

**FLORIDA
BUSINESS
TECHNOLOGY
EDUCATION
ASSOCIATION**

**OPERATING
GUIDELINES**

CONSTITUTION AND BYLAWS OF THE FLORIDA BUSINESS TECHNOLOGY EDUCATION ASSOCIATION

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NAME

The name of this organization shall be the Florida Business Technology Education Association (FBTEA), an affiliate of the National Business Education Association (NBEA), Southern Region (SBEA). The Executive Board of the organization shall be its elected and appointed officials:

Elected Officers: President, President-Elect, Immediate Past President, Secretary, and Treasurer

Elected Board Members: Middle/Junior High School Representative, Secondary Representative, Postsecondary/College/University Representative, Business Technology Education Supervisor's Representative, SBEA Representative, and FACTE Representative

Appointed Board Members: Department of Education Representative, Newsletter Editor, and Webmaster

MOTTO

The motto of the Florida Business Technology Education Association is: Building personal and professional success

MISSION STATEMENT

The mission of the Florida Business Technology Education Association is:

To foster excellence in Business Technology Education in Florida through professional development, curriculum enhancement, leadership, recognition of outstanding educational commitment, and articulation with the Florida Department of Education and the business community.

PURPOSE

The purpose of the Business Technology Education Association is to:

- provide open forums and conferences for the study and discussion of all matters related to the total program of Business Technology Education.
- render assistance and advice to the Florida Department of Education concerning problems pertaining to Business Technology Education.
- cooperate with international, national, state, and local organizations or individuals involved in the continued development of Business Technology Education programs within the state.
- develop the professionalism of business technology educators
- promote the expansion and improvement of Business Technology Education programs within the state of Florida
- support Business Technology Education student organizations (Future Business Leaders of America and Phi Beta Lambda) by encouraging participation in these local, state, and national leadership organizations and the organization of new chapters.
- promote Business Technology Education in the business community
- act as a liaison between Business Technology Educators and the business community
- recognize outstanding Business Technology Educators and community leaders who have demonstrated support and dedication to Business Technology Education.

ARTICLE I: MEMBERSHIP

SECTION 1 All persons interested in working for the improvement of Business Technology Education are eligible for membership in the Association. There shall be three types of membership – professional, student, and retired.

SECTION 2 The annual membership period shall extend from July 1 through June 30.

SECTION 3 The amount of annual dues shall be set by the Executive Board and approved at the official business meeting of the Association.

ARTICLE II - OFFICERS AND EXECUTIVE BOARD

SECTION 1 A minimum of one year active professional membership in the Florida Business Technology Education Association and a current membership in the National Business Education Association shall make a person eligible to hold an officer position. Current membership in above associations shall make a person eligible to hold other Board positions.

SECTION 2 The officers shall be elected at the official business meeting at the annual conference from a slate prepared by the Nominating Committee. It will be in order to accept nominations submitted from the floor. The terms of the offices shall begin the following January 1 for one year, with the exception of the Treasurer, whose term of office shall begin the following July for two years.

Every three years the Nominating Committee shall include on the slate a Florida representative to the SBEA Executive Board. This person must be a member in good standing of FBTEA and NBEA for a period of at least three years.

Every two years the Nominating Committee shall include on the slate a representative to the FACTE Executive Board. This person must be a member in good standing of FBTEA, FACTE, and ACTE for a period of at least four years. The term of office shall begin the following July 1.

SECTION 3 The elected officers of the Association shall be the President, President-Elect, Secretary, and Treasurer. There shall be no restrictions set forth that would limit any office to any particular education interest and/or teaching level.

The following members of the Board will be elected by the specific portion of the membership they represent and are subject to the guidelines set down by the Association and subject to Executive Board approval: (1) middle/junior high representative (2) secondary representative, (3) postsecondary/college/university representative (5) business education supervisor.

The term of the division representatives shall begin January 1 for two years. Middle/junior high representative and Postsecondary/College/University Representative are elected in odd number years. Secondary Representative is elected in even number years. The supervisors' representative to the board is selected by FABTMES (Florida Association of Business Technology & Marketing Education Supervisors) who serves a one-year term.

The following ex-officio members of the Board (non-voting) members will be appointed by the President with Executive Board approval: (1) Newsletter Editor, (2) Webmaster, and (3) Representative from the

Florida Department of Education, Business Technology Education Section.

An SBEA Representative, elected every three years, will serve as ex-officio (non-voting) member of the Executive Board. The SBEA representative will serve the organization as Membership Chairman.

