

**WESTERN BUSINESS EDUCATION ASSOCIATION
(WBEA)**

**POLICIES AND PROCEDURES MANUAL
and
APPENDICES**

**Revised
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0000 INTRODUCTION

This *WBEA Policies and Procedures Manual and Appendices* (P&P) implements the Articles of Incorporation and the Bylaws of the corporation.

Revisions and additions to the P&P will keep it current and consistent with need. Upon adoption, the most current, copy of the *WBEA Policies and Procedures Manual and Appendices* with approved additions and revisions will be posted online at www.wbea.info.

1000 EXECUTIVE BOARD

The Executive Board is the governing body of the corporation. It shall consist of no less than seven (7) members, in accordance with the Articles of Incorporation.

1010. MEMBERSHIP

1. The Executive Board as identified in the Articles of Incorporation shall be composed of:
 - a. Officers of the corporation
 - (1) President
 - (2) President-elect
 - (3) Treasurer
 - (4) Secretary
 - (5) Past President
 - b. NBEA Representatives (two representatives until completion of the last year of the term during FY 2007-2008, with only one representative after FY 2007-2008, per approved NBEA Executive Board Restructuring vote of April 2006).
 - c. Official elected representatives (usually the president and president-elect) of the states, territories, and provinces (S/T/Ps) within the western region
2. In accordance with the 2006 Revised Bylaws, Directors of the WBEA standing committees:

a. Awards	f. Membership
b. Conference*	g. Nominating***
c. Editor	h. Professional Development
d. Finance**	i. Strategic Planning***
e. Legislative Liaison	j. Telecommunications

shall be non-voting, ex-officio members of the Executive Board with the following exceptions:

*The WBEA President directs the Conference Committee, may appoint a Conference Chair, and as president is a voting member of the Executive Committee and Board.

**The WBEA President-elect directs the Finance Committee and as president-elect is a voting member of the Executive Committee and Board.

***The WBEA Past President directs the Nominating and Strategic Planning Committees and as past president is a voting member of the Executive Committee and Board.

3. The NBEA President and Executive Director shall be non-voting, ex-officio members of the Executive Board, in accordance with the WBEA Articles of Incorporation and Bylaws. The ISBE Representative from the western region shall be a non-voting ex-officio member of the Executive Board.
4. The Directors of the following standing committees will be invited to present reports at Executive Board Meetings: Awards, Conference (current and prior year), Editor, Finance, Legislative, Membership, Nominating, Professional Development, Strategic Planning, and Telecommunications. Also invited to present reports at the Executive Board Meetings will be Directors of special (ad hoc) committees such as: Annual Conference Advisory and Robert J. Thompson NBEA/WBEA Membership Endowment.

1020. RIGHTS AND RESPONSIBILITIES

1. The Executive Board members must maintain membership in NBEA/WBEA.
2. The Executive Board is charged with conducting the affairs of the corporation.

1030. MEETINGS

1. In accordance with the WBEA Articles of Incorporation and Bylaws, the annual meeting shall be held during either the three (3)-day February holiday of Presidents' Day or the three (3)-day May holiday of Memorial Day (Arizona only), except when WBEA hosts the NBEA convention.
2. The Executive Board shall meet in conjunction with the annual WBEA Conference.
3. Special meetings may be called by the President or upon petition signed or voted electronically via e-mail by a majority of the Board members.
4. The Executive Committee shall set the time and place of the annual Executive Board meeting, based on bids received from the S/T/Ps (See Section 8030).
5. Executive Board meetings are to be conducted according to *Robert's Rules of Order, Newly Revised*.
6. A Board quorum shall consist of a simple majority of the members of the Executive Board.
7. Reimbursements for meetings will be made according to the guidelines in Section 7020.

2000 EXECUTIVE COMMITTEE

The Executive Committee is a second governing body of the corporation. It shall consist of no fewer than six (6) members.

2010. MEMBERSHIP

1. The Executive Committee, as identified in the Articles of Incorporation, shall be composed of the officers of the corporation (①President, ②President-elect, ③Treasurer, ④Secretary, ⑤Past President, and the ⑥NBEA Representatives (two representatives until completion of the last year of the term during FY 2007-2008, with only one representative after FY 2007-2008, per approved NBEA Executive Board Restructuring vote of April 2006).
2. The Directors of the Standing Committees: ①Awards, ②Editor, ③Legislative Liaison, ④Membership, ⑤Professional Development, and ⑥Telecommunications may also be invited to the Executive Committee meetings as ex-officio, non-voting members of the Executive Committee.

2020. RIGHTS AND RESPONSIBILITIES

1. The Executive Committee shall conduct the business of the corporation when the Executive Board is unable or unwilling to meet or in the case of emergency matters.
2. Whenever practical, the Executive Committee should seek ratification of changes to the policies and procedures.

2030. MEETINGS

1. In accordance with the Articles of Incorporation, the Executive Committee shall meet semi-annually. One meeting shall be in conjunction with the annual WBEA Executive Board meeting, and the other meeting shall be held during the summer.
2. The President or a majority of the Committee members may call special meetings.

3. The President shall set the date, time, and place of the meetings of the Executive Committee. An attempt will be made to meet in a central location.
4. Reimbursements for meetings will be made according to the guidelines in Section 7020.

3000 OFFICERS

The officers, as identified in the Articles of Incorporation, are the President, President-elect, Treasurer, Secretary, and the immediate Past President.

3010. REQUIREMENTS

1. Each officer must be a member in good standing of NBEA/WBEA.
2. Candidates for all offices must have attended a WBEA Executive Board meeting and served as a member of the WBEA Executive Board (refer to 1010.1 and 1010.2) for one full year within the last ten years.
3. Each candidate for an office must be in good standing with the S/T/P that nominates him/her.

3020. ELECTION AND APPOINTMENT

1. All officers shall be elected at the annual meeting of the Executive Board for a term of one (1) year, with the exception of the two (2)-year term of office of the Treasurer and the three (3)-year term of office of the NBEA representative (two representatives until completion of the last year of the term during FY 2007-2008, with only one representative after FY 2007-2008, per approved NBEA Executive Board Restructuring vote of April 2006). Duties are assumed as of July 1. The President-elect will be the nominee for the office of President the following year.
2. The President-elect will be nominated from the S/T/P that will host the next annual conference, with the following exception: The person nominated to serve as WBEA President every fifth year, when the NBEA Convention is held in the western region, may be nominated from any WBEA S/T/P.
3. All other officers may be nominated from any S/T/P within the WBEA region.

3030. NOMINATIONS

1. The WBEA Past President will serve as director of the WBEA Nominating Committee.
2. If the WBEA Past President is seeking nomination for either a WBEA or an NBEA office, the WBEA President shall appoint a former WBEA President to serve as director of the WBEA Nominating Committee.
3. The Nominating Committee meeting shall be held prior to the meeting of the Executive Board. The time and place will be scheduled by the President.
4. Each S/T/P will appoint one member and an alternate to the Nominating Committee. This member must be a voting member of the WBEA Executive Board except when all voting members are candidates for a WBEA office. Written confirmation of any changes to the Committee representative must be submitted by the S/T/P President to the Nominating Committee Director.
5. By September 15, if the conference is in February, or December 15, if the conference is in May, the director shall send an announcement to the Nominating Committee members (with copies to S/T/P Presidents). This will include an announcement of vacancies; description of duties, guidelines; standardized résumé form, NBEA résumé form for the NBEA representative; and an updated WBEA Officer Eligibility List. (See Appendix A3030).
6. S/T/P Nominating Committee members must submit a standardized résumé form for all nominees from that S/T/P to the Nominating Committee Director by November 15 if conference is in February, or January 15 if conference is in May. (See Appendix A3030).

7. If fewer than two candidates for any WBEA office or NBEA Representative Position apply, the Nominating Committee Director shall notify each member of the Executive Board by November 20, if conference is in February, or February 20, if conference is in May. An additional copy of Form A3030 will be sent to each S/T/P at that time. Each S/T/P shall be invited to submit a nominee for each WBEA office having fewer than two candidates. A copy of Form A3030 shall be included in the letter to each S/T/P. Additional nominations from S/T/Ps shall be received by December 15, if conference is in February, or March 15, if conference is in May. (Note: Persons already nominated for an office do not have the option of changing their application to another office.)
8. If still fewer than two candidates for any WBEA office has been nominated after December 15, if conference is in February, or March 15, if conference is in May, each member of the Executive Committee shall be invited to submit a nomination for that office. The person nominated must be eligible for the office, be willing to serve, and submit Form A3030 signed by the candidate and the WBEA Executive Committee member by January 15 or April 15.
9. All nominations must be approved by the S/T/P Executive Committee, Executive Board, or membership of the S/T/P making the nomination. The S/T/P Nominating Committee member shall verify an individual's willingness to serve and qualifications for the office prior to placing a name in nomination.
10. Nominees will not serve on the Nominating Committee except in emergencies. Emergencies will be determined by the WBEA Nominating Committee Director.
11. The Nominating Committee shall nominate two persons for NBEA Representative and one person for each of the following positions (in this order): President (President-elect from the previous year), President-elect (according to rotation schedule), Secretary, and Treasurer. The nominations will take place by written ballot, through the process of elimination, with a simple majority making the selection. All members of committees, including director, will cast a secret ballot. The director ballot will be used only in the event of a tie vote. The director will announce the results without mentioning that the tie-breaking ballot was used.
12. The WBEA Nominating Committee Director shall present to the WBEA Executive Board a slate of two candidates for the office of NBEA Representative and a single slate of candidates for the other offices. Additional nominations from the floor shall be limited to those candidates who have met stipulations outlined in Section 3030.6. The S/T/P representative on the nominating committee has until one (1) hour prior to the WBEA Executive Board meeting to notify the Nominations Director that (s)he will be making such nomination. The person bringing forth the nominee will provide materials (nomination form and résumé) necessary to the WBEA Board by the start of the Board meeting. The Board will be given a 15-minute break at the time of the Nominations Report on the agenda to review the applications of those who were nominated from the floor along with the Nominating Committee's nomination(s) for the same position. The candidates for the WBEA Representative to the NBEA Board shall give a presentation to the WBEA Executive Board before ballots are cast.

3040. CAMPAIGNING

Campaigning for WBEA office shall be limited to active campaigning only in the candidate's own S/T/P.

3050. VACANCIES

In accordance with Article III, Section 7 of the Bylaws, in the event any position of an elected officer, appointed position (Standing Committee or Special/Ad Hoc Committee Director), or member of the Executive Committee becomes vacant during the term of office, the President shall appoint a person to fill the unexpired term with a two-thirds approval vote of the Executive Committee. The vacated position of President will be filled by a WBEA past president. Notice is given to each Executive Committee/Board member when such appointments are made.

1. Voluntary Resignation

A member of WBEA may resign from any or all positions held within the WBEA organization and still remain a member of NBEA/WBEA. Voluntary resignation shall be in writing to the WBEA President or Secretary if resigning a WBEA office, Standing Committee, Special/Ad Hoc Committee Director position, or an Executive Committee non-voting position.

2. Removal of Officer or Committee Director

Any member of the Executive Committee or member of the committee of the director in question may recommend the removal of an elected officer, appointed position (Standing Committee or Special/Ad Hoc Committee Directors), or member of the Executive Committee. Grounds for removal include inadequate fulfillment of duties or the violation of any city, county, state, national, or international laws.

- a. Standing Committee or Special/Ad Hoc Committee Director or Non-Voting Executive Committee Member. A simple majority in the Executive Committee is needed to remove a Standing Committee or Special/Ad Hoc Committee Director or non-voting Executive Committee member.
- b. Elected Officer or Representative. If an elected officer or NBEA representative fails to carry out the duties and responsibilities of his/her position, that officer/NBEA representative may be removed from office as follows:
 - (1) The Executive Committee, by a two-thirds majority vote, shall have the power to remove an officer or NBEA representative. Removal of an officer or NBEA representative may be effected when it is in the best interest of WBEA to do so.
 - (2) Before final action may be taken with respect to the removal of an officer or NBEA representative, a notice of intent to remove must be approved by a majority of the voting members of the Executive Committee through telephone, e-mail, or written vote. The affected officer or NBEA representative must be notified in writing by the President or Secretary of the vote and advised of the reasons for the action in a written statement of particulars. The affected officer or NBEA representative shall have thirty (30) days from the time of the vote to effect remedial actions or otherwise bring him/herself in compliance with the purposes, Bylaws, and best interest of WBEA.
 - (3) At the time at which the Executive Committee will make a final decision on a motion to remove, the members of the Committee shall reconsider its vote, reviewing any remedial steps taken by the affected officer or NBEA representative. A two-thirds vote of all voting members of the Executive Committee shall be necessary to approve a motion to remove an officer or voting Executive Committee member.
 - (4) Any removal of an officer or NBEA representative shall result in the automatic loss of any and all positions held within the WBEA organization and deletion of said years within those positions from WBEA eligibility for WBEA offices list.
 - (5) Any officer or NBEA representative removed from office will be replaced according to the WBEA Bylaws, Article III, Section 7.

3100 DUTIES OF OFFICERS

3110. PRESIDENT

1. Preside at all meetings of the Executive Board and Executive Committee.
 - a. Work with Secretary to prepare agendas.
 - b. Work with Secretary to send notice of meeting and agenda materials, including minutes of previous meeting, to all members at least ten (10) days before the meeting.
 - c. Work with Secretary to send minutes of Executive Committee meetings to the NBEA Executive Director and NBEA President.
2. Serve as General Director of the annual WBEA Conference. (See Section 8000)

3. Work with Editor to prepare and distribute the *Western News Exchange (WNE)* to communicate WBEA business to WBEA Executive Board members, regional presidents of NBEA, NBEA Executive Director, and the NBEA Executive Committee. Number of issues is left to the discretion of the President. (This communication effort on the part of the President may be in the form of a newsletter, e-mail memo, letter, or whatever formats the President chooses.)
4. Serve on the Finance Committee.
5. Work with Treasurer to send the following reports to the NBEA Executive Director and NBEA President:
 - a. IRS Form 990 (if appropriate)
 - b. End of Year Financial Report
 - c. Annual Corporate Filing Report
6. Serve as ex-officio member of all committees of the corporation.
7. Make appointments:
 - a. Appoint Standing Committee directors (every attempt should be made to make sure that no more than two (2) committee directors shall be from the same S/T/P) as necessary to fill vacancies. (See Section 6000)
 - b. Appoint committee directors as needed to carry out the objectives of the corporation.
8. Be responsible for election of a WBEA Representative to NBEA and serve on committee to select NBEA President-elect when appropriate. (See Sections 3030 and 4020)
9. Be responsible for communications with all other organizations.
10. Represent or designate other Executive Committee members to represent WBEA at other professional meetings in which the interests of the corporation are concerned.
11. Review plan of action on Strategic Plan with Executive Board.
12. See that resolutions passed by the Executive Board are pursued and action resulting from such is reported to the Board by a specified date.
13. Perform other duties common to such an officer and assume any other duties assigned to the office by the Executive Board.
14. Provide information to the incoming President regarding duties, responsibilities and procedures of the office of President.
15. Select President's Award recipient. (See Appendix A3110).
16. Develop and distribute a Program of Work for WBEA Executive Board.
17. Arrange for printing of WBEA letterhead and distribute to Executive Committee members.
18. Assist Past President with maintenance and update of *WBEA Policies and Procedures Manual and Appendices*.
19. Work with Secretary to prepare and send Program of Work along with updated *WBEA Policies and Procedures Manual and Appendices*, Bylaws, Articles of Incorporation, June 30 Financial Statement (actually sent in January mailing), and approved budget to Executive Board.
20. Perform additional tasks as listed in Program of Work.
21. Serve as legislative liaison in the absence of an appointed legislative liaison.

3120. PRESIDENT-ELECT

1. The WBEA President-elect will be nominated by the S/T/P hosting the WBEA Annual Conference.
2. Attend all meetings of the Executive Board and Executive Committee.

3. Perform all duties of the President in the absence or disability of that officer.
4. Represent the corporation at meetings and on committees as requested by the President and/or the Executive Board.
5. Direct the WBEA Presidents-elect Leadership Workshop for S/T/P Presidents-elect. Invite and encourage the presidents-elect from each S/T/P to attend this leadership training workshop. Only one person may be represented at the workshop as the President-elect from each S/T/P. Should an S/T/P have co-presidents-elect the S/T/P will be billed for the cost of having that extra person attend the workshop. (See Section 9000 and Appendix A3120)
6. Direct the Finance Committee. (See Section 6040)
 - a. Prepare proposed budget for initial approval at the Executive Committee Summer Planning Meeting.
 - b. Present proposed budget to Finance Committee.
7. Review the WBEA Strategic Plan and select one or more new goals to implement as President. Those goals should be presented to the Executive Committee at the Old/New Officers and Committee Directors Meeting for discussion and inclusion in the Program of Work for the coming year.
8. Direct the preliminary planning for the upcoming WBEA Conference. (See Sections 8050 and A8000)
 - a. Obtain conference budget from present conference finance chair.
 - b. Include conference budget with WBEA proposed budget.
9. Present the outgoing President with a half-gavel plaque provided by the Awards Director at the WBEA Awards Banquet.
10. Perform any other duties assigned to the office by the President and/or Executive Board.

