

North Central Business Education Association Policies and Procedures

SECTION 1 - NCBEA Cabinet Composition

- 1.1 The former NCBEA Executive and Administrative Board shall now be the NCBEA Cabinet.
 - 1.1.1 The NCBEA Cabinet shall be composed of State Directors from each of the NCBEA eight states and the NCBEA Director to the NBEA Board.
 - 1.1.2 State Directors are limited to two 3-year terms.
 - 1.1.3 The Cabinet year will run from July 1--June 30.
- 1.2 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 two subsequent year(s). Should a member of the NCBEA Cabinet complete an unexpired term of another member, they shall be eligible to complete their own term(s) of office.
- 1.3 The NCBEA Director to the NBEA Executive Board shall serve as Vice Chair for the three-year term serving on the NBEA Executive Board.
- 1.4 The Cabinet shall choose one Cabinet member to perform duties required of the Secretary.
- 1.5 The Cabinet shall choose one Cabinet member to perform duties required of the Treasurer for the 2022-2023 fiscal year. This position will be reviewed in January of 2023.
 - 1.5.1 The Cabinet will hold the fiduciary responsibilities for NCBEA.
 - 1.5.2 NCBEA will provide Cabinet Officer and Director insurance annually.
- 1.6 The NCBEA Cabinet shall implement the policies of the Association.
- 1.7 The NCBEA Cabinet shall establish and implement the goals in accordance with the objectives of the Association.
- 1.8 Upon a vacancy of a state director on the NCBEA Cabinet, the Cabinet shall request that the state organization replace its Director on the NCBEA Cabinet within 30 days of the vacancy.
- 1.9 The NCBEA Cabinet will establish cloud storage for NCBEA archives and documents.
- 1.10 The Rotation of State Directors will follow the rotation schedule listed below:
NCBEA Director to the NBEA Executive Board (2022, 2025, 2028, 2031)
Illinois, Indiana, and Iowa (2022, 2025, 2028, 2031)
Wisconsin, Missouri (2023, 2026, 2029, 2032)
Minnesota, Ohio, Michigan (2024, 2027, 2030, 2033)

SECTION 2 - General Duties for all NCBEA Cabinet Members - Each Cabinet member shall:

- 2.1 Maintain membership in NBEA.
- 2.2 Maintain membership in their respective state business education associations.
- 2.3 Promote NBEA membership and attendance at conventions.
- 2.4 Serve as a member of the NCBEA Cabinet.
- 2.5 Attend all NCBEA Cabinet meetings.
- 2.6 Attend the NBEA Annual Convention.
- 2.7 Serve as the liaison between the member state association and NCBEA.
- 2.8 Represent NCBEA at individual state association meetings.
- 2.9 Report state business education association activities and updates to NCBEA Cabinet.
- 2.10 Report NCBEA/NBEA activities and updates to state business education association boards.
- 2.11 Represent NCBEA at professional business education meetings, particularly respective state conferences/conventions.
- 2.12 Have fiduciary responsibility for NCBEA monies which includes approval of the annual budget. Each Cabinet member shall be covered on Officer and Director Insurance.
- 2.13 Serve as a member of the NCBEA Awards task force.

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- 2.14 Encourage individual state to submit nominations for NCBEA Awards.
- 2.15 See that any State Legislative issues regarding education are reported to the NCBEA Director to the NBEA Executive Board.
- 2.16 Perform other duties as assigned by the NCBEA Cabinet.
- 2.17 Maintain an electronic file of materials pertaining to the activities of the position to be passed on to the incoming NCBEA Cabinet Chairperson. Quarterly submit documents to the NCBEA Cloud Storage.
- 2.18 Represent NCBEA at professional business education meetings.
- 2.19 Accept speaking engagements on behalf of NCBEA when requested.
- 2.20 When feasible, attend other regional association conventions as NCBEA Chairperson at personal expense.
- 2.21 Be visible at as many of the NCBEA functions as possible, including other regional association executive board meetings if invited.
- 2.22 Promote NCBEA and NBEA membership and attendance at conventions.

