

OKLAHOMA ASSOCIATION OF CAREER & TECHNOLOGY EDUCATION

BUSINESS, MARKETING, AND INFORMATION
TECHNOLOGY EDUCATION DIVISION

 **b m i t e**

BYLAWS

Revised August, 2016

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ARTICLE I. NAME

The name of this organization shall be Business, Marketing and Information Technology Education Division, OKLAHOMA ASSOCIATION OF CAREER & TECHNOLOGY EDUCATION. However, the letters “BMITE” may be officially used to designate the organization.

ARTICLE II. PURPOSE

The purposes of BMITE shall be:

- A. To increase the effectiveness of business and throughout the state and nation and to encourage more involvement at the regional and national level.
- B. Emphasize and encourage the promotion and expansion of Business Professionals of America (BPA) and DECA.
- C. Encourage and promote participation among business, marketing and information technology educators at all educational levels.

ARTICLE III. MEMBERSHIP

A. Eligibility

- 1. All persons interested in business, marketing, and information technology shall be eligible for membership.
- 2. The membership year shall be from July 1 to June 30.
- 3. Dues shall be collected annually at summer conference. BMITE dues shall be collected at this time.

ARTICLE IV. OFFICERS

- A. Shall consist of and be elected by the membership.
- B. Officers –
 1. It is the responsibility of this office to invite their New Teacher Mentee to the Executive Council Meeting and the Advisory Committee meetings in the Fall and Spring, to explain the duties of their office, and encourage their new division member to become actively involved within the division.
 2. The President shall preside at all meetings, appoint such committees as are necessary to conduct the organization, and serve on the BMITE Executive Board. The President will also serve on the CareerTech Administrative Council (CTAC) and chair BPA and DECA Day at the Capitol. The President shall serve as the Voting Delegate, representing the BMITE Division at the National ACTE Conference, with the BMITE Division matching the stipend paid by OkACTE to attend. If the President is unable to attend the National ACTE Conference the President-Elect will serve as the Voting Delegate. In addition, the President will plan activities at the leadership conference and communicate condolences and congratulations to members on behalf of the BMITE Division. The President shall have a \$100 budget set aside to attend OkACTE professional development opportunities during the school year.
 3. The President Elect shall perform the duties of the President in his/her absence and will assume the office of President the following membership year. The President Elect shall serve on the Executive Board of BMITE, serve on the OkACTE Advisory Committee, Chair the BMITE Nominating Committee and attend National Policy Seminar, with the BMITE Division paying the actual expenses incurred, with proof of registration and proper travel/food receipts (in accordance with current IRS per diem requirements). If the President Elect is unable to attend the National Policy Seminar, the President may appoint a replacement from the BMITE Executive Board.
 4. The Secretary shall serve for a term of two years and keep a full and accurate record of the meetings of the organization and carry on such correspondence as is necessary. The Secretary shall serve on the BMITE Executive Board for two years and the OkACTE Advisory Committee.
 5. The Treasurer will maintain accurate records of all transactions and receipts. The Treasurer shall server for a term of two years and will receive membership dues and any other money granted the organization and disburses all funds by check as required by the activities of the organization. The Treasurer will serve on the BMITE Executive Board for two years and the OkACTE Advisory Committee.
 6. The Reporter shall be responsible for updating and maintaining the Division website and submission of articles to other publications. The reporter shall serve for a term of two years and on the BMITE Executive Board and the OkACTE Advisory Committee.

The BMITE Division will reimburse the Reporter for the cost of the web site hosting for the Division.

7. The Administrative Council (CTAC) Representative shall be elected to serve a three-year term to represent the Business, Marketing & Information Technology Education Division at all CareerTech Administrative council meetings and report back to the membership of BMITE when necessary.
8. The Past President shall serve with other officers in an advisory capacity as an ex-officio member of the Executive Board and a member of the OkACTE Advisory Committee. The Past President shall also collect and compile historical information to be passed on each year to the incoming Past President so that BMITE history is preserved year to year.

