

BYLAWS of the NEW JERSEY BUSINESS/TECHNOLOGY EDUCATION ASSOCIATION

ARTICLE I—NAME

The name of this Association shall be the New Jersey Business/Technology Education Association, a non-profit education association incorporated in the state of New Jersey.

ARTICLE II—OBJECTIVES

The objectives of this Association shall be to:

- develop active membership and participation among business educators and other individuals interested in Business/Technology Education;
- encourage the exchange of ideas and cooperative interaction among individuals to promote Business/Technology Education;
- develop and foster ideas relative to Business/Technology Education;
- encourage and provide opportunities for life-long learning and professional development;
- improve the status of the profession through vigorous and comprehensive programs;
- encourage educators to embrace new instructional delivery systems and technologies;
- offer services to the members; and
- work cooperatively with all agencies and businesses toward the promotion and improvement of Business/Technology Education.

ARTICLE III—MEMBERSHIP

- SECTION 1. **ACTIVE MEMBER:** Any person certified to teach or supervise Business/Technology Education (including Marketing Education) and/or actively employed in the teaching, supervision, or management of business-related technologies and/or educational institutions may become a voting ACTIVE member of this Association by payment of the annual dues. An ACTIVE member shall be defined as one who is eligible to participate in the workshops/tours/seminars, general business meetings, and conferences sponsored by this organization by virtue of the above criteria.
- SECTION 2. **ASSOCIATE MEMBER:** Any other individual interested in Business/Technology Education and associated with business in general may be a nonvoting ASSOCIATE member of this Association by payment of the annual dues and approval by the Executive Board. An ASSOCIATE member shall be defined as one who is eligible to participate in the workshops/tours/seminars, general business meetings (with the right to speak but not to make motions or vote), and conferences sponsored by this organization but who does not hold the credentials listed in Article III, Section 1 shown above.
- SECTION 3. **STUDENT MEMBER:** Any individual enrolled in an undergraduate Business/Technology Education (including Marketing Education) program at an accredited college may become a nonvoting STUDENT member of this Association by payment of the annual student dues and proof of student status at an accredited institution. A STUDENT member shall be defined as one who is eligible to participate in the workshops/tours/seminars, general business meetings (without the right to speak, make motions or vote), and conferences sponsored by this organization but who does not hold the credentials listed in Article III, Section 1 or Section 2 shown above.
- SECTION 4. **HONORARY LIFE MEMBER:** Any individual selected by the Executive Board for outstanding contribution to Business/Technology Education may become a nonvoting HONORARY LIFE member in this Association. An HONORARY LIFE member shall be defined as one who is eligible to participate in the workshops/tours/seminars, general business meetings (without the right to speak, make motions, vote, or hold office), and conferences sponsored by this organization through virtue of Executive Board approval. An honorary member shall have none of the obligations of membership in the Association but shall be entitled to all of the privileges.
- SECTION 5. **RETIRED MEMBER:** Any ACTIVE or ASSOCIATE member who retires may become an ACTIVE RETIRED or ASSOCIATE RETIRED member of this Association by payment of the reduced dues for retired members as determined by the Executive Board. ACTIVE RETIRED and ASSOCIATE RETIRED members shall be bound by the criteria (albeit in retired status) and share the same privileges as defined in the correlating Sections 1 and 2 above.
- SECTION 6. **ACTIVE LIFE MEMBER:** Every Past President of this Association shall be awarded ACTIVE LIFE membership with voting privileges in this Association.

ARTICLE IV—ANNUAL DUES AND FISCAL YEAR

- SECTION 1. The annual dues of this Association shall be determined by the Executive Board.

SECTION 2. The annual membership dues in this Association shall be for the fiscal year, and no person shall have any privileges of membership whose dues for the current fiscal year are unpaid. Members whose dues are not paid within three months thereafter of renewal shall be deemed to have resigned membership in this Association and shall be automatically dropped from the membership roster. Membership may only be reinstated with submission of an updated membership application form and full payment of current dues.

SECTION 3. The fiscal year of this Association shall begin July 1 and terminate June 30.

ARTICLE V—OFFICERS

SECTION 1. The officers of this Association shall be: President, Immediate Past President, President-Elect, Vice President, Secretary, Treasurer, Historian, Membership Director, and Professional Development Director. All officers shall be ACTIVE or ACTIVE RETIRED members in good standing at the time of their election and during their terms of office.

