

LOUISIANA ASSOCIATION OF BUSINESS EDUCATORS

PROCEDURES MANUAL

Revised October 2022

TABLE OF CONTENTS

1. DUTIES OF EXECUTIVE BOARD MEMBERS	3
1.1. DUTIES OF THE PRESIDENT	3
1.2. DUTIES OF THE VICE-PRESIDENT	4
1.3. DUTIES OF THE PAST PRESIDENT	5
1.4. DUTIES OF THE SECRETARY	6
1.5. DUTIES OF THE TREASURER	7
1.6. DUTIES OF THE PARLIAMENTARIAN	8
1.7. DUTIES OF THE CHAPLAIN	9
1.8. DUTIES OF THE WEBMASTER	10
1.9. DUTIES OF THE AT-LARGE REPRESENTATIVES	11
1.10. DUTIES OF THE SBEA/NBEA REPRESENTATIVES	12
2. DUTIES OF THE EXECUTIVE BOARD	13
3. DUTIES OF COMMITTEES	14
3.1. AUDITING COMMITTEE	14
3.2. AWARDS COMMITTEE	15
3.3. BY-LAWS COMMITTEE	16
3.4. FINANCE COMMITTEE	17
3.5. LEGISLATIVE COMMITTEE	18
3.6. MEMBERSHIP COMMITTEE	18
3.7. MEMORIAL COMMITTEE	20
3.8. NOMINATING COMMITTEE	21
3.9. PUBLIC RELATIONS COMMITTEE	22
4. OPERATIONAL POLICIES	23
4.1. EXTRAORDINARY DISBURSEMENTS OF FUNDS	23
4.2. GIFTS AND SPONSORSHIPS FOR SBEA/NBEA CONFERENCES	23
4.3. REIMBURSEMENT FOR SBEA/NBEA CONFERENCE TRAVEL	23
APPENDIX I: PROCEDURES MANUAL REVISION RECORD	24

1. DUTIES OF EXECUTIVE BOARD MEMBERS

1.1. DUTIES OF THE PRESIDENT

Succession of Vice President

One-year term

1. Guide the activities of the Association and disseminate information among the members as is necessary.
2. Preside at all general Executive Board meetings of the Louisiana Association of Business Educators.
3. Prepare and print copies of the agenda for all Executive Board and general membership meetings.
4. Prepare a list of new officers and committee chairpersons for the new year for distribution to new council.
5. Make appointments to LABE Executive Board and appoint all LABE committee chairpersons whose terms have expired.
6. Correspond with the officers of LABE, SBEA, NBEA, and other professional organizations as necessary concerning matters of interest and concern to the Association.
7. Select Executive Board meeting sites and notify council members and needed committee chairpersons of the details.
8. Approve expenditures recommended by Treasurer.
9. Appoint a SBEA representative to represent the Association.

1.2. DUTIES OF THE VICE-PRESIDENT

Elected by the membership

One-year term

1. Preside at meetings in the absence of the President.
2. During the absence or incapacity of the President, guide the activities of the Association.
3. Assist the President when the need arises.
4. Serve as program chair for the yearly conference of LABE.
 - a. Appoint conference committees as needed.
 - b. Choose a theme for the conference.
 - c. Plan for speakers
 - i. Acquire speakers for planned sessions
 - ii. Secure projection equipment as needed for the speakers.
 - d. Plan for session facilitators
 - i. Session facilitators will introduce the speaker and attend to the needs of the speaker (helping with handouts, drinking water, checking projection equipment, etc.)
 - e. Plan for gifts for speakers
 - f. Plan for luncheon, dinner, or snacks as determined by the agenda for the conference and any decorations for tables, etc. as appropriate.
 - g. Plan for door prizes
 - h. Plan for welcome bags for those who attend the conference
 - i. Plan for printed program
 - j. Plan for name tags with the Treasurer or the person responsible for receiving the registration money for the conference.
5. Serve as a member of the Executive Board of the Association.
6. Succeed to the office of President.

Prior approval is required by Treasurer and President before LABE funds will be expended. Noncompliance will render committee person personally liable for the transaction.

