the chair.
 - e. **Nominating Committee:** The committee shall consist of the immediate past president, and four other current and/or former Administrative Board

members. The immediate past president shall serve as Chair. If one of the members of the Nominating Committee becomes a nominee for an office in NCBEA in the year the member is serving on the committee, the president shall appoint a replacement for that member when individuals are being considered for the office for which the original committee member is a nominee.

- f. **Program of Work Committee:** The committee shall consist of the president, president-elect, past president, treasurer, and at least three other members of the Administrative Board. The president and president-elect shall serve as co-Chair.
 - g. **Publications Committee:** The committee shall consist of the NCBEA Director to the NBEA Executive Board, the newsletter editor, the webmaster, and the immediate past president. The president shall appoint one of the committee members to serve as chair.
 - h. **Strategic Planning Committee:** The committee shall consist of the president, president-elect, past president, treasurer, and at least three other members of the Administrative Board. The president shall serve as chair and the president-elect shall serve as vicechair.
 - i. **Technology Committee:** The committee shall be composed of the president, president-elect, webmaster, and newsletter editor. The webmaster will serve as chair.
3. Each committee shall be governed by the policies established for that committee by the Administrative Board.
 4. Each Chair shall be responsible for completion of the duties established for that position by the Administrative Board.

Awards Committee

Purpose

To select the recipients of the annual NCBEA Distinguished Service Awards.

Membership of the Committee

The committee shall consist of the immediate past president and one person from each member state. In the absence of a State Membership Director serving, the state president or an appointee by the president may serve as the awards representative from that state. The immediate past president shall serve as the Chair. The Chair will NOT rank the nominees.

Duties of the Committee

The committee shall

1. Review and rate the nominees for the NCBEA Distinguished Service Award according to the award criteria detailed on the following pages.
2. Complete other tasks as directed by the president or Administrative Board.

Selection Criteria and Policies

1. **NCBEA Distinguished Service Award**
 - a. The NCBEA Distinguished Service Award is an annual award which may be made to one middle school business teacher, one secondary business teacher, one postsecondary business teacher other than a senior college teacher, one senior college teacher, and one business education administrator or supervisor in the NCBEA region who have made outstanding contributions to the development and advancement of business education. If a committee member is one of the nominees, he/she shall abstain from voting. If a committee member nominates someone who then subsequently completes the nomination packet for consideration, that committee member, too, shall abstain from voting. The awards committee chair shall seek a person from the state(s) to serve as a replacement awards nominations evaluator for the current awards cycle.
 - b. The criteria used to select the award winners shall be that criteria established for the corresponding NBEA award.
 - c. The recipients must be members of NCBEA/NBEA both at the time nominated and at the time receiving the award, teaching or supervising business at the middle school, secondary, postsecondary, or senior college, collegiate, university level, (including business teacher education) during the academic year they are nominated and selected. The recipients' contributions may have been made over an extended period of time, but the major impact must have occurred within three years prior to the nomination. Retired teachers are eligible for NCBEA awards but will not be eligible for NBEA awards.
 - d. Nominations may be made by any NBEA member, state association, any college or university in the NCBEA region, or any NCBEA Administrative Board member.

- e. Nominations must be on the official form, and procedures outlined on the form must be followed.
 - f. The decision of the committee regarding the recipients shall be reported to the NCBEA no later than 30 days prior to the NCBEA convention.
 - g. Credentials of candidates not winning an award shall be retained for consideration for the following year. This policy shall be stated on the nomination form. Nominees must continue to meet eligibility requirements.
 - h. The NCBEA award recipients will be provided with NBEA nomination forms and encouraged to complete and submit them to NBEA.
2. **Emerging Professional Award**
The nominee must be primarily engaged in teaching business at the K-12 level. The nominee must have taught for five or less years. If the nominee has dual responsibilities, at least 50 percent of those responsibilities at the major employing institution must be in teaching. The nominee must be a member of NBEA.
3. **Friend of Business Education Award**
A “Friend of Business Education” is defined as individuals or organizations outside the field of business education who have made significant contributions to the improvement, promotion, development, and progress of business education. Individuals or organizations considered for this award must have demonstrated a concern for business education as evidenced through sponsored programs, publications, financial support, and other activities. Primary consideration will be given to individuals/organizations impacting on business education in the NCBEA region. Examples of possible nominees include business firms, industries, boards of education, boards of trustees, lay citizens, legislators, etc.