An FACTE Representative, elected every two years, will serve as an ex-officio (non-voting) member of the Executive Board.

In the event of the unforeseen resignation or failure of the Middle/Junior high division representative, Secondary division representative, Postsecondary/College/University division representative, SBEA representative, FACTE representative or supervisor representative on the Board to satisfactorily perform the duties of his/her office, the President will temporarily appoint a member with the approval of the Executive Board to serve in the position until a replacement is elected.

In the event of the unforeseen resignation or failure of the President Elect, Secretary, or Treasurer to satisfactorily perform the duties of his/her office, the President will, with Executive Board approval, temporarily appoint a Board member to serve in the position until a replacement is elected.

In the event of the unforeseen resignation or failure of the President to satisfactorily perform his/her duties, the President Elect will assume the duties of the President. Nominations shall be received by the Nomination Committee for the office of President-Elect to be voted upon at the Annual Conference.

SECTION 4

It shall be the duty of the President to preside at all meetings of the Association.

The President shall appoint, with the approval of the Executive Board: a Newsletter Editor, a Webmaster, a Representative from the Florida Department of Education Section, a Nominating Committee chaired by the Past President, a Legislative Committee, and all committees deemed necessary by the Executive Board. The President shall be an ex-officio member of all committees except the Nominating Committee and shall have general supervision of all the affairs of the Association.

The President shall have the power to call meetings and make all necessary arrangements. The President shall call a winter planning meeting for the annual conference.

The President shall organize and update material to give to each Executive Board member to update their procedures manual at the Winter board meeting. It is the responsibility of each board member to keep

his/her procedures manual current and to pass this manual on to the person who will replace them in their position on the Board.

SECTION 5 It shall be the duty of the President-Elect to serve the organization as Membership Historian. In the absence or inability of the President, the President-Elect shall assume the duties of the President. In the event of the resignation or failure of the president to satisfactorily perform his/her duties, the President-Elect shall assume the duties of the President. Nominations shall be received by the Nomination Committee for the office of President-Elect to be voted upon at the Fall conference.

SECTION 6 It shall be the duty of the Secretary to attend to all correspondence of the Association and to keep a correct and permanent record of the minutes of the meetings of the Association and of the Executive Board. Within two weeks following a meeting, the Secretary shall provide the Executive Board with a copy of such minutes. In the event of the resignation or removal of the Secretary, the President will appoint a new secretary with approval of the Executive Board.

SECTION 7 The Treasurer shall collect, disburse, and account for all monies of the Association. All expenditures shall be subject to the approval of the Executive Board. The Treasurer shall issue a membership card for dues paid and delegate authorization for the collection of dues in his/her name to selected persons within the state. These people shall be called Area Membership Chairmen. The Treasurer shall prepare a list of all members of the Association (including names and addresses), and provide the Executive Board members with a copy. The Treasurer shall report the condition of the treasury of the Association and provide the President and Secretary with a copy. The Treasurer shall report the condition of the treasury to the Association at the annual business meeting. The Treasurer shall be a member of the Finance Committee. In the event of the resignation or removal of the Treasurer for failure to satisfactorily perform his/her duties, the President will temporarily appoint a Treasurer with Executive Board approval until an election can be held at the next annual conference.

SECTION 8 The Immediate Past President will serve as Chairman of the Annual Conference and as a member of the FACTE Conference Planning Committee. The Immediate Past President shall be Chairman of the Nominating Committee. In the event of the resignation of the Past President or failure to satisfactorily perform his/her duties, the entire Executive Board will be responsible for the Fall Conference.

The Immediate Past President will be responsible for maintaining and updating the Conference Planning Procedures Manual and passing it to the President in time for use in planning the next annual conference.

SECTION 9

If an elected officer of the Association (President, President-Elect, Secretary, Treasurer) fails to satisfactorily perform the duties of the office elected to:

Elected officers will discuss the severity of the lack of execution of responsibilities, and in writing, request the elected officer to specifically correct deficiencies and meet the duties associated with the office held.

If the elected officer continues to not satisfactorily perform the duties of the office, an emergency meeting or a conference call will be arranged by an elected officer on the Board to discuss termination of the elected official's service on the Board. Upon Board consensus, the elected officer will be relieved of his/her responsibilities and removed from the Board. The position created by the removal of the elected officer will be filled as follows:

In the event of resignation or removal of the person elected to serve as President for unsatisfactory execution of the duties of this office, the President-Elect shall assume the duties of the President. Nominations shall be received by the Nomination Committee for the office of President-Elect to be voted upon at the Fall Conference.