3130. TREASURER

1. The WBEA Executive Board shall elect the WBEA Treasurer. The WBEA Treasurer shall be elected for a term of two (2) years, beginning July 1.
2. Attend all meetings of the Executive Board and Executive Committee.
3. Maintain an accounting system with the accounts related to the budget categories.
 - a. Operate a check authorization system with each expenditure supported by a receipt, invoice, or other source document.
 - b. Have books available for inspection by the Executive Board at any time.
 - c. Expense reports and memorandums should be used to keep records of all transactions. Attach all documentation to the expense reports and memorandums.
4. Maintain an interest-bearing WBEA checking account. Receive and disburse the funds of the corporation in accordance with the procedures in Section 7000. When the treasurer's term begins, the signatures to the account should be the president, president-elect, and treasurer. Signatures need only be updated every two years.
 - a. Process accounts payable and accounts receivable as follows:
 - (1) All requests for payment of bills and/or reimbursable expenses are sent directly to the Treasurer of WBEA within five days of receipt.
 - (2) All requests will be evaluated by the Treasurer to determine if they are within the scope of the budget.

- (a) If a request appears to be beyond these guidelines, the Treasurer will confer with the President to rectify the problem.
 - (b) If the request involves an expense shared between WBEA and an S/T/P, the Treasurer shall coordinate payment of this bill with the S/T/P so WBEA's share of the expense is paid.
 - (c) If the request is within the scope of the budget, the Treasurer may approve this request and then prepare an expense report and attach any receipts/bills to the back of the expense report.
- (3) The Treasurer will prepare a check to pay the expense within two (2) days of receipt of the bill, if money is available.
- b. Reconcile the bank account on receipt of the bank statement. The treasurer may use an accounting program that automatically does the reconciliation if so desired.
- 5. Submit two (2) financial reports (as of December 31 and June 30 of previous budget year). The financial statements should be the budgeted vs. actual income and expenses and the Balance Sheet. These are sent to the President for inclusion in the Executive Board packet of materials for the WBEA Executive Board meeting. The material from the June 30 statements should include at least a five-year comparison balance sheet.
 - a. The June 30 financial statement, balance sheet, and comparative balance sheet should be sent to the NBEA Executive Director and NBEA President as soon as completed but no later than October 1 following the close of the fiscal year.
 - b. The December 31 financial statements should be sent to the NBEA Executive Director and NBEA President as soon as completed but no later than April 1.
- 6. Serve on the Finance Committee.
- 7. Submit a duplicated report of the corporation's finances by budget category to the Executive Board.
- 8. Have expense reports available at Executive Board and Executive Committee meetings.
- 9. Arrange for the annual review of the accounting records of the association as soon after the close of the fiscal year (usually this cannot be done until WBEA receives final income and expense figures from NBEA) as possible. A committee of three people, one of whom should be a past treasurer, shall be appointed by the President to perform an annual review of the WBEA books. A letter of confirmation by the committee will be submitted to the President and President-elect.
- 10. All records except the prior year's books should be transferred to the new treasurer by June 30, the end of the outgoing treasurer's term. At least a month before the new treasurer assumes office, arrangements should be made to transfer enough funds so that new accounts, if needed, can be opened by June 30. All funds should be transferred upon reconciliation of the end of June bank statement. Records (other than permanent) are to be maintained for seven years. Records to be transferred are:
 - a. Articles of Incorporation, IRS EIN number (93-0816856), and blank expense reports (permanent, one set).
 - b. Combined Financial Reports/Budgets, December 31 and June 30.
 - c. Review committee letter.
 - d. Current Program of Work for Treasurer as well as each WBEA officer and committee director's Program of Work Reports as of December 31 and June 30.
 - e. Closing bank statement(s).
 - f. Expense reports and memorandums with supporting documentation.
 - g. Current *WBEA Policies and Procedures Manual and Appendices*.
 - h. Minutes: Executive Board, Executive Committee, Old and New Officers.

- i. Documentation of receipts.
- 11. Assume the office of the President in the absence of the President and President-elect.
- 12. Perform such other duties as the President and/or Executive Board may delegate.
- 13. Provide information to the incoming Treasurer regarding duties, responsibilities, and procedures of the office of Treasurer. (See Appendix A3130)
- 14. Maintain Incorporation status and file reports in Arizona as stated in Section 10000.

3131. BUDGET NOTES

- 1. Account numbers 4100 and 5720—WBEA's share of NBEA Executive Board meetings: NBEA will deduct WBEA's share of expenses of WBEA representatives (three representatives [WBEA president and two elected NBEA representatives] until completion of the last year of the term during FY 2007-2008, with only one representative after FY 2007-2008, per approved NBEA Executive Board Restructuring vote of April 2006) to NBEA from membership income. NBEA will send a check for the net amount to WBEA. The NBEA headquarters determines this amount. The gross amount of WBEA's share of NBEA Executive Board meeting expense should be entered in line 5720, and the gross membership dues share should be entered in the revenue section of the budget report.
- 2. Account number 6300—Professional Development Institute
- 3. Account number 6410—Conference Advance. An amount up to \$1,000 can be requested by the S/T/P hosting a conference after July 1 in the fiscal year prior to the conference. (See Section 8040).

3140. SECRETARY (See Appendix A3140)

- 1. The WBEA Executive Board shall elect the WBEA Secretary. The WBEA Secretary shall be elected for a term of one (1) year, beginning July 1.
- 2. Attend all meetings of the Executive Board and Executive Committee.
- 3. Prepare agendas (working with the president), minutes of each meeting of the Executive Board and Executive Committee and send a copy to the President within one month after the meeting. Within two weeks after approval by the President, make necessary changes and distribute to Executive Committee, the NBEA Executive Director, and NBEA President. Use minutes format detailed in Section A3140, Item #7.
- 4. Prepare and distribute to all Executive Board members a detailed directory by October 15, including:
 - a. S/T/P officers, Membership Chairs, Editors of newsletters. (See Section A3141)
 - b. Official delegates to WBEA Executive Board and alternates.
 - c. Preferred mailing addresses, telephone numbers, FAX numbers, and e-mail addresses.
 - d. S/T/P Conference date(s).
 - e. S/T/P newsletter deadlines.
 - f. S/T/P terms of office.
- 5. Retain tapes, original motions (on Secretary-prepared motion forms), original votes (on Secretary-prepared voting forms), and original notes, if applicable, until minutes have been officially accepted. Keep a book of original copies of the minutes of all meetings for two (2) years. Transmit the book to the incoming Secretary at the end of term of office.
- 6. Assume the office of the President in the absence of the President, President-elect, and Treasurer.
- 7. Perform such other duties as delegated by the President and/or Executive Board.

8. Provide information to the incoming Secretary regarding duties, responsibilities, and procedures of the office of Secretary.
9. Disseminate blank directory forms at the WBEA Executive Board meeting and indicate they should be returned to the new Secretary whose name and address will be given orally or electronically to be written on the form. The outgoing Secretary will write to the new S/T/P Presidents by May 1, asking for return of directory information with a July 1 deadline.

3150. PAST PRESIDENT

1. Attend all meetings of the Executive Board and Executive Committee.
2. Serve in an advisory capacity to the corporation
3. Serve as director of the Strategic Planning Committee
4. Present written report of previous WBEA conference to the Executive Board.
5. Direct the Nominating Committee.
 - a. Conduct nominations for officers as detailed in Section 3030.
 - b. Conduct nominations for NBEA Representatives (two representatives until completion of the last year of the term during FY 2007-2008, with only one representative after FY 2007-2008, per approved NBEA Executive Board Restructuring vote of April 2006) as detailed in Section 4020.
6. Update the *WBEA Policies and Procedures Manual and Appendices* as well as the WBEA Bylaws.
 - a. Search the minutes for information to include.
 - b. Prepare changes and distribute to Board members.
7. Coordinate or appoint another WBEA Past President to coordinate the program at the Past Presidents' Reception. (See Appendix A3150)
8. Perform such other duties as the President and/or Executive Board may delegate.
9. Assume the office of the President in the absence of the President, President-elect, Treasurer, and Secretary.

4000 NBEA REPRESENTATIVE

4010. REQUIREMENTS

1. Candidates for NBEA Representative from the western region must be members in good standing of NBEA/WBEA.
2. Candidates for NBEA Representative from the western region must have served as voting members on the WBEA Executive Board (refer to 1010) for one full year within the last ten years, preferably as an officer.
3. Each candidate for NBEA Representative must be in good standing with the S/T/P that nominates him/her.

4020. NOMINATION AND ELECTION

1. The WBEA Executive Board shall elect the NBEA Representative. The NBEA Representative shall be elected for a term of three (3) years, beginning July 1. Length of service shall be limited to one term for any one representative.
2. The WBEA Nominating Committee shall nominate two (2) candidates and these candidates will be presented to the Executive Board.

3. The candidates will present a short presentation on why they would like to serve as NBEA Representative. Voting will take place by written ballot immediately following the presentations.

4030. DUTIES (See Appendix A4030)

1. Attend all meetings of the Executive Board and Executive Committee of WBEA.
2. Represent WBEA on the NBEA Executive Board.
3. Prepare and present a report of the NBEA Executive Board meeting to the WBEA membership. Submit the report for each issue of the WBEA newsletter or electronic newsletter.
4. Perform such other duties as the President and/or Executive Board may delegate.

5000 STATES/TERRITORIES/PROVINCES (S/T/P) REPRESENTATIVES

5010. REPRESENTATION FROM S/T/P

In accordance with the Bylaws, each S/T/P shall develop its own procedures for selecting representatives (must be elected; normally the president and president-elect) and alternates to the WBEA Executive Board according to the following tabulation of professional memberships in NBEA/WBEA, as of June 30 of the preceding year:

1-300	2 representatives
301-600	3 representatives
over 600	4 representatives

5020. DUTIES

All duties apply to S/T/P Presidents or designees.

1. Attend the annual Executive Board meeting.
2. Prepare and present S/T/P report to the Executive Board.
 - a. Electronic or written report (50 copies, stapled and 3-hole punched), to include new officers' preferred mailing addresses and activities of interest to the Executive Board.
 - b. Oral report—not to exceed three (3) minutes.
3. Send information for WBEA Directory, as requested, to WBEA Secretary by July 1. Send changes as necessary.
4. Send copies of all publications to WBEA Board members and S/T/P newsletter editors.
5. Submit bid to host WBEA Conference at appropriate time. (See Section 8020)
6. Send articles about S/T/P conferences and items of interest to WBEA Editor.
7. Maintain WBEA Handbook received at the Presidents-elect Leadership Training Workshop. Pass on to new Executive Board member.

6000 COMMITTEES

6010. AWARDS—Standing Committee

Purpose

The purpose is to promote the WBEA Recognition and Newsletter award programs for WBEA and NBEA. (See Appendices A6010-A6010.5).

Operational

1. The director shall conduct the WBEA Recognition Awards and the WBEA Newsletter Awards programs. The director shall be appointed for a one (1)-year term renewable for two (2) more years at the option of the President and director and shall be an ex-officio, non-voting member of the WBEA Executive Board. The Director shall work with the Membership Director to order Robert J. Thompson and other membership awards.
2. Conduct WBEA and NBEA Recognition Awards Programs and the WBEA Newsletter Awards
 - a. Prepare an article for each issue of the WBEA newsletter.
 - b. Write letters to the presidents and presidents-elect sent both electronically and through U.S. mail to encourage S/T/Ps to submit their own award recipients for appropriate WBEA and NBEA awards.
 - c. Establish committees to judge the applications sent to the committee members to determine recipients of the various awards.
 - d. Notify the nominators of the nominees who will receive the WBEA awards. Ask the nominators to contact the winners' supervisors to provide support for the winners. Ask the nominators to ensure that the winners are present at the WBEA awards ceremonies along with their family and friends. Family, friends, and colleagues who are not registered for the conference must contact the WBEA conference chair for special meal rates for the awards ceremonies.
3. Advertise and administer the WBEA Recognition Certificate and Newsletter Award Programs.
 - a. Send information to S/T/P Presidents and Presidents-elect.
 - b. Prepare certificates as requested and mail to the S/T/Ps for awarding at their own local conferences.
4. Order Past President's Half-Gavel plaque to be given to the outgoing President by the incoming President (the current President-elect).
5. Order Robert J. Thompson WBEA Membership Award Plaque to be given at the Awards ceremony with a \$50 check to the S/T/P to be used for membership promotion, WBEA Membership Achievement Award gifts, and others as needed.
6. Order Distinguished Service Award plaques.
7. Prepare Newsletter Awards (framed certificates or plaques)—three (3) awards maximum.
8. Order Outstanding Educator plaques.
9. Order Outstanding Career and Technical Student Organization Advisor plaque.
10. The WBEA Executive Committee, with a majority vote, may elect to give, on a limited basis, special awards (e.g. Special Friend of WBEA or Lifetime Achievement Award) to exemplary individuals or companies who have made outstanding contributions to WBEA above and beyond the Distinguished Service criteria.
11. Prepare certificates of appreciation for Executive Board Members (official representatives and ex-officio members) in attendance; and assist with other awards according to guidelines.
12. Prepare Awards Booklet to be distributed at Awards ceremony. Appoint people to hand out after event. Awards should be listed in the following order:
 - a. President's Award
 - b. Distinguished Service Awards
 - c. Outstanding University Educator
 - d. Outstanding Postsecondary Educator
 - e. Outstanding High School Educator
 - f. Outstanding Career and Technical Student Organization Advisor
 - g. Newsletter Awards
 - h. Membership Awards

13. Together with the WBEA President, present awards at the WBEA Annual Conference. Presentations should be in the following order:
 - a. Membership Awards (have Robert J. Thompson present the top award plaque and \$50 check)
 - b. Newsletter Awards
 - c. Outstanding Career and Technical Student Organization Advisor
 - d. Outstanding High School Educator
 - e. Outstanding Postsecondary Educator
 - f. Outstanding University Educator
 - g. Distinguished Service Award
 - h. The WBEA President will present the President's Award
14. Send information about awards recipients to *Western News Exchange* (WNE) editor and other business education publications.

6010.1. WBEA RECOGNITION PROGRAM

The following 8 ½" x 11" certificate is available for any WBEA member to award to individuals who have made contributions to business education. These might be principals, college presidents, outstanding speakers, etc. This certificate may be awarded by the S/T/P at its local conferences. The wording on the certificate may be as follows:

CERTIFICATE OF APPRECIATION

Presented to
 (space for name of recipient)
 In recognition of professionalism and dedication to
 The Name of S/T/P organization
 An affiliate of the Western Business Education Association
 as evidenced by
 (place to fill in contribution)
 Signed by the WBEA Awards Director and S/T/P President or Requestor

6010.2. WBEA DISTINGUISHED SERVICE AWARDS

Nominations for this award may be submitted for either an individual or a group (See A6010.2):

1. Individual who has served and contributed to WBEA and business education through professional activities that include leadership, service, honors, and awards, and research and writing. This nominee must be a business educator and a member of WBEA.
and/or
2. A Company, or Representative of a Company, or a Legislator who has served a major portion of education in the Western region.

6010.2.1. WBEA DISTINGUISHED SERVICE AWARD TO AN INDIVIDUAL (See Appendix A6010.2.1)

The Distinguished Service Award is the highest award presented by the Western Business Education Association. Only one award may be given each year to an individual, and the presentation will be made at the WBEA Annual Conference.

Criteria for Nomination

1. An individual who has served and contributed to WBEA and business education through professional activities that include leadership, service, honors and awards, and research and writing.

2. This nominee shall be a business educator who must be a member of WBEA.

Procedure for Submitting Nominations

1. Nominations may be made by an NBEA/WBEA member or by a State/Territory/Province (S/T/P) Association.
2. The WBEA Distinguished Service Award nomination form must be submitted with the candidate's name. The application will be limited to the nomination form, (See Appendices A6010.2.1) and no other supporting materials may be attached.
3. Four (4) copies of the nomination form (an original and three photocopies) shall be submitted.
4. The date for submitting applications for the award will be December 1.

Judging the Award

1. Judging for the WBEA Award will be accomplished through a committee of three (3) judges appointed **secretly** by the Awards Director with input from the WBEA President. The Awards Director will serve as Director of the Committee.
2. The WBEA President will be informed of the Committee's decision.
3. The Awards Director will notify the nominator of the nominee who will receive the WBEA award. The nominator will contact the winners' supervisors to provide support for the winner. The nominator will ensure that the winner is present at the WBEA awards ceremonies.