SECTION 2. The President shall serve a full term of one fiscal year and upon completion of this full term shall have succession rights to become the Immediate Past President for a full term.

SECTION 3. The President-Elect shall have succession rights to become President for a full term. If the President should be absent, or if the office of the President should become vacant between elections, the President-Elect shall preside, if present, or shall fill the vacancy.

SECTION 4. The President-Elect and Vice President shall be elected for one year from among those ACTIVE or ACTIVE RETIRED members in good standing who have served at least one year on the Executive Board and may not serve in the same office for more than two consecutive terms.

SECTION 5. The Secretary, Treasurer, Historian, Membership Director, and the Professional Development Director shall be elected for a term of two years from among those ACTIVE or ACTIVE RETIRED members in good standing who advocate and promote Business/Technology Education. The above officials may not hold the same office for more than three consecutive terms.

SECTION 6. The terms of office shall officially begin June 1, following the election at the Spring Conference, and terminate May 31 or until successors are elected or appointments made.

ARTICLE VI—DUTIES OF OFFICERS

SECTION 1. The ***President*** shall:

- call and preside at all meetings of the Association and of the Executive Board;
- appoint all Special Appointees and Committee Chairpersons with the approval of the Executive Board;
- be responsible for selecting the Distinguished Businessperson Award recipient with the approval of the Executive Board;
- shall keep all members apprised of the activities of the Association including the notification of the Executive Board meetings; and
- shall have charge of all affairs of the Association in conjunction with the Executive Board.

The President is an ex-officio member of all committees except the Nominating Committee. In the case of temporary disability or resignation of any officer, except the President, the President shall appoint a person to perform the duties of that position during the period of temporary disability or, in the event of resignation, for the balance of the term for which elected without succession rights. This individual shall be replaced at the end of the fiscal year and/or at the end of the term according to the Bylaws.

SECTION 2. The ***Immediate Past President*** shall:

- chair the Nominating Committee for new Executive Board members;
- chair the Educator-of-the-Year Award Committee comprised of the Nominating Committee members; and
- attend the Executive Board meetings and provide counsel to the President when deemed necessary.

SECTION 3. The ***President-Elect***, in the absence of the President or upon the request of the President, shall:

- perform the duties of the President;
- serve as Director of the Fall Convention;
- starting July 1 and continuing until November of the current year, administer the Fall Convention Program developed by the previous President-Elect;
- starting in December of that same year until June 30 of the following year, plan the Fall Convention program for the next President-Elect; and
- coordinate activities with the Professional Development Director.

SECTION 4. The ***Vice President*** shall:

- assume the responsibility of supervising the Workshops/Tours/Seminars and the Spring Conference; and
- chair the Joanna Sisco Business Teacher Award Committee and appoint the committee members.

- SECTION 5. The *Secretary* shall:
- keep a record of the proceedings of the Association and of the Executive Board through the minutes of the meetings;
 - conduct such correspondence as directed by the Executive Board and/or President with the officers and members as is necessary including commendation letters to the appropriate supervisory personnel of the Executive Board members;
 - be the custodian of all official Association records in conjunction with the Historian;
 - prepare the annual Executive Board Directory; and
 - maintain a log of such records deposited in the Association's archives at the properly designated repository.
- SECTION 6. The *Treasurer* shall:
- be bonded by an approved agency;
 - collect and have custody of all the funds of the Association;
 - prepare a budget for adoption at the June Executive Board meeting with the assistance of the Budget/Finance Committee which consists of the Association officers and other Board approved sources of counsel;
 - pay all budgeted items. If any item is not in the budget or exceeds the budgeted amount, it shall require Executive Board approval
 - keep the accounts of the Association;
 - render an itemized report of all receipts and expenditures at each meeting of the Association;
 - submit the financial records of the Association for audit annually; and
 - work closely with the Membership Director.
- SECTION 7. The *Historian* shall:
- prepare a pictorial and narrative account of the Association's activities during his or her term of office, which, when approved by the Executive Board, will become a permanent part of the Association's official history.
- SECTION 8. The *Membership Director* shall:
- assume all responsibilities related to membership;
 - coordinate and mail recruitment materials;
 - maintain membership records in conjunction with the Treasurer to accomplish the above purposes; and
 - work closely with the Professional Development Director.
- SECTION 9. The *Professional Development Director* shall:
- assume all responsibilities for administering, documenting, reviewing, and monitoring all professional development activities; and
 - work with the President, President-Elect, Tours/Workshops/Seminars Chairperson, Spring Conference Chairperson, Membership Director, and the Executive Board to determine which professional development activities should be approved for professional development credit.

