

**CONSTITUTION AND BYLAWS OF
THE MINNESOTA MARKETING BUSINESS INFORMATION TECHNOLOGY
EDUCATORS (MBITE)**

THE CONSTITUTION

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THE CONSTITUTION

Article I NAME

The name of this organization shall be Minnesota Marketing Business Information Technology Educators (MBITE).

Article II AFFILIATION

Section 1: Minnesota Marketing Business Information Technology Educators (MBITE) is directly affiliated with the North Central Business Education Association and the National Business Education Association. MBITE has indirect affiliations with a number of other organizations. Further, MBITE shall cooperate with other organizations in planning and conducting conventions and other activities concerned with business education

Section 2: MBITE shall be represented on the Minnesota Association for Career and Technical Education (MnACTE) Executive Board by the president and others appointed by the president with the approval of the MBITE Executive Board.

Article III PURPOSES

The purposes of this organization shall be to assist in:

1. Promoting, developing, and improving all forms of business education in the state of Minnesota.
2. Providing opportunities for professional growth for its members.

Article IV MEMBERSHIP

Any person interested in the purposes of MBITE may become a member by payment of dues.

Article V GEOGRAPHIC DIVISIONS

Section 1: For purposes of MBITE membership, the state of Minnesota shall be divided into four geographical regions: North, Central, Metro, and South.

Section 2: Each region should follow the State Policies/Procedures Manual. This structure will ensure representation at all educational levels.

Article VI OFFICERS

The officers of the organization shall consist of a president, president-elect or immediate past-president, secretary, treasurer, and a North-Central Business Education (N-CBEA) representative.

Section 1: The president-elect shall be elected by ballot in the spring of every odd-numbered year. The term of office will consist of one year as president-elect, two years as president, and one year as past-president. The president shall not serve more than one consecutive elected term of office.

Section 2: The secretary and the treasurer shall be elected for a term of two years by ballot in the spring of every even-numbered year. The secretary and the treasurer shall not serve more than two consecutive elected terms of office.

Section 3: The Minnesota N-CBEA representative shall be elected by ballot for a term of three years and may not serve more than two consecutive elected terms.

Article VII MEETINGS

The formal business of the organization shall be conducted at least once per year at sessions to be designated and announced by the president.

Article VIII QUORUM

Section 1: A majority of the voting Executive Board members shall constitute a quorum at Executive/Administrative Board meetings.

Section 2: The MBITE members present shall constitute a quorum at the general business meetings.

Article IX OFFICIAL PUBLICATION AND WEB SITE

Section 1: The primary and official publication of MBITE shall be BusEd Bits, which shall be available to all members.

Section 2: MBITE maintains an open web site. Announcements made on the web site are available to all members.

Article X AMENDMENTS AND RATIFICATION

Section 1: In order to amend this constitution, the amendment(s) shall be presented in writing to the Executive/Administrative Board at a regularly scheduled meeting and approved by two-thirds of the voting members of this Board. Then, the amendment(s) must be approved by two-thirds of those members present and voting at any general business meeting.

Section 2: The provisions of the constitution shall go into effect immediately upon approval by the members at a general business meeting.

Article XI DISSOLUTION

Section 1: Dissolution of this Association by consent of the members shall consist of unanimous agreement of all its officers together with a majority vote at a general or special meeting which has been publicized in advance to all members of the Association, for the purpose of taking this vote.

Section 2: In the event that MBITE should ever disband without reorganization, no part of the net income, revenue, and grants of the organization shall inure to the benefit of any member, officer, or any private individual (except that reasonable compensation may be paid for services rendered in connection with one or more of its purposes); and no member, officer, or any private individual shall be entitled to share in the distribution of any part of the assets of the organization, on its dissolution or liquidation. In the event of such dissolution or liquidation, the assets of the organization after payment of debts and obligations, shall be transferred to an organization with federal tax exemption for charitable and educational uses and purposes similar to those of this organization which exempt organization shall be designated by the final Executive Board of MBITE.