Criteria for Judging the WBEA Member Nomination

1. Contributions to WBEA (60 points).
2. Contributions to State/Territory/Province (20 points).
3. Professional Contributions (20 points). Includes projects, writing and research, honors and awards, and other professional organizations.
4. Nominees receiving fewer than an average of 75 total points will not be considered for the award.

Awards Presentation

The WBEA Awards Director will present the WBEA Distinguished Service Award at the WBEA Annual Conference during a general session or meal function.

6010.2.2. WBEA DISTINGUISHED SERVICE AWARD FOR A COMPANY, OR REPRESENTATIVE OF A COMPANY, OR LEGISLATOR (See Appendix A6010.2.2)

The Distinguished Service Award for a Company, or Representative of a Company or Legislator is awarded to a company or individual who does not necessarily have membership in Western Business Education Association. Only one award may be given each year to an Organization, or to a Representative of an Organization, or to a Legislator and the presentation will be made at the WBEA Annual Conference.

Criteria for Nomination

A Company, or Representative of the Company, or a Legislator who has served a major portion of their business in the Western region.

Procedure for Submitting Nominations

1. Nominations may be made by an NBEA/WBEA member or by a State/Territory/Province (S/T/P) Association.
2. The WBEA Distinguished Service Award nomination form must be submitted with the candidate's or company's name. The application will be limited to the nomination form, (See Appendices A6010.2) and no other supporting materials may be attached.
3. Four (4) copies of the nomination form (an original and three photocopies) shall be submitted.
4. The date for submitting applications for the award will be December 1.

Judging the Award

1. Judging for the WBEA Award will be accomplished through a committee appointed by the Awards Director with input from the WBEA President. The Awards Director will serve as Director of the Committee.
2. The WBEA President will be informed of the Committee's decision.
3. The Awards Director will notify the nominator of the nominee who will receive the WBEA award. The nominator will contact the winners' supervisors to provide support for the winner. The nominator will ensure that the winner is present at the WBEA awards ceremonies.

Criteria for Judging the Company, or Representative of a Company, or the Legislator Nomination

1. Contributions to WBEA (80 points).
2. Contributions to State/Territory/Province (10 points).
3. Statement for "Why Award Should Be Given" (10 Points).
4. Nominations receiving fewer than an average of 75 total points will not be considered for the award.

Awards Presentation

The WBEA Awards Director will present the WBEA Distinguished Service Award for a Company, or Representative of a Company, or Legislator at the WBEA Annual Conference during a general session or meal function.

6010.3. OUTSTANDING BUSINESS EDUCATORS OF THE YEAR AWARDS (See Appendix A6010.3)

Nominations for the Awards

Nominations for these awards may be submitted for the following individuals.

1. Outstanding Business Educator at the Elementary/Middle/Junior High School level.
2. Outstanding Business Educator at the High School level.
3. Outstanding Business Educator at the Senior College/Collegiate/University level.
4. Outstanding Business Educator at the Postsecondary level that is less than a four-year institution.

Procedure for Submitting Nominees

1. Nominations may be made by a NBEA/WBEA member or by the S/T/P associations.

2. Nominations must be on the official form and procedures outlined on the form must be followed. (See Appendices A6010.3)
3. Nominations shall be submitted in quadruplicate (one original and three copies).
4. The date for submitting applications for the award will be December 1.

Judging the Award

1. Judging the WBEA Outstanding Business Educator Awards will be accomplished through a committee of three (3) appointed secretly by the WBEA Awards Director. The same committee may be used for the WBEA Distinguished Service Award (6010.2). The Awards Director will serve as director of the committee.
2. The WBEA President will be informed of the Committee's decision.
3. The Awards Director will notify the nominator of the nominee who will receive the WBEA award. The nominator will contact the winners' supervisors to provide support for the winner. The nominator will ensure that the winner is present at the WBEA awards ceremonies.

Criteria for Judging the WBEA Outstanding Business Educator Nominations

1. EDUCATION AND DEGREES (list majors, minors and institutions).
2. TEACHING EXPERIENCE (list years and location of experience).
3. PROFESSIONAL MEMBERSHIPS (list organizations and length of time of memberships).
4. HONORS AND AWARDS RECEIVED (Total of 10 points possible for Items 1 through 4).
5. CONTRIBUTIONS TO BUSINESS EDUCATION through classroom involvement, curriculum development, student organizations, administrative responsibilities, and/or publications. (recommend "published articles") (50 points).
6. PARTICIPATION IN LOCAL, REGIONAL, NATIONAL, AND INTERNATIONAL PROFESSIONAL ASSOCIATIONS. Include offices held, committees served on, and conference activities (10 points for WBEA membership and activities; 20 points for other).
7. INCLUDE A MAXIMUM OF THREE (3) LETTERS OF RECOMMENDATION that document the information included in this nomination. (10 points).
8. Nominees receiving fewer than an average of 75 total points will not be considered for the award.

Awards Presentation

The WBEA Awards Director will present the WBEA Outstanding Educator Awards at the WBEA Annual Conference during a general session or meal function.

Notification of Professional Journals

The Awards Director will write an article announcing the award winners and other pertinent information about them to the *Western News Exchange*, *Business Education Forum*, and other related journals.

6010.4. S/T/P NEWSLETTER RECOGNITION PROGRAM (See Appendix A6010.4.1 and A6010.4.2)

Purpose

The S/T/P Newsletter Recognition Program is designed to recognize and reward S/T/Ps for their high standard of excellence in publications. Moreover, it encourages S/T/Ps to keep in contact with every member on a regular basis, promote professional and educational opportunities, and serve as a support network among its membership locally, regionally, and nationally. Judging for the award is based on the following criteria.

Procedure

1. Three (3) copies of any two (2) newsletters, published between July 1 of a calendar year through June 30 of the following year, must be submitted to the Awards Director.
2. Entries must be postmarked by December 1.
3. Name, address, and telephone number of S/T/P Editor must be included.
4. All entries must be sent to WBEA Awards Director.
5. The Director and two committee members will select the winners.
6. The WBEA Awards Director will present the WBEA Outstanding Newsletter Awards at the WBEA Annual Conference during a general session or meal function

Newsletter Judging Committee

The Newsletter Judging Committee will be convened and directed by the Awards Director. Two additional members will be appointed by the Awards Director with input from the WBEA President.

1. Each member will come from a different S/T/P. An effort will be made to rotate membership from all S/T/Ps.
2. Each member will serve one two-year term.
3. The Committee will be staggered for continuity.

Judging Criteria

1. Content and purpose (35 points).
 - a. Are the articles interesting and suitable for the intended audience?
 - b. Do the articles deal with matters of professional interest as well as items, which would benefit the membership?
 - c. Timeliness: Are articles pertinent to business educators?
 - d. Do articles focus on the activities of the S/T/P and its membership?
 - e. Is there a careful balance of state/province, industry, high-tech trends, and "how to" or innovative programs/ideas and information for the classroom teacher?
 - f. Does the publication have a good variety in both articles and contributors?
 - g. Are there contributions from beyond the group itself?
 - h. Does the publication make reference to membership, the benefits of membership, how membership is doing, etc?
2. Professionalism/Impact (30 points).
 - a. What impression does the newsletter give the reader at first glance? Is it a positive and progressive image on behalf of the S/T/P?
 - b. Does the overall impact leave a professional image with the reader?
 - c. What impression does the newsletter convey to the public, to business leaders, and to legislators?
3. Organization and Format (20 points).
 - a. Is the format and layout of materials attractive and conducive to easy reading?
 - b. Are illustrations and artwork used effectively, and do they enhance the publication?
 - c. Does the newsletter appear balanced in its content, design, illustrations, and format?
 - d. If there are photos, are they clear and attractively arranged?

4. Readability (10 points).
 - a. Are the articles well written, concise, and clear?
 - b. Are the articles positioned in an easy-to-follow manner?
 - c. Are illustrations and advertising copy placed discreetly so as not to detract from the information contained in the newsletter?
 - d. Does the newsletter possess accuracy in grammar, word usage, and sentence structure?
5. Membership Contact (5 points).

Of those S/T/Ps submitting newsletters for this award, give 5 points to the S/T/P, which published the greatest NUMBER of newsletters during the award year.

Judging Timeline

1. By December 5, Director mails each committee member one copy of each S/T/P newsletters submitted.
2. By December 15, each committee member ranks choice from high/best to low using the Ranking Sheet (A6010.4.1) and conveys ranking to Director.
3. The Awards Director will notify the nominator of the nominee who will receive the WBEA award. The nominator will contact the winners' supervisors to provide support for the winner. The nominator will ensure that the winner is present at the WBEA awards ceremonies.
4. Prior to WBEA Conference, Director will prepare/purchase plaques.
5. The WBEA Awards Director will present the Newsletter Awards at the WBEA Annual Conference during a general session or meal function.

Awards

The top three (3) entries will be recognized in the form of a framed certificate rather than a plaque.

6010.5. OUTSTANDING CAREER AND TECHNICAL STUDENT ORGANIZATION ADVISOR AWARD (See Appendix A6010.5)

Procedures

1. Nominations may be made by any NBEA/WBEA member or by a State/Territory/Province (S/T/P) association. The nominee **must also be a member of NBEA/WBEA.**
2. Nominations must follow the official form and procedures outlined. No additional material is to be submitted. Do not put the nomination packet in a folder. Staple the pages in the upper left corner.
3. Submit **four (4)** copies of the nomination packet, along with a black and white or color photograph which may be used for the Awards Booklet to the WBEA Awards Director postmarked no later than DECEMBER 1.
4. The Awards Director will notify the nominator of the nominee who will receive the WBEA award. The nominator will contact the winners' supervisors to provide support for the winner. The nominator will ensure that the winner is present at the WBEA awards ceremonies.

If a nominee is not selected for the award the first year of nomination, the papers may be considered the next year. Contact the Awards Director to request that the application be considered again. If editing is required, a new application must be submitted following the guidelines by the deadline date.

Eligibility

1. The recipient must be a member of WBEA/NBEA and of his/her S/T/P association.
2. The recipient should be currently advising a business-related Career and Technical Student Organization (CTSO) for which he/she is being nominated.
3. The recipient's contributions may have been made over an extended period of time, but the major impact must have occurred within three years prior to the nomination.

Criteria for Judging the Award

1. Education and Degrees (List majors, minors and institutions).
2. Teaching Experience (List years and location of experience).
3. Professional Memberships (List organizations and length of time of memberships).
4. Honors and Awards Received—Personally/Chapter/Members (Total of 20 points possible for Items 1 through 4).
5. Contributions to Career and Technical Student Organization (Include offices held, committees served on, and conference activities). (60 points)
6. Include a Maximum of three letters of recommendation that document the information included in this nomination. (20 points.)

6015. PROFESSIONAL DEVELOPMENT—Standing Committee

Purpose

The purpose of the Professional Development Committee is to facilitate the Professional Development Institute (PDI) and other professional development activities as directed by the President with WBEA Executive Committee approval. This Institute was created to increase leadership awareness among WBEA members and to facilitate increased involvement in S/T/P and WBEA leadership positions. The Director will conduct the Professional Development Institute at the annual WBEA conference.

Operational

1. The Director shall be appointed by the WBEA President for a one (1)-year term renewable for two (2) more years at the option of the new WBEA President and director. Director shall be an ex-officio, non-voting member of the Executive Board and Executive Committee.
2. Additional committee members will be selected by the Director, subject to the approval of the president.
3. WBEA will pay a stipend equal to one-half (1/2) of the conference registration fee for two (2) S/T/P representatives to attend the Professional Development Institute. The stipend will be paid directly to the individual S/T/P registrants who participate in the Professional Development Institute at the WBEA Conference.
4. Additional S/T/P representatives may participate in the Institute but there will be no financial support from WBEA.
5. Financial support for the Institute will be provided through:
 - a. One dollar (\$1.00) of the WBEA Conference registration fee to be set aside for the Professional Development Institute fund for each paid professional registrant at the conference.
 - b. A fund-raising event (e.g. pineapple pull) at the annual WBEA Conference to be developed by each host state.
 - c. The WBEA Silent Auction.
 - d. Other WBEA fundraising programs as may be developed by WBEA.

Procedure

1. Information about the Professional Development Institute will be included in the fall issue of the WBEA newsletter and will be available on the web.
2. The Professional Development Director will mail the Professional Development Institute cover letter and registration forms by August 1 to S/T/P presidents for distribution to S/T/P members. (See Appendices A6015.1 and A6015.2)
3. Each S/T/P President will identify two eligible members to send to the Professional Development Institute. These two representatives cannot be the S/T/P president or/and president-elect. Other S/T/P members may attend but will not receive WBEA financial assistance.
4. Completed forms will be returned to the S/T/P President by November 1.
5. S/T/P Presidents will forward the completed and approved forms to the Professional Development Director by November 15. (These dates will be modified when the conference is held in May.) The Professional Development Director will keep the WBEA President informed of the details of PDI participation by each S/T/P.
6. Every effort will be made to provide college credit for Institute participants.

7. Each Institute participant will receive a certificate upon completion of the professional development activity. Give names to Awards Director for preparation of certificates, which will be presented at a WBEA annual conference general function.

Purpose (Professional Improvement Scholarship)

Other Professional Development activities approved by the WBEA Executive Board include the administration of the WBEA Professional Improvement Scholarship. This scholarship will be available for tuition only as funds are available.

Operational (Professional Improvement Scholarship)

1. The Professional Development Director will be appointed as noted in 6015.
2. Additional committee members will be selected by the Director, subject to the approval of the president.
3. WBEA will offer a yearly scholarship with the amount to be determined each year according to availability of funds.
4. Funds will be provided by contributions made by individuals or organizations in honor of a business/computer educator who is retiring, a business educator/administrator who is involved in teaching/administration, or a deceased member.

Procedure (Professional Improvement Scholarship)

1. Eligible applicants must be a current member of an S/T/P and a member of WBEA/NBEA.
2. Eligible applicants must be currently engaged in the business/computer education profession in the Western Region.
3. Applicants must submit the completed application to the Professional Development Director by December 1 each year or a date approved by the Executive Committee.
4. The Professional Development Director will inform the recipient of the scholarship no later than January 15.
4. Applicants must register for and pass a credit class with a "C" grade or better, or register for and complete a non-credit class.
5. Applicant must submit proof of payment and a grade sheet or unofficial transcript upon completion of the class to the Professional Development Director.
6. The Director will request payment from the WBEA Treasurer. All funds should be distributed by June 30 of the fiscal year.
7. The winner will be featured in the WBEA Newsletter and recognized at the annual conference.

6020. CONFERENCE—Standing Committee

Purpose

The purpose of the committee is to plan the annual WBEA Conference.

Operational

1. The President shall be responsible for the conference and may appoint a WBEA Conference Chair.
2. Conference policies are detailed in Section 8000.

6030. EDITOR—Standing Committee (See Appendix A6030)

Purpose

The purpose is to promote communication in the region through the periodic *Western News Exchange* publication.

Operational

1. The Editor shall be appointed by the WBEA President for a one (1)-year term renewable for two (2) more years at the option of the new WBEA President and director. Editor shall be an ex-officio, non-voting member of the Executive Board and Executive Committee.
2. The Advertising Manager shall be appointed, as needed, for a one (1)-year term renewable at the option of the new WBEA President and manager. Appointed by the President, the Advertising Manager will work with the Editor to:
 - a. Solicit advertisements from prospects.
 - b. Charge rates determined by WBEA policy (see Appendix A6030.2)
3. Ensure advertisements are submitted by deadlines to Editor in camera-ready form. A check for the full amount must accompany each advertisement.
 - a. Provide Editor names of advertisers and sizes of ads prior to each newsletter deadline.
 - b. Provide Treasurer names and addresses of advertisers and billing amount due from each. (Funds to be forwarded by Editor.)

(Note: Not more than one-sixth (1/6) of the content of the newsletter shall be advertising materials.)

4. The Editor will publish a minimum of two (2) issues of the *Western News Exchange* newsletter per year and distribute to WBEA members and NBEA Executive Board. See Advertising Policy and Statement of Publication in A6030.2.
 - a. Determine deadlines and publication dates for each issue.
 - b. Select printer for the abridged version of the newsletter (limit to a couple of pages only).
 - e. Order computer labels from NBEA (avoid extra charges by ordering at regular printing time).
 - f. Obtain bulk-mailing instructions from the post office and determine where newsletters will be mailed.
 - g. Determine content for each issue and contact appropriate contributors, including WBEA officers, S/T/P editors, standing committee directors, and conference chairs. (See Appendix A6030.4. for a sample).
 - h. Obtain name of advertisers and sizes of ads from the Advertising Manager prior to each newsletter deadline.

