

**MOUNTAIN-PLAINS BUSINESS
EDUCATION ASSOCIATION**

**POLICIES AND PROCEDURES
MANUAL**

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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 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 officers of the Association shall be: President, President-Elect, Treasurer, Executive Secretary, and Immediate Past President. These officers shall be the Executive Committee.
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. Every five years, beginning July 1, 1990, each state and province association of business teachers must ratify its membership affiliation with the Mountain-Plains Business Education Association by completing an affiliation form and submitting it and the most recently approved state/province bylaws and financial statement to the M-PBEA Executive Secretary.
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 shall meet in conjunction with the annual M-PBEA Conference.
3. Special meetings may be called by the President or upon petition signed by a majority of the Board members.
4. The Executive Committee shall set the time and place of the fall Executive Board meeting and the executive board meeting held in conjunction with the annual conference.
5. Executive Board meetings are to be conducted according to Robert's Rules of Order, Revised.
6. A Board quorum shall consist of a simple majority of the members of the Executive Board.

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 and NBEA Director must have served on the M-PBEA board for three years.

2020. NOMINATION, ELECTION AND APPOINTMENT

1. Qualified 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 and NBEA President must have served on the M-PBEA board for three years.
4. If a nominee is a member of the Nominating Committee, they shall be excused from the committee.
5. 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.
6. An NBEA Director may only serve one three year term. They must have been a 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.
 - a. Consistent with NBEA Bylaws a call for nominations for NBEA Director will be issued and published in the regional publication. Additional notification will also be sent to key leadership people.
 - b. The names shall be submitted by the date requested by NBEA.
7. Candidates for the M-PBEA Regional Membership Director must have served on the M-PBEA board for three years.
8. 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 M-PBEA Web site 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 Web site, 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 ballots to be mailed and returned to the Nominations Chair.
9. The President-elect will be elected annually; the Treasurer, Secretary, Regional Membership Director, and NBEA Director will be elected to a three-year term of office.
 - a. The Treasurer may serve no more than two consecutive terms.
 - b. NBEA Director is limited to one three-year term.
10. All officers will assume their duties on July 1 of the current year.
11. 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.

2050. 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.

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, be removed.

3000. DUTIES OF OFFICERS

Each M-PBEA officer has specific duties to perform.

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 corporation are concerned.
6. Review plan of action on Strategic Plan with Executive Board.
7. 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.
8. Provide information to the incoming President regarding duties, responsibilities and procedures of the office of President.
9. Work with President-elect in developing and distributing a Program of Work for M-PBEA Executive Board.
10. Work with Treasurer and President-Elect in preparing budget for upcoming fiscal year.
11. Perform additional tasks as listed in Program of Work.
12. Appoint a proxy for any voting board member who is not in attendance at executive Board meetings.

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.

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.
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 and Kansas Incorporation documents.
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. Advance \$1,000 to the treasurer of the conference planning committee upon the request of the conference planning committee chair.
7. Provide information to the incoming Treasurer regarding duties, responsibilities, and procedures of the office of Treasurer.
8. Transfer all records of the office to the new Treasurer as soon as possible following the 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: Executive Board, Executive Committee, Old and New Officers.
 - h. Documentation of receipts.
9. 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.
10. Work with the President-elect and President to present a preliminary budget for the following year.
11. Assume the office of the President in the absence of the President and President-elect.
12. 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.
16. Perform any other duties assigned to the office by the President and/or Executive Board.

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, insurance documents, 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 original copies of the minutes of all meetings, for two years.
 - a. Transmit the book 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.
6. Provide information to the incoming Secretary regarding duties, responsibilities, and procedures of the office of Secretary.
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. Notify the President of any state association whose representative misses two consecutive Executive Board meetings and recommend that a successor be named if the state representative cannot attend all future Executive Board meetings.
9. Provide a copy of the minutes to each member of the Board and each State/Province Association President, and Newsletter Editor within 30 days following each meeting.
10. Prepare all correspondence directed by the President and the Board.
11. Provide a copy of the Bylaws and Procedures Manual to each newly elected officer, state representative, and ex-officio member of the Association.
12. Send letters of congratulations and cards for condolences when appropriate.
13. Write each state association, one year in advance of the due date, about submitting its affiliation form, the state bylaws, and the state financial statements to M-PBEA every five years
14. 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 and NBEA 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 membership. 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

One member from the M-PBEA region shall serve as NBEA Director on the Executive Board. This individual is the M-PBEA representative to the NBEA Board.