B. Election of Officers

1. All active members shall be eligible to run for office with the exception of the state supervisor or program specialist.
2. A nominating committee will be appointed by the President and will meet to consider names submitted. Nominees will be presented to the membership for consideration before the election.
 - a. An application for office is in the back of the handbook and can be obtained by contacting members of the nominating committee.
 - b. Active members shall submit nomination forms to the chairperson of the nominating committee before the Spring BMITE Executive Board meeting.
 - c. The nominating committees shall attempt to have at least 2 (two) candidates for each office.
3. The President -Elect for the following membership year shall be elected for a term of one year by the annual BMITE meeting at Summer Conference. The Secretary, Reporter, and Treasurer shall serve a term of two years with the term of office beginning at the first BMITE Executive Board Meeting after Summer Conference or on October 1 of that year. Prior to election to office the President-Elect shall have served as an officer or Regional Vice President for at least one year. Officers are elected by all active BMITE members.
4. The BMITE CareerTech Administrative Council (CTAC) Representative shall be elected to serve a three-year term in accordance with the rotation system defined in the OkACTE operating policies and is prohibited from being appointed/elected to succeed themselves to a consecutive three-year term in the identical position. A newly-elected representative will begin their term September 1, and shall be invited to attend the fourth quarterly CTAC meeting with their predecessor (who retains their voting privileges until September 1). Prior to election to this position, the BMITE CTAC Representative shall have held a BMITE executive council office for at least one year.

5. Should the office of President become vacant during the term of office, the President-Elect shall become President for the remainder of the term. The Executive Board shall select successors for any other vacancy until an election can be held.
6. If because of disability, resignation or other cause any office becomes vacant, the Executive Board shall be empowered to fill the said office until the prescribed procedures shall be followed to elect a member for the un-expired term. The Executive Board, by a three-fourths vote of all its members, may remove any officer from office for cause.
7. The method of voting shall be determined by the Executive Board, and at the discretion of the currently-elected President.

ARTICLE V. REGIONAL VICE PRESIDENTS

A. Election of Regional Vice Presidents.

1. Regional Vice Presidents shall be elected from each of the six Business, Marketing and Information Technology Education School-to-Work Regions (Northwest, Southwest, North Central, South Central, Northeast, and Southeast). The election of Regional Vice Presidents will be voted upon by the members of each region. If there are no candidates for Regional Vice President, appointments will be made by the Business, Marketing and Information Technology Education President to fill the vacancy.
2. The Regional Vice Presidents will serve a two-year alternating term. The Northwest, North Central, and Northeast Regional Vice Presidents will be Elected in even-numbered years and the Southwest, South Central, and Southeast Regional Vice Presidents will be elected in odd-numbered years.

B. Duties of Regional Vice Presidents

1. Regional Vice Presidents shall serve as a liaison to foster communications among Business, Marketing and Information Technology Education members, Business, Marketing and Information Technology Education Executive Board and the Business, Marketing and Information Technology Education state office. Regional Vice Presidents will chair a Committee to elect an Outstanding Regional Business and Information Technology Education Member.
2. Regional representatives shall serve on the Business, Marketing and Information Technology Education Executive Board, and shall represent their region on the Oklahoma Association of Career & Technology Education Advisory Committee.
3. Region Vice Presidents will coordinate one regional professional development meeting per year.
4. Obtain up-to-date list of regional members.

5. Nominate two people from region to run for Region Vice President when term expires.

ARTICLE VI. EXECUTIVE BOARD

A. Membership of Executive Board

1. The Executive Board shall consist of the President, Regional Vice Presidents, President Elect, Secretary, Treasurer, Reporter, the immediate Past President, a representative from the state office, and the CareerTech Administrative Council Representative (CTAC).

B. Purpose and the Responsibilities of Executive Board

1. The Executive Board shall constitute the Administrative body of the BMITE and shall carry out all of the activities necessary to the successful operation of the association between annual meetings.
2. The Executive Board shall meet twice a year, once during the fall and prior to summer conference, at the call of the President, upon written request of a majority of the Executive Board.

ARTICLE VII. COMMITTEES & REPRESENTATIVES

A. Standing Committees

1. Chairpersons of standing committees and representatives shall be appointed by the President with the exception of the Nominating Committee which will be chaired by the President Elect. All members of standing committees must be active members in BMITE.
2. Standing committees include Nominating, Awards, Legislative, Policy, Membership, Scholarship and the Audit Review Committee.

