

**LOUISIANA ASSOCIATION OF BUSINESS EDUCATORS**

**PROCEDURES MANUAL**

Revised  
August 2006

## **DUTIES OF EXECUTIVE BOARD MEMBERS**

### **DUTIES OF THE PRESIDENT**

Succession of President-Elect

One-year term

1. Guide the activities of the Association and disseminate information among the members as is necessary.
2. Preside at all general and Executive Council meetings of the Louisiana Association of Business Educators.
3. Prepare and print copies of the agenda for all Executive Council and general membership meetings.
4. Prepare list of new officers and committee chairpersons for the new year for distribution to new council.
5. Make appointments to LABE Executive Council and appoint all LABE committee chairpersons whose terms have expired.
6. Cooperate with State Department of Education personnel in planning and conducting the Business Education Section meeting of the joint meeting with Louisiana Association of Career and Technical Education and the spring in-service conference.
7. Correspond with the officers of LABE, SBEA, NBEA, and other professional organizations as necessary concerning matters of interest and concern to the Association.
8. Select Executive Council meeting sites and notify council members and needed committee chairpersons of the details.
9. Represent the Association on the Executive Council of the Louisiana Association of Career and Technical Education.
10. Approve expenditures recommended by Treasurer.

## DUTIES OF THE PRESIDENT-ELECT

Succession of Vice President

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. Serve as program chair for the Louisiana ACTE/LABE joint conference. (You may appoint committees as you wish.)
  - a. Plan for speakers
    - i. Plan for speakers for planned sessions in coordination with Louisiana ACTE and the state department
    - ii. Secure projection equipment as needed for the speakers (may be supplied by Louisiana ACTE; you need to check on this)
    - iii. Plan for gifts for speakers (speakers are not usually paid)
  - b. Plan for recorders and presidors for the sessions
    - i. Recorders will make notes to be sent to the Editor of the Bulletin Board
    - ii. Presidors will introduce the speaker and attend to the needs of the speaker (helping with handouts, drinking water, checking projection equipment, etc.)
  - c. Plan for door prizes with Reporter/Historian, chairman of the Public Relations Committee
4. Succeed to the presidency of the Association should the president be unable to fulfill the full term of office.
5. Serve as a member of the Executive Council of the Association.
6. Serve as chairman of the nominating committee.
7. Represent the Association on the Executive Council of the Louisiana Association of Career and Technical Education.

*Prior approval is required by Treasurer & President before LABE funds will be expended. Non compliance will render committee person personally liable for transaction.*

## DUTIES OF THE VICE-PRESIDENT

Elected by membership (Alternates between secondary & post-secondary)

One-year term

1. Assist the president when the need arises.
2. Serve as program chair for the yearly conference of LABE. (You may appoint committees as you wish.)
  - a. Choose a theme for the conference.
  - b. Plan for speakers
    - i. Acquire speakers for planned sessions
    - ii. Secure projection equipment as needed for the speakers
  - c. Plan for recorders and presidors for the sessions
    - i. Recorders will make notes to be sent to the Editor of the Bulletin Board
    - ii. Presidors will introduce the speaker and attend to the needs of the speaker (helping with handouts, drinking water, checking projection equipment, etc.)
  - d. Plan for gifts for speakers (speakers are not usually paid)
  - e. Plan for luncheon, dinner, or snacks as determined by the agenda for the conference and any decorations for tables, etc. as appropriate.
  - f. Plan for door prizes with Reporter/Historian, chairman of the Public Relations Committee
  - g. Plan for Welcome Bags for those who attend the conference with Reporter/Historian, chairman of the Public Relations Committee
  - h. Plan for printed program
  - i. Plan for nametags with the Treasurer or the person responsible for receiving the registration money for the conference
3. Serve as a member of the Executive Council of the Association.
4. Succeed to the office of president-elect should the president-elect complete a term unfulfilled by the president.

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## DUTIES OF THE PAST PRESIDENT

1. Offer advice and counsel to new and continuing officers of the Association.
2. Serve as a member of the Executive Council of the Association.
3. Prepare LABE annual report for SBEA.
4. Select and present plaque for outgoing president at the LACTE/LABE joint conference.
5. Represent the Association on the Executive Council of the Louisiana Association of Career and Technical Education by serving in the officer position assigned to the Business Division for the year.

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## 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. Maintain adequate communication among the members of the Association.
5. Serve as a member of the Executive Council of the Association.