4010. REQUIREMENTS

1. Candidates for NBEA Director from the M-PBEA region must be members in good standing of NBEA/M-PBEA for five years.
2. Candidates for NBEA Director from the M-PBEA region must have served as a member of the M-PBEA Board for three years.

4020. NOMINATION AND ELECTION

1. The M-PBEA membership shall elect the NBEA Director.
2. The NBEA Director shall be elected for a term of three years, beginning July 1, 2010.
3. Length of service shall be limited to one term.

4030. DUTIES

1. Promote, recruit and maintain NBEA/M-PBEA membership.
2. Assist S/P membership directors in promoting, recruiting, and maintaining membership.
3. Help S/P membership directors with NBEA/M-PBEA membership with advice and materials.
4. Communicate on a monthly basis with the S/P membership directors.
5. Communicate and work with NBEA membership director on a monthly basis.
6. Organize S/P membership directors' training.
7. Attend all meetings of the M-PBEA Board and M-PBEA conference.
8. Facilitate the financial development (fundraising) at the M-PBEA conference.
9. Assist the NBEA membership director at the M-PBEA conference at the membership/publications booth.
10. Present the Payne/Porter Award at the annual M-PBEA conference to the S/P membership director for showing the greatest percentage of membership increase over the previous year (July 1 to May 1).
11. Represent M-PBEA by attending the fall and spring NBEA Executive Board meeting.
12. 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.
13. Serve as Parliamentarian at M-PBEA Executive Board meetings.
14. Perform any other duties assigned to the office by the President and/or Executive Board.

4031. 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
2. Fall Board Meeting
 - a. Attend the fall board meeting (M-PBEA and NBEA)
 - b. Facilitate fall membership training for S/P membership directors
 - c. Prepare written report of NBEA Executive Board meeting
3. Newsletter—Fall and Spring
 - a. Write membership article for each issue
 - b. Write summary article of NBEA Executive Board meeting for each issue (if applicable)
4. 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.
5. M-PBEA Board Meeting/Conference
 - a. Prepare written membership and NBEA board summary for M-PBEA board meeting.
 - b. Facilitate the financial development (fundraising) for professional development; coordinate board members to work booth; work with M-PBEA treasurer for accounting of funds, etc.
 - c. Work with NBEA membership director in facilitating the NBEA membership/resources booth (if applicable).
 - d. Facilitate membership training for S/P membership directors.
 - e. Present the Payne-Porter Award at the Awards Banquet.

5000. STATE/PROVINCE REPRESENTATIVES

Each state/province in the M-PBEA region may have representation on the Executive Board.

5010. 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.

5020. 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.
 - 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 periodic reports, as specified, to the NBEA 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 bid to host M-PBEA conference at appropriate time.
9. Maintain M-PBEA notebook with three years of minutes and treasury documents plus one year of reports for the current year. Pass on to new Executive Board member.
10. Perform other duties as directed from action of the M-PBEA Executive Board.

6000. COMMITTEES

The Executive Board and/or the Executive Committee may establish executive board, standing, and ad hoc committees as required to conduct the business of M-PBEA.

6010. 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.

6020. 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.

6030. 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.

6040. CONFERENCE PLANNING

The Conference Planning Committee members should follow the procedures as outlined in the M-PBEA Conference Planning Guide.

6050. EDUCATOR AWARDS

The M-PBEA Educator Awards program recognizes individuals in our region who have made significant contributions to business education. Award categories are 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 **January 31**
- Correct typing requirements
- Correct color of paper
- Correct number of support letters

Our region has many outstanding business educators. These individuals deserve recognition for their achievements and for their contributions to business education. Make a nomination today by contacting a deserving nominee. If you have questions about the M-PBEA awards program, contact the M-PBEA President-Elect or visit the M-PBEA website at www.mpbea.org.

Award Eligibility Requirements:

■ **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.

■ **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.

