

**MOUNTAIN-PLAINS BUSINESS  
EDUCATION ASSOCIATION**

**POLICIES AND PROCEDURES  
MANUAL**

# MOUNTAIN-PLAINS BUSINESS EDUCATION ASSOCIATION POLICIES AND PROCEDURES MANUAL

## TABLE OF CONTENTS

<b>0000.</b>	<b>INTRODUCTION</b> .....	1
<b>1000.</b>	<b>EXECUTIVE BOARD</b> .....	1
1010.	MEMBERSHIP .....	1
1020.	RIGHTS AND RESPONSIBILITIES .....	1
1030.	MEETINGS .....	1
1040.	REMOVAL OF AN EXECUTIVE BOARD MEMBER .....	2
<b>2000.</b>	<b>OFFICERS</b> .....	2
2010.	REQUIREMENTS .....	2
2020.	NOMINATION, ELECTION AND APPOINTMENT .....	2
2030.	CAMPAIGNING .....	2
2040.	VACANCIES/UNEXPIRED TERMS .....	2
<b>3000.</b>	<b>DUTIES OF OFFICERS</b> .....	3
3010.	PRESIDENT .....	3
3020.	PRESIDENT-ELECT .....	3
3021.	CHRONOLOGICAL RESPONSIBILITIES .....	4
3030.	TREASURER .....	5
3040.	EXECUTIVE SECRETARY .....	5
3050.	IMMEDIATE PAST-PRESIDENT .....	6
<b>4000.</b>	<b>NBEA DIRECTOR TO THE NBEA BOARD (M-PBEA REGION)</b> .....	6
4010.	REQUIREMENTS .....	6
4020.	NOMINATION AND ELECTION .....	6
4030.	DUTIES .....	6
4031.	CHRONOLOGICAL RESPONSIBILITIES .....	7
<b>5000.</b>	<b>M-PBEA REGIONAL MEMBERSHIP DIRECTOR</b> .....	7
5010.	REQUIREMENTS .....	7
5020.	NOMINATIONS AND ELECTIVES .....	7
5030.	DUTIES .....	7
5031.	CHRONOLOGICAL RESPONSIBILITIES .....	8
<b>6000.</b>	<b>STATE/PROVINCE (S/P) REPRESENTATIVES</b> .....	8
6010.	REPRESENTATION FROM STATES/PROVINCES .....	8
6020.	DUTIES .....	8
<b>7000.</b>	<b>COMMITTEES AND EX-OFFICIO POSITIONS</b> .....	9
7010.	ARCHIVES/HISTORY .....	8
7011.	ARCHIVES/HISTORY DUTIES .....	8
7020.	AUDIT .....	9
7021.	AUDIT RESPONSIBILITIES .....	9
7030.	BYLAWS .....	9
7040.	CONFERENCE PLANNING .....	9
7041.	PROCEDURES FOR CONFERENCE TREASURER .....	10
7050.	EDUCATOR AWARDS .....	10
7051.	AWARD ELIGIBILITY REQUIREMENTS .....	11
7052.	GUIDELINES FOR THE M-PBEA AWARDS .....	12
7060.	LEGISLATIVE .....	13
7061.	LEGISLATIVE CHAIR RESPONSIBILITIES .....	13
7070.	M-PBEA LEADERSHIP AWARD .....	13

7071.	CHRONOLOGICAL RESPONSIBILITIES.....	14
7075.	NEWSLETTER EDITOR .....	14
7076.	NEWSLETTER EDITOR RESPONSIBILITIES .....	15
7080.	MEMBERSHIP COMMITTEE .....	15
7090.	NOMINATIONS COMMITTEE .....	15
7091.	CHRONOLOGICAL RESPONSIBILITIES.....	16
7100.	POLICIES & PROCEDURES .....	16
7110.	PUBLICATIONS .....	16
7120.	SHARE-AN-IDEA.....	16
7121.	CHRONOLOGICAL RESPONSIBILITIES.....	17
7130.	STRATEGIC PLANNING.....	17
7140.	WEBSITE .....	17
7141.	CHRONOLOGICAL RESPONSIBILITIES.....	18
7150.	AD-HOC .....	18
7151.	ROBERT THOMPSON SCHOLARSHIP .....	18
7152.	FUNDRAISING.....	18
7153.	M-PBEA JOURNAL.....	18
7154.	CHRONOLOGICAL RESPONSIBILITIES.....	19
<b>8000.</b>	<b>FINANCE.....</b>	<b>20</b>
8010.	SOURCES OF INCOME .....	20
8020.	REIMBURSEMENT POLICIES .....	20
<b>9000.</b>	<b>ANNUAL CONFERENCE.....</b>	<b>21</b>
9010.	DATES.....	21
9020.	ROTATION .....	21
9030.	BID TO HOST .....	21
9040.	POLICIES .....	21
9050.	RESPONSIBILITIES.....	21
9060.	CONFERENCE PROCEEDS SPLIT .....	21
9070.	REGISTRATION GUIDELINES .....	22
9080.	CONFERENCE EXHIBITORS .....	22
<b>10000.</b>	<b>M-PBEA LEADERSHIP DEVELOPMENT INSTITUTE.....</b>	<b>22</b>
10010.	DATES AND PARTICIPANTS .....	22
10020.	FACILITATOR.....	22
10021.	CHRONOLOGICAL LDI FACILITATOR RESPONSIBILITIES .....	22
10030.	LDI REIMBURSEMENT .....	22
10040.	LDI EXPENSES .....	22
<b>11000.</b>	<b>INCORPORATION .....</b>	<b>22</b>
11010.	DURATION .....	22
11020.	PROCEDURE.....	23

## **0000. INTRODUCTION**

This manual implements the Bylaws and the Articles of Incorporation of the association. It is a working document and will never be complete. Revisions and additions will keep it current and consistent with need. Upon adoption, these additions and revisions will be sent to you as a new manual.

## **1000. EXECUTIVE BOARD**

The Executive Board is the governing body of the association. It shall consist of no fewer than six members, in accordance with the Bylaws.

### **1010. MEMBERSHIP**

The governing body of the Association shall be the Executive Board. The Executive Board shall be composed of voting and non-voting members:

#### Voting Members

1. The executive committee of the Association shall consist of the: President, President-Elect, Treasurer, Executive Secretary, and Immediate Past President.
2. Each state and province in the region shall be eligible to have representation to the Board. State and province association affiliation shall consist of Colorado, Kansas, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, Wyoming, Manitoba, Saskatchewan, and other areas of Canada and Mexico adjacent to the M-PBEA region when officially accepted as affiliates to the region.
3. M-PBEA shall have one elected director to the NBEA Executive Board.
4. M-PBEA shall have one elected Regional Membership Director.

#### Non-voting Members

1. The following members shall serve in an ex-officio, non-voting capacity: the Newsletter Editor, the M-PBEA representative to the NBEA Legislative Action Committee, the ISBE Representative to the M-PBEA Executive Board, the M-PBEA Representative to the Publications Committee, the Archivist, the M-PBEA Leadership Award Chairperson, the Webmaster, the M-PBEA Journal Editor, the NBEA President, and the NBEA Executive Director.

### **1020. RIGHTS AND RESPONSIBILITIES**

1. The Executive Board members must maintain membership in NBEA/M-PBEA.
2. The Executive Board is charged with conducting the affairs of the association.

### **1030. MEETINGS**

1. The M-PBEA conference shall be held between May 15 and September 15 each year unless otherwise determined by the Executive Board.
2. The Executive Board is required to have two meetings each year.
3. The Executive Board shall meet in conjunction with the annual M-PBEA Conference. The President shall set the time and place of the Executive Board meeting held in conjunction with the annual conference.
4. Special meetings may be called by the President or upon petition signed by a majority of the Board members.
5. The President-Elect shall set the time and place of the fall Executive Board meeting prior to the annual conference.
6. Executive Board meetings are to be conducted according to Robert's Rules of Order, Revised.
7. A Board quorum shall consist of a simple majority of the members of the Executive Board.

### **1040. REMOVAL OF AN EXECUTIVE BOARD MEMBER**

M-PBEA Officers, NBEA Director, and ex-officio members of the Executive Board may be removed by a two-thirds vote of the Executive Board at a special or regular meeting, when in its judgment the best interests of M-PBEA would be served. The decision of the Executive Board shall be final and shall not be subject to review by or appeal to the M-PBEA membership or any M-PBEA official, entity, or committee.

NBEA S/P membership directors may be removed by agreement of the NBEA President, Regional President, NBEA Membership Director, NBEA Director, and S/P President if appropriate. The executive boards of the S/P associations may also vote to remove a S/P membership director.

#### **1040. REMOVAL OF AN EXECUTIVE BOARD MEMBER (continued)**

Any Executive Board member, officio, or ex-officio, found guilty of violating any provision of these Bylaws, as not in effect or hereafter amended, or who shall be found guilty of other unethical conduct or conduct which brings discredit or tends to bring discredit upon the Executive Board, or M-PBEA or upon the education profession may, by a two-thirds vote of the Executive Board, shall be removed.

