

NATIONAL ASSOCIATION FOR BUSINESS TEACHER EDUCATION

The Institutional Division of the National Business Education Association

PREAMBLE

NATIONAL BUSINESS EDUCATION ASSOCIATION BYLAWS, ARTICLE I, PART C, SECTION 1-6, AUTHORIZE THE ESTABLISHMENT AND OPERATION WITHIN THE NATIONAL BUSINESS EDUCATION ASSOCIATION. THIS INSTITUTIONAL DIVISION SHALL BE AN INTEGRAL PART OF THE NATIONAL BUSINESS EDUCATION ASSOCIATION, AND IT SHALL ADOPT BYLAWS WHICH SHALL BE CONSISTENT WITH THE ARTICLES OF INCORPORATION AND BYLAWS OF THE NATIONAL BUSINESS EDUCATION ASSOCIATION.

BYLAWS

ARTICLE I-ORGANIZATIONAL STRUCTURE

PART A-NAME

The name of the institutional division of the National Business Education Association shall be the NATIONAL ASSOCIATION FOR BUSINESS TEACHER EDUCATION, hereinafter referred to as NABTE.

PART B-OBJECTIVES

The objectives of NABTE shall be to:

- 1) Improve pre-service and in-service programs for business teachers, both undergraduate and graduate.
- 2) Provide high standards for the certification/licensure of business teachers.
- 3) Stimulate research in education for and about business and assist in the dissemination and implementation of research studies.
- 4) Promote the significance of business programs in the schools among administrators, supervisors, counselors, teachers in other disciplines, the business and industry community, government agencies, and the general public.
- 5) Assist in the recruitment of persons, with appropriate interests and aptitudes, for potentially successful careers as business teachers.
- 6) Cooperate and work actively with other associations and/or groups concerned with improving the quality of educational opportunity for all students.
- 7) Provide a means of stimulating interest in, learning about, and making a contribution to business education in other countries as well as our own.

PART C-AFFILIATED ORGANIZATIONS

Subject to the restrictions of Article DC of the NBEA Articles of Incorporation and other restrictions appearing in the NBEA Articles of Incorporation and Bylaws, NABTE, by vote of its Executive Committee, may accept another organization, group or agency as a department or as an affiliate.

Such a department or affiliate shall have its rights and responsibilities set forth in its Bylaws (if any), except that such rights and responsibilities must be in conformity with the goals, objectives, and procedures of NABTE and NBEA.

Such a department or affiliate shall be considered a component part of NABTE, and its president shall be a voting member of the NABTE Executive Committee.

PART D-FISCAL YEAR

The fiscal year of NABTE shall coincide with the fiscal year of NBEA. Dues and fees shall be paid for the fiscal year.

ARTICLE II-MEMBERSHIP AND DUES

PART A-MEMBERSHIP

INSTITUTIONAL MEMBERSHIP

Institutional membership shall be open only to such colleges and universities that offer business teacher education curriculums approved by their respective State Departments of Education for the certification/licensure of business teachers and, in addition, are included in one of the following groups:

- (1) Collegiate institutions accredited by at least one of the following:
 - a. Association to Advance Collegiate Schools of Business (AACSB)
 - b. Accreditation Council for Business Schools and Programs (ACBSP)
 - c. Canadian Accrediting Association
 - d. Middle States Association of Colleges and Schools
 - e. National Council for Accreditation of Teacher Education
 - f. New England Association of Schools and Colleges
 - g. North Central Association of Colleges and Schools
 - h. Northwest Association of Schools and Colleges
 - i. Southern Association of Colleges and Schools
 - j. Teacher Education Accreditation Council
 - k. Western Association of Schools and Colleges

- (2) State and territorial teacher education colleges and universities

If a member institution fails at any time to meet the membership requirements of NABTE, the membership of such an institution shall automatically cease at the end of the fiscal year.