THE BYLAWS

Article I MEMBERSHIP AND DUES

Section 1: Membership shall begin with the payment of annual dues. The fiscal and membership year shall be from July 1 through June 30.

Section 2: The annual dues shall be set by majority action of the Executive Board.

Section 3: Membership Categories

- A. Full members (defined as those employed in educational institutions from elementary through 4-year college or university level, usually in business education, or as others interested in business education) shall pay annual dues as set by the Executive Board. Full members are entitled to all privileges and services of membership including general election voting privileges and holding statewide offices.
- B. **Student members** (defined as those enrolled as undergraduate/graduate students) shall pay annual dues as set by the Executive Board. Student members are entitled to all privileges and services of membership except general election voting privileges and holding statewide offices.
- C. **Retired members** shall pay annual dues as set by the Executive Board. Retired members are entitled to all privileges and services of membership.

Article II ELECTIONS

Section 1: Candidates for election must be MBITE members and are strongly encouraged to be members of NBEA.

Section 2: All elections, whether in even- or odd-numbered years, shall take place in the spring. All ballots will provide an opportunity for write-in candidates for all offices and shall be provided to all voting members of MBITE by May 1.

Section 3: The Executive Board shall follow the election process as outlined in the Policies and Procedures Manual.

Article III EXECUTIVE AND ADMINISTRATIVE BOARDS

Section 1: Executive Board

- A. There shall be an Executive Board consisting of the officers and regional representatives. All members of the Executive Board shall have voting privileges.
- B. The Executive Board shall be responsible for oversight of all activities for the organization.

- C. The members of the Executive Board must be members of MBITE and are strongly encouraged to be NBEA members.

Section 2: Administrative Board

- A. There shall also be an Administrative Board consisting of the appointed state membership director, the appointed historian, the appointed publications director, the appointed legislative representative, the state supervisor of business and marketing education, the executive director, and any other pertinent appointments deemed necessary. The term of the Administrative Board members will coincide with the term of the president. The members of the Administrative Board, upon approval of the Executive Board, may be granted voting privileges.
- B. The Administrative Board shall provide support to the Executive Board.
- C. The Administrative Board members must be members of MBITE and are strongly encouraged to be members of NBEA.

Section 3: Vacancies that may occur on the Executive Board and/or Administrative Board shall be filled by presidential appointment and approved by a majority of the members of the Executive Board.

Article IV DUTIES OF OFFICERS

Section 1: President, President-Elect, and Past-President

- A. The president of the organization shall perform the duties common to such office, act as chairperson of the Executive Board, preside at all meetings of the organization, and assume any other duties that the Executive Board may delegate. The president will make all appointments to the Administrative Board with Executive Board approval. A complete job description may be found in the State Policies/Procedures Manual.
- B. The president-elect will become a member of the Executive Board on July 1 in the year elected. The president-elect of the organization shall perform the duties of the president when that officer is, for any reason, unable to function; he/she shall serve as president of the organization to the end of his/her term as president-elect. A complete job description may be found in the State Policies/Procedures Manual.
- C. The past-president remains a member of the Executive Board for one year after his/her presidency. A complete job description may be found in the State Policies/Procedures Manual.
- D. If a vacancy occurs in the first year of the president's term of office, the immediate past-president shall again serve as president until an election can be held to elect a new president for the remainder of the two-year term.
- E. If a vacancy occurs during the second year of the president's term of office, the president-elect will take office for the remainder of the unexpired term. As soon as possible, a special election will be held to elect a new president-elect. If this

contingency occurs, the newly elected president-elect would serve more than one year in this capacity before assuming the office of president.

Section 2: Secretary

- A. The secretary will become a member of the Executive Board on July 1 in the year elected.
- B. The secretary shall take the minutes of the state Executive/Administrative Board meetings and shall provide copies to all members of the State Executive/Administrative Board members within one month after each meeting is held. The secretary will take the minutes of the general business meeting(s), and distribute these minutes at the next general business meeting.
- C. It shall be the responsibility of the secretary and the historian to see that all amendments made to the constitution and bylaws are on file with the original constitution.
- D. It shall be the responsibility of the secretary to see that all amendments of the constitution and bylaws are published.
- E. A complete job description may be found in the State Policies/Procedures Manual.