#### **2000. OFFICERS**

The officers, as identified in the Articles of Incorporation, are: President, President-elect, Treasurer, Executive Secretary, and Immediate Past-President.

#### **2010. REQUIREMENTS**

1. Each officer must be a member in good standing of NBEA/M-PBEA.
2. Candidates for President-elect must have served on the M-PBEA board for at least two years.

#### **2020. NOMINATION, ELECTION AND APPOINTMENT**

1. Qualified officer candidates will be solicited by the Nominations Committee (immediate three past-presidents).
2. It is encouraged that candidates for M-PBEA President-elect be from a state other than the state of the current President Elect.
3. Candidates for M-PBEA President-elect position must have served on the M-PBEA board for at least two years.
4. Candidates for NBEA President are eligible for nomination according to NBEA guidelines.
5. If a nominee is a member of the Nominating Committee, they shall be excused from the committee.
6. If the current M-PBEA Past-President is seeking nomination for either a M-PBEA or an NBEA office, the previous M-PBEA past president shall serve as the chair.
7. All officers shall be elected by a mailed ballot or electronic vote.
  - a. The ballot will be mailed or voting may be done via the Internet to NBEA/M-PBEA professional members.
  - b. If voting by mail, the ballots shall be prepared by the Nominations Committee.
  - c. If voting by mail, ballots will be returned to the Chair of the Nominations Committee.
  - d. If voting by mail, the ballots shall be returned by June 1, opened and counted by the Nominations Committee, and the results reported to the Executive Board at the meeting held in conjunction with the annual conference.
  - e. If voting is via the Internet, NBEA/M-PBEA members must vote electronically by June 1. The results will be reported by the Nominations Committee to the Executive Board at the meeting held in conjunction with the annual conference.
  - f. In the event that M-PBEA does not host its annual conference, a date will be set by the Executive Board for elections by a mailed ballot or electronic vote. Results will be returned to the Nominations Chair.
8. The President-elect will be elected annually; the Treasurer and Secretary will be elected to a three-year term of office. The Treasurer may serve no more than two consecutive terms.
9. All officers will assume their duties on July 1 of the current year.
10. The President-elect will automatically serve as the association President the year following the election.

#### **2030. CAMPAIGNING**

No campaigning for M-PBEA office shall be allowed.

#### **2040. VACANCIES/UNEXPIRED TERMS**

Unless otherwise specified in these policies and procedures, a vacancy in any office may be filled by Executive Committee appointment for the unexpired term of office. A vacancy in the office of President shall be filled by the President-elect. If the President-Elect does not or cannot assume the office of President, the Treasurer will assume the presidency. In the absence or disability of both the President, President-elect, and Treasurer, the Executive Secretary shall assume the presidency.

With the exception of the state/province representatives, a Board vacancy shall be filled by the M-PBEA Executive Committee for any unexpired term of office. Unexpired terms for state/province representatives will be filled by the respective state/province in accordance with its Bylaws.

### **3000. DUTIES OF OFFICERS**

Each M-PBEA officer has specific duties to perform. Each officer is required to maintain three years of electronic minutes and treasury documents plus one year of reports for the current year. These electronic files should be passed on to the new officer.

#### **3010. PRESIDENT**

1. Preside at all meetings of the Executive Board and Executive Committee.
  - a. Prepare agendas and send to all members at least ten days before the meeting.
2. Serve as ex-officio, non-voting member of all committees of M-PBEA. However, the President shall not serve in any capacity to the Nominations Committee.
3. Make appointments:
  - a. Appoint Standing Committee members as necessary to fill vacancies.
  - b. Appoint committee chairpersons as needed to carry out the objectives of the association.
  - c. Submit names to NBEA for consideration for Legislative and Publications representatives.
4. Be responsible for communications with all other organizations.
5. Represent or designate other Executive Committee members to represent M-PBEA at other professional meetings in which the interests of the association are concerned.
6. Review Strategic Plan with Executive Board.
7. Notify the respective State/Province Association Presidents by September 1 of the year preceding the expiration date of a Board member's term of office.
8. Perform other duties common to such an officer and assume any other duties assigned to the office by the Executive Board.
  - a. Approve and co-sign all contractual agreements associated with the annual conference.
  - b. Keep close contact with the program and planning committees on their progress for the annual conference.
9. Provide information to the incoming President regarding duties, responsibilities and procedures of the office of President.
10. Work with President-elect in developing and distributing a Program of Work for M-PBEA Executive Board.
11. Work with Treasurer and President-Elect in preparing budget for upcoming fiscal year.
12. Work with M-PBEA Regional Membership Director and Treasurer to compile information for the M-PBEA Regional Report to the NBEA. Prepare M-PBEA Regional Report and send with necessary attachments to NBEA Executive Director. The regional reports are typically due to NBEA prior to the Fall NBEA Executive Board Meeting and prior to the NBEA Executive Board Meeting at the NBEA Convention. The NBEA President will inform the M-PBEA President of the due dates a few weeks prior to the deadline.
13. Perform additional tasks as listed in Program of Work.
14. Appoint a proxy for any voting board member who is not in attendance at executive Board meetings.
15. If an informal Executive Board meeting is deemed necessary, the President shall arrange the time and place during the annual NBEA Convention.
16. Notify the president of any state association whose representative misses two consecutive Executive Board meetings and request that a successor be named if the state representative cannot attend all future Executive Board meetings.
17. The President and Treasurer will have signatures on file with all associated bank accounts.

#### **3020. PRESIDENT-ELECT**

1. Attend all meetings of the Executive Board and Executive Committee.
2. Perform all duties of the President in the absence or disability of that officer.
3. Represent the association at meetings and on committees as requested by the President and/or the Executive Board.
4. Write a substantive feature article for each issue of the M-PBEA newsletter.
5. Co-preside at the closing session of the annual conference.
6. Prepare and submit the Program of Work prior to the presidential year.
7. Chair the M-PBEA Awards Committee.
8. Obtain service plaques for board members whose terms expire.
9. Secure the engraved plaque with gavel that is presented by the incoming President to the outgoing President at the final session of the annual conference. (Engraving: Name, M-PBEA President, Year)
10. Consult the Treasurer and President in preparing the budget for the following year.
11. Perform any other duties assigned to the office by the President and/or Executive Board.

### 3021. CHRONOLOGICAL RESPONSIBILITIES

\*Additional information found in “7050. Educator Awards”

#### August

- Write president-elect article for the *Notes and Quotes* Fall issue.
- Write article for the *Notes and Quotes* to encourage members to nominate teachers for M-PBEA awards.
- Send the nomination article to the state newsletter editors.
- Update the M-PBEA award forms and have the Webmaster upload them onto the M-PBEA Web site.
- Contact all M-PBEA Award winners and nominate them for the NBEA awards; deadline is always December 1 for the NBEA awards.

#### September

- Send the award forms to the state presidents and state representatives; award application deadline is January 31 for the M-PBEA awards.
- Encourage membership, (especially for first and second year teachers); email them to encourage them to join; include a membership form.

#### October

- Review Program of Work and Strategic Planning documents.
- Remind all M-PBEA Award winners to submit award applications for NBEA awards.

#### November

- Write article for the *Notes and Quotes* Winter issue.
- Email individuals to be judges for M-PBEA awards.
- Remind all M-PBEA Award winners to submit award applications for NBEA awards, December 1 deadline.
- Send email reminder to board members, state presidents and newsletter editors reminding them to submit nominations for the M-PBEA awards.

#### December

- Work on membership recruitment.

#### January/February

- Secure nominees for all awards; **March 1** is the deadline for M-PBEA Awards.

#### March

- Write article for the *Notes and Quotes* Spring issue.

#### March/April

- Attend the National Business Education Conference. Attend the M-PBEA board meeting, president-elect leadership training, and the regional presidents meeting.

#### April

- Coordinate with the hotel facilities where the Fall M-PBEA board meeting will take place.
- Order the plaques to be presented to the award winners and retiring board members during the M-PBEA Conference in June.

#### May

- Prepare reports for the June board meeting which include the Program of Work.

#### June/September

- Attend the annual regional conference to present the award(s).
- Submit names of all award winners to the NBEA national office for publication in the NBEA Forum.

### 3030. TREASURER

1. Attend all meetings of the Executive Board and Executive Committee.
2. Maintain an accounting system with the accounts related to the budget categories.
  - a. Operate a check authorization system with each expenditure supported by receipt, invoice, or other source document.
  - b. Have books available for inspection by the Executive Board at any time.
  - c. Maintain and preserve vouchers and books of accounts that are subject to audit at any time.
  - d. Voucher all bills payable for the signature of the President.
  - e. Pay all bills by issuing a check signed by the Treasurer.
  - f. Have expense vouchers available to Executive Board meetings.
  - g. Receive all Association money and deposit it in the financial institution in the name of the Association. Signature cards shall be on file for the Treasurer and Secretary.