B. Nominating Committee

1. The Nominating Committee shall be chaired by the President-Elect and comprised of four active BMITE members appointed by the President.
2. Shall present candidates to membership for consideration at least 24 hours prior to election and endeavor to nominate at least two candidates for each elective office with their consent. Collect and prepare short biographical sketches of each nominee and prepare ballots for distribution at annual meeting.
3. Distribute and count ballots to determine election results and inform BMITE President and OkACTE officer of election results.
4. Perform other duties as assigned by Executive Board.

C. Awards Committee

1. Shall be comprised of the OkACTE Awards representative a past president, a previous award recipient, and three BMITE members approved by the Awards Committee.
2. Shall compile a list of award recipients, handle the acquisition of awards for distribution at summer conference, and make recommendations for changes given by BMITE.
3. Will preview all nominations for BMITE and OkACTE Awards to determine if they meet established eligibility criteria set forth by OkACTE/ACTE and BMITE membership.
4. Service recognition awards will be made at five year increments of service in BMITE and awarded at the BMITE annual summer conference.
5. Will also be responsible for retiree awards and any other special awards given by the membership.
6. The Chair of the Awards Committee will serve for a three-year term.
7. If a member of the Awards Committee has been nominated for an award, the committee member relinquishes his/her duties on this committee until the awards have been determined.

D. Policies Committee

1. Annually review BMITE and OkACTE Bylaws and policy to ensure that they are in line with OkACTE and ACTE.
2. Make recommendations and changes to the Executive Board for any revisions in the BMITE Bylaws and BMITE Handbook annually.
3. Prepare bylaw amendments and send to BMITE Reporter 30 days prior to to be voted upon by BMITE membership.

E. Membership Committee

1. Prepare and disseminate BMITE promotional materials within the state and retain membership printout from OkACTE.
2. Distribute BMITE information to all new members.
3. Recognize and publicize achievements and contributions of BMITE members.
4. The Chair of the Membership Committee will serve for a 3-year term.

F. Legislative Committee

1. Inform BMITE members of legislative activities.
2. Encourage BMITE members to develop and implement policies affecting career & technology education and to communicate with legislators.
3. Network with all regions and promote PAC.

4. Perform other duties as assigned by Executive Board and conduct workshops to educate BMITE members to become politically active.
5. The Chair of the Legislative Committee will serve for a 3-year term and be appointed by the BMITE President.
6. The PAC Representative will serve on the Legislative Committee.

G. Diversity Action Committee

1. Represent BMITE at OkACTE level.
2. Report to BMITE membership at Summer Conference.
3. The Chair of the Diversity Action Committee will serve for a 3-year term.

H. Benevolent Representative

1. Represent BMITE at OkACTE level.
2. Report to BMITE membership at Summer Conference
3. The Benevolent Representative will serve for a 3-year term.

I. Scholarship Committee

1. The Scholarship Committee will review and screen the scholarship applications.
2. The Scholarship Committee will award up to three \$500.00 scholarships depending on the availability of the funds as determined by the Executive Officer Team at the spring board meeting.
3. The Scholarship Committee will present the approved applicants to the Executive Board. The final decision will be made at the spring board meeting by the Executive Board.
4. The deadline for the scholarship is as defined by the date on the scholarship application.

J. Audit Review Committee

1. An Audit Review Committee shall be appointed and shall be composed of four BMITE representatives and one Chair. Appointed representatives shall have financial expertise or experience. The Audit Review Committee shall review the audit of the accounts of the association and reports its findings to the Executive Board and the membership during summer conference.

K. Special Committees

1. Special committees shall be appointed by the President to implement the work of BMITE when necessary.

ARTICLE VIII. SPECIAL AWARDS

A. BMITE Teacher of the Year

1. Currently employed as a full-time classroom teacher in a CareerTech, business, marketing and information technology education program
2. Completed at least five years teaching experience in a CareerTech business, marketing and technology education program.
3. Served in some capacity on a local, state, regional and/or national level, such as division officer, program participant, or active member of a state committee.
4. Must have been a member of BMITE/OkACTE/ACTE a minimum of the past five consecutive years.
5. The applicant will represent the division at competition for Region IV's Outstanding Teacher. The applicant will prepare an entry in compliance with OkACTE/ACTE guidelines.
6. Award nominees must submit an application online at the ACTE Awards Portal by the established deadline.