Duties of the Chair

1. NCBEA Distinguished Service Awards
The Chair shall:
 - a. Establish, in conjunction with the president, the timelines to be followed in selecting award recipients. It is recommended that the call for nominations shall be March 15, and the deadline to receive completed nomination forms shall be May 1.
 - b. Prepare the nomination forms to be posted on NCBEA’s website and published in the NCBEA newsletter. Notify the members of the Administrative Board and presidents of the member state associations via e-mail of the deadline and of the location of the nomination forms.
 - c. Remind states to forward winners to NCBEA for awards consideration.
 - d. Notify nominees and nominators of the receipt of the nomination papers.
2. Awards procedures
 - a. Disseminate nomination papers to committee members for their review and rating according to award criteria.

- b. Determine award recipients based on the committee ratings. The minimum score to receive an award shall be 80%.
- c. Report names of the recipients to the president no later than 30 days prior to the NCBEA convention.
- d. In cooperation with the president, notify all nominees and nominators that the selection process has been completed. Notify non-award winners that they have not won the award.
- e. The award winner(s) and respective nominator(s) should be notified and informed of the date, time, and place the award(s) will be presented.
- f. Acquire plaques for each recipient to be presented at the NCBEA convention.
- g. Present the awards at the awards session (usually a luncheon).
- h. Prepare an award brochure to be distributed at the end of the awards presentation. The brochure should include a cover page, picture of each recipient, summary information of each recipient, and the list of previous recipients.
- i. Arrange to have photographs taken of all award recipients.
- j. Submit photographs of recipients and related data to the NCBEA Newsletter editor and the NBEA office immediately following the NCBEA awards presentation for publication in the FORUM.
- k. Maintain and update list of award recipients.
- l. Conduct an annual review of NBEA Awards, NBEA award forms, and NBEA award criteria to make sure NCBEA Awards are in alignment with NBEA awards. If there are changes, these would also need to be reviewed by the Bylaws and Standing Rules Committee.

3. General

The chair shall:

- a. Submit a budget request for committee expenses as directed by the Budget Committee.
- b. Monitor the work of the committee to see that it progresses satisfactorily.
- c. Manage the financial matters of the committee.
- d. Submit written/electronic reports to the Administrative Board and at the business meeting as directed by the president.
- e. Maintain a file of materials pertaining to the activities of the committee to be forwarded to the succeeding chair.
- f. Acquire President's plaque for Immediate Past President. President presents plaque to the Immediate Past President at NCBEA Awards event at the Fall Convention

Budget Committee

Purpose

To develop the budget for the fiscal year, July 1 to June 30.

Membership of the Committee

The committee shall consist of the treasurer, the president, the immediate past president, and the former treasurer in a year of a new treasurer. The treasurer shall serve as the chair.

Duties of the Committee

The committee shall:

1. Review the proposed budget developed by the chair.
2. Prepare a revised proposed budget to be submitted to the Administrative Board.
3. Monitor adherence to the financial policies of the Association.
4. Complete other tasks as directed by the president or Administrative Board.

Duties of the Chair

The chair shall:

1. Develop a budget request for committee expenses to be included in the proposed budget (early February).
2. Monitor the work of the committee to see that it progresses satisfactorily.
3. Manage the financial matters of the committee.
4. Receive budget requests from Administrative Board members (early February).
5. Prepare a proposed budget to submit to the Budget Committee for review (mid-February).
6. Present the revised proposed budget to the Administrative Board for approval (spring board meeting).
7. Submit written/electronic reports to the Administrative Board and at the business meeting as directed by the president.
8. Maintain a file of materials pertaining to the activities of the committee to be forwarded to the succeeding chair.