- i. Place advertisements in newsletter in appropriate locations. A check for the full amount must accompany the ad copy. (Note: Not more than one-sixth (1/6) of the content of the newsletter shall be advertising material.)
 - j. Prepare abridged copy for printer and the full-version newsletter for the WBEA webpage.
 - k. Prepare newsletters for mailing and posting on the WBEA webpage.
5. Compile WBEA Calendar of Events.

6040. FINANCE—Standing Committee

Purpose

The purpose of the Finance Committee is to develop, review, modify, and obtain approval for the annual budget.

Operational

- 1. The President-elect will serve as the director of the Finance Committee, and the committee membership will include the Treasurer and the current President.
- 2. The committee is responsible for preparing the proposed budget to be submitted to the Executive Board for approval.
- 3. The President-elect will submit the proposed budget to the Executive Board for approval at the annual Board meeting.

6050. LEGISLATIVE—Standing Committee

The Legislative Committee is a standing committee of WBEA. The Legislative Committee shall consist of the Legislative Liaison to NBEA and a Legislative Chair from each S/T/P. If the S/T/P does not have a Legislative Chair, the S/T/P President will serve on the Legislative Committee.

The Legislative Liaison to NBEA will serve as the director of the WBEA Legislative Committee and as an ex-officio, non-voting member of the WBEA Executive Board.

Purpose

The purpose of the Legislative Liaison is to communicate with the S/T/Ps in the WBEA region regarding legislation, to disseminate information to the S/T/Ps concerning legislative issues pertinent to WBEA, NBEA and the S/T/Ps, and to assist S/T/P organizations in learning effective lobbying strategies at S/T/P and national levels.

Operational

The Legislative Liaison shall be appointed for a one (1)-year term renewable for two (2) more years at the option of the new WBEA President and the person serving as legislative liaison.

The duties of the Legislative Liaison shall be to:

- 1. Communicate on a regular basis with S/T/P Legislative Chairs (and/or) Presidents/Presidents-Elect concerning legislative updates, announcement of the WBEA Legislative Session at the annual Conference, and other legislative information.
- 2. Correspond with S/T/Ps regarding national legislative concerns, including legislators to contact concerning legislative actions.
- 3. Serve as a clearinghouse for legislative issues pertinent to WBEA, NBEA and S/T/Ps.

4. Encourage S/T/Ps to become involved in legislative actions that affect business education at the S/T/P level.
5. Encourage S/T/Ps to use NBEA and ACTE (Association for Career Technical Education) legislative materials and information.
6. Keep informed, through NBEA and ACTE concerning legislation that will impact business education and communicate with each S/T/Ps through periodic releases of information.
7. Prepare a legislative article for each issue of the WBEA newsletter.
8. Conduct a legislative session at the WBEA Conference.
9. Attend Executive Board meetings, Executive Committee meetings, and WBEA Conferences.

6060. MEMBERSHIP—Standing Committee (See Appendix A6060)

Purpose

The membership director promotes members in the region and assists state directors in promoting membership in the states. The regional membership director works with the NBEA Membership Director.

Operational

1. The director shall be appointed for a three (3)-year term renewable at the option of the new WBEA President and director and shall be an ex-officio, non-voting member of the Executive Board and Executive Committee.
2. Duties will include the promotion of NBEA/WBEA membership.
 - a. The promotion of NBEA/WBEA membership
 - b. Prepare promotional materials for S/T/Ps.
 - c. Coordinate display for WBEA Conference with NBEA Membership Director.
 - d. Write articles for S/T/P and WBEA newsletters.
 - e. Administer the Robert J. Thompson Membership Awards. Work with Awards Director to order awards (See Appendix A6061).
3. In the event the Membership Director is unable to fulfill the three-year term, a replacement director shall be appointed by the new WBEA President to complete the unfinished three-year term.
4. Administer the WBEA Membership Achievement Awards. (See Appendix A6062).
5. Promote the WBEA \$0.50 per mailing of lapsed NBEA/WBEA members guidelines.
6. Plan and conduct meeting for S/T/P membership chairs at annual WBEA Conference.
 - a. Work with the WBEA President-elect to coordinate S/T/P presidents-elect attendance at the S/T/P membership chairs meeting prior to the Presidents-elect Leadership Workshop.
 - b. Should a breakfast be included, only one Membership Chair and only one President-elect from each S/T/P is invited for complimentary breakfasts. Any additional attendee will be charged for the meal.
 - c. Work with WBEA Conference Chair to find a sponsor for the Membership Chairs and Presidents-elect Breakfast and to coordinate food orders, meeting rooms, and payment.
 - d. Plan and conduct an additional training meeting for membership chairs immediately following the Membership Chairs and Presidents-elect Breakfast meeting.
7. Plan recognition of S/T/P membership chairs at WBEA Conference.

6070. NOMINATING COMMITTEE—Standing Committee

Purpose

The purpose of the Nominating Committee is to review, approve, and present the nominations for WBEA officers.

Operational

1. The WBEA Past President will serve as director.
2. The committee will consist of one representative from each S/T/P.
3. The nomination policies are detailed in Section 3030.

6080. STRATEGIC PLANNING COMMITTEE—Standing Committee

Purpose

The purpose of the Strategic Planning Committee is to promote the stated purposes of business education in WBEA. The committee's charge is to use the Strategic Plan to review the progress of WBEA and to make recommendations. The committee will annually review the progress made in implementing the Strategic Plan goals and recommend actions as needed. Special committees such as Telecommunications, Newsletter, and Keyboarding are often organized to focus on specific aspects of the Strategic Plan.

Operational

1. The immediate WBEA Past President shall be the director of the committee.
2. Membership will consist of the director, two (2) additional WBEA past presidents, and three (3) S/T/P presidents. S/T/P representatives are appointed on a staggered, rotation basis. An attempt will be made to include both experienced and relatively new educators from all S/T/Ps.
3. Meetings will be held at the annual conference.
4. The committee will annually review the progress made in implementing the Strategic Plan goals and recommend actions as needed.

6090. TELECOMMUNICATIONS COMMITTEE—Standing Committee

Purpose

The purpose of the WBEA Telecommunications Committee is to facilitate the movement of information electronically within the WBEA region.

Operational

1. The director shall be appointed for a one (1)-year term renewable for two (2) more years at the option of the new WBEA President and director and shall be an ex-officio, non-voting member of the WBEA Executive Board.
2. Contact and communicate with S/T/P Webmasters or representatives who are the committee representatives after President sends updated committee list. Work with President on obtaining this list.
3. The Telecommunications Committee shall meet during the annual WBEA Conference

6100 SPECIAL COMMITTEES

6110. ANNUAL CONFERENCE ADVISORY COMMITTEE—Special Committee

Purpose

The purpose of The Annual Conference Advisory Committee is to review proposals, including budgets, by the S/T/Ps submitting proposals for WBEA Conferences. After reviewing the proposals, the committee submits their recommendations to the Board. A conference guide is available to assist states in planning the conference.

Operational

1. The committee consists of three (3) members with rotating memberships. At least one (1) member should be a WBEA Past President, and each member should be familiar with conference planning.
2. The committee's most senior member will be the director of the committee and shall **not** be a member of the WBEA Executive Board and Executive Committee, but may be asked to present reports at such meetings.
3. The committee shall meet prior to the annual Executive Board meeting to review proposals, including budgets, by the S/T/Ps submitting proposals to host the WBEA Conference. S/T/Ps should present their proposals to this Committee four (4) years prior to their hosted conference to offer sufficient time for review.

6120. ROBERT J. THOMPSON NBEA/WBEA MEMBERSHIP ENDOWMENT COMMITTEE—Special Committee

Purpose

The purpose of the Robert J. Thompson NBEA/WBEA Membership Endowment is to encourage professionalism in Business Education. Recipients are encouraged to pass forward these two (2) endowments by sponsoring a student membership or first-year teacher membership for one or two student/first-year teacher members once they, themselves, have become professional members of NBEA/WBEA.

1. Robert J. Thompson NBEA/WBEA **Student** Membership Endowment. A candidate for this endowment must be a student of junior status at a National Association of Business Teacher Education (NABTE) member college/university majoring in Business Education or at least attending a college/university working toward Business Education licensure/certification. One student per college/university per year may receive the award; a recipient may receive this award only once. (See Appendix A6120.1)
2. Robert J. Thompson NBEA/WBEA **First-Year Teacher** Membership Endowment. The purpose of the Endowment is to encourage participation in professional organizations while awarding first-year business teachers for their successful entry into teaching business education subjects.

Each state, territory, and province with a fully organized Professional Business Education organization will select a fully qualified first-year business teacher from their state, territory, or province to receive a **one-year membership to NBEA/WBEA**. (See Appendix A6120.2)

Operational

1. The director shall be appointed for a three (3)-year term renewable at the option of the new WBEA President and shall **not** be a member of the WBEA Executive Board and Executive Committee, but may be asked to present reports at such meetings.

2. The committee shall consist of at least two (2) members—the director for a three (3)-year term and Robert J. Thompson for a lifetime term.
3. The director shall disseminate application forms to the S/T/Ps and through the *Western News Exchange*. Student membership candidates are nominated and sponsored by faculty members from their college or university. The S/T/Ps will determine the recipient(s) of the First-Year Teacher candidate to receive the endowment, submit the applicant(s) name(s) to the director, and the director shall request payment to WBEA for the required amounts.

7000 FINANCE

7010. SOURCES OF INCOME

1. The primary source of income will be the share of the individual NBEA membership dues allocated to WBEA.
2. Other income may be derived from such additional sources as may be authorized by the WBEA Executive Board, in compliance with the Articles of Incorporation.

7020. REIMBURSEMENT POLICIES

1. The budget, as approved by the Executive Board, sets the general limits of expenditures for specific items. Adjustments may be made by the President and Treasurer during the year, as long as the total budget is not exceeded.
2. Services performed by NBEA, at the request of WBEA, are authorized expenditures.
3. All expenses must be clearly and accurately described and must represent actual money expended on behalf of the corporation.
 - a. It is desirable that receipts/bills be provided as source documents to substantiate all expenditures.
 - b. All requests for payment of bills and/or reimbursable expenses must be sent directly to the Treasurer of WBEA within five (5) days. Sign bills to show service has been performed. Bills should be addressed to WBEA in care of the individual.
 - c. All unusual items or amounts must be fully explained.
 - d. The Treasurer can approve all reimbursements up to \$500 if supported by a budget line item. If the amount of the reimbursement is over \$500, it must be approved by the Treasurer and the President.
4. If a personal automobile is used for corporation business, the actual amount of mileage driven on behalf of the corporation will be reimbursed at \$0.375 per mile. This will only be considered as part of the division of funds from the WBEA Executive Committee Summer Planning Meeting and as part of the President's travel expenses. Car pools and other means to reduce the cost of transportation are encouraged. Parking fees and tolls will be reimbursed.
5. When air transportation is utilized, the use of an economical airfare is encouraged.
6. Stipends for meeting attendance will be paid as budgeted. A stipend of \$50 will be budgeted for attendance at the WBEA Executive Committee Summer Planning and the WBEA Executive Board meetings.
7. Semiannually, S/T/Ps may receive \$0.50 per mailing reimbursement for mailings to NBEA/WBEA lapsed members. A list of lapsed members from the S/T/P will be provided by the WBEA Membership Director when received from NBEA. Receipts for mailings or documentation of total mailings must be received by the Treasurer (the \$0.50 is all-inclusive of postage and stationery; no reimbursements will be made for postage, stationery, or other expenses beyond \$0.50 per mailing).

8000 CONFERENCE

8010. DATES

1. The annual WBEA Conference will be scheduled each year during either the three-day holiday of Presidents Day, (third week in February) or the three-day holiday of Memorial Day (last week in May for Arizona only). The conference will begin on Friday (with Executive Committee meetings and professional development and pre-conference activities scheduled on Thursday) and conclude on Sunday. (*This schedule may be altered to meet the needs of the hosting S/T/P with Executive Board approval.*)
2. Every five (5) years the Western Region will host the NBEA Convention. The NBEA Executive Board will determine the site, dates, and times for that meeting. The annual WBEA Executive Board meeting will be held in conjunction with that meeting or during a separate WBEA Annual Conference.

8020. ROTATION

1. The WBEA Conference location will be based on the following rotation schedule subject to the approval of the WBEA Executive Board. The rotation schedule does not apply during the years that NBEA Convention is held in the WBEA region.

Conference location will rotate among S/T/Ps with the year-ending digit as follows:

0 Wild Card	5 Wild Card
1 Washington	6 Hawai'i
2 California	7 Montana
3 Utah	8 Arizona
4 Oregon	9 Idaho

Alaska, Alberta, British Columbia, Nevada—can be scheduled as desired for the Wild Card year. Either the WBEA Board or an S/T/P may bid to host the WBEA Conference for the Wild Card year when NBEA is in the western region.

2. The rotation schedule may be interrupted by a "wild card" bid from any S/T/P.
3. When NBEA is held in the WBEA Region (Wild Card years), any S/T/P may bid for that year's WBEA Conference.

8030. BIDS TO HOST

1. The S/T/P desiring to host the WBEA Conference will initiate a formal bid by completing an Application to Host WBEA Conference. (See Appendix A8030).
2. The application to host the WBEA Conference (A8030) must be completed and submitted to the WBEA Annual Conference Advisory Committee then to the WBEA Executive Board at least four (4) years in advance of the conference date to offer sufficient time for review.
3. Each year, a conference status report must be reviewed by the WBEA Annual Conference Advisory Committee and presented to the WBEA Executive Board.

8040. POLICIES

1. The President-elect will submit a tentative budget for the conference at the Executive Board meeting preceding that conference. A \$1,000 conference advance may be requested from the Treasurer after July 1 of the fiscal year in which the conference will be held. The \$1,000 conference advance should not be reflected as either conference income or expense of the conference.

2. Funds for the WBEA Professional Development Institute will be allocated before conference proceeds are distributed to the state and region. These will be paid out of funds raised for professional development. If there is not enough income to cover the expenses then the balance will be taken from the Professional Development reserve account.
3. One dollar (\$1.00) from each conference registration goes to the Professional Development Fund and must be paid to WBEA by the hosting S/T/P within one (1) month of the end of the conference.
4. Receipts from other Professional Development fundraisers (such as the silent auction and pineapple pull) must be paid to the WBEA Treasurer by the hosting S/T/P within one (1) month of the end of the conference.
5. The S/T/P hosting the conference must provide WBEA with a financial statement and check for WBEA's portion of the proceeds by June 15 if the conference is in February, or July 1 (preferably, but no later than September 15) if the conference is in May in the year of the conference. If additional revenues or expenses come in after that time, an adjustment should be made.
6. The Past President (or appointed Conference Chair) will present a written post-conference report, including a financial report, at the Executive Committee Summer Planning and the Executive Board meetings following the conference.

8050. RESPONSIBILITIES

The President will serve as General Director of the Conference, responsible for the coordination of:

- | | |
|----------------------------------|---|
| 1. Site Selection/facilities | 9. Printing |
| 2. Selection of committee chairs | 10. Prizes/gifts |
| 3. Program/sessions | 11. Meals/social events |
| 4. Publications | 12. Sponsors |
| 5. Registration | 13. Past Presidents' Reception—appoint a person to plan and host the Reception at the annual conference. (See Appendix A3150) |
| 6. Hospitality | |
| 7. Exhibits | |
| 8. Housing | |

9000 WBEA PRESIDENT-ELECT LEADERSHIP WORKSHOP (See Appendix A3120)

1. A leadership workshop for S/T/P Presidents-elect will be held preliminary to the annual meeting. The WBEA President-elect may choose to use the NBEA leadership materials that have been developed for Leadership Training.
2. The WBEA President-elect is responsible for directing this meeting, including:
 - a. Determining schedule.
 - b. Informing S/T/P Presidents, Presidents-elect, and the WBEA membership of the conference and its purpose.
 - c. Preparing an agenda with scheduled visits by current WBEA Executive Committee members.
 - d. Updating the content of the handbook.

APPENDICES

Western Business Education Association

Résumé of Candidate for Office of:

Personal Data:

Name: _____

S/T/P Affiliation _____

Is the candidate a current member of WBEA/NBEA? _____

Professional Preparation:

Professional Experience:

Professional Association Activities:

Other Professional Activities:

On the back, please add a statement why you are qualified to hold this office.

The signatures of the Candidate and the S/T/P Representative provided below attest to the following:

The Candidate has agreed to seek the office indicated above and has been determined by the S/T/P to be qualified for such office. The Candidate received and reviewed a copy of the Program of Work for the office, understands the duties and responsibilities of the office, and is willing to accept the commitment if elected.

