

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, Sections 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 curricula approved by 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. Council for the Accreditation of Educator Preparation
 - e. Middle States Commission on Higher 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 meeting 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 meeting. Any individual designated as a proxy shall be a member's vote at the annual NABTE business meeting. 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 meeting.

ASSOCIATE MEMBERSHIP

Each associate member shall pay annual dues. Dues shall be used to pay for the *Business Teacher Education Journal* and the 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 meeting.

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 for 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 committee 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, serve as an institutional representative of a member institution, be an active member of NBEA

and NABTE for a minimum of three 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 three 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 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. The past president shall 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 three 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 Executive Board for more than three years. All current NABTE institutional members vote on the director position. The director shall
- a. Attend all NBEA Executive Board meetings.
 - b. Provide a NABTE report, with input from the NABTE Executive Committee, at NBEA Executive Board meetings.
 - c. Attend all NABTE Executive Committee and business meetings.
 - d. Represent NABTE and provide a report on the NBEA Executive Board meetings to the NABTE Executive Committee, institutional, and associate 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 the president-elect shall fill a vacancy in the office of president.

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* for publication each year.
 - b. Prepare other materials that NABTE may wish to publish or distribute.

2. The associate editor shall be on the faculty of a member institution and be an active member of NBEA and NABTE for a minimum of three years. The associate editor shall serve a term of one-year beginning 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 three years. The research coordinator shall serve a term of two years beginning on July 1 of odd-numbered years. The research conference coordinator shall serve no more than two consecutive terms. The research coordinator shall:
 - a. Serve as the Business Education Research Conference (BERC) coordinator on a rotating basis with the Association for Research in Business Education (ARBE) Research Coordinator. Duties of the BERC coordinator include:
 1. Create the Call for Proposals for the BERC and have it reviewed and approved by the NBEA Executive Board, the NABTE Executive Committee, and the ARBE Executive Board.
 2. Distribute the Call for Proposals at the BERC and have it uploaded to the NABTE and ARBE websites.
 3. Establish a theme for the BERC and have it approved by the NABTE Executive Committee and the ARBE Executive Board.
 4. Draft a message to be sent to the NBEA membership announcing the BERC theme and reminding members of the deadline for proposal submissions (late August/early September); send message to NBEA for dissemination.

5. Draft a reminder for proposal submissions to be sent to the NBEA membership (mid- to late September); send message to NBEA for dissemination.
6. Acknowledge receipt of BERC proposal submissions as they arrive.
7. Send BERC proposals to members of the publications board for both NABTE (Business Teacher Education research proposals) and ARBE (Business Education research and Innovative Instructional Practices proposals), along with the corresponding evaluation forms. Set a deadline for return of completed reviews.
8. Remind reviewers of deadline for return of completed reviews when necessary.
9. Compile review information and determine which proposals were accepted and which were rejected.
10. Send list of accepted proposals with authors' names to NBEA for check of membership status.
11. Draft acceptance/ rejection messages to send to authors of proposals. Send message draft(s) to NBEA Executive Director and to NBEA Convention Manager to ensure that information regarding hotel reservations and deadlines for Convention registration are correct.
12. Once NBEA Executive Director and NBEA Convention Manager have reviewed drafts and provided any needed feedback for modification or revision to BERC coordinator, send congratulatory message for accepted proposals and message rejecting proposals (if needed) to authors.
13. As part of acceptance message, include request for 75-word abstract to be published in the BERC program. Give a deadline for submission of abstracts.
14. As part of acceptance message, include information regarding submission of full papers in consideration of three awards to be presented at the BERC Luncheon; provide deadline for submission of those full papers.
15. Collect abstracts for program as they arrive, edit, as necessary.
16. Collect full papers submitted for awards consideration as they arrive and send papers to members of the publications board for the proper journal based on whether the paper is Business Teacher Education Research, Business Education Research, or Innovative Instructional Practices. Set deadline for return of completed reviews for full papers.
17. Identify topic(s) and potential presenters for General Research Session (Wednesday morning of BERC).
18. Disseminate topic idea and presenter name(s) to NABTE Executive Committee and ARBE Executive Board for approval and/or revision/suggestions.

19. Identify one or two Special Interest Session topics related to research at the secondary and/or community college level, along with potential presenters for those sessions.
20. Disseminate special interest session ideas and presenter(s) names to NABTE Executive Committee and ARBE Executive Board for approval and/or revision/ suggestions.
21. Issue invitations to presenters for General Research Session and for Special Interest Session(s). Ask for acceptance/rejection by specific date.
22. Ask General Research Session and Special Interest Session presenters for abstracts to put in the BERC program.
23. Work with NBEA Convention Manager to create program for BERC; identify tracks for dates/times of the NBEA Convention and arrange presentations in tracks so that they are closely aligned in purpose. Create rough draft and share with NBEA Convention Manager.
24. Follow up with presenters to ensure receipt of 75-word abstract for BERC program.
25. Communicate with NBEA Executive Director to ensure all members scheduled to present at BERC have registered for the Convention and are up to date on all membership requirements.
26. Communicate with presenters who have not registered and/or not updated their membership. Remind them that if Convention registration and membership is not current by the specified deadline in the acceptance message, the presentation will be removed from the BERC program or the non-member's name will be removed from the presentation in cases where more than one presenter is involved.
27. Update the BERC program draft after the deadline, removing any names and/or presentations that failed to meet deadline.
28. Send draft to NBEA Executive Director and to NBEA Convention Manager.
29. Work with NBEA Convention Manger to adjust any sessions or tracks for the BERC program, as needed.
30. Finalize BERC program with NBEA Convention Manager.
31. Send message to BERC presenters to prepare and submit a Structured Abstract if they wish same to appear in the BERC Proceedings. Give a deadline for receipt of Structured Abstracts.
32. Remind BERC presenters of deadline for receipt of Structured Abstracts, when needed.
33. Compile and prepare the refereed, Structured Abstracts into a Proceedings file for dissemination on both NABTE and ARBE websites.
34. Perform other duties as may be assigned by the NABTE President.

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. The NBEA executive director shall
 - 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 MEETINGS

During the NABTE annual meeting, a business meeting shall be scheduled at a time to be determined by the NABTE Executive Committee. Those NABTE institutional representatives present at a NABTE business meeting, 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 NBEA professional membership, NABTE institutional membership, as well as length of membership. The Nominating Committee 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 business

meeting at the NABTE annual meeting held in conjunction with the NBEA annual convention.

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 meeting. Any proposed amendment to the 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 meeting.

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 meeting. A two-thirds vote of the Institutional Representatives present at the business meeting and a majority vote of the NABTE Executive Committee 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 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.