



# KANSAS BUSINESS EDUCATION ASSOCIATION

## Constitution

October, 2016

### I. Name

- A. The name of the organization shall be the *Kansas Business Education Association*, hereafter called KBEA.

### II. Purposes

- A. To promote an understanding of the general objectives of business teaching on the part of the business teachers of the state of Kansas in high schools, private schools, parochial schools and colleges.
- B. To promote an understanding of the general objectives of business education in the state of Kansas in public schools, private schools, parochial schools and colleges.
- C. To improve business education in Kansas as the K-NEA strives to improve all education.

### III. Membership

#### A. Eligibility for membership

1. The following shall be eligible for membership in KBEA:
  - a) Any public school, private school, parochial school, or collegiate business teacher who is interested in the purposes and objectives of the organization and who pays the annual membership dues.
  - b) Publishing company representatives or other individuals who meet the requirements for membership.
2. In matters concerning eligibility for membership in KBEA, the Executive Board of the Association shall have the power of final approval.

#### B. Applications for Membership

1. Any person desiring membership shall apply using a membership form, acknowledging the agreement with the purposes of KBEA and a willingness to cooperate in one or more of such purposes. Completing a membership application form will assume the financial obligations of membership.
2. Under no conditions shall membership give KBEA any authority over the individual members, except the falsification in the application, or failure to live up to the

obligations voluntarily assumed, as in Section A above, may be grounds for terminating membership.

3. Membership is calculated on an annual basis from August through July. Renewal of membership annually is encouraged; however, a membership can be terminated by non-renewal or nonpayment of any financial obligation of the member for the current year.

#### C. Development of Membership

1. The KBEA Executive Board shall establish a standing committee to be known as the KBEA Membership Development Committee.
2. Members of the committee shall be:
  - a) Past-president of KBEA, who shall serve as the chairperson of the committee.
  - b) President-elect of KBEA.
  - c) Area Directors, who represent the four sections of the state: Northwest, Southwest, Northeast, and Southeast.
  - d) President, as an ex-officio member.
3. Duties of the KBEA Membership Development Committee shall be: the development and implementation of plans that will result in the assurance that all Kansas business teachers are contacted personally with an explanation of the benefits of becoming a KBEA member and with an invitation to join KBEA.

### IV. Officers

#### A. Names of Officers

The officers of KBEA shall be a President, President-Elect, Convention Director, Secretary, Treasurer, Newsletter Editor, Past President, M-PBEA Representative, and Area Directors (Northeast Director, Southeast Director, Southwest Director, and Southwest Director).

#### B. Election of Officers

The officers shall be elected in the annual meeting of the Association. Officers must have been members in good standing for at least three years.

#### C. Term of Officers

Officers shall serve for a period of time beginning at the close of the annual meeting when they are elected as follows: President, one year; President-Elect, one year; Past-President, one year; Secretary, two years; Treasurer, two years; Convention Director, two years; Newsletter Editor, two years; and M-PBEA Representative, three years.

#### D. Vacancy in Office

Should an office become vacant before the expiration of a term, the Executive Board may fill

the office by appointment until the next meeting of the Association. The office should then be filled by election.

#### E. Duties of the Officers

1. *President*—The president shall preside at all meetings of the Association and the Board of Directors and shall exercise the usual functions of a presiding officer. The President shall be the executive head of the KBEA. The term of office shall be two years.
2. *President-Elect*—The president-elect shall assist the president. If at any time the president is unable, through absence, illness, or otherwise, to act as such, or should the office become vacant, the president-elect shall perform the duties of the president. The president-elect automatically becomes the president of the Association the following year at the conclusion of the current President's two-year term. The term of office shall be two years.
3. *Convention Director*— The Convention Director shall serve as the chair of the Convention Committee and is in charge of developing the convention program in coordination with the President and other members of the Executive Board. The term of office shall be two years.
4. *Secretary*— The Secretary shall record the minutes of all KBEA meetings, including those of the Executive Board, and shall within four weeks submit the minutes to all executive board members. The Secretary shall make a written report of the general meetings to the membership as a whole at the Annual Meeting and shall perform such other services as the Executive Board requires. The term of office shall be two years.
5. *Treasurer*— The Treasurer shall be responsible for all the funds of the Association and shall disburse them on order of the Executive Board. The Treasurer shall make financial and membership reports at each meeting of the Executive Board and of the Association. The term of office shall be two years.
6. *Newsletter Editor*— The Newsletter Editor shall be responsible for the *Kansas Business Teacher*, which is the official publication of KBEA and is published two times each year. The term of office shall be two years.
7. *Past President*— Past President—The past-president shall serve as an advisor to the President, as the Chairperson of the KBEA Membership Development Committee , and as Chairperson of the KBEA Nominating Committee. The term of office shall be two years.