SECTION 3 - Duties of the NCBEA Cabinet Positions

3.1 The NCBEA Cabinet chairperson shall:

- 3.1.1 Serve as a member of the NCBEA Cabinet and attend all Cabinet meetings.
- 3.1.2 Prepare and publish an NCBEA Directory to include names, home and work addresses, home and work e-mail addresses, and home and cell numbers of the NCBEA Cabinet members.
- 3.1.3 Set the meeting dates, develop the agenda with input from the NCBEA Cabinet, send out the agenda at least two weeks prior to the meeting and preside at NCBEA Cabinet and the Annual General Membership meeting.
- 3.1.4 Monitor all NCBEA activities.
- 3.1.5 Work with the NCBEA Cabinet to appoint and approve Task Force members, the Task Force members will elect a Chairperson of their Task Force.
- 3.1.6 Work with the chair of the Awards Task Force to establish timelines to be followed in selecting award recipients
- 3.1.7 Monitor that Articles of Incorporation documents have been filed during the odd years as required in the state of Iowa. (Susan Elwood is the current NCBEA registered **agent**.)
- 3.1.8 Send NCBEA greetings to be included in state convention program booklets if requested.
- 3.1.9 Prepare a quarterly meeting summary with the Co-Chairperson that will be sent to the membership via email.
- 3.1.10 Prepare an agenda for the NCBEA Annual General Membership meeting.
- 3.1.11 Preside over the NCBEA Annual General Membership meeting.
- 3.1.12 Appoint a Minutes Approval Team to review and approve the minutes of the Annual General Membership meeting.
- 3.1.13 In July 2022, the NCBEA Cabinet Chairperson shall appoint an NCBEA member (not a Cabinet Director) to maintain the NCBEA Website for July 2022 to June 30, 2023. This position will be reviewed in January 2023.
- 3.1.14 In conjunction with the Treasurer and the NCBEA Director to the NBEA Board, prepare for adoption by the NCBEA Cabinet, a proposed budget that will cover the activities of the Association for the next administrative year.
- 3.1.15 Maintain an electronic file of materials pertaining to the activities of the position to be passed on to the incoming NCBEA Cabinet Chairperson. Annually submit documents to the NCBEA Cloud Storage.

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3.2 The NCBEA Director to the NBEA Executive Board shall:

- 3.2.1 Serve as a member of the NCBEA Cabinet and attend all NCBEA Cabinet meetings.
- 3.2.2 Preside at all meetings of the association and the NCBEA Cabinet in the absence of the NCBEA Chairperson.
- 3.2.3 Serve as a member of the NBEA Executive Board and attend all meetings and conventions.
- 3.2.4 Serve as the NCBEA Legislative Liaison to the NBEA Legislative Task force.
- 3.2.5 Promote NCBEA and NBEA membership and attendance at all state and NBEA conventions.
- 3.2.6 Accept speaking engagements on behalf of NCBEA when requested.
- 3.2.7 Represent NCBEA at professional business education meetings when possible.
- 3.2.8 Prepare the NCBEA Regional Report to NBEA prior to the NBEA Executive Board meetings as requested by the NBEA Executive Director.
- 3.2.9 Prepare an NBEA Executive Board report for the NCBEA Cabinet within 30 days of the NBEA Executive Board meeting.
- 3.2.10 Complete other tasks as directed by the NBEA Board, NCBEA Cabinet Chairperson, or the NCBEA Cabinet.
- 3.2.11 In conjunction with the NCBEA Chair, and the Treasurer, prepare for adoption by the NCBEA Cabinet, a proposed budget that will cover the activities of the Association for the next administrative year.
- 3.2.12 Maintain an electronic file of materials pertaining to the activities of the office to be passed on to the incoming NCBEA Director to the NBEA Executive Board. Quarterly submit documents to the NCBEA Cloud Storage.