In the event of the resignation or removal of the person elected to serve as President-Elect for unsatisfactory execution of the duties of this office, nominations shall be received by the nomination committee to be voted upon at the Fall Conference.

In the event of the resignation or removal of the person elected to serve as Secretary for unsatisfactorily executing the duties of this office, the President will appoint a new secretary with approval of the Executive Board.

In the event of the resignation or removal of the Treasurer for failure to satisfactorily perform his/her duties, the President will temporarily appoint a Treasurer with Executive Board approval until an election can be held at the next Annual Conference.

ARTICLE III - REPRESENTATIVES TO SBEA AND NBEA

SECTION 1

The FBTEA President shall represent the organization at the SBEA and NBEA conventions. The state membership chairman (SBEA Board Representative) should also attend.

SECTION 2

It shall be the duty of the President or his/her representative to make a report of the status of Business Technology Education in Florida at the regional meeting of NBEA.

ARTICLE IV - COMMITTEES

- SECTION 1** A Nominating Committee shall be named by the President, with the approval of the Executive Board. The Nominating Committee shall consist of a minimum of three members and shall present a report of nominees for office – President-Elect, Secretary, and Treasurer (every two years), and SBEA Representative (every three) – at the official business meeting (Article II, Section 3). The Immediate Past President shall be the Chairman of the Nominating Committee.
- SECTION 2** The President, with the approval of the Executive Board, shall appoint all other committees deemed necessary.

ARTICLE V - FINANCE

- SECTION 1** The amount of the annual professional and student membership dues shall be set by the Executive Board as approved by the membership (Article I, Section 3). Student membership for full-time college students shall be one-half of the regular membership dues.
- SECTION 2** A Finance Committee shall be appointed. This committee shall meet within two months after the end of the current fiscal year to plan the proposed income and expenditures of the Association.
- SECTION 3** An Audit Committee shall be appointed by the President. This committee shall meet within two months after the end of the current fiscal year and make a report at the annual conference business meeting.
- SECTION 4** Based upon lack of funding from other institutions, funds available in the FBTEA treasury, and board approval, the Association shall pay travel, room, current State Department of Education meal allowances, and registration for the FBTEA President and/or the SBEA State Representative to attend NBEA.
- SECTION 5** The Executive Board shall be authorized to budget monies each year for the effective operation of the Florida Business Technology Education Association. Mileage and per diem, where applicable, shall conform to that established by the Florida Department of Education. Based upon lack of funding from other institutions, funds available in the FBTEA treasury, and board approval, the Executive Board's expenses will be paid as follows:
- Travel and hotel accommodations for Board meetings held at times other than the Annual Conference.
 - Travel and hotel accommodations for the first night's accommodations for attending the Annual Conference.

- The Local Conference Chairperson's expenses will be paid as follows: Hotel accommodations and meal expenses related to Pre-Conference Board meeting held during the annual conference (one night's lodging).

SECTION 6 The Executive Board shall be empowered to authorize expenditures to budget monies for obtaining not more than two speakers for the annual conference. The limit to such expenditures shall be travel, per diem, and an honorarium.

SECTION 7 Based upon lack of funding from other institutions, funds available in the FBTEA treasury, and board approval, the Association shall pay travel, room, current State Board of Education meal allowance, and registration for the FACTE Representative to attend ACTE.

If the FACTE Representative is unable to attend ACTE, the FBTEA President or designee will be the funded FBTEA representative to ACTE.

ARTICLE VI - MEETINGS

SECTION 1 The President shall call at least three Executive Board meetings per year.

SECTION 2 The official business meeting of the Florida Business Technology Education Association shall be held at the same time and place as the Annual Conference.

SECTION 3 An Executive Committee of five consisting of the officers and/or voting board members shall be authorized to make decisions between board meetings: financial decisions not to exceed \$500.

ARTICLE VII - QUORUM AND RULES OF ORDER

The assembled members at the official business meeting shall constitute a quorum for the transaction of business. The rules of parliamentary procedure in ROBERT'S RULES OF ORDER, NEWLY REVISED, shall govern all meetings of the Association.

ARTICLE VIII - AMENDMENTS TO BYLAWS

These Bylaws may be amended by a two-thirds vote of the members in good standing present at a scheduled official business meeting, provided the membership has been furnished with notice of the proposed amendment at least two weeks prior to the meeting at which action is to be taken.