1.3. DUTIES OF THE PAST PRESIDENT

Succession from President

One-year term

1. Offer advice and counsel to new and continuing officers of the Association.
2. Serve as a member of the Executive Board of the Association.
3. Prepare LABE annual report for SBEA.
4. Select and present plaque for outgoing President at the LABE annual conference.

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1.4. DUTIES OF THE SECRETARY

Appointed by the President

One-year term

1. Record the minutes of all official meetings.
2. Record in proper form all resolutions.
3. Conduct all correspondence required by the Association.
4. Serve as a member of the Executive Board of the Association.

1.5. DUTIES OF THE TREASURER

Elected by the membership

Two-year term

1. Receive all monies payable to the Association.
2. Make all disbursements contractually or otherwise required by the Association.
3. Maintain a register of the members of the Association and inform the Executive Board of the names and addresses of all members.
4. Secure the approval of the President of the Association of extraordinary disbursements.
5. Report to the membership of the Association at each official meeting.
6. Work with the At-Large Representatives to handle registration for the annual conference since funds are collected at this time.
7. Prepare the books and records needed for the Auditing Committee and provide information and assistance as needed by the Auditing Committee.
8. Serve as chairperson of the Finance Committee.
9. Prepare a budget for the Association and present it to the Executive Board for approval and to the membership at the annual conference.
10. Serve as a member of the Executive Board of the Association.
11. Prepare a membership certificate for life members.
12. Send a report to the Secretary of State as an active non-profit organization.
13. Secure authorization from President before making payments.

1.6. DUTIES OF THE PARLIAMENTARIAN

Elected by the membership

One-year term

1. Advise the officers of the Association on any questions of correct procedure for conducting meetings.
2. Serve as a member of the Executive Board.
3. Work cooperatively annually with the Executive Board to review and update the by-laws and Procedures Manual.
4. Serve as chairperson of the By-Laws Committee.

1.7. DUTIES OF THE CHAPLAIN

Elected by the membership

One-year term

1. Respond with suitable devotional activity at meetings of the Association and the Executive Board when requested to do so.
2. Serve as a member of the Executive Board of the Association.
3. Find from the membership those members who have expired during the year and report to the general membership at the annual conference.
4. Serve as chair of the Memorial Committee.

1.8. DUTIES OF THE WEBMASTER

Appointed by the President

One-year term

1. Serve as a member of the Executive Board of the Association.
2. Maintain the Association website with updated content.
3. Serve as chair of the Public Relations Committee.

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1.9. DUTIES OF THE AT-LARGE REPRESENTATIVES

Elected by the membership

One-year term

1. Serve as members of the Membership Committee and represent their respective areas in the proceedings of the Association.
2. Work with the Treasurer on registration at the annual conference.
3. Serve as a member of the Executive Board of the Association.

1.10. DUTIES OF THE SBEA/NBEA REPRESENTATIVE(S)

Appointed by the President

Three-year term

1. Serve as the official representative of LABE to the SBEA.
2. Act as liaison between LABE and SBEA/NBEA.
3. Promotes SBEA and NBEA and encourages membership.
4. Serve as a member of the Executive Board of the Association.
5. Responsible for delivering silent auction items to SBEA and NBEA conferences.

Prior approval is required by Treasurer and President before LABE funds will be expended.

Noncompliance will render committee person personally liable for the transaction.

2. DUTIES OF THE EXECUTIVE BOARD

1. Act as the governing body of the Association.
2. Membership on the board includes the following members of the Association:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Parliamentarian
 - f. Chaplain
 - g. At-Large Representatives (not more than 4)
 - h. Webmaster
 - i. SBEA/NBEA Representative(s)
 - j. Past President
3. Act upon business of an immediate nature between regular LABE meetings.
4. Fill vacancies in elected offices and committees.
5. May call for an audit at any time deemed necessary.
6. Review and approve/amend proposed budgets prepared by the Finance Committee.
7. May serve as the Nominating Committee of the Association at the discretion of the President.