Bylaws and Standing Rules Committee

Purpose

To keep the NCBEA Bylaws and Policies and Procedures up to date on a yearly basis.

Membership of the Committee

The committee shall consist of at least three members, including the immediate past president, who will serve as chair, and the NCBEA Director to the NBEA Executive Board.

Duties of the Committee

The committee shall:

1. Consider, edit, and/or correlate such bylaw amendments and standing rules as it may originate and as are referred to it by the administrative board, officers, or individual members.
2. Verify that bylaw amendments and standing rules are not in conflict with any higher governing authority.
3. Review past minutes to determine if changes are needed to the bylaws or standing rules.

Duties of the Chair

Present to NCBEA members changes to the bylaws or standing rules necessitated by amendments made in NBEA policies.

1. Send proposed bylaw amendments with recommendations to the NCBEA newsletter editor for inclusion in newsletters, one being published with the amendments at least 30 days prior to the NCBEA annual business meeting.
2. Review past minutes to determine if changes are needed to the bylaws or standing rules.
3. Review and update the NCBEA Policies and Procedures Handbook as approved by the NCBEA members (bylaws) and/or Board (policies and procedures).
4. Send a copy of the current bylaws to the NBEA headquarters.
5. Maintain a file of materials pertaining to the activities of the committee to be forwarded to the succeeding chair.

Legislative Committee

Purpose

The purpose of the NCBEA Legislative Committee is to encourage legislative advocacy in support of business education and related issues at the local, state, regional, and national level.

Membership of the Committee

The committee shall consist of the president, past president, three members of the Administrative Board or past board members. The president shall appoint the chair.

Duties of the Committee

The committee shall:

1. Meet at each NCBEA Board meeting to discuss legislative issues or concerns.
2. Develop strategies to encourage legislative involvement/advocacy.
3. Communicate with other NCBEA committees concerning possible legislative issues or concerns.
4. Encourage each of the eight NCBEA state member presidents or legislative chairs to communicate with the NCBEA Legislative chair regarding legislative/advocacy concerns.
5. Encourage members to be more involved as legislative advocates.
6. Other responsibilities as determined by the NCBEA President or Administrative Board.
7. Collect Legislative information from each state and electronically publish a Legislative Update Newsletter at least twice a year.

Duties of the Chair

The chair shall:

1. Serve as a member of the NCBEA Legislative Committee.
2. Attend the NCBEA annual convention and participate in sessions dealing with legislative advocacy.
3. Communicate with the state president or legislative chair of each of the eight states of NCBEA to determine legislative or related concerns.
4. Assist the NCBEA Conference host state in arranging for a speaker or speak at a legislative session at the NCBEA annual convention, if asked.
5. Submit written/electronic reports to each NCBEA Administrative Board meeting.
6. Encourage communication between the state business education organizations and NCBEA, NBEA, and ACTE regarding legislative concerns.
7. Other responsibilities as determined by the NCBEA President or NCBEA Administrative Board.
8. Serve as a legislative leader at the local, state, regional, and national level.
9. Develop relationships with local school board members, state legislators, and national legislators by communicating with them regularly, visiting their offices, or inviting them into your school or facility.

10. Have scheduled ongoing communication with local, state, and national leaders including sending thank you cards and notes of congratulations to local state, and federal officials using acceptable communications (i.e., email, phone calls, etc.).
11. Maintain files regarding legislative activities.
12. Serve as an active member or chair of your own state's legislative committee.

Marketing/Membership/Linkages Committee

To engage in activities to enhance the image and identity of NCBEA and to promote membership development in the region.