ARTICLE VII—EXECUTIVE BOARD

- SECTION 1. There shall be an Executive Board consisting of officers (President, Immediate Past President, President-Elect, Vice President, Secretary, Treasurer, Historian, Membership Director, and Professional Development Director) and no fewer than three or more than nine ACTIVE or ACTIVE RETIRED Board Members-at-Large in good standing at the time of their election and during their terms of office.
- SECTION 2. The Board Members-at-Large shall be selected to secure equitable geographic representation whenever possible, and they shall serve a two-year term.
- SECTION 3. Executive Board Members-at-Large may not succeed themselves after the completion of their full two-year term but may be elected or appointed to another position. The members of the Executive Board shall assume office at the beginning of the new fiscal year and continue until the end of their terms or when their successors are chosen.
- SECTION 4. The Executive Board shall have general supervision of the affairs of the Association between its business meetings, make recommendations to the Association, and perform such other duties as are specified in these Bylaws. The Board shall be subject to the orders of the Association, and none of its acts shall conflict with action taken by the Association.
- SECTION 5. If any member of the Executive Board shall be absent from two successive meetings of the Board without rendering an excuse satisfactory to the President, the President shall direct the Secretary to request a letter of resignation from said individual within thirty (30) days or may declare vacant the office of said absent person.
- SECTION 6. An Executive Board member may only act in an advisory capacity for any group, project, or organization representing the Association upon approval of the Executive Board.
- SECTION 7. At the expiration of the President's term of office, the President shall become a member of the Executive Board as Immediate Past President for a period of one year, at which time the President-Elect becomes the President for one year.

- SECTION 8. At the discretion of the President, Special Appointees or additional Board members can be added to the Board. These members shall serve on the Board specifically to represent a special-interest group such as student representatives from four-year colleges or to perform a specific function such as Task Force assignments. The Special Appointees shall serve for one year on the Board and during that term shall have voting privileges at Executive Board meetings.
- SECTION 9. Each officer, Executive Board member, and Special Appointee—at the expiration of their term of office or appointment—shall transmit to their successor all the records, data, and reports pertaining to their position. No records will be purged without the explicit knowledge and permission of the Executive Board. In the event of such action, the individual concerned may be required to submit payment to replicate/restore such materials. Failure to comply will result in suspension and possible expulsion from the Association until restitution is made.
- SECTION 10. Each member of the Executive Board has the responsibility of acting ethically and with integrity as well as complying with all other applicable policies and Association procedures. Violations which discredit or tend to discredit the Executive Board or the education profession—depending on intent, severity, consequences, and other relevant facts—as determined by the Executive Board members, may subject that individual to disciplinary actions up to and including termination of membership and/or position by a majority vote of the Executive Board.

ARTICLE VIII—NOMINATIONS, ELECTIONS, AND APPOINTMENTS

- SECTION 1. Officers and Executive Board members shall be elected at the annual business meeting of the Association, upon nomination by the Nominating Committee or by petition. If only one candidate is running for a specific position then a voice/hand vote shall suffice for election. If two or more candidates are running for the same position then a plurality vote by ballot shall be used to determine the elected candidate. Tellers shall be appointed by the President to distribute, collect, and count the ballots and to report the vote. Subsequent balloting shall be implemented in the event of a tie.
- SECTION 2. The Chairperson of the Nominating Committee shall be the Immediate Past President of the Association. The Chairperson shall appoint a committee consisting of the President-Elect, two Past Presidents serving immediately prior to the Immediate Past President, and three ACTIVE members representing each of the regions in the state. In the event that either or both of the Past Presidents are unable to serve, the Chairperson of the Nominating Committee shall then select the most recent President(s) who is/are available to serve.
- SECTION 3. The Nominating Committee shall nominate at least one candidate for each vacancy to be filled. This slate shall be published at least three weeks prior to the Spring Conference utilizing a method determined by the Nominating Committee. Additional potential candidates shall then be given the opportunity to be nominated by petition on an approved Association form signed by at least 25 ACTIVE, ACTIVE LIFE, or ACTIVE RETIRED members for each vacancy to be filled. All potential candidates must also meet the requirements of the Nominating Committee and the Association Bylaws. The petition with accompanying vita sheets must be received by the Chairperson of the Nominating Committee one week prior to the Spring Conference. In the event that additional candidates are petitioned, ballots will be provided at the Spring Conference and membership verification shall be required in order to vote. No write-in candidates' names will be valid, and candidates' names will not be taken from the floor. In the event of a tie, a run-off election shall be held for office. This voting shall take place immediately after the election results are announced with ballots being prepared by Nominating Committee members.
- SECTION 4. In the event that the Nominating Committee is unable to secure an acceptable candidate for a particular position, the President and Immediate Past President along with the Nominating Committee may recommend a qualified person to temporarily hold such position and/or a appoint special chairperson to fulfill the duties of the required office without succession rights as in the case of President-Elect.
- SECTION 5. No individual serving on the Nominating Committee shall be eligible for any nomination during his or her time of service on the committee.