Prior approval is required by Treasurer and President before LABE funds will be expended. Noncompliance will render committee person personally liable for the transaction.

3. DUTIES OF COMMITTEES

3.1. AUDITING COMMITTEE

Chair appointed by the President

Other members appointed as needed

One-year term

1. Audit the books of the Association on an annual basis or at the request of the President or the Executive Board.
2. Report the results of the audit to the Association at the business meeting of the appropriate conference.

3.2. AWARDS COMMITTEE

Chair appointed by the President

Other members appointed as needed

Three-year term

1. Appointed members of the committee should have geographical representation from the state, and two should be from the secondary level and two the post-secondary level.
2. Secure nominations from appropriate parish/city school supervisors and superintendents and from deans and department heads of post-secondary institutions for outstanding business teacher at junior high/senior and post-secondary levels.
 - a. Provide required qualifications for the nominees to local administrators.
 - b. Provide the necessary forms for submitting nominees for use of local administrators.
 - c. Select from the nominees one award winner from the junior/senior high division and one from the post-secondary division.
 - d. Notify nominators of award winners to ensure attendance of the award winners at the annual conference.
 - e. Have plaques prepared which will be presented at the spring LABE conference to the award winners.
3. Secure applications for student scholarships.
4. Select the award winner.

Prior approval is required by Treasurer and President before LABE funds will be expended.

Noncompliance will render committee person personally liable for the transaction.

3.3. BY-LAWS COMMITTEE

Parliamentarian elected by membership is chair

Two other members appointed by chair as needed

One-year term

1. Review the LBE by-laws each year to assure that they are up to date.
2. Assure that the Association adheres to the provisions of the by-laws.
3. Review proposed changes in the by-laws and prepare notice to the membership at least one month before the change is voted on by the membership.
4. Review the duties of the various committees for consistency with the constitution and recommend changes to the President or Executive Board.

3.4. FINANCE COMMITTEE

Treasurer elected by membership is chair

Appoint four additional members as members of this committee as needed

Two-year term (same as Treasurer)

1. Prepare and present a tentative budget to the Executive Board for its review and approval.
2. Present approved budget to LABE membership at all general meetings.
3. Conduct fundraising campaigns among business, other organizations, and the membership, as the needs demand.
4. Secure authorization from President before making payments.

*Prior approval is required by Treasurer and President before LABE funds will be expended.
Noncompliance will render committee person personally liable for the transaction.*

3.5. LEGISLATIVE COMMITTEE

Chair appointed by President

Chair appoints four other members as needed

One-year term

1. Communicate with the President, Public Relations Committee, and/or the LBE Executive Board concerning legislative matters that concern the Association and that need the action of its members.
2. Initiate needed legislation through the resolution process for vote of the general membership at its business meetings or through the Executive Board between LBE sessions.
3. Maintain contact with state department personnel and appropriate teacher union representatives for developments affecting business education at any level.

3.6. MEMBERSHIP COMMITTEE

Chair appointed by the President

Committee shall consist of all At-Large representatives and the two college representatives

One-year term

1. Secure a membership representative in each parish and city school system if possible for the purpose of soliciting memberships in LABE.
2. Meet each year at LABE annual conference for planning.
3. Responsible for recruiting new members.

3.7. MEMORIAL COMMITTEE

Chaplain elected by membership is chair

Chair may appoint additional members as needed

One-year term

1. Find from the membership those members who have expired during the year and report to the general membership at the LABE annual conference.

3.8. NOMINATING COMMITTEE

Appointed by President

At the discretion of the President, the Executive Board may be appointed as the Nominating Committee.

One-year term

1. Place at least one name in nomination for each vacancy in elected positions.
2. Secure the approval of the candidates before the business session in which the nominations are made.

3.9. PUBLIC RELATIONS COMMITTEE

Webmaster appointed by President is chair

Chair may appoint additional members as needed from various levels of education and geographically representative of the state.

One-year term

1. See the articles concerning the conventions and other activities of the Association are made available to the news media and/or other appropriate agencies and groups.
2. Discuss with business, civic, and professional groups the role of business education, when given the opportunity to do so.
3. Promote activities that will develop a positive self-image of business education through the state.
4. Work closely with the Legislative Committee in its lobbying efforts.