### **3030. TREASURER (continued)**

3. Prepare a check to pay the expense within two days of receipt of the bill, if money is available.
  - a. Reconcile the bank account on receipt of the bank statement.
  - b. Prepare and submit a complete report of the financial condition of the Association at each regular Executive Board meeting.
4. Maintain all files and pertinent information regarding IRS documents, Kansas Incorporation, and insurance documents. [Refer to Section 11000 Incorporation].
5. Maintain seven years of financial records. M-PBEA is required to file a financial statement with NBEA within 90 days of the end of the region's fiscal year, which is September 30. Tax returns and financial records should be kept forever.
6. Submit the books to an Audit Committee appointed by the President for annual audit during the fall board meeting.
  - a. A report of the audit shall be submitted to the Executive Board.
  - b. At the end of the Treasurer's term of office, the Treasurer shall request that an audit be done by persons qualified to prepare such reports.
7. Work with the President-elect and President to present a preliminary budget for the following year.
8. Advance \$1,000 to the treasurer of the conference planning committee upon the request of the conference planning committee chair. Receive the return of the \$1,000 conference advance funds within 30 days of the conclusion of the conference. Receive the profit or loss statement from conference operations within 90 days of the conclusion of the conference.
9. Assume the office of the President in the absence of the President and President-elect.
10. Upon direction from the Executive Board, submit proposals for liability insurance plans and select two proposals to be presented to the Executive Board for its final selection of the provider.
11. Perform any other duties assigned to the office by the President and/or Executive Board.
12. Provide information to the incoming Treasurer regarding duties, responsibilities, and procedures of the office of Treasurer.
13. Transfer all records of the office to the new Treasurer as soon as possible following the independent audit, but no later than August 1, according to the following checklist. Records (other than permanent) are to be maintained for seven years.
  - a. Articles of Incorporation, IRS EIN number (74-2504948).
  - b. Combined Financial Reports/Budgets.
  - c. Audit letter.
  - d. Closing bank statement(s).
  - e. Vouchers with attached canceled checks.
  - f. Current Procedures Manual.
  - g. Minutes from the Executive Board, Executive Committee, and Old and New Officers.
  - h. Documentation of receipts.
14. The President and Treasurer will have signatures on file with all associated bank accounts.  
***(SEE ALSO - 7041. PROCEDURES FOR CONFERENCE TREASURER)***

### **3040. EXECUTIVE SECRETARY**

1. Attend all meetings of the Executive Board and Executive Committee.
2. Maintain complete files of all pertinent information of the Association, such as bylaws, procedures manual, minutes, special reports, treasurer's reports, agendas, conference programs, and other important information of historical value to the Association.
3. Maintain a complete and accurate roster of the Executive Board members, Ex-officio Representatives to the Executive Board, State/Province Association Presidents, State/Province Association Presidents-Elect, and Newsletter Editors.
  - a. Preferred mailing addresses, telephone numbers, FAX numbers, and e-mail addresses.
  - b. S/P Convention date(s).
  - c. S/P newsletter deadlines.
  - d. S/P terms of office.
4. Retain tapes, original motions and original notes, if applicable, until minutes have been officially accepted. Keep a book of hard copies of the minutes, agendas and treasury documents of all meetings, for three years, in addition to electronic files.
  - a. Transmit the book and electronic files to the incoming Secretary at the end of term of office.
5. Assume the office of the President in the absence of the President, President-elect, and Treasurer.



#### **3040. EXECUTIVE SECRETARY (continued)**

6. Provide information to the incoming Secretary regarding duties, responsibilities, and procedures of the office of Secretary.
7. Provide a copy of the minutes to each member of the Board and each State/Province Association President within 30 days following each meeting.
8. Prepare all correspondence directed by the President and the Board.
9. Provide an electronic copy of the Bylaws and Procedures Manual to each newly elected officer, state representative, and ex-officio member of the Association.
10. Send letters of congratulations and cards for condolences when appropriate.
11. Perform any other duties assigned to the office by the President and/or Executive Board.

#### **3050. IMMEDIATE PAST-PRESIDENT**

1. Attend all meetings of the Executive Board and Executive Committee.
2. Conduct a Leadership Development Institute prior to the M-PBEA annual conference.
3. Chair the Nominations Committee (the three most immediate past presidents).
  - a. Conduct nominations for officers, NBEA Director, and Regional Membership Director.
  - b. The Nominations Committee shall determine the two nominees for each officer on the ballot from the list of nominees received.
  - c. Election of officers shall take place by mail or via the Web site ballot by the M-PBEA professional, retired and life members. The ballot should contain short biographical sketches and pictures.
4. Perform any other duties assigned to the office by the President and/or Executive Board.

#### **4000. NBEA DIRECTOR TO THE NBEA BOARD (M-PBEA REGION)**

One member from the M-PBEA region shall serve as NBEA Director for three years on the NBEA Executive Board. The NBEA Director is required to maintain three years of electronic minutes and treasury documents plus one year of reports for the current year. These electronic files should be passed on to the new director.

#### **4010. REQUIREMENTS**

1. Eligible candidates for NBEA Director from the M-PBEA region must be a NBEA member in good standing for five consecutive years and must have attended at least three NBEA conventions within the last seven years, immediately prior to running for office
2. Eligible candidates for NBEA Director from the M-PBEA region must have served on an executive board at the state, territory, province, or regional level or held a leadership position in an education setting.
3. Length of service shall be limited to one three-year term.

#### **4020. NOMINATION AND ELECTION**

1. Nomination and election of regional directors will be conducted in accordance with procedures outlined in the National Executive Board Procedures.
2. Call for nominations will be sent from NBEA headquarters to current NBEA regional members one year (usually in November) before the regional board term expires.
3. Eligible candidates complete and submit the form to NBEA headquarters.
4. The NBEA Nominating Committee reviews the applications and selects candidates to be placed on the ballot. If there are more than two candidates, a ballot will be sent to all current NBEA regional members.
5. The top two candidates as voted by the region will attend the NBEA convention and make a presentation to the Executive Board.
6. The Executive Board will elect the regional director.
7. Should no qualified candidate come forward, the NBEA Nominating Committee will appoint a NBEA professional member from that region to serve the three-year term.

#### **4030. DUTIES**

1. Attend all meetings of the M-PBEA Board and M-PBEA conference.
2. Facilitate the financial development (fundraising) at the M-PBEA annual conference.
3. Assist the NBEA membership director at the M-PBEA conference at the membership/publications booth.
4. Represent M-PBEA by attending the fall and spring NBEA Executive Board meetings.
5. Prepare and present a report of the NBEA Executive Board meeting to the M-PBEA Board. Submit the report for each issue of the M-PBEA electronic newsletter.
6. Serve as Parliamentarian at M-PBEA Executive Board meetings.

#### **4030. DUTIES (continued)**

7. Perform any other duties assigned to the office by the President and/or Executive Board.
8. Work to increase NBEA memberships.
9. Serve on the NBEA national membership committee to provide support and oversight for the regional membership director in promoting recruitment and retention of NBEA members.

#### **4031. CHRONOLOGICAL RESPONSIBILITIES**

1. Fall Board Meeting.
  - a. Prepare written report of NBEA Executive Board meeting.
2. Newsletter–Fall, Winter, and Spring.
  - a. Write summary article of NBEA Executive Board meeting for each issue (if applicable).
3. Fundraising–M-PBEA Conference.
  - a. Work with Fundraising Committee appointed by M-PBEA President.
  - b. Contact S/P membership directors, state presidents to contribute to financial development (two months before conference).
  - c. Contact M-PBEA board members to contribute to financial development (two months before conference).
  - d. Purchase necessary supplies for financial development (tickets, bags, etc.).
  - e. Purchase raffle items (if applicable); reimbursed by M-PBEA at conference.
  - f. Organize a work schedule for board members to assist with fund-raising at the annual conference.
  - g. Work with M-PBEA treasurer for accounting of funds, etc.
4. M-PBEA Board Meeting/Conference.
  - a. Prepare NBEA board summary for M-PBEA board meeting.
  - b. Facilitate the financial development (fundraising) for professional development.
  - c. Work with NBEA membership director in facilitating the NBEA membership/resources booth (if applicable).

#### **5000. M-PBEA REGIONAL MEMBERSHIP DIRECTOR**

One member from the M-PBEA region shall serve as Regional Membership Director.

#### **5010. REQUIREMENTS**

1. Candidates for M-PBEA Regional Membership Director from the M-PBEA region must be a NBEA member in good standing for five consecutive years prior to running for office.
2. Candidates for M-PBEA Regional Membership Director from the M-PBEA region must have served as a member of the M-PBEA Board for three years (consecutive or non-consecutive) in any capacity.

#### **5020. NOMINATION AND ELECTION**

1. The M-PBEA professional membership shall elect the M-PBEA Regional Membership Director.
2. The M-PBEA Regional Membership Director must have been an M-PBEA board member for three years (consecutive or non-consecutive) in any capacity and must have been a NBEA member in good standing for five consecutive years prior to running for office.
3. Consistent with NBEA Bylaws a call for nominations for M-PBEA Regional Membership Director will be issued and published in the regional publication. Additional notification will also be sent to key leadership people.
4. The M-PBEA Regional Membership Director shall be elected for a term of three years.