ARTICLE IX—COMMITTEES

- SECTION 1. The Association shall function with the following standing committees:
- a) Workshops/Tours/Seminars Committee;
 - b) Spring Conference Committee;
 - c) Nominating Committee (See Article VIII, Section 2);
 - d) Budget/Finance Committee (See Article VI, Section 6);
 - e) Joanna Sisco Business Teacher Award Committee;
 - f) Educator-of-the-Year Award Committee; and
 - g) High School Business Student Award Committee.
- SECTION 2. Other special committees may be established by the President (with Executive Board approval) or Executive Board.

ARTICLE X—GENERAL MEMBERSHIP VOTING

- SECTION 1. Only ACTIVE, ACTIVE LIFE, and ACTIVE RETIRED members in good standing shall be allowed to vote.
- SECTION 2. The ACTIVE members in good standing present at the scheduled annual business meeting shall constitute a quorum for the transaction of business.

ARTICLE XI— MEETINGS

- SECTION 1. The annual business meeting of the Association for the election of officers and Executive Board Members-at-Large and for the transaction of other official business shall be held during the Spring Conference at a time and place to be determined by the Executive Board.
- SECTION 2. Other general membership meetings of the Association may be held at such times and places as may be decided upon by the Executive Board, provided the membership shall be notified of such meeting at least one month in advance.
- SECTION 3. There shall be at least three Executive Board meetings held throughout the year.
- SECTION 4. Upon the written request of three Executive Board members, a special Executive Board meeting may be called.

ARTICLE XII—INDEMNIFICATION

- SECTION 1. The Association shall indemnify each Officer and Executive Board member as defined in, and to the full extent permitted by, Sections 15A:2-8 and 15A:3-4 of the New Jersey Nonprofit Corporation Act and to the full extent otherwise permitted by law.
- SECTION 2. An Executive Board member shall not be personally liable to the Association for damages for breach of any duty owed to the Association or its beneficiaries except that nothing contained herein shall relieve an Executive Board member from liability for any breach of a duty based on an act or omission:
- a) in breach of such person's duty of loyalty to the Association;
 - b) not in good faith or involving a knowing violation of law; or
 - c) resulting in receipt by such person of an improper personal benefit.

ARTICLE XIII—DISSOLUTION

Upon the dissolution of the association, the executive board shall, after paying or making provisions for the payment of all of the liabilities of the association, dispose of the assets of the association exclusively for the purpose of the association, in such manner or to such organization or organizations established and operated exclusively for charitable or educational purpose as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE XIV—NONDISCRIMINATION STATEMENT

The Association prohibits discrimination on the basis of sex, handicap, race, color, religion, national or ethnic origin, age, marital status, or sexual preference as a basis for membership. This policy is enforced by federal laws under Title 1 of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act and follows guidelines established in Executive Orders 1146 and 11375 and Americans with Disabilities Act, Public Law 101-336.

ARTICLE XV—AMENDMENTS

- SECTION 1. These Bylaws may be amended or revised with proper notification and subsequent two-thirds majority vote by the ACTIVE, ACTIVE LIFE, or ACTIVE RETIRED members present at any general membership meeting of the Association.
- SECTION 2. All proposed amendments shall be presented to the Executive Board for its consideration and recommendation before distribution.

ARTICLE XVI—PARLIAMENTARY AUTHORITY

The rules contained in the current edition of **Robert's Rules of Order Newly Revised** shall govern the association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and special rules of order which the association may adopt.