Candidate Signature

Date

S/T/P Representative. Signature

Date

NOTE: This form must be completed, signed, and dated by the Candidate and S/T/P Representative to provide a valid nomination. A **Résumé** may be attached.

A3110. PRESIDENT'S AWARD TIMELINE

September: Determine the winner.

October: President informs Awards Director of the winner, and **secretively** does background work, soliciting information from winner's family and business associates to forward to the Awards Director.

January: Have Awards Director order plaque for winner.

Prepare background information on winner to be included in the awards booklet and read when presenting plaque at WBEA Conference.

With the assistance of the President, notify someone secretively to be sure winner will be at function when award is given.

February
or May: Award plaque to winner at WBEA Conference.

A3120. PRESIDENT-ELECT LEADERSHIP WORKSHOP TIMELINE

October: Determine topics and contact officers about speaking during Presidents-elect Leadership Workshop.

November: Coordinate with WBEA Membership Director contacting of publishers to sponsor continental breakfast for Membership Chairs and Presidents-elect Workshop.

Confirm session speakers.

Coordinate with WBEA Membership Director and Conference Chair writing and/or e-mailing S/T/P Presidents, Presidents-elect, and Membership Chairs announcing the Membership Chairs and Presidents-elect breakfast. Include an RSVP for attendance.

Write and/or e-mail S/T/P Presidents and Presidents-elect, alerting them to upcoming Presidents-elect Leadership Workshop and urging full attendance. Mention topics and agenda for the day. Include reservation form for attendance.

January: Remind Presidents-elect of upcoming Presidents-elect Leadership Workshop.

February: Hand out information on session leaders, topics, Presidents-elect participants, and evaluation form at Presidents-elect Leadership Workshop.

A3130. TREASURER'S GUIDELINES

OPENING BANK ACCOUNTS: Select the best possible established banking arrangements as early as possible. Standard accounts include both an interest-bearing checking account and a savings account (usually some form of Certificate or Time Deposit).

Three signatures are included on accounts—president, president-elect, and the treasurer from the first year of treasurer's term. One signature is required on checks. However, if the amount of the check is \$500 or more, the President must give written approval and/or minutes from the Executive Board or Executive Committee meeting must be attached to the expense report showing approval. Get signature cards signed as early as possible to ensure that the new account is in place by July 1.

Most banking institutions require the organization's IRS EIN number (located in permanent records) and minutes with names of officers and corresponding ID (i.e. State driver's licenses). Check specifics of selected institution.

Checks are usually printed as follows:

Western Business Education Association
Treasurer's Name, Treasurer
Treasurer's Address and Telephone

Approximately 175 to 200 checks are needed for a fiscal year (July 1 to June 30).

RECEIPT OF FUNDS AND RECORDS: The incoming treasurer should acknowledge receipt of funds and records in writing by sending a memo to the outgoing treasurer with copies to both the president and president-elect. Check to see if the previous ending balance agrees with the beginning balance. Compare records to the checklist located in the current *WBEA Policies and Procedures Manual and Appendices*. Spot-check to see if all checklist records have been transferred for seven years.

TRANSFER OF FUNDS AND RECORDS: Send a memo of transmittal with funds or records to the incoming treasurer with a copy to the outgoing president. The outgoing treasurer should destroy records outside a current seven-year period. Exchange as many records as possible during Conference. The newly approved budget, addresses of the outgoing treasurer, president, president-elect, and these guidelines are important temporary documents for the incoming treasurer to take home.

EXECUTIVE COMMITTEE SUMMER PLANNING MEETING: Take a prepared skeleton Financial Report including the Executive Board approved budget (usually February through April). Blank expense reports and new checks are needed for disbursements as shown in the budget. It is suggested that the skeleton Financial Report be prepared well in advance of the WBEA Executive Committee Summer Planning (July) meeting and sent to both the outgoing and incoming presidents to reconcile differences. Expenses for this meeting are usually more than the amount budgeted. In this case, the expenses of all in attendance are added up and then a percentage is applied to determine the amount to pay each member (if \$1300 is budgeted for this meeting and the president's expenses were 10% of the total actual expenses, then \$130 would be reimbursed to the president).

EXECUTIVE BOARD MEETING: Most disbursements take place during this meeting. Prepare to write 75 or more checks.

EXPENSE REPORTS: No. 1 is the beginning expense report number for each year. Expense reports may be filed in a three-ring binder in date order. Other records may be kept in the same binder. Expense report numbers are written on checks. Combine several account numbers on one expense report, write one check, and save paperwork.

VOIDING CHECKS: In addition to standard procedures, write VOID across the check, assign an expense report number, and attach the voided check to the voucher in the usual manner.

STOP PAYMENTS: Check with the president before expending charges for stop payments. In most cases, recipients of checks can be contacted and lost check numbers can be kept with outstanding checks and monitored.

RECONCILING: Reconcile on back of bank statements provided. File most recent bank statements on top. Any interest may be recorded in the checkbook in red.

POSTING: Computerized spreadsheet posting works well by posting directly from expense reports into the Financial Report. Manual posting may require more detail listing. Treasurer may choose to use accounting software such as Quick Books Pro.

CHART OF ACCOUNTS: Account numbers listed on the Financial Report serve as a simple chart of accounts.

ACCRUAL ACCOUNTS: Some revenue and expense items such as membership income from NBEA earned during the current fiscal year but not yet received, interest income earned but not paid during current year, and NBEA expenses incurred but not paid should be recorded for current year as revenue and expenses and carried over to the next fiscal period as receivables and payables.

CONFERENCE REVENUE: Check with the president to establish current procedures for reporting conference rebate as net or gross and to determine whether items such as photography and amenities or some leadership meals and flowers are deducted from conference income or whether this should be a line item.

CONFERENCE RESERVE: WBEA will maintain a conference reserve account to help finance the conference when NBEA is in the region. Any surplus from a given year's budget will be put into this account. Once the amount in this account reaches **\$5,000**, the surplus will remain in the unrestricted reserve account.

MISCELLANEOUS ACCOUNTS: Miscellaneous accounts include organization business such as phone, printing, postage, mailing supplies, or certificates. The president's miscellaneous account may include additional overhead expenses as supplies for meetings, leadership meals, letterhead, keying of Program of Work and *WBEA Policies and Procedures Manual and Appendices*.

PROFESSIONAL DEVELOPMENT INSTITUTE: Maintain a separate line item in the budget for the Institute.

UNRESTRICTED RESERVE: This account is used to balance the budget when expenses are greater than revenue for a fiscal year.

R J THOMPSON MEMBERSHIP ACCOUNT: When the amount of expense for the R J Thompson Membership Award is known, transfer the amount from the Thompson reserve account to Thompson revenue for the year. (Dr. Robert Thompson Membership Award—account #3400 and Cr. Robert Thompson Membership Award—account #4700)

ACCURED ENTRIES: The following accrued entries should be made at the end of the fiscal year:

Interest Income

Dr. Interest Receivable—account #1400
Cr. Interest Income (90% of amount)—account #4300
Cr. Professional Development (10% of amount)—account #4500

Dues from NBEA

Dr. Accounts Receivable—account #1400
Cr. Membership Dues—account #4100

NBEA Board Meeting Expenses

Dr. WBEA Share/NBEA Board Meeting—account #5720
Cr. Accounts Payable—account #2100

NBEA Professional Development Partnership

Dr. Projects—account #6430
Cr. Accounts Payable—account #2100

CLOSING ENTRIES

Close revenue from Professional Development to reserve account

Dr. Professional Development Revenue—account #4500
Cr. Professional Development Reserve—account #3200

Close expenses from Professional Development to reserve account

Dr. Professional Development Reserve—account #3200
Cr. Stipends—account 6300
Cr. Promotion—account 6310
Cr. Miscellaneous—account 6320

Close revenue accounts to Unrestricted Reserve

Dr. All 4000 accounts except #4500
Cr Unrestricted Reserve-account #3300

Close expense accounts to Unrestrictive Reserve

Dr. Unrestrictive Reserve—account #3300
Cr. All 5000 6000 accounts except 's 6300, 6310, and 6320

Transfer from Unrestrictive Reserve to Conference Reserve

Dr Unrestrictive Reserve—account #3000 (amount into Conference Reserve not to exceed \$5000)
Cr. Conference Reserve—account #3500

ARTICLES OF INCORPORATION: Maintain Articles of Incorporation.

A3140. CHRONOLOGY OF SECRETARY'S DUTIES

1. During the conference when elected
 - a. Old and New Officers Executive Committee Meeting:
 - (1) Attend the meeting and receive secretary's records.
 - (2) Obtain home and institutional addresses for new Executive Committee members to establish the Directory. Use asterisks to indicate preferred mailing addresses.
 - b. Compile the Executive Committee Directory (at least in draft format) prior to the end of the conference, or soon after and send to the President. (Use Directory format styles.)
 - c. Attend conference session for introduction of new WBEA officers.
2. Within one month following the conference
 - a. Type Executive Committee Directory (if not accomplished at conference) and mail to all Executive Committee members.
 - b. File copies of minutes received from former secretary.
 - c. Distribute copies of minutes to Executive Committee, NBEA Executive Director, and NBEA President.
 - d. Transmit book of permanent records, disk of Program of Work and *WBEA Policies and Procedures Manual and Appendices*, and information from previous years to incoming Secretary.
3. May, June, July
 - a. Directory
 - (1) Prepare blank Directory forms to send to S/T/Ps.
 - (2) Prepare a letter addressed to each President-elect from the previous year requesting a reply for S/T/P directory information no later than June 30.
 - (3) Send letters and forms to S/T/Ps no later than May 15.
 - (4) Organize and key Directory as S/T/Ps respond.
 - (5) Send reminders during mid-June to Presidents-elect who have not responded.

- (6) Duplicate and distribute rough draft Directory to Executive Committee members at Summer Planning Meeting.
 - b. Attend Executive Committee Summer Planning Meeting
 - (1) Create and duplicate motion and voting forms.
 - (2) Take minutes and number each line (use tape recorder for backup).
 - (3) Handle any corrections to previous minutes.
- 4. August and September
 - a. Directory
 - (1) Finalize and duplicate.
 - (2) Prepare a cover letter.
 - (3) Distribute to Executive Committee and S/T/Ps.
 - b. Minutes of WBEA Executive Committee Summer Planning Meeting.
 - (1) Key, number each line, and mail to President for approval.
 - (2) Upon approval, mail to participants, NBEA Executive Director, and NBEA President; and file original. Send additional copies to President for distribution prior to Executive Board meeting.
- 5. September through December
 - a. Handle any updates of the Directory.
 - b. Complete any additional requests received from the President.
- 6. January
 - a. Prepare for Conference meetings.
 - b. Finalize Minutes Book to turn over to new Secretary.
- 7. During the Conference (February or May)
 - a. Executive Committee meeting
 - (1) Create and duplicate motion and voting forms.
 - (2) Take minutes and number each line (use tape recorder for backup).
 - (3) Handle any corrections to previous minutes.
 - b. Executive Board meeting
 - (1) Print large name tents (printed on both sides with name and position of Board member) for each Board member and place around table at Executive Board meeting.
 - (2) Circulate during social time before meeting to confirm that names in S/T/P delegations agree with your list.
 - (3) Have a clipboard with sign-up sheet for guests labeled as follows:

Name	Institution	State	Office (if any)
Be certain all visitors sign in.			
 - (4) Have a supply of motion and voting sheets and distribute as needed during the meeting.
 - (5) Have three sets of colored paper or number the cut sheets to use for voting. There should be one piece of each color or numbered sheet for each voting member.
 - (6) Arrange with hotel catering office if a ballot needs to be printed.
 - (7) Call the roll of officers and delegates; determine quorum and the number for a majority.
 - (8) Take minutes and number each line (use tape recorder as backup).
 - (9) Handle corrections to previous meeting's minutes.
 - c. Attend Executive Committee—Old and New Officers Meeting
 - (1) Take minutes, number each line, and mail to President for approval; take attendance.
 - (2) Send original copy of minutes to new Secretary to be filed.
 - (3) Turn over materials to new Secretary.
- 8. Within one (1) month following the conference
 - a. Type and mail Executive Committee and Executive Board Minutes to participants, including the NBEA Executive Director and NBEA President.
 - b. Finalize any remaining duties.

A3141. DIRECTORY OF S/T/P OFFICERS AND DELEGATES FORM

Official S/T/P Association Name:	Term of Office:	
	State Conference Date(s):	
	Conference Location:	
	Newsletter Deadlines:	
Name & Office	Business Name, Mailing Address, Telephone No., & E-mail address	Home Mailing Address, Telephone No., & E-mail address
President		
President-Elect		
Awards Chair		
Legislative Chair		
Membership Chair		
Newsletter Editor		
Web Master		
WBEA Nominating Committee Rep.		
WBEA Nominating Committee Alternate Rep.		

A3150. PAST PRESIDENTS' RECEPTION AT WBEA CONFERENCE

December President together with the Conference Chair prints invitations for reception.

January President together with the Conference Chair will mail WBEA past presidents an invitation (addresses will be obtained from the previous year's conference chair). WBEA President distributes to the Executive Board.

Past President will be sure the Past President's (the current President who will become the Past President at the reception) guest book will be at conference.

Awards Director arranges for Past President's plaque to be given at last conference function

February Past President may work with the Conference Chair to secure party supplies—wine, beer, soft drinks, napkins, plastic cups, nuts, etc. Alcoholic beverages may not be purchased with WBEA budgeted funds. Expenses are taken from the hosting S/T/P's conference budget.

Past President will arrange for traditional program about an hour after reception begins.

Past President presents certificate and arranges remainder of program.

A4030. CHRONOLOGY OF NBEA REPRESENTATIVE RESPONSIBILITIES

1. After having been elected at the Executive Board meeting, attend the Old and New Officers Executive Committee Meeting.
2. Having received notice of election, make plans to attend the WBEA Executive Committee Summer Planning Meeting.
3. Notify the NBEA Rep whom you are replacing of your selection so that he/she may furnish you with your copies of the WBEA and NBEA notebooks.
4. Using the NBEA minutes from the spring meeting, plan to submit an article to the WBEA Newsletter Editor for inclusion in the Fall issue.
5. Attend the fall meeting (usually in November) of the NBEA Executive Board.
6. Attend WBEA Executive Committee meetings and the annual meeting of the WBEA Executive Board. Present a written report to the Board of NBEA activities and bring up for discussion those items which you feel need input from the Board so that you may represent the views of the Board at the next NBEA Board meeting.
7. Depending on the date of publication for the *Western News Exchange* newsletter, plan to submit an article for publication.

A6010.2. DISTINGUISHED SERVICE AWARD

WESTERN BUSINESS EDUCATION ASSOCIATION

Nominations for this award may be submitted for **either** an individual or a group.
(Only one nomination may be made per year to an Individual
and one to a Company, or Representative of a Company, or a Legislator.)

* * * *

1. An INDIVIDUAL who has served and contributed to WBEA and business education through professional activities that include leadership, service, honors and awards, and research and writing. This nominee must be a business educator **and** a member of WBEA.

and/or
2. A COMPANY, or REPRESENTATIVE OF A COMPANY, or LEGISLATOR who has served a major portion of education in the Western region.

Procedure for Submitting Nominations:

1. Each State/Territory/Province or any NBEA/WBEA member may submit a nominee for these awards by the deadline, **December 1**.
2. The WBEA Distinguished Service Award Nomination forms must be used. The application will be limited to the nomination form, and no other supporting materials should be attached. Four (4) copies of the nomination are to be submitted. One color or black and white photograph must be submitted. The picture may be used for the Awards Booklet, but will not be used in the selection process.
3. The Awards Director will notify the nominator of the nominee who will receive the WBEA award. The nominator will contact the winners' supervisors to provide support for the winner. The nominator will ensure that the winner is present at the WBEA awards ceremonies.
4. If a nominee is not selected for the award the first year of nomination, the nomination may be considered the next year. Contact the Awards Director to request that the application be considered again. If editing is desired, a new application must be submitted following the guidelines by the deadline date.
5. Nominees receiving fewer than an average of 75 total points will not be considered for the award.

Criteria for Judging the WBEA Member Nominee

1. Contributions to WBEA (60 points)
2. Contributions to State/Territory/Province (20 points)
3. Professional Contributions (20 points)
(includes projects, writings and research, honors, awards, and professional organizations)

Criteria for Judging the Company/Legislator/Other Nominee

1. Contributions to WBEA (80 points)
2. Contributions to State/Territory/Province (10 points)
3. Statement for "Why Award Should Be Given" (10 Points)

Awards Presentation

The WBEA Distinguished Service Award will be given at the WBEA Annual Conference.

Due Date

Send forms to the WBEA Awards Director by **December 1**.