8. *M-PBEA Representative*—Beginning July 1, 1995, and once every three years thereafter, a Kansas business teacher who has served on the KBEA executive Board shall be elected as the M-PBEA Representative. The M-PBEA Representative shall serve as the liaison officer, shall attend the annual M-PBEA convention and shall represent Kansas at the M-PBEA Executive Board Meetings.

## V. Executive Board

- A. The Executive board shall consist of the officers and at least four other members elected by the Association in the same manner as the officers. These persons must be chosen from the four sections of the state: Northwest, Southwest, Northeast, and Southeast. The term of office shall be three years.
- B. Vacancies on the Executive Board, which occur between meetings of the Association, may be filled by action of the Executive Board until the next meeting of the Association, when the vacancies shall be filled by election in the same manner as vacant officers are filled. Vacancies on the Executive Board by reason of election of an Executive Board member to an office shall be filled at the same meeting in the same manner. In the event that any member of the Executive Board misses two consecutive meetings without cause, that position on the Executive Board will be considered automatically vacant.
- C. Subject to the instructions of KBEA, the Executive Board shall manage the affairs of the Association and shall act for KBEA on all matters between its meetings. The Executive Board shall:
  1. Determine its own organization and standing rules within the limits of this constitution.
  2. Report to KBEA on action taken.
  3. Establish, at its discretion, honorary offices and name honorary officers.
  4. Establish, appoint, and instruct all committees unless other provisions shall be made.
  5. Call and organize either general or special conferences and meetings for the furtherance of the Association's work.
  6. Supervise the work of the editor in the manner consistent with the instructions of the KBEA.
  7. Set amount of annual dues, subject to final approval of the Association. Student memberships shall be one-half of the regular annual dues.
  8. Enter into agreement with the National Business Education Association concerning the affiliation between the two organizations. Such agreement is to be subject to review by the Association.
  9. Pass on eligibility for membership.

10. Enact such by-laws as shall not be inconsistent with the provisions of the constitution.
11. Perform other such duties as KBEA may authorize.

- D. In addition to the regular meetings of the Association, the Executive Board shall meet at least twice each year.
- E. A majority of the members shall constitute a quorum.

## **VI. Nominating Committee**

The Nominating Committee shall be Chaired by the KBEA Past President and shall consist of four members appointed by the Executive Board (typically the Area Directors). This committee shall endeavor to make nominations in such a way that the major fields of interest of the Association and the four major sections of the state shall be represented on the Executive Board of the Association. The report of the nominating committee shall be published in the Newsletter. Presentation of the report, nominations from the floor, and voting shall all take place at the Annual meeting.

## **VII. Meetings**

- A. KBEA shall hold at least one meeting in each calendar year for the election of officers and members of the Executive Board, the hearing of reports and the consideration of any other matters relevant to the purposes of KBEA. The place of such meeting shall be fixed by the Executive Board and shall be termed the "Annual Meeting". Notice thereof shall be sent to all members at least four weeks in advance of the meeting.
- B. Provided at least a two-week notice be given to members, other meetings of KBEA may be called either by the Executive Board or by written request of 15% of the members.
- C. A quorum shall constitute a majority of the members present at the meeting.
- D. There shall be no representation of members by proxy.
- E. Only members who have paid their current dues shall be admitted to the meetings.

## **VIII. Rules of Order**

Robert's Rules of Order, Newly Revised, shall govern the Association and the Executive Board in all cases to which they are applicable and in which they are not inconsistent with this constitution or such special rules as may be adopted.

## **IX. Tax Exempt Status**

No part of the net earning of the Association shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments in the furtherance of the Association as set forth in the constitution. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this constitution, the Association shall not carry on any other activities not permitted to be carried on (a) by an association exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an association, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Upon the dissolution of the Association, the Executive Board shall, after paying or making provision for payment of all the liabilities of the Association, dispose of all the assets of the Association exclusively for the purposes of the Association in such manner, or to such associations or associations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt association or associations under sections 501 (c) (e) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Board shall determine. Any such assets not so disposed of shall be disposed of through the Court of Common Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes or two such association or associations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## **X. Amendments**

- A. A proposal for amendment of this constitution shall be submitted for action either upon petition of 15% of the membership or by action of the Executive Board.
- B. The proposed amendment, together with the petition of a statement of Executive Board action by the Secretary, shall be filed with the editor; and the proposed amendment shall be submitted to all members, four weeks in advance of voting.
- C. A proposed amendment and/or constitution revision may be adopted either by two-thirds or more of the members present and qualified to vote at any regular meeting of the Association or by mail, in which case a majority vote of all members of the organization shall be required for adoption.

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The total constitution was printed with proposed changes in the fall, 1985 *Kansas Business Teacher* and approved 11/8/85. Additional changes have been printed in the fall issues of the *Kansas Business Teacher* and approved at the Annual Meeting.

Constitution revised to include approved changes, January, 1993, October, 2008, October 2015, and Oct 2016.