Section 3: Treasurer

- A. The treasurer will become a member of the Executive Board on July 1 in the year elected.
- B. The treasurer of the organization shall perform duties common to such office in handling the financial affairs of the organization. The treasurer shall, with Board approval, open bank accounts in the name of the organization, ensure that signature cards are on file with the bank to enable both the treasurer and the president to sign checks from these accounts, deposit all income in these accounts, and pay all expenses from these accounts.
- C. The treasurer, with Executive Board approval, may deposit money in interest-bearing accounts. The treasurer shall, with Executive Board approval, transfer funds from interest-bearing to non-interest-bearing accounts.
- D. The treasurer shall prepare a financial statement to be distributed at each Executive/Administrative Board meeting and each general business meeting. These statements shall indicate the income, expenses, and cash position of the organization.
- E. The treasurer shall prepare a year-end financial statement indicating income, expenses, and cash position of the organization at the end of each fiscal year and file the necessary tax reports of the organization. The year-end report shall be distributed to all Executive/Administrative Board members.
- F. The financial records of the organization shall be audited by at least two members of the organization or an outside auditor following the policies and procedures set by the Executive Board.
- G. The treasurer shall prepare a budget at the beginning of each fiscal year for consideration by the Executive/Administrative Board at its first meeting.

H. A complete job description may be found in the State Policies/Procedures Manual.

Section 4: North Central Business Education Association (NCBEA) Representative

- A. The NCBEA representative will become a member of the Executive Board on July 1 in the year elected.
- B. The NCBEA representative shall promote membership in the National Business Education Association (NBEA). At all MBITE conventions and/or conferences, the NCBEA representative shall promote NBEA membership through recruitment activities that promote NBEA benefits and publications.
- C. The NCBEA representative shall attend all NCBEA Executive Board meetings and represent MBITE.
- D. In addition, the representative shall submit articles for publication in the newsletter, BusEd Bits.

Article V COMMITTEES

Section 1: The president shall appoint continuing and special committees as deemed necessary by a majority of the voting members of the Executive/Administrative Board.

Section 2: An executive committee, consisting of the elected officers (president, president-elect or past-president, secretary, treasurer, and NCBEA representative), shall be able to conduct business as deemed necessary by the president.

Section 3: A nominating committee of at least 3 or 5 persons shall be appointed by the president with representation from a variety of educational levels and regions.

Article VI ORDER OF BUSINESS

- 1. Call to Order—President
- 2. Consideration of Tentative Agenda
- 3. Introductions
- 4. Announcement of Parliamentarian
- 5. Determination of Voting Privileges
- 6. *Secretary's Report
- 7. *Treasurer's Report
- 8. Convention/Conference Reports
- 9. *Membership Report
- 10. MnDOE-MBITE Liaison
- 11. Legislative Report
- 12. Publications Report
- 13. Professional Development Report
- 14. Committee Meetings/Unfinished Business

15. Committee Reports
16. Unfinished Business

17. Written Reports
 - a. *President's Report
 - b. *N-CBEA Report
 - c. *Regional Representatives Reports

18. Future Board Meetings
19. Other
20. Announcements
21. Adjournment

*denotes written reports to be distributed before or at the meeting.

Article VII PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall be followed at all meetings of the state organization.

Article VIII AMENDMENTS AND IMPLEMENTATION

Section 1: In order to amend these bylaws, the amendment(s) shall be presented in writing to the Executive/Administrative Board at a regularly scheduled meeting and approved by two-thirds of the voting members of this Board. Then, the amendment(s) must be approved by two-thirds of those members present and voting at any general business meeting.

Section 2: The provisions of the amended bylaws shall go into effect immediately upon approval by the members at a general business meeting.