#### **5030. DUTIES**

1. Attend all meetings of the M-PBEA Board and M-PBEA conference.
2. Promote, recruit and maintain NBEA/M-PBEA membership.
3. Assist S/P membership directors in promoting, recruiting, and maintaining membership.
4. Help S/P membership directors with NBEA/M-PBEA membership with advice and materials.
5. Communicate on a monthly basis with the S/P membership directors.
6. Communicate and work with NBEA membership director on a monthly basis.
7. Organize S/P membership directors' training.
8. Assist the NBEA membership director at the M-PBEA conference at the membership/publications booth.
9. Present the Payne/Porter Award at the annual M-PBEA conference to the S/P membership director who has the greatest increase in membership over the previous year (June 1 to May 31).
10. Attend Membership Director's meeting at NBEA convention.

### **5030. DUTIES (continued)**

11. Perform any other duties assigned to the office by the President and/or Executive Board.
12. Maintain three years of electronic minutes and treasury documents plus one year of reports for the current year. These electronic files should be passed on to the new membership director.

### **5031. CHRONOLOGICAL RESPONSIBILITIES**

1. Membership–July to June
  - a. Promote, recruit, and maintain membership.
  - b. Work with NBEA membership director on monthly basis.
  - c. Make monthly contact with S/P membership directors.
  - d. Attend the NBEA regional directors meeting during NBEA convention.
2. Fall Board Meeting
  - a. Attend the fall board meeting (M-PBEA).
  - b. Facilitate fall membership training for S/P membership directors (at least 1.5 hours).
3. Newsletter–Fall, Winter, and Spring
  - a. Write membership article for each issue (include membership form in each issue).
4. M-PBEA Board Meeting/Conference
  - a. Prepare written membership report for M-PBEA board meeting.
  - b. Work with NBEA membership director in facilitating the NBEA membership/resources booth (if applicable).
  - d. Facilitate membership training for S/P membership directors. (at least 1.5 hours).
  - e. Present the Payne-Porter Award at the Awards Banquet.

### **6000. STATE/PROVINCE REPRESENTATIVES**

Each state/province in the M-PBEA region may have representation on the Executive Board. Each state/province representative is required to maintain three years of electronic minutes and treasury documents plus one year of reports for the current year. These electronic files should be passed on to the new representative.

### **6010. REPRESENTATION FROM STATES/PROVINCES**

In accordance with the Bylaws, each S/P shall develop its own procedures for selecting representatives to the M-PBEA Executive Board. Re-election is dependent upon NBEA and S/P procedures.

### **6020. DUTIES**

1. Attend all meetings of the M-PBEA Executive Board.
2. Serve as the NBEA/M-PBEA State Membership Director and provide leadership in the following activities:
  - a. Promote, recruit, and maintain NBEA/M-PBEA membership on a monthly basis.
  - b. Develop and implement plans that will result in the assurance that potential members of NBEA within the state/province are contacted personally with an explanation of the values of becoming a member of NBEA, the regional and state/province business education association, with an invitation to join.
3. Prepare and submit reports, as specified, to the M-PBEA Membership Director, the M-PBEA Executive Board, and the Executive Board of the state/province business education association.
4. Keep state/province association officers informed of all business affecting the state/province association as a result of M-PBEA Executive Board action.
5. Help promote attendance at the annual M-PBEA conference.
6. Solicit/submit a content article and a state informational article each year for the *Notes & Quotes*. Inform the state/province association Newsletter Editor and M-PBEA Newsletter Editor of all pertinent news items for possible publication.
7. Encourage the state/province to send three persons representing the state/province association to the Leadership Development Institute each year. Representatives should include no more than one business teacher education student. If a student is unable to attend the Leadership Development Institute, a first-year teacher might be considered. Other representatives may include a state/province association member and a state/province Delta Pi Epsilon Chapter(s) member.
8. Work with state/province associations in submitting a bid to host the M-PBEA conference.
9. Perform other duties as directed from action of the M-PBEA Executive Board.

## **7000. COMMITTEES AND EX-OFFICIO POSITIONS**

The Executive Board and/or the Executive Committee may establish: executive board committees, standing committees, and special committees as required to conduct the business of M-PBEA. Each committee is required to maintain three years of electronic minutes and treasury documents plus one year of reports for the current year. These electronic files should be passed from the current committee chair to the next new committee chair.

### **7010. ARCHIVES/HISTORY**

The Archives/History Committee is chaired by the Archivist, who is to collect and maintain documents of historical significance to the association, maintain the leadership roster, maintain the LDI participants' roster, attend M-PBEA Executive Board meetings, and report to the Board.

### **7011. ARCHIVES/HISTORY DUTIES**

1. Collect and preserve documents of historical significance to the association.
2. Preserve the M-PBEA Executive Board Directory.
3. Preserve the LDI participants' roster.
4. Attend M-PBEA Board meetings.
5. Report to the Board.
6. Attend the M-PBEA Convention to obtain the following items:
  - a. Payne-Porter Award
  - b. Names of Newly Elected Officers
  - c. Convention Program Booklet
  - d. Convention Registration List
  - e. LDI List of Participants and Addresses
  - f. Teacher Awards Pamphlet
  - g. Leadership Award Pamphlet
  - h. Share-an-Idea Award Winners Booklet/CD, if applicable
  - i. Other

### **7020. AUDIT**

The members of the Audit Committee are to meet once a year (during the fall board meeting) to audit the Treasurer's records and to verify their accuracy. The chairperson of the Audit Committee will present a report of the committee's findings to the Board.

### **7021. AUDIT RESPONSIBILITIES**

- At the Fall Board meeting, the chair and any available committee members will audit the books.
- Check to see original receipts are provided for checks and other paper work to support the deposits. Bank statements should also be provided.
- Prepare a report for the board that indicates the status of the books, suggestions, and positive comments for the treasurer.

### **7030. BYLAWS**

Members of the Bylaws Committee are to periodically review the Bylaws of the association and bring forth motions for consideration to change such Bylaws. Amendments to the Bylaws may only be made according to the procedures stated in the current Bylaws of the association.

### **7040. CONFERENCE PLANNING**

The Conference Planning Committee members should follow the procedures as outlined in the M-PBEA Conference Planning Guide. It is recommended that the hotel contract be reviewed by NBEA Executive Director, prior to signing.

1. The President and the Conference Chair should jointly sign the conference contract.
2. The M-PBEA Treasurer will advance \$1,000 to the treasurer of the conference planning committee upon the request of the conference planning committee chair. (See 7041. Procedures for Conference Treasurer.)
3. The board approves a conference site, the conference chair and the conference treasurer. The minutes should reflect this vote and may be needed to set up the new checking account for the conference.
4. The board approves the registration fee.
5. Conference bills must be closed by September 30 and proceeds distributed to M-PBEA treasurer by that date.

## **7040. CONFERENCE PLANNING (continued)**

6. Checks written on the conference account shall have a September 1 expiration date. The September 1 expiration date should be printed on the checks when the conference account is established.

### **PROCEDURES FOR CONFERENCE TREASURER**

1. Work with the Conference Chair to establish a bank account at a financial institution convenient to the Conference Treasurer. The Conference Treasurer will be provided a \$1,000 advance from the M-PBEA general fund account to use as start-up cash.
2. Work with the M-PBEA Treasurer to use the tax exempt number as necessary.
3. Arrange for all deposits of cash collected before and during the conference by all committees. If the Registration Chair makes deposits, be sure that copies of all deposit source documents are forwarded to the Conference Treasurer for bank reconciliation.
4. If the Exhibits Chair receives exhibitor payments, have the Exhibits Chair forward those payments on to the Conference Treasurer.
5. Establish procedures with all committee chairs for receiving funds and paying bills.
6. All committee chairs should be encouraged to submit bills either prior to the conference or at the beginning of the conference.
7. No bills should be paid unless an invoice (bills/receipts) is presented by the committee chair.
8. Pay all authorized bills by check.
9. All hotel functions and charges should be paid immediately after the event.
10. Coordinate budget with Conference Chair (sample is included).
11. Keep a complete record of all transactions, including receipts and disbursements.
12. Upon receipt of the invoice from the Share-An-Idea chair, pay NBEA for the winner's M-PBEA/NBEA dues. The check should be made out to NBEA and sent to NBEA with proper documentation. Note the winner's name in the records.
13. Provide M-PBEA Treasurer and President copies of conference financial report.
14. Complete the transfer of funds from the conference account to the M-PBEA general fund account and close out the conference bank account.
15. Return \$1,000 conference advance funds back to M-PBEA Treasurer within 30 days of the conclusion of the conference.
16. Forward profit from conference operations to M-PBEA Treasurer within 90 days of the conclusion of the conference.
17. Make sure that all who were issued checks understand checks need to clear the bank by September 1.
18. Close the bank account by September 30.
19. Provide Conference Chair with a summary of income and expenses to report to the M-PBEA Board by October 1.
20. When you open the conference bank account, it is likely that you will need copies of:
  - a. Board meeting minutes in which you were approved the conference chair
  - b. Copy of latest newsletter that lists the officers/board members
  - c. You will also need the Employer Identification Number for tax exempt as well as the Business Entity ID Number. Explanation follows:
    - The EIN number is the number we use to be tax exempt--it is 74-2504948.
    - The M-PBEA non-profit status is through the state of Kansas. The M-PBEA Business Entity ID Number is 0136770.