ASSOCIATE MEMBERSHIP

Any individual wishing to become more involved in NABTE activities is eligible to become an associate member of NABTE. Associate members will receive a personal copy of the *Business Teacher Education Journal* and other NABTE mailings. NABTE associate members must be members of NBEA.

PART B-MEMBERSHIP REPRESENTATION AND VOTING

INSTITUTIONAL MEMBERSHIP

Each NABTE institutional member shall select its own representative who shall be authorized to cast its vote. Institutional representatives shall be members of NBEA. Institutional members shall be entitled to one vote each.

Voting on all matters coming before NABTE shall be conducted at an annual NABTE business session or through a mail ballot.

An institutional representative may authorize a proxy to cast the NABTE institutional member's vote at the annual NABTE business session. Any individual designated as a proxy shall be a member's vote at the annual NABTE business session. Any individual designated as a proxy shall be a member of NBEA.

(NOTE: NBEA Bylaws, Article I, Part I, Section III, requires that all individuals serving as NABTE institutional representatives be members of NBEA.)

ASSOCIATE MEMBERSHIP

Associate members do not have voting privileges.

PART C-MEMBERSHIP DUES

INSTITUTIONAL MEMBERSHIP

Each institutional member shall pay annual membership dues. Dues shall be used to achieve the objectives of NABTE as authorized by the NABTE Executive Committee. Any change in the amount of NABTE membership dues shall be determined by a vote of the representatives of the institutional members at an annual NABTE business session.

ASSOCIATE MEMBERSHIP

Each associate member shall pay annual dues. Dues shall be used to pay for the *Business Teacher Education Journal* and other NABTE mailings. The remaining amount, if any, shall be used to achieve the objectives of NABTE as authorized by the NABTE Executive Committee. Any change in the amount of associate membership dues shall be determined by a vote of the representatives of the institutional members at an annual NABTE business session.

ARTICLE III-EXECUTIVE COMMITTEE

PART A-COMPOSITION

There shall be a NABTE Executive Committee to govern the affairs of the institutional division for business teacher education. The Executive Committee shall consist of elected, appointed, and ex-officio members. Elected members shall be: president, president-elect, secretary, past president, and NABTE director. Appointed members shall be associate editor, editor, and research conference coordinator. Ex-officio members shall be the NBEA president and NBEA executive director. NABTE Executive Committee members shall be members of NBEA.

PART B-MEMBERS AND DUTIES

VOTING MEMBERS OF THE EXECUTIVE COMMITTEE

All elected and appointed members of the NABTE Executive Committee shall have one vote at all NABTE meetings and meetings of the Executive Committee.

ELECTED MEMBERS

- (1) The president of NABTE shall have served as president-elect of NABTE and shall be an institutional representative of a member institution. The president's term of office shall extend for two years, beginning on July 1 of odd-numbered years; and immediately following the expiration of that term, the president shall become the immediate past president of NABTE for a one-year term. The president shall:
 - a. Have general charge of the affairs of NABTE.
 - b. Preside at all NABTE meetings and meetings of the Executive Committee.
 - c. Appoint the NABTE editor and research coordinator.
 - d. Appoint necessary committees and their chairs.
 - e. Serve as a non-voting member of all NABTE committees.

- (2) The president-elect shall be on the faculty of a member institution, an active member of NBEA and NABTE for a minimum of seven years, and actively working in the area of business teacher education. The president-elect's term of office shall extend for two years, beginning on July 1 of odd-numbered years.

The president-elect shall:

 - a. Perform the duties of the NABTE president in the absence of the president.
 - b. Serve as NABTE institutional membership chair.
 - c. Serve as NBEA student membership chair.
 - d. Succeed to the office of NABTE president at the expiration of the president's term of office.
 - e. Serve as chair of NABTE nominating committee.