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## DUTIES OF THE TREASURER

Elected by membership

Two-year term

1. Receive all monies payable to the Association.
2. Make all disbursements required by the Association.
3. Maintain a register of the members of the Association and inform the Executive Council of the names and addresses of all members.
4. Secure the approval of the president of the Association of extraordinary disbursements.
5. Keep the editor of the *Bulletin Board* informed of membership count and where to send dues.
6. Report to the membership of the Association at each official meeting.
7. Work with the Secondary Reps North and South and Post Secondary Reps North and South to handle registration for the August and spring conferences since funds are collected at these times.
8. Prepare the books and records needed for the Auditing Committee and provide information and assistance as needed by the Auditing Committee.
9. Serve as chairperson of the Finance Committee.
10. Prepare a budget for the Association and present it to the Executive Council for approval and to the membership at the August conference.
11. Serve as a member of the Executive Council of the Association.
12. Prepare a membership certificate for life members.
13. Send a report to the Secretary of State as an active non-profit organization.
14. Get authorization from President before making payments.

## 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 Council.
3. Work cooperatively with the Chaplain to review and update the procedures manual.
4. Serve as chairperson of the Constitution Committee.

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## 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 Council when requested to do so.
2. Serve as a member of the Executive Council of the Association.
3. Work cooperatively with the Parliamentarian to review and update procedures manual.
4. Serve as chairperson of the Memorial Committee.

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## DUTIES OF THE REPORTER-HISTORIAN

Appointed by President

One-year term

1. Serve as a member of the Executive Council of the Association.
2. Report activities of the Association activities to the public.
3. Maintain a historical record of the Association.
4. Serve as chairperson of the Public Relations Committee.

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## DUTIES OF THE SECONDARY AND POST SECONDARY 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 August and spring conferences.
3. Meet with the chairperson of the Membership Committee twice per year at the LACTE/LABE joint meeting/spring conferences.
4. Serve as a member of the Executive Council of the Association.

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## DUTIES OF THE NEWSLETTER EDITOR

Appointed by the President

Two-year term

1. Produce and distribute the Association's publication, *The Bulletin Board*, twice a year-- December/January and June/July.
2. Maintain a list of members with addresses for use in distributing *The Bulletin Board*.
3. Serve as a member of the Executive Council of the Association.
4. Mail information for spring conference to all business teachers, vocational supervisors, and post-secondary instructors.
5. Appoint a web page manager to maintain the web site.

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## DUTIES OF THE JOURNAL EDITOR

Appointed by the President

Two-year term

1. Publish once a year a refereed journal using a blind review process to select manuscripts.
2. Select associate/assistant editors on an annual basis.
3. Direct and assist associate/assistant editors in soliciting paid advertisements.
4. Select manuscript reviewers.
5. Send out a "call for papers."
6. Coordinate all correspondence related to the journal.
7. Solicit journal subscriptions and transmit subscription fees to the Association treasurer.
8. Serve as a member of the Executive Council of the Association.
9. Prepare a report on journal activities to Board at each meeting and General Membership meetings.

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#### DUTIES OF THE SBEA REPRESENTATIVE

Appointed by the President (August '91, '94, '97, 2000, 03, 06, 09, etc.)

(Service time: January 1995-97, etc.)

Three-year term

1. Serve as the official representative of LABE on the SBEA Executive Board.
2. Act as liaison between LABE and SBEA/NBEA.
3. Serve as the SBEA/NBEA/LABE membership chair.
4. Serve as a member of the Executive Council of the Association.
5. Serve as member of the Louisiana ACTE Membership Committee.

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## DUTIES OF THE EXECUTIVE COUNCIL

1. Act as the governing body of the Association.
2. Membership on the Council includes the following members of the Association:
  - a. President
  - b. President-Elect
  - c. Vice-President
  - d. Secretary
  - e. Treasurer
  - f. Parliamentarian
  - g. Chaplain
  - h. Reporter-Historian
  - i. Secondary Representatives (2)
  - j. Post Secondary Representatives (2)
  - k. Newsletter Editor
  - l. Journal Editor
  - m. SBEA Representative
  - n. 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.

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## 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 Council.
2. Report the results of the audit to the Association at the business meeting of the appropriate conference.
3. Contact the treasurer prior to the August conference and plan a time for the annual audit of the Association's books. Give a report of the audit to the president before adjournment of the August conference. The chair of the Auditing Committee is responsible for these activities.
4. Serve as a member of the Louisiana ACTE Auditing Committee.

