*Marketing and Business Education Association Constitution*

**Article I: Name**

*Section 1:* The name of the organization shall be “Marketing and Business Education Association” at the University of Wisconsin – Stout.

*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 enrolled in the Marketing and Business Education program at the University of Wisconsin-Stout shall be eligible for membership in MBEA.

*Section 2:* Membership is open to all registered students in good standing at the University of Wisconsin-Stout. All student organization members must maintain at minimum, a 2.0 grade-point average (on a 4.0 scale) to be eligible for participation in a

Recognized Student Organization.

Section 3: MBEA will not discriminate against membership of any individual based upon race, gender, religion, ancestry, age, veteran status, marital status, sexual orientation, income, physical ability or political ideology, unless specified in the

governing document of the organization or pursuant to an exception recognized by University, local, state or federal laws / ordinances.

*Section 3:* Any person eligible for membership who has paid current dues shall be a member.

*Section 4:* A member who attends one-half or more scheduled meetings or events per month shall be a member in good standing.

*Section 5:* 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 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 ex-officio member of these committees, act as public relations spokesperson, and to promotes the growth and development of MBEA.

*Section 3:* The vice president shall assist the president; preside in the absence of the president, arrange for guest speakers, facilitate room reservations, act as a liaison to the Leadership Development committeeand 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 Conference Coordinator for the Wisconsin DECA District 1 Career Development Conference, and act as a liaison to the Civic Consciousness committee (including selected Civic Consciousness project, such as Adopt-a-Highway).

*Section 5:* The director of communications shall keep an accurate record of all MBEA meetings. The director of communications shall also maintain, update, and improve the MBEA website and OrgSync portal regularly; act as a liaison to the Social Intelligence committee; Compose and send appropriate letters, cards, and memos; Check and answer all incoming correspondence (email and mailbox); Submit information and articles to the appropriate media.

*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. The financial manager shall also process incoming and outgoing funds for sales projects and other committees, and act as a liaison to the Vocational Committee (and sales project committee when necessary).

*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 advisor, who shall be affiliated with the Marketing and Business Education program at the University of Wisconsin-Stout as an 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:

1. Elections shall be held during a scheduled meeting before the end of the current

Executive Board’s term is completed.

1. 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:

1. Be enrolled in the Marketing and Business Education program at the University

of Wisconsin-Stout.

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

Board.

1. Be a MBEA member in good standing.
2. 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 is 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 VII: Advisor**

*Section 1:* The advisor of the Marketing and Business Education Association must be a faculty or staff member of the University of Wisconsin – Stout.

*Section 2:* The student organization advisor serves in voluntary or assigned capacity to the recognized student organization and provides guidance, direction, advice, advice and continuity to the members of the organization.

*Section 3:* The advisor will be affiliated with the Marketing and Business Education program at the University of Wisconsin – Stout.

**Article VIII: Meetings**

*Section 1:* A regularly scheduled general meeting shall be held at least twice a month. The officers may call additional meetings when the need arises*.*

*Section 2:* A quorum shall consist of 40% of the regular members.

*Section 3:* A quorum shall be present in order for any official business to be conducted. Official business shall include elections of officers, approving the budget, and any other major decisions affecting the Organization.

*Section 4:* Parliamentary Authority (e.g. Robert’s Rules of Order) will be utilized at official business meetings.

**Article VIII: Removal of Officers**

*Section 1:* An executive officer shall be removed from office for not fulfilling the responsibilities of the position.

*Section 2:* A list of charges must be drawn up and submitted to an advisor at least one week before action will be taken. An advisor will then consult with the remaining executive board members to discuss action steps. An executive officer is removed if it is deemed necessary after consultations with an advisor as well as the remaining executive board, and the motion passes the general assembly by a three-fourths (3/4) vote.

**Article IX: 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 social committee, which is responsible for planning social outings and events.

*Section 3:* There shall be a vocational committee, which is responsible for planning activites related to careers in marketing and business.

*Section 4:* There shall be a civic committee, which is responsible for planning philanthropic activities.

*Section 5:* There shall be a leadership committee, which is responsible for planning activites to enhance leadership skills.

*Section 6:* The Executive Board may add more committees as they see fit, coordinating with their program of work.

**Article X: Parlimentary 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

Amended, 12/01/09

Amended, 4/14/14