A6010.2.1. DISTINGUISHED SERVICE AWARD NOMINATION FORM for WBEA MEMBER

Western Business Education Association

Date↑ _____

Full Name of Nominee (Candidate)↑ _____

Address↑ _____

City↑ _____ State↑ _____ ZIP Code↑ _____

Present Position↑ _____

NBEA Membership No. ↑ _____ Daytime Phone↑ _____
.....

Name of Nominator (Person Submitting Nomination)↑ _____ Signature↑ _____

Address↑ _____

City↑ _____ State↑ _____ ZIP Code↑ _____

E-mail Address↑ _____

Position↑ _____ NBEA Membership No.↑ _____

Who should be contacted for more information? ↑ Phone↑ _____ E-mail Address↑ _____
Is this a secret nomination? Yes→ _____ No→ _____

EDUCATIONAL BACKGROUND. [List degrees, institutions, and years attended.]

OCCUPATIONAL BACKGROUND. [Give years and experience in business education, administration, or supervision.]

STATEMENT OF WHY THIS PERSON IS BEING NOMINATED

DISTINGUISHED SERVICE WBEA MEMBER NOMINATION

Page 2

For the following areas, include significant contributions and achievements in furthering the goals of business education in the Western Region through leadership, offices held, service, research, and writings. Keep to one page. Nominees receiving fewer than an average of 75 total points will not be considered for the award.

Contributions to WBEA (60 points)

Contributions to State/Territory/Province (include dates and responsibilities) (20 points)

Other Professional Contributions (20 points) Include "in-house" projects, writing and research, honors and awards, and other professional organizations.

Include significant contributions and achievements in furthering the goals of business education in the Western Region through WBEA leadership, service, and research and writings. This information must be kept to one page. Nominees receiving fewer than an average of 75 total points will not be considered for the award.

Contributions to WBEA (80 points)

Contributions to State/Territory/Province (10 points)

Statement for “Why Award Should be Given” (10 points)

A6010.3. OUTSTANDING BUSINESS EDUCATOR

Western Business Education Association

(check one level)

- Elementary/Middle/Junior High School level Postsecondary level
High School level Senior College/Collegiate/University level
-

PROCEDURES

1. Nominations may be made by any NBEA/WBEA member or by a State/Territory/Province (S/T/P) association. The nominee **must also be a member of NBEA/WBEA.**
2. Nominations must follow the official form and procedures outlined. **No additional material is to be submitted.** Do not put the nomination packet in a folder. Staple the pages in the upper left corner.
3. Submit four (4) copies of the nomination packet, along with a black and white or color photograph to the WBEA Awards Director postmarked no later than **DECEMBER 1.**
4. The Awards Director will notify the nominator of the nominee who will receive the WBEA award. The nominator will contact the winners' supervisors to provide support for the winner. The nominator will ensure that the winner is present at the WBEA awards ceremonies.

*** If a nominee is not selected for the award the first year of nomination, the papers may be considered the next year. Contact the Awards Director to request that the application be considered again. If editing is required, a new application must be submitted following the guidelines by the deadline date.

ELIGIBILITY

1. The recipient **must be a member** of WBEA/NBEA and of his/her S/T/P association.
2. The recipient should **be currently teaching business** at the level for which he/she is being nominated.
3. The recipient's contributions may have been made over an extended period of time, but the major impact must have occurred within three years prior to the nomination.

WHAT TO SUBMIT

1. The cover sheet—**NOMINEE DATA FORM**
2. A maximum of three (3) pages that answer the six (6) criteria areas.
3. A maximum of three (3) letters supporting the nomination.
4. Black and white or color picture of the nominee which may be used for the Awards Booklet.
5. Staple the packet in the upper left corner. Do not put documents in a folder or binder.
6. Mail Nomination packets to:

Mrs. Jean Matsui Hara, Professor
WBEA Awards Director
c/o Leeward Community College
96-045 Ala Ike, Room BE-202
Pearl City, HI 97682-3393
808.455.0346 Fax: 808.453.6735
jhara@hawaii.edu

**Western Business Education Association
OUTSTANDING BUSINESS EDUCATOR**

(check one level)

- Elementary/Middle/Junior High School level Postsecondary level
 High School level Senior College/Collegiate/University level

NOMINEE DATA FORM

Date↑ S/T/P Membership↑

Full Name of Nominee (Candidate)↑

Address↑

City↑ State↑ ZIP Code↑

Present Position and Employer↑

Employment Address↑

NBEA Membership No.↑ Daytime Phone↑ E-mail Address↑
.....

Name of Nominator (Person Submitting Nomination)↑ Signature↑

Address↑

City↑ State↑ ZIP Code↑

NBEA Membership No. ↑ Daytime Phone↑ E-mail Address↑

Position↑

Who should be contacted for more information? ↑ Phone/E-mail↑
Is this a secret nomination? Yes→ _____ No→ _____

Answer the following items using a maximum of three pages. Nominees receiving fewer than an average of 75 total points will not be considered for the award.

1. **EDUCATION and DEGREES** (List majors, minors and institutions.)
2. **TEACHING EXPERIENCE** (List years and location of experience.)
3. **PROFESSIONAL MEMBERSHIPS** (List organizations and length of time of memberships.)
4. **HONORS AND AWARDS RECEIVED** (Total of 10 points possible for Items 1 through 4)
5. **CONTRIBUTIONS TO BUSINESS EDUCATION** through classroom involvement, curriculum development, student organizations, administrative responsibilities, and/or publications. (50 points)
6. **PARTICIPATION IN LOCAL, REGIONAL, NATIONAL, AND INTERNATIONAL PROFESSIONAL ASSOCIATIONS.** Include offices held, committees served on, and conference activities. (10 points for WBEA membership and activities; 20 points for other.)
7. **INCLUDE A MAXIMUM OF THREE LETTERS OF RECOMMENDATION** that document the information included in this nomination. (10 points.)

A6010.4.1. S/T/P NEWSLETTER RECOGNITION EVALUATION FORM

WESTERN BUSINESS EDUCATION ASSOCIATION

Point Assignment Sheet

As a judge for this award, please grade the attached newsletters according to each of the following criteria. The points you give for each category cannot exceed the total points designated. For example: For "content and purpose," 35 points are maximum number of points you can give to any one newsletter on this category.

It is conceivable that your total points given for each newsletter may not equal 100 points. On the other hand, no newsletter can receive over 100 points. Newsletter entries receiving fewer than an average of 75 total points will not be considered for the award. Newsletter winners will be selected by the Director based on total number of points awarded by judges.

In case of a tie vote, the Director will send ballot to each judge for revote; if this does not determine the winner, Director will break the tie.

Name of S/T/P submitting newsletter _____

JUDGING CRITERIA	POSSIBLE POINTS	EVALUATION
Content and purpose	35 points	
Professionalism/impact	30 points	
Organization and Format	20 points	
Readability	10 points	
Membership Contact	5 points	
Total Points for this Newsletter	100 points	

YOUR SIGNATURE _____ **DATE** _____

A6010.4.2. S/T/P NEWSLETTER RECOGNITION PROGRAM

Introduction

S/T/P newsletters represent one of the most effective communication tools to keep the membership informed and to promote S/T/P activities to potential new members. These publications should reflect the quality and professionalism of business education.

Purpose

The S/T/P Newsletter Recognition Program is designed to recognize and reward S/T/Ps for the standard of excellence in publications. Moreover, it encourages S/T/Ps to keep in contact with every member on a regular basis, promote professional and educational opportunities, and serve as a support network among its membership locally, regionally, and nationally.

Judging for the award is based on the following criteria.

Judging Criteria

A. Content and Purpose (35 points)

1. Are the articles interesting and suitable for the intended audience?
2. Do the articles deal with matters of professional interest as well as items that would benefit membership?
3. Timeliness: Are articles pertinent to business educators?
4. Do articles focus on the activities of the S/T/P and its membership?
5. Is there a careful balance of state/province, industry, high-tech trends, and "how to" or innovative program/ideas and information for the classroom teacher?
6. Does the publication have a good variety of both articles and contributors?
7. Are there contributions from beyond the group itself?
8. Does the publication make reference to membership, the benefits of membership, how membership is doing, etc.?

B. Professionalism/Impact (30 points)

1. What impression does the newsletter give the reader at first glance?
2. Does the overall impact leave a professional image with the reader?
3. What impression does the newsletter convey to the public?

C. Organization and Format (20 points)

1. Is the format and layout of materials attractive and conducive to easy reading?
2. Are illustrations and artwork used effectively, and do they enhance the publication?
3. Does the newsletter appear balanced in its content, design, illustrations, and format?
4. If there are photos, are they clear and attractively arranged?

D. Readability (10 points)

1. Are the articles well written, concise, and clear?
2. Are the articles positioned in an easy-to-follow manner?
3. Are the illustrations and advertising copy placed discreetly so as not to detract from the information contained in the newsletter?
4. Does the newsletter possess accuracy in grammar, word usage, and sentence structure?

E. Membership Contact (5 points)

Of those S/T/Ps submitting newsletters for this award, give 5 points to the S/T/P that published the greatest NUMBER of newsletters during the award year.

Contest Rules

- a) Three (3) copies must be submitted of any two (2) newsletters published between July 1 through June 30 of the previous year.
- b) Entries must be postmarked by December 1.
- c) Name, address, and telephone number of S/T/P Editor must be included.
- d) All entries must be sent to the WBEA Awards Director.
- e) The Director and two committee members will select the winners.
- f) A maximum of three Outstanding S/T/P Newsletter Awards will be recognized each year at the WBEA Conference.
- g) The Awards Director will notify the nominator of the nominee who will receive the WBEA award. The nominator will contact the winners' supervisors to provide support for the winner. The nominator will ensure that the winner is present at the WBEA awards ceremonies.
- h) S/T/P entries receiving fewer than an average of 75 total points will not be considered for the award.

Mail entries to:

Mrs. Jean Matsui Hara, Professor
WBEA Awards Director
c/o Leeward Community College
96-045 Ala Ike, Room BE-202
Pearl City, HI 97682-3393
808.455.0346 Fax: 808.453.6735
jhara@hawaii.edu

Include this information when submitting newsletters for consideration.

Editor's Name _____

President's Name _____

Number of Issues Published _____

E-Mail of Contact Person _____

A6010.5. OUTSTANDING CAREER AND TECHNICAL STUDENT ORGANIZATION ADVISOR AWARD

Western Business Education Association OUTSTANDING CAREER AND TECHNICAL STUDENT ORGANIZATION ADVISOR

PROCEDURES

1. Nominations may be made by any NBEA/WBEA member or by a State/Territory/Province (S/T/P) association. The nominee **must also be a member of NBEA/WBEA.**
2. Nominations must follow the official form and procedures outlined. No additional material is to be submitted. Do not put the nomination packet in a folder. Staple the pages in the upper left corner.
3. Submit **four (4)** copies of the nomination packet, along with a black and white or color photograph which may be used for the Awards Booklet to the WBEA Awards Director postmarked no later than DECEMBER 1.
4. The Awards Director will notify the nominator of the nominee who will receive the WBEA award. The nominator will contact the winners' supervisors to provide support for the winner. The nominator will ensure that the winner is present at the WBEA awards ceremonies.

If a nominee is not selected for the award the first year of nomination, the papers may be considered the next year. Contact the Awards Director to request that the application be considered again. If editing is required, a new application must be submitted following the guidelines by the deadline date.

ELIGIBILITY

1. The recipient must be a member of WBEA/NBEA and of his/her S/T/P association.
2. The recipient should be currently advising a business-related Career and Technical Student Organization (CTSO) for which he/she is being nominated.
3. The recipient's contributions may have been made over an extended period of time, but the major impact must have occurred within three years prior to the nomination.

WHAT TO SUBMIT

1. The cover sheet—NOMINEE DATA FORM
2. A maximum of three (3) pages that answer the six criteria areas.
3. A maximum of three (3) letters supporting the nomination.
4. Black and white or color picture of the nominee which may be used for the Awards Booklet.

Staple the packet in the upper left corner. **Do not put documents in a folder or binder.**

MAIL ENTRIES TO Mrs. Jean Matsui Hara, Professor
WBEA Awards Director
c/o Leeward Community College
96-045 Ala Ike, Room BE-202
Pearl City, HI 97682-3393
808.455.0346 Fax: 808.453.6735
jhara@hawaii.edu

**Western Business Education Association
OUTSTANDING CAREER AND TECHNICAL STUDENT ORGANIZATION
ADVISOR**

NOMINEE DATA FORM

Date↑	S/T/P Membership↑	CTSO↑
Full Name of Nominee (Candidate)↑		
Address↑		
City↑	State↑	ZIP Code↑
Present Position and Employer↑		
Employment Address↑		
NBEA Membership No. ↑	Daytime Phone↑	E-mail Address↑
.....		
Name of Nominator (Person Submitting Nomination)↑		Signature↑
Address↑		
City↑	State↑	ZIP Code↑
NBEA Membership No. ↑	Daytime Phone↑	E-mail Address↑
Position↑		
Who should be contacted for more information? ↑		Phone/E-mail↑
Is this a secret nomination? Yes→ _____		No→ _____

Answer the following items **using a maximum of three pages**. Nominees receiving fewer than 75 average total points will not be considered for the award.

1. **EDUCATION and DEGREES** (List majors, minors and institutions.)
2. **TEACHING EXPERIENCE** (List years and location of experience.)
3. **PROFESSIONAL MEMBERSHIPS** (List organizations and length of time of memberships.)
4. **HONORS AND AWARDS RECEIVED – Personally/Chapter/Members** (Total of 20 points possible for Items 1 through 4)
5. **CONTRIBUTIONS TO CAREER AND TECHNICAL STUDENT ORGANIZATION** Include offices held, committees served on, and conference activities. (60 points)
6. **INCLUDE A MAXIMUM OF THREE (3) LETTERS OF RECOMMENDATION** that document the information included in this nomination. (20 points)

A6010.6. Types of Plaques

1.	6010.2, Item #1; 6010.2.1 10" x 8"	<p align="center">Western Business Education Association Distinguished Service Award presented to (name of Recipient) for exemplary service and contribution to business education through professional activities</p> <p align="center">Month Year</p>
2.	6010.2.1 6010.2.2 10" x 8"	<p align="center">Western Business Education Association Distinguished Service Award presented to (name of recipient—Company, or Rep. of a Co., or a Legislator) for exemplary service and contribution to business education through professional activities</p> <p align="center">Month Year</p>
3.	6010.3, Item #1 10" x 8"	<p align="center">Western Business Education Association Outstanding Business Educator Elementary (or Middle School or Junior High School) (name of recipient)</p> <p align="center">Month Year</p>
4.	6010.3, Item #2	<p align="center">Western Business Education Association Outstanding Business Educator High School (name of recipient)</p> <p align="center">Month Year</p>
5.	6010.3, Item #3	<p align="center">Western Business Education Association Outstanding Business Educator University (or Senior College or Collegiate) (name of recipient)</p> <p align="center">Month Year</p>
6.	6010.3, Item #4	<p align="center">Western Business Education Association Outstanding Business Educator Postsecondary (name of recipient)</p> <p align="center">Month Year</p>
7.	6010.5	<p align="center">Western Business Education Association Outstanding Career and Technical Student Organization Advisor Award (name of recipient)</p> <p align="center">Month Year</p>
8.	6010.4 9" x 7" Three awards (unranked)—plaques or gift w/certificate	<p align="center">Western Business Education Association Newsletter Recognition presented to (name of Newsletter Editor from S/T/P <i>Publication Name</i>) for high standard of excellence in publications 20xx-20xx</p>

9.	6060, Item #2, d. A6061 #4 10" x 8 with \$50 check to S/T/P for promotion of membership	Robert J. Thompson WBEA Membership Award presented to (Name of Membership Director) (Name of S/T/P) 20xx-20xx
10.	3110, Item #15 A3110 9" x 12"	Western Business Education Association President's Award presented to (name of recipient) In appreciation of exemplary support and dedication and providing high standards of leadership in business education Month Year
11.	6010, Item #4 12" x 9" Half gavel plaque	Western Business Education Association (name of current President) President In appreciation for dedication, service and leadership 20xx-20xx

Plaque, Certificate, and/or Functional Gift (pen set, paperweight, etc.)

11.	6010 #1 A6062	Western Business Education Association Membership Achievement Award presented to (Name of Membership Director) (Name of S/T/P) 20xx-20xx
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WBEA\AwardsDirector\Certificates_Awards04_02_08jh

Note: If **Western Business Education Association** is too costly to engrave on a plaque, substitute **WBEA** for all occurrences.