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## AWARDS COMMITTEE

Chair appointed by the President

Other members appointed as needed

Three-year term (1991, 1994, 1997, 2000, etc.)

1. Appointed members of the committee shall have geographical representation from the state and two shall be from the secondary level and two from 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 high and post-secondary levels.
3. Provide required qualifications for the nominees to local administrators.
4. Provide the necessary forms for submitting nominees for use of local administrators.
5. Select from the nominees one award winner from the junior/senior high division and one from the post-secondary division.
6. Notify nominators of award winners to ensure attendance of the award winners at the spring conference.
7. Have plaques prepared which will be presented at the spring LABE conference to the award winners.
8. Recognize NABTE Award of Merit winners at the LACTE/LABE joint general membership meeting.
9. Serve as a member of the Louisiana ACTE Awards Committee.

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## CONSTITUTION COMMITTEE

The Chair is the Parliamentarian.

Two other members appointed by Chair as needed.

One-year term

1. Review the LABE By-Laws each year to assure that they are up to date.
2. Assure that the Association adheres to the provisions of the Constitution.
3. Review proposed changes in the Constitution/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 Council.
5. Serve as a member of the Louisiana ACTE Constitution Committee.

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## FINANCE COMMITTEE

The chair is the Treasurer

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 Council for its review and approval.
2. Present approved budget to LABE membership at all general meetings.
3. Conduct fund raising campaigns among business, other organizations, and the membership, as the needs demand.
4. Serve as a member of the Louisiana ACTE Finance Committee.
5. Get authorization from President before making payments.

## 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 LABE Executive Council 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 Council between LABE sessions.
3. Keep in touch with state department personnel and appropriate union representatives for developments affecting business education at any level.
4. Make a progress report for *The Bulletin Board* and at LABE meetings.
5. Serve as a member of the Louisiana ACTE Legislative Committee.

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## MEMBERSHIP COMMITTEE

Chair appointed by the President

Committee shall consist of the two high school 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 twice each year at LACTE/LABE joint meeting and spring conference for planning.
3. Report activities at the LABE general membership meetings.
4. Serve as a member of the Louisiana ACTE Membership Committee.

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## MEMORIAL COMMITTEE

Chair is the Chaplain

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 LACTE/LABE joint meeting and spring conference.
2. Report to the Louisiana ACTE Memorial Committee those members who have expired.
3. Serve as a member of the Louisiana ACTE Memorial Committee.

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## NOMINATING COMMITTEE

Appointed by President

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

One-year term

1. Place at least two names in nomination for each vacancy.
2. Secure the approval of the candidates before the business session in which the nominations are made.
3. Serve as a member of the Louisiana ACTE Nominating Committee.

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## PUBLIC RELATIONS COMMITTEE

Chair is the Reporter-Historian

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

One-year term

1. See that 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 an opportunity to do so.
3. Promote activities that will develop a positive self-image of business education throughout the state.
4. Work closely with the Legislative Committee in its lobbying efforts.
5. Inform the Editor of *The Bulletin Board* of its activities and suggestions for members to promote business education and LABE.
6. Secure welcome bags for LACTE/LABE joint meeting and spring conference (or appoint a special Hospitality Committee).
7. Secure door prizes, present them, and write follow-up thank you letters to contributors (or appoint a special Hospitality Committee).
8. Serve as a member of the Louisiana ACTE Public Relations Committee.

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## STRATEGIC PLAN

Appointed by President

Chair may appoint additional members as needed

One-year term

1. Prepare a strategic plan for the LABE membership in conjunction with the Louisiana ACTE and ACTE strategic plans.
2. Prepare and distribute a strategic plan for the coming year at the LACTE/LABE joint meeting.
3. Serve as a member of the Louisiana ACTE Strategic Plan Committee.

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## RESOLUTIONS COMMITTEE

Chair appointed by the President

Additional persons appointed as needed by the chair from various levels of education and geographically representative of the state

One-year term

1. Screen, review, edit, and/or consolidate all resolutions prior to their being presented to the membership for a vote.
2. Recommend to the Association approval or disapproval of each resolution.
3. Announce in each issue of *The Bulletin Board* and at each conference when and where this committee will meet to handle proposed resolutions prior to the general membership meetings. (Responsibility of the Chair)
4. Announce the names of the committee members to assist membership in getting resolutions before the committee.
5. Serve as a member of the Louisiana ACTE Resolutions Committee.

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