

Marketing and Business Education Association Constitution

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Article I: Name

- Section 1.* The name of this organization shall be “[University of Wisconsin–Stout] Marketing and Business Education Association.”
- Section 2.* The organization may be referred to and designated by the acronym “MBEA.”
- Section 3.* MBEA is an organization functioning under the established policies and procedures of the Stout Student Association (SSA) and the University of Wisconsin–Stout.
- Section 4.* MBEA also functions under the charters of professional organizations related to the Marketing and Business Education program at the University of Wisconsin–Stout.

Article II: Purpose

- Section 1.* The purpose of MBEA shall be to support and further promote the Marketing and Business Education program at the University of Wisconsin–Stout, and its goals. MBEA shall also provide opportunities for members to develop career and technical competencies for marketing and business occupations as well as marketing and business teacher education.

Article III: Members

- Section 1.* All persons associated with or enrolled in the University of Wisconsin–Stout shall be eligible for membership in MBEA.
- Section 2.* Any person eligible for membership who has paid current dues shall be a member.
- Section 3.* A member who attends one-half or more scheduled meetings or events per month shall be a member in good standing.
- Section 4.* The membership year shall be September 1 through August 31.

Article IV: Dues and Finance

- Section 1.* Organization dues shall be decided by a two-thirds majority vote by the Executive Board before the membership year begins. The cost of dues shall be based on those of dues for chartered professional organizations, and financial goals and needs of the organization.
- Section 2.* Any person eligible for membership and that has paid dues shall be a member until the end of the membership year.
- Section 3.* There shall be no debts made in the name of the organization by any of its members without prior consent of the Executive Board.

Article V: Officers

- Section 1.* Officers of MBEA are president, vice president, and director of career and technical student organizations (CTSOs), director of communications and financial manager.
- Section 2.* The president is responsible for presiding over all meetings of the chapter, establish all committees and serve as an *ex officio* member of these committees, and to promote the growth and development of MBEA.
- Section 3.* The vice president shall assist the president; preside in the absence of the president, and to serve as liaison to parliamentary procedure.
- Section 4.* The director of CTSOs shall act as a liaison to career and technical student organizations in which MBEA is under active charter. The director of CTSOs shall also assume the role of Conference Coordinator for the Wisconsin DECA District 1 Career Development Conference.
- Section 5.* The director of communications shall keep an accurate record of all MBEA meetings
- Section 6.* The financial manager shall serve as the custodian of MBEA funds, collect membership dues, and give financial reports, and complete and submit the membership list with dues to respective organizations.
- Section 7.* The above officers shall perform the duties assigned to them by these bylaws other acts of the organization, and other such duties applicable to the office as prescribed by the program of work developed by the Executive Board.

Article VI: Executive Board

- Section 1.* Together with the adviser, who shall be affiliated with the Marketing and Business Education program at the University of Wisconsin–Stout as *ex officio* member, the elected officers shall constitute the Executive Board.
- Section 2.* A minimum of one (1) executive board meeting shall be held each week. The quorum for an executive board meeting is a majority of its members. Meetings and official communication can be held in person, over telephone, or via email.
- Section 3.* Nominations and elections:
- a.* Elections shall be held during a scheduled meeting before the end of the current Executive Boards’ term is completed.

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b. A majority vote shall be required to elect. Ballots shall be given to MBEA members in good standing and members of the Executive Board eligible to vote at the meeting designated for the election.

Section 4. A person shall be considered an officer candidate, given the following criteria is met:

a. Be enrolled in the Marketing and Business Education program at the University of Wisconsin–Stout.

b. File an official application on or before the due date designated by the Executive Board.

c. Be a MBEA member in good standing.

d. Be nominated as a candidate by a member in good standing at the meeting after applications are due.

Section 5. Officers shall be elected annually and shall hold office for a term of one year or until their successor are elected. Officers shall assume their duties at the close of the last meeting of the calendar year in which they were elected.

Section 6. The Executive Board shall fill a vacancy in any office other than that of the President. Should the vacant position be that of the president, the vice president, shall automatically become the president.

Article VI: Meetings

Section 1. The Executive Board, prior to the first meeting of each semester, shall establish Meeting Times and dates.

Section 2. Meetings shall be conducted in one of three forms: regular meeting, and committee meeting, special meeting.

a. A regular meeting shall be open to all members of MBEA. A minimum of one chapter meeting is required per calendar month.

b. A committee meeting shall be designated for the purpose of the planning, preparation, and execution, and evaluation of committee activities, and for any other committee-related business, which may arise.

c. Other (special) meetings may be held as deemed necessary by the president with the approval of the executive board.

Section 3. A quorum will be defined as the members in attendance, and at least three officers at any officially called meeting.

Article VII: Committees

Section 1. The President shall establish committees and appoint chairmen as deemed necessary by the Executive Board and the adopted parliamentary authority. A committee must have a minimum of four members. Three committee members shall constitute a quorum.

Section 2. There shall be a career and technical/social committee, which is responsible for planning social outings, and vocational events

Section 3. There shall be a sales project committee, which is responsible for planning sales projects.

Section 4. There shall be a civic committee, which is responsible for planning civic events.

Article VIII: Parliamentary Authority

Section 1. The rules contained in *Robert's Rules of Order Simplified and Applied* shall govern the chapter in all cases to which they are applicable in which they are not inconsistent with the rules of MBEA, these bylaws, or any special rules of order the chapter may adopt.

Article XI: Amendments and Bylaws

Section 1. Amendments to the bylaws shall be submitted in writing at a regular meeting and shall not be voted on until the following regular meeting. A two-thirds vote of the members present shall be required for adoption.

Section 2. This article may not be suspended at any time.

Amended, 10/07/03

Amended, 11/04/03

Amended, 11/11/03

Amended, 11/18/03

Amended, 01/27/04