## **7050. EDUCATOR AWARDS**

The M-PBEA Educator Awards program recognizes individuals in our region who have made significant contributions to business education. Award categories are Middle School Teacher of the Year, Secondary Teacher of the Year, Postsecondary Teacher of the Year, Senior College or University Teacher of the Year, Administrator or Supervisor of the Year, Contributions by an Institution/Agency, Rookie of the Year and Outstanding Business Program. Award nominees must carefully adhere to the award guidelines. These guidelines include:

- Postmark application by **March 1**
- Correct typing requirements
- Correct color of paper
- Correct number of support letters

### **August**

- Contact/remind Board members and state presidents to submit nominations for the M-PBEA awards.

## 7050. EDUCATOR AWARDS (continued)

### October

- Email previous award winners to remind them about the NBEA awards December 1 deadline.
- Contact the previous M-PBEA award winners to nominate them for the NBEA award.

### November

- Email M-PBEA members from appropriate states and providences to serve as judges.
- **Judges' Rotation Schedule:**

2014-2015 – Texas, Colorado, Oklahoma, Canadian province(s)	<b>Repeat Rotation Schedule:</b> 2017-2018
2015-2016 – Kansas, New Mexico, North Dakota	2018-2019
2016-2017 – Wyoming, South Dakota, Nebraska	2019-2020
Repeat rotation	

### December

- Contact additional members to serve as judges for the M-PBEA Awards if needed.
- Send email reminders to board members, state presidents and newsletter editors to submit award nominations.

### January

- Award applications must be received by **March 1**.

### February

- Electronically send the application forms submitted by the nominees and rating sheets to the anonymous judges for evaluation.
- Mail the application forms to judges who were unable to download the documents on their computer.

### March

- Email judges to remind them to evaluate the applications and complete the rating sheets.
- Compile the results of the rating sheets returned by the judges to determine the winners of each award category. Each nomination/application must have average score of 80 or better to be eligible for award.

### April

- Write thank you letters to the anonymous judges thanking them for their time and assistance in this procedure.
- Write a letter to the award winners to let them know that they had been selected for their respective award and include information about the conference.
- Write a letter to the non-winners to encourage them to resubmit their applications and/or to thank them for their service to business education.
- Email the winners to remind them of the May 1 deadline to register for the conference and to send a photo for the awards booklet to be given out at the conference.

### May

- Order plaques for the award winners from: Awards Unlimited, 1935 O Street, Lincoln, NE 68510-1036, Phone: 402-474-0815, Fax: 402-474-3782, Email: [info@awardsunlimited.com](mailto:info@awardsunlimited.com). Billing information should be updated each year with Awards Unlimited.
- Prepare and print a brochure of the award winners for the Awards Banquet.
- Prepare press releases for the award recipients.
- Prepare a script containing information about the winners for the awards banquet award presentation.

### June

- Present awards during the M-PBEA Conference.
- Send the award information to the NBEA office for publication in the October issue of the *Business Education Forum*.

## AWARD ELIGIBILITY REQUIREMENTS

- **Outstanding Contributions to Business Education by a Middle School Business Teacher:** The nominee must be primarily engaged in teaching business at the middle school. If the nominee has dual responsibilities, at least 50 percent of those responsibilities at the major employing institution must be in teaching. The nominee's contributions may have been made over an extended period of time, but the major impact must have occurred within three years prior to the nomination. The nominee must be a member of NBEA/M-PBEA.
- **Outstanding Contributions to Business Education by a Secondary Business Teacher:** The nominee must be primarily engaged in teaching business at the secondary level. If the nominee has dual responsibilities, at least 50 percent of those responsibilities at the major employing institution must be in teaching. The nominee's contributions may have been made over an extended period of time, but the major impact must have occurred within three years prior to the nomination. The nominee must be a member of NBEA/M-PBEA.

## **AWARD ELIGIBILITY REQUIREMENTS (continued)**

- **Outstanding Contributions to Business Education by a Postsecondary Business Teacher:** The nominee must be primarily engaged in teaching business at the postsecondary level. If the nominee has dual responsibilities, at least 50 percent of those responsibilities at the major employing institution must be in teaching. The nominee's contributions may have been made over an extended period of time, but the major impact must have occurred within three years prior to the nomination. The nominee must be a member of NBEA/M-PBEA.
- **Outstanding Contributions to Business Education by a Senior College or University Business Teacher:** The nominee must be primarily engaged in teaching business at the collegiate/university level (including business teacher education). The nominee's contributions may have been made over an extended period of time, but the major impact must have occurred within three years prior to the nomination. The nominee must be a member of NBEA/M-PBEA.
- **Outstanding Contributions to Business Education by an Administrator or Supervisor of Business Teacher:** The nominee must be primarily engaged in the administration or supervision of a business education program. If the nominee has dual responsibilities, at least 50 percent of those responsibilities must be in an administrative/supervisory function at the major employing institution. The nominee must be a member of NBEA/M-PBEA.
- **Outstanding Contributions to Business Education by an Institution, Organization, Business Firm, Government Agency, or an Individual Associated with Any of These Groups:** The nominee must be primarily engaged in some activity other than the education of individuals for careers in business. The nominee's contributions must have a significant impact on business education at the regional and/or national level.
- **Outstanding Contributions to Business Education by a Secondary "Rookie" Business Teacher:** The nominee must be a member of NBEA/M-PBEA, currently teaching business at the secondary level for three or fewer years. The nominee may be nominated during the fourth year of teaching. The recipient's contributions may have been made over an extended period of time, but the major impact must have occurred within three years prior to the nomination.
- **Outstanding Achievements of Middle Level, High School, Community College and/or College Business Education Programs:** An individual program is eligible to apply or a school/college may submit an application on behalf of the business education program. The program nomination must be made by an NBEA/M-PBEA member or by the Executive Boards of NBEA-affiliated regional, state, or local associations. One teacher/instructor/administrator of the nominated program must be a current NBEA/M-PBEA member and the nominator must also be a current NBEA/M-PBEA member.

## **7052. GUIDELINES FOR THE M-PBEA AWARDS**

### **Due Date**

The M-PBEA Awards are due January 31 of that fiscal year. Early in the fall, write an article or send emails to the presidents, state reps, and newsletter editors to encourage them to nominate individuals in their state for the award.

### **Minimum Score**

Each nomination/application must have an average score of 80 or better to be eligible for the award.

### **Applicants Qualify Two Years**

There is an area on the application for this notification to be recorded for reference purposes. The chair should check the application forms for this notification of the years. The ones that carry over should be noted on the application at the bottom and should correspond with the History of the Award Winners sheet.

### **Expired Applications**

Write applicants a letter stating their application has expired and remind them they will need to resubmit with the current application form.

### **Resubmission of Applications**

The expired applicants may resubmit new applications. Contact applicants stating that if they want to be considered for the award, they must submit a new application form. The applications that are still eligible from the preceding year should receive a letter stating that if they want to update their current application they must use the new form and follow the guidelines. If they don't want to update anything, then the chair should use the applicant's current (old) application again for this year. There should be copies of both letters on the jump drive.

### **Disqualifications**

Applicants may be disqualified if they do not follow the guidelines on the nomination form. They are not notified about this disqualification. All applicants will know is that they did not receive the award and if they want to submit another application that is their choice.

## **7052. GUIDELINES FOR THE M-PBEA AWARDS (continued)**

### **Rookie Awards**

Rookie awards are eligible only for the first five years of teaching. Double check the number of years for which they qualify or can be considered again for resubmission.

### **Applications to be Filed**

Only the applications that carry over (first year they have been nominated) should be retained. Applications that are no longer eligible should be destroyed. Maintain a separate folder for the winners.

### **NBEA Applicants**

The award winners announced at the M-PBEA's conference qualify for nomination for the NBEA award. Contact these M-PBEA Award winners to let them know that M-PBEA will be nominating them for the national award. The deadline for the NBEA award application is December 1 of that same year.

### **Order Plaques**

The president-elect is responsible for ordering not only the plaques for the award winners, but also for any retiring/outgoing members on the M-PBEA board. If the individual is continuing in their present position or moving to another position on the board, they do not receive a plaque at that time.

### **Contact NBEA to Announce Winners Names**

The names of all award winners should be sent to the national office for publication in the *Business Education Forum*. The president-elect could also send the names of the new officers for the upcoming year.

## **7060. LEGISLATIVE**

The Legislative Committee is chaired by the M-PBEA representative to the NBEA Legislative Action Committee. This position is appointed by NBEA.

## **7061. LEGISLATIVE CHAIR RESPONSIBILITIES**

- Keep the officers and Executive Board members informed about all legislation being considered at both the national and the state levels that concern business education and career and technical education.
- Attend all Executive Board meetings and report to the Executive Board regarding all legislation concerning business education and career and technical education.
- Hold legislative sessions at regional meetings and encourage states to hold legislative sessions.
- Represent M-PBEA at meetings of the NBEA Legislative Action Committee.
- Maintain a legislative network that can be quickly mobilized to impact key issues.
- Prepare and submit a regional fall and spring report to the NBEA Legislative Chair.
- Write articles for *Notes and Quotes*.
- Assist with the NBEA Legislative Session for conference attendees.