Membership of the Committee

The committee shall consist of the state membership director from each member state, the NCBEA Director to the NBEA Executive Board, and the regional membership director. The regional membership director shall serve as the chair

Duties of the Committee

The committee shall

1. Develop innovative strategies to enhance the image of business education and NCBEA.
2. Work with comparable committees of member states to assist them and notify them of NCBEA's activities to enhance public relations.
3. Submit regular announcements regarding NCBEA for publication in the current business periodicals and the *NCBEA Newsletter*, and the newsletters of member states. This shall include, but is NOT limited to the NCBEA Administrative Board directory and photograph and the NCBEA award recipients and photographs.
4. All members of the Marketing/Membership/Linkages Committee should review and follow the duties listed in Section 2, Administrative Board Duties that support the efforts of this committee. Complete other tasks as directed by the president or NCBEA Administrative Board.
5. Work with the NBEA Membership Committee Chair and NCBEA Regional Membership Director in developing procedures and materials to help NCBEA increase membership.

Duties of the Chair

The chairman shall:

1. Submit a budget request for committee expenses as directed by the Budget Committee.
2. Monitor the work of the committee to see that it progresses satisfactorily.
3. Submit written/electronic reports to the NCBEA Administrative Board and at the Annual Business meeting as directed by the president.
4. Prepare a newsletter article detailing activities as directed in the program of work.
5. Maintain a file of materials pertaining to the activities of the committee to be forwarded to the succeeding chairman.

Nominating Committee

Purpose

To implement those processes by which members of the Administrative Board of NCBEA are placed on the board according to the constitution and policies and procedures of the Association.

Membership of the Committee

The committee shall consist of five persons as follows the immediate past president, and four additional current and/or former Administrative Board members. The immediate past president shall serve as chair. Each member of the committee has one vote.

If one of the members of the Nominating Committee becomes a nominee for an office in NCBEA in the year the member is serving on the committee, the president shall appoint a replacement for that member when individuals are being considered for the office for which the original committee member is a nominee.

Duties of the Committee

The committee shall:

1. Assist the chairman in the preparation of a budget request.
2. Assist the chair in the preparation of a report to be presented to the Administrative Board, outlining the proposed schedule of activities of the committee.
 - a. Assist the chair in the preparation of a written/electronic report to be presented to the Administrative Board. This report shall include:
 - b. A review of the procedures used by the committee.
 - c. The number of nominations received for each office to be filled.
 - d. The names of the candidates that will appear on the spring ballot for each office to be filled.
3. Assist the chair in the preparation of an oral report of the work of the committee for presentation at the NCBEA business meeting. This report shall include:
 - a. A review of the procedures of the committee,
 - b. The number of nominations received for each office to be filled,
 - c. The names of the candidates appearing on the ballot, and the deadline date for voting.
4. Implement the Nominations Procedures and the Selection Procedures detailed on the following pages.
5. Complete other tasks as directed by the president or Administrative Board.

Nomination Procedures

1. In July, the committee chair shall determine the offices to be filled by election.
2. The qualifications for candidacy for each office to be filled shall be reviewed by all committee members in July. The following qualifications have been adopted by the NCBEA Administrative Board.
 - a. President-Elect: candidates must be current members of NBEA and have at least one full year of prior membership on the Administrative Board.
 - b. NCBEA Regional Membership Director candidates must be current members of NBEA and have served at least one term as a state membership director on the NCBEA Administrative Board.
 - c. For all other elected positions on the Administrative Board, candidates must be current members of NBEA
3. In September, the committee chair shall send announcements of the NCBEA positions to be filled by election for that fiscal year. These announcements shall be sent to the following groups of persons and included in the Fall issue of the NCBEA newsletter, but not limited to these groups:
 - a. NCBEA state association presidents.
 - b. NABTE colleges and universities in the NCBEA region.
 - c. NCBEA Administrative Board members.
 - d. Additional announcements may be sent to other persons as identified by the members of the nominating committee.
4. The following materials shall be enclosed with the announcements.
 - a. Official nomination form (completed by nominator).
 - b. Official agreement form (completed by the nominee for office). The agreement form indicates that the nominee must submit a resume along with the form.
 - c. Both forms and the resume are returned to the chair by a date established by the chair of the nominating committee.
 - d. Additional nomination forms may be copied by the nominator.