3.3 The NCBEA Secretary shall:

- 3.3.1 Serve as a member of the NCBEA Cabinet and attend all NCBEA Cabinet meetings.
- 3.3.2 Help the Chairperson and Co-Chairperson prepare the agenda for meetings.
- 3.3.3 Keep accurate minutes of the proceedings of all NCBEA Cabinet and NCBEA general membership meetings. Distribute draft copies of the Cabinet meeting minutes to the Cabinet members within 30 days after the conclusion of the meeting for approval at the next Cabinet meeting. Approved copies of the minutes of the general membership meetings will be posted to the NCBEA Website within 45 days.
- 3.3.4 Be sure that the permanent record of the minutes contains any appendices and all written/electronic reports presented to the NCBEA Cabinet.
- 3.3.5 Promote NCBEA and NBEA membership and attendance at all meetings and state and NBEA conventions.
- 3.3.6 Maintain copies in the cloud archives of all proceedings including minutes from NCBEA Cabinet meetings and general membership meetings.
- 3.3.7 Work with the Cabinet Chairperson to keep the cloud storage organized and up to date.
- 3.3.8 Maintain an electronic file of materials pertaining to the activities of the office to be passed on to the incoming Secretary. Quarterly submit documents to the NCBEA Cloud Storage.

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3.4 The NCBEA Treasurer shall:

- 3.4.1 Serve as a member of the NCBEA Cabinet and attend all meetings.
- 3.4.2 Receive and have custody of all monies and other assets of the association, including incorporation documents.
- 3.4.3 Pay all expenditures approved by the NCBEA Cabinet within two weeks of the NCBEA Cabinet meeting.
- 3.4.4 Keep accurate financial records and submit a report of the receipts, expenditures, and the balance on hand at each NCBEA Cabinet meeting.
- 3.4.5 Prepare a written financial report for the fiscal year for distribution at the general membership business meeting.
- 3.4.6 Prepare and submit the appropriate yearly reports (990) to the Internal Revenue Service by the stated deadline. This must be done to be in compliance to retain NCBEA's 501 c (3) status.
- 3.4.7 At the expense of NCBEA, be bonded by October 1 of the year appointed.
- 3.4.8 Register all bank accounts of the organization in the names of the Cabinet Treasurer and the NCBEA Director to the NBEA Board.
- 3.4.9 In conjunction with the Cabinet Chair and the NCBEA Director to the NBEA Board, prepare for adoption by the NCBEA Cabinet, a proposed budget that will cover the activities of the Association for the next administrative year.
- 3.4.10 Submit a report of the receipts, expenditures, and the balance on hand at each meeting.
- 3.4.11 Arrange for an annual internal audit of the NCBEA financial records at the end of the fiscal year. Present the internal audit of NCBEA financial documents at the next NCBEA Cabinet meeting.
- 3.4.12 Maintain an electronic file of materials pertaining to the activities of the office to be passed on to the incoming Treasurer. Annually submit documents to the NCBEA Cloud Storage.

SECTION 4 - Task Force Appointments

- 4.1 The NCBEA Cabinet is authorized to appoint task forces to complete specific regional project(s). The task force(s) could be established for a one-time project or an on-going project. The Chairperson or member(s) of the Task Force(s) may be any member of NCBEA, not limited to a NCBEA Cabinet member.
- 4.2 **NCBEA Task Force(s) may include but shall not be limited to the following:**
 - 4.2.1 **NCBEA Regional Book Club** Project consists of selecting the books, moderating the discussion, determining discussion date, who will set up the ZOOM, who will disseminate the information to the membership.
 - 4.2.2 **Legislative** efforts in conjunction with the NBEA Legislative Committee.
 - 4.2.3 **NCBEA Awards Task Force** duties and responsibilities include coordinating the selection of the recipients of the annual NCBEA Awards.

SECTION 5 – Awards Task Force

- 5.1 **Membership and duties of the Awards Task Force** - The task force shall consist of a representative from each member state, which could be the State Director or a non-Cabinet Director designee. The Awards Task Force shall elect a member to serve as the Chairperson. The Awards task force shall review and rate the nominees for the Awards according to the established NBEA and NCBEA awards criteria.