- (3) The secretary of NABTE shall be on the faculty of a member institution, and an active member of NBEA and NABTE for a minimum of seven years. The secretary's term of office shall extend for two years, beginning on July 1 of odd-numbered years. The secretary shall:
 - a. Prepare and distribute minutes of all meetings of NABTE and the Executive Committee.
 - b. Perform such other duties as may be assigned by the NABTE president.
- (4) The immediate past president shall serve a one-year term on the Executive committee following a two-year term as president.
 - a. Perform duties as may be assigned by the NABTE president.
- (5) The NABTE director* shall be on the faculty of a member institution and have been an active member of NBEA and NABTE for a minimum of 7 years and currently involved in business teacher education. The director's term of office shall be for three years. Other requirements include: Past attendance at NBEA Conventions and must not have previously served on NBEA Board for more than three years. The director shall:
 - a. Attend all NBEA board meetings.
 - b. Provide a NABTE report, with input from the NABTE board, at NBEA board meetings.
 - c. Attend all NABTE board and business meetings.
 - d. Represent NABTE and provide a report on the NBEA board meetings to the NABTE Community.

*This position is voted upon by all current institutional members.

A vacancy in any elected office on the NABTE Executive Committee shall be filled by Executive Committee appointment for the unexpired term of the office, except that a vacancy in the office of president shall be filled by the president-elect.

Elected members of the NABTE Executive Committee shall not serve consecutive terms in the same office or position.

APPOINTED MEMBERS

The NABTE associate editor, editor, and research conference coordinator shall be appointed by the NABTE president:

- (1) The NABTE editor shall be on the faculty of a member institution and be an active member of NBEA and NABTE for a minimum of five years. The editor shall serve a term of two years beginning on July 1 of each odd-numbered year. The editor shall:
 - a. Prepare the *Business Teacher Education Journal* Fall for publication each year.
 - b. Prepare other materials that NABTE may wish to publish or distribute.

- (2) The NABTE associate editor shall be on the faculty of a member institution and be an active member of NBEA and NABTE for a minimum of five years. The associate editor shall serve a term of one year beginning on July 1 of an even-numbered year, and succeed to the position of NABTE editor for two years beginning July 1 of the year following appointment. The associate editor shall:
 - a. Assist the NABTE editor in preparing the *Business Teacher Education Journal* and other materials that NABTE may publish and distribute.
 - b. Perform such other duties as assigned by the NABTE president or editor.

- (3) The NABTE research conference coordinator shall be on the faculty of a member institution and be a member of NBEA and NABTE for a minimum of five years. The research coordinator shall serve a term of two years beginning on July 1 of odd-numbered years. The research coordinator shall:
 - a. Serve on the Business Education Research conference committee. Plan and conduct the NABTE portion of the research conference at the NBEA Convention in coordination with the NABTE Executive Committee, Business Education Research Conference Committee, and NBEA headquarters staff. The NABTE Research Coordinator will serve as chairman of the Business Education Research Committee on a rotating basis with the Association for Research in Business Education-Delta Pi Epsilon Research Coordinator.
 - b. Serve as chair of the NBEA/NABTE Foundation for Business Teacher Education.
 - c. Perform such other duties as may be assigned by the NABTE president.
 - d. Compile and prepare the refereed abstracts for dissemination on the NABTE website.
 - e. Provide printed and abstract proceedings to the presenters.

A vacancy in any of the appointed positions shall be appointed for the unexpired term of the position by the NABTE president, except that a vacancy during the second year of an editor's term shall be filled by the associate editor.

Appointed members of the NABTE Executive Committee shall not serve consecutive terms in the same office or position. The NABTE President shall give appointment priority to individuals who have not previously served in the same capacity on the NABTE Executive Committee and who are from regions not currently represented on the NABTE Executive Committee.

NON-VOTING MEMBERS OF THE EXECUTIVE COMMITTEE

- (1) The NBEA president shall serve as an ex-officio, non-voting member on the NABTE Executive Committee. The NBEA president shall:
 - a. Serve as an advisor to NABTE.
 - b. Assist in coordinating the activities of NABTE with NBEA.