Duties of the Chair

The chair shall:

1. Work with the treasurer to prepare a budget request.
2. Monitor the work of the committee to see that it progresses satisfactorily.
3. Manage the financial matters of the committee.
4. Submit written/electronic reports and present oral reports to the Administrative Board and at the business meeting as directed by the president.
5. Maintain a file of materials pertaining to the activities of the committee to be forwarded to the succeeding chair.
6. Develop timeline for nomination/election process.
7. Provide newsletter editor with call for candidates, job descriptions, nomination forms, and nomination agreement forms.
8. Prepare descriptions of nominees' biographies and possible ballot for newsletter.

9. Secure a method of voting.
10. Following the deadline for voting, verify the winners of each category.
11. Contact the winners, the other nominees, and the Administrative Board.

Program of Work Committee

Purpose

To develop a program of work to promote business education in the region through an effective long-range planning program and to monitor progress on the program of work. The program of work should be articulated with the NBEA program of work and may include, but is not limited to, the following categories: administration, membership, public relations, long-range planning, nominations, awards, bylaws, publications, annual convention, affiliated state conventions, and research.

Membership of the Committee

The committee shall consist of the president, president-elect, treasurer, and at least three other members of the Administrative Board. The president and president-elect shall serve as co-chair

Duties of the Committee

The committee shall:

1. Review the president-elect's program of work.
2. Monitor the completion of the activities identified in the current program of work.
3. Review the structure, functions, and operations of the Association and, when, necessary, make recommendations for improvement.
4. Receive suggestions from the Administrative Board relative to structure, functions, and operations needing study and/or improvement.
5. Complete other tasks as directed by the president or Administrative Board.

Duties of the Chair

The chairman shall:

1. Monitor the work of the committee to see that it progresses satisfactorily.
2. Develop a draft copy of the program of work. (This is to be done by the president-elect for discussion at the fall meeting and adoption at the spring meeting for the next fiscal year)
3. Submit written/electronic reports to the Administrative Board and at the business meeting as directed by the president.
4. Prepare a newsletter article detailing activities of the committee as directed in the program of work.
5. Maintain a file of materials pertaining to the activities of the committee to be forwarded to the succeeding chair.

Publications Committee

Purpose

The publications committee shall monitor the publication of the NCBEA newsletter and the special publication.

Membership of the Committee

Members of this committee will include the NCBEA Director to the NBEA Executive Board, the newsletter editor, the webmaster, and the immediate past president. The president shall appoint one of the committee members to serve as chair.

Duties of the Committee

The committee shall:

1. Monitor the publication of the NCBEA Newsletter to ensure that the *NCBEA Newsletter Policy Statement* is being followed.
2. Develop a proposal relating to the number of issues to be published each year.
3. Review the *Duties of the Newsletter Editor* and, when necessary, recommend changes to the Administrative Board.
4. Review *NCBEA Newsletter Policy Statements*, and when necessary, recommend changes to the Administrative Board.
5. Complete other tasks as directed by the president or Administrative Board.

Duties of the Chair

The chair shall:

1. Submit a budget request for committee expenses as directed by the Budget Committee.
2. Monitor the work of the committee to see that it progresses satisfactorily.
3. Manage the financial matters of the committee.
4. Submit written/electronic reports to the Administrative Board and at the business meeting as directed by the president.
5. Maintain a file of materials pertaining to the activities of the committee to be forwarded to the succeeding chair.

Strategic Planning Committee

Purpose

To develop a Strategic Plan for NCBEA. Through an effective long-range planning program, the plan will project goals and actions for minimum of two years. The Strategic Plan should be reviewed annually.

Membership in the Committee

The committee shall consist of the president, president-elect, past president, treasurer, and at least three other members of the Administrative Board. The president shall serve as chair and the president-elect shall serve as vice-chair.

Duties of the Committee

The committee shall:

1. Develop a Strategic Plan for the region, encompassing minimum of two years.
2. Communicate Strategic Plan with regional Administrative Board at Fall Board Meeting.
3. Annually revise the Strategic Plan to align with the NBEA Strategic Plan.