## **7070. M-PBEA LEADERSHIP AWARD**

The M-PBEA Leadership Award recognizes outstanding leaders within our organization. Recipients of this award have provided countless hours of service toward business education in our region. The M-PBEA Leadership Award Committee consists of the recipients of the award from the past five years. The earliest award winner shall chair the committee. The committee chair encourages members in the Mountain-Plains region to nominate worthy individuals who have demonstrated leadership roles in their local community as well as at the state, regional, national, and international levels.

## **7071. CHRONOLOGICAL RESPONSIBILITIES**

The M-PBEA Leadership Award Committee is composed of the five most recent recipients of the award and is chaired by the earliest recipient in the group.

### **October/November**

- Ask Committee members to send chair current addresses, phone numbers, and e-mail addresses.
- Prepare/revise materials for Leadership Award nominations and information for *Notes and Quotes* and Web site, newspapers, etc., advertising the requirements for the award.
- Contact Committee members and send application form to the M-PBEA Board members, the State Presidents, and the State Newsletter Editors.
- Remind the membership that the due date for the application(s) is March 1.
- Attend M-PBEA Fall Board Meeting.
- Contact individuals who were eligible to update their applications and send them the newest application form.



## **7071. CHRONOLOGICAL RESPONSIBILITIES (continued)**

### **March**

- Scan each application form and save as a PDF file.
- Send each Committee member a copy of each application plus an evaluation form to be returned to the Chair of the Leadership Award Committee by the end of March.

### **April**

- Summarize the points from the Evaluation Forms to determine the winner of the M-PBEA Leadership Award.
- Order awards. The bill will be sent to the M-PBEA Treasurer.
- Prepare a brochure outlining the awardees' accomplishments for distribution at the June Awards Banquet at the M-PBEA Convention.
- Send letter to the winner, letting him/her know that they won the award. Include a rough draft of the material that was to be used on the flyer that would be handed out at the convention. Winner is asked to proof the flyer material and check for accuracy, wording, information inclusion, information deletion, etc. Winner is asked to send a picture for use with the flyer.
- Send letter(s) to the non-winners.

### **May**

- Compose the script about the winner to be read at the Awards Dinner.
- Prepare a Committee Report for the M-PBEA Executive Board Meeting in June.
- Prepare flyer for printer and duplicate copies to be distributed at the Awards Dinner.
- Update and organize the files to pass to the next Chair of the M-PBEA Leadership Award Committee.

### **June**

- Attend M-PBEA conference and present Leadership Award.
- Contact proper individuals to find out about getting the announcement and possible picture of the M-PBEA Leadership Award winner in the next issue of *Business Education Forum, Notes and Quotes*, and the awardees' state newsletter.
- Prepare list of expenses and present to M-PBEA Treasurer.
- Provide documentation to the next Leadership Award Chair.

## **7075. NEWSLETTER EDITOR**

The M-PBEA newsletter, *Notes and Quotes*, is a member benefit provided to the members. Articles include, but are not limited to, greetings from NBEA and M-PBEA Presidents, a significant article from the President-Elect, honors received from members, articles with teaching ideas, and updates from each state. The newsletter editor is appointed by the President. Three issues are produced. The deadlines are August 15, November 15, and March 15. Issues are uploaded to the M-PBEA website by the webmaster.

## **7076. NEWSLETTER EDITOR RESPONSIBILITIES**

### **July/August**

- Make a list of possible articles for the Fall Notes and Quotes.
- Check with persons responsible for award winners in June to get information. The-President-Elect (now the President) should be able to send the files and pictures for the M-PBEA Award winners. The Leadership Award chair should be able to send you the file and picture for the M-PBEA Leadership winner. The Share-An-Idea chair should provide a summary of the winning entries for the newsletter.
- Prior to August 15 send a memo to board members requesting information you want and a general request for articles. The goal is each state by the spring issue is to have both an update from their state and an article.
- As articles come in, email the writer you have received the article.

### **August/September**

- Create the newsletter.
- Contact state/regional membership directors for membership database. This information will be used to address the postcards.
- Create a post card to be sent to members. The password needs to be included so members can get to the secure area of the webpage.
- Email postcard to printer along with the database.
- Send bill from printer to treasurer to be paid.
- Send newsletter file to webmaster to upload to the website. Attempt to have the postcards go out about the same time as the newsletter is published.
- Email board members the newsletter is on line. Email thank you's to persons who submitted.

## **7076. NEWSLETTER EDITOR RESPONSIBILITIES**

### **August/September**

- Your printer might not send out the Canadian postcards. Be prepared to do so and get reimbursed by the treasurer.

### **October/November**

- Prepare a report for the fall board meeting.
- Attend the board meeting. This is important to know/understand issues needed to be in the newsletter.
- Make a list of possible articles for the Winter Notes and Quotes.
- Prior to November 15 send a memo to board members requesting information you want and a general request for articles.
- As articles come in, email the writer you have received the article.

### **November/December**

- Create the newsletter.
- Send newsletter file to webmaster to upload to the website.
- Email board members the newsletter is on line. Encourage state representatives to inform their state members the newsletter has been uploaded.
- Email thank you's to persons who submitted.

### **February/March**

- Make a list of possible articles for the Spring Notes and Quotes.
- Prior to March 15 send a memo to board members requesting information you want and a general request for articles.
- As articles come in, email the writer you have received the article.

### **March/April**

- Create the newsletter. Work with the Past President to prepare the information on candidates for the ballot. Work with the webmaster to ensure the ballot will be on line and a website is provided for accessing the ballot.
- Contact state/regional membership directors for membership database. This information will be used to address the postcards.
- Create a post card to be sent to members. The password needs to be included so members can get to the secure area of the webpage. Include information regarding how to vote electronically (work with webmaster).
- Email postcard to printer along with the database.
- Send bill from printer to treasurer to be paid.
- Send newsletter file to webmaster to upload to the website. Attempt to have the postcards go out about the same time as the newsletter is published.
- Email board members the newsletter is on line. Email thank you's to persons who submitted.
- Your printer might not send out the Canadian postcards. Be prepared to do so and get reimbursed by the treasurer.

### **June**

- Prepare a report for the June board meeting. Attend the Board Meeting.
- Obtain pictures at the annual conference to be used for publicity.

## **7080. MEMBERSHIP COMMITTEE**

The Membership Committee shall consist of one representative from each state/province in the Mountain-Plains region and the Regional Membership Director. Members of the Membership Committee will develop and implement plans that will result in the assurance that potential members of NBEA within the region are contacted personally with an explanation of the values of becoming a member of NBEA and the regional association, together with an invitation to join.

## **7090. NOMINATIONS COMMITTEE**

The Nominations Committee consists of the three most recent Past Presidents with the Immediate Past President serving as chair. The Nominations Committee shall determine the two nominees for each office on the slate from the list of nominees received. The Nominations Committee chair shall notify the Executive Board of the slate, as submitted by the Nominations Committee, of not more than two nominees for each office to be elected.

## **7091. CHRONOLOGICAL RESPONSIBILITIES**

### **July/August**

- Review board positions and determine which positions will require nominations.

### **August**

- Prepare “Call for Nominations” to be distributed to the *Notes and Quotes* editor, state newsletter editors, state presidents, and state membership directors. Call for Nominations should have a listing of the offices for which the association is seeking candidates, the term of each office, as well as a brief description of the duties of each office.

### **September**

- Determine eligible candidates and contact them regarding their interest in seeking office. Follow up on any nominations or recommendations from state presidents, state membership directors, or other M-PBEA members.

### **September or October**

- Prepare committee report for M-PBEA Fall Executive Board Meeting.

### **October or November**

- Meet with Nominations Committee members in person. Continue to solicit nominations of eligible members.

### **November/December**

- Solidify candidates’ willingness to be nominated. Ideally, two candidates would run for each elected position. If fewer than two candidates are identified and confirmed for a position, seek an additional candidate. If more than two candidates are identified, work with the nominations committee to reduce the number nominated to two candidates per office.

### **December**

- Request biographical information from candidates to be used for the *Notes and Quotes* and/or any election-related mailings. Deadline for biographies is January 31.

### **January**

- Remind candidates that biographies are due January 31. Answer any procedural questions. Answer any candidate questions. Seek additional candidates if still needed.

### **February**

- Prepare ballot and mailing information for elections.

### **March**

- Work with webmaster to prepare online ballot for elections.

### **April**

- Notify members of candidates for election via mailing or *Notes and Quotes*. Provide password and procedures for voting online.

### **June**

- Verify authenticity of ballots/online voting. Count ballots and declare winners. Notify winners and non-winners. Share results with M-PBEA Executive Board prior to the annual conference. Share results with M-PBEA membership during the annual conference.

## **7100. POLICIES & PROCEDURES**

The Policies & Procedures Committee is charged with annually reviewing the M-PBEA Policies & Procedures manual. The chair of the committee shall submit a report to the M-PBEA Board.