Prior approval is required by Treasurer and President before LBE funds will be expended.

Noncompliance will render committee person personally liable for transaction.

4. OPERATIONAL POLICIES

4.1. EXTRAORDINARY DISBURSEMENTS OF FUNDS

Per [Section 1.5 of the Procedures Manual](#), the Treasurer is responsible for making extraordinary disbursements with the President's approval. An *extraordinary disbursement* is "any disbursement of association funds for one-time or recurring expenses previously approved but not itemized in Section 1.5 of the Procedures Manual up to \$150." Incumbrances and disbursements exceeding \$150 each require Executive Board approval.

4.2. GIFTS AND SPONSORSHIPS FOR SBEA/NBEA CONFERENCES

The Association seeks to be active in and supportive of its regional and national affiliates, SBEA and NBEA, respectively. [Section 1.10 of the Procedures Manual](#) identifies the SBEA/NBEA Representative(s) as the individual(s) responsible for securing silent auction or other gift/sponsorship items for the regional and national conferences. These items may be secured by either 1) an authorized signer on Association accounts purchasing the items with Association funds or 2) an Association representative purchasing the items then seeking reimbursement from the Treasurer with the President's approval. Regardless of the method, the total value for these items not to exceed \$100 per conference per year.

4.3. REIMBURSEMENT FOR SBEA/NBEA CONFERENCE TRAVEL

The Association will provide, as reimbursement only, up to \$500 per year for travel expenses to SBEA and/or NBEA conferences for Association representatives. The Executive Board by vote shall name the representative(s) each year. The representative(s) will be the individual(s) serving as SBEA/NBEA representative(s) at the time of the Executive Board vote unless said individual(s) cannot attend. In that instance, the Executive Board by vote shall name an alternate representative. If multiple SBEA/NBEA representatives serve on the Executive Board, the Executive Board may elect to allocate some amount of the \$500 allowance to each representative. Only expenses incurred directly by the representative(s) and not reimbursed otherwise (e.g. reimbursement from employer) are eligible to be reimbursed by the Association. A written request with receipts and a copy of the conference program(s) must be submitted to the Treasurer, and the Treasurer must seek the President's approval prior to disbursing funds. The written request must itemize the expenses for which reimbursement is requested. Reimbursement for the difference between actual costs and employer reimbursed-expenses will be accepted (e.g. \$75 from the example below), and the actual cost, employer reimbursement, and difference must be itemized as in the following example.

Total lodging:	\$ 300	(as reflected on receipt provided)
Employer reimbursement:	<u>225</u>	
Unreimbursed difference:	\$ 75	

Representative(s) for whom the Association provides travel funds must 1) submit a conference report to the Executive Board summarizing the conference(s) participation and 2) deliver a session at the Association's conference.

4.4. AWARDS

The Association recognizes distinguished educators annually. The three awards bestowed by the Association and eligible recipients are:

- Middle/Secondary Business Educator - a current or retired middle or secondary business educator who distinguished himself/herself in the field through noticeable contributions and is a current LBE member.
- Post-Secondary Business Educator - a current or retired post-secondary (technical college, community college, or university) business educator who distinguished himself/herself in the field through noticeable contributions and is a current LBE member.
- Business Education Leader - a current or retired educator (any role in P-12 education, post-secondary education, or state/national bodies) whose service to the field included overseeing business education and who distinguished himself/herself through noticeable contributions to and advocacy for business education

4.5. FISCAL YEAR

The Association conducts financial reporting for the fiscal year of July 1 to June 30.

Edited October 2022 by Wendy Sonnier, President/Chair, By-Laws Committee

APPENDIX I: PROCEDURES MANUAL REVISION RECORD

Date	Revision(s) Approved by Executive Board
October 2022	Revised Section 4.4 Awards eligibility to state Middle/Secondary Business Educator must be a current member of LBE. Post-Secondary Business Educator must be a current member of LBE.