Duties of the Chair

The chair shall:

1. Serve as a member of the NCBEA Strategic Planning Committee.
2. Lead committee meetings of the Strategic Planning Committee
3. Review the Strategic Plan with the committee and update as needed.
4. Monitor the work of the committee to see that it progresses satisfactorily.
5. Submit written/electronic reports to the Administrative Board and at the business meeting.
6. Maintain a file of materials pertaining to the activities of the committee to be forwarded to the succeeding chair.

Special Committees

From time to time, it may be necessary to appoint a special committee to accomplish a specific task. The president shall, with the approval of the Administrative Board, appoint such a committee and a chair of the committee. In addition, the president will charge the committee with specific tasks to be accomplished, including a deadline for its completion and the method to be used to submit the committee report to the Administrative Board for approval.

Technology Committee

Purpose

The technology committee shall explore avenues to disseminate NCBEA news and business to the membership in an efficient and cost-effective manner. The technology committee will be in charge of developing and implementing a social media strategy to promote NCBEA. The technology committee will research and make recommendations for the needs, updates, and maintenance of NCBEA Website.

Membership of the Committee

The committee shall be composed of the president, president-elect, webmaster, and newsletter editor. The webmaster will serve as chair.

Duties of the Committee

The committee shall:

1. Propose and recommend technical needs of the NCBEA board and its membership.
2. Encourage and support training of new technology when appropriate.
3. Review significant technology investments and expenditures and make budget recommendations to the Administrative Board.
4. Review the *Duties of the Technology Committee* and, when necessary, recommend changes to the Administrative Board.
5. Review the *Website Policy Statement*, and when necessary, recommend changes to the Administrative Board.
6. Complete other tasks as directed by the president or Administrative Board.

Duties of the Chair

The chair shall:

1. Submit a budget request for committee expenses as directed by the Budget Committee.
2. Developing and implementing a social media strategy to promote NCBEA.
3. Monitor the work of the committee to see that it progresses satisfactorily.
4. Manage the financial matters of the committee.
5. Submit written reports and present oral reports to the Administrative Board and at the business meeting as directed by the president.
6. Submit a final written report of committee activities as directed in the program of work.
7. Maintain a file of materials pertaining to the activities of the committee to be forwarded to the succeeding chair.

Policies and Procedures Regarding Financial Status

1. Corporate Status
 - a. The North Central Business Education Association is incorporated in the State of Iowa. Dianna Briggs, University of Northern Iowa, 305 CBB, Cedar Falls, IA, 50614 serves as the contact person for the incorporation.
 - b. A copy of the charter is attached.
2. Programmatic Budgeting
 - a. Each proposed project or activity for the year is to be accompanied by a budget request submitted to the treasurer prior to the last meeting of the fiscal year. Budget requests will be considered by the Budget Committee for presentation at the last meeting of the fiscal year.
 - b. The Budget Committee shall consist of the treasurer, the president, the immediate past president, and the former treasurer in a year of a new treasurer. The treasurer shall serve as the chairman.
 - c. A proposed budget consisting of estimated income and expenses shall be prepared by the Budget Committee and presented to the Board at the spring board meeting.
3. Income
 - a. Sources of income include: reimbursement of NCBEA share of NBEA professional membership dues, interest on investments, special projects, and NCBEA state affiliate-sponsored fundraising activities.
 - b. According to Article XII of the NCBEA Bylaws, a \$5,000 financial reserve shall be maintained by the organization. (See Article XII for specific conditions).
4. Administrative Board Meeting and NCBEA Convention Attendance
 - a. All Administrative Board members as identified by Article VI of the NCBEA Bylaws shall attend Administrative Board meetings conducted during the fiscal year.
 - b. All board members are reimbursed a flat rate of \$200 when attending the Fall Administrative Board meeting. Original receipts are recommended for reimbursement; however, an electronic or photocopy of the original is also acceptable.
 - c. All board members are reimbursed a flat rate of \$150 when attending Administrative Board meeting in conjunction with the NBEA Convention. Original receipts are recommended for reimbursement; however, an electronic or photocopy of the original is also acceptable.
5. Attendance at Meetings – Reimbursement Policies
 - a. **State Conventions:** Budget permitting, the president or a designated representative shall be reimbursed expenses to attend member state conventions to include the following: travel to and from the convention, lodging, and registration if not complimentary. Mileage will be reimbursed at the charitable rate.