## **7110. PUBLICATIONS**

The Publications Committee is chaired by the M-PBEA representative to the NBEA Publications Committee. This position is appointed by NBEA.

1. The chair of the Publications Committee meets with the Publications Committee at the NBEA Conference.
2. Provides information to the M-PBEA Executive Board concerning the activities of the NBEA Publications Committee, their deliberations, considerations, and recommendations for improved publications.
3. Attends M-PBEA Board meetings.
4. Provides a written report of the activities of the NBEA Publications Committee.
5. Assists with the sale of NBEA publications at the NBEA Convention.

## **7120. SHARE-AN-IDEA**

The President will appoint a member of the Executive Board to conduct the Share-An-Idea Contest each year. Entries to the Share-An-Idea Contest will be solicited from M-PBEA members. The first place winner will receive

one year's paid membership in NBEA/M-PBEA. Depending on the number of entries received and the quality of the entries over three, Honorable Mention can also be included if the judges feel it is appropriate.

## **7121. CHRONOLOGICAL RESPONSIBILITIES**

All correspondence except letters to winners, supervisors, and newspapers are done electronically.

### **July/August**

- Check directory to see when newsletter deadlines are for each state.
- Update information on M-PBEA website
- Entries should be submitted electronically to the chair by May 1.
- Send an article to each state newsletter editor to recruit Share-An-Idea.
- Submit an article to *Notes and Quotes* newsletter editor.

### **October/November**

- Prepare a report for Fall Board Meeting.
- Meet the deadline for *Notes and Quotes* with a reminder to submit an idea.
- Identify the three committee members (done at Fall Board Meeting) and ask for each to find three judges in their states (total of 9 judges). The committee members may also be one of the three requested. The names, emails, and phone numbers need to be submitted by April.
- Send new article to state newsletter editors as a reminder to put in something, either the previous article or the new one.

### **April**

- Make sure the nine judges have been secured.
- Email all judges to verify their willingness to judge, thanking them for agreeing to be a judge, and outlining what the procedure will be. All email to judges should be by bcc as the judges are anonymous.

### **May**

- The entries are due via email by the May 1 deadline. Email each applicant when an entry is received.
- Send the instructions to the judges for judging that should include the evaluation form for each entry and a final ranking and the entries.
- There will be one first place winner. 1st Place receives a year's dues for M-PBEA/NBEA. There may also be honorable mention. No monetary reward is received, but the honorable mention receives recognition.

### **June**

- Prepare a report for the June Board meeting.
- Judge results are due June 1.
- Prepare speech for presentation at Awards Banquet. Include a thank you to the anonymous judges and recognition of previous winners.
- Publish winning entries to Webmaster to upload the files to the website. The membership can find the files on the M-PBEA website.
- Send invoice to treasurer for the winner's M-PBEA/NBEA dues. The check should be made out to NBEA and sent to NBEA with proper documentation. The treasurer should note the winner's name in the records.
- Prepare letters for the winners. The letter, the check, and the CD are given to each winner at the Awards Banquet if in attendance. If not, the letter and check are mailed after the conference.
- After the conference, send letters to winners' supervisors and a press release to local newspapers.
- After the conference, send a letter to each non-winner encouraging them to try again next year. Include positive comments and comments for improvement to make a better entry. Also send a letter to the supervisor so he/she knows the colleague had entered the contest.
- Prepare an article with the winners' names and small synopsis for the *Notes and Quotes* editor to use in the fall newsletter.

## **7130. STRATEGIC PLANNING**

The purpose of the Strategic Planning Committee is to promote the stated purposes of business education in M-PBEA. The President chairs the committee and uses the Strategic Plan to review the progress of the association and to make recommendations. The committee will annually review the progress made in implementing the Strategic Plan goals and recommend actions as needed.

## **7140. WEBSITE**

The Website Committee is chaired by the M-PBEA Webmaster. The committee meets twice a year to make recommendations for using this communication tool more effectively. The M-PBEA Webmaster is charged with keeping the M-PBEA website current with board contact information, award nomination forms, election ballots,

conference information, and pictures. The Webmaster should attend board meetings and report to the Board. The Website is password protected “for members only” and the username and the password may be obtained from the webmaster.

#### **7141. CHRONOLOGICAL RESPONSIBILITIES**

##### **July**

- Update the online board directory for new officers and board members. Post updates to the Web site from the annual M-PBEA conference including award winners, Share-an-Idea winners with the winning ideas, and photos. Update account information on host provider, www.godaddy.com, as necessary.

##### **August/October**

- Make updates to pages as officers submit the new information such as the Leadership award application and M-PBEA award applications. Upload the fall issue of Notes & Quotes and coordinate information with the Newsletter Editor. Upload the M-PBEA Journal every two years and coordinate with the Journal Editor. Attend the fall board meeting and provide necessary reports.

##### **November/February**

- Coordinate conference updates for the Web site with the conference committee. Update the conferences page. Upload forms for presentation proposals, coordinators and liaisons, and the conference registration form. Upload the spring issue of Notes & Quotes and coordinate information with the Newsletter Editor.

##### **March/May**

- Make updates to conference page of the site as new information is available from the conference committee. Coordinate officer elections with the Immediate Past President. Publish candidate information as well and set up the online ballot for voting. Attend the informal board meeting at the NBEA convention if possible.

##### **June**

- Close the online ballot for officer elections and submit voting results to the Immediate Past President for verification. Attend the board meeting at the M-PBEA annual conference and provide necessary reports. Request photos from the M-PBEA Conference Photographer.

##### **Year-Round**

- Post to Twitter and M-PBEA blog as updates are available for such things as the newsletter, conference information, and award winners.

#### **7150. AD-HOC**

Ad-Hoc committees are developed as needed. M-PBEA currently has the following ad-hoc committees:

#### **7151. ROBERT THOMPSON SCHOLARSHIP (When funded)**

M-PBEA annually receives significant contributions from Robert Thompson, which are used for student membership dues and for dues of one first-year teacher from each state/province in the M-PBEA region. The chair of the Robert Thompson Scholarship notifies NABTE institutions in the M-PBEA region informing them of the Robert Thompson Scholarship and solicits nominations for the “dues” scholarships. The chair also sends a nomination form to each state/province president and membership director notifying them of monies available to pay the dues of a first-year teacher in their state/province. The M-PBEA Treasurer submits the membership forms and dues to NBEA.

#### **7152. FUNDRAISING**

The Fundraising Committee is chaired by the NBEA Director. The purpose of the Fundraising Committee is to raise monies to fund the Leadership Development Institute. Members of the committee seek donations for the fundraising project, and they also work at the fundraising booth at the M-PBEA Conference. The Treasurer compiles a financial report of the fundraising project and reports to the Fundraising Chair.

#### **7153. M-PBEA JOURNAL**

M-PBEA publishes a biennial journal for its members started in 2004. Members of the M-PBEA Journal Committee discuss the content and delivery method of the journal. The committee chair should attend board meetings and report to the Board.

## **7154. CHRONOLOGICAL RESPONSIBILITIES**

### **FIRST YEAR**

1. Call for Papers
  - a. Create the Call for Papers and set the submission deadline
  - b. Send the Call for Papers to at least the following:
    - i. All board members for distribution at various conferences
    - ii. Webmaster for posting on the M-PBEA website
    - iii. All M-PBEA state newsletter editors
    - iv. All regional newsletter editors
    - v. All M-PBEA state presidents
    - vi. Previous authors
2. Fall Board Meeting
  - a. Prepare written report and send to M-PBEA president two weeks prior to the meeting
  - b. Attend the fall board meeting
3. M-PBEA Board Meeting and Conference
  - a. Prepare written report and send to M-PBEA president two weeks prior to the meeting
  - b. Attend the board meeting and conference activities

### **SECOND YEAR**

1. Call for Papers
  - c. Send the Call for Papers to
    - i. New board members for distribution at various conferences
    - ii. All M-PBEA state newsletter editors
    - iii. All regional newsletter editors
    - iv. All M-PBEA state presidents
2. Printing Estimates
  - d. Acquire printing estimates
3. Fall Board Meeting
  - e. Prepare written report and send to M-PBEA president two weeks prior to the meeting
  - f. Request volunteers from each state to serve as reviewers
  - g. Attend the fall board meeting
4. Review Board of Peers Evaluations
  - h. Contact M-PBEA state representatives to try and get names for reviewers from each state (if they did not provide names at the fall board meeting)
  - i. Contact possible reviewers and ask for their participation [April]
  - j. Update the feedback form that will be sent to the reviewers
5. Submissions
  - k. Receive submissions via email and verify that they were received [May]
  - l. Assign submissions to reviewers and send to the reviewers along with the feedback form
  - m. Receive comments from reviewers [June]
  - n. Send papers to the authors for revisions, if needed [July]
  - o. Send acceptance letters to authors [August]
6. M-PBEA Board Meeting and Conference
  - p. Prepare written report and send to M-PBEA president two weeks prior to the meeting
  - q. Attend the board meeting and conference activities
7. Printing
  - r. Compile the journal, activate hyperlinks, and post the e-journal version to the M-PBEA website
  - s. Send the proof to the publisher [September]
  - t. Mail two hard copies to each author [October]
  - u. Mail one copy to the archivist [October]
  - v. Distribute remaining hard copies at the following M-PBEA annual conference
  - w. Publish journal on the M-PBEA website under the “members only” section

## 8000. FINANCE

The M-PBEA Treasurer shall account for all income and expenses of the association.