B. BMITE Postsecondary Teacher of the Year

1. Currently employed as a full-time post-secondary classroom teacher in a CareerTech, business, marketing, and information technology education program
2. Completed at least five years teaching experience in a CareerTech business, marketing, and technology education program.
3. Served in some capacity on a local, state, regional and/or national level, such as division officer, program participant, or active member of a state committee.
4. Must have been a member of BMITE/OkACTE/ACTE a minimum of the past five consecutive years.
5. The applicant will represent the division at competition for Region IV's Postsecondary Teacher.
6. The applicant will prepare an entry in compliance with OkACTE/ACTE guidelines and submit an application online at the ACTE Awards Portal by the established deadline.

C. BMITE New Teacher of the Year

1. Individuals who are currently employed as full-time classroom/laboratory teachers.
2. Membership in BMITE/OkACTE/ACTE for at least the past three consecutive years but not more than five years (applicant may be in their sixth year of teaching at time of application) and new to the teaching profession in CareerTech education.
3. Nominee must also be involved in some capacity in BMITE/OkACTE/ACTE a minimum of two consecutive years.
4. The applicant will prepare an entry in compliance with OkACTE/ACTE guidelines and submit an application online at the ACTE Awards Portal by the established deadline.

D. BMITE New Professional

1. Currently employed as a full-time classroom teacher in a CareerTech business and information technology education program.
2. Competed two through five years teaching experience in a CareerTech business and information technology education program.
3. Nominee must have been a member of BMITE/OkACTE/ACTE a minimum of two consecutive years but no more than five years.
4. Nomination must be in writing and the nominee or nominator to the chairperson of the Awards Committee should submit completed materials by the established deadline.
5. The applicant will prepare an entry in compliance with OkACTE/ACTE guidelines and submit an application online at the ACTE Awards Portal by the established deadline.

E. BMITE Carl Perkins Community Service Award

1. Individuals who are currently employed as full-time classroom/laboratory teachers.
2. Membership in BMITE/OkACTE/ACTE for at least the past three consecutive years.
3. The applicant will prepare an entry in compliance with OkACTE/ACTE guidelines and submit an application online at the ACTE Awards Portal by the established deadline.

F. BMITE Outstanding Regional Member

1. To recognize one person in each region who has strongly promoted business and information technology education and/or has exhibited an outstanding accomplishment in the classroom.
2. The individual may NOT be a member of the Business, Marketing and Information Technology Education Executive Board during the current year.
3. The nominee must be a member of BMITE/OkACTE/ACTE during the current year.
4. A selection committee composed of the Regional Vice-President and two business and information technology education teachers from their region will evaluate the applications.

5. If there are no nominees from a Region, the selection committee will select an Outstanding Regional Member based upon knowledge of the recipient's work.
6. The winner from each Region will be announced at the Business, Marketing and Information Technology Education Awards Celebration at Summer Conference.

F. Special Awards

1. Special awards may be given by recommendation of the Awards Committee.

G. BMITE/OkACTE Awards

1. Teacher of the Year, Postsecondary Teacher of the Year, New Teacher of the Year, Carl Perkins Community Service Award, New Professional, Arch Alexander, Francis Tuttle Career Excellence, Kaleidoscope, and Distinguished Service will follow the guidelines as stated in the current OkACTE Awards Program.
2. BMITE will match OkACTE's stipend up to \$500 for the award recipient to attend the next level of competition.
3. BMITE will match OkACTE's stipend up to \$500 (if funds are available) for the New Professional to attend the ACTE National Convention if they are not one of the six recipients chosen by OkACTE.

ARTICLE IX. AMENDMENTS

A. Amendment to the Bylaws

1. The bylaws may be amended by majority vote of members present at any regular meeting.
2. Amendments must be submitted in writing to the President thirty days prior to the business meeting.

ARTICLE X. PARLIAMENTARY AUTHORITY

A. Parliamentary Authority

1. **Robert's Rules of Order, Newly Revised** shall govern any provision by the Bylaws of the Business, Marketing and Information Technology Education Division.

ARTICLE XI. VOTING BY E-MAIL

E-mail voting should not be used for highly sensitive or controversial issues and is at the discretion of the Executive Committee if it fits or does not fit into either of these areas.

