

Chicago Area Business Educators Association

Constitution and Bylaws Adopted October 16, 1981

ARTICLE I. NAME

The name of this organization will be the Chicago Area Business Educators Association (CABEA).

ARTICLE II. AFFILIATIONS

Section 1. This organization will be affiliated with the National Business Education Association, Illinois Business Education Association, Association for Career and Technical Education, and the Illinois Association for Career and Technical Education.

Section 2. This organization may become affiliated with other professional organizations through the following procedure:

1. A proposed affiliation must be submitted in writing to be Executive Board.
2. The submitted proposal may be approved by a two-thirds vote of the Executive Board.
3. An approved proposal will be mailed to all members for consideration. It may be accepted by a majority of votes cast.

ARTICLE III. OBJECTIVES

Section 1. The objective of this organization will be to discover and serve the needs of the Chicago area business educators.

Section 2. CABEA will be a non-profit organization.

ARTICLE IV. MEMBERSHIP

Section 1. All business educators and those individuals interested in the development of business education in the Chicago area may become members upon payment of the annual membership dues.

Section 2. Membership in CABEA will carry with it the privilege of holding office in the organization and of voting on all matters presented.

ARTICLE V. OFFICERS

- Section 1. The officers of CABEA will be a president, 1st vice president, 2nd vice president, secretary, and treasurer. The vice president positions will be a move-up position to further the continuity of leadership.
- Section 2. The offices of secretary and treasurer will be for a two-year term. These offices will be elected on alternating years.

ARTICLE VI. EXECUTIVE BOARD

There will be an Executive Board consisting of the officers and six members-at-large.

- Section 1. Five members-at-large will be elected from the membership of CABEA and each will serve at three-year term. Members will be elected in such a way that at least one term of office will expire each year.
- Section 2. One member-at-large will be elected from the membership of CABEA and will serve a three-year term as CABEA's representative to the Illinois Business Education Association. The three-year term will coincide with that specified by IBEA. The person elected to this position must be a member in good standing of the Illinois Business Education Association.
- Section 3. The immediate past-president will serve as an ex-officio member of the Executive Board.

ARTICLE VII. ELECTIONS

- Section 1. The president of CABEA will appoint a nominating committee consisting of a past-president as chairman and three members whose duty it will be to nominate the officers and the members-at-large of the Executive Board and to submit these names to the CABEA membership at the next to the last meeting.
- Section 2. Only members in good standing may be nominated. No person's name will be presented for nomination without that person's consent.
- Section 3. Nominees for the positions of vice-president who have previously served as secretary, treasurer, or Executive Board member of CABEA within the last three years will receive priority over those members that do not have any experience.

- Section 4. The nominating committee will present its recommended slate at the next to the last meeting of CABEA. At this time nominations may be made from the floor. The nominees will be voted on at this meeting. Those members present will constitute a quorum. A majority of votes cast will be needed to elect the slate.

ARTICLE VIII. MEETINGS

Meetings of CABEA will be held at times and places that the Executive Board may designate.

ARTICLE IX. DUES AND EXPENDITURES (Amended April 10, 1992)

- Section 1. The fiscal year of CABEA will be from June 1 to May 31.
- Section 2. The Dues for membership in CABEA will be established by the Executive Board and will be paid to the treasurer.
- Section 3. Total expenditures for any general meeting, which exceeds \$300, exclusive of meals, must be approved by the Executive Board.

ARTICLE X. AMENDMENTS, RULES OF ORDER, AND BYLAWS

- Section 1. Amendments to this constitution may be made through the following procedure:
1. A proposed amendment must be submitted in writing to the Executive Board.
 2. The submitted amendment may be approved by a two-thirds vote of the Executive Board.
 3. An approved amendment will be mailed to all members for consideration. It may be accepted by a majority of votes cast.
- Section 2. Robert's Rules of Order will govern all parliamentary procedures of CABEA except in such cases as are covered by the constitution, bylaws, and special rules adopted by the organization.

- Section 3. The Bylaws of CABEA are guidelines under which the Executive Board functions to carry out its duties. Bylaws may be changed by the Executive Board with the approval of the membership.

Bylaws

BYLAW I. OFFICERS AND EXECUTIVE BOARD

- Section 1. The president will preside at all meetings of the Association, appoint all special committees with the advice of the Executive Board, call all meetings of the organization, organize the annual fall workshop, and perform such other duties as are customary in such an organization.
- Section 2. The 1st vice president will perform the duties of the president when the latter is absent or unable to serve and will act as parliamentarian. The annual spring workshop will be planned by the 1st vice president.
- Section 3. The 2nd vice president will maintain an accurate membership list as well as promote CABEA to increase membership.
- Section 4. The secretary will arrange for the mailing of publicity to members for all meetings, take and submit minutes of all meetings, create meeting agendas, fliers and evaluation forms for all workshops, assist the treasurer as needed at meetings, and receive and issue memberships to CABEA.

(Amendment to Bylaws --- April 10, 1992)

- Section 5. The treasurer will be custodian of all funds; including collecting dues, selling meal tickets at the meetings, paying for the meals; paying all bills, keeping an accurate financial record, and preparing a financial statement at the close of the fiscal year. This financial statement is to be made available to members at the first general CABEA meeting of the next fiscal year.
- Section 5. The Executive Board will be responsible for: planning CABEA workshops, filling officer and board vacancies, and promoting the profession of business education.

BYLAW II. DUES

CABEA will offer three types of membership: Type I—Regular membership, Type II—College student membership (one-half regular dues), and Type III—Retired membership (one-half regular dues).

BYLAW III. EXCELLENCE IN EDUCATION AND SERVICE AWARD

An Excellence in Education and Service Award shall be presented annually to a current CABEA member. The procedure of selection shall be:

- Section 1. The president shall appoint a committee consisting of three members; at least one should be a past recipient. The committee shall be appointed prior to the first general meeting of the school year.
- Section 2. The committee will prepare and the secretary will distribute the nomination forms for this award to CABEA members no later than the next to the last meeting of the current school year. Nominations forms are due two weeks before the last meeting.
- Section 3. In selecting the awardee, the committee shall consider, but not be limited by:
1. Involvement in CABEA as demonstrated by attendance at meetings and in board or officer positions held,
 2. Participation in other business education professional organizations,
 3. Teaching experience in the field of business education, which shall include a minimum of at least 3 years.
- Section 4. The award may be given posthumously.
- Section 5. The award shall be presented annually at the last general meeting of the school year.

(updated October 12, 2006)