

**BYLAWS
OF THE
NORTH CENTRAL BUSINESS EDUCATION ASSOCIATION, INC.
Approved March 3, 2022**

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:

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| 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 deemed desirable; provided that, since it is the objective of the association to be a nonprofit 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 task forces.
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 task forces.
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 NCBEA Cabinet Directors and Duties	
Section 1.	The NCBEA Cabinet shall be composed of State Directors from each of the NCBEA eight states and the NCBEA Director to the NBEA Board. State Directors are limited to two 3-year terms. The Cabinet year is from July 1 - June 30.
Section 2.	The nine voting members of the Cabinet shall elect a chair from among the eight State Directors to serve a one-year term and may be renewed for subsequent year(s).
Section 3.	The NCBEA Director to the NBEA Executive Board shall serve as Vice Chair for the three-year term serving on the NBEA Board.
Section 4.	The Cabinet shall choose one cabinet member to perform duties required of the Secretary.
Section 5.	The Cabinet shall choose one cabinet member to perform duties required of the Treasurer for the 2022-2023 fiscal year. The Cabinet will hold the fiduciary responsibilities for NCBEA.
Section 6.	The Cabinet Chair shall:
	a. preside at all meetings of the association and the Cabinet
	b. perform all other duties as stated in the NCBEA Policies and Procedures.
	c. In July 2022, the Cabinet Chair shall appoint an NCBEA member (not Cabinet Director) to maintain the NCBEA website for July 1, 2022, to June 30, 2023.
Section 7.	The Cabinet Vice-Chair, the NCBEA Director to the NBEA Board, shall:
	a. preside at all meetings of the association and the Cabinet in the absence of the Cabinet Chair.
	b. perform all other duties as stated in the NCBEA Policies and Procedures.
Section 8.	The Cabinet Secretary shall:
	a. keep accurate minutes of the proceedings of all meetings of the association and the Cabinet and distribute copies to the Cabinet;
	b. maintain the archives' copies of all proceedings;
	c. perform all other duties as stated in the NCBEA Policies and Procedures.
Section 9.	The Cabinet 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 Cabinet;
	c. keep accurate financial records and submit a report of the receipts, expenditures, and the balance on hand at each Cabinet 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 appointed;
	f. register all bank accounts of the organization in the names of the treasurer and the NCBEA Director to the NBEA Board.
Section 10.	The Cabinet shall implement the policies of the association.
Section 11.	Upon a vacancy of a state or affiliate representative on the NCBEA Cabinet, the Cabinet shall request that the state or affiliate organization replace its Director on the NCBEA Cabinet within 30 days.
Section 12.	The rotation of State Directors will follow the rotation schedule listed in NCBEA Policies and Procedures.

Article VI	
The Cabinet is authorized to appoint Task Force(s) to complete a specific regional project.	
Article VII Removal of Cabinet Members	
An elected member or a member appointed by a state or an affiliate to the NCBEA Cabinet may be removed from that position by a two-thirds vote of those Cabinet members for any of the following reasons:	
a.	current membership in NBEA not maintained;
b.	consistent absence from regularly scheduled NCBEA Cabinet meetings;
c.	failure to fulfill Cabinet responsibilities and assigned tasks;
d.	failure to maintain regular communication with the NCBEA Cabinet;
e.	other reasons deemed appropriate by the NCBEA Cabinet.
Article VIII Meetings	
Section 1.	The association shall hold a general membership business meeting prior to or during the NBEA Convention, which shall be known as the general membership meeting.
Section 2.	The Cabinet shall have a minimum of four meetings per year with a face-to-face meeting to be held at the NBEA Convention and will meet quarterly by virtual means.
Section 3.	The Cabinet and general membership are authorized to meet by telephone conference or virtual 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 4.	A quorum shall be a majority of the nine Cabinet members for any NCBEA Cabinet meeting.
Section 5.	A quorum at an NCBEA general membership meeting shall be the number of members present at the time of the NCBEA meeting. The date, time, and format of the general membership meeting must be published at least 30 days prior to the meeting.
Article IX Dissolution	
Section 1.	A two-thirds vote of the NCBEA general membership 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 Cabinet shall recommend to the NCBEA Membership 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 Cabinet. No member of the Cabinet will personally benefit from the distribution.
Article X 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 inconsistent with these bylaws, the NBEA Bylaws, or any special rules of order the association may adopt.	

Article XI Amendment of Bylaws	
Section 1.	Amendments to the bylaws require approval of the Cabinet, notification of NCBEA members 30 days in advance of the general membership meeting, and a majority vote of members present at the membership meeting.
Section 2.	The bylaws shall be reviewed every year by the Cabinet.
Section 3.	The Cabinet will review the viability of continuing with the Cabinet structure beyond June 30, 2023. The review should begin in January 2023 with a recommendation to be brought to the NCBEA general membership for a vote during the 2023 general membership meeting.
Previously amended April 4, 2012 Previously amended November 18, 2016 Previously amended November 16, 2018 Last amended March 3, 2022	