- (2) The NBEA executive director shall serve as an ex-officio non-voting member of NABTE as directed by the NABTE Executive Committee.
 - a. Serve as liaison for NABTE.
 - b. Perform routine administration of NABTE as directed by the NABTE Executive Committee.
 - c. Direct and supervise the collection and disbursement of NABTE funds as directed by the NABTE Executive Committee.
 - d. Prepare and present all NABTE financial reports.

ARTICLE IV-MEETINGS

PART A-ANNUAL MEETING

NABTE shall hold an annual meeting in conjunction with the annual convention of the National Business Education Association. Announcement of this meeting shall be published as a part of the NBEA convention program in the official journal of NBEA.

PART B-BUSINESS SESSIONS

During the NABTE annual meeting, a business session shall be scheduled at a time to be determined by the NABTE Executive Committee. Those NABTE institutional representatives present at a NABTE business session, or their official proxies, shall constitute a quorum.

PART C-RULES OF ORDER

Robert's Rules of Order Newly Revised shall govern the conduct of all meetings of NABTE, the NABTE Executive Committee, and all NABTE committees.

ARTICLE V-PUBLICATIONS

NABTE shall maintain a publications program on business teacher education, and the NABTE president shall appoint, subject to the approval of the NABTE Executive Committee, an editor and such associate editors and advisory committees as deemed necessary by the NABTE Executive Committee.

ARTICLE VI-COMMITTEES

PART A-AUTHORIZATION

The NABTE Executive Committee may establish such committees as are required to further the purpose of NABTE. The NABTE president shall appoint all committees and committee members, except those specifically authorized or designated as ex-officio by the NABTE Executive Committee, these Bylaws, and the Bylaws of NBEA. The NABTE president shall serve as an ex-officio member of all NABTE committees.

PART B-NOMINATING COMMITTEE

The NABTE Nominating Committee shall consist of the NABTE president-elect and two other members who must be institutional representatives not presently serving on the Executive Committee. The other two members shall be selected by a plurality vote of Institutional Representatives at the annual business meeting on odd numbered years with a term of office of two years. The individuals filling the position shall not be eligible for consecutive terms of office. The NABTE president-elect shall chair the NABTE Nominating Committee.

It shall be the duty of the Nominating Committee, where possible, to see that all regions are represented on the NABTE Executive Committee. After soliciting nominations from all NABTE Institutional Representatives and NABTE Associate Members and after consulting with the other members of the Nominating Committee, the chair of the Nominating Committee must contact NBEA headquarters to verify professional membership, institutional membership, as well as length of membership. The Nominating chair will then present to the NABTE Executive Committee the names of nominees for positions to be filled. The elected positions are as follows:

- (1) President-elect
- (2) Secretary

After obtaining approval from the NABTE Executive Committee, the chair of the Nominating Committee shall present the nominees as a slate of officers at the annual NABTE business session.

PART C-OTHER COMMITTEES

The NABTE president shall appoint other committees as authorized by the NABTE Executive Committee.

ARTICLE VII-AMENDMENTS

All proposals to amend these Bylaws shall be submitted in writing to the NABTE secretary, who shall then submit such proposed amendments to the NABTE Executive Committee.

The NABTE Executive Committee shall determine by majority vote whether or not an amendment shall be presented at the next annual NABTE business session. Any proposed amendment to these Bylaws that is rejected by the NABTE Executive Committee may be presented from the floor by the institutional member who originally submitted the proposal. It shall then be placed on the agenda for consideration at the following annual NABTE business session.

The NABTE secretary shall notify all institutional representatives in writing at least 30 days prior to the annual business meeting concerning any proposed amendments to these Bylaws that are to be considered at an annual NABTE business session. A two-thirds vote of the institutional representatives present at the business session and a majority vote of the NABTE Executive Board shall be required for adoption of a proposed amendment.

Any proposed amendment "to alter the relationship of NABTE" as the institutional division of the National Business Education Association may originate with either NABTE or NBEA. Such an amendment originated by NABTE shall require a two-thirds vote of NABTE institutional members. The vote by NABTE institutional members on such an amendment shall take place by mail ballot one year after the amendment is proposed.