- b. **Regional Association Conventions:** Budget permitting, the president shall be reimbursed expenses to attend one additional regional association convention to include the following: travel to and from the convention, lodging, and registration if not complimentary.
 - c. **NBEA Convention:** A portion of the expenses of the NCBEA Director to the NBEA Executive Board (as determined by NBEA—generally approximately 8 percent) are paid to attend NBEA Executive Board meetings and the NBEA Convention. These expenses are deducted from the reimbursement for regional memberships in NBEA prior to payment to NCBEA.
 - d. Because of limited funds, it is recommended that the use of travel funds for the president or his/her designee be prioritized as follows:
 - 1) Travel to attend the NCBEA joint state conference
 - 2) Travel to attend the state of the following year's NCBEA joint state conference
 - 3) Travel to any other NCBEA state conferences
 - 4) Travel to NBEA Convention
 - 5) Travel to any of the other NBEA regional conventions
6. NCBEA Convention
- a. Administrative Board members shall be reimbursed for attendance at the Administrative Board meeting held during the convention as outlined in Section 4 above.
 - b. Profits or losses resulting from the joint convention shall be assumed by the state association hosting the convention.
 - c. Convention registration fee is determined by the local convention committee and reviewed by the host state board, the NCBEA president, and the NCBEA convention liaison person prior to publication.
7. Newsletter
- a. The editor of the newsletter shall submit a budget request to the treasurer estimating the cost of distribution for the next fiscal year at the spring Administrative Board meeting of the year, to be reviewed and approved by the Administrative Board for the next fiscal year.
8. Cash Payment Procedures
- a. A voucher shall be prepared for each payment made by the treasurer and shall be signed by the individual making the request for reimbursement or payment. The canceled check should have a proper endorsement and shall be attached to the voucher for ease in auditing and/or checking the complete transaction. More than one voucher pertaining to the same item shall be cross referenced.
 - b. The checking and investment accounts should have at least two individuals authorized to sign checks or withdraw from the account. However, the treasurer should sign all checks drawn with the exception of any check drawn to the order of the treasurer, which should be signed by the second person with check signing authority. The

second person to have check signing authority is the president elect whose term begins with the commencement of the treasurer's three-year term.

- c. Documentation shall be supplied to the treasurer prior to reimbursement. All airline tickets and other supporting documentation shall be supplied to the treasurer prior to a reimbursement check being written. If the authorized reimbursement is less than the receipt, the amount of authorized reimbursement shall be indicated on the document.

9. Expenditures other than those budgeted

- a. All normal expenditures should follow the programmatic budgeting procedure; expenditures other than those budgeted shall be limited to unforeseen emergency situations only.
- b. Emergency expenditures must have approval by a majority vote of the Executive Committee.
- c. Memorial donations in the amount up to \$50.00 for the loss of a current NCBEA board member's spouse, child, or parent will be issued as needed. Other memorial donations or gifts in the amount of \$25.00 may be provided at the discretion of the NCBEA Executive Committee.

10. Financial Records and Reports

- a. The treasurer shall keep accurate records of all cash receipts and payments including vouchers and appropriate support ledgers. All cash transactions should be directly related to the budget as adopted by the Administrative Board.
- b. The treasurer shall prepare a proposed budget for the next fiscal year to be presented for action at the last meeting of the current year of the Administrative Board. This proposed budget shall first be presented and approved by the Budget Committee.
 - 1) A financial report of the previous fiscal year shall be prepared and distributed to the Administrative Board members at the first Administrative Board meeting.
 - 2) A status report of the current year's budget shall be presented at each meeting of the Administrative Board.
 - 3) The current financial report shall be distributed to members in attendance at the business meeting held at the time of the convention.
 - 4) A copy of the current financial report approved for audit at the business meeting should be sent to NBEA.
 - 5) If the region has a negative balance, the region must file quarterly financial statement with NBEA. If the report is negative at the end of two years, dues monies from NBEA will be stopped.
 - 6) The treasurer shall maintain a file of materials pertaining to the activities of the office, including budgets adopted, all financial reports, and the auditor's reports. This file shall be forwarded to the incoming treasurer.