6060. LEGISLATIVE

The Legislative Committee is chaired by the M-PBEA representative to the NBEA Legislative Action Committee. This position is approved by NBEA. The Legislative Committee chair is to 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; and maintain a legislative network that can be quickly mobilized to impact key issues.

6070. 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; mails/e-mails nomination forms to state presidents and M-PBEA Board members; has nomination form put in M-PBEA newsletter and posted on M-PBEA website; compiles reports for M-PBEA Board meetings; mails nomination packets to Committee members for rating; submits Award recipient's name to NBEA Executive Director so that Leadership Award pen set can be ordered; develops and duplicates summary brochure of Awardee's accomplishments for distribution at the M-PBEA Conference; presents the Award at the M-PBEA Conference.

6080. MEMBERSHIP

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.

6090. NOMINATIONS

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 officer 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.

6100. 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.

6110. PUBLICATIONS

The Publications Committee is chaired by the M-PBEA representative to the NBEA Publications Committee. This position is approved by NBEA. The chair of the Publications Committee meets with the Publications Committee at the NBEA Conference; solicits information from the M-PBEA Executive Board concerning activities of the NBEA Publications Committee, their deliberations, considerations, and recommendations for improved publications; attends M-PBEA Board meetings and provides a written report of the activities of the NBEA Publications Committee; assists with the sale of NBEA publications at the M-PBEA Conference.

6120. 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, and ISBE. The second place winner will each receive one-half membership in NBEA, M-PBEA, and ISBE. The third place winner will receive one-half membership in NBEA/M-PBEA.

6130. STRATEGIC PLANNING

The purpose of the Strategic Planning Committee is to promote the stated purposes of business education in M-PBEA. The committee charge is to use 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.

6140. 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.

6150. AD-HOC

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

6151. ENDOWMENT & ROBERT THOMPSON SCHOLARSHIP

The purpose of the Endowment Committee is to research the feasibility of establishing an M-PBEA Endowment. 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.

6152. 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 chair of the Fundraising Committee compiles a financial report of the fundraising project and reports to the Board.

6153. M-PBEA JOURNAL

M-PBEA publishes a bi-annual journal for its members starting 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.

7000. FINANCE

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

7010. 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 8060 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.

7020. 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 two years (June 2008) by the Executive Committee and the NBEA Director.)

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

3. Conference Advance: An amount up to \$1,000 can be requested by the state/province hosting a conference.
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. All unusual items or amounts must be fully explained.
 - d. The Treasurer must approve all reimbursements or if necessary with guidance from the Executive Committee.
 - e. 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 for the conference will receive a \$50 registration voucher for the year following conference.
8. Each LDI participant who registers for the conference will receive a stipend set by the Executive Board to defray expenses.

8000. ANNUAL CONFERENCE

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

8010. DATES

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

8020. ROTATION

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

8030. 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.

8040. POLICIES

- 1. The S/P 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.
- 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. Approve and co-sign all contractual agreements associated with the annual conference.

8050. 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

8060. CONFERENCE PROCEEDS SPLIT

- 1. 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% before the fall M-PBEA Executive Board meeting.

8070. 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.
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.

8080. CONFERENCE EXHIBITORS

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

9000. M-PBEA LEADERSHIP DEVELOPMENT INSTITUTE (LDI)

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

9010. 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.

9020. 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

9021. 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

9030. LDI REIMBURSEMENT

1. Each LDI participant who registers for the conference will receive a \$50 registration voucher to be used at the following year's annual conference.
2. Each LDI participant who registers for the conference will receive a stipend set by the Executive Board to defray expenses.
3. The LDI facilitator will provide a list of LDI participants to the Treasurer at the M-PBEA conference.
4. Participants will receive their stipend and voucher at the Saturday luncheon recognizing LDI participants.

9040. LDI EXPENSES

1. Expenses may include:

Supplies	Photocopy expenses
Participant gifts	Refreshments
Speaker gifts	

10000. INCORPORATION

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

10010. 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.

10020. 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 990 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
3. The Articles of Incorporation shall be filed annually:
 - a. The report can be found online at www.kssoc.xxx and then must be mailed with the filing fee to the Kansas Secretary of State
 - b. Due date is December 15