A6015. PROFESSIONAL DEVELOPMENT INSTITUTE COVER LETTER
WESTERN BUSINESS EDUCATION ASSOCIATION

Date

TO THE STATE/TERRITORY/PROVINCE PRESIDENT (use individual addresses)

Dear _____:

RE: WBEA Professional Development Institute

The responsibility of nurturing business educators by providing leadership training opportunities is an integral part of the Strategic Plans of NBEA, WBEA, and your S/T/P associations. With this goal in mind, WBEA has provided the Professional Development Institute (PDI) at the regional conference for the past ____ (*started in 1999*) years. Each S/T/P may nominate two candidates to participate in PDI. The candidates selected should be willing to accept a future leadership role in your S/T/P and/or WBEA. The candidates **SHOULD NOT BE** a current S/T/P president or president elect as they will be busy with other activities during the training.

WBEA will reimburse one-half of the WBEA Conference registration fee for two candidates from each S/T/P. The reimbursement will be paid directly to the participants after the training is completed. The other one half of the WBEA Conference registration fee **MAY BE** paid by the S/T/P. Additional representatives from the S/T/Ps may attend the Institute, but WBEA will reimburse the partial registration for only two.

Please copy and distribute the enclosed application form for the WBEA Professional Leadership Development Institute to the candidates or refer the candidates to www.wbea.info. You may want to distribute the application form at your fall conference/board meeting and/or include in your newsletter. The applications are to be returned to me by **November 15, (current year)**.

Please return the applications to *Name*, WBEA PDI Director, *address*. If you have any questions or concerns, please contact me at *e-mail address* or talk to your S/T/P president. Our goal is to have at least two representatives from each S/T/P!

Sincerely,

Name
WBEA PDI Director

c: Application

A6015.1. PROFESSIONAL DEVELOPMENT INSTITUTE INFORMATION AND INSTRUCTIONS FOR REGISTRATION

(This is a sample only)

INFORMATION AND INSTRUCTIONS FOR REGISTRATION

Complete this application and return it to your S/T/P President, who must mail the application to (Name) , Professional Development Director (Address) by **(Date)**. You will be notified of your acceptance shortly after (Same Date)

If chosen by your S/T/P, you will be expected to register for the conference. WBEA will reimburse one-half of the registration fee (does not include independent food, computer workshops, entertainment, or tours) and your state/territory/province may reimburse the other half of your registration. The reimbursement from your S/T/P is your responsibility; you must contact that president.

CONFERENCE INFORMATION

Conference (Year and Date)

(City and Hotel)

Registration Fee for NBEA/WBEA members is \$XXX

Registration Fee for nonmembers is \$XXX

PROFESSIONAL DEVELOPMENT INSTITUTE TRAINING

Date:

Time:

Location:

WBEA will pay half of the \$XXX member registration fee. Your S/T/P may pay the other half; it will inform you of this.

UNIVERSITY CREDIT: You may sign up for university credit available through (University Name and Cost of Credit)

Thank you for participating in this program. WBEA is extremely happy to provide this opportunity for you. Your involvement with your professional association is a great investment for your future. Best wishes on your leadership venture. If you have any questions, please contact (Name), PDI Director, (E-Mail) or (Name), WBEA President, (E-mail).

The WBEA Professional Institute participant must be an NBEA/WBEA member in good standing. The intent of this Institute is to assist an NBEA/WBEA member in the area of professional development.

**A6015.2. PROFESSIONAL DEVELOPMENT INSTITUTE APPLICATION FORM
WESTERN BUSINESS EDUCATION ASSOCIATION**

Name _____

Preferred Mailing Address:

Street _____

City, State, Zip _____

School _____

Number of years employed and at what levels? _____

How many conferences have you attended? WBEA _____ NBEA _____

How much do you know about the structure of WBEA/NBEA?

Very little Some knowledge Quite a bit Not sure

What leadership positions have you held in any organization?

Personal and Professional Goals

What are your expectations?

Are you willing to serve on a WBEA committee or in a leadership position in the future?
If so, do you have a preference?

(See backside for details on training site, and complete information on the conference.)

Complete this application and return it to your S/T/P president by **OCTOBER 15, 20--**. You will receive further information on or about December 15, 20—

A6030. WESTERN NEWS EXCHANGE TIMELINE FOR PUBLICATION

- June-July Contact possible advertisers with information regarding advertising in the *Western News Exchange*.
- August 15 Prepare and mail letters or e-mail messages to the Presidents of the S/T/Ps and the WBEA Executive Committee requesting information for the first issue. Prepare and mail letters or e-mail messages to Awards, Membership, and Legislative Directors as well as NBEA Representatives asking for information and reports for the first issue.
- October 1 Deadline date for information to be received for the first issue.
- October 1 Advertiser deadline for first issue and/or WBEA Webmaster.
- October 5 Absolute deadline for all material to be submitted to the WBEA Editor—reports, advertising, etc.
- October 15 Send first issue to the printer.
- November 15 Mail or post electronically the first issue of the *Western News Exchange*.
- January-February Contact possible advertisers (optional).
- January 15 Prepare and mail letters or e-mail messages to the Newsletter Editors and Presidents of the S/T/Ps and the WBEA Executive Committee requesting information for the second issue. Prepare and mail letters or e-mail messages to Awards, Membership, and Legislative Directors as well as NBEA Representatives asking for information and reports for the second issue.
- March 1 Deadline date for information to be received for the second issue.
- March 5 Absolute deadline for all material to be submitted to Editor--reports, advertising, etc.
- March 15 Send second issue to the printer and/or WBEA Webmaster or earlier.
- April 15 Mail or post electronically the second issue of the *Western News Exchange*.

Two weeks after the regional conference, the Editor is to have received a conference report from the conference chair.

Timeline dates for the second issue will be different when the national conference is held in the Western Region.

A6030.4. SAMPLE OF NEWSLETTER DUE DATES AND CONTENT

WBEA Newsletter Articles Due Dates

	Issue #1 Fall due: 9/1/--	Issue #2 Winter due: 11/15/--	Issue #3 Spring due: 4/15/--
President's Message	Welcome to a new year. Introduce WBEA Executive Committee--elected officials and committee directors.	Invitation to WBEA Conference; report on S/T/P visits; NBEA Executive Board meeting highlights.	Congratulations to WBEA award winners and newly elected officials; goodbye message.
President-elect's Message	Presidents-elect workshop	Presidents-elect workshop & combined membership chairs and presidents-elect meeting (don't mention the breakfast).	Introduction of self article; report on who and from what S/T/P presidents-elect in attendance were at workshop.
Treasurer's Message	Provide balance sheet (five years) for inclusion in the newsletter at some point during the year.		
Secretary's Message	WBEA Executive Committee Directory Info—this same list will be included on the website (excluding home information except for those who are retired and don't mind the personal home information shared).		
	Request S/T/P directory information		
NBEA Representative	News from NBEA Executive Board—provide National reports, events, and activities as needed. NBEA Convention info.	News from NBEA Executive Board—provide National reports, events, and activities as needed. NBEA Convention plus registration material.	News from NBEA Executive Board—provide National reports, events, and activities as needed; also, farewell message if appropriate. NBEA Convention report.
Past President Nominations Director Strategic Plan Director	Request nominations for WBEA as well as NBEA positions.	Inform membership of the changes in the <i>WBEA Policies and Procedures Manual and Appendices</i> , Strategic Plan, and Bylaws	Election results, <i>WBEA Policies and Procedures Manual and Appendices</i> , summary of approved changes Strategic Plan comments, Bylaws summary of approved changes

A6030.4. SAMPLE OF NEWSLETTER DUE DATES AND CONTENT

WBEA Newsletter Articles Due Dates

	Issue #1 Fall due: 9/1/--	Issue #2 Winter due: 11/15/--	Issue #3 Spring due: 4/15/--
Awards Director—WBEA & NBEA Awards	Request for WBEA and NBEA awards nominations and describe types of awards.	Request for WBEA and NBEA awards nominations and criteria.	WBEA awards recipients with photos. Report on any NBEA award winners from WBEA.
Editor	Online newsletter report; deadlines	Online newsletter report; deadlines	Online newsletter report; deadlines
Legislative Liaison (Director)	Report on Perkins funds; need to be active and contact state and national officials.	Report on current issues and announcement of the Legislative Breakout session at the WBEA Conference.	Report on current issues
Membership Director	Membership Updates-- western region and S/T/Ps.	Membership Updates--western region and S/T/Ps.	Membership Updates— western region and S/T/Ps.
	Recognize membership chairs who met their goals.	Recognize membership chairs who met their goals. Remind S/T/Ps of the \$0.50 per mailing for contacting lapsed NBEA/WBEA members	Praise of S/T/Ps who met their goals or who were close to their goals. Explain how these chairs were recognized at the membership chairs' breakfast meeting, the WBEA Executive Board meeting, and the Awards Banquet at the WBEA Conference.
	Provide the NBEA official, current membership form and NBEA website.	Provide the NBEA official, current membership form and NBEA website.	Provide the NBEA official, current membership form and NBEA website.
	Membership Chairs' meeting at the WBEA Conference in (don't mention a breakfast or you could have crashers).	Membership Chairs' meeting at the WBEA Conference—firm location and times (don't mention the breakfast location).	Membership chairs' and presidents-elect breakfast report.
	Request S/T/P membership chairs to give you reports to be included in future issues.	Praise of S/T/Ps who met goals or are near goals.	Report on who won the awards for WBEA membership Explanation of the Robert J. Thompson NBEA/WBEA Membership Award and how to prepare for it the next year

A6030.4. SAMPLE OF NEWSLETTER DUE DATES AND CONTENT

WBEA Newsletter Articles Due Dates

	Issue #1 Fall due: 9/1/--	Issue #2 Winter due: 11/15/--	Issue #3 Spring due: 4/15/--
Professional Development Director	Explain PDI and make a request for S/T/Ps to send people to PDI. Application Form should be included in newsletter.	PDI update Date, time, and location of PDI workshop. Last announcement for applications.	Report of PDI graduates and a little about each participant.
Telecommunications Director and Webmaster	Explanation of WBEA webpage. Post the newsletter online.	WBEA Webpage updates. Post the newsletter online.	WBEA Webpage updates if appropriate. Post the newsletter online.
WBEA Conference Chair	WBEA Conference—registration, breakout sessions, etc. Provide a tentative schedule of events and travel/hotel information.	WBEA Conference updates including registration form, hotel information, and travel tidbits.	WBEA Conference report for current year. Invitation to the next year's WBEA Conference with some information about dates, location, and hotel.
Robert J. Thompson NBEA/WBEA Membership Endowment Director	Report on requirements and procedures. Include application form.	Report on requirements and procedures.	(1) Report recipients of the endowments--brief explanation about each winner--students and first-year teachers (2) Explanation of the Robert J. Thompson NBEA/WBEA Membership Endowment and procedures for next year.
NBEA President	Welcome message.	Greetings and NBEA activities.	Farewell and NBEA Convention report.
S/T/P Presidents, VPs, Newsletter Editors	Provide state reports and activities	Provide state reports and activities	Provide state reports and activities
Other Regional Presidents, VPs and Newsletter Editors	Provide Regional reports, events, and activities	Provide Regional reports, events, and activities	Provide Regional reports, events, and activities

A6060. MEMBERSHIP DIRECTOR'S DUTIES FOR WESTERN REGION

CHRONOLOGY

1. During the WBEA Conference when appointed:
 - a. Attend Old and New Officers' Executive Meeting(s).
 - b. Attend conference session for introduction of new WBEA officers.
 - c. Consult with NBEA Membership Director for advice and materials.
 - d. Organize and conduct the S/T/P Membership Chairs and Presidents-elect breakfast
2. Within one month following WBEA Conference:
 - a. Write article(s) for Western News Exchange.
 - b. Send publicity to national publications regarding WBEA trophy awardees.
 - c. Write letters of appreciation to S/T/P Membership Chairs.
3. June and July
 - a. Attend Executive Committee Summer Planning meeting.
 - b. Prepare materials for conference.
 - c. Create NBEA membership promotion theme.
4. August
 - a. Write to S/T/P Presidents and NBEA, WBEA, and S/T/P Membership Chairs and send the Robert J. Thompson WBEA Membership Award guidelines, the WBEA Membership Achievement Award guidelines and WBEA's \$0.50 per mailing of lapsed NBEA/WBEA members guidelines. Encourage NBEA displays at their conferences. Give S/T/P Membership Chairs advice and guidance.
 - b. Secure a sponsor for the Membership Chairs/Presidents-Elect breakfast meeting.
5. September through December
 - a. Organize S/T/P Membership Chairs' meeting for WBEA Conference.
 - b. Should a Membership Chairs/Presidents-elect breakfast meeting be held, be sure to have each S/T/P identify only one membership chair and only one president-elect to represent the S/T/P. Any additional attendee will be charged the cost of breakfast.
 - c. Send invitations to membership meeting to S/T/P Membership Chairs and guests (NBEA Director, WBEA officers, NBEA Membership Director, etc.)
 - d. Work with the WBEA Conference Chair to order meals and room for the Membership Chairs/Presidents-elect breakfast meeting.
 - e. Compile materials for draft of report to WBEA Executive Board.
 - f. Keep in touch with S/T/P Membership Chairs.
 - g. Determine membership achievement gift for S/T/P Membership Chairs.
 - h. Arrange an NBEA membership promotion display for WBEA Conference.
6. January
 - a. Complete NBEA membership report for WBEA Conference and print copies.
 - b. Complete NBEA membership promotion display for WBEA Conference.
 - c. Finalize number attending S/T/P Membership Chairs' meeting.

- d. Purchase the Robert J. Thompson WBEA Membership Award gift and the WBEA Membership Achievement gifts(s).
7. February or May, WBEA Conference:
- a. Attend WBEA Executive Board meeting.
 - (1) Distribute copies of NBEA membership report.
 - (2) Distribute guidelines for the Robert J. Thompson WBEA Membership Award.
 - (3) Distribute guidelines for the WBEA Membership Achievement Award.
 - (4) Distribute guidelines for the WBEA Membership promotion stipends.
 - b. Coordinate NBEA membership promotion display with NBEA Membership Coordinator.
 - c. Organize and facilitate the S/T/P Membership Chairs` meeting (share ideas, etc.)
 - d. Present the Robert J. Thompson WBEA Membership Award at WBEA Recognition Luncheon.
 - e. Present the WBEA Membership Achievement Awards at WBEA recognition luncheon.
 - f. Involve S/T/P Membership Chairs in NBEA display, etc.
8. Within one month following the WBEA Conference:
- a. Prepare publicity for national publications.
 - b. Write articles for the *Western News Exchange*.
9. Attend the NBEA Membership Directors meeting at the annual NBEA Convention.

A6061. ROBERT J. THOMPSON WBEA MEMBERSHIP AWARD GUIDELINES

The major membership award WBEA will sponsor each year will be the ***Robert J. Thompson WBEA Membership Award***.

- 1. This award will be given to the S/T/P membership chair with the highest percent reached of the NBEA membership goal. The S/T/P must have at least 50 NBEA/WBEA members.
- 2. The award will be a functional gift, such as a desk pen set, and will be appropriately engraved.
- 3. The award will be computed on the prior year's June 30 NBEA Membership Report.
- 4. The award will be presented at the next WBEA Conference. The engraving will read:

The Robert J. Thompson WBEA Membership Award
Presented to
Name, S/T/P, Year

A6062. WBEA MEMBERSHIP ACHIEVEMENT AWARD GUIDELINES

Each year WBEA will sponsor ***The WBEA Membership Achievement Award***.

- 1. This award will be given to the membership chair of every S/T/P reaching 95% or above of the NBEA membership goal.
- 2. The award will be a practical gift of approximately \$10 in value.
- 3. The award will be computed on the prior year's June 30 NBEA Membership Report.
- 4. The award will be presented at the next WBEA Conference.
- 5. This award **will not** be given to the Membership Chair receiving the ***Robert J. Thompson WBEA Membership Award***.

A6120.1. Robert J. Thompson NBEA/WBEA Student Membership Endowment

National Business Education Association (NBEA)/Western Business Education Association (WBEA) Membership benefits include the following advantages:

1. Regular publications including the *Business Education Forum*, *Keying In* newsletter, and *NBEA Yearbook*.
2. Networking opportunities including workshops, conventions, and more.
3. Special registration rates for the annual national and regional conferences.
4. Linkages to business and industry.
5. An active legislative advocacy program.
6. Access to NBEA's Online Jobs Forum for a list of job vacancies.
7. Protection from the high cost of lawsuits providing \$250,000 of professional liability insurance.
8. An opportunity to expand your professional network.

1. A candidate for this endowment must be a student member as described by the National Business Education Association (NBEA) organization. (*NBEA Bylaws, Article II—Membership, Part B—Eligibility, Section 2—Student*)

“Section 2—Students. Full-time students pursuing initial licensure/certification who are enrolled in courses of study in academic institutions and interested in advancing the purposes of the National Association shall be eligible for student membership in the National Association.”