11. The Audit

- a. After the last board meeting and before June 30, the Treasurer shall arrange for an annual internal audit of the NCBEA financial records at the end of the fiscal year. The

audit report shall be presented at the next Administrative Board meeting. An external audit should be completed at the end of a treasurer's three-year term.

- b. The auditor's report for the previous year shall be presented to the Administrative Board at its first meeting of the fiscal year.

NCBEA Newsletter Policy

Purpose

The primary purpose of the NCBEA Newsletter shall be to inform NCBEA members about actions and activities undertaken by the Administrative Board and/or its committees. When appropriate, the *NCBEA Newsletter* will also provide information about forthcoming NCBEA conventions, NBEA actions/activities, and business education related activities of the member states.

Content

To accomplish its stated purpose, the *NCBEA Newsletter* shall contain reports and articles from the following persons:

1. President (with photograph)
2. Regional Membership Director
3. Eight State Membership Directors
4. Convention Liaison
5. Awards Committee Chair
6. Budget Committee Chair (as appropriate)
7. Secretary (abbreviated minutes)
8. Nominating Committee Chair
 - a. Candidate Information
 - b. Candidate Photographs
9. Marketing/Membership/Linkages Committee Chair
10. ISBE Representative

The following items shall also be included:

1. NBEA President's message
2. NBEA convention information
3. NBEA membership blank
4. NCBEA Administrative Board directory (with group photograph when appropriate)

When appropriate, the *NCBEA Newsletter* will also contain the program and other information about forthcoming NCBEA conventions as well as curriculum content articles from NCBEA members solicited by the State Membership Directors.

Unsolicited articles from NCBEA members shall be published at the discretion of the newsletter editor.

Publication Dates/Issues

The number of issues, publication date, and the size of each issue shall be determined by the Newsletter editor and approved by the Administrative Board.

Circulation

Newsletters shall be published on the NCBEA website as well as e-mailed to NCBEA board members, other regional editors, and the NBEA Executive Board. It is recommended that State Membership Directors forward the electronic version to their state Boards.

NCBEA Website Policy Statement

Purpose

The primary purpose of the NCBEA Website, hosted at <http://www.ncbea.com>, is an official publication of the North Central Business Education Association. Its mission is to provide, accurate, up-to-date information and to inform NCBEA members about actions and activities undertaken by the Administrative Board and/or its committees. When appropriate, the *NCBEA Website* will also provide information about forthcoming NCBEA conventions, NBEA actions/activities, and business education-related activities of the member states.

Content

To accomplish its stated purpose, the *NCBEA Website* shall contain reports and articles from the following persons:

1. President (and photograph if appropriate)
2. NCBEA Director to the NBEA Executive Board
3. Regional Membership Director
4. Student Representative
5. Eight State Membership Directors
6. Convention Liaison
7. Awards Committee Chair
8. Budget Committee Chair (as appropriate)
9. Secretary (abbreviated minutes)
10. Membership Committee Chair
11. Nominating Committee Chair
12. Candidate Information
13. Candidate Photographs
14. Marketing Linkages Committee Chair
15. ISBE Representative

The following items shall also be included:

1. NBEA President's message
2. NBEA convention information
3. NBEA membership blank
4. NCBEA Administrative Board directory (with group photograph when appropriate)

When appropriate, the *NCBEA Website* will also contain the program and other information (or Web links) about forthcoming NCBEA conventions as well as curriculum content articles from NCBEA members solicited by the State Membership Directors. Unsolicited articles from NCBEA members shall be published at the discretion of the Webmaster.

Publication

The Webmaster may add, change, delete or update materials on official web pages without prior notice in order to remain up-to-date and ensure accurate information is being delivered to the NCBEA members. The Webmaster will be responsible for contacting the Administrative Board regarding any changes.