A. The board President or acting President may call for an e-mail vote if two additional Executive Committee members, other than themselves, agree that a vote is required. The person calling for the vote (hereafter referred to as President) must include the following in the e-mail message:

1. List the motion(s). If there is more than one motion in an e-mail vote, the motions should be numbered #1, #2, and so forth.
2. The President may include a paragraph or two describing the motion(s).
3. Give the timetable for discussion of the motion(s) identifying the exact ending date and time that discussion will conclude.
4. Give the timetable for voting identifying the exact ending date and time that voting will conclude.
5. Give direction on how to vote. When there is more than one item being voted on, indicate if each item is to be voted separately, as complete block or what is blocked together.
6. List the other two Executive Committee members that agreed that a vote is required.

B. Voting

1. All votes are to be sent to the President only.
2. The President is to keep the original message of all Executive Board e-mail votes electronically and will bring them to the next official Executive Board meeting. Following the meeting the President may delete the electronic files, if no question on the outcome was brought before the Executive Board.
3. Minimum length of time for members to vote on the motion(s) is five (5) business days.
4. The President must inform the entire Executive Board of the outcome of the voting.
 - a. When a quorum of the votes is received by the deadline and the deadline has passed a listing of each person and how they voted on each motion/set of motions is to be e-mailed out within 48 hours of the deadline. Once the deadline has passed, and the result announced, the result cannot be changed unless a person is appealing the results as stated under Section D below. Even though a majority of the votes may be received before the deadline, voting still is open until the established deadline.

- b. When a majority of the Executive Board members have not voted by the established deadlines, one of the following steps will be completed.
 - i. The President may extend the deadline two business days in which case an e-mail must be sent to all the members that did not vote with a copy to those that did. The President, or his/her designee, may contact Executive Board members that did not vote provided that all these members are contacted in a similar way. When contacting those members that did not vote, no indication of the current status of any of the motion(s) may be given.
 - ii. The President may declare the motion failed due to lack of a quorum and must indicate who voted and who did not vote. The President may not disclose how any of the Executive Board voted.
- C. Executive Board members may appeal the result of the vote if the President incorrectly stated their vote.
 1. An Executive Board member will have two business days after the result has been announced to send to all Executive Board members an e-mail message indicating that their vote was incorrectly stated.
 2. The President must respond within two business days after receiving the appeal and include the following in the e-mail to the Executive Board members:
 - a. Indicate if the vote was correctly stated or not.
 - b. Forward a copy of the member's original e-mail vote.
 - c. The President must restate the result of the vote in the updated summary message.
- D. Clarifications
 1. Business days are considered Monday through Friday inclusive.
 2. Sundays are the beginning of a week.
 3. Business hours are based on the time of the National Center's clock (Eastern Standard Time).
 4. A business day requires a minimum of seven (7) hours (between the hours of 8:00 a.m. and 5:00 p.m. EST).
 5. Amendments to the motion(s) are not allowed.

ARTICLE XII. STIPENDS

- A. Stipends for BMITE Members
 1. Stipends are given on an individual basis as governed in the bylaws and voted upon by the membership for specific events.
 2. Stipends are awarded one per person for any given event to BMITE members. No member can receive two or more stipends for a single event.

ARTICLE XIII. FINANCE

- A. The Treasurer shall not approve any expenditure for which funds are not designated in the bylaws budget without the specific approval of the Executive Board.
- B. All checks for disbursement of BMITE funds shall bear the actual signature of two of the following individuals:
 - 1. President
 - 2. Treasurer
 - 3. BMITE State Director
- C. The fiscal year is designated as July 1 to June 30
- D. The BMITE account shall be audited annually by the Audit Review Committee. The Treasurer will submit records to the Chair of the Audit Review Committee for an audit to be performed and reported to the Executive Committee at the first BMITE meeting following summer conference.
- E. The Treasurer will balance the BMITE account each month and send a report to both the BMITE President and the BMITE State Director each month of the reconciliation.
- F. A yearly fiscal report of income and expenditures will be submitted to the Reporter at the end of each fiscal year to be posted on the BMITE website for approval at summer conference.

ARTICLE XIV. BYLAW CORRECTIONS

- A. If there are errors found by or reported to the policy committee regarding the bylaws such as misspellings, grammar, punctuation, etc. that do not change the actual meaning of the bylaws it is permissible to make those changes as they are discovered without approval by vote from the membership.