### 8010. SOURCES OF INCOME

1. The primary source of income will be the share of the individual NBEA membership dues allocated to M-PBEA.
2. A secondary source of income may be proceeds from the regional conference (see 9060 for explanation).
3. Income derived from professional development fundraising will be used to finance LDI and other budget items as deemed necessary by the Executive Committee. The Treasurer and Fundraising Chair will verify and validate the income collected from the fundraiser before the end of the conference. Fundraising chair will prepare a written report of the expenses and income of the annual fundraiser by the fall board meeting.
4. Other income may be derived from such additional sources as may be authorized by the M-PBEA Executive Board in compliance with the Articles of Incorporation.

### 8020. REIMBURSEMENT POLICIES

1. NBEA will deduct M-PBEA's share of expenses of NBEA/M-PBEA Director to NBEA Executive Board meetings from M-PBEA membership income. NBEA will send a check for the net amount to M-PBEA. The NBEA headquarters determines this amount.
2. Membership Promotion: An amount that state/province representatives can be reimbursed for promoting NBEA/M-PBEA within its state/province. The amount budgeted for membership promotion is allocated according to membership numbers. The state/province representative applies for reimbursement. (Budgeted amounts for membership promotion will be reviewed every year by the Executive Committee and the M-PBEA Regional Membership Director.)

State	Budgeted Amount
Colorado	\$300
Kansas	\$300
Nebraska	\$300
New Mexico	\$150
North Dakota	\$150
Oklahoma	\$150
South Dakota	\$150
Texas	\$700
Wyoming	\$150
TOTAL	\$2,350

3. Conference Advance: An amount up to \$1,000 can be requested by the state/province hosting a conference. (See 7041 for explanation.)
4. All expenses must be clearly and accurately described and must represent actual money expended on behalf of the association.
  - a. Original receipts/bills must be provided as source documents to substantiate all actual expenses. M-PBEA voucher should be completed and signed.
  - b. All requests for payment of bills and/or reimbursable expenses must be sent directly to the Treasurer. Bills should be addressed to M-PBEA in care of the individual.
  - c. The Treasurer must approve all reimbursements or if necessary with guidance from the Executive Committee.
  - d. Expenses or reimbursements that exceed or not included in the current budget must be approved by the M-PBEA Executive Committee.
5. Allowable travel expense reimbursement for the president will include hotel, airfare, other transportation costs, and the IRS allowed mileage rate.
6. Stipends for members attending the fall M-PBEA board meeting will be set by the Executive Board.
7. Each LDI participant who registers and attends the conference will receive a \$50 registration voucher for the next year's conference.

## **9000. ANNUAL CONFERENCE**

The Mountain-Plains Business Education Association will hold an annual conference.

### **9010. DATES**

The M-PBEA conference shall be held between May 15 and September 15 each year unless otherwise determined by the Executive Board.

### **9020. ROTATION**

The M-PBEA conference will not follow a suggested rotation. Instead, states/provinces are encouraged to submit bids to host the annual conference.

### **9030. BID TO HOST**

1. The S/P desiring to host the M-PBEA Conference will initiate a formal bid.
2. The bid to host the M-PBEA Conference must be presented to the M-PBEA Executive Board at least two years in advance of the conference date.
3. The M-PBEA Executive Board must approve the S/P's bid to host.

### **9040. POLICIES**

1. The S/P or Conference Chair hosting the M-PBEA Conference will present a tentative budget for the conference at the annual conference Executive Board meeting.
2. A \$1,000 conference advance may be requested from the M-PBEA Treasurer. (See Section 7041).
3. The S/P regional conference chair will present a written post-conference report, including a financial report, at the fall Executive Board meeting.
4. The current M-PBEA President and Conference Chair will approve and co-sign all contractual agreements associated with the annual conference.

### **9050. RESPONSIBILITIES**

1. The M-PBEA President and the S/P regional conference chair will collaborate to select a conference theme.
2. The S/P regional conference chair (along with subcommittee chairs) will be responsible for:

Selection of committee chairs	Program/sessions	Housing
Publicity	Registration	Printing
Hospitality	Exhibits	Prizes/Gifts
Meals/social events	Sponsors	Past presidents' reception

### **9060. CONFERENCE PROCEEDS SPLIT**

After all conference income has been received and expenses paid, the conference treasurer will submit a check to the M-PBEA treasurer for the net income minus 10% within 90 days of close of conference. (See Section 7041).

### **9070. REGISTRATION GUIDELINES**

1. Registration fees will be determined by the conference committee and approved by the M-PBEA Executive Board. Total amount to be paid should be adequate to cover the projected costs. Special activities should be charted separately.
2. It is appropriate to provide a deadline for registration with an increased fee for late or on-site registration.
3. Cancellation and refund requests must be in writing, and a deadline for receiving such requests must be established. The date should coincide with the committee needs for confirming guarantees with the hotel.
4. The registration fee is required of all M-PBEA professional registrants as well as professional registrants from the host S/P. M-PBEA or host S/P members appearing on the program as speakers or coordinators must register for the conference and pay the registration fee.
5. A reduced registration fee is provided for Retired and Student members.
6. Professional members from other NBEA regions are accorded the same registration fee as M-PBEA professional members.
7. Complimentary registrations are extended to:
  - a. Program participants from regions other than M-PBEA. (Includes Regional Presidents, NBEA President, NBEA Headquarters Staff, and other national presidents of professional organizations affiliated with NBEA/M-PBEA.)
  - b. General session speakers outside the educational field may be provided with a complimentary meal for the day of their presentation.



**9070. REGISTRATION GUIDELINES (continued)**

8. Exhibitors may be invited to purchase individual meal tickets.
9. For statistical purposes, the registration form should provide appropriate blanks for participants to indicate institutional affiliations as NBEA regional association affiliation and member classification.
10. It is also appropriate to include a box to be checked by those attending their first M-PBEA Conference.

**9080. CONFERENCE EXHIBITORS**

1. The conference committee shall determine fees for exhibitors. NBEA, ISBE, DPE, and LDI fundraising receive complimentary exhibit space.

**10000. M-PBEA LEADERSHIP DEVELOPMENT INSTITUTE (LDI)**

A Leadership Development Institute will be conducted for potential leaders in the M-PBEA region.

**10010. DATES AND PARTICIPANTS**

1. A leadership development institute will be held prior to the annual M-PBEA Conference.
2. Each S/P is encouraged to submit the names of three individual to participate in LDI. These participants can be business education students, state officers, first-year teachers, DPE members, or other potential leaders.
3. If nominations are not received from every state, a state may submit more than three delegates.

**10020. FACILITATOR**

1. The current M-PBEA Past President will facilitate the LDI. Responsibilities include:
  - a) Informing S/P President, President-elects, potential M-PBEA leaders and the M-PBEA membership of the LDI and its purpose
  - b) Inviting potential leaders
  - c) Planning program topics
  - d) Inviting presenters
  - e) Administering LDI budget

**10021. CHRONOLOGICAL LDI FACILITATOR RESPONSIBILITIES**

1. September—Submit article for fall newsletter announcing LDI
2. September-October-November—Solicit names for potential participants from S/P's
3. January-February-March—Determine topics and contact speakers
4. March-April—Invite potential LDI participants via letter or e-mail
5. March-April—Confirm speakers
6. May—Confirm participants and their registration for the conference
7. June—Conduct LDI

**10030. LDI REIMBURSEMENT**

1. Each LDI participant who registers for the conference will receive a \$50 registration voucher to be used for the following year's annual conference.
2. The LDI facilitator will provide a list of LDI participants to the Treasurer at the M-PBEA conference.
3. Participants will receive the voucher during the conference function recognizing LDI participants.

**10040. LDI EXPENSES**

1. Expenses may include:

Supplies	Photocopy expenses
Participant gifts	Refreshments
Speaker gifts	

**11000. INCORPORATION**

The Mountain-Plains Business Education Association is incorporated in the State of Kansas.

**11010. DURATION**

According to the Articles of Incorporation, the corporation shall “endure for a full term of 25 years with the privilege of perpetual succession, as provided by law.” Articles of Incorporation for M-PBEA were signed February 27, 1970, and were filed May 4, 1970.

## **11000. INCORPORATION (continued)**

### **11020. PROCEDURE**

1. The Treasurer shall be responsible for maintaining incorporation status. The Treasurer shall maintain that status for a three-year period.
2. IRS Form 990ez must be completed and filed for each fiscal year no later than five months after the fiscal year end.
  - a. IRS EIN: 74-2504948
  - b. Send forms to:  
IRS  
Forms can be downloaded at [www.irs.gov](http://www.irs.gov)
3. The Articles of Incorporation shall be filed annually:
  - a. The report can be found online at <http://www.kssos.org/forms/forms.html> and then must be mailed with the filing fee to the Kansas Secretary of State
  - b. Due date is December 15