2. A candidate for this endowment must be a student in a National Association of Business Teacher Education (NABTE) member college/university majoring in Business Education or at least attending a college/university working toward Business Education licensure/certification.
3. A candidate must have at least junior status at the college/university currently attending.
4. A recipient of this endowment may receive the endowment only once.
5. Candidate applications are limited to one student per college/university per year.
6. Recipients of this endowment are encouraged to seek support from their State or Province to attend the Professional Development Institute (PDI) at the WBEA Conference the year they receive the endowment.
7. Candidates for this endowment must complete an application form signed by the candidate and two faculty members from their major program of study from their college/university and **submit the applications to be received by October 31.**
8. The purpose of this endowment is to encourage professionalism in Business Education. Recipients are encouraged to pass forward this endowment by sponsoring a student membership for one or two student members once they, themselves, have become professional members of NBEA/WBEA.
9. Candidates should complete an application and send it to the
WBEA Student Membership Committee
Dr. Alden A. Talbot, Committee Director
Telecommunications & Business Education
Weber State University
1501 University Circle
Ogden, UT 84408-1501
Phone: (801) 626-6060 Fax: (801) 626-6650

A6120.1.1. Robert J. Thompson NBEA/WBEA Student Membership Endowment Application

The recipient of this endowment receives a one-year paid membership providing all benefits as a member of National Business Education Association/Western Business Education Association. In addition, the recipient is recognized nationally and regionally as an outstanding candidate in becoming a professional member of Business Education as he/she seeks licensure/certification to become a business educator.

1. State why you intend to teach business education.

2. State why you think professionalism is important in education.

Provide the following:

Number of quarter system hours completed in your education _____

Or

Number of semester system hours completed in your education _____

Sponsoring Faculty Member	_____	Sponsoring Faculty Member	_____
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E-Mail	_____	E-Mail	_____
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Applicant Printed Name	_____	Applicant Signature	_____
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Applicant Mailing Address	_____	College/University Name	_____
	_____	Address	_____
	_____		_____

E-Mail Address	_____		_____
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Phone	_____		_____
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A6120.2. Robert J. Thompson NBEA/WBEA First-Year Teacher Membership Endowment

National Business Education Association (NBEA)/Western Business Education Association (WBEA) Membership benefits include the following advantages:

1. Regular publications including the *Business Education Forum*, *Keying In* newsletter, and *NBEA Yearbook*.
2. Networking opportunities including workshops, conventions, and more.
3. Special registration rates for the annual national and regional conferences.
4. Linkages to business and industry.
5. An active legislative advocacy program.
6. Access to NBEA's Online Jobs Forum for a list of job vacancies.
7. Protection from the high cost of lawsuits providing \$250,000 of professional liability insurance.
8. An opportunity to expand your professional network.

Purpose

The purpose of the Endowment is to encourage participation in professional organizations while awarding first-year business teachers for their successful entry into teaching business education subjects.

Qualification

Each state, territory, and province with a fully organized Professional Business Education organization will select a fully qualified first-year business teacher from their state, territory, or province to receive a **one-year membership to NBEA/WBEA**.

Process

The Membership Director of each state, territory, and province in the WBEA area where there is a fully organized Business Education Professional organization is asked to be in charge of the state's, territory's or province's selection for the Robert J. Thompson First-Year Teacher Membership Endowment. Each qualifying state, territory, or province will use its own selection process whether it be selecting from all first-year qualified business teachers through a lottery process, through previous competitive events such as the Phi Beta Lambda Future Business Teacher awardees, or through other means determined by the business education professional organization officers for the year. The state membership director is then asked to complete the approved application form submitting the state's, territory's, or province's application for its candidate to the Director of the Robert J. Thompson First-Year Teacher NBEA/WBEA Membership Endowment Committee.

Candidate Eligibility

1. A candidate for this endowment must be a First-Year Business Education Teacher nominated by the Business Education Professional Organization of his/her state, territory, or province. In order for a state, territory, or province to nominate a candidate for the First-Year Teacher Robert J. Thompson NBEA/WBEA Endowment, the state, territory, or province must have a fully organized Business Education Professional Organization.
2. A candidate for this endowment must have received a bachelor's degree (or equivalent) from an accredited college/university and must have had a major in a business teacher education program.
3. A recipient of this endowment may receive the First-Year Teacher Endowment only once.

4. Candidate applications each year are limited to one First-Year Teacher candidate per S/T/P in the WBEA region.
5. Recipients of this endowment are encouraged to seek support for and to attend the Professional Development Institute (PDI) at the WBEA Conference the year they receive the endowment.
6. Candidates for this endowment must have a completed application form signed by both the Membership Director and the President of the Business Education Professional Organization of the candidate's state, territory, or province and that **application form must be submitted to be received by June 30 selection or by October 31 selection.**
7. The purpose of this endowment is to encourage professionalism in Business Education. Recipients are encouraged to continue their NBEA/WBEA professional membership yearly.

A6120.2.1. Robert J. Thompson NBEA/WBEA First-Year Teacher Membership Endowment Application

The recipient of this endowment receives a **one-year paid membership** providing all benefits as a member of **National Business Education Association/Western Business Education Association (NBEA/WBEA) organizations**. In addition, the recipient is recognized nationally and regionally as an outstanding candidate in becoming a professional member of Business Education as he/she begins his/her business education teaching experience.

1. First-year business teacher candidate
(Provide name as it should be listed on the NBEA/WBEA Membership card.)

Address of first-year business teacher candidate.
(Indicate preferred mailing address for NBEA/WBEA mailing purposes.)

Home Address

Business address

School Name

Street or P.O. Box

Street or P.O. Box

City/State/ZIP Code

City/State/ZIP Code

E-mail Address

E-mail Address

Phone Number (Include Area Code)

Phone Number (Include Area Code)

Provide the following:

Bachelor degree awarding institution for candidate _____

Year degree was awarded _____

2. Complete name of sponsoring state professional business education organization.
(Example: Utah Business and Computer Education Association)

Sponsoring Organization
Membership Director

Sponsoring Organization
President (WBEA Board Member)

Printed Name

Printed Name

Signature

Signature

Applications are to be sent to
WBEA First-Year Teacher Membership Committee
C/O Dr. Alden A. Talbot, Committee Director
Telecommunications & Business Education
Weber State University
1501 University Circle
Ogden, UT 84408-1501
Phone: (801) 626-6060 Fax: (801) 626-6650

A8000. SAMPLE WBEA CONFERENCE TIME LINE

48 Months	Submit application to host the WBEA Conference to the Annual Conference Advisory Committee then to the WBEA Executive Board.
24-36 Months	Select Conference Chair and conference hotel.
18-24 Months	Conference Chair begins forming committees - selecting personnel - especially important to name Site Coordinator who is located near the conference site. Conference Evaluation Committee Door Prize Committee Exhibits Committee Finance and Budget Committee Fund Raising/Raffle Committee Hospitality Committee Membership Committee Publicity Committee Registration/Housing Committee Site Coordinator/Committee Speakers/Program Committee Tours, Travel, and Special Events Committee
18-14 months	Meet with chairs of various committees to review their area of responsibility. See that each has a copy of responsibilities. <u>Arrange for a copy of all communications sent out by the various committee chairs to be sent to Conference Chair.</u>
16 Months	Tentative plan and budget from all committees should be submitted to conference chair.
15 Months	Conference Chair and Finance and Budget Committee should meet and finalize the conference budget. Funds for the WBEA Scholarship shall be allocated before conference proceeds are distributed to the state and region.
12-13 Months	Exhibit Chair formulates letter and forms for first mailing to exhibitors.
9-10 Months	Conference Chair, WBEA President, and other committee chairs meet at the conference site, if possible, to make tentative plans for the conference. Conference Chair should get the reaction of the committee to such matters as: <ol style="list-style-type: none">1. Special room requirements needed for conference meetings—size, media needs.2. Special requirements for meals and dinner meetings--media needs, piano, etc.3. Tentative arrangement of rooms for the conference (registration space, exhibit space, general meeting rooms, sectional meeting rooms, accessibility of rest rooms, etc.)4. Charges to be made for:<ol style="list-style-type: none">a. Registrationb. Meals (banquets, luncheons, Delta Pi Epsilon, fun night, etc.)c. Hotel or housing accommodations

- d. Space for exhibitors and rates to be charged (by hotel and to exhibitors)
- 5. Publicity
 - a. Number and kinds of general mailings and time schedule.
 - b. National publicity (Balance Sheet, Forum, etc.)
- 6. Complimentary tickets during conference. Conference Chair and WBEA President should follow WBEA guidelines in formulating their own policy. Keep a list of those who receive tickets.
- 7. Delta Pi Epsilon-sponsored meeting.
- 8. NABTE-sponsored meeting.
- 9. Review policies to govern hospitality coffees, open houses, and other special meetings or gatherings.
- 10. Determine policy regarding favors, door prizes, raffle prizes, etc.
- 11. Determine who shall be responsible for seeing that reservations are made for special conference guests. Recommendation: The WBEA President would seem to be a logical person to handle this detail for people invited by the WBEA President. Local Program Chair should make speaker arrangements.

8-9 Months

Conference Chair should:

- 1. Check with committee chairs to determine progress being made by committee.
- 2. Remind committee chairs that each is to make a report to the Conference Chair as soon as possible. In the report, will be given for improving the work of the committee next year.
- 3. Make special effort to determine that Exhibit, Program, and Publicity Chairs are making satisfactory progress with their respective responsibilities.
- 4. Check on menus for various banquets and luncheons; contract or determine the date costs can be finalized.
- 5. Check that second mailing to exhibitors ready to be sent.

6 Months

Conference Chair should:

- 1. Check on progress being made by all committees - particularly Exhibits, Program, and Publicity committees.
- 2. Make sure special sponsored activities and functions are taking shape.
- 3. Check with WBEA President about address labels.

5 Months

Conference Chair should:

- 1. Receive dummy of program from committees.
- 2. Get any additional special instructions from WBEA President regarding such matters as whether or not to provide special activities for wives/husbands during conference, the handling of complimentary tickets during conference, etc.
- 3. Check with WBEA President about reservations for visiting national officers and regional officers at the conference.
- 4. Make plans on definite entertainment for various banquets and luncheons.

4 Months

Conference Chair should:

- 1. Check to see that all committees are functioning.
- 2. Draft letter announcing the conference. This may be delegated to the Publicity Chair to write. This letter is to be printed and mailed by the

Publicity Committee to WBEA members and all business teachers in the state where the conference is being held. Mailing should provide information about hotel accommodations, meal costs, airline facilities to conference city and should carry a tentative conference program. Provisions should be made for room reservations and pre-registration to be sent in.

3. Together with the President, invite Past Presidents to WBEA Recognition Luncheon/Dinner and Past Presidents' Reception. (Could be included in registration materials; get mailing and contact information from the previous year's conference chair.)

- | | |
|------------------|---|
| 3 Months | <p>Conference Chair should:</p> <ol style="list-style-type: none"> 1. Check to see that Exhibit Chair has everything under control. 2. Conference Chair, Program Chair and WBEA President will meet to go over the conference. |
| 2 Months | <p>Conference Chair should:</p> <ol style="list-style-type: none"> 1. Get copy of printed program from Program Chair. Check for accuracy of room assignments for meetings, special equipment needed, etc. 2. Go over final plans with the Site Coordinator: <ol style="list-style-type: none"> a. Check with AV person for equipment needed and special seating arrangements. b. Arrangements for special coffees or receptions. c. Make arrangements for special equipment needed at banquets and luncheons. 3. Have Registration Chair report to Conference Chair periodically (perhaps weekly) on status on reservations received. 4. Appoint a WBEA photographer. |
| 1 Month | <p>Secure names of those attending meetings before the formal start of the conference from the president, president-elect, and Past President so that their packets can be pulled and given to them early (Executive Board, etc.).</p> |
| 2 Weeks | <p>Bring all committee chairs together and review the responsibilities of each committee throughout the conference.</p> |
| 2 Weeks After | <ol style="list-style-type: none"> 1. Send thank-you notes to committee members, committee chairs, exhibitors, speakers, etc. 2. Photographer provides multiple copies of pictures to conference chair. Pictures to be sent to President, President-elect, and <i>WNE</i> Editor within one month of the conference. |
| 1-2 Months After | <ol style="list-style-type: none"> 1. All committee chairs should submit final reports to Conference Chair. 2. Conference Chair will submit final report to WBEA President. 3. Pass Conference Planning Guide to new WBEA President-elect. |

A8030. APPLICATION TO HOST WBEA CONFERENCE

WESTERN BUSINESS EDUCATION ASSOCIATION

Name of sponsoring S/T/P _____

Dates of conference _____ Estimated attendance _____

Location of conference _____
(City) (State/Country)

Conference site (hotel) _____

Current guest-room rates at this property _____

Projected property guest-room rates on conference date _____

Projected costs, if any, for use of function space _____

Please attach information to support the availability of public transportation to the conference site. If possible, also include estimated travel costs from selected locations (near and far) within the Western Region.

Current WBEA/NBEA and S/T/P membership _____

Is there an expected change in the total membership by the proposed conference date?
_____ Yes _____ No

Conference profits will be divided as follows: WBEA _____% S/T/P _____%

Potential S/T/P members for a conference committee are:

(1) _____ (2) _____

(3) _____ (4) _____

A projected budget for the conference and a brief summary of the marketing strategy to be used to support the budget must accompany this application.

NOTE: This application must be signed by the current S/T/P President and at least one of the S/T/P members, named above as a potential committee member.

S/T/P President Date S/T/P Committee Member Date

A8041. WBEA CONFERENCE REGISTRATION GUIDELINES

1. Registration fees will be determined by the conference committee. The total amount to be paid should be adequate to cover projected costs. The registration fee primarily covers attendance at conference workshops. It may or may not cover the costs of meal functions. Special activities should generally be charged separately.
2. It is appropriate to provide a deadline for registration with an increased fee for late or on-site registrations.
3. Cancellation and refund requests must be in writing, and a deadline for receiving such requests must be established. This date should coincide with committee needs for confirming guarantees with the hotel.
4. The registration fee is required of all WBEA PROFESSIONAL REGISTRANTS as well as PROFESSIONAL REGISTRANTS FROM THE HOST S/T/P.

NOTE: WBEA or Host S/T/P members appearing on the program as speakers or coordinators must register for the conference and pay the required registration fee.

5. A reduced registration fee is provided for RETIRED and STUDENT members. In determining the reduced fee, consideration should be given as to whether meal functions are included. Covering direct participant expenses should be the key to determining the reduced fee.
6. PROFESSIONAL MEMBERS FROM OTHER NBEA REGIONS are accorded the same registration fee as WBEA professional members.
7. COMPLIMENTARY REGISTRATIONS are extended to:
 - a. Program participants from regions other than WBEA. (Includes Regional Presidents, NBEA President, NBEA Executive Director and/or NBEA Membership Director, and other national presidents of professional organizations affiliated with NBEA/WBEA.)
 - b. Speakers outside the educational field. Generally, they are provided with complimentary meals for the day of their presentations if the meal functions are charged separately.
 - c. Exhibitors. Generally applies to exhibit days of conference and covers workshop attendance. If meal functions are included in the registration fee, exhibitors may be invited to purchase individual meal tickets.
 - d. Complimentary name tags may be provided for non-business educators who are the guests of paid registrants.
8. For statistical purposes, the registration form should provide appropriate blanks for participants to indicate institutional affiliations as well as NBEA regional association affiliation and member classification.
 - a. Institutional affiliation categories include: Secondary, State Department of Education, College/University, Voc-Tech Center, Junior/Community College, Private Business College, City/County Supervisor, Junior High School, Business/Industry.

- b. Regional affiliations include: Eastern (EBEA), Southern (SBEA), North Central (NCBEA), Mountain-Plains (M-PBEA), Western (WBEA).
- c. Member classifications include: Professional (Teacher, Supervisor, Administrator, Other), Retired, Student.

It is also appropriate to include a box to be checked by those attending their first WBEA Conference. This provides an opportunity for special recognition (for example, by using different colored name tags).

A8042 CONFERENCE PROCEEDS SPLIT

1. If net income is over \$20,000, then the hosting S/T/P can receive up to a 60/40 percent split based upon a percentage of the S/T/P's attendees versus the total attendees—S/T/Ps getting 50-60 percent.
2. To qualify for anything other than a 50/50 split between the S/T/P and WBEA, both criteria must be met (net income over \$20,000 and the S/T/P's Conference attendees are over 50 percent of the total attendance, but not to exceed more than a 60 percent share).
3. When WBEA hosts its own conference, \$10 from conference profits shall go to the S/T/P of each registered member. This will be applied on a dollar for dollar basis with WBEA (i.e. if the conference had a net profit of \$1,000, then \$500 would be split among the S/T/Ps and \$500 would go to WBEA). The remainder of the profits will go into the WBEA Unrestricted Reserve.