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5.2 NCBEA Awards

5.2.1 The NCBEA Distinguished Service Awards are given on an annual basis to teachers and administrators within the NCBEA region who have made outstanding contributions to the development and advancement of business education. These three awards are aligned with the NBEA awards:

Distinguished Service Award for Outstanding Contribution to Business Education by an Administrator or Supervisor of Business Education

The following will be considered for this award: 1.) Contributions to business education through teaching, 2.) Participation held in local, state, regional and national professional association. 3.) Contributions through religious, civic, government, cultural and private business organizations. 4.) Contribution through major articles, refereed publications, non-refereed publications, and research activities including grant proposals. 5.) Involvement in other activities.

Post-Secondary Teacher of the Year Award

The nominee must be primarily engaged in teaching business at the post-secondary level (including business education). If the nominee has dual responsibilities, at least 50 percent of those responsibilities at the major employing institution must be in teaching. The nominee's 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. The nominee must be a current member of NBEA and have been a member for a minimum of three (3) years.

Middle School/Secondary Business Teacher of the Year Award

The nominee must be primarily engaged in teaching business at the middle and/or secondary level. If the nominee has dual responsibilities, at least 50 percent of those responsibilities at the major employing institution must be in teaching. The nominee's 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. The nominee must be a current member of NBEA and have been a member for a minimum of three (3) years.

5.2.2 NCBEA-only Awards (cannot be forwarded to NBEA).

EMERGING PROFESSIONAL AWARD (NCBEA only 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.

FRIEND OF BUSINESS EDUCATION AWARD (NCBEA only 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

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impacting on business education in the NCBEA region. Examples of nominees include business firms, industries, boards of education, boards of trustees, lay citizens, legislators, etc.

5.3 NCBEA Awards Policies

- 5.3.1 The candidate must be a member of NBEA both at the time nominated and at the time receiving the award, during the academic year they are nominated and selected. The recipients' contributions may have been made over an extended period, but the major impact must have occurred within three years prior to the nomination.
- 5.3.2 Nominations may be made by any NBEA member.
- 5.3.3 Nomination documents must be completed as instructed.
- 5.3.4 The decision of the task force regarding the recipients shall be reported to the NCBEA Cabinet no later than 30 days prior to the NCBEA General Membership Business meeting.
- 5.3.5 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.
- 5.3.6 The NCBEA award recipients will be provided with NBEA nomination forms and encouraged to complete and submit them to NBEA.

5.4 Duties of the NCBEA Awards Chair

- 5.4.1 Establish the timelines to be followed in selecting award recipients. It is recommended that the call for nominations shall follow NBEA Guidelines.
- 5.4.2 Prepare the nomination forms to be posted on NCBEA's website and published in the NCBEA Quarterly Mini Briefs. Notify the members of the NCBEA Cabinet and presidents of the member state associations via e-mail of the deadline and of the location of the nomination forms.
- 5.4.3 Remind states to forward winners to NCBEA for awards consideration.
- 5.4.4 Notify nominees and nominators of the receipt of the nomination papers.

5.5 Awards Procedures

- 5.5.1 Disseminate nomination documents to task force members for their review and rating according to award criteria.
- 5.5.2 Determine award recipients based on the task force ratings. The minimum score to receive an award shall be 80%.
- 5.5.3 Report names of the recipients to the NCBEA Cabinet no later than 30 days prior to the NCBEA General Membership meeting.
- 5.5.4 Notify all nominees and nominators that the selection process has been completed. Notify non-award winners that they have not won the award.
- 5.5.5 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.
- 5.5.6 Acquire plaques/trophies for each recipient to be presented at the NCBEA Annual General Membership meeting.
- 5.5.7 Present the awards during the NCBEA General Membership meeting during the NBEA Convention.
- 5.5.8 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.
- 5.5.9 Arrange to have photographs taken of all award recipients.
- 5.5.10 Submit photographs of recipients and related data to the NBEA.
- 5.5.11 Maintain and update list of award recipients.

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- 5.5.12 In conjunction with the NCBEA Cabinet conduct an annual review to make sure that NCBEA Awards are in alignment with the NBEA Awards.
- 5.5.13 Maintain an electronic file of materials pertaining to the activities and submit documents to the NCBEA Cloud Storage.

SECTION 6 - NCBEA Webmaster/Website

- 6.1 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.
- 6.2 Create and/or maintain the North Central Business Education Association website.
- 6.3 Maintain the domain name and annual web hosting renewals (hosting cost to be paid by NCBEA).
- 6.4 Determine, in consultation with the NCBEA Cabinet, specific sections that may be needed to convey information to NCBEA members and visitors.
- 6.5 Send out electronic messages to the general membership as directed by the Cabinet.
- 6.6 Maintain an electronic file of materials pertaining to the activities of the office. Quarterly submit documents to the NCBEA Cloud Storage.

SECTION 7 - Policies and Procedures Regarding Financial Status

- 7.1 Corporate Status - The North Central Business Education Association is incorporated in the State of Iowa. Sue Elwood, 1027 Seventh Avenue East, Cresco, IA 52136, elwoods@nicc.edu serves as the registered agent for the incorporation.
 - 7.1.1 A copy of the Iowa Articles of Incorporation is attached.
 - 7.1.2 A copy of the 501c (3) documentation is attached.
 - 7.1.3 Budgeting
 - 7.1.3.1 The Treasurer, the NCBEA Director to the NBEA Board, and the Cabinet Chair shall prepare for adoption by the NCBEA Cabinet, a proposed budget that will cover the activities of the Association for the next administrative year.
 - 7.1.3.2 A proposed budget consisting of estimated income and expenses shall be prepared by the Treasurer and presented to the NCBEA Cabinet at the Spring NCBEA Cabinet meeting.
 - 7.1.4 Income - Sources of income may include interest on investments, special projects, and NCBEA state affiliate sponsored fundraising activities, and NCBEA professional development opportunities.
 - 7.1.5 Expenses - The Cabinet is authorized to approve budgeted/non-budgeted expenses related to the operation of the organization.
 - 7.1.5.1 Documentation shall be supplied to the treasurer prior to reimbursement. 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.
 - 7.1.5.2 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 except for 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 NCBEA Director to the NBEA Board, whose term begins with the commencement of the treasurer's three-year term.

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- 7.1.6 Financial Records and Reports
 - 7.1.6.1 The treasurer shall keep accurate records of all cash receipts and payments including vouchers and appropriate support ledgers.
 - 7.1.6.2 A financial report of the previous fiscal year shall be prepared and distributed to the NCBEA Cabinet members at the first NCBEA Cabinet meeting of the subsequent fiscal year.
 - 7.1.6.3 A status report of the current year's budget shall be presented at each quarterly meeting of the NCBEA Cabinet.
 - 7.1.6.4 The current financial report shall be distributed to members in attendance at the general membership meeting.
 - 7.1.6.5 Maintain an electronic file of materials pertaining to the activities of the office to be passed on to the incoming Treasurer. Quarterly submit documents to the NCBEA Cloud Storage.
- 7.1.7 The Internal Review/Audit - On July 1 of each fiscal year, the NCBEA Cabinet shall arrange for an internal review/audit of the NCBEA financial records. The internal review/audit report shall be presented at the next NCBEA Cabinet meeting. External audits should be scheduled at the discretion of the Cabinet.

SECTION 8 - Bylaw and Policies and Procedures Review

- 8.1 The Cabinet shall annually review and recommend amendments to bylaws and to policies and procedures within the scope of current policy and according to the most current Robert's Rules of Order.
- 8.2 The Cabinet shall verify that Bylaw amendments and policies and procedures are not in conflict with any higher governing authority.
- 8.3 The General Membership must approve all Bylaw Amendments.
- 8.4 The Cabinet must